

**AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST**

Attach supporting documentation as needed

ORIGINAL SUBMISSION

**THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA
COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL**

SCHOOL: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 23

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS Model United Nations**

STAFF ADVISOR(S)/CHAPERONES: **Erik Wolf, Juliana Scrivner, Alissa McGowan**

ABSENCE: # Days 4 Sub Required: ☐ Yes ☐ No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **MICSUN 2016 (Miami International Conference for the Simulation of the United Nations)**

DESTINATION OF TRAVEL: **Miami, FL**

DATES OF TRAVEL: **April 14-17, 2016**

ACADEMIC BENEFITS TO STUDENTS: **Model United Nations is an opportunity for students to debate real-world issues with others from all over the country and occasionally, other nations. They have to research extensively so as to properly represent their assigned country as a UN ambassador and then take part in writing all-encompassing resolutions to problems that plague the international community. Awards will be presented based on the debate performance and the resolutions.**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other **air, shuttle**

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits ☒ Club Funds ☒
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$550.00</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$13,500.00</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	<u>\$700.00</u>	<u>526/850-00-100-1001-280-6892</u>

Lodging	<u>\$5,500.00</u>	<u>526/850-00-100-1001-280-6892</u>
Substitutes	<u>\$600.00</u>	<u>530-00-100-3400-280-6113</u>
TOTAL	<u>\$20,850.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Only faculty members attending; will aid in fundraisers

COST TO EACH STUDENT \$ 150.00 if enough tax credits are not brought in by the individual student

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Those unable to pay are granted additional fundraising options or asked to be more vigilant in raising the amount needed to off-set the cost to each student; additionally, some students raise in excess of their required threshold so as to help others who are unable to meet their financial requirements.

FUNDING SOURCE(S): Tax credit and club funds, gifts and donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):
car washes, candle sales, corporate donations, restaurant nights (i.e., Chipotle), among others

SUBMITTED BY: _____

Signature

2-8-16

Date

APPROVED BY: _____

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

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ORIGINAL SUBMISSION

**THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA
COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL**

SCHOOL: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: National Junior Honor Society

STAFF ADVISOR(S)/CHAPERONES: Gerad Ball, Michelle Goodman, Nicole Melin, Erika Sparlin,
Jennifer Cruce, Katie Ratliff

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: NJHS teambuilding activity

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: Friday, May 6, 2016 (10pm)-Sunday, May 8, 2016 (7am)

ACADEMIC BENEFITS TO STUDENTS: Reinforcement of community service principles to foster team
spirit, community spirit and pride in NJHS membership.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Beeline-Charter Bus

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits _____ Club Funds _____
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$6700.00</u>	<u>850.00.100.1001.115.6892</u>
Transportation	<u>\$3200.00</u>	<u>850.00.100.1001.115.6519</u>
Meals	<u>N/A</u>	_____
Lodging	<u>N/A</u>	_____
Substitutes	<u>N/A</u>	_____

TOTAL

\$ 9,900.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? _____

COST TO EACH STUDENT \$ **\$200.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Sponsorships are available through NJHS**

FUNDING SOURCE(S): **Student fee**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY:

Michelle Goodman
Signature

2/3/16
Date

APPROVED BY:

M B
Principal/Supervisor

2/3/16
Date

Monica Nelson
Associate Superintendent/Superintendent

2/16/16
Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Michael Bejarano Erika Genis

SCHOOL: District Offices

Tatiana Zolo _____

Department (opt.): School Operations

DATE(S): 3/28/16 to 3/30/16

ACTIVITY/EVENT: 2016 Blended Learning Summit

LOCATION: Los Angeles, CA

ABSENCE: # Days 3 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$0.000</u>	_____
Transportation	<u>\$0.000</u>	Mode <u>Air</u> _____
Rental Car	<u>\$0.000</u>	_____
Meals	<u>\$0.000</u>	_____
Lodging	<u>\$0.000</u>	_____
Substitutes	_____	_____
TOTAL	<u>\$0.000</u>	

The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

Purpose of travel: A professional learning opportunity specifically designed for leaders who are focused on transforming education to achieve rigorous and positive learning outcomes for all students. All expenses are paid by Carnegie.

Outcomes and academic benefits to students and staff: Learn how leveraging technology can help all students reach their full potential. Network with colleagues from across the country and share ideas. Experience an interactive lesson with real students to see collaborative, student-centered learning aligned to new, rigorous math standards.

Submitted by: _____

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

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EMPLOYEE(S): Erica Fox Kim Antos

SCHOOL: CDO

Department (opt.): IB

DATE(S): June 17-21, 2016

ACTIVITY/EVENT: IB Category 2 Workshop - Math Studies/SL

LOCATION: St. Pete Beach, FL

ABSENCE: # Days 5 Sub Required: ☒ Yes ☐ No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$1780.00</u>	<u>140-16-100-2210-510-6360</u>
Transportation	<u>\$1400.00</u> Mode <u>airline</u>	<u>140-16-100-2210-510-6582</u>
Rental Car	<u>\$ 100.00 (shuttle)</u>	<u>140-16-100-2210-510-6582</u>
Meals	<u>\$ 490.00</u>	<u>140-16-100-2210-510-6582</u>
Lodging	<u>\$1200.00</u>	<u>140-16-100-2210-510-6582</u>
Substitutes	<u>0</u>	<u> </u>
TOTAL	<u>\$4970.00</u>	

The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

Purpose of travel: Training in Math Studies and Math SL in order to teach IB courses at CDO and meet the International Baccalaureate Programme requirements.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for rigorous broad and balanced, yet academically demanding programme of study with the development of critical-thinking and reflective skills for student achievement.

Submitted by: Erica Fox 2-11-16
Signature Date

Paul D... 2/11/16
Principal/Supervisor Date

Marie Jean 2/16/16
Associate Superintendent/Superintendent Date

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EMPLOYEE(S): Roseanne Lopez Chris Gutierrez SCHOOL: District Offices
Gerad Ball Michael McConnell Department (opt.): School Operations
_____ _____ DATE(S): July 5 - July 8, 2016

ACTIVITY/EVENT: NAESP - National Association of Elementary School Principals

LOCATION: National Harbor, MD

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$1,660.00</u>	<u>140-16-100-2210-514-6360</u>
Transportation	<u>\$2,400.00</u> Mode <u>air</u>	<u>140-16-100-2210-514-6582</u>
Rental Car	_____	_____
Meals	<u>\$945.00</u>	<u>140-16-100-2210-514-6582</u>
Lodging	<u>\$2,124.00</u>	<u>140-16-100-2210-514-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$7,129.00</u>	

The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

Purpose of travel: To attend the 2016 Annual Conference of NAESP (National Association of Elementary School Principals)

Outcomes and academic benefits to students and staff: Focus areas include: Leading Learning Communities (Pre-K to Grade 3 Early Learning); High Leverage Leadership (Practices for 21st Century Principals); Emerging Issues (Game Changers in Education); Transforming Schools (Equality & Equity).

Submitted by: _____

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

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EMPLOYEE(S): Laurie Sheber _____

SCHOOL: Prince

Sarah Andricopoulos

Nikki DeRosia

Department (opt.): _____

Hillary Kitay

DATE(S): July 10 - 13, 2016

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Sacramento, CA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration \$2,900.00

100-16-100-2210-111-6360

Transportation \$2,000.00

Mode Air

100-16-100-2210-111-6582

Rental Car _____

Meals \$612.00

100-16-100-2210-111-6582

Lodging \$1,940.85

100-16-100-2210-111-6582

Substitutes 0 _____

TOTAL \$7,452.85

The District will ☐ (or) will not ☐ receive reimbursement from outside sources.

Purpose of travel: AVID (Advancement Via Individual Determination) training of our AVID Site Team to support the implementation of the program at our site. This will include the Site Coordinator, AVID Elective teachers, and content area teachers.

Outcomes and academic benefits to students and staff: Teachers will learn effective instructional practices and our site team will explore data to construct an action plan for effective implementation at our site. The AVID program targets our underserved students (minority and average achievers), provides quality staff development for teachers, helps build community support systems for school success, and addresses how to grant equitable access to rigorous curricula for all students.

Submitted by: _____

Signature

2/2/16
Date

Principal/Supervisor

Date

Maria Helan
Associate Superintendent/Supervisor

8/14/16
Date

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THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

EMPLOYEE(S): Tassi Call, Jennifer Letts, Trista DiVetta, Ethnee Taylor, Christine Roche, Katherine Floyd, Jennifer Queiruga-Swingle, Sarah Lortie, Kellie Britt, Landi Roark & Phil Tilicki

SCHOOL: AMS

Alternates: Jackilyn Drake _____

Department (opt.): _____

Alternate: Deborah Melde

DATE(S): July 10-13, 2016

ACTIVITY/EVENT: AVID (Advancement Via Individual Determination) Summer Institute

LOCATION: Sacramento, CA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$7,975.00</u>	<u>100-16-100-2210-166-6360</u>
Transportation	<u>\$6,000.00</u> Mode _____	<u>100-16-100-2210-166-6582</u>
Rental Car	_____	_____
Meals	<u>\$2,376.00</u>	<u>100-16-100-2210-166-6582</u>
Lodging	<u>\$3,697.44</u>	<u>100-16-100-2210-166-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$20,048.44</u>	

The District will ☐ (or) will not ☒ receive reimbursement from outside sources.

Purpose of travel: AVID training for AVID Site Team to support the implementation of the program at our school. Our team will consist of the principal and the content area teachers.

Outcomes and academic benefits to students and staff: Teachers will learn effective instructional practices and our site team will explore data to construct an action plan for effective implementation at our site. The AVID program targets our underserved students (minority and average achievers); provides quality staff development for teachers; helps schools build community support systems for school success; and addresses how to grant equitable access to rigorous curricula for all students.

Submitted by: _____

Signature

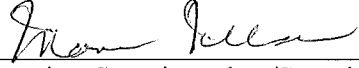
Date

2/12/16

2/12/16

Principal/Supervisor

Date


Associate Superintendent/Superintendent

3/16/16
Date

rev. 9/21/05