

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: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS Girls Basketball**

STAFF ADVISOR(S)/CHAPERONES: **Nikki Simpson and Holly Broberg**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **We will be attending Point Loma team camp to compete against other teams from across the western U.S. in a 3 day event. This event included a campus visit, meeting with the Point Loma coaching staff, and various basketball competitions.**

DESTINATION OF TRAVEL: **Point Loma University, San Diego, CA**

DATES OF TRAVEL: **June 19-22, 2014**

ACADEMIC BENEFITS TO STUDENTS: **Students will have the opportunity to spend 3 days on campus at Point Loma. As a coaching staff, we discuss the entrance requirements to attend Point Loma as well as we visit various other college campuses around San Diego. We also discuss what a NAIA level university is and how it varies from NCAA. This is a positive experience that exposes our girls to many different college options for them.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Van rental from a local rental company**

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>\$295.00</u> | <u>526/850-00-100-1001-280-6892</u> |
| Transportation | <u>\$600.00</u> | <u>526/850-00-100-1001-280-6519</u> |
| Meals | <u>\$100.00</u> | <u>526/850-00-100-1001-280-6892</u> |

Lodging \$1,500.00

526/850-00-100-1001-280-6892

Substitutes _____

TOTAL \$3,395.00

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

HOW ARE CHAPERONE EXPENSES PAID? Parent organization/boosters

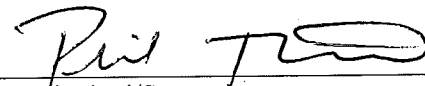
COST TO EACH STUDENT \$ 200.00 (approximately)


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Full and partial scholarships are available through the booster club.

FUNDING SOURCE(S): Booster club, tax credit, club account

FUNDRAISING ACTIVITIES PLANNED (If applicable):
IRHS sunglasses fundraiser sales and summer camp registration.

SUBMITTED BY:  4-1-14
Signature Date

APPROVED BY:  4/1/14
Principal/Supervisor Date

 4/15/14
Associate Superintendent/Supervisor 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): Jami Koustik _____

SCHOOL: District Offices
 Department (opt.): School Operations
 DATE(S): 7/6/14 - 7/11/14

ACTIVITY/EVENT: Carnegie Learning 2014 Teaching Excellence Institute

LOCATION: Orlando, Florida

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 5

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>\$1,199</u> | <u>140.14.100.2210.515.6360</u> |
| Transportation | <u>595</u> Mode <u>Air</u> | <u>140.14.100.2210.515.6582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>147</u> | <u>140.14.100.2210.515.6582</u> |
| Lodging | <u>1,013</u> | <u>140.14.100.2210.515.6582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$2,954</u> | |

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

Purpose of travel: To become a Certified Implementation Specialist. This is an intensive track that will certify me in ongoing support of our district math curriculum.

Outcomes and academic benefits to students and staff: This will give me certification that will allow me to train and support the teachers in our district in our ongoing math curriculum. Teachers will then be able to take the information from the training and use the knowledge in their own classroom to benefit the students.

Submitted by: Jami Koustik 4/4/14
 Signature Date
Michael Byars 4/3/14
 Principal/Supervisor Date
Janice Kelly 4/7/14
 Associate Superintendent/Superintendent 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): Bob Hehli Flor Lopez SCHOOL: Nash
Diane Martinez Lupita Valenzuela Department (opt.): _____
Shari Lossou-Lossavi _____ DATE(S): 7/7/14 -7/10/14

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)

| <u>APPROXIMATE COST</u> | | <u>BUDGET CODE/DESCRIPTION</u> |
|-------------------------|--------------------------------|--|
| | | (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration | <u>\$3,695</u> | <u>100-14-100-2210-110-6360</u> |
| Transportation | <u>\$2,000</u> Mode <u>Air</u> | <u>100-14-100-2210-110-6582</u> |
| Rental Car | <u>\$200</u> | <u>100-14-100-2210-110-6582</u> |
| Meals | <u>\$850</u> | <u>100-14-100-2210-110-6582</u> |
| Lodging | <u>\$1,800</u> | <u>100-14-100-2210-110-6582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$8,545</u> | |

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

Purpose of travel: Teachers will attend AVID Summer Institute to learn the AVID program in an effort to better prepare students for the rigors of Middle School as well as to help students get on the college bound track.

Outcomes and academic benefits to students and staff: Increase teacher knowledge. Increase student achievement.

Submitted by: _____ Bob Hehli _____ 4/9/14
 Signature Date
 _____ Bob Hehli _____ 4/9/14
 Principal/Supervisor Date
 _____ Mimi Nelson _____ 4/14/14
 Associate Superintendent/Superintendent 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): Caroline Rondeau Pamela Juarez SCHOOL: Walker
 - _____ Department (opt.): _____
 - _____ DATE(S): July 7-10, 2014

ACTIVITY/EVENT: Advancement Via Individual Determination- 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)

| <u>APPROXIMATE COST</u> | | <u>BUDGET CODE/DESCRIPTION</u> |
|-------------------------|-----------------------------------|--|
| | | (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration | <u>\$1,478.00</u> | <u>100-14-100-2210-112-6360</u> |
| Transportation | <u>\$2,000.00</u> Mode <u>Air</u> | <u>100-14-100-2210-112-6582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$270.00</u> | <u>100-14-100-2210-112-6582</u> |
| Lodging | <u>\$1,254.00</u> | <u>100-14-100-2210-112-6582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$5,002.00</u> | |

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

Purpose of travel: Teachers will attend AVID Summer Institute to learn the AVID program in an effort to better prepare students for the rigors of middle school as well as to help students get on the college bound track.

Outcomes and academic benefits to students and staff: Increase teacher knowledge and student achievement.

Submitted by: M. McConnell 80112 2/24/14
 Signature Date
T Collins 2/26/14
 Principal/Supervisor Date
Mari Hill 2/14/14
 Associate Superintendent/Superintendent 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): Laurie Sheber, Brockton Lange, Rebekkah Diamond, SCHOOL: AHS
Ben Bultman, Elizabeth Turnbull, Christopher Boknevit Department (opt.): _____

DATE(S): 7/7/14-7/10/14

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)

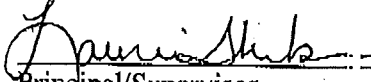
| <u>APPROXIMATE COST</u> | | <u>BUDGET CODE/DESCRIPTION</u> |
|--|-----------------------------------|---------------------------------|
| (Note: Tax credit contributions are District funds and require a budget code.) | | |
| Registration | <u>\$4014.00</u> | <u>100.14.100.2210.281.6360</u> |
| Transportation | <u>\$3,000.00</u> Mode <u>air</u> | <u>100.14.100.2210.281.6582</u> |
| Rental Car | <u>00.00</u> | <u>100.14.100.2210.281.6582</u> |
| Meals | <u>\$1,296.00</u> | <u>100.14.100.2210.281.6582</u> |
| Lodging | <u>\$1,680.00</u> | <u>100.14.100.2210.281.6582</u> |
| Substitutes | <u>NA</u> | <u>NA</u> |
| TOTAL | <u>\$ 9,990.00</u> | |

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for our AVID Site TEAM to support the implementation of the program at our site. This will include our site coordinator, AVID elective teachers, and content area teachers. This program will be put in place at AHS to coordinate with the AVID programs currently in place at AMS & Lima Cima

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 address how to grant equitable access to rigorous curricula for all students.

Submitted by:  4/2/14
Signature Date

 4/2/2014
Principal/Supervisor Date

 4/7/14
Associate Superintendent/Supervisor Date

**AMPHITHEATER PUBLIC SCHOOLS
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EMPLOYEE(S): John Howe Brittney Gradillas SCHOOL: Prince
Lauren Mueller Brianna Wolf Department (opt.): _____
Kelsey Glavin Samantha Krenzer DATE(S): July 7-10, 2014

ACTIVITY/EVENT: Advancement Via Individual Determination- 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)

| <u>APPROXIMATE COST</u> | | <u>BUDGET CODE/DESCRIPTION</u> |
|-------------------------|---------------------------------|--|
| | | (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration | <u>4,014.00</u> | <u>100-14-100-2210-111-6360</u> |
| Transportation | <u>4,500.00</u> Mode <u>Air</u> | <u>100-14-100-2210-111-6582</u> |
| Rental Car | <u>N/A</u> _____ | |
| Meals | <u>1,560.00</u> | <u>100-14-100-2210-111-6582</u> |
| Lodging | <u>2,500.00</u> | <u>100-14-100-2210-111-6582</u> |
| Substitutes | <u>N/A</u> _____ | |
| TOTAL | <u>\$12,574.00</u> | |

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

Purpose of travel: AVID conference.

Outcomes and academic benefits to students and staff: Advancement Via Individual Determination, a college-readiness system designed to increase the number of students who enroll in four-year colleges in the U.S. Avid Technology, an American company specializing in video and audio production technology. AVID elementary applies a systemic approach by way of Beginnings, Foundations, and Bridges implementation resources for different levels, settings, and infrastructures, in order to support all students on their journey to college readiness.

Submitted by: _____ 2/25/14
 Signature Date
 _____ 4/1/14
 Principal/Supervisor Date
 _____ 4/19/14
 Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
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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, Annette Orelup, Theresa Eckley Kathy Floyd, Rob Wolf SCHOOL: AMS
MaryGrace Salamon, Trista Divetta (alt Amanda Kaiser) Department (opt.): _____
Jen Queiruga, Laura Tanem, Kristen Anderson _____ DATE(S): July 7-10, 2014

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)

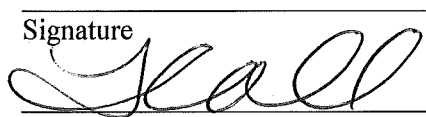
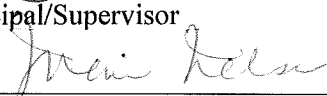
| <u>APPROXIMATE COST</u> | | <u>BUDGET CODE/DESCRIPTION</u> |
|-------------------------|--------------------------------|--|
| | | (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration | <u>\$6,690</u> | <u>100-14-100-2210-166-6360</u> |
| Transportation | <u>\$5,000</u> Mode <u>AIR</u> | <u>100-14-100-2210--166-6582</u> |
| Rental Car | _____ | <u>100-14-100-2210-166-6582</u> |
| Meals | <u>\$2,950</u> | <u>100-14-100-2210-166-6582</u> |
| Lodging | <u>\$3,294</u> | <u>100-14-100-2210-166-6582</u> |
| Substitutes | <u>00.00</u> _____ | |
| TOTAL | <u>\$17,934.00</u> | |

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for our AVID Site Team to support the implementation of the program at our site. This will include our Principal, 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 continued 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 address how to grant equitable access to rigorous curricula for all.

Submitted by:

| | | | |
|---|-------|----------------|-------|
| Signature | _____ | Date | _____ |
|  | _____ | <u>4/7/14</u> | _____ |
| Principal/Supervisor | _____ | Date | _____ |
|  | _____ | <u>4/14/14</u> | _____ |
| Associate Superintendent/Superintendent | _____ | Date | _____ |