

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: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 55

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School Social Studies Department

STAFF ADVISOR(S)/CHAPERONES: Lisa DaDeppo, Jennifer Jones-Hinz, Renee Lustenberger, Rachel Peru, Brian Post, and Valerie Wirth

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To visit national and historic sites in conjunction with the 8th grade history and civics curriculum

DESTINATION OF TRAVEL: Washington, D.C.; Williamsburg, VA

DATES OF TRAVEL: March 8, 2017-March 13, 2017

ACADEMIC BENEFITS TO STUDENTS: The 8th grade Social Studies curriculum focuses on World War II through modern times, as well as Civics, a test of which is now required by the state. This trip will highlight a number of key sites in Washington D.C. that will support that instruction; tours of the US Capitol, the US Supreme Court, Embassy Row, Arlington National Cemetery, the Marine Corp War Memorial, National Archives, the Smithsonian Museum of American History, and the Holocaust Museum. Students will also spend some time in Colonial Williamsburg, which will reinforce their 5th and 7th grade curriculum, early Colonial America. This visit will also allow students to make solid connections to the curriculum when they see these standards again in High School. The competitive component of this trip will include an essay writing contest for an opportunity to lay a wreath at the Tomb of the Unknown Soldier at Arlington National Cemetery, as well as a Smithsonian Scavenger Hunt.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Domestic airline and charter buses as provided by the travel company as part of the package

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$91,135.00</u>	<u>525/526-00-100-1001-167-6892</u>
Transportation	<u>Included</u>	_____
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____
Substitutes	<u>\$1,500.00</u>	<u>525/526-00-100-1001-167-6113</u>
TOTAL	<u>\$92,635.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**
IF SO, SOURCE & AMOUNTS: **N/A**

HOW ARE CHAPERONE EXPENSES PAID? **Chaperone travel, lodging, and meal expenses are paid as part of the total package, with 1 chaperone per 10 students. Chaperones will pay for all other personal expenses on their own.**

COST TO EACH STUDENT \$ **1,675.00**

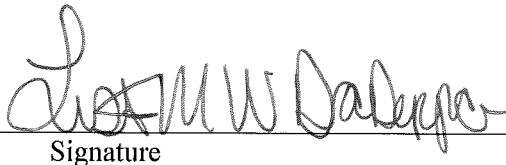
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **We will be making financial assistance available to students in need based upon money available and the depth of need. (See fundraising below)**

FUNDING SOURCE(S): **Student families, fundraising activities, and tax credits**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

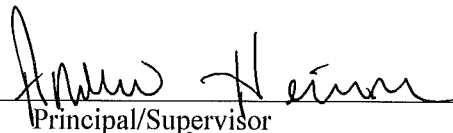
Restaurant night fundraisers, letter writing for sponsorship from local companies, and snack bar. Sales at after school sporting events.

SUBMITTED BY:


Signature

6/21/16
Date

APPROVED BY:


Principal/Supervisor

6-22-16
Date


Associate Superintendent/Supervisor

7-27-16
Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 45

NAME OF SCHOOL GROUP/CLUB/ENTITY: Orchestra/Band

STAFF ADVISOR(S)/CHAPERONES: Toru Tagawa/Tina Cioca, John Blair, Beti Verdugo, Chris Yetman

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Performing at Carnegie Hall on March 20, 2017

DESTINATION OF TRAVEL: Carnegie Hall, New York, NY

DATES OF TRAVEL: March 18-21, 2017

ACADEMIC BENEFITS TO STUDENTS: CDO Orchestra was chosen to perform at Carnegie Hall by competitive audition selection process. Performing at the Carnegie Hall will enhance students' musical horizon, and create once in a lifetime competition experience. Registration and lodging included in package pricing.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter Bus, Airplane

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>\$25,000</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>\$25,000</u>	<u>526/850-00-100-1001-282-6519</u>
Meals	<u>self pay</u>	_____
Lodging	<u>\$25,000</u>	<u>526/850-00-100-1001-282-6892</u>

Substitutes \$100.00

526/850-00-100-1001-282-6113

TOTAL \$75,100.00

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

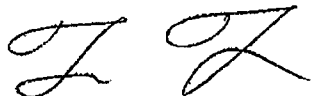
HOW ARE CHAPERONE EXPENSES PAID? Chaperones will pay approximately \$400 per person.


COST TO EACH STUDENT \$ 1600.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships will be given on an as needed basis

FUNDING SOURCE(S): Orchestra Tax Credit/Orchestra Club Account

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY:  5/25/16
Signature Date

APPROVED BY:  5/26/16
Principal/Supervisor Date

 7-27-16
Associate Superintendent/Superintendent Date