

**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: CDO

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Players/Technical Theatre

STAFF ADVISOR(S)/CHAPERONES: Robert Cannon, Carolyn Sizer, Erin Edwards, Kevin Lawrence

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: College & Career Tour

DESTINATION OF TRAVEL: Los Angeles, California

DATES OF TRAVEL: March 15, 2020 - March 19, 2020

ACADEMIC BENEFITS TO STUDENTS: Acting/Directing/Playwriting & Technical Theatre students view firsthand a professional television production studio, post-production facilities and costume, scenery and properties shops. Students will participate in improvisation workshops and then attend a ComedySportz performance to view the application of improvisation and participate in a ComedySportz competition. Students will tour Sony Pictures Studios and Universal Studios which includes a VIP backstage tour geared specifically to theatrical production. Students will view a live performance of 'Hamilton' (tentatively) at the Pantages Theatre. Finally, students will take three college tours at UCLA, New York Film Academy, and Cal Northridge highlighting the Theatre, Television & Film departments to see how colleges prepare artists for work in the performing arts.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Mountain View Bus Lines

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>19,000</u>	<u>850/526-00-100-3400-282-6892</u>
Transportation	<u>6,000</u>	<u>850/526-00-100-3400-282-6519</u>

Meals Student Purchased _____

Lodging 6,000 850/526-00-100-3400-282-6892

Substitutes n/a _____

TOTAL 31,000

WILL THE DISTRICT RECEIVE REIMBURSEMENT? NO

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Self-pay, same amount as student ticket.

COST TO EACH STUDENT \$ 750.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credits offset the true cost of the ticket which is approximately \$800.00.

FUNDING SOURCE(S): Club Funds, Tax Credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Improvisation Shows, Ticket Sales at performances, Polo shirt sales, concessions at performances, Wefund4U, Car Washes.

SUBMITTED BY:

Robert Cannon
Signature

6/4/19
Date

APPROVED BY:

Theresa
Principal/Supervisor

6/4/19
Date

Michael Beyano
Associate Superintendent/Superintendent

6/12/19
Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO HS Orchestra

STAFF ADVISOR(S)/CHAPERONES: Toru Tagawa, Venus Knox, Greg Knox, Steve Merritt, Edina Merritt, Tina Cioca, Kim Gessner

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Performing at the WorldStride Music Festival, Festival of Gold at Segerstrum Hall, Costa Mesa, CA

DESTINATION OF TRAVEL: Costa Mesa, CA

DATES OF TRAVEL: 4/4/2020-4/7/2020

ACADEMIC BENEFITS TO STUDENTS: Students will be able to perform and compete at the prestigious concert hall, Segerstrom Hall. Students will have a clinic with a well-known music educator.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Mountain View Bus Tour

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>\$15,745.00</u>	<u>526-00-100-1001-282-6892</u>
Transportation	<u>\$4,200.00</u>	<u>526-00-410-2710-282-6519</u>
Meals	<u>\$14,241.00</u>	<u>850-00-100-1001-282-6892</u>
Lodging	<u>\$11,155.00</u>	<u>526-00-100-1001-282-6892</u>

Substitutes

\$300.00

526-00-100-1001-282-6113

TOTAL

\$45,641.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **Orchestra Booster Club**

COST TO EACH STUDENT \$ **1,100.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Scholarships will be given to students who need financial assistance.**

FUNDING SOURCE(S): **Orchestra Club, Orchestra Tax Credit, Orchestra Booster Club**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Tax Credit

The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY: _____

Signature

5-10-19

Date

APPROVED BY: _____

Principal/Supervisor

5/3/19

Date

Michael Bayano

Associate Superintendent/Superintendent

6/12/19

Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

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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: 6th grade/ Science Department

STAFF ADVISOR(S)/CHAPERONES: Lauren Marlatt (coordinator) Chaperones: Lauren Marlatt, Maggie Luke, Lori Ball, Adam Upmann, and Gerad Ball

ABSENCE: # Days 5 Sub Required: ☒ Yes ☐ No # of School Days Missed 4

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Field Trip to study Oceanography and Marine Biology

DESTINATION OF TRAVEL: Catalina Island Marine Institute, Toyon Bay, CA

DATES OF TRAVEL: February 16-20, 2020

ACADEMIC BENEFITS TO STUDENTS: The students will be participating in Catalina Island Marine Institute's three day camp. Students will complete labs and activities that are aligned with the Arizona science standards adopted in October of 2018. Students will have a reinforcement of the content learned in class. Students will compete in a science olympics when we return to assess their learning.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Charter bus- Citizens Auto/Gray Line Charter Bus Tours

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>\$14,445.00</u>	<u>525/526 0010010011156892</u>
Transportation	<u>\$4,300.00</u>	<u>525/526 0041027101156519</u>
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____

Substitutes \$1,500.00

525/526 0010010011156113

TOTAL \$20,245.00

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are free based on the enrollment of students

COST TO EACH STUDENT \$ 400.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We are working on fundraising in a variety of ways. We have applied for a grant to supplement needed funds for scholarship. We have asked the students to tell us how much they can afford and have a fundraising goal to make sure that all eligible students have a means of attending.

FUNDING SOURCE(S): The parents/guardians will be paying for a majority of the trip. Other funding will come from tax credit, scholarship, and fundraising.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: _____

Signature

6/17/19

Date

APPROVED BY: _____

Principal/Supervisor

6/17/19

Date

Associate Superintendent/Supintendent

6/19/19

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): Cynthia Washington _____

SCHOOL: District Offices

Department (opt.): Comm.Relation

DATE(S): July 13-18, 2019

ACTIVITY/EVENT: National School Public Relations Association 2019 National Seminar

LOCATION: Washington, DC

ABSENCE: # Days 6 Sub Required: ☐ Yes ☒ No # of School Days Missed 0


EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

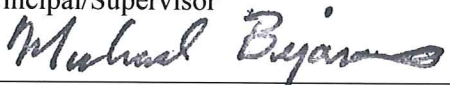
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$925.00</u>	<u>001-00-100-2579-501/503-6360</u>
Transportation	<u>\$450.00</u> Mode <u>Air</u>	<u>001-00-100-2579-501/503-6582</u>
Rental Car	_____	_____
Meals	<u>\$364.00</u>	<u>001-00-100-2579-501/503-6582</u>
Lodging	<u>\$1395.00</u>	<u>001-00-100-2579-501/503-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$3134.00</u>	

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

Purpose of travel: Attend National School Public Relations Association 2019 National Seminar

Outcomes and academic benefits to students and staff: Interact with other School Public Relations experts to hear about and learn cutting-edge communication strategies needed to advocate for our schools.

Submitted by:  3/15/19
Signature Date

Principal/Supervisor _____ Date _____
 6/18/19
Associate Superintendent/Superintendent Date