

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: 65

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Band

STAFF ADVISOR(S)/CHAPERONES: Daniel Bitter, Bill Crawford, Gary Burchard, Tom Edelbrock, Alex Merideth, Terra Harper, Linda Brady, Erik Binnie, Luis Lopez, Jeff Albrecht

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Concert Band Festival and Competition

DESTINATION OF TRAVEL: Anaheim, California

DATES OF TRAVEL: March 23-26, 2017

ACADEMIC BENEFITS TO STUDENTS: Authentic performance opportunity and constructive feedback from highly qualified judges in a competitive setting. Students will compete with bands from across the southwest.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Mountain View Tours

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

| | APPROX. COST | BUDGET CODE |
|----------------|-----------------|----------------------------------|
| Registration | <u>\$12,220</u> | <u>526-00-100-1001-282-6892</u> |
| Transportation | <u>\$7,250</u> | <u>526-00-100-1001-282-6519</u> |
| Meals | <u>0</u> | <u>N/A</u> |
| Lodging | <u>\$9,340</u> | <u>526-00-100-1001-282-6892</u> |
| Substitutes | <u>\$100</u> | <u>526-00-100-100 1-282-6113</u> |

TOTAL \$28,910.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? N/A
IF SO, SOURCE & AMOUNTS: N/A

HOW ARE CHAPERONE EXPENSES PAID? Factored into student Cost

COST TO EACH STUDENT \$ 550

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships and fundraising opportunities

FUNDING SOURCE(S): Community

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Snack Bar employment, Car washes, Percentage nights, Applebee's Breakfast

SUBMITTED BY: _____

Signature

2/11
Date

APPROVED BY: _____

Principal/Supervisor

2/2/17
Date

Associate Superintendent/Superintendent

2/13/17
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): Janele Roche

SCHOOL: AHS
 Department (opt.): _____
 DATE(S): March 22-26, 2017

ACTIVITY/EVENT: Rocky Mountain Athletic Trainer's Association Annual Meeting and Clinical Symposium
 LOCATION: Westminster, CO

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

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>\$125.00</u> | | <u>525.00.620.3400.281.6360</u> |
| Transportation | <u>\$360.00</u> | Mode <u>Air/Shuttle</u> | <u>525.00.620.3400.281.6582</u> |
| Rental Car | _____ | | _____ |
| Meals | <u>\$295.00</u> | | <u>530.00.620.2210.512.6582</u> |
| Lodging | <u>\$625.50</u> | | <u>525.00.620.3400.281.6582</u> |
| Substitutes | _____ | | _____ |
| TOTAL | <u>\$1405.50</u> | | |

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

Purpose of travel: Participate in continuing education courses and be up to date with evidence based methods in athletic training.

Outcomes and academic benefits to students and staff: By attending this conference, I will be listening to speakers that will improve my professional knowledge that will directly affect Amphitheater student athletes using best practices in Athletic Training and Sports Medicine.

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

Submitted by: Janele S. Roche 2/10/17
 Signature Date
Melinda Orff 2/10/17
 Principal/Supervisor Date
Kevin Nelson 2/13/17
 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): William Yaw

SCHOOL: AHS
 Department (opt.): _____
 DATE(S): 03/22-26, 2017

ACTIVITY/EVENT: Rocky Mountain Athletic Trainers Association Annual Symposium

LOCATION: The Westin Westminster Hotel, 10600 Westminster Blvd, Westminster, CO

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

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>\$125.00</u> | <u>260-17-362-2210-281-6360</u> |
| Transportation | _____ Mode _____ | _____ |
| Rental Car | _____ | _____ |
| Meals | <u>\$295.00</u> | <u>530-00-620-2210-512-6582</u> |
| Lodging | <u>\$625.50</u> | <u>525-00-620-2210-281-6582</u> |
| Substitutes | <u>\$330.00</u> | <u>260-17-362-2210-281-6113</u> |
| TOTAL | <u>\$1,375.50</u> | |

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

Purpose of travel: Annual conference on current trends and practices for Athletic Trainers.

Outcomes and academic benefits to students and staff: This annual conference will provide training on current issues and updated research for Athletic Trainers.

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

Submitted by: William K Yaw 2/13/17
 Signature Date
Y. Yaw 2/13/17
 Principal/Supervisor Date
Kevin Kelly 2/13/17
 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): Cassidy Edwards _____ SCHOOL: CDO
 _____ Department (opt.): _____
 _____ DATE(S): 3/22-26, 2017

ACTIVITY/EVENT: Rocky Mountain Athletic Trainers Association Annual Symposium
 LOCATION: The Westin Westminster Hotel, 10600 Westminster Blvd, Westminster, CO

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

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>\$125.00</u> | <u>260-17-362-2210-282-6360</u> |
| Transportation _____ Mode _____ | | |
| Rental Car _____ | | |
| Meals | <u>\$295.00</u> | <u>530-00-620-2210-512-6582</u> |
| Lodging | <u>\$625.50</u> | <u>525-00-620-2210-282-6582</u> |
| Substitutes | <u>\$330.00</u> | <u>260-17-362-2210-282-6113</u> |
| TOTAL | <u>\$1,375.50</u> | |

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

Purpose of travel: Annual conference on current trends and practices for Athletic Trainers.

Outcomes and academic benefits to students and staff: This annual conference will provide training on current issues and updated research for Athletic Trainers.

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

Submitted by: Cassidy Edwards 1-26-17
 Signature Date
Paul Durr 1/26/17
 Principal/Supervisor Date
Kevin Nelson 2/13/17
 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): George Goodridge SCHOOL: IRHS
Taylor Espinoza Department (opt.): _____
 _____ DATE(S): 03/22-26/2017

ACTIVITY/EVENT: Rocky Mountain Athletic Trainers Association Annual Symposium
 LOCATION: The Westin Westminster Hotel 10600 Westminster Blvd Westminster, CO.

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

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>\$250.00</u> | <u>260-17-362-2210-280-6360</u> |
| Transportation | _____ Mode _____ | |
| Rental Car | <u>\$600.00</u> | <u>530-00-620-2210-512-6582</u> |
| Meals | <u>\$590.00</u> | <u>530-00-620-2210-512-6582</u> |
| Lodging | <u>\$625.50</u> | <u>525-00-620-2210-280-6582</u> |
| Substitutes | <u>\$330.00</u> | <u>260-17-362-2210-280-6113</u> |
| TOTAL | <u>\$2,395.50</u> | |

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

Purpose of travel: Annual conference on current trends and practices for Athletic Trainers.

Outcomes and academic benefits to students and staff: This annual conference will provide training on current issues and updated research for Athletic Trainers. This also allows AT's to get some of their CEUs to maintain state licensure and national certification.

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

Submitted by: *Natalie Burnett* 01 FEB '17
 Signature Date
Natalie Burnett 2/2/17
 Principal/Supervisor Date
Jenni DeLu 2/13/17
 Associate Superintendent/Supervisor 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): Janet Ellis

SCHOOL: District Offices
 Department (opt.): Payroll
 DATE(S): April 19-21, 2017

ACTIVITY/EVENT: Encounters 2017 User Conference

LOCATION: Las Vegas, Nevada

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

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>750.00</u> | <u>001-00-100-2579-520-6360</u> |
| Transportation \$ <u>255.00</u> Mode <u>Air</u> | <u>001-00-100-2579-520-6582</u> |
| Rental Car \$ <u>25.00 Shuttle</u> | <u>001-00-100-2579-520-6582</u> |
| Meals <u>\$57.00</u> | <u>001-00-100-2579-520-6582</u> |
| Lodging <u>Included</u> | _____ |
| Substitutes _____ | _____ |
| TOTAL \$ <u>1,087.00</u> | |

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

Purpose of travel: Novatime User Conference - time keeping system

Outcomes and academic benefits to students and staff: To better understand key features of the Novatime system that will ensure our workforce processes are efficient and effective. Gain more knowledge of payroll compliance issues.

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

Submitted by: Janet Ellis 2/8/17
 Signature Date
[Signature] 2/8/17
 Principal/Supervisor Date
[Signature] 2/13/17
 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): Elizabeth Wick Donna Kimble SCHOOL: Holaway
Patricia Patchin Jill Sincliar Department (opt.): _____
Chris Gutierrez _____ DATE(S): 6/20/17-6/23/17

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

LOCATION: Dallas, TX

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>\$4000</u> | <u>100-17-100-2210-108-6360</u> |
| Transportation | <u>\$5000</u> Mode <u>Air/Taxi</u> | <u>100-17-100-2210-108-6582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$1080.00</u> | <u>100-17-100-2210-108-6582</u> |
| Lodging | <u>\$4420</u> | <u>100-17-100-2210-108-6582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$14500</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:  _____ 1/20/17
Signature Date

C. Gutierrez

Principal/Supervisor

1/20/17

Date

Manin Pilon

Associate Superintendent/Superintendent

2/13/17

Date

rev. 9/21/05

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): Tassi Call, Jennifer Letts, Christine Roche, Katherine Floyd, Jennifer Queiruga-Swingle, Rebecca Burnett, Brenda King, Cary Reis, Phil Tilicki & Gina Stickle

SCHOOL: AMS

Department (opt.): _____

DATE(S): July 11-14, 2017

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

LOCATION: San Antonio, TX

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> |
|-------------------------|--|---------------------------------|
| Registration | <u>\$7,600.00</u> | <u>100-17-100-2210-166-6360</u> |
| Transportation | <u>\$5,000.00</u> Mode <u>airline/taxi</u> | <u>100-17-100-2210-166-6582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$2,160.00</u> | <u>100-17-100-2210-166-6582</u> |
| Lodging | <u>\$2,970.00</u> | <u>100-17-100-2210-166-6582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$17,730.00</u> | |

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

Purpose of travel: AVID (Advancement Via Individual Determination) 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

1/30/17
Date

Yoshida

1/31/17

Principal/Supervisor

Date

Mark Wilson

2/13/17

Associate Superintendent/Superintendent

Date

rev. 9/21/05

**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): Christine Sullivan, Allison Januszewski, Tiffany Camarena, Kate Guymon, Abyee Maracigan, Cyra Sadowl, Charlotte Glenn, Amanda Trejo, and Marni Gould. Alternates: Julie Valenzuela, Polly Kimminau, and Andragayle Pye.

SCHOOL: La Cima Middle

Department (opt.): _____

DATE(S): July 11- July 14, 2017

ACTIVITY/EVENT: Advancement Via Individual Determination Summer Institute

LOCATION: San Antonio, TX

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>\$6,080.00</u> | | <u>100-17-100-2210-165-6360</u> |
| Transportation | <u>\$4,200.00</u> | Mode <u>Air</u> | <u>100-17-100-2210-165-6582</u> |
| Rental Car | <u>\$300.00</u> | | <u>100-17-100-2210-165-6582</u> |
| Meals | <u>\$1,845.00</u> | | <u>100-17-100-2210-165-6582</u> |
| Lodging | <u>\$3,257.40</u> | | <u>100-17-100-2210-165-6582</u> |
| Substitutes | _____ | | _____ |
| TOTAL | <u>\$15,682.40</u> | | |

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for AVID Site Team to support the implementation of the program at our school. Our team will consist of the principal, media specialist, 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 students in the academic middle); provides quality staff development for teachers; helps schools build community support systems for student success; and addresses how to grant equitable access to rigorous curricula for all students.

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

Submitted by:

Signature

Date

Cristina Sullivan

1/26/17

Principal/Supervisor

Date

Mimi Helm

2/13/17

Associate Superintendent/Superintendent

Date

rev. 9/1/15

Thomas Kelly
Associate Superintendent/Superintendent

2/13/17
Date

rev. 9/1/15