

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: AMS

ESTIMATED NUMBER OF STUDENTS: 36

NAME OF SCHOOL GROUP/CLUB/ENTITY: Project Catalina

STAFF ADVISOR(S)/CHAPERONES: Kathy Floyd, Kellie Higgins, Trachel Gindt, Phil Tilicki, Dave Watson

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Catalina Marine Institute

DESTINATION OF TRAVEL: Catalina Island, CA

DATES OF TRAVEL: March 6-9, 2018

ACADEMIC BENEFITS TO STUDENTS: Extension of science curriculum. Topics include marine biology, oceanography, ecology, and biodiversity. Students will also compete to name the most marine animals as well as earn points for their groups through the various activities on the trip.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other Charter Bus (Beeline)

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>\$10,200</u>	<u>525/526-00-100-1001-166-6892</u>
Transportation	<u>\$3,585</u>	<u>525/526-00-410-2710-166-6519</u>
Meals	<u>\$300</u>	<u>525/526-00-100-1001-166-6892</u>
Lodging	<u>\$1,200</u>	<u>525/526-00-100-1001-166-6892</u>
Substitutes	<u>\$1,760</u>	<u>525/526-00-100-1001-166-6113</u>

TOTAL \$17,045

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes  
IF SO, SOURCE & AMOUNTS: student tuition and tax credit donations

HOW ARE CHAPERONE EXPENSES PAID? included in student cost


COST TO EACH STUDENT \$ 450

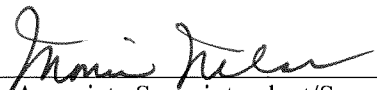
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships are made available to students who need them.

FUNDING SOURCE(S): Tax credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
\_\_\_\_\_

SUBMITTED BY:  2/5/18  
Signature Date

APPROVED BY:  2-5-18  
Principal/Supervisor Date

 2/13/18  
Associate Superintendent/Superintendent 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: CDO

ESTIMATED NUMBER OF STUDENTS: 3

NAME OF SCHOOL GROUP/CLUB/ENTITY: JROTC

STAFF ADVISOR(S)/CHAPERONES: Bobby Edwards

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: JROTC Air Rifle Championships

DESTINATION OF TRAVEL: Camp Perry, OH

DATES OF TRAVEL: 21-25 Mar, 2018

ACADEMIC BENEFITS TO STUDENTS: Students develop mental management and focus skills

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other US Army

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

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>0</u>	<u>0</u>
Transportation	<u>0</u>	<u>US Government</u>
Meals	<u>\$150.00</u>	<u>Student paid</u>
Lodging	<u>0</u>	<u>US Government</u>
Substitutes	<u>0</u>	<u>0</u>
TOTAL	<u>\$150.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? JROTC Fund Raising

COST TO EACH STUDENT \$ 50

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Students are participating in JROTC fundraisers to pay for individual meal costs.

FUNDING SOURCE(S): US Army and JROTC

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Renaissance Festival and Great American Coupon Books

SUBMITTED BY: \_\_\_\_\_

B. J. Edwards  
Signature

22 Jan, 2018

Date

APPROVED BY: \_\_\_\_\_

T. Mulligan  
Principal/Supervisor

1/24/18

Date

Kevin P. ...  
Associate Superintendent/Superintendent

2/13/18

Date

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: 2

NAME OF SCHOOL GROUP/CLUB/ENTITY: **JROTC**

STAFF ADVISOR(S)/CHAPERONES: **Bobby Edwards**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **JROTC Air Rifle Championships**

DESTINATION OF TRAVEL: **Camp Perry, OH**

DATES OF TRAVEL: **21-25 Mar, 2018**

ACADEMIC BENEFITS TO STUDENTS: **Students develop mental management and focus skills**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other **US Army**

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

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>0</u>	<u>0</u>
Transportation	<u>0</u>	<b><u>US Government</u></b>
Meals	<b><u>\$100</u></b>	<b><u>Student paid</u></b>
Lodging	<u>0</u>	<b><u>US Government</u></b>
Substitutes	<u>0</u>	<u>0</u>
TOTAL	<b><u>\$100</u></b>	

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


HOW ARE CHAPERONE EXPENSES PAID? **JROTC Fundraising**


COST TO EACH STUDENT \$ **50**


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Students are participating in JROTC fundraisers to pay for individual meal costs.**

FUNDING SOURCE(S): **US Army and JROTC**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
**Renaissance Festival and Great American Coupon Books**

SUBMITTED BY:  **31 Jan, 2018**  
Signature Date

APPROVED BY:  **2/1/18**  
Principal/Supervisor Date

 **2/13/18**  
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS  
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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: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 16

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Choir**

STAFF ADVISOR(S)/CHAPERONES: **AJ Lepore /Brandi Dignum / Stacie Davis**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **A Cappella Semi-Finals**

DESTINATION OF TRAVEL: **Flower Mound, Texas**

DATES OF TRAVEL: **March 23-25, 2018**

ACADEMIC BENEFITS TO STUDENTS: **Students will compete against other a cappella groups from around the country and be adjudicated by a panel of judges to assess the musical and visual aspects of the choir. The director and students will be able to use the comments to improve their future performances. Students will also get to see all the groups they are competing against which will also be a great learning experience.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other **Flight, vans**

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>N/A</u>	<u>N/A</u>
Transportation	<u>\$7000</u>	<u>526/850-00-100-1001-280-6519</u> <u>Parent Org</u>
Meals	_____	<u>Self Paid</u>
Lodging	<u>\$2000</u>	<u>526/850-00-100-1001-280-6892</u> <u>Parent Org</u>

Substitutes

N/A

N/A

**TOTAL**

**\$9000**

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**

IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? **Self-Paid**

COST TO EACH STUDENT \$ **500**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Fundraisers will be held to offset the cost. Scholarships will be provided when necessary to ensure that no student is kept from the trip due to finances.**

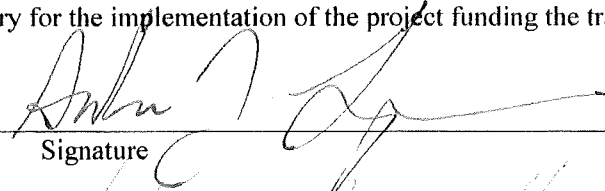
FUNDING SOURCE(S): **Parent Organization, Choir Tax Credit Account,**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

**UA Football Concessions, Butter Braids sales, Zumba Day, See's Candy, Concert Ticket Sales, Various Restaurant Events**

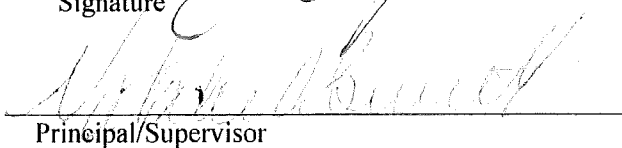
The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY:

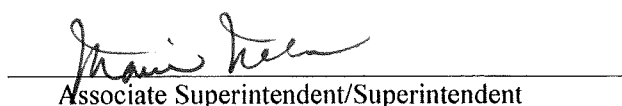
  
Signature

2/1/18  
Date

APPROVED BY:

  
Principal/Supervisor

2/1/18  
Date

  
Associate Superintendent/Supintendent

2/13/18  
Date



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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: Academic Decathlon

STAFF ADVISOR(S)/CHAPERONES: Chris and Elethia Yetman

ABSENCE: # Days 7 Sub Required:  Yes  No # of School Days Missed 5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: National Academic Decathlon Finals

DESTINATION OF TRAVEL: Frisco, Texas

DATES OF TRAVEL: April 16 - April 22, 2018

ACADEMIC BENEFITS TO STUDENTS: Academic Competitions

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other Enterprise Rental Vehicles, Airfare (paid by Arizona AcDec)

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

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$600.00</u>	<u>526-00-100-1001-282-6892</u>
Transportation	<u>\$7000.00</u>	<u>850/526-00-100-1001-282-6519</u>
Meals	<u>\$4500.00</u>	<u>850/526-00-100-1001-282-6892</u>
Lodging	<u>\$7000.00</u>	<u>850/526-00-100-1001-282-6892</u>
Substitutes	<u>\$1100.00</u>	<u>850/526-00-100-1001-282-6113</u>
TOTAL	<u>\$20,200.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes

IF SO, SOURCE & AMOUNTS: Arizona Academic Decathlon for airfare, \$4000

HOW ARE CHAPERONE EXPENSES PAID? Club funds, Tax Credit

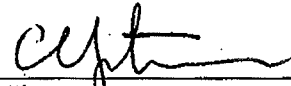
COST TO EACH STUDENT \$ 400

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit Funds

FUNDING SOURCE(S): N/A

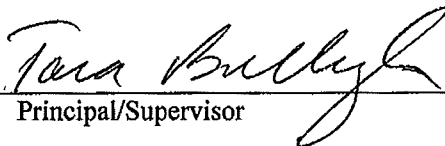
FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Bake Sales, Dine-Out Nights, Etc.

SUBMITTED BY:

  
Signature

2/5/18  
Date

APPROVED BY:

  
Principal/Supervisor

2/7/18  
Date

  
Associate Superintendent/Superintendent

2/13/18  
Date

AMPHITHEATER PUBLIC SCHOOLS  
STAFF/STUDENT TRAVEL REQUEST

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**ORIGINAL SUBMISSION**

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SCHOOL: AHS

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: AHS Media Club, Art Club, Photo Club, IRHS Art Club

STAFF ADVISOR(S)/CHAPERONES: John Parham, Erin Weber, Gina Beca, Brian Valencia, Carrie Bakken

ABSENCE: # Days 2 Sub Required:  Yes  No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Visiting Los Angeles County Museum of Art (LACMA) and Magic Mountain for Art History lessons and unique artistic subject matter.

DESTINATION OF TRAVEL: Los Angeles County Museum of Art 5905 Wilshire Blvd, Los Angeles, CA

DATES OF TRAVEL: April 21, 2018, 12:00 a.m.- April 22, 2018 before midnight.

ACADEMIC BENEFITS TO STUDENTS: Students will be exposed to artwork, experience a city, and view subjects for their art that they do not have access to locally. While visiting Los Angeles, students will participate in a guided tour of LACMA, famous for unique artwork and interactive tours. Students will visit Six Flags Magic Mountain where they will be collecting unique/reference photos of the rollercoasters and human subject matter. Upon return, each student will be judged by art teachers under the theme "movement". Using sources collected while on the trip, they will have a week to create their piece, and the winners artwork will be placed on display at both Ironwood Ridge and Amphi High schools for students and staff to enjoy.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other Charter bus is included with the registration. Southwest Road Trips, LLC.

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>\$11,000.00</u>	<u>850/526-00-100-1001-281-6892</u>
Transportation	<u>Included in regist.</u>	_____

Meals	<u>Included in regist.</u>	_____
Lodging	<u>Included in regist.</u>	_____
Substitutes	<u>\$0</u>	_____
TOTAL	<u>\$11,000.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? no  
 IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? This is included in the student's fees.

COST TO EACH STUDENT \$ 275.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We have multiple fundraisers throughout the year. Students participating in the fundraising event get an equal share of the profits. Money from previous years is also used to help those who need scholarships.

FUNDING SOURCE(S): Shirt sales, candy sales, and merchandise sales.

FUNDRAISING ACTIVITIES PLANNED (if applicable):  
Art Club will organize shirt fundraisers. Photo club takes pictures at events to raise money for the trip while Media club films events. All clubs are selling merchandise to help raise money as well.

SUBMITTED BY: [Signature] \_\_\_\_\_ 1/30/18  
 Signature Date

APPROVED BY: [Signature] \_\_\_\_\_ 1/30/18  
 Principal/Supervisor Date

[Signature] \_\_\_\_\_ 2/13/18

**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): Jennifer Royer \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: Prince  
 Department (opt.): \_\_\_\_\_  
 DATE(S): July 22-24, 2018

ACTIVITY/EVENT: No Excuses University Convention

LOCATION: 44400 Indian Wells Lane, Indian Wells, 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>\$525.00</u>	<u>100-18-100-2210-111-6360</u>
Transportation	<u>\$647.00</u> Mode <u>Air</u>	<u>100-18-100-2210-111-6582</u>
Rental Car	_____	_____
Meals	<u>\$83.25</u>	<u>100-18-100-2210-111-6582</u>
Lodging	<u>\$350.00</u>	<u>100-18-100-2210-111-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1605.25</u>	

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

Purpose of travel: To attend the No Excuses University Convention.

Outcomes and academic benefits to students and staff: The participant will be learning time management skills as well as relationship building strategies in order to become a more effective leader. In addition, she will be gaining expertise in various ways to communicate with staff members in a professional manner. Lastly, the attendee will have the opportunity to collaborate with quality leaders in order to learn ways to develop the school culture that will sustain momentum.

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

Submitted by: \_\_\_\_\_ 2-9-18  
 Signature Date  
 \_\_\_\_\_ 2/9/18  
 Principal/Supervisor Date  
 \_\_\_\_\_ 2/13/18

**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): Jennifer Letts, Jennifer Queiruga, Rebecca Burnett, Brenda King, Cary Reis, Phil Tilicki, Courtney Cummins, Lindsay Perry, Sarah Lortie, Trechel Gindt,

SCHOOL: AMS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department (opt.): \_\_\_\_\_

DATE(S): July 9-12, 2018

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>\$7,950.00</u>		<u>100-18-100-2210-166-6360</u>
Transportation	<u>\$4,000.00</u>	Mode <u>airline/taxi</u>	<u>100-18-100-2210-166-6582</u>
Rental Car	_____		_____
Meals	<u>\$1,742.50</u>		<u>100-18-100-2210-166-6582</u>
Lodging	<u>\$3,000.00</u>		<u>100-18-100-2210-166-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$16,692.50</u>		

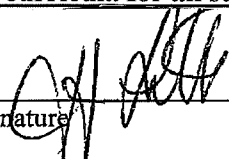
(Note: Tax credit contributions are District funds and require a budget code.)

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 

02/05/18

Date

By Moads 2-5-18

Principal/Supervisor

Date

Mark Bell  
Associate Superintendent/Superintendent

2/13/18  
Date

rev. 9/21/05