

**Request for Extended Travel**

NAME: District Office: Karen Gray & Michael Lopes

Parkrose High: Chandra Padilla, Brian Davis, Ally Packer, Scott Valway, Jennifer Newton, Antoinette Harrison, Kerry Henderson, Nerissa Ediza, Whitney Alfrey, Carrie Putsch, Andre Goodlow, TBA AVID Elective Teacher 1, TBA AVID Elective Teacher 2

Parkrose Middle: Erin Voelker, Kim Johns, Kristin O'Leary, Deb Robinson, Cecily Schoning, Lisa Robison, Scott Ballou, Alexis James, Jennifer Gordon, TBA 1-New Math Hire

Prescott Elementary: Sam Maranto, Stefanie Gould, Jody Eppolito, TBA 1, TBA 2

DATE: March 2, 2016 DEPT/BUILDING District Office, Parkrose High, Parkrose Middle & Prescott Elementary

PURPOSE: 2016-2017 AVID Summer Institute

DISTRICT BENEFIT:

TRAVEL DETAILS: 1. DESTINATION: Denver, CO

2. DATES: July 5-8, 2016

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airline \$284.00 x 30 people	\$ 8,520.00
MEALS	Conference provides Breakfast the 1 <sup>st</sup> Day July 5 -Dinner \$33.00 July 6-Lunch, Dinner \$ 53.00 July 7-8:Breakfast,Lunch,Dinner \$132.00 \$ 218.00 x 30 people	\$ 6,540.00
LODGING	Town and Country Hotel \$204.00 without tax x24 rooms x 3 days	\$ 14,688.00
REGIS/FEES	\$725.00 x 30 people Early bird registration	\$ 21,750.00
SUBSTITUTE		
OTHER	SuperShuttle Shared Van \$42.00 round trip x 30	\$ 1,260.00
<b>TOTAL</b>		<b>\$ 52,758.00</b>

**BUDGET SOURCE(S):**

Parkrose High School

Registration (Total \$1,885.00) Budget Code: 280.2242.0641.931.330.000

Budget Title: Nike

Travel (Total \$2,516.00) Budget Code: 280.2242.0342.931.330.000

Budget Title: Nike

Registration (Total \$7,540.00) Budget Code: 230.2240.0641.100.330.000

Budget Title: Title IIA

Travel (Total \$10,064.00) Budget Code: 230.2240.0342.100.330.000

Budget Title: Title IIA

Parkrose Middle School

Registration (Total \$7,250.00) Budget Code: 230.2240.641.100.330.000

Budget Title: Title IIA

Travel (Total \$10,948.00) Budget Code: 230.2240.0342.100.330.000

Budget Title: Title IIA

Prescott Elementary

Registration (Total \$3,625.00) Budget Code: 210.1272.0641.925.050.000

Budget Title: Title IIA

Travel (Total \$ 5,168.00) Budget Code: 210.1272.0342.925.050.000

Budget Title: Title IIA

Superintendent

Registration (Total \$725.00) Budget Code: 100.2321.0641.130.000.000

Budget Title: Superintendent

Travel (Total \$1,156.00) Budget Code: 100.2321.0342.130.000.000

Budget Title: Superintendent

Michael Lopes

Registration (Total \$ 725.00) Budget Code: 230.2240.0641.100.330.000

Budget Title: Title IIA

Travel (Total \$1,156.00) Budget Code: 230.2240.0342.100.330.000

Budget Title: Title IIA

**BUSINESS SERVICES DIRECTOR SIGNATURE:** \_\_\_\_\_

**SUPERVISORS RECOMMENDATION AND COMMENTS:**

This is our annual training for AVID. Most of the group is secondary focused. This provides content specific training for our secondary teachers. We are slowly reducing the numbers of teachers trained due to more training opportunities locally.

SUPERVISOR SIGNATURE *M. Lopes*

**SEND FORM TO SUPERINTENDENT/DESIGNEE:**

**SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:**

*Karen F. Gray 3/3/16*  
*-ALS*

BOARD ACTION: \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE: \_\_\_\_\_

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Welcome, **Michael Lopes-Serrao**


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## Denver - July 6-8

### Files in this Section:

- [2016 Summer Institute ...](#)
- [2016 Summer Institute ...](#)

### Related to this Section:

[2016 AVID Summer Institutes](#)
[Frequently Asked Questions](#)
[Register for Summer Institute](#)
[Strand Availability and Descriptions](#)
[Schedule](#)
[Honolulu - June 6-8](#)
[Tampa - June 13-15](#)
[Minneapolis - June 14-16](#)
[San Diego 1 - Downtown - June 21-23](#)
[Dallas - June 22-24](#)
[Anaheim - June 28-30](#)
[Orlando - July 6-8](#)
[Sacramento - July 11-13](#)
[Philadelphia - July 18-20](#)
[San Antonio - July 27-29](#)
[San Diego 2 - Mission Valley - August 1-3](#)

### Related Links

[Registration Help Form 2016](#)
[Institute Check-In](#)  
[Meeting Locations](#)  
[Hotel Information](#)  
[Meals](#)  
[Travel Information](#)  
[What to Do in Denver](#)  
[Schedule](#)


### Institute Check-In

Avoid long lines by checking in and picking up your Institute materials on Tuesday from 2:00 pm-6:00 pm at the **Colorado Convention Center in Denver**. Check-in will continue on Wednesday from 6:30 am-8:00 am at the same location.

#### Check-In, AVID Merchandise Sales, and General Session:

Colorado Convention Center  
 700 14th Street  
 Denver, CO 80202

### Meeting Locations

Your strand and site team locations will be listed on your name badge. Please note that your strand and site team locations may be in different venues.

### Hotel Information

**Thank you for supporting AVID Summer Institute by staying at one of our contracted hotels!**

Your benefits include:

- Reduced hotel rates for Summer Institute attendees (negotiated by AVID Center)
- Complimentary Internet access in guest rooms
- Discounted parking rates
- Opportunities to network and share best practices with educators from all over the world
- Convenience of being located where Institute events take place (General Session, strand, and site team meetings, etc.)

#### Grand Hyatt Denver

1750 Welton Street  
 Denver, CO 80202  
 (303) 295-1234 – Main Hotel

[Click here to reserve your hotel room](#)

Rate: \$199 Single/Double  
 Reservation Deadline: June 14, 2016  
 Cancellation Policy: Rooms must be cancelled no later than 72 hours prior to arrival date  
 Parking Info: \$25 valet per day, \$37 valet overnight (no self-parking available at this venue)  
 Internet: Complimentary Internet in all guest rooms



#### Embassy Suites Denver – Downtown Convention Center

1420 Stout Street  
 Denver, CO 80202  
 (303) 592-1000 – Main Hotel

[Click here to reserve your hotel room](#)

Rate: \$210 Single/Double  
 Reservation Deadline: June 14, 2016  
 Cancellation Policy: Rooms must be cancelled no later than 72 hours prior to arrival date  
 Parking Info: \$22 valet per day, \$37 valet overnight (no self-parking available at this venue)  
 Internet: Complimentary Internet in all guest rooms



#### Sheraton Denver Downtown

1550 Court Place  
 Denver, CO 80202  
 (303) 893-3333 – Main Hotel

#### Reservation Link TBA

Rate: \$189 Single/Double  
 Reservation Deadline: June 14, 2016  
 Cancellation Policy: Rooms must be cancelled no later than 72 hours prior to arrival date



Parking Info: to be announced  
 Internet: Complimentary Internet in all guest rooms

**Hyatt Place Denver – Downtown**  
 440 14th Street  
 Denver, CO 80202  
 (303) 893-2900 – Main Hotel



[Click here to reserve your hotel room](#)

Rate: \$194 Single/\$204 Double  
 Reservation Deadline: June 14, 2016  
 Cancellation Policy: Rooms must be cancelled no later than 24 hours prior to arrival date  
 Parking Info: to be announced  
 Internet: Complimentary Internet in all guest rooms

**Hyatt House Denver – Downtown**  
 440 14th Street  
 Denver, CO 80202  
 (303) 893-3100 – Main Hotel



[Click here to reserve your hotel room](#)

Rate: \$194 Single/\$204 Double  
 Reservation Deadline: June 6, 2016  
 Cancellation Policy: Rooms must be cancelled no later than 24 hours prior to arrival date  
 Parking Info: to be announced  
 Internet: Complimentary Internet in all guest rooms

**Hyatt Regency Denver at Colorado Convention Center**  
 650 15th Street  
 Denver, CO 80202  
 (303) 436-1234 – Main Hotel



[Click here to reserve your hotel room](#)

Rate: \$199 Single  
 Reservation Deadline: June 14, 2016  
 Cancellation Policy: Rooms must be cancelled no later than 72 hours prior to arrival date  
 Parking Info: \$29 self-parking, \$39 valet  
 Internet: Complimentary Internet in all guest rooms

**Denver Marriott City Center**  
 1701 California Street  
 Denver, CO 80202  
 (703) 297-1300 – Main Hotel



**Reservation Link TBA**

Rate: \$189 Single  
 Reservation Deadline: June 14, 2016  
 Cancellation Policy: Rooms must be cancelled no later than 72 hours prior to arrival date  
 Parking Info: \$37 valet  
 Internet: Complimentary Internet in all guest rooms

**Meals**

Your registration fee includes a grab-n-go breakfast on Day 1 and complimentary beverage breaks at the times and locations listed below.

Day 1	Day 2	Day 3
<b>7:00 – 8:00 am</b>	<b>7:00 – 8:00 am</b>	<b>7:00 – 8:00 am</b>
Hot Breakfast Sandwich Juice, Fruit Coffee, Tea, and Decaf <i>Located at Your Site Team Venue</i>	Coffee, Tea, and Decaf <i>Located at Your Strand Venue</i>	Coffee, Tea, and Decaf <i>Located at Your Strand Venue</i>
<b>9:30 – 10:00 am</b>	<b>9:30 – 10:00 am</b>	<b>9:30 – 10:00 am</b>
Coffee, Tea, and Decaf <i>Located at Your Strand Venue</i>	Coffee, Tea, and Decaf <i>Located at Your Strand Venue</i>	Coffee, Tea, and Decaf <i>Located at Your Strand Venue</i>
<b>2:30 – 3:15 pm*</b>		
Iced Tea, Lemonade, and Snack <i>Located at Your Strand Venue</i>		

\*Iced Tea, Lemonade, and Snack Break staggered in 15 minute increments.

**Travel Information**

During your stay, visit the [Denver city website](#) for more information about public transportation and maps.

**What to Do in Denver**

Denver is a beautiful city with lots to see and do. For more information about restaurants, evening entertainment, and discounted coupons, check back soon.

[top](#)