



## GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

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**DATE OF MEETING:** September 23, 2025

**TITLE:** Approval of Out of State Travel

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### **BACKGROUND:**

#### **STAFF**

Kimberly Begay requests permission to attend National Indian Education Association Convention on October 5-12, 2025 in Spokane, Washington. Travel will be paid by National Indian Education Association, and National Johnson-O'Malley Association. No school days will be missed, and no substitute is required.

Parent, Cebre Henry requests permission to attend National Indian Education Association Convention on October 5-12, 2025 in Spokane, Washington. Approximate cost of travel is \$3,514.00 and will be paid using Johnson O'Malley funds. No school days will be missed, and no substitutes are required.

Vanessa Hill requests permission to attend National Association for Gifted Children Annual Convention on November 13-16, 2025 in Pittsburg, Pennsylvania. Riverside Insights will be paying all travel expenses. Two school days will be missed, and no substitute is required.

Todd Jaeger requests permission to attend the Harvard Graduate School of Education Course, Civic Leadership in the Superintendency, November 5-9, 2025 in Cambridge, Massachusetts. Approximate cost of travel is \$2740.56 and will be paid using Title II funds designated for professional development. Three school days will be missed and no substitute is required.

#### **SCHOOL**

Bill Lang, Cheryl Wojdyla, Jerry Azares, Tyler Low, and Courtney Landers request permission to take 16 Ironwood Ridge High School Women's Varsity Volleyball Team students to Varsity Invitational at Mira Costa/Redondo Union on October 2-6, 2025 in Huntington Beach and Anaheim, California. Approximate cost of travel is \$14,290.82 and will be paid using Student Activities funds. Two school days will be missed, and substitutes are required.

Tom Edelbrock, Ashley Sova, LeeAnne Mitchell, Meagan Cook, Liz Sawyer, Steve Garcia, Jill Paulos, Rachel Redman, Laminta Bradford, Dache Pike, Stephanie Kose, Chris France, Lindsay Morrill, Tim Ripp, and Amy Grover request permission to take 75 Cross Advanced Band, Jazz Band, Advanced Choir students to Competition Festival at Cal State Fullerton on March 26-29, 2025 in Fullerton, California. Approximate cost of travel is \$79,046.00 and will be paid using Tax Credit and Auxiliary Operations funds. Two school days will be missed, and substitutes are required.

Luke Howell requests permission to take 3 Ironwood Ridge students to Fall 2025 National High School Journalism Convention on November 12-16, 2025 in Nashville, Tennessee. Approximate cost of travel is \$8,585.56 and will be paid using Student Activities and CTE funds. Three school days will be missed, and substitutes are required.

<b>BUDGET CODE KEY</b>		
230.26.100.2210.6360.509.0000	Johnson O'Malley	Improvement of Instruction, Employee Training, State and Federal Programs
230.26.100.2210.6582.509.0000	Johnson O'Malley	Improvement of Instruction, Employee Travel, State and Federal Programs
140.26.100.2320.6582.501.0000	Title II	Executive Administration, Employee Travel, Superintendent
850.00.620.100.6892.280.0000	Student Activities	Classroom Instruction, Student Expenses, IRHS
850.00.410.2710.6519.280.0000	Student Activities	Student Transportation, Student Travel, IRHS
850.00.620.2190.6892.280.0000	Student Activities	Other Student Support Services, Student Expenses, IRHS
850.00.100.1001.6105.280.0000	Student Activities	Classroom Instruction, Substitutes, IRHS
526.00.610.1001.6892.167.0000	Tax Credit	Classroom Instruction, Student Expenses, Cross
525.00.610.1001.6892.167.0000	Auxiliary	Classroom Instruction, Student Expenses, Cross
526.00.410.2710.6519.167.0000	Tax Credit	Student Transportation, Student Travel, Cross
526.00.610.2190.6892.167.0000	Tax Credit	Other Student Support Services, Student Expenses, Cross
525.00.100.1001.6105.167.0000	Auxiliary	Classroom Instruction, Substitutes, Cross
850.00.610.2190.6892.280.0000	Student Activities	Other Student Support Services, Student Expenses, IRHS
260.26.337.2190.6892.280.0000	CTE	Other Student Support Services, Student Expenses, IRHS
260.26.337.1001.6105.280.0000	CTE	Classroom Instruction, Substitutes, IRHS

**RECOMMENDATION:**

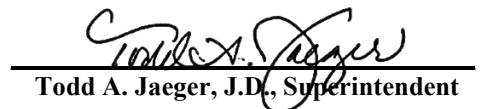
It is the recommendation of the administration that the above travel be approved.

**INITIATED BY:**



**Matthew Munger**  
Associate Superintendent for Secondary Education

**Date: September 22, 2025**



**Todd A. Jaeger, J.D., Superintendent**

**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): Kimberly Begay \_\_\_\_\_

SCHOOL: District Offices

Department (opt.): Native American Education

DATE(S): October 5-12, 2025

ACTIVITY/EVENT: National Indian Education Association Convention

LOCATION: Spokane, WA

ABSENCE: # Days 0 Sub Required: ☐ Yes ☒ No

# of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

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

Registration	<u>PAID BY NIEA</u>	_____
Transportation	<u>PAID BY NJOMA</u>	Mode _____
Rental Car	_____	_____
Meals	<u>PAID BY NJOMA</u>	_____
Lodging	<u>PAID BY NIEA</u>	_____
Substitutes	_____	_____
TOTAL	<u>\$0.00</u>	

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: To support the NAE program staff in learning new strategies and techniques; to attend a Research Forum where research will be shared on Native education, and opportunities to join Tribal leaders, Native advocates, parents, elders, and students working to transform Native learning systems.

Outcomes and academic benefits to students and staff: To implement the new strategies and techniques for working with Native students and their families to ensure academic success.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input checked="" type="checkbox"/> Academic Content	<input checked="" type="checkbox"/> Caring	<input checked="" type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Creative Thinking
<input checked="" type="checkbox"/> Critical Thinking	<input checked="" type="checkbox"/> Problem-Solving	

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

Submitted by: \_\_\_\_\_

Signature

9/8/2025

Date

Principal/Supervisor

9/11/25

Date

Associate Superintendent/Superintendent

9/11/25

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): Cebre Henry (Parent)

SCHOOL: District Offices

Department (opt.): Native American Education

DATE(S): October 7-11, 2025

ACTIVITY/EVENT: National Indian Education Association Convention

LOCATION: Spokane, WA

ABSENCE: # Days 0 Sub Required: ☐ Yes ☒ No

# of School Days Missed 0

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

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

Registration	<u>\$825</u>		<u>230.26.100.2210.6360.509.0000</u>
Transportation	<u>\$575</u>	Mode <u>Air</u>	<u>230.26.100.2210.6582.509.0000</u>
Rental Car	_____		
Meals	<u>\$323</u>		<u>230.26.100.2210.6582.509.0000</u>
Lodging	<u>\$1,791</u>		<u>230.26.100.2210.6582.509.0000</u>
Substitutes	_____		
TOTAL	<u>\$3,514</u>		

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

\* PO must be submitted and approved **prior** to travel to qualify for reimbursement.

Purpose of travel: Will support the NAE program staff in learning new strategies and techniques for working with Native American students and their families to review mutually developed standards of educational excellence for Native students served by the educational programs within the United States.

Outcomes and academic benefits to students and staff: To implement the new strategies and techniques for working with Native students and their families to ensure academic success.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input checked="" type="checkbox"/> Academic Content	<input checked="" type="checkbox"/> Caring	<input checked="" type="checkbox"/> Citizenship
<input checked="" type="checkbox"/> Collaboration	<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Creative Thinking
<input checked="" type="checkbox"/> Critical Thinking	<input checked="" type="checkbox"/> Problem-Solving	

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

Submitted by: \_\_\_\_\_

Signature

9/8/25

Date

Principal/Supervisor

9/18/25  
Date

Associate Superintendent/Superintendent

9/19/25  
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): Vanessa Hill \_\_\_\_\_

SCHOOL: District Offices

Department (opt.): Office of Learning and Instruction

DATE(S): November 13-16, 2025

ACTIVITY/EVENT: National Association for Gifted Children (NAGC) Annual Convention

LOCATION: Pittsburgh, PA

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No

# of School Days Missed 2

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

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

Registration \$ 669.00

Paid by Riverside Insights

Transportation \$ 550.00

Mode air

Paid by Riverside Insights

Meals \$ 245.00

Paid by Riverside Insights

Lodging \$ 800.00

Paid by Riverside Insights

Substitutes \_\_\_\_\_

TOTAL \$2,264.00

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: To attend the National Association for Gifted Children Annual Convention.

Outcomes and academic benefits to students and staff: It is a great time to collaborate with researchers and fellow practitioners alike. It gives a unique perspective on gifted education and helps us to understand what is happening on a national scale rather than just within or own state.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

<input type="checkbox"/> Caring	<input type="checkbox"/> Citizenship	<input checked="" type="checkbox"/> Collaboration
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Creative Thinking	<input checked="" type="checkbox"/> Critical Thinking
<input checked="" type="checkbox"/> Problem-Solving	<input checked="" type="checkbox"/> Scholarship	

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

Submitted by: Mary Thatcher 9/19/25  
Signature Date

Principal/Supervisor

\_\_\_\_\_ Date

Jessie Call  
Associate Superintendent/Superintendent

9/22/25  
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): Todd Jaeger \_\_\_\_\_

SCHOOL: District Office

Department (opt.): Superintendent's Office

DATE(S): 11/5/25-11/9/25

ACTIVITY/EVENT: Harvard Graduate School of Education-Civic Leadership in the Superintendency Course

LOCATION: Cambridge, MA

ABSENCE: # Days 5 Sub Required: ☐ Yes ☒ No

# of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

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

Registration \$

Transportation \$950.00

Mode: Air

140.26.100.2320.6582.501.0000

Rental Car \$

Meals \$369.00

140.26.100.2320.6582.501.0000

Lodging \$1421.56

140.26.100.2320.6582.501.0000

TOTAL \$2740.56

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

Purpose of travel: Attend in-person portion of professional development course.

Outcomes and academic benefits to students and staff: **Attending the in-person portion is a requirement of the on-going online professional development course through the Harvard Graduate School of Education.**

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

☐ Academic Content

☐ Caring

☐ Citizenship

☒ Collaboration

☒ Communication

☐ Creative Thinking

☒ Critical Thinking

☐ Problem-Solving

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

Submitted by: \_\_\_\_\_

Signature

\_\_\_\_\_ Date

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_ Date

  
Associate Superintendent/Supervisor

9/22/25

\_\_\_\_\_ 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: Ironwood Ridge High School

ESTIMATED NUMBER OF STUDENTS: 16

NAME OF SCHOOL GROUP/CLUB/ENTITY: Women's Varsity Volleyball Team

COACHING STAFF: Bill Lang, Cheryl Wojdyla, Jerry Azares, Tyler Low, Courtney Landers

ABSENCE: # Days 5 Sub Required: ☒ Yes ☐ No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Varsity Invitational at Mira Costa/Redondo Union

DESTINATION OF TRAVEL: Huntington Beach and Anaheim, California

DATES OF TRAVEL: October 2-6, 2025 (Competition is Oct 3-4; trip to Disneyland on Oct 5)

ACADEMIC BENEFITS TO STUDENTS: This trip is an athletic competition for the Varsity Volleyball Team. This invitational and related travel create a unique high school experience and is a reward for the team's athletic and academic performance. These student-athletes perform on and off the court. Historically, players with low grades are not allowed to attend.

Athletic activities such as this support the academic mission of the school, where studies have shown that student-athletes involved in such events tend to have a higher grade-point average, lower dropout rate, and fewer discipline problems than traditional students.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Academic Content             | <input checked="" type="checkbox"/> Caring          | <input checked="" type="checkbox"/> Citizenship       |
| <input checked="" type="checkbox"/> Collaboration     | <input checked="" type="checkbox"/> Communication   | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving |   |

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other Enterprise Rental Vans (District Corporate Account)

Are expenses paid from any of the following accounts? Auxiliary \_\_\_\_\_ Tax Credits ☒ Club Funds ☒  
Parent Organization N/A

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

	APPROX. COST	BUDGET CODE
Registration	\$ <u>525.00</u>	<u>/850-00-620-1001-6892-280-0000</u>
Transportation	\$ <u>0.00</u> Mode _____	_____
Rental Car	\$ <u>1,069.38</u>	<u>/850-00-410-2710-6519-280-0000</u>
Meals	\$ <u>3,750.00</u>	<u>/850-00-620-2190-6892-280-0000</u>
Lodging	\$ <u>8,546.44</u>	<u>850-00-620-2190-6892-280-0000</u>
Substitutes	\$ <u>400.00</u>	<u>850-00-100-1001-6105-280-0000</u>
TOTAL	\$ <u>14,290.82</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? The trip budget includes all expenses.

COST TO EACH STUDENT: \$ 0.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? The entire trip is paid for using club funds.

FUNDING SOURCE(S): Student Families, Club Fundraising Activities, and Tax Credit Donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Volleyball Camps/Clinics, Volleyball Sponsorships, Concessions

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

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

Signature

9/16/2025  
Date

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

Principal/Supervisor

9-16-25  
Date

Associate Superintendent/Superintendent

9/16/2025  
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: Cross Middle School

ESTIMATED NUMBER OF STUDENTS: 75

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Advanced Band, Cross Jazz Band, Cross Advanced Choir

STAFF ADVISOR(S)/CHAPERONES: Tom Edelbrock, Ashley Sova, Lee Anne Mitchell, Meagan Cook, Liz Sawyer, Steve Garcia, Jill Paulos, Rachel Redman, Laminta Bradford, Dache Pike, Stephanie Kose, Chris France, Lindsay Morrill, Tim Ripp, Amy Grover

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 1. Competition Festival for all three performing groups at Cal State Fullerton through Forum Festivals on 3/26/26. 2. Watch the Los Angeles Philharmonic perform in Anaheim in the evening on 3/26/26. 3. Participate in Disney Imagination Campus recording studio event on Saturday, 3/27/26 and complete a general music assignment in the park.

DESTINATION OF TRAVEL: Homewood Inn and Suites: 12005 Harbor Blvd, Garden Grove, CA 92840, Cal State Fullerton: 800 N State College Blvd, Fullerton, CA 92831, Los Angeles Philharmonic Walt Disney Concert Hall: 111 S Grand Ave, Los Angeles, CA 90012, Disneyland Park: Anaheim, CA 92802

DATES OF TRAVEL: 3/26/26-3/29/26

ACADEMIC BENEFITS TO STUDENTS: Students will perform in an adjudicated festival and receive a rating compared to other band programs from throughout the state. Performing in a festival and presenting high quality music is a common practice and achieves many of the anchor state standards (4,5,6) under performing/presenting/producing. The Los Angeles Philharmonic is one of the top orchestras in the world. The experience watching their concert achieves many state standards under Responding (7,8,9) and Connecting (10,11). Performing in the Disney Imagination Campus event on 4/12 is a real-world example of technology and music combined, where the students take place in a live recording session and use their music skills, as well as 21<sup>st</sup> century learning, to create a soundtrack to a movie. This event achieves many of the state anchor standards (4,5,6) under performing/presenting/producing. See attached itinerary, as well as lesson plan.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content  | <input checked="" type="checkbox"/> Caring          | <input checked="" type="checkbox"/> Citizenship       |
| <input checked="" type="checkbox"/> Collaboration     | <input checked="" type="checkbox"/> Communication   | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving |   |

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other Mountain View Tours

Are expenses paid from any of the following accounts? Auxiliary Yes Tax Credits Yes Club Funds No  
Parent Organization Yes

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

	APPROX. COST	BUDGET CODE
Registration	<u>11,155.00</u>	526.00.610.1001.6892.167.0000
	28,508.00	525.00.610.1001.6892.167.0000
Transportation	\$12,524.00	526.00.410.2710.6519.167.0000
Meals	<u>\$3,199.00</u>	<u>526.00.610.2180.6582.167.0000</u>
Lodging	<u>23,660.00</u>	<u>526.00.610.2190.6582.167.0000</u>
Substitutes	<u>\$280.00</u>	<u>525.00.100.1001.6105.167.0000</u>
<b>SUBTOTAL</b>	<u>\$66,522.00 (Forum Music Festivals Only)</u>	
+	<u>\$12,524.00 (Mountain View Only)</u>	
<b>TOTAL</b>	<u>\$79,046.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? Paid by chaperones in attendance

COST TO EACH STUDENT \$ 900.00 (\$575 tax credit maximum, \$325 non tax credit)

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial Assistance Available

FUNDING SOURCE(S): Paid by Boosters, leftover funds in auxiliary accounts from previous trips.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Dine out fundraisers through Boosters, Butterbraid Fundraiser in November 2025,


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

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

9-12-25  
Date

APPROVED BY: \_\_\_\_\_  
Principal/Supervisor

9-12-25  
Date

  
\_\_\_\_\_  
Associate Superintendent/Superintendent

  
\_\_\_\_\_  
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: 3

NAME OF SCHOOL GROUP/CLUB/ENTITY: Iron Quill / On the Ridge Design

STAFF ADVISOR(S)/CHAPERONES: Luke Howell, TBD

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: The Fall 2025 National High School Journalism Convention hosted by the Journalism Education Association and the National Scholastic Press Association.

DESTINATION OF TRAVEL: Gaylord Opryland Resort & Convention Center in Nashville, TN

DATES OF TRAVEL: 11/12/2025 – 11/16/2025

ACADEMIC BENEFITS TO STUDENTS: This is an excellent opportunity for students to learn from Industry professionals, network with their fellow student journalists, and see how their work holds up against the nations student journalist community.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content  | <input type="checkbox"/> Caring                   | <input checked="" type="checkbox"/> Citizenship       |
| <input checked="" type="checkbox"/> Collaboration     | <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input type="checkbox"/> Problem-Solving          |   |

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other Airplane and Uber/Rental Car?

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

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

	APPROX. COST	BUDGET CODE
	<u>\$615.00</u>	<u>850.00.610.2190.6892.280.0000</u>
Registration	<u>\$410.00</u>	<u>260.26.337.2190.6892.280.0000</u>
	<u>\$1,800.00</u>	<u>850.00.610.2190.6892.280.0000</u>
Transportation	<u>\$1,500.00</u>	<u>260.26.337.2190.6892.280.0000</u>
	<u>Self-paid</u>	
Meals	<u>\$684.00</u>	<u>260.26.337.2190.6892.280.0000</u>
	<u>\$1,120.52</u>	<u>850.00.610.2190.6892.280.0000</u>
Lodging	<u>\$2,241.04</u>	<u>260.26.337.2190.6892.280.0000</u>
Substitutes	<u>\$420.00</u>	<u>260.26.337.2190.6105.280.0000</u>
<b>TOTAL</b>	<b><u>\$8,585.56</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

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

\*\*\*\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? CTE

COST EACH STUDENT \$300 for meals, etc.

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Club funds will be made available to students who need financial assistance

FUNDING SOURCE(S): Club Funds / CTE

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Ad sales for Iron Quill

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

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

Signature

9/11/2025  
Date

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

Principal/Supervisor

9.15.25  
Date

Associate Superintendent/Superintendent

9/22/2025  
Date