## AMPHITHEATER PUBLIC SCHOOLS STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

#### ORIGINAL SUBMISSION

| COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL  |
|---|
| SCHOOL: <u>IRHS</u>   |
| ESTIMATED NUMBER OF STUDENTS: 75  |
| NAME OF SCHOOL GROUP/CLUB/ENTITY: IRHS Band   |
| STAFF ADVISOR(S)/CHAPERONES: Mark Hodge; Damon Knepper; Stephanie Welch; Feliza Laos; Renee Laos; Loren Welch; David Young; Andy Stegan   |
| ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 1  |
| ACTIVITY / EVENT / PURPOSE OF TRAVEL: Western Band Association Invitational at Don Lugo High School/Universal Studios   |
| DESTINATION OF TRAVEL: Chino, CA / Universal City, CA   |
| DATES OF TRAVEL: November 2-4, 2019 ACADEMIC BENEFITS TO STUDENTS: Students will be adjudicated by a national panel to help them improve their performance during the 2019 competitive season. Adjudicators provide a numerical score and verbal comments to help students improve. Students will see behind the scenes at Universal Studios. |
| PROPOSED METHOD OF TRANSPORTATION:  District-owned vehicles  Transportation approval:  Other Bee Line Transportation  |
| Are expenses paid from any of the following accounts? Auxiliary $\underline{X}$ Tax Credits $\underline{X}$ Club Funds $\underline{X}$ Parent Organization $\underline{X}$  |
| EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)   |
| APPROX. COST BUDGET CODE  |

|                | APPROX. COST           | BUDGET CODE   |
|----------------|------------------------|---|
| Registration   | \$300.00<br>\$8,175.00 | Paid by Boosters (Invt'l registration) Paid by Boosters (Universal tickets) |
| Transportation | <u>\$8,000.00</u>      | Paid by Boosters  |
| Meals          | <u>\$3,120.00</u>      | Paid by Boosters  |
| Lodging        | <u>\$5,136.00</u>      | 525/526/850-00-100-3400-6892-280- 0000 & Paid by Boosters                   |

Substitutes

\$250.00

 $\frac{525/526/850-00-100-3400-6113-280-}{\text{Paid by Boosters}}\,\textbf{0000}$  &

TOTAL

\$24,981.00

| WILL THE DISTRICT RECEIVE REIMBURSEMENT? No IF SO, SOURCE & AMOUNTS:   |    |
|--|----|
| HOW ARE CHAPERONE EXPENSES PAID? Chaperones pay their own expenses.  |    |
| COST TO EACH STUDENT \$ 340.00   |    |
| HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOMPROVISIONS)? Students may apply for a scholarship or work band events to help pay their way. | мE |
| FUNDING SOURCE(S): Boosters, band account, band fees and tax credit  |    |
| FUNDRAISING ACTIVITIES PLANNED (If applicable): <u>March The Ridge; football concessions.</u>  |    |
| The travel is necessary for the implementation of the project funding the travel.  |    |
| SUBMITTED BY: Signature 9-21-19 Date   |    |
| APPROVED BY:  Principal/Supervisor  Date   |    |
| Whal Byan 9/30/19  |    |
| Associate Superintendent/Superintendent Date   |    |

## AMPHITHEATER PUBLIC SCHOOLS STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

#### **ORIGINAL SUBMISSION**

| SCHOOL: Cross Mid   | <u>dle</u>   |                                  |  |
|---|--|----------------------------------|--|
| ESTIMATED NUMBE   | ER OF STUDENTS: 65   |                                  |  |
| NAME OF SCHOOL (  | FROUP/CLUB/ENTITY:   | Cross Advanc                     | ed Choir, Cross Advanced Band  |
| STAFF ADVISOR(S)/ Calvin,Tiffin Garcia, Michelle Martin                                 | CHAPERONES: Bran<br>Robin Yewell, Jessica  | di Dignum, To<br>a Stealey, Davi | om Edelbrock, Randi Weinstein, Leann<br>d Euchner, Christine Horn, Brian Newlin,   |
| ABSENCE: # Days 3   | Sub Required: X Yes  | □ No #                           | of School Days Missed 1  |
| ACTIVITY / EVENT /  | PURPOSE OF TRAVEL  | Music in the F                   | Parks Choir and Band Competition   |
| DESTINATION OF TR   | RAVEL: <u>Anaheim, CA</u>  |                                  |  |
| choirs and bands fr   | TS TO STUDENTS: <u>Stom all over the Wester</u><br>STORY OF THE STORY OF THE | ern United Sta                   | ave the opportunity to compete against<br>tes and will be given audition feedback<br>ble information for improving student |
| PROPOSED METHOD  ☐ District-owned vehi  Transportation approval  ☐ Other Charter Bus to | •  | N:                               |  |
| Are expenses paid from Parent Organization  | any of the following accor   | unts? Auxiliary 2                | X Tax Credits X Club Funds X   |
| EXPENSES F  | REQUESTED: (OBTAI  | N RECEIPTS FO                    | OR ALL INCURRED EXPENSES)  |
|   | APPROX. COST   |                                  | BUDGET CODE  |
| Registration  | <u>\$15843.00</u><br>  | <u>)</u>                         | <u>525/526-00-100-1001-6892-167-0000</u><br><u>850-00-100-1001-6892-167-0000</u>   |
| Transportation  | <u>\$10799.00</u>  | <u>)</u><br>-                    | <u>525/526-00-100-1001-6519-167-0000</u><br><u>850-00-100-1001-6519-167-0000</u>   |
| Meals   | Included   | <u>1</u>                         |  |

Substitutes <u>\$250.00</u> 525/526-00-100-1001-6113-167-0000 TOTAL <u>\$36404.00</u> WILL THE DISTRICT RECEIVE REIMBURSEMENT? No IF SO, SOURCE & AMOUNTS: HOW ARE CHAPERONE EXPENSES PAID? They will individually pay \$491.95 COST TO EACH STUDENT \$ \$491.95 HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial assistance will be provided to those students / families that request it. FUNDING SOURCE(S): Student Activities, Tax Credit and Auxiliary Funds. The booster's will also be assisting. FUNDRAISING ACTIVITIES PLANNED (If applicable): ButterBraid Fundraiser in Winter 2019, and other fundraisers for the Band & Choir Clubs. The travel is necessary for the implementation of the project funding the travel. APPROVED BY: 9/26/19 Principal/Supervisor Date

Associate Superintendent/Superintendent

\$9512.00

Lodging

525/526-00-100-1001-6892-167-0000

| EMPLOYEE(S): <u>Jil</u>                       | l Menaugh  | SCHO                 | OOL: <u>IRHS</u>   |
|---|--|----------------------|--|
| ***************************************       | NA STATE OF THE ST | De                   | epartment (opt.): <u>Fine Arts</u>   |
|   | Windowski da Arab Daring   | DAT                  | E(S): November 1-2, 2019   |
|   |  |                      |  |
| ACTIVITY/EVENT: A                             | AP Art and Design Worksho  | <u>op</u>            |  |
| LOCATION: <u>La Jo</u>                        | lla High School, 750 Nautil  | us Street, La Jolla. | , <u>California, 92037</u>   |
| ABSENCE: # Day                                | ys <b>2</b> Sub Required: ⊠Ye  | s No                 | # of School Days Missed 1  |
| EXPENSES REQUEST                              | TED: (OBTAIN RECEIPTS  | FOR ALL INCUR        | RED EXPENSES)  |
|   | APPROXIMATE C  | COST                 | BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds an require a budget code.) |
| Registration                                  | <u>\$235.00</u>  |                      | 456-00-100-2210-6360-515-0000  |
| Transportation                                | n <u>\$679.00</u> M  | lode <u>air</u>      | 456-00-100-2210-6582-515-0000  |
| Rental Car                                    | <u>\$83.00</u>   |                      | 456-00-100-2210-6582-515-0000  |
| Meals   | <u>\$78.50</u>   |                      | 456-00-100-2210-6582-515-0000  |
| Lodging                                       | <u>\$190.00</u>  |                      | 456-00-100-2210-6582-515-0000  |
| Substitutes                                   | <u>\$125.00</u>  |                      | 456-00-100-2210-6113-515-0000  |
| TOTAL   | <u>\$1,390.50</u>  |                      |  |
| The District will [ ] (or                     | r) will not 🛛 receive reimb  | ursement from outsi  | ide sources.   |
| Purpose of travel: To a                       | ttend the workshop coverin   | ıg curriculum and    | updated requirements for AP Art and Design.  |
| Outcomes and academic instruction in AP Art a |  | f: Attending this    | workshop will improve the quality of my  |
| The travel is necessary                       | for the implementation of the  | project funding the  | travel.  |
| Submitted by: Signation                       | HIMMAN S   |                      | <u>9/11/19</u><br>Date   |
|   |  |                      | 7./9./9  |
| Princip                                       | Muluel Began   |                      | Date 9 30 19   |
| Associa                                       | nte Superintendent/Superinter  | ndent                | Date   |

| EMPLOYEE(S): A               | <u>Armando</u> <u>Soto</u>  |                              | SCHOOL: <u>District Offices</u>   |
|------------------------------|---|------------------------------|---|
| _                            |   |                              | Department (opt.):  |
| -                            | ***************************************   |                              | DATE(S): <u>December 13-18, 2019</u>  |
|                              |   |                              |   |
| ACTIVITY/EVENT:              | National Interschola  | <u>ıstic Athletic Admini</u> | strators Association Conference   |
| LOCATION: <u>Nat</u>         | ional Harbor, Maryl   | and                          |   |
| ABSENCE: # D                 | Pays <u>6</u> Sub Require   | ed: 🗌 Yes 🛮 No               | # of School Days Missed 4   |
| EXPENSES REQUE               | STED: (OBTAIN RE  | CEIPTS FOR ALL IN            | ICURRED EXPENSES)   |
|                              | <u>APPROXI</u>  | MATE COST                    | BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration                 | <u>\$340.00</u>   |                              | $\underline{001.00.620.2530.6360.508.0000}$   |
| Transportati                 | on <u>\$860.00</u>  | Mode <u>Air</u>              | 001.00.620.2530.6582.508.0000   |
| Rental Car                   |   |                              |   |
| Meals                        | <u>\$311.00</u>   |                              | $\underline{001.00.620.2530.6582.508.0000}$   |
| Lodging                      | <u>\$997.10</u>   |                              | $\underline{001.00.620.2530.6582.508.0000}$   |
| Substitutes                  | <u>0</u>  |                              |   |
| TOTAL                        | <u>\$2508.10</u>  |                              |   |
| The District will [ ]        | or) will not 🕅 recei  | ve reimbursement fron        | n outside sources   |
|                              | ,   |                              |   |
| Purpose of travel: <u>To</u> | attend the NFHS/NI  | AAA Athletic Direct          | or's Conference   |
|                              | nic benefits to students ther areas of athletics  |                              | on of coursework and exam, attend workshops in  |
| The travel is necessar       | y for the implementati  | on of the project fundi      | ng the travel.  |
| Submitted by: Signa          | In Company of the state of the | oto                          | 9/17/19<br>Date   |
| Princi                       | ipal/Supervisor   | i and                        | Date  |
|                              | into Summinta 1 1/2   | na aliatar I - ut            | 9/17/19 Deta  |
| Assoc                        | ciate Superintendent/S  | uperintenaent                | Date  |

| EMPLOYEE(S):                          | <u>Kristie</u>                          | <b>Stevens</b>   | SCHO                   | OCL: <u>IRHS</u>   |              |
|---------------------------------------|---|--|------------------------|--|--------------|
|                                       | *************************************** | point and the second areas a second  | Dej                    | partment (opt.):   |              |
|                                       | ######################################  | Statement of the statem | DATE                   | E(S): <u>December 13-17, 2019</u>  |              |
|                                       |   |  |                        |  |              |
| ACTIVITY/EVENT                        | Γ: <u>National</u>                      | Interscholastic At   | hletic Administrator   | s Association Conference   |              |
| LOCATION: <u>N</u> 2                  | ational Hai                             | rbor, Maryland   |                        |  |              |
| ABSENCE: #                            | Days <u>6</u>                           | Sub Required: TY   | es 🛮 No                | # of School Days Missed 4  |              |
| EXPENSES REQU                         | ESTED: (0                               | OBTAIN RECEIPT   | S FOR ALL INCURR       | RED EXPENSES)  |              |
|                                       | <b>¢1.7</b> 4                           | APPROXIMATE  | COST                   | BUDGET CODE/DESCE<br>(Note: Tax credit contributions are I require a budget code.) |              |
| Registration                          | \$170<br>n <b>\$25</b> 5                |  |                        | 001.00.620.2210.6360.280.0000<br>001.00.620.2490.6360.508.0000                     |              |
| Transporta                            | tion <u>\$705</u>                       | <u>5.00</u>  | Mode <u>Air</u>        | 525.00.620.3400.6582.280.0000  |              |
| Rental Car                            | <u>0</u>                                |  |                        |  |              |
| Meals                                 | <u>\$280</u>                            | <u>).00</u>  |                        | <u>525.00.620.3400.6582.280.0000</u>   |              |
| Lodging                               | <u>\$797</u>                            | 7.68   |                        | <u>525.00.620.3400.6582.280.0000</u>   |              |
| Substitutes                           | <u>0</u>                                |  |                        |  |              |
| TOTAL                                 | <u>\$220</u>                            | <u>07.68</u>   |                        |  |              |
| The District will                     | (or) will r                             | not 🛛 receive reim   | bursement from outsi   | de sources.  |              |
|                                       |   |  | Athletic Director's C  |  |              |
|                                       |   |  |                        |  | rkshans in   |
| outcomes and acade safety, budget and |   |  | am: Completion of G    | coursework and exam, attend wo   | r KSHOPS III |
| The travel is necess                  | ary for the                             | implementation of the  | ne project funding the | travel.  |              |
| Submitted by:                         |   |  |                        | <u>9/17/19</u>   |              |
| Sig                                   | nature                                  |  | and the                | Date   |              |
| $\mathcal{L}$                         | YM/l                                    | MIN  | ON                     | <u>9/17/19</u>   |              |
| Prit                                  | ncipal/Supe                             | rvisor   |                        | Date   |              |
|                                       | med                                     | nex eyen   |                        | <u>9/17/19</u>   |              |
| Ass                                   | sociate Sune                            | erintendent/Suberint   | endent                 | Date   |              |

| EMPLOYEE(S): <u>N</u>                     | <u> Aarco</u> <u>Domingu</u> | <u>ez</u> S                 | CHOOL: <u>CDO</u>   |
|---|------------------------------|-----------------------------|---|
| _   | papa annua delificialisis    |                             | Department (opt.):  |
| _   | <u> </u>                     | Ι                           | DATE(S): <u>December 13-18, 2019</u>  |
|   |                              |                             |   |
| ACTIVITY/EVENT:                           | National Interschol          | astic Athletic Administ     | rators Association Conference   |
| LOCATION: <u>Nati</u>                     | ional Harbor, Mary           | <u>land</u>                 |   |
| ABSENCE: # D                              | ays <b>6</b> Sub Requir      | ed: 🗌 Yes 🛮 No              | # of School Days Missed 4   |
| EXPENSES REQUE                            | STED: (OBTAIN RI             | ECEIPTS FOR ALL INC         | URRED EXPENSES)   |
|   | <u>APPROX</u>                | IMATE COST                  | BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration                              | \$170.00<br><b>\$255.00</b>  |                             | 001.00.620.2210.6360.282.0000<br>001.00.620.2490.6360.508.0000  |
| Transportati                              | on <u>\$655.00</u>           | Mode <u>Air</u>             | <u>525.00.620.3400.6582.282.0000</u>  |
| Rental Car                                | <u>0</u>                     |                             |   |
| Meals                                     | <u>\$311.00</u>              |                             | <u>525.00.620.3400.6582.282.0000</u>  |
| Lodging                                   | <u>\$997.10</u>              |                             | <u>525.00.620.3400.6582.282.0000</u>  |
| Substitutes                               | <u>0</u>                     |                             |   |
| TOTAL                                     | <u>\$2388.10</u>             |                             |   |
| The District will \( \square\)            | or) will not 🛛 rece          | ive reimbursement from      | outside sources.  |
|   |                              | IAAA Athletic Directo       |   |
|   |                              |                             |   |
| Outcomes and acaden safety, budget and or |                              |                             | n of coursework and exam, attend workshops in   |
| The travel is necessar                    | y for the implementat        | tion of the project funding | g the travel.   |
|   | -                            |                             |   |
| Submitted by: Signa                       | ture                         | 0 /-                        | — Date 1  |
| 14  | mauch                        | all                         | 9/19/19   |
| Princ                                     | ipal/Supervisor              | , ·                         | Date  |
|   | Mulad E                      | Ryan                        | 9/30/19   |
| Assoc                                     | ciate Superintendent/S       | Superintendent              | Date  |

| EMPLOYEE(S):   | Christopher Chen  | SC:                                     | HOOL: <u>CDO</u>  |
|--|---|---|---|
|  | Pitta control and a delicated and a final |   | Department (opt.): <u>IB</u>  |
|  |   | DA                                      | ATE(S): November 15-16, 2019  |
|  |   |   |   |
| ACTIVITY/EVEN  | T: AP Training - Physics  | <u>C</u>                                |   |
| LOCATION: <u>N</u>   | orwalk, CA  |   |   |
| ABSENCE: #   | Days 2 Sub Required:  | ⊠Yes □No                                | # of School Days Missed 1   |
| EXPENSES REQU  | ESTED: (OBTAIN RECE   | EIPTS FOR ALL INCU                      | RRED EXPENSES)  |
|  | <u>APPROXIM</u>   | ATE COST                                | BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration   | n <u>\$285.00</u>   |   | 456.00.100.2210.6360.515.0000   |
| Transporta   | ation <u>\$270.00</u>   | Mode <u>airline</u>                     | <u>456.00.100.2210.6582.515.0000</u>  |
| Rental Car   | \$100.00 Shuttle  |   | 456.00.100.2210.6582.515.0000   |
| Meals  | <u>\$ 65.50</u>   |   | <u>456.00.100.2210.6582.515.0000</u>  |
| Lodging  | <u>\$150.00</u>   |   | 456.00.100.2210.6582.515.0000   |
| Substitutes  | <u>\$125.00</u>   |   | <u>456.00.100.2210.6113.515.0000</u>  |
| TOTAL  | <u>\$995.50</u>   |   |   |
| The District will  | or) will not ⊠ receive  | reimbursement from ou                   | utside sources.   |
| Purpose of travel: 2   | This teacher will attend A  | P training for Physics                  | <u>.</u>  |
| - Lander of the Control of the Contr | emic benefits to students ar  | *************************************** | will learn new techniques and strategies to assist  |
| Submitted by: Sig  | nature  | •                                       | 9/23/19<br>Date<br>1/23/19  |
|  | Thulse  |   | 1/23/19   |
| Pri:   | ncipal/Supervisor Bego  | N-3                                     | Date Date   |
| Ass  | sociate Superintendent/Sup  | erintendent                             | Date  |

#### THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

| EMPLOYEE(S): N          | Matt Kopec   |   | SCHOOL: District Offices  |
|-------------------------|--|---|---|
| _                       | MARIANA AND AND AND AND AND AND AND AND AND  |   | Department (opt.): Governing Board  |
| -                       | ways page 10 miles and 10 miles |   | DATE(S): <u>11/12-15/19</u>   |
|                         |  |   |   |
| ACTIVITY/EVENT:         | <b>Center for the Fut</b>  | ure of America (CFA) a                            | nd KnowledgeWorks Site Visit  |
| LOCATION: Mai           | rysville, Ohio   |   |   |
| ABSENCE: # D            | ays <u>4</u> Sub Requi   | red: 🗌 Yes 🛮 No                                   | # of School Days Missed 4   |
| EXPENSES REQUE          | STED: (OBTAIN R  | ECEIPTS FOR ALL IN                                | CURRED EXPENSES)  |
|                         | <u>APPROX</u>  | KIMATE COST                                       | BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration            |  |   | •   |
| Transportati            | on <u>\$778.00</u>   | Mode <u>air</u>                                   | 001-00-100-2210/2579-6582-502-0000  |
| Rental Car              |  |   |   |
| Meals                   | <u>\$133.50</u>  |   | $\underline{001\text{-}00\text{-}100\text{-}2210/2579\text{-}6582\text{-}502\text{-}0000}$              |
| Lodging                 | <u>\$450.00</u>  |   | $\underline{001\text{-}00\text{-}100\text{-}2210/2579\text{-}6582\text{-}502\text{-}0000}$              |
| Substitutes             |  |   | Maria Artifactura   |
| TOTAL                   | <u>\$1,361.50</u>  |   |   |
| The District will [ ]   | (or) will not 🛛 rec  | eive reimbursement from                           | outside sources.  |
|                         |  | unity to see what other thes to prepare all stude | districts have done to transform teaching and its for future success.                                   |
| Outcomes and acaden     | nic benefits to studer   | nts and staff: Share wha                          | t is learned with District staff.   |
| The travel is necessary | y for the implementa   | tion of the project funding                       | g the travel.   |
| Submitted by: Signa     | ture   |   | Date  |
|                         | ipal/Supervisor  Muluse  iate Superintendent/  |   | Date Date Date  |

| EMPLOYEE(S): Benjam   | nin Anderson   | SCHOOL: <u>IRHS</u>   |
|---|--|---|
| November of State Contract of |  | Department (opt.):  |
| personal residence  | week and the second sec | DATE(S): November 14-17, 2019   |
|   |  |   |
| ACTIVITY/EVENT: Califo  | rnia Mathematics Council Conferer  | nce - South (CMC-S)   |
| LOCATION: <u>Palm Spri</u>  | ngs, CA  |   |
| ABSENCE: # Days 4   | Sub Required: ⊠Yes □No   | # of School Days Missed 2   |
| EXPENSES REQUESTED:   | (OBTAIN RECEIPTS FOR ALL INC   | CURRED EXPENSES)  |
|   | APPROXIMATE COST   | BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds and require a budget code.)             |
| Registration <u>\$2</u>   | <u>60.00</u>   | <u>456.00.100.2210.6360.515.0000</u>  |
| Transportation <u>\$7</u>   | Mode <u>Flight</u>   | 456.00.100.2210.6582.515.0000   |
| Rental Car <u>\$0</u>   |  |   |
| Meals <u>\$1</u>  | 96.00  | 456.00.100.2210.6582.515.0000   |
| Lodging <u>\$7</u>  | <u>25.00</u>   | 456.00.100.2210.6582.515.0000   |
| Substitutes <u>\$2</u>  | 50.00  | <u>456.00.100.2210.6113.515.0000</u>  |
| TOTAL <u>\$2</u>  | ,131.00  |   |
| Γhe District will ☐ (or) will   | I not  receive reimbursement from  | outside sources.  |
| Purpose of travel: Math Cor   | <u>nference</u>  |   |
| around the country. Teach   |  | e awareness of current mathematical practices shop and attend sessions with the worlds leading (among many others). |
| The travel is necessary for the   | e implementation of the project fundin   | g the travel.   |
| Submitted by: Signature   | the pole   | 9/27/19<br>Date   |
| oignature V   |  |   |
| Principal/Sup   | Servisor Burano  | 722/7<br>Date<br>93019  |
| Associate Su  | perintendent/Superintendent  | Date  |

| EMPLOYEE(S): <u>Tara</u>   | <u>a Bulleigh</u> <u>Amanda Magelli</u> SC   | CHOOL: <u>CDO</u>   |
|----------------------------|--|---|
| Amy                        | y Bomke  | Department (opt.): <u>IB</u>  |
|                            | D.   | ATE(S): November 15-18, 2019  |
|                            |  |   |
| ACTIVITY/EVENT: <b>IB</b>  | Coordination DP Category 2 Training  |   |
| LOCATION: Charlo           | tte, NC  |   |
|                            |  |   |
| ABSENCE: # Days            | s 4 Sub Required: □Yes ⊠No   | # of School Days Missed 2   |
| EXPENSES REQUESTE          | ED: (OBTAIN RECEIPTS FOR ALL INCU  | JRRED EXPENSES)   |
|                            | APPROXIMATE COST   | BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration               | <u>\$2,232.00</u>  | $\underline{001.00.100.2210.6360.282.0000}$   |
| Transportation             | <u>\$1,650.00</u> Mode <u>airline</u>  | <u>140.19.100.2210.6582.515.0000</u>  |
| Rental Car                 | <b>\$ 100.00 Shuttle</b>   | <u>140.19.100.2210.6582.515.0000</u>  |
| Meals                      | <u>\$ 321.00</u>   | <u>140.19.100.2210.6582.515.0000</u>  |
| Lodging                    | <u>\$1,100.00</u>  | <u>140.19.100.2210.6582.515.0000</u>  |
| Substitutes                | 0  |   |
| TOTAL                      | <u>\$5,403.00</u>  |   |
| m                          | 11 4 N   |   |
| The District will [ ] (or) | will not receive reimbursement from c  | outside sources.  |
| Purpose of travel: This t  | raining is required of all Coordinators an   | nd leadership teams at IB sites.  |
|                            | benefits to students and staff: Principal wincipal is also due for training.   | ill attend with new Coordinator and new   |
| ANSOISTANCE TIME FOR THE   |  | 0.1   |
| Submitted by:              |  | <u> 4/13/19</u>   |
| Signatur                   | e<br>  | Date  |
| 77                         | and the contraction of the contr |   |
| Principal                  | wines Dyan   | 9/30/19   |
| Associat                   | e Superintendent/Superintendent  | Date  |

| EMPLOYEE(S): Par                       | nela Vandivort     | Dennis Yawitz                                | SCHOOL: La Cima, Copper Creek   |
|--|--------------------|--|---|
|  |                    |  | Department (opt.): School Operations  |
|  |                    |  | DATE(S): <b><u>December 2-5, 2019</u></b>   |
| ACTIVITY/EVENT: To                     | eacher Educator I  | nstitute by Engineering                      | is Elementary (EIE)   |
| LOCATION: <u>Bostor</u>                | <u>ı, MA</u>       |  |   |
| ABSENCE: # Days 4 Sub Required: Yes No |                    |  | # of School Days Missed 4   |
| EXPENSES REQUEST                       | ED: (OBTAIN RE     | CEIPTS FOR ALL INC                           | URRED EXPENSES)   |
|  | <u>APPROXI</u>     | MATE COST                                    | BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration                           | <u>\$1,000.00</u>  |  | 160-20-100-2210-6360-514-0000   |
| Transportation                         | <u>\$2,000.00</u>  | Mode   | <u>160-20-100-2210-6582-514-0000</u>  |
| Rental Car                             |                    |  |   |
| Meals                                  | <u>\$ 189.00</u>   |  | 160-20-100-2210-6582-514-0000   |
| Lodging                                | <u>\$2,000.00</u>  |  | <u>160-20-100-2210-6582-514-0000</u>  |
| Substitutes                            | <u>\$ 625.00</u>   |  | <u>160-20-100-2210-6113-514-0000</u>  |
| TOTAL                                  | <u>\$5,814.00</u>  |  |   |
| Γhe District will ☐ (or)               | will not 🛛 recei   | ve reimbursement from o                      | outside sources.  |
| Purpose of travel: To at               | tend the Teacher l | Educator Institute by E                      | ngineering is Elementary (EIE)  |
|  |                    | and staff: By attending curriculum units for | g this institute, the trainers will become certified K-5.   |
| Submitted by:                          |                    |  |   |
| Signature                              | e                  |  | Date  |
| -<br>Principa                          | /Supervisor        |  | Date  |
| Tulm                                   | Manal J            | M  | Date  |
| Associate                              | e Superintendent/S | iperintendent                                | Date  |
|  | /                  | $\boldsymbol{\mathcal{U}}$                   |   |

#### THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

| EMPLOYEE(S):       | Tami Neier-Gordon                  |                    | SCHOOL: <u>District Offices</u>   |  |
|--------------------|------------------------------------|--------------------|---|--|
|                    | David Alzner                       |                    | Department (opt.): <u>IRHS/CDO</u>  |  |
|                    |                                    | Γ                  | DATE(S): Nov. 20-22, 2019   |  |
| ACTIVITY/EVEN      | T: <b>FOSI - Family Online S</b> a | afety Institute    |   |  |
| LOCATION: <u>V</u> | Vashington DC                      |                    |   |  |
| ABSENCE: #         | Days 3 Sub Required:               | ]Yes ⊠No           | # of School Days Missed 3   |  |
| EXPENSES REQU      | JESTED: (OBTAIN RECEI              | PTS FOR ALL INC    | URRED EXPENSES)   |  |
|                    | <u>APPROXIMAT</u>                  | ΓΕ COST            | BUDGET CODE/DESCRIPTION  (Note: Tax credit contributions are District funds and require a budget code.) |  |
| Registratio        | on <u>\$ 190.00</u>                |                    | 456-00-100-2210-6360-515-0000   |  |
| Transport          | ation <u>\$ 1,500.00</u>           | Mode <u>Air</u>    | <u>456-00-100-2210-6582-515-0000</u>  |  |
| Rental Car         | <u> </u>                           |                    |   |  |
| Meals              | <u>\$ 330.00</u>                   |                    | 456-00-100-2210-6582-515-0000   |  |
| Lodging            | <u>\$ 1,000.00</u>                 |                    | 456-00-100-2210-6582-515-0000   |  |
| Substitutes        |                                    |                    |   |  |
| TOTAL              | <u>\$3,020.00</u>                  |                    |   |  |
| The District will  | ] (or) will not ⊠ receive re       | imbursement from o | outside sources.  |  |

Purpose of travel: To attend a conference put on by a federal government sponsored organization, FOSI-Family Online Safety Institute. This is a group of specialists in the fields of education, government, security, IT industry, and many others from around the country and world who come together each year to work on safety and security issues that concern children and families. It is a very problem-solving oriented group. Last year I was able to give input as an educator while I learned a great deal and brought back what I learned from these entities to share with students, parents, and staff. I would like to continue my work, and continue to reach out to parents, teachers, and students in the form of presentations, literature, etc. to show how Amphitheater District is committed to progressive and cutting edge ideas and means of keeping our families and their children safe and informed.

Outcomes and academic benefits to students and staff: I served on our strategic plan committee where I was able to communicate to staff the damage that can occur when we are not teaching and implementing the importance of proper digital usage and committeent to safety. We added this to our plan and we are working as a school to implement it into all facets of our curriculum. I presented and taught many classes at our school re: bullying, digital reputation protection, misinformation and 'fake news", and will broaden to include other topics this year. I have also created lesson plans around these topics that I can share and give to teachers and, as District co-librarian department head, other librarians. I presented a digital safety forum to our Freshman parents with very positive response, and will contintue to reach out and work with parents as well.

| cessary for the implementation of the project fundin | g the travel.             |
|--|---------------------------|
| To Makes   | <u>9/27/19</u>            |
| Signature  | Date                      |
| Mil  | 9.62.19                   |
| Principal/Supervisor                                 | Date                      |
| Mulas Ugar   | <u>9/30/19</u>            |
| Associate Superintendent/Superintendent              | Date                      |
|  | Principal/Supervisor Byan |

rev. 8/25/17