

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: 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 Tax Credits Club Funds
Parent Organization

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

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

Substitutes \$250.00
TOTAL \$24,981.00

525/526/850-00-100-3400-6113-280- 0000 &
Paid by Boosters

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 INCOME PROVISIONS)? **Students may apply for a scholarship or work band events to help pay their way.**

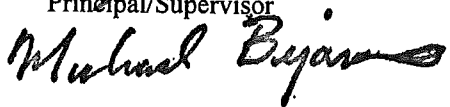
FUNDING SOURCE(S): **Boosters, band account, band fees and tax credit**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
March The Ridge; football concessions.

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

SUBMITTED BY:  9-27-19
Signature Date

APPROVED BY:  9/27/19
Principal/Supervisor Date

 9/30/19
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: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 65

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

STAFF ADVISOR(S)/CHAPERONES: Brandi Dignum, Tom Edelbrock, Randi Weinstein, Leann Calvin, Tiffin Garcia, Robin Yewell, Jessica Stealey, David Euchner, Christine Horn, Brian Newlin, Michelle Martin

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Music in the Parks Choir and Band Competition

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: April 24-26, 2020

ACADEMIC BENEFITS TO STUDENTS: Students will have the opportunity to compete against choirs and bands from all over the Western United States and will be given audition feedback from professional musicians. This feedback is valuable information for improving student performance in choir and band.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter Bus through EPN Travel

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>\$15843.00</u> _____	<u>525/526-00-100-1001-6892-167-0000</u> <u>850-00-100-1001-6892-167-0000</u>
Transportation	<u>\$10799.00</u> _____	<u>525/526-00-100-1001-6519-167-0000</u> <u>850-00-100-1001-6519-167-0000</u>
Meals	<u>Included</u> _____	_____ _____

Lodging	<u>\$9512.00</u>	<u>525/526-00-100-1001-6892-167-0000</u>
Substitutes	<u>\$250.00</u>	<u>525/526-00-100-1001-6113-167-0000</u>
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

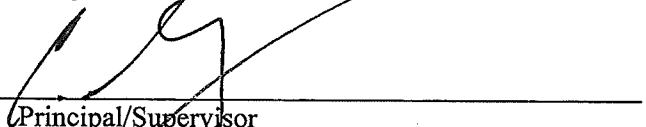
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial assistance will be provided to those students / families that request it.

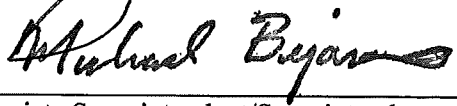
FUNDING SOURCE(S): Student Activities, Tax Credit and Auxiliary Funds. The booster's will also be assisting.

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.

SUBMITTED BY:  9/26/19
 Signature Date

APPROVED BY:  9/26/19
 Principal/Supervisor Date

 9/30/19
 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): Jill Menaugh _____

SCHOOL: IRHS
Department (opt.): Fine Arts
DATE(S): November 1-2, 2019

ACTIVITY/EVENT: AP Art and Design Workshop

LOCATION: La Jolla High School, 750 Nautilus Street, La Jolla, California, 92037

ABSENCE: # Days 2 Sub Required: Yes No # of School Days Missed 1

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$235.00</u>	<u>456-00-100-2210-6360-515-0000</u>
Transportation	<u>\$679.00</u> Mode <u>air</u>	<u>456-00-100-2210-6582-515-0000</u>
Rental Car	<u>\$83.00</u>	<u>456-00-100-2210-6582-515-0000</u>
Meals	<u>\$78.50</u>	<u>456-00-100-2210-6582-515-0000</u>
Lodging	<u>\$190.00</u>	<u>456-00-100-2210-6582-515-0000</u>
Substitutes	<u>\$125.00</u>	<u>456-00-100-2210-6113-515-0000</u>
TOTAL	<u>\$1,390.50</u>	

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

Purpose of travel: To attend the workshop covering curriculum and updated requirements for AP Art and Design.

Outcomes and academic benefits to students and staff: Attending this workshop will improve the quality of my instruction in AP Art and Design.

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

Submitted by:

Jill Menaugh
Signature

9/11/19
Date

Principal/Supervisor

Michael Bayan
Associate Superintendent/Supervisor

7/19/19
Date

9/30/19
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): Armando Soto

SCHOOL: District Offices

Department (opt.): _____

DATE(S): December 13-18, 2019

ACTIVITY/EVENT: National Interscholastic Athletic Administrators Association Conference

LOCATION: National Harbor, Maryland

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 4

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>\$340.00</u>	<u>001.00.620.2530.6360.508.0000</u>
Transportation	<u>\$860.00</u> Mode <u>Air</u>	<u>001.00.620.2530.6582.508.0000</u>
Rental Car	_____	_____
Meals	<u>\$311.00</u>	<u>001.00.620.2530.6582.508.0000</u>
Lodging	<u>\$997.10</u>	<u>001.00.620.2530.6582.508.0000</u>
Substitutes	<u>0</u> _____	
TOTAL	<u>\$2508.10</u>	

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

Purpose of travel: To attend the NFHS/NIAAA Athletic Director's Conference

Outcomes and academic benefits to students and staff: Completion of coursework and exam, attend workshops in safety, budget and other areas of athletics.

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

Submitted by: Armando Soto 9/17/19
 Signature Date

Principal/Supervisor _____ Date _____
Michael Beyan
 Associate Superintendent/Supervisor _____ Date 9/17/19

**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): Kristie Stevens

SCHOOL: IRHS
 Department (opt.): _____
 DATE(S): December 13-17, 2019

ACTIVITY/EVENT: National Interscholastic Athletic Administrators Association Conference
 LOCATION: National Harbor, Maryland

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
	\$170.00		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$255.00</u>		<u>001.00.620.2210.6360.280.0000</u>
			<u>001.00.620.2490.6360.508.0000</u>
Transportation	<u>\$705.00</u>	Mode <u>Air</u>	<u>525.00.620.3400.6582.280.0000</u>
Rental Car	<u>0</u> _____		
Meals	<u>\$280.00</u>		<u>525.00.620.3400.6582.280.0000</u>
Lodging	<u>\$797.68</u>		<u>525.00.620.3400.6582.280.0000</u>
Substitutes	<u>0</u> _____		
TOTAL	<u>\$2207.68</u>		

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

Purpose of travel: To attend the NFHS/NIAAA Athletic Director's Conference

Outcomes and academic benefits to students and staff: Completion of coursework and exam, attend workshops in safety, budget and other areas of athletics.

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

Submitted by: _____ 9/17/19
 Signature _____ Date
 _____ 9/17/19
 Principal/Supervisor _____ Date
 _____ 9/17/19
 Associate Superintendent/Supervisor _____ 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): Marco Dominguez

SCHOOL: CDO
 Department (opt.): _____
 DATE(S): December 13-18, 2019

ACTIVITY/EVENT: National Interscholastic Athletic Administrators Association Conference

LOCATION: National Harbor, Maryland

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
	\$170.00		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$255.00</u>		001.00.620.2210.6360.282.0000
			<u>001.00.620.2490.6360.508.0000</u>
Transportation	<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>		

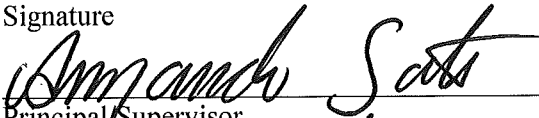
The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: To attend the NFHS/NIAAA Athletic Director's Conference

Outcomes and academic benefits to students and staff: Completion of coursework and exam, attend workshops in safety, budget and other areas of athletics.

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

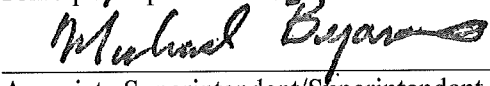
Submitted by:

Signature _____


 Principal/Supervisor

Date _____
9/19/19

 Date

Signature _____


 Associate Superintendent/Superintendent

Date _____
9/30/19

 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): Christopher Chen _____

SCHOOL: CDO
 Department (opt.): IB
 DATE(S): November 15-16, 2019

ACTIVITY/EVENT: AP Training - Physics C

LOCATION: Norwalk, CA

ABSENCE: # Days 2 Sub Required: Yes No # of School Days Missed 1

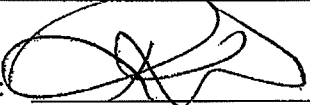


EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$285.00</u>		<u>456.00.100.2210.6360.515.0000</u>
Transportation	<u>\$270.00</u>	Mode <u>airline</u>	<u>456.00.100.2210.6582.515.0000</u>
Rental Car	<u>\$100.00 Shuttle</u>		<u>456.00.100.2210.6582.515.0000</u>
Meals	<u>\$ 65.50</u>		<u>456.00.100.2210.6582.515.0000</u>
Lodging	<u>\$150.00</u>		<u>456.00.100.2210.6582.515.0000</u>
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 outside sources.

Purpose of travel: This teacher will attend AP training for Physics.

Outcomes and academic benefits to students and staff: The teacher will learn new techniques and strategies to assist in working with advanced and honors students.

Submitted by:  9/23/19
 Signature Date
 9/23/19
 Principal/Supervisor Date
 9/30/19
 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): Matt Kopec _____
 - _____
 - _____

SCHOOL: District Offices
 Department (opt.): Governing Board
 DATE(S): 11/12-15/19

ACTIVITY/EVENT: Center for the Future of America (CFA) and KnowledgeWorks Site Visit

LOCATION: Marysville, Ohio

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

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	_____		_____
Transportation	<u>\$778.00</u>	Mode <u>air</u>	<u>001-00-100-2210/2579-6582-502-0000</u>
Rental Car	_____		_____
Meals	<u>\$133.50</u>		<u>001-00-100-2210/2579-6582-502-0000</u>
Lodging	<u>\$450.00</u>		<u>001-00-100-2210/2579-6582-502-0000</u>
Substitutes	_____		_____
TOTAL	<u>\$1,361.50</u>		

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

Purpose of travel: **I will have the opportunity to see what other districts have done to transform teaching and learning through personalized approaches to prepare all students for future success.**

Outcomes and academic benefits to students and staff: **Share what is learned with District staff.**

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

Submitted by: _____
 Signature Date

Principal/Supervisor _____ Date
Michael Byars 9/30/19
 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): Benjamin Anderson _____

SCHOOL: IRHS
 Department (opt.): _____
 DATE(S): November 14-17, 2019

ACTIVITY/EVENT: California Mathematics Council Conference - South (CMC-S)

LOCATION: Palm Springs, CA

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

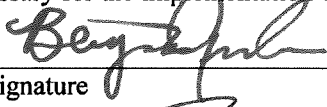
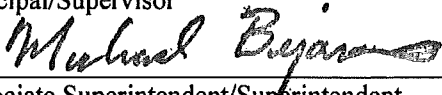
	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$260.00</u>		<u>456.00.100.2210.6360.515.0000</u>
Transportation	<u>\$700.00</u>	Mode <u>Flight</u>	<u>456.00.100.2210.6582.515.0000</u>
Rental Car	<u>\$0</u> _____		
Meals	<u>\$196.00</u>		<u>456.00.100.2210.6582.515.0000</u>
Lodging	<u>\$725.00</u>		<u>456.00.100.2210.6582.515.0000</u>
Substitutes	<u>\$250.00</u>		<u>456.00.100.2210.6113.515.0000</u>
TOTAL	<u>\$2,131.00</u>		

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

Purpose of travel: Math Conference

Outcomes and academic benefits to students and staff: To increase awareness of current mathematical practices around the country. Teacher will have the opportunity to workshop and attend sessions with the worlds leading math educators including Jo Bohler, Dan Myer and Juli Dixon (among many others).

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

Submitted by:  _____ 9/27/19
 Signature Date
 _____ 7.22.19
 Principal/Supervisor Date
 _____ 9/30/19
 Associate Superintendent/Supintendent 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): Tami Neier-Gordon _____
David Alzner _____

SCHOOL: District Offices
Department (opt.): IRHS/CDO
DATE(S): Nov. 20-22, 2019

ACTIVITY/EVENT: FOSI - Family Online Safety Institute

LOCATION: Washington DC

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>190.00</u>		<u>456-00-100-2210-6360-515-0000</u>
Transportation	\$ <u>1,500.00</u>	Mode <u>Air</u>	<u>456-00-100-2210-6582-515-0000</u>
Rental Car	_____		_____
Meals	\$ <u>330.00</u>		<u>456-00-100-2210-6582-515-0000</u>
Lodging	\$ <u>1,000.00</u>		<u>456-00-100-2210-6582-515-0000</u>
Substitutes	_____		_____
TOTAL	\$ <u>3,020.00</u>		

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

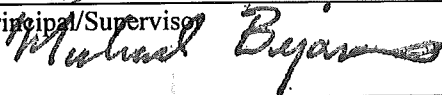
Purpose of travel: To attend a conference put on by a federal government sponsored organization, FOSI-Family Online Safety Institute. This is a group of specialists in the fields of education, government, security, IT industry, and many others from around the country and world who come together each 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 commitment 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 continue to reach out and work with parents as well.

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

Submitted by:  9/27/19
Signature Date

 9/27/19
Principal/Supervisor Date

 9/30/19
Associate Superintendent/Superintendent Date

rev. 8/25/17