

**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): Michael Bejarano _____

SCHOOL: IRHS

Department (opt.): Administration

DATE(S): 6/28 - 7/02/2011

ACTIVITY/EVENT: NFHS 92nd Annual Summer Meeting

LOCATION: Philadelphia, PA

ABSENCE: # Days 5 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>0.00</u>	<u>All expenses being paid by NFHS</u>
Transportation	<u>0.00</u> Mode _____	_____
Rental Car	<u>0.00</u> _____	
Meals	<u>0.00</u> _____	
Lodging	<u>0.00</u> _____	
Substitutes	_____	_____
TOTAL	<u>0.00</u>	

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

Purpose of travel: NFHS Committee Meeting

Outcomes and academic benefits to students and staff: The purpose of the committee is to develop continued education opportunities for high school coaches.

Submitted by: Michael Bejarano 4/01/11
Signature Date

Principal/Supervisor _____ Date _____
Patricia Nelson 4-5-11
Associate Superintendent/Supervisor _____ 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
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SCHOOL: **Painted Sky**

ESTIMATED NUMBER OF STUDENTS: 6 students

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Odyssey of the Mind**

STAFF ADVISOR(S)/CHAPERONES: **Brianne Ronnie**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **OM World Finals 2011**

DESTINATION OF TRAVEL: **University of Maryland**

DATES OF TRAVEL: **May 26 - 31st, 2011**

ACADEMIC BENEFITS TO STUDENTS: **Higher order of thinking & creativity**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: **American Airlines flt. 2406**

☒ Other **Avis Rental, 1-800-331-1600**

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>part of room & board</u>	<u>525-00-100-1001-114-6892</u>
Transportation	<u>10,000.00</u>	<u>526-00-100-1001-114-6519</u>
Meals	<u>3,607.50</u>	<u>850-00-100-1001-114-6892</u>
Lodging	<u>3,607.50</u>	<u>530-00-100-1001-114-6892</u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>17,215.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **Tax Credit donations, PTO, Student Council donations, and fundraising**

COST TO EACH STUDENT \$ **1,324.23**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Applying for dorm scholarship, soliciting donations from various sources and Tax Credit donations.**

FUNDING SOURCE(S): **Fundraising efforts (Trader Joe's, Amphi Foundation, Raytheon, Jim Click, Eegee's, etc.), PTO, Student Council donation, Tax Credit donations.**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Selling Eegee's at T-Bird Trot, asking Trader Joe's for donations of water, soda and juice for us to sell at our Spring fling event in May, selling otter-pops at recess and donuts in the morning, selling Painted Sky bracelets.

SUBMITTED BY:	<u>Shewanita Holmes</u>	<u>4/15/11</u>
	Signature	Date
APPROVED BY:	<u>Angela Wickers</u>	<u>4/15/11</u>
	Principal/Supervisor	Date
	<u>Patrick Nelson</u>	<u>4-19-11</u>
	Associate Superintendent/Superintendent	Date

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SCHOOL: **Keeling**

ESTIMATED NUMBER OF STUDENTS: 6

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Odyssey of the Mind**

STAFF ADVISOR(S)/CHAPERONES: **Beth Brungardt, Robert Stoner, Nicole Ball, Rachael Watson,
Dennis Moore, Marian Wiseley, Melissa Olea, Jessi Erickson, Lupe Medina,**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **OM Competition**

DESTINATION OF TRAVEL: **Maryland**

DATES OF TRAVEL: **5-26-11 to 5-31-11**

ACADEMIC BENEFITS TO STUDENTS: **Students participating in the OM program and
competition strengthen their higher level thinking skills and problem solving abilities.**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other **Airplane**

Are expenses paid from any of the following accounts? Auxiliary Yes Tax Credits Yes Club Funds _____

Parent Organization Yes Gifts and Donations Yes

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>8225.00</u>	<u>525 00 100 1001 109 6892</u>
		<u>100 11 100 1001 109 6892</u>
		<u>526 00 100 1001 109 6892</u>
		<u>530 00 100 1001 109 6892</u>
Transportation	<u>10100.00</u>	<u>525 00 100 1001 109 6515</u>
Meals	_____	_____
Lodging	_____	_____

Substitutes _____

TOTAL \$18325.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **PTO Fundraising, Specific Gifts and Donations**

COST TO EACH STUDENT \$ **1100.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Title I, Tax Credit, Gifts and Donations, Auxiliary**

FUNDING SOURCE(S): **Title I, Tax Credit, PTO,**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

"Maryland Mayhem" night (dinner & activities), Smencils sale, chocolate bar sale.

SUBMITTED BY: Elizabeth Brungardt 4-12-11
Signature Date

APPROVED BY: [Signature] 4/12/11
Principal/Supervisor Date

Patrick Nelson 4-19-11
Associate Superintendent/Superintendent Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 45

NAME OF SCHOOL GROUP/CLUB/ENTITY: Football

STAFF ADVISOR(S)/CHAPERONES: Dustin Peace, Rick Werbylo, Phil Garcia, Tommy Steele, Vic Cunes,
Andy Bayse, Jeff Kane, Jody Bayse, Chris Buckles, Adam Rossi

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: San Diego State Passing Tournament

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: 6/9/11 - 6/11/11

ACADEMIC BENEFITS TO STUDENTS: _____

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Charter Bus

Are expenses paid from any of the following accounts? Auxiliary yes Tax Credits _____ Club Funds yes
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>400</u>	<u>850-00-100-3400-282-6892</u>
Transportation	<u>3,000</u>	<u>850-00-100-3400-282-6519</u>
Meals	<u>1500</u>	<u>850-00-100-3400-282-6892</u>
Lodging	<u>2,500</u>	<u>850-00-100-3400-282-6892</u>
Substitutes	_____	_____
TOTAL	<u>7,000</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Free for each coach.

COST TO EACH STUDENT \$ 100

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising activities for our program will be used for kids to raise the money.

FUNDING SOURCE(S): club money

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Selling program ads for the upcoming season.

SUBMITTED BY: _____ ht. el _____
Signature Date 4/7/11

APPROVED BY: _____ Paul Th... _____
Principal/Supervisor Date

_____ Patrick Nelson _____
Associate Superintendent/Superintendent Date 4-9-11

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SCHOOL: **CDO**

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Spirit Line**

STAFF ADVISOR(S)/CHAPERONES: **Tiffany Brown- Head Coach, more chaperones to be determined**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Bowl Games of America- Bridgpoint Holiday Bowl Game**

DESTINATION OF TRAVEL: **San Diego, CA**

DATES OF TRAVEL: **December 28, 2011 - January 1, 2012**

ACADEMIC BENEFITS TO STUDENTS: **A spirit performance & camp in a controlled and athletic environment, to help improve athletic ability**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other **Charter bus**

Are expenses paid from any of the following accounts? Auxiliary _____ Tax Credits X Club Funds X
Parent Organization X

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>784.00 pp (approx. 40 = \$31,360)</u>	<u>850/526-00-100-3400-282-6892</u>
Transportation	<u>4000.00</u>	<u>850/526-00-100-3400-282-6515</u>
Meals	<u>1500.00</u>	<u>850/526-00-100-3400-282-6892</u>
Lodging	<u>Included w/ reg.</u>	_____
Substitutes	<u>0</u>	_____
TOTAL	<u>36860.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? N

IF SO, SOURCE & AMOUNTS: 0

HOW ARE CHAPERONE EXPENSES PAID? N/A

COST TO EACH STUDENT \$ unknown, depending on funds raised as a program; if goal is met there will no cost to student

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Everyone will participate in fundraising, if someone cannot attend due to financial reasons we will work with them for them to be able to attend the event

FUNDING SOURCE(S): tax credit, club, parent booster organization

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Rummage Sale (tbd), Movie Gala w/ stugo (May 6, 2011), Youth camp (June 2011), Car wash (June 2011), many more to come after summer vacation

SUBMITTED BY:



Signature

4/6/11

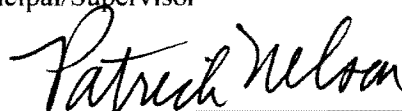
Date

APPROVED BY:



Principal/Supervisor

Date



Associate Superintendent/Superintendent

4-19-11

Date

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SCHOOL: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 26

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Student Government**

STAFF ADVISOR(S)/CHAPERONES: **Samantha Burgin, Erik Wolf, Phil Tilicki**

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Student Government Retreat**

DESTINATION OF TRAVEL: **San Diego, CA**

DATES OF TRAVEL: **6/1/11 - 6/4/11**

ACADEMIC BENEFITS TO STUDENTS: **To reflect on the past year, orient the new Student Government members, and to begin preparation for the following year**

PROPOSED METHOD OF TRANSPORTATION:

☒ District-owned vehicles

Transportation approval: **March 31, 2011**

☐ Other _____

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>None</u>	_____
Transportation	<u>\$2460.00</u>	<u>526/850-00-100-3400-280-6519</u>
Meals	<u>\$1000.00</u>	<u>526/850-00-100-3400-280-6892</u>
Lodging	<u>\$6105.00</u>	<u>526/850-00-100-3400-280-6892</u>
Substitutes	<u>None</u>	_____
TOTAL	<u>\$9265.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? None needed

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? All expenses are paid through the Student Government Club Account and the tax credit account

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? 100% of the trip is being paid through the Student Government Club and tax credit accounts so all students are eligible to attend.

FUNDING SOURCE(S): Various activities throughout the school year that contribute to our overall account

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Donations, Winter Formal ticket sales, Homecoming sales, previous balance from last year, Prom Ticket Sales, etc.

SUBMITTED BY: Samantha Y. Burgin 4-12-11
Signature Date

APPROVED BY: Michael Byars 4/12/11
Principal/Supervisor Date

Patrick Wilson 4-12-11
Associate Superintendent/Superintendent Date