

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: 90

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School 8<sup>th</sup> Grade

STAFF ADVISOR(S)/CHAPERONES: Lisa DaDeppo, Renee Lustenberger, Lindsay Lopez, Alexandria Vaughn, Chris Gutierrez, Shannon Haskins, Elizabeth Robb, Suzanne Robertson, Brian Newlin, Paula Sommers, Cindy Felix

ABSENCE: # Days 8 Sub Required:  Yes  No # of School Days Missed 4

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To visit national and historic sites in conjunction with the 8<sup>th</sup> grade history and civics curriculum, as well as science, and music curriculum. Students will participate in an educational scavenger hunt and essay contest in each city to determine which students will participate in the laying of a wreath at the Tomb of the Unknown Soldier.

DESTINATION OF TRAVEL: Washington, D.C.; Philadelphia; and New York City

DATES OF TRAVEL: March 10, 2020 – March 17, 2020

ACADEMIC BENEFITS TO STUDENTS: The 8<sup>th</sup> grade Social Studies curriculum focuses on World War II through modern times, as well as Civics, a test of which is now required by the state. This trip will highlight a number of key sites in Washington, D.C. that will support that instruction: tours of the US Capitol, the US Supreme Court, Embassy Row, Arlington National Cemetery, the Marine Corp War Memorial, National Archives, the Smithsonian Museum of American History, and the Holocaust Museum. Time in Philadelphia will include visits and tours of Independence Hall, Liberty Bell Center, Elfreth's Alley, and Friendship Meeting House. Students will also spend time in New York City, which will highlight areas of the curriculum and include visits to Ellis Island, the United Nations, Wall Street, and 9/11 Memorial Museum.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Domestic airline and charter buses as provided by the travel company as part of the package through Explorica, Inc.

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

|                | APPROX. COST   | BUDGET CODE   |
|----------------|--|---|
| Registration   | <u>\$168,300.00 - students</u><br><u>\$ 12,834.00 - chaperones</u> | <u>525/526-00-100-1001-167-6892</u><br><u>Self Paid</u> |
| Transportation | <u>Included</u>  | _____   |
| Meals          | <u>Included</u>  | _____   |
| Lodging        | <u>Included</u>  | _____   |
| Substitutes    | <u>\$2,250.00</u>  | <u>525/526-00-100-1001-167-6113</u>                     |
| <b>TOTAL</b>   | <b><u>\$183,384.00</u></b>   |   |

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No  
IF SO, SOURCE & AMOUNTS: N/A

HOW ARE CHAPERONE EXPENSES PAID? Five staff chaperone's travel, lodging, and meal expenses are paid as part of the total package. Parent chaperones will pay for all costs of the trip on their own.

COST TO EACH STUDENT \$ 1,870.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We will be making financial assistance available to students in need based upon money available and the depth of need.


FUNDING SOURCE(S): Student families, fundraising activities, and tax credit donations


FUNDRAISING ACTIVITIES PLANNED (If applicable):

Restaurant night fundraisers, letter writing for sponsorship from local companies, and snack bar sales at after school sporting events.

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

SUBMITTED BY:  6/26/19  
Signature Date

APPROVED BY:  6/26/19  
Principal/Supervisor Date

 6/27/19  
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): Sarah Moser \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: CDO  
 Department (opt.): IB  
 DATE(S): October 4-7, 2019

ACTIVITY/EVENT: IB Language training

LOCATION: Orlando, FL

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

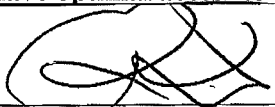
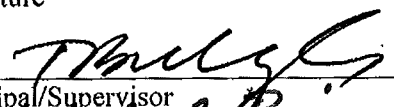
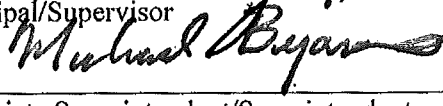
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

| <u>APPROXIMATE COST</u> |                                     | <u>BUDGET CODE/DESCRIPTION</u>   |
|-------------------------|-------------------------------------|--|
|                         |                                     | (Note: Tax credit contributions are District funds and require a budget code.) |
| Registration            | <u>\$744.00</u>                     | <u>140-19-100-2210-510-6360</u>  |
| Transportation          | <u>\$625.00</u> Mode <u>airline</u> | <u>140-19-100-2210-510-6582</u>  |
| Rental Car              | <u>\$200.00 Shuttle</u>             | <u>140-20-100-2210-510-6582</u>  |
| Meals                   | <u>\$135.00</u>                     | <u>140-20-100-2210-510-6582</u>  |
| Lodging                 | <u>\$650.00</u>                     | <u>140-20-100-2210-510-6582</u>  |
| Substitutes             | <u>\$250.00</u>                     | <u>140-20-100-2210-510-6113</u>  |
| TOTAL                   | <u>\$2604.00</u>                    |  |

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

Purpose of travel: To receive training on major course changes and a new subject guide.

Outcomes and academic benefits to students and staff: This training will ensure the teachers fully understand new course design/learning outcomes and further develops instructional delivery and differentiating strategies to ensure students have optimal access to the curriculum.

Submitted by:  6/17/19  
 Signature Date  
 6/17/19  
 Principal/Supervisor Date  
 6/17/19  
 Associate Superintendent/Superintendent Date

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

EMPLOYEE(S): Elizabeth Bruggeman Tenaya Snider SCHOOL: CDO  
 \_\_\_\_\_ Department (opt.): IB  
 \_\_\_\_\_ DATE(S): October 18-21, 2019

ACTIVITY/EVENT: IB training  
 LOCATION: Los Angeles, 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>\$1488.00</u>                    | <u>140-19-100-2210-510-6360</u>  |
| Transportation          | <u>\$800.00</u> Mode <u>airline</u> | <u>140-19-100-2210-510-6582</u>  |
| Rental Car              | <u>\$ 80.00 Shuttle</u>             | <u>140-20-100-2210-510-6582</u>  |
| Meals                   | <u>\$225.00</u>                     | <u>140-20-100-2210-510-6582</u>  |
| Lodging                 | <u>\$465.00</u>                     | <u>140-20-100-2210-510-6582</u>  |
| Substitutes             | <u>\$500.00</u>                     | <u>140-20-100-2210-510-6113</u>  |
| TOTAL                   | <u>\$3558.00</u>                    |  |

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Outcomes and academic benefits to students and staff: This training will ensure the teachers fully understand new course design/learning outcomes and further develops instructional delivery and differentiating strategies to ensure students have optimal access to the curriculum.

Submitted by: [Signature] 6/17/19  
 Signature Date  
[Signature] 6/17/19  
 Principal/Supervisor Date  
[Signature] 6/17/19  
 Associate Superintendent/Superintendent Date