

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): Pamela Fenstamaker Linda Haller SCHOOL: District Offices  
\_\_\_\_\_  
Department (opt.): Student Services  
\_\_\_\_\_  
DATE(S): May 5-9, 2012

ACTIVITY/EVENT: 33<sup>rd</sup> Annual LRP Institute on Legal Issues of Educating Individuals with Disabilities

LOCATION: San Antonio, Texas

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>
Registration	<u>2500.00</u>		<u>001.00.200.2579.540.6360</u>
Transportation	<u>816.00</u>	Mode <u>AIR</u>	<u>001.00.200.2579.540.6582</u>
Rental Car	_____		_____
Meals	<u>490.00</u>		<u>001.00.200.2579.540.6582</u>
Lodging	<u>1907.50</u>		<u>001.00.200.2579.540.6582</u>
Substitutes	<u>0</u> _____		
TOTAL	<u>5713.50</u>		

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

Purpose of travel: Attend the 33<sup>rd</sup> Annual LRP's National Institute on Legal Issues of Education Individuals with Disabilities

Outcomes and academic benefits to students and staff: Update special education legal requirements information

Submitted by: [Signature] 9/21/11 9/21/11  
Signature Date  
[Signature] 9/21/11  
Principal/Supervisor Date  
Patricia Nelson 10-18-11  
Associate Superintendent/Supervisor Date

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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): Joseph Paddock  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): Interscholastics  
DATE(S): 12/10 - 12/13/2011

ACTIVITY/EVENT: National Athletic Directors Conference

LOCATION: Indianapolis, IN

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

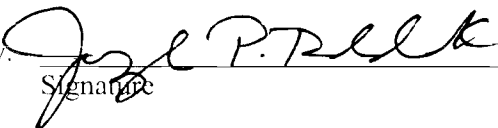
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

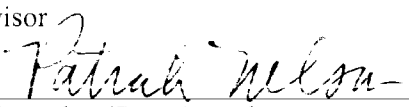
	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>410.00</u>	<u>001-00-620-2579-512-6360</u>
Transportation	<u>650.00</u> Mode <u>Flight &amp; Taxi</u>	<u>001-00-620-2579-512-6582</u>
Rental Car	_____	_____
Meals	<u>148.00</u>	<u>001-00-620-2579-512-6582</u>
Lodging	<u>533.52</u>	<u>001-00-620-2579-512-6582</u>
Substitutes	_____	_____
TOTAL	<u>1741.52</u>	

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

Purpose of travel: To attend the National Athletic Directors Conference and become updated on current practices.

Outcomes and academic benefits to students and staff: Learn about up-to-date methods/policies for athletics, budget, safety, and high school interscholastic activities.

Submitted by:  10/11/11  
Signature Date

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 10-11-11  
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): Robert Stoner Betty Kave Atwell SCHOOL: Keeling  
Emily Beutel Mary Brown Department (opt.): \_\_\_\_\_  
Pat Corcoran Megan Gardner DATE(S): November 6-9, 2011  
Brett Daglio Kim McDole

ACTIVITY/EVENT: No Excuses University Conference

LOCATION: Schaumburg, IL

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>
Registration	<u>3225.81</u>		<u>100 12 100 2210 109 6360</u>
Transportation	<u>4207.77</u>	Mode <u>Airplane</u>	<u>100 12 100 2210 109 6582</u>
Rental Car	<u>500.00</u>		<u>100 12 100 2210 109 6582</u>
Meals	<u>1445.50</u>		<u>100 12 100 2210 109 6582</u>
Lodging	<u>1909.60</u>		<u>100 12 100 2210 109 6582</u>
Substitutes	<u>2100.00</u>		<u>100 12 100 2210 109 6113</u>
TOTAL	<u>13388.68</u>		

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

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

Purpose of travel: Teachers will learn and strengthen their understanding of the six exceptional systems which frame our being a No Excuses University. Particular focus will be on implementation of strategies important for greater academic gains and higher levels of parent involvement. (Both of these directly relate to our ASIP.)

Outcomes and academic benefits to students and staff: Greater repertoire of instructional strategies along with more effective implementation of the six exceptional systems will result in more effective education and greater academic growth for students.

Submitted by: 80109/rs 9-28-11  
Signature Date

80100 tc 9-29-11  
Principal/Supervisor Date

Patricia Nelson 10-18-11  
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: AMS

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Project Catalina

STAFF ADVISOR(S)/CHAPERONES: Debbie Melde, David Torres, Teresa Eckley, Ron Pierce, Lisa Gordon

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Catalina Island Marine Institute

DESTINATION OF TRAVEL: Catalina Island, California

DATES OF TRAVEL: Mar. 6-9, 2012

ACADEMIC BENEFITS TO STUDENTS: Extension of science curriculum. Topics include marine biology, oceanography and ecology.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Charter Bus

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>10000</u>	<u>525/526-00-100-1001-166-6892</u>
Transportation	<u>3300</u>	<u>525/526-00-100-1001-166-6515</u>
Meals	<u>300</u>	<u>525/526-00-100-1001-166-6892</u>
Lodging	<u>1200</u>	<u>525/526-00-100-1001-166-6892</u>
Substitutes	<u>1600</u>	<u>525/526-00-100-1001-166-6113</u>

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **yes**  
IF SO, SOURCE & AMOUNTS: Student tuition and tax credit donations.

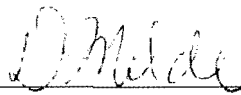
HOW ARE CHAPERONE EXPENSES PAID? Included in student cost.

COST TO EACH STUDENT \$ 400


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships are made available to students who need them.

FUNDING SOURCE(S): Tax credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Science club will sell snacks during after school sporting events.

SUBMITTED BY:   
Signature

9/26/11  
Date

APPROVED BY:   
Principal/Supervisor

9/27/11  
Date

  
Associate Superintendent/Superintendent

9-28-11  
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: 35

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Encore Show Choir**

STAFF ADVISOR(S)/CHAPERONES: **Teresa Irwin, Melanie Hufford, Kim Fioccoprile, Sherry Hinojosa**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Los Alamitos High School Xtravaganza Show Choir Competition**

DESTINATION OF TRAVEL: **Los Alamitos High School, 3591 Cerritos, Los Alamitos, CA 90720**

DATES OF TRAVEL: **March 22, 2012 - March 25, 2012 (Spring Break)**

ACADEMIC BENEFITS TO STUDENTS: **Encore Show Choir will participate in a competition with schools from all over California. They will be able to see other groups and evaluate their styles and performances in comparison to ours.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **Charter Bus**

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

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

	APPROX. COST	BUDGET CODE
Registration	<b><u>\$1552.50</u></b>	<b><u>526/850-00-100-3400-280-6892</u></b>
Transportation	<b><u>\$3300.00</u></b>	<b><u>526/850-00-100-3400-280-6519</u></b>
Meals	<b><u>\$2625.00</u></b>	<b><u>526/850-00-100-3400-280-6892</u></b>
Lodging	<b><u>\$1650.00</u></b>	<b><u>526/850-00-100-3400-280-6892</u></b>

Substitutes 0

TOTAL \$8727.50

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

HOW ARE CHAPERONE EXPENSES PAID? Self

COST TO EACH STUDENT \$ \$250.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fund raising opportunities will be given

FUNDING SOURCE(S): Club  
Tax Credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Car wash ticket sales, candy sales, Chili's give back nights, Butter Braids, Dance-a-thon

SUBMITTED BY: [Signature]  
Signature

10/5/11  
Date

APPROVED BY: [Signature]  
Principal/Supervisor

10/6/11  
Date

[Signature]  
Associate Superintendent/Superintendent

10-10-11  
Date

AMPHITHEATER PUBLIC SCHOOLS  
STAFF/STUDENT TRAVEL REQUEST

*Attach supporting documentation as needed*

**ORIGINAL SUBMISSION**

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SCHOOL: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 57

NAME OF SCHOOL GROUP/CLUB/ENTITY: Orchestra and Musical Theater

STAFF ADVISOR(S)/CHAPERONES: Mike DeMille, Susie Bottnenkamp, Mindy Ernest, Rob Raine, Lisa Spurlin, Kristina Lopez, Steve Glenn, Norma Palacios, Sheryl Eto, Helen Leighty, and Dana Bunker

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Forum Music Festival/Disney Performing Arts

DESTINATION OF TRAVEL: Anaheim, California

DATES OF TRAVEL: May 3, 2012 - May 6, 2012

ACADEMIC BENEFITS TO STUDENTS: This is the final and most important competition of the year for the orchestra. They will also work with a college level instructor in a music clinic and work with one of the music personnel at Disneyland, sightreading music from Disney classic movies and hear themselves playing behind the video. The musical theater group will also have a clinic designed for them at the Stella Adler Los Angeles/Hollywood Classrooms, have a group theater experience behind the scenes with Disney Performing Arts and all will have a chance to see a professional theater performance.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Two tour buses

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	<b><u>\$29,751.00</u></b>	<b><u>525-00-100-1001-167-6892</u></b> <b><u>526-00-100-1001-167-6892</u></b>
Transportation	<b><u>Inc.</u></b>	_____
Meals	<b><u>\$500.00</u></b>	<b><u>525-00-100-1001-167-6892</u></b> <b><u>850-00-100-1001-167-6892</u></b>
Lodging	<b><u>Inc.</u></b>	_____
Substitutes	<b><u>\$200.00</u></b>	<b><u>525-00-100-1001-167-6113</u></b> <b><u>526-00-100-1001-167-6113</u></b>
TOTAL	<b><u>\$30,451.00</u></b>	

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

HOW ARE CHAPERONE EXPENSES PAID? **Trip costs will be paid by each chaperone**

COST TO EACH STUDENT \$ **455.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Through school sources, PTO, fundraising efforts and donations.**

FUNDING SOURCE(S): **Parents and fundraising**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

**Great American Fundraiser, tax credit donations and various other fundraisers to be determined.**

SUBMITTED BY: Michael D. DeMillo 10-3-11  
Signature Date

APPROVED BY: [Signature] 10-3-11  
Principal/Supervisor Date

Patrick Nelson 10-10-11  
Associate Superintendent/Supervisor Date