

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: CDO

ESTIMATED NUMBER OF STUDENTS: 65

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Band

STAFF ADVISOR(S)/CHAPERONES: Daniel Bitter, Ranee Schmuker, Terra Harper, Amy Martinez, Hank Rowe, Deb Seng, Charley Martinez, Eric Wilson

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Concert Band Festival and Competition

DESTINATION OF TRAVEL: Anaheim, California

DATES OF TRAVEL: March 14-17, 2019

ACADEMIC BENEFITS TO STUDENTS: Authentic performance opportunity and constructive feedback from highly qualified judges in a competitive setting. Students will compete with bands from across the southwest.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Mountain View Tours

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

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

	APPROX. COST	BUDGET CODE
Registration	<u>\$12,000.00</u>	<u>526-00-100-1001-282-6892</u>
Transportation	<u>\$8,360.00</u>	<u>526-00-100-1001-282-6519</u>
Meals	<u>Student Pay</u>	<u>N/A</u>
Lodging	<u>\$14,652.00</u>	<u>526-00-100-1001-282-6892</u>
Substitutes	<u>\$120.00</u>	<u>526-00-100-1001-282-6113</u>

TOTAL \$35,132.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? N/A  
IF SO, SOURCE & AMOUNTS: N/A

HOW ARE CHAPERONE EXPENSES PAID? Factored into student cost


COST TO EACH STUDENT \$ 550

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships and fundraising opportunities

FUNDING SOURCE(S): tax credit, band boosters

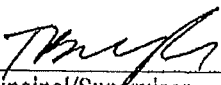
FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Snack bar, car washes, percentage nights

SUBMITTED BY:

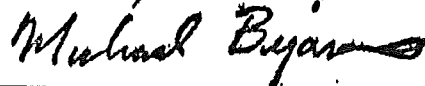
  
Signature

1/17/19  
Date

APPROVED BY:

  
Principal/Supervisor

1/18/19  
Date

  
Associate Superintendent/Superintendent

2/4/19  
Date

AMPHITHEATER PUBLIC SCHOOLS  
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**ORIGINAL SUBMISSION**

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

SCHOOL: Harelson

ESTIMATED NUMBER OF STUDENTS: 60

NAME OF SCHOOL GROUP/CLUB/ENTITY: Harelson 6<sup>th</sup> Grade

STAFF ADVISOR(S)/CHAPERONES: Jason Weaver, Susie Herman, Sarah Nystedt, Jim Phillips, Rodney Chism, Mike Flores, Scott Soulvie, William Krolikowski, Darien Aguilera, Ginny Stohlmann, Melody Wong, Raylene Struber, Sherri Tso, Kelly Payne, Jennifer Walker, Elaine Lamoreaux, Catherine Reynolds, Wanda Tompkins, Heather Oliver, Michelle Nugent, Julie Lewis, Heather Bigsby, Julie Turpin, Michelle Martin, Sonya Milloy, Chrissy Herrera.

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 6<sup>th</sup> Grade San Diego Science Trip

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: February 18-20, 2019

ACADEMIC BENEFITS TO STUDENTS: The studetns will gain hands-on knowledge about oceanography including the following: Explain the composition, properties, and structures of the ocean's layers and zones, analyze the effects that bodies of water have on the climate of a region, and describe ways scientists explore the Earth's atmosphere and bodies of water. Students will learn about the ocean biome and participate in the scientific classification of sea life, as well as, participate in the dissection of fish. Students will participate in various competitions filling out information in their Student Field Guides throughout the trip.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Chartered busses through Project Exploration

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>\$33,375</u>	<u>525/526-00-100-1001-107-6892</u>
	-	-
Transportation	<u>included</u>	

Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____
Substitutes	<u>n/a</u>	_____
<b>TOTAL</b>	<b><u>\$33,375</u></b>	

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

HOW ARE CHAPERONE EXPENSES PAID? **Chaperones are responsible for their own fees and pay the same price as students.**

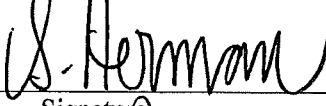
COST TO EACH STUDENT \$ **445**

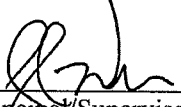
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **partial fee waivers will be made available through Tax Credit designations towards this trip.**

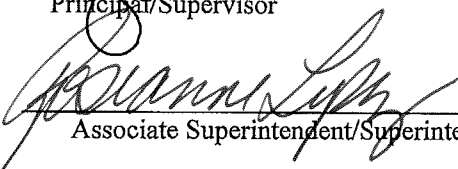
FUNDING SOURCE(S): **Parents of students, Tax Credit**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
**None**

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

SUBMITTED BY:  2/6/19  
 Signature Date

APPROVED BY:  2/6/19  
 Principal/Supervisor Date

 2/3/2019  
 Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS  
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**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: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: Key Club

STAFF ADVISOR(S)/CHAPERONES: Marty Wenzel

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Southwest District Key Club Convention

DESTINATION OF TRAVEL: Albuquerque, NM

DATES OF TRAVEL: March 29-31, 2019

ACADEMIC BENEFITS TO STUDENTS: Students will attend workshops, do service projects and compete in various competitions with other Key Club members from Arizona, New Mexico and Texas

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other airplane

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>\$1,000.00</u>	<u>526/850-00-100-3400-280-6892</u>
	_____	_____
Transportation	<u>\$800.00</u>	<u>526/850-00-100-3400-280-6519</u>
	_____	_____
Meals	<u>Provided</u>	_____
	_____	_____
Lodging	<u>Provided</u>	_____
	_____	_____
Substitutes	<u>\$125.00</u>	<u>526/850-00-100-3400-280-6113</u>
<b>TOTAL</b>	<b><u>\$1,925.00</u></b>	

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

HOW ARE CHAPERONE EXPENSES PAID? Through donations or self pay

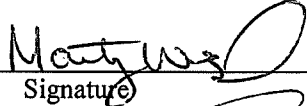

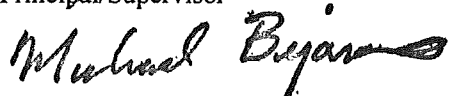
COST TO EACH STUDENT \$ \$100.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? If students can not afford the expenses or do not have anyone to sponsor them, there are scholarships available through the Kiwanis or Key Club

FUNDING SOURCE(S): Tax credit, student's families, IRHS Key club and San Xavier Kiwanis

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
\_\_\_\_\_

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

SUBMITTED BY:	<u></u>	<u>1-25-19</u>
	Signature	Date
APPROVED BY:	<u></u>	<u>2-2-19</u>
	Principal/Supervisor	Date
	<u></u>	<u>2/12/19</u>
	Associate Superintendent/Superintendent	Date

AMPHITHEATER PUBLIC SCHOOLS  
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**ORIGINAL SUBMISSION**

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SCHOOL: IRHS

ESTIMATED NUMBER OF STUDENTS: 6

NAME OF SCHOOL GROUP/CLUB/ENTITY: Key Club

STAFF ADVISOR(S)/CHAPERONES: Marty Wenzel/Ken George

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Spirit of America Youth Leadership Program, the mission is to educate and inspire an awareness of the principles upon which the U.S. was founded and the responsibilities of citizens in a free society.

DESTINATION OF TRAVEL: Valley Forge, PA

DATES OF TRAVEL: April 11-14, 2019

ACADEMIC BENEFITS TO STUDENTS: We will instill first-hand knowledge and experience with respect to our national heritage and ideals. Students will gain a better understanding of their rights and responsibilities as citizens through leadership workshops, mock congressional debates/competitions, a free enterprise challenge and historical tours.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other airplane

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>\$1,500.00</u>	<u>526-00-100-3400-280-6892</u>
	_____	_____
Transportation	<u>Provided</u>	_____
	_____	_____
Meals	<u>Provided</u>	_____
	_____	_____
Lodging	<u>Provided</u>	_____
	_____	_____

Substitutes \$250.00 526-00-100-3400-280-6113  
TOTAL \$1,750.00

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

HOW ARE CHAPERONE EXPENSES PAID? through donations or self pay

COST TO EACH STUDENT \$ \$250

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? If students can not afford the expenses or do not have anyone to sponsor them, there are scholarships available through the Freedoms Foundation-Tucson

FUNDING SOURCE(S): Tax credit, student's families and Freedoms Foundation-Tucson

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
\_\_\_\_\_

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

SUBMITTED BY: Marty Wegel 1-8-19  
Signature Date

APPROVED BY: [Signature] 2/6/19  
Principal/Supervisor Date

Michael Beyans 2/12/19  
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): Elyse Greenberg Harriet Matiatos SCHOOL: Donaldson  
Shannon Langley Andrea Fyock Department (opt.): \_\_\_\_\_  
JJ Letts Stephanie Hayes DATE(S): June 16 - June 18, 2019

ACTIVITY/EVENT: No Excuses University Conference

LOCATION: Dallas, TX

ABSENCE: # Days 3 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>\$2,850.00</u>		<u>100-19-100-2210-106-6360</u>
Transportation	<u>\$2,385.60</u>	Mode <u>air</u>	<u>100-19-100-2210-106-6582</u>
Rental Car	<u>\$133.00 - shuttle to/from airport</u>		<u>100-19-100-2210-106-6582</u>
Meals	<u>\$840.00</u>		<u>100-19-100-2210-106-6582</u>
Lodging	<u>\$1,307.60</u>		<u>100-19-100-2210-106-6582</u>
Substitutes	<u>n/a</u> _____		
TOTAL	<u>\$7,516.20</u>		

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

Purpose of travel: Staff development to implement No Excuses University

Outcomes and academic benefits to students and staff: No Excuses University is a philosophy that the staff at Donaldson Elementary is adopting as a part of the strategic plan to help students prepare and develop college readiness skills. The school leadership team will be developing the action plan during this conference together and will implement it starting with the 2019-2020 school year.

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

Submitted by: [Signature] 2/7/19  
 Signature Date  
[Signature] 2/7/19  
 Principal/Supervisor Date  
[Signature] 2/12/19  
 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): Annette Orelup Emily Beutel SCHOOL: Keeling  
Stacy Bennon Tianna Urrea Department (opt.): \_\_\_\_\_  
Kim McDole, Brianna Mounts, Meghan Blayda \_\_\_\_\_ DATE(S): July 16-19, 2019

ACTIVITY/EVENT: Advancement Via Individual Determination Summer Institute

LOCATION: Denver, Colorado

ABSENCE: # Days 4 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>\$5775.00</u>		<u>100 19 100 2210 109 6360</u>
Transportation	<u>\$2450.00</u>	Mode <u>Airplane</u>	<u>100 19 100 2210 109 6582</u>
Rental Car	_____		_____
Meals	<u>\$1519.00</u>		<u>100 19 102 2210 109 6582</u>
Lodging	<u>\$2343.93</u>		<u>100 19 102 2210 109 6582</u>
Substitutes	_____		_____
TOTAL	<u>\$12087.93</u>		

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

Purpose of travel: To learn the AVID program to better prepare students for middle school and to get them on track for going to college.

Outcomes and academic benefits to students and staff: To increase teacher knowledge & student achievement.

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

Submitted by: *Annette Orelup* 1-28-19  
 Signature Date  
*Annette Orelup* 1-28-19  
 Principal/Supervisor Date  
*Michael Rojas* 2/4/19  
 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): Jennifer Queiruga Lindsay Perry SCHOOL: AMS  
Diedre Watson Suzanne Reese Department (opt.): \_\_\_\_\_  
Philip Tilicli Jessica Jarrett \_\_\_\_\_ DATE(S): 7/16/19-7/19/19

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: Denver, CO

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed None

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>\$4950.00</u>	<u>100-19-100-2210-166-6360</u>
Transportation	<u>\$2691.00</u> Mode <u>Airline/Taxi</u>	<u>100-19-100-2210-166-6582</u>
Rental Car	_____	_____
Meals	<u>\$1386.00</u>	<u>100-19-100-2210-166-6582</u>
Lodging	<u>\$2061.00</u>	<u>100-19-100-2210-166-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$11,088.00</u>	

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

Purpose of travel: AVID training for AVID Site Team to support the continued implementation of the program at our school. Our team will consist of the principal and content area teachers.

Outcomes and academic benefits to students and staff: Teachers will learn effective instructional practices and our site team will explore data to construct an action plan for effective, continued implementation at our site. The AVID program targets our underserved students (minority and average achievers); provides quality staff development for teacher; helps school build community support systems for school success; and addresses how to grant equitable access to rigorous curricula for all students.

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

Submitted by: Kimberly Hutchell 1/28/19  
Signature Date  
Angela Wickers 1/28/19  
Principal/Supervisor Date  
Michael Byars 2/14/19  
Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS  
STAFF TRAVEL/CONFERENCE REQUEST**

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EMPLOYEE(S): Pam Vandivort Chad Castillo SCHOOL: Various  
Carrie Broughton-Bejarano Department (opt.): School Operations  
Cary Reis Kyle Sutton Mandi Cordell DATE(S): 4/10/19-4/14/19  
Crystal Estrella Erin Merendo

ACTIVITY/EVENT: National Science Teachers Association Conference

LOCATION: St. Louis, Missouri

ABSENCE: # Days 5 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>\$3,320.00</u>	<u>140-19-100-2210-515-6360</u>
Transportation	<u>\$4,879.36</u> Mode <u>air/mileage</u>	<u>140-19-100-2210-515-6582</u>
Rental Car	_____ Parking _____	_____
Meals	<u>\$1,632.00</u>	<u>140-19-100-2210-515-6582</u>
Lodging	<u>\$3,834.30</u>	<u>140-19-100-2210-515-6582</u>
Substitutes	<u>\$2,167.50</u>	<u>140-19-100-2210-515-6113</u>
TOTAL	<u>\$15,833.16</u>	

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

Purpose of travel: To attend the national conference on science education

Outcomes and academic benefits to students and staff: NSTA conferences offer the latest in science content, teaching strategy, and research to enhance and expand professional growth.

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

Submitted by: [Signature] 2-12-19  
 Signature Date

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Michael Bejarano 2/14/19  
 Associate Superintendent/Superintendent Date

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EMPLOYEE(S): Todd A. Jaeger, J.D. Deanna M. Day, M.Ed. SCHOOL: District Offices  
Matthew A. Kopec \_\_\_\_\_ Department (opt.): Governing Board  
 \_\_\_\_\_ DATE(S): March 28-April 2, 2019

ACTIVITY/EVENT: National School Boards Association 2019 Annual Conference

LOCATION: Philadelphia, PA

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

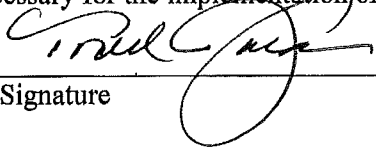
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2,695.00</u>	<u>001.00.100.2579.501/502.6360</u>
Transportation	<u>\$1,605.00</u> Mode <u>Air</u>	<u>001.00.100.2579.501/502.6582</u>
Rental Car	_____	_____
Meals	<u>\$841.50</u>	<u>001.00.100.2579.501/502.6582</u>
Lodging	<u>\$3,735.00</u>	<u>001.00.100.2579.501/502.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$8,876.50</u>	

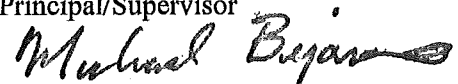
The District will  (or) will not  receive reimbursement from outside sources.

Purpose of travel: Attend the National School Boards Association (NSBA) 2019 Annual Conference for Public Education Leaders

Outcomes and academic benefits to students and staff: NSBA conference brings together education leaders to learn about best governance practices, gain insight into child development, and learn about new programs and technology that can help enrich student learning. School board members receive the training necessary to address the instructional needs of students and to improve the efficiency of district operations.

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

Submitted by:  2/11/19  
 Signature Date

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 2/12/19  
 Associate Superintendent/Superintendent Date