



**GOVERNING BOARD AGENDA ITEM**  
**AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING:** April 9, 2024

**TITLE:** Approval of Out of State Travel

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**BACKGROUND:**

**STAFF**

Deanna Day requests permission to attend Odyssey of the Mind World Finals on May 20-25, 2024 in Ames, Iowa. Approximate cost of travel is \$650.00 and will be paid using Maintenance & Operations funds. No school days will be missed, and no substitutes are required.

David Martinez requests permission to attend Athletic Equipment Managers Association 2024 Convention on June 2-4, 2024 in Atlanta, Georgia. Approximate cost of travel is \$1,540.00 and will be paid using Maintenance & Operations funds. No school days will be missed, and no substitutes are required.

**STUDENTS**

Erick Wolf, Lori Gipson, Cyndi Carr, Jennifer Grajeda, and Anna Clark request permission to take 35 Ironwood Ridge High School Model United Nations students to the 32<sup>nd</sup> Annual Model United Nations High School Conference on April 11-15, 2024 in Irvine, California. Approximate cost of travel is \$23,432.00 and will be paid using Student Activities and Tax Credit funds. Three school days will be missed, and substitutes are required.

Shana Hayes, Rebecca Anderson, Hailey Lawrence, Nicholas Lee, Emalinda Seeney, Scott Mckinnon, Erin Mckinnon, Kevin McKinney, Bryan Scofield, Cera Mathis, Krysta Mathis, Brianne McClanahan, Shawna Kusma, Mindy Murillo, Chris Rugotska, Michael Lichtenstein, Justin Powell, Luke Kay, Chris Towns, Robert Lizarraga, Ian Brannon, Courtney Terry, Shannon Hall, Richie Fult, Ronnie Palomino, Brenda Olivas, Melissa Powell, Maria Rodriguez, and Doug Kemp request permission to take 41 Mesa Verde 5<sup>th</sup> grade students to Knott's Forces in Motion and Riley's Living Museum on May 1-3, 2024 in Buena Park and Oak Glen, California. Approximate cost of travel is \$32,180.00 and will be paid using Tax Credit and Auxiliary funds. Three school days will be missed, and substitutes are required.

Nina Brown, Bethany Papajohn, Matthew Gasser, Stephanie Gasser, and Nasima Pfaffl request permission to take 13 Painted Sky Elementary School Odyssey of the Mind students to Odyssey of the Mind World Finals on May 20-25, 2024 in Ames, Iowa. Approximate cost of travel is \$26,704.14, and will be paid using Tax Credit, Gifts & Donations, and Auxiliary funds. No school days will be missed, and no substitutes required.


Emily LoVerde and Amanda Champion request permission to take 6 Copper Creek Elementary School Odyssey of the Mind students to Odyssey of the Mind World Finals on May 20-25, 2024 in Ames, Iowa. Approximate cost of travel is \$12,777.24, and will be paid using Tax Credit, and Gifts & Donations funds. No school days will be missed, and no substitutes required.

<b>BUDGET CODE KEY</b>		
001.00.100.2579.6582.502.0000	M & O	Non-Instructional Training, Staff Travel, Governing Board
001.00.620.1001.6360.508.00008	M & O	Non-Instructional Training, Employee Training, Director of Interscholastics
001.00.620.2579.6582.508.00008	M & O	Non-Instructional Training, Staff Travel, Director of Interscholastics
850.00.610.1001.6892.280.0000	Student Activities	Classroom Instruction, Student Expenses, IRHS
526.00.610.1001.6892.280.0000	Tax Credit	Classroom Instruction, Student Expenses, IRHS
850.00.410.2790.6519.280.0000	Student Activities	Student Transportation, Student Travel, IRHS
526.00.610.2790.6519.280.0000	Tax Credit	Student Transportation, Student Travel, IRHS
850.00.610.2190.6892.280.0000	Student Activities	Student Support Services, Student Expenses, IRHS
526.00.610.2190.6892.280.0000	Tax Credit	Student Support Services, Student Expenses, IRHS
850.00.100.1001.6113.280.0000	Student Activities	Classroom Instruction, Substitutes, IRHS
526.00.100.2190.6892.116.0000	Tax Credit	Student Support Services, Student Expenses, Mesa Verde
526.00.410.2710.6519.116.0000	Tax Credit	Student Transportation, Student Travel, Mesa Verde
525.00.410.2710.6519.116.0000	Auxiliary	Student Transportation, Student Travel, Mesa Verde
525.00.100.2190.6892.116.0000	Auxiliary	Student Support Services, Student Expenses, Mesa Verde
525.00.100.1001.6113.116.0000	Auxiliary	Classroom Instruction, Substitutes, Mesa Verde
526.00.610.1001.6892.114.0000	Tax Credit	Classroom Instruction, Student Expenses, Painted Sky
530.00.610.1001.6892.114.0000	Gifts & Donations	Classroom Instruction, Student Expenses, Painted Sky
526.00.610.2190.6892.114.0000	Tax Credit	Student Support Services, Student Expenses, Painted Sky
525.00.610.2190.6892.114.0000	Auxiliary	Student Support Services, Student Expenses, Painted Sky
526.00.410.2710.6519.114.0000	Tax Credit	Student Transportation, Student Travel, Painted Sky
525.00.410.2710.6519.114.0000	Auxiliary	Student Transportation, Student Travel, Painted Sky
530.00.410.2710.6519.114.0000	Gifts & Donations	Student Transportation, Student Travel, Painted Sky
526.00.610.1001.6892.118.0000	Tax Credit	Classroom Instruction, Student Expenses, Copper Creek
530.00.610.1001.6892.118.0000	Gifts & Donations	Classroom Instruction, Student Expenses, Painted Sky
526.00.610.2190.6892.118.0000	Tax Credit	Student Support Services, Student Expenses, Copper Creek
530.00.610.2190.6892.118.0000	Gifts & Donations	Student Support Services, Student Expenses, Copper Creek
526.00.410.2710.6519.118.0000	Tax Credit	Student Transportation, Student Travel, Copper Creek
530.00.410.2710.6519.118.0000	Gifts & Donations	Student Transportation, Student Travel, Copper Creek

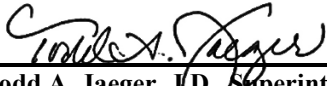
**RECOMMENDATION:**

It is the recommendation of the administration that the above travel be approved.

**INITIATED BY:**

  
**Matthew Munger**  
 Associate Superintendent for Secondary Education

**Date: April 8, 2024**

  
**Todd A. Jaeger, J.D., Superintendent**

**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): Deanna Day \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): Governing Board  
 DATE(S): 5/20/24-5/25/24

ACTIVITY/EVENT: Odyssey of the Mind World Finals

LOCATION: Ames, IA

ABSENCE: # Days 6 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>
		<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	_____	_____
Transportation \$	_____	Mode _____
Rental Car	_____	
Meals		
Lodging	<u>\$650.00</u>	<u>001.00.100.2579.6582.502.0000</u>
Substitutes	_____	_____
<b>TOTAL</b>	<u><b>\$650.00</b></u>	

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

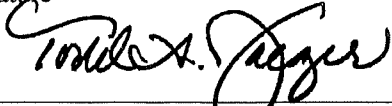
Purpose of travel: Attend the OM World Finals. Ms. Day's other expenses are paid for by OM

Outcomes and academic benefits to students and staff: The purpose is to support the District teams competing in the OM World Finals. Odyssey of the Mind is an academic competition with robust participation in the district.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content  | <input type="checkbox"/> Caring                     | <input type="checkbox"/> Citizenship                  |
| <input type="checkbox"/> Collaboration                | <input type="checkbox"/> Communication              | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving |   |

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

Submitted by: \_\_\_\_\_  
 Signature  Date \_\_\_\_\_  
 Associate Superintendent/Superintendent 4-3-24  
 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): David Martinez \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): \_\_\_\_\_  
 DATE(S): June 2 - 4, 2024

ACTIVITY/EVENT: AEMA Convention

LOCATION: Atlanta, Georgia

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>
Registration	<u>\$ 155.00</u>		<u>001.00.620.2579.6360.508.0000</u>
Transportation	<u>\$725.00</u>	Mode <u>air</u>	<u>001.00.620.2579.6582.508.0000</u>
Rental Car	_____		_____
Meals	<u>\$ 160.00</u>		<u>001.00.620.2579.6582.508.0000</u>
Lodging	<u>\$ 500.00</u>		<u>001.00.620.2579.6582.508.0000</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$1,540.00</u></b>		

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

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

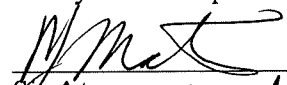
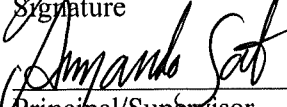
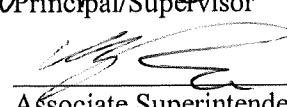
Purpose of travel: Attending 2024 AEMA Convention.

Outcomes and academic benefits to students and staff: Convention is held once a year to obtain certified education units to gain recertification to legally be able to fit helmets and equipment for athletic safety.

Identify which characteristics of the Portrait of Graduate are specifically related to this request.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Academic Content             | <input type="checkbox"/> Caring                     | <input type="checkbox"/> Citizenship                  |
| <input checked="" type="checkbox"/> Collaboration     | <input checked="" type="checkbox"/> Communication   | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving |   |

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

Submitted by:  \_\_\_\_\_ Date 4-8-24  
 Signature Date  
 \_\_\_\_\_ Date 4/8/2024  
 Principal/Supervisor Date  
 \_\_\_\_\_ Date 4/10/2024  
 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 COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL**

SCHOOL: IRHS

ESTIMATED NUMBER OF STUDENTS: 35

NAME OF SCHOOL GROUP/CLUB/ENTITY: Ironwood Ridge Model United Nations

STAFF ADVISOR(S)/CHAPERONES: IRMUN Sponsor: Erik Wolf; additional staff chaperone: Lori Gipson; parent chaperones: Cyndi Carr, Jennifer Grajeda, and Anna Clark

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed Two for each staff member (eight total).

ACTIVITY / EVENT / PURPOSE OF TRAVEL: MUNUCI

DESTINATION OF TRAVEL: University of California, Irvine

DATES OF TRAVEL: 4/11/24 – 4/15/24 (very early hours of the 15<sup>th</sup> as the conference ends on the 14<sup>th</sup>)

ACADEMIC BENEFITS TO STUDENTS: Model United Nations is an opportunity for students to debate real-world issues with others from all over the country and occasionally, other nations. They have to research extensively so as to properly represent their assigned country as an UN ambassador and then take part in writing all-encompassing resolutions to problems that plague the international community.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content  | <input checked="" type="checkbox"/> Caring          | <input checked="" type="checkbox"/> Citizenship       |
| <input checked="" type="checkbox"/> Collaboration     | <input checked="" type="checkbox"/> Communication   | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving |   |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval:

Other charter bus and on foot

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
Magic Mountain Entry with Fast Pass:	\$5,250.00	<u>850-00-610-1001-6892-280-0000</u>
	<u>\$2,540.00</u>	<u>526-00-610-1001-6892-280-0000</u>
Registration	_____	
	\$6,360.00	526-00-410-2790-6519-280-0000
Transportation	_____	850-00-410-2790-6519-280-0000
	\$2,800/00	526-00-610-2190-6892-280-0000
Meals	_____	850-00-610-2190-6892-280-0000
Magic Mountain Lodging:	\$1,540.00	850-00-610-1001-6892-280-0000
	<u>\$4,442.00</u>	<u>526-00-610-2190-6892-280-0000</u>
Lodging	_____	
Substitutes	\$500.00	850-00-100-1001-6113-280-0000
<b>TOTAL</b>	<b><u>\$23,432.00</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **None needed.**

IF SO, SOURCE & AMOUNTS: **N/A**

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? **Tax credits; chaperones can also contribute to the fundraising efforts for the event which will be deposited in the club account.**

COST TO EACH STUDENT \$ **0**

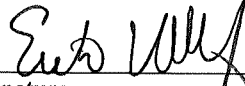
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **There will be extensive fundraising opportunities after the trip is approved. Additionally, students will be encouraged to seek out tax credits from family and friends. Those who are more fortunate will likely contribute more to compensate for those who are less fortunate. Even so, there will be ample opportunities for those who struggle financially to help fundraise for his/her respective portion.**

FUNDING SOURCE(S): **Club funds and tax credits.**

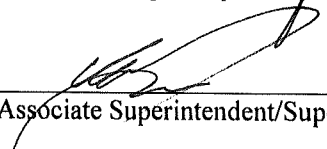
FUNDRAISING ACTIVITIES PLANNED (If applicable):

**Car washes, movie night, and restaurant nights to name a few.**

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

SUBMITTED BY  3/27/24  
Signature \_\_\_\_\_ Date

APPROVED BY:  3-27-24  
Principal/Supervisor \_\_\_\_\_ Date

 3/27/2024  
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: Mesa Verde Elementary

ESTIMATED NUMBER OF STUDENTS: 41

NAME OF SCHOOL GROUP/CLUB/ENTITY: Mesa Verde 5<sup>th</sup> Grade

STAFF ADVISOR(S)/CHAPERONES: Shana Hayes & Rebecca Anderson / 24 Parent Chaperones (see attached list)

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Compliments the study of Arizona, Arizona History and the American Revolution

DESTINATION OF TRAVEL: Knott's Forces in Motion & Riley's Living Museum with Project Exploration

DATES OF TRAVEL: May 1 – 3rd, 2024

ACADEMIC BENEFITS TO STUDENTS: Students will have hands on exploration with forces of motion relating directly to our science curriculum. At Knotts Berry Farm, Students will learn how kinetic energy and speed are used to create attractions and gain an understanding of the real-world application of physics. The historical simulation at Riley's Farms will depict the key events that led to the American Revolution. The students will take on the duties of the soldiers, reenact the battles, and arrive at historically accurate solutions. They will experience a first-hand glimpse of America's past during a historical American Revolution Reenactment. The students will be put into groups where they will participate and compete in a scavenger hunt for both experiences. Prizes will be given for an American Revolution Cause and Effect Jeopardy competition.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Caring          | <input checked="" type="checkbox"/> Citizenship       | <input checked="" type="checkbox"/> Collaboration     |
| <input checked="" type="checkbox"/> Communication   | <input checked="" type="checkbox"/> Creative Thinking | <input checked="" type="checkbox"/> Critical Thinking |
| <input checked="" type="checkbox"/> Problem-Solving | <input checked="" type="checkbox"/> Scholarship       |   |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Project Exploration provided Coach Buses

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



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

	APPROX. COST	BUDGET CODE
Registration	\$1,800.00	526.00.100.2190.6892.116.0000
	\$9,420.00	<u>526.00.100.2190.6892.116.0000</u>
Transportation	\$7,316.72	526.00.410.2710.6519.116.0000
	\$3,715.28	<u>525.00.410.2710.6519.116.0000</u>
Meals	\$3,148.00	<u>525.00.100.2190.6892.116.0000</u>
Lodging	\$6,500.00	<u>525.00.100.2190.6892.116.0000</u>
Substitutes	\$280.00	<u>525.00.100.1001.6113.116.0000</u>
<b>TOTAL</b>	<b>\$32,180.00</b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes

IF SO, SOURCE & AMOUNTS: Students and Chaperones pay \$465.00 each to attend the event

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? Self Pay

COST TO EACH STUDENT \$ 465.00


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships are made available to students who cannot afford \$465.00

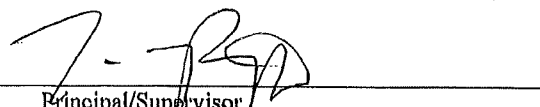
FUNDING SOURCE(S): Self Pay

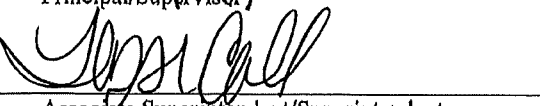
FUNDRAISING ACTIVITIES PLANNED (If applicable):

The PTO is sponsoring fundraising through sales of cookie dough and butter braids

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

SUBMITTED BY:  4-1-24  
 Signature Date

APPROVED BY:  4/1/24  
 Principal/Supervisor Date

 4/1/24  
 Associate Superintendent/Superintendent Date

## Thatcher, Mary

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**From:** Anderson Rebecca  
**Sent:** Wednesday, April 3, 2024 1:15 PM  
**To:** Thatcher, Mary; Pike, Dache  
**Cc:** Hayes, Shana  
**Subject:** RE: 5th Grade Travel Request

Here are the chaperones for the Mesa Verde 5<sup>th</sup> grade trip to California. There are 27 total.

Hailey Lawrence  
Nicholas Lee  
Emalinda Seeney  
Scott Mckinnon  
Erin Mckinnon  
Kevin McKinney  
Bryan Scofield  
Cera Mathis  
Krysta Mathis  
Brianne McClanahan  
Shawna Kusma  
Mindy Murillo  
Chris Rugotska  
Michael Lichtenstein  
Justin Powell  
Luke Kay  
Chris Towns  
Robert Lizarraga  
Ian Brannon  
Courtney Terry  
Shannon Hall  
Richie Fult  
Ronnie Palomino  
Brenda Olivas  
Melissa Powell  
Maria Rodriguez  
Doug Kemp

*Becca Anderson (she/her)  
Fifth Grade & Orchestra  
Mesa Verde Elementary  
696-6125*

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: Painted Sky Elementary

ESTIMATED NUMBER OF STUDENTS: 13

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

STAFF ADVISOR(S)/CHAPERONES: Nina Brown, Bethany Papajohn, Matthew Gasser, Stephanie Gasser, Nasima Pfaffl

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Competition

DESTINATION OF TRAVEL: University of Iowa - Ames Iowa

DATES OF TRAVEL: 5/20/24-5/25/24

ACADEMIC BENEFITS TO STUDENTS: Students will be practicing problem solving, effective communication, creative and critical thinking in order to solve a problem

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- Academic Content
- Collaboration
- Critical Thinking

- Caring
- Communication
- Problem-Solving

- Citizenship
- Creative Thinking
- 

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles Transportation approval: \_\_\_\_\_

Other Air Travel & Car Rental

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>\$11,775.00***</u>	<u>526.00.610.1001.6892.114.0000</u>
		<u>530.00.610.1001.6892.114.0000</u>
		<u>PTO</u>
Transportation	<u>\$13,676.04/Air</u>	<u>526/525.00.610.2190.6892.114.0000</u>
	<u>\$1253.10/Car Rental</u>	<u>526/525.00.410.2710.6519.114.0000</u>
		<u>530.00 .410.2710.6519.114.0000</u>
		<u>PTO</u>
<b>TOTAL</b>		<u>\$26,704.14</u>

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

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? Fundraising, PTO, Gifts & Donations

COST TO EACH STUDENT \$ \$1,641.00


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit, Fundraising, PTO, Gifts & Donations


FUNDING SOURCE(S): Tax Credit, Fundraising, PTO Gifts & Donations


FUNDRAISING ACTIVITIES PLANNED (If applicable):

Still discussing options

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

SUBMITTED BY:  4/3/24  
 Signature Date

APPROVED BY:  4/3/24  
 Principal Supervisor Date

 4/3/24  
 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: Copper Creek Elementary School

ESTIMATED NUMBER OF STUDENTS: 6

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

STAFF ADVISOR(S)/CHAPERONES: Emily LoVerde, Amanda Campion

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind Worlds

DESTINATION OF TRAVEL: Ames, Iowa

DATES OF TRAVEL: 5/20/24-5/25/24

ACADEMIC BENEFITS TO STUDENTS: Students will be practicing problem solving, effective communication, creative and critical thinking in order to solve problems given to their team for competition.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content  | <input checked="" type="checkbox"/> Caring          | <input checked="" type="checkbox"/> Citizenship       |
| <input checked="" type="checkbox"/> Collaboration     | <input checked="" type="checkbox"/> Communication   | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving |   |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Commercial Airline and vehicle rental

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>\$6,280.00</u>	<u>526.00.610.1001.6892.118.0000</u>
	_____	<u>530.00.610.1001.6892.118.0000</u>
		PTO
Transportation: Air	<u>\$6,078.24</u>	<u>526/530.00.610.2190.6892.118.0000</u>
	<u>\$417</u>	<u>526/530.00.410.2710.6519.118.0000</u>
Rental van		PTO
*Meals and Lodging included in registration cost*		
<b>TOTAL</b>	<b><u>\$12,777.24</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

\* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? Fundraising, club funds, Gifts and Donations

COST TO EACH STUDENT \$ \$1,597

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

FUNDING SOURCE(S): club funds, tax credits, PTO, Gifts and Donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Direct giving

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

SUBMITTED BY: Holly Schadt  
Signature

4/5/24  
Date

APPROVED BY: [Signature]  
Principal/Supervisor

4/5/24  
Date

[Signature]  
Associate Superintendent/Superintendent

4/5/24  
Date