

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: 11

NAME OF SCHOOL GROUP/CLUB/ENTITY: **CDO Odyssey Club**

STAFF ADVISOR(S)/CHAPERONES: **Cymry DeBoucher, Kitt Leonard, Amy Selegue**

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 3

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

DESTINATION OF TRAVEL: **Michigan State University, Lansing, Michigan**

DATES OF TRAVEL: **May 19, 2015 - May 24, 2015**

ACADEMIC BENEFITS TO STUDENTS: **International Competition, Global understanding, creative problem solving and team work skill development**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Airline tickets and Rental Vehicles**

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>\$8,000.00</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>\$11,250.00</u>	<u>526/850-00-100-1001-282-6519</u>
Meals	_____	_____
Lodging	_____	_____
Substitutes	<u>\$300.00</u>	<u>530-00-100-1001-282-6113</u>
TOTAL	<u>\$19,875.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? tax credits and other funds

COST TO EACH STUDENT \$ 400.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? CDO Tax Credits

FUNDING SOURCE(S): Tax credit drive, spontaneous workshop fundraiser

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Tax credit drive

SUBMITTED BY:

Lynny DeBouch
Signature

4/6/2015
Date

APPROVED BY:

Paul DeW
Principal/Supervisor

4/7/15
Date

Maia Kelan

Associate Superintendent/Superintendent

4/14/15
Date

rev. 4/7/2015

rev. 10/1/07

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SCHOOL: Painted Sky

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: Painted Sky Odyssey of the Mind: Ronnie's Team

STAFF ADVISOR(S)/CHAPERONES: Brianne Ronnie, Rebecca Ford, Steven Noble, Toby Ford, Daniel Seifried, Tracy Seifried, Louisa Randall, Jeremy Young, Jenni Young, Judy Harper

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 2

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

DESTINATION OF TRAVEL: Lansing, Michigan

DATES OF TRAVEL: May 20, 2015-May 24, 2015

ACADEMIC BENEFITS TO STUDENTS: Odyssey of the Mind is a creative problem-solving competition for students of all ages. Teams of students select a problem, create a solution, then present their solution in a competition against other teams in the same problem and division.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Personal car to Phoenix, US Airways, Enterprise Rent-a-Car

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>\$7965</u>	<u>525/526-00-100-1001-114-6892</u>
Transportation	<u>\$7231.40</u>	<u>530-00-100-3400-114-6519</u>
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____
Substitutes	<u>\$200</u>	<u>530-00-100-3400-114-6113</u>

TOTAL \$15396.40

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

HOW ARE CHAPERONE EXPENSES PAID? Fundraising, donations, and self-pay

COST TO EACH STUDENT \$ 972.20

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

FUNDING SOURCE(S): Tax credit donations, sponsorships, donations, student fundraisers

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Various student fundraisers: selling spirit sticks, selling drinks at the PTO Spring Fling, selling glow bracelets at Spring Fling.

SUBMITTED BY: Angela Wickers 4/1/15
Signature Date

APPROVED BY: Angela Wickers 4/1/15
Principal/Supervisor Date

Kevin Nelson 4/13/15
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
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SCHOOL: Painted Sky

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: Painted Sky Odyssey of the Mind: Wichers' Team

STAFF ADVISOR(S)/CHAPERONES: Angela Wichers, Liesl Kolodisner, Stacey Gist, Ben Rosenthal, Melissa Hargrove, Jen Pike

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 2

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

DESTINATION OF TRAVEL: Lansing, Michigan

DATES OF TRAVEL: May 20, 2015-May 24, 2015

ACADEMIC BENEFITS TO STUDENTS: Odyssey of the Mind is a creative problem-solving competition for students of all ages. Teams of students select a problem, create a solution, then present their solution in a competition against other teams in the same problem and division.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Personal car to Phoenix, US Airways, Enterprise Rent-a-Car

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>\$7965</u>	<u>525/526-00-100-1001-114-6892</u>
Transportation	<u>\$7231.40</u>	<u>530-00-100-3400-114-6519</u>
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____
Substitutes	<u>\$200</u>	<u>530-00-100-3400-114-6113</u>

TOTAL \$15396.40

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

HOW ARE CHAPERONE EXPENSES PAID? Fundraising, donations, and self-pay

COST TO EACH STUDENT \$ 972.20

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

FUNDING SOURCE(S): Tax credit donations, sponsorships, donations, student fundraisers

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Various student fundraisers: selling spirit sticks, selling drinks at the PTO Spring Fling, selling glow bracelets at Spring Fling.

SUBMITTED BY: Angela Wickers
Signature

4/1/15
Date

APPROVED BY: Angela Wickers
Principal/Supervisor

4/1/15
Date

Juanita Dela
Associate Superintendent/Superintendent

4/13/15
Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

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SCHOOL: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 6

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

STAFF ADVISOR(S)/CHAPERONES: Erika Rokop, Dan Rokop

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind 2015 World Finals

DESTINATION OF TRAVEL: East Lansing, Michigan

DATES OF TRAVEL: 5/20/15 - 5/24/15

ACADEMIC BENEFITS TO STUDENTS: Provides creative problem-solving opportunities for students. Team members apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Southwest Airlines

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>\$3,186.00</u>	<u>526001001001115 6892</u>
Transportation	<u>\$3,441.60</u>	<u>526/525001001001115 6519</u>
Meals	<u>Included</u>	<u>N/A</u>
Lodging	<u>N/A</u>	<u>N/A</u>
Substitutes	<u>N/A</u>	<u>N/A</u>

TOTAL \$6,627.60

WILL THE DISTRICT RECEIVE REIMBURSEMENT? _____
IF SO, SOURCE & AMOUNTS: _____

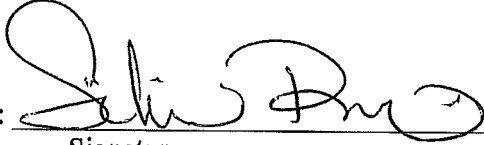
HOW ARE CHAPERONE EXPENSES PAID? Auxiliary account.

COST TO EACH STUDENT \$ \$0.00

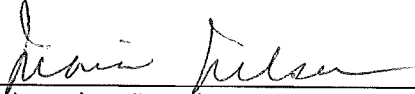
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? _____

FUNDING SOURCE(S): _____

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Yes, to be determined.

SUBMITTED BY:  4/01/15
Signature Date

APPROVED BY:  4/01/15
Principal/Supervisor Date

 4/7/15
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 5

NAME OF SCHOOL GROUP/CLUB/ENTITY: FCCLA -Early Childhood

STAFF ADVISOR(S)/CHAPERONES: Jennifer Atteberry-Pierpont

ABSENCE: # Days 7 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: FCCLA National Leadership Conference and Competition

DESTINATION OF TRAVEL: Washington, DC

DATES OF TRAVEL: July 4 - 10, 2015

ACADEMIC BENEFITS TO STUDENTS: The students will be attending various leadership trainings as well as competing against other students from across the country.

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>\$602.00</u>	<u>400-15-270-2190-282-6360</u>
	<u>\$3,010.00</u>	<u>\$2400~400-15-270-2190-282-6892</u>
		<u>\$610~526/850-00-100-1001-282-6892</u>
Transportation	<u>\$645.00</u>	<u>400-15-270-2190-282-6582</u>
	<u>\$3,225.00</u>	<u>526/850-00-100-1001-282-6519</u>
Meals	<u>\$413.00</u>	<u>400-15-270-2190-282-6582</u>
	<u>\$2,065.00</u>	<u>526/850-00-100-1001-282-6892</u>
Lodging	<u>\$1,380.00</u>	<u>400-15-270-2190-282-6582</u>
	<u>\$1,725.00</u>	<u>526/850-00-100-1001-282-6892</u>

Substitutes _____

TOTAL \$13,065.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? CTE Funds, JTED Funds

COST TO EACH STUDENT \$ 1,592.00

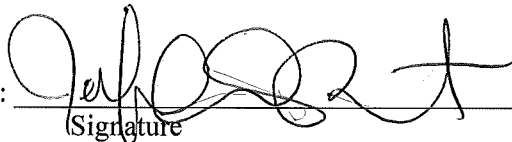
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships, CTE Funds, Tax Credit Funds

FUNDING SOURCE(S): CTSO Funds, CTE Funds, JTED Funds, Tax Credits

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Dinner Nights, T-shirt sales, Dorado Cups sales

SUBMITTED BY: _____


Signature

4-6-15

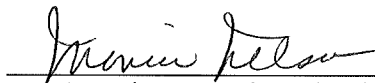
Date

APPROVED BY: _____


Principal/Supervisor

4/6/15

Date



Associate Superintendent/Supervisor

4/13/15

Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

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SCHOOL: IRHS

ESTIMATED NUMBER OF STUDENTS: 70

NAME OF SCHOOL GROUP/CLUB/ENTITY: IRHS Marching Band

STAFF ADVISOR(S)/CHAPERONES: Mark Hodge, Cathy Harris, Tina Gillette, Natalie Burnett, Katrina Stogner, Jonathan Stogner, Stan Blackman, Susan Blackman, Jason Bartel, Brian Gowler

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Pearl Harbor Memorial Parade, Dec. 7, 2015

DESTINATION OF TRAVEL: Honolulu, Hawaii

DATES OF TRAVEL: December 4 - December 8, 2015

ACADEMIC BENEFITS TO STUDENTS: Students will be emersed in the culture of Hawaii and its historical value to the United States. Students will be allowed to honor our veterans by laying a wreath at the USS Arizona Memorial and perform on the deck of the USS Missouri. Students will also participate in the Pearl Harbor Parade honoring the sacrifices of the brave men and women of the December 7th attack. The band will be judged during the parade and receive a plaque with our placement on it.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Buses to Phoenix Sky Harbor Airport and Air Travel to Hawaii.

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>\$55,830.00</u>	<u>525/526/850-00-100-1001-280-6892</u>
Transportation	<u>\$35,000.00</u>	<u>525/526/850-00-100-1001-280-6519</u>
Meals	<u>\$7,000.00</u>	<u>525/526/850-00-100-1001-280-6892</u>

Lodging	<u>Included in Reg</u>	_____
Substitutes	<u>\$651.00</u>	<u>530-00-100-3400-280-6113</u>
TOTAL	<u>\$98,581.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? None needed
 IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Chaperones will pay own expense

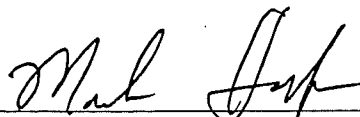
COST TO EACH STUDENT \$ 1399.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Yes, travel is made available to all students. Numerous fundraisers and events will help lower the cost for low income families.

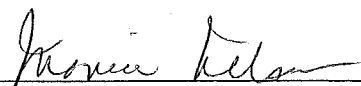
FUNDING SOURCE(S): Booster Group, Tax Credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):

March The Ridge Marching Invitational
Selling tickets for GAP performances
Car Washes, Bake Sales

SUBMITTED BY:  3/6/15
 Signature Date

APPROVED BY:  3/6/15
 Principal/Supervisor Date

 4/13/15
 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): Bill Pike _____

SCHOOL: AHS
Department (opt.): CTE
DATE(S): June 14-27, 2015

ACTIVITY/EVENT: Project Lead the Way -- Introduction to Engineering Design Conference

LOCATION: San Diego State University, San Diego, CA

ABSENCE: # Days 14 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>\$2500</u>	<u>260-15-270-2210-281-6360</u>
Transportation	<u>\$600</u> Mode <u>Airplane</u>	<u>260-15-270-2210-281-6582</u>
Rental Car	_____	_____
Meals	<u>\$120</u>	<u>260-15-270-2210-281-6582</u>
Lodging	<u>\$1200</u>	<u>260-15-270-2210-281-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$4420</u>	

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

Purpose of travel: To attend the Project Lead the Way professional development training for the Introduction to Engineering curriculum so that the district will be able to use the curriculum next year in the Engineering Pathways course at AHS.

Outcomes and academic benefits to students and staff: Obtain knowledge and skills to teach Engineering curriculum.

Submitted by:

Signature

Date

Patricia Greenleaf

4/9/15

Principal/Supervisor

Date

Monica Hill

4/13/15

Associate Superintendent/Supervisor

Date