



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

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**DATE OF MEETING:** November 9, 2021

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

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### **BACKGROUND:**

#### **STAFF**

Norma Frye-George from the Transportation department requests permission to attend the School Transportation News Expo in Reno, Nevada, December 5-9, 2021. Approximate cost of travel is \$2011.00 and will be paid for using M & O funds designated for staff development. Four school days will be missed, and a substitute is not required.

A.J. Malis and Glenda Arffa from Amphitheater High School request permission to attend the AVID National Conference in Dallas, Texas December 8-11, 2021. The approximate cost of travel is \$3225.00 and will be paid for with federal Perkins funds designated for staff development. Three days of school will be missed, and substitutes are not required.

Tassi Call and Julie Valenzuela from the District office request permission to attend the AVID National Conference in Dallas, Texas, December 8-11, 2021. The approximate cost of travel is \$3225.00 and will be paid for with federal Perkins and Title I funds designated for staff development. Three days of school will be missed, and substitutes are not required.

Michelle Tong from the Legal department requests permission to attend LRP's Special Education School Attorney's Conference in Sarasota, Florida, February 1-5, 2022. The approximate cost of travel is \$3726.38 and will be paid for with M & O funds designated for staff development. Four days of school will be missed, and a substitute is not required.

Lucas Smith and Marley Murrell from Amphitheater High School request permission to attend the National Conference for Teachers of Mathematics in New Orleans Louisiana, February 1-4, 2022. The approximate cost of travel is \$4177.00 and will be paid with GEAR UP funds designated for staff development. Four days of school will be missed and substitutes are required.

#### **STUDENTS**

Andragayle Pye, Laura Watson, Meredith Taylor, John Parham, Monica Duran, Stileda Rose, Lavina McQuade, Angel Willis, and Irma Sonnek request permission to take 90 students from Amphitheater High School to New Mexico State University in Las Cruces, New Mexico, November 29, 2021. The approximate cost of travel is \$3500 and will be paid with GEAR UP funds. One day of school will be missed and substitutes are not required.

Kellie Higgins, David Watson, Deanna Campos, Andrew Wasilow, and Marissa Obregon request permission to take 40 students from Amphitheater Middle School to the Catalina Island Marine Institute (CIMI) in Catalina Island, California March 8-11, 2022. The approximate cost of travel is \$20710.00 and will be paid using auxiliary, tax credit, and Schottenstein Trust funds. Four days of school will be missed, and substitutes are required.

Tora Tagawa, Aaron Dionise, Amy Dionise, and Steve Merritt request permission to take 40 orchestra students from Canyon del Oro High School to the Worldstrides Music Festival in Anaheim, California, April 21-24, 2022. The approximate cost of travel is \$26,000 and will be paid using tax credit funds. Two days of school will be missed and substitutes are required.

Sarah Lortie, Cary Reis, Nathan Ayers, Mateo Arredondo, Jennifer Quieruga, and Jessica Jarrett request permission to take 40 Science Club members from Amphitheater Middle School to participate in two STEM programs at Disneyland in Anaheim, California, April 27-29, 2022. Approximate cost of travel is \$29,147.33 and will be paid using auxiliary, tax credit, and student activities funds. Three days of school will be missed, and substitutes are required.

<b>BUDGET CODE KEY</b>		
001.00.100.2579.6360.528.0000	M & O	Classified training, Transportation, registration
001.00.100.2579.6582.528.0000	M & O	Classified training, Transportation, staff travel
260.22.300.2210.6360.281.0000	CTE	Staff development, AHS, registration
260.22.300.2210.6582.281.0000	CTE	Staff development, AHS, staff travel
260.22.300.2210.6360.515.0000	CTE	Staff development, CTE, registration
260.22.300.2210.6582.515.0000	CTE	Staff development, CTE, staff travel
100.22.100.2210.6360.514.0000	Title I	Staff development, Wetmore, registration
100.22.100.2210.6582.514.0000	Title I	Staff development, Wetmore, staff travel
001.00.100.2579.6360.505.0000	M & O	Staff development, Legal, registration
001.00.100.2579.6582.505.0000	M & O	Staff development, Legal, staff travel
305.21.100.2210.6360.281.0000	GEAR UP	Staff development, AHS registration
305.21.100.2210.6582.281.0000	GEAR UP	Staff development, AHS, staff travel
305.21.100.2210.6113.281.0000	GEAR UP	Staff development, AHS, substitutes
305.21.410.2710.6519.281.0000	GEAR UP	Student transportation, AHS, student transportation
525.00.100.1001.6892.166.0000	Auxiliary	Classroom instruction, AMS, student travel
526.00.100.1001.6892.166.0000	Tax credit	Classroom instruction, AMS, student travel
533.00.100.1001.6892.166.0000	Schottenstein Trust	Classroom instruction, AMS, student travel
525.00.410.2710.6519.166.0000	Auxiliary	Student transportation, AMS, student transportation
526.00.410.2710.6519.166.0000	Tax credit	Student transportation, AMS, student transportation
533.00.410.2710.6519.166.0000	Schottenstein Trust	Student transportation, AMS, student transportation
525.00.100.1001.6113.166.0000	Auxiliary	Classroom instruction, AMS, substitutes
526.00.100.1001.6113.166.0000	Tax credit	Classroom instruction, AMS, substitutes
533.00.100.1001.6113.166.0000	Schottenstein Trust	Classroom instruction, AMS, substitutes
526.00.100.1001.6892.282.0000	Tax Credit	Classroom instruction, CDO, student travel
526.00.410.2710.6519.282.0000	Tax Credit	Student transportation, CDO, Student travel
526.00.100.1001.6113.282.0000	Tax Credit	Classroom instruction, CDO, substitutes
850.00.100.1001.6892.166.0000	Student activities	Classroom instruction, AMS, student travel
525.00.100.1001.6892.166.0000	Auxiliary	Classroom instruction, AMS, student travel
526.00.100.1001.6892.166.0000	Tax Credit	Classroom instruction, AMS, student travel
850.00.410.2710.6519.166.0000	Student activity	Student transportation, AMS, student transportation
525.00.410.2710.6519.166.0000	Auxiliary	Student transportation, AMS, student transportation
526.00.410.2710.6519.166.0000	Tax Credit	Student transportation, AMS, student transportation
850.00.100.1001.6113.166.0000	Student activity	Classroom instruction, AMS, substitutes
525.00.100.1001.6113.166.0000	Auxiliary	Classroom instruction, AMS, substitutes
526.00.100.1001.6113.166.0000	Tax Credit	Classroom instruction, AMS, substitutes

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### **RECOMMENDATION:**

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

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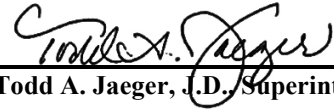
**INITIATED BY:**



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**Matthew Munger**  
Associate Superintendent for Secondary Education

**Date: November 2, 2021**



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**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): Norma Frye-George \_\_\_\_\_

SCHOOL: School / Site

Department (opt.): Transportation

DATE(S): 12/5/21-12/9/21

ACTIVITY/EVENT: School Transportation News (STN) Expo

LOCATION: Reno, Nevada

ABSENCE: # Days 5 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>
Registration	<u>\$599.00</u>	<u>001.00.100.2579.6360.528.0000</u>
Transportation	<u>\$474.00</u> Mode <u>PV</u>	<u>001.00.100.2579.6582.528.0000</u>
Rental Car	_____	_____
Meals	<u>\$238.00</u>	<u>001.00.100.2579.6582.528.0000</u>
Lodging	<u>\$700.00</u>	<u>001.00.100.2579.6582.528.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2011.00</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: Ability to connect with 1500 student transportation stakeholders.

Outcomes and academic benefits to students and staff: Updates on new changes from the 2021 National Congress on School Transportation Directors Summit.

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

Submitted by: \_\_\_\_\_

Signature

12/21/2021  
Date

Principal/Supervisor

10/22/21  
Date

Associate Superintendent/Superintendent

10.22.2021  
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): AJ Malis Glenda Arffa

SCHOOL: AHS

Department (opt.): \_\_\_\_\_

DATE(S): 12/8/21-12/11/21

ACTIVITY/EVENT: AVID National Conference 2021

LOCATION: The Hilton Anatole, 2201 N. Stemmons Freeway, Dallas, TX 75207

ABSENCE: # Days 4 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>\$1300.00</u>	<u>260.22.300.2210.6360.281.0000</u>
Transportation	<u>\$788.00</u> Mode <u>air</u>	<u>260.22.300.2210.6582.281.0000</u>
Rental Car	_____	_____
Meals	<u>\$392.00</u>	<u>260.22.300.2210.6582.281.0000</u>
Lodging	<u>\$745.00</u>	<u>260.22.300.2210.6582.281.0000</u>
Substitutes	<u>N/A</u>	_____
TOTAL	<u>\$3225.00</u>	

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

Purpose of travel: AVID Conference

Outcomes and academic benefits to students and staff: To strengthen our Career and Technical Education programs at Amphitheater High School and to improve student academic success within these programs. The site administrators will be meeting nationally with other administrators on how to successfully implement AVID within the Career and Technical Education programs. Work will be done with the District Director and Regional/National Directors utilizing tools such as the Common Career Technical Core's Career Ready Practices. These practices align to state and industry standards and were developed by a diverse group of teachers, business and industry experts, administrators, and researchers.

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

Submitted by: \_\_\_\_\_


Signature

\_\_\_\_\_ Date

Principal/Supervisor

CTE Director

11/2/2021  
Date

  
\_\_\_\_\_  
Associate Superintendent/Superintendent

11/2/2027  
Date

rev. 8/25/17

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): Tassi Call Julie Valenzuela

SCHOOL: District Offices

Department (opt.): School Operations

DATE(S): 12/8/21-12/11/21

ACTIVITY/EVENT: AVID National Conference 2021

LOCATION: The Hilton Anatole, 2201 N. Stemmons Freeway, Dallas, TX 75207

ABSENCE: # Days 4 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>\$650.00</u>	<u>260.22.300.2210.6360.515.0000</u>
	<u>\$650.00</u>	<u>100.22.100.2210.6360.514.0000</u>
Transportation	<u>\$394.00</u>	Mode <u>air</u> <u>260.22.300.2210.6582.515.0000</u>
	<u>\$394.00</u>	<u>100.22.100.2210.6582.514.0000</u>
Rental Car	<u>      </u>	<u>      </u>
Meals	<u>\$196.00</u>	<u>260.22.300.2210.6582.515.0000</u>
	<u>\$196.00</u>	<u>100.22.100.2210.6582.514.0000</u>
Lodging	<u>\$372.50</u>	<u>260.22.300.2210.6582.515.0000</u>
	<u>\$372.50</u>	<u>100.22.100.2210.6582.514.0000</u>
Substitutes	<u>N/A</u>	<u>      </u>
TOTAL	<u>\$3225.00</u>	

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

Purpose of travel: AVID Conference

Outcomes and academic benefits to students and staff: To strengthen our Career and Technical Education programs and to improve student academic success within these programs. The administrators will be meeting nationally with other administrators on how to successfully implement AVID within the Career and Technical Education programs. Work will be done with the District Director and Regional/National Directors utilizing tools such as the Common Career Technical Core's Career Ready Practices. These practices align to state and industry standards and were developed by a diverse group of teachers, business and industry experts, administrators, and researchers.

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

Submitted by: \_\_\_\_\_

Signature

Date

Principal/Supervisor

Date

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): Michelle Tong \_\_\_\_\_

SCHOOL: District Offices

Department (opt.): Legal

DATE(S): 2/1/22-2/5/22

ACTIVITY/EVENT: LRP's Special Education School Attorneys Conference

LOCATION: Sarasota, FL

ABSENCE: # Days 5 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>\$1695.00</u>	<u>001.00.100.2579.6360.505.0000</u>
Transportation	<u>\$800.00</u> Mode <u>Air</u>	<u>001.00.100.2579.6582.505.0000</u>
Rental Car	<u>n/a</u>	_____
Meals	<u>\$196.50</u>	<u>001.00.100.2579.6582.505.0000</u>
Lodging	<u>\$1034.88</u>	<u>001.00.100.2579.6582.505.0000</u>
Substitutes	<u>n/a</u>	_____
TOTAL	<u>\$3726.38</u>	

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

Purpose of travel: Attend the LRP's Special Education School Attorneys Conference and Pre-conference

Outcomes and academic benefits to students and staff: Attending this school attorney training will benefit the District by providing information on timely topics, best strategies and insights on issues impacting school districts serving students with disabilities.

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

Submitted by: \_\_\_\_\_

Signature

Date

Principal/Supervisor

Date

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): Lucas Smith  
Marley Murrell  
\_\_\_\_\_

SCHOOL: AHS  
Department (opt.): Math  
DATE(S): 2/1/2022-2/4/2022

ACTIVITY/EVENT: National Conference for Teachers of Mathematics

LOCATION: New Orleans Ernest N. Morial Convention Center, 900 Convention Center Blvd, New Orleans, LA 70130

ABSENCE: # Days 4 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>700.00</u>	<u>305.21.100.2210.6360.281.0000</u>
Transportation	<u>750.00</u> Mode <u>Airline</u>	<u>305.21.100.2210.6582.281.0000</u>
Rental Car	_____	_____
Meals	<u>427.00</u>	<u>305.21.100.2210.6582.281.0000</u>
Lodging	<u>1300.00</u>	<u>305.21.100.2210.6582.281.0000</u>
Substitutes	<u>1000.00</u>	<u>305.21.100.2210.6113.281.0000</u>
TOTAL	<u>4177.00</u>	

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

Purpose of travel: To attend the National Conference for Teachers of Mathematics

Outcomes and academic benefits to students and staff: Teachers attending the National Conference for Teachers of Mathematics will learn additional techniques and strategies to enhance our students' understanding of mathematics concepts which supports our GEAR UP goal. The two attendees will also share information learned with the rest of the AHS math department.

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


Submitted by: \_\_\_\_\_

Signature

Date

Principal/Supervisor

Date

  
\_\_\_\_\_  
Associate Superintendent/Superintendent

11/3/2021  
Date

rev. 8/25/17

**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: AHS

ESTIMATED NUMBER OF STUDENTS: 90

NAME OF SCHOOL GROUP/CLUB/ENTITY: GEAR UP

STAFF ADVISOR(S)/CHAPERONES: Andragayle Pye, Laura Watson, Meredith Taylor, John Parham, Monica Duran, Stileda Rose, Lavina McQuade, Angel Willis, Irma Sonnek

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Juniors and Seniors will tour the New Mexico State University Campus and participate in a presentation about the university. The group will travel by charter bus and the university will pay for the students to eat lunch on campus.

DESTINATION OF TRAVEL: New Mexico State University, 1780 E. University Ave., Las Cruces, NM, 88003

DATES OF TRAVEL: November 29, 2021

ACADEMIC BENEFITS TO STUDENTS: Students will be informed about scholarship and in-state tuition opportunities, courses offered, tour the campus, financial options, sports and clubs, and general university information.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other Gray Line Transportation

Are expenses paid from any of the following accounts? Auxiliary GEAR UP Tax Credits \_\_\_\_\_ Club Funds

Parent Organization \_\_\_\_\_

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

	APPROX. COST	BUDGET CODE
Registration	_____ _____	_____ _____
	<u>\$3500.00</u>	<u>305.21.410.2710.6519.281.0000</u>
Transportation	_____ _____	_____ _____
	<u>Included</u>	_____ _____
Meals	_____ _____	_____ _____

Lodging

Substitutes

TOTAL

\$3500.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes  
IF SO, SOURCE & AMOUNTS: GEAR UP work plan 2.6A College Visits

HOW ARE CHAPERONE EXPENSES PAID? N/A

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? There is no charge to students for this trip.

FUNDING SOURCE(S): GEAR UP

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
N/A

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

SUBMITTED BY:

Signature

Date

APPROVED BY:

Principal/Supervisor

Date

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: Kellie Higgins, David Watson, Deanna Campos, Andrew Wasilow, Marissa Obregon

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

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

DESTINATION OF TRAVEL: Catalina Island, California

DATES OF TRAVEL: 03/08/2022-03/11/2022

ACADEMIC BENEFITS TO STUDENTS: Extension of science curriculum, topics include marine biology, oceanography, astronomy, ecology, biodiversity, data collection and data analysis. Competition includes best group cohesiveness, most interesting artifact, best academic group (based on CIMI testing activities). Individual awards go to the best individual academic scores and best overall participation.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other charter bus- Bee Line

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
0000 Registration	<u>\$11,700.00</u>	<u>525/526/533-00-100-1001-6892-166-</u>
0000 Transportation	<u>\$5,100.00</u>	<u>525/526/533-00-410-2710-6519-166-</u>

Meals	<u>\$300.00</u>	<u>525/526/533-00-100-1001-6892-166</u>
Lodging	<u>\$1810.00</u>	<u>525/526/533-00-100-1001-6892-166</u>
Substitutes	<u>\$1800.00</u>	<u>525/526/533-00-100-1001-6113-166</u>
<b>TOTAL</b>	<b><u>\$20,710.00</u></b>	

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

HOW ARE CHAPERONE EXPENSES PAID? Included in student cost

COST TO EACH STUDENT \$ 518.00

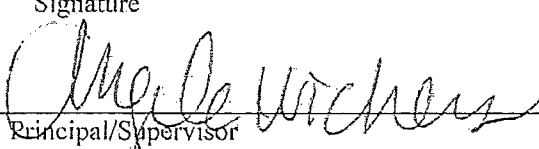
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships are made available to those students whom need them.


FUNDING SOURCE(S): Tax credit donations, auxiliary funds, Schottenstein Trust

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
N/A

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

SUBMITTED BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Signature

APPROVED BY:  Date \_\_\_\_\_  
 Principal/Supervisor

 Date 11/2/2017  
 Associate Superintendent/Superintendent

**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: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Orchestra Club

STAFF ADVISOR(S)/CHAPERONES: Toru Tagawa/Aaron Dionise/Amy Dionise/Steve Merritt

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: CDO Orchestra will be performing and competing at the  
Worldstrides Music Festival.

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: 4.21.22-4.24.22

ACADEMIC BENEFITS TO STUDENTS: Students will be able to gain performance experiences at the  
Worldstride Music Festival Competition. Students will be able to work with a nationally recognized  
clinician at the festival.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other Mountain View Tour 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>\$7,500</u>	<u>526.00.100.1001.6892.282.0000</u>
	_____	_____
Transportation	<u>\$4,200</u>	<u>526.00.410.2710.6519.282.0000</u>
	_____	_____
Meals	<u>\$4,050</u>	<u>CDO Booster Club</u>
	_____	_____
Lodging	<u>\$10,000</u>	<u>526.00.100.1001.6892.282.0000</u>
	_____	_____

Substitutes

\$250

526.00.100.1001.6113.282.0000

TOTAL

\$26,000

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

HOW ARE CHAPERONE EXPENSES PAID? CDO Orchestra Booster Club

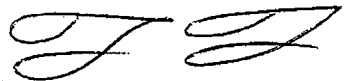
COST TO EACH STUDENT \$ 500

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? CDO Orchestra Booster Club Scholarship

FUNDING SOURCE(S): Tax Credit, CDO Orchestra Booster Club Scholarship

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


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

SUBMITTED BY:   
Signature

9/21/21  
Date

APPROVED BY:   
Principal/Supervisor

9/22/21  
Date

  
Associate Superintendent/Supintendent

11.2.2021  
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: Amphi Middle School Science Club

STAFF ADVISOR(S)/CHAPERONES: Sarah Lortie, Cary Reis, Nathan Ayers, Mateo Arredondo, Jennifer Quieruga, Jessica Jarrett

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Anaheim, California to participate in two guided science programs

DESTINATION OF TRAVEL: Anaheim, California

DATES OF TRAVEL: April 27-29, 2022

ACADEMIC BENEFITS TO STUDENTS: Students will participate in two guided science programs at Disneyland, supporting 8<sup>th</sup> grade STEM curriculum. Topics include Newton's Laws of motion, energy and waves, and how technology is incorporated into the park attractions. Students will also compete to earn the most points for their team by answering questions about the content after the programs and accomplishing different tasks in the parks.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

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

☒ Other Charter Bus (Mountain View)

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

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

	APPROX. COST	BUDGET CODE
<u>0000</u> Registration	<u>\$15,680.00</u>	<u>850/525/526-00-100-1001-6892-166-</u>
<u>0000</u> Transportation	<u>\$4,500.00</u>	<u>850/525/526-00-410-2710-6519-166-</u>

	Meals	\$3,450.00	850/525-00-100-1001-6892-166-0000
0000	Lodging	\$3,642.33	850/525/526-00-100-1001-6113-166-
0000	Substitutes	\$1,875.00	850/525/526-00-100-1001-6113-166-
	<b>TOTAL</b>	<b>\$29,147.33</b>	

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

HOW ARE CHAPERONE EXPENSES PAID? Student tuition

COST TO EACH STUDENT \$ 450

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

FUNDING SOURCE(S): Tax credit donations, Student activities, Science club

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Candy cane sales

Color gear sales

Bottled water sales

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

SUBMITTED BY: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY: Angela Wickers \_\_\_\_\_  
 Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Associate Superintendent/Superintendent 11.2.2001  
 Date \_\_\_\_\_