

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): Thomas Collins
Huseby Jayne
Garcia Carla
Langley Shannon

SCHOOL: District Offices
Department (opt.): Language Acquisition
DATE(S): March 20-23, 2013

ACTIVITY/EVENT: Teachers of English to Speakers of Other Languages (TESOL) Conference

LOCATION: Dallas, Texas

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$2,675.00</u>	<u>191-13-100-2210-511-6360</u>
Transportation	<u>\$2,500.00</u> Mode <u>Airfare</u>	<u>191-13-100-2210-511-6582</u>
Rental Car	_____	_____
Meals	<u>\$1,080.00</u>	<u>191-13-100-2210-511-6582</u>
Lodging	<u>\$2,160.00</u>	<u>191-13-100-2210-511-6582</u>
Substitutes	<u>\$ 900.00</u>	<u>191-13-100-1062-511-6113</u>
TOTAL	<u>\$9,315.00</u>	

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

Purpose of travel: Professional development in English Language Development instruction.

Outcomes and academic benefits to students and staff: More effective ELD leadership and instruction for leadership and teachers in the Language Acquisition Department.

Submitted by: [Signature] 1/30/2013
Signature Date
[Signature] 1/30/2013
Principal/Supervisor Date
[Signature] 2/11
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

REVISED REQUEST

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

SCHOOL: Harelson

NAME OF SCHOOL GROUP/CLUB/ENTITY: Harelson 6th grade

STAFF ADVISOR: Claudia Zimmer, Susie Herman, Brian Post, Bethany Boubion, Andy Heinemann and Shauna Thomas

STAFF ACCOMPANYING STUDENTS: 6

STAFF ABSENCE: # Days 2.5 Sub Required: Yes No

NAMES OF CHAPERONES: Claudia Zimmer, Andy Heinemann, Shauna Thomas, Brian Post, Bethany Boubion, Aldo Denotti, Dyani Blanchard, Fred McDole, Christine Sawyer, Marti Neuss, Stephanie Welch, Tammi Martin, Bryan Olson, Caryn Wall, Drennan Brown, John Piotrowski, Mark Kahn, Ibon Utsch, Melissa Ray, Ernesto Rojas, Susan Leader, Laura Atkinson, Chris Martin, Suzy Azersky, Hortensia Studer, Dayna Cooper, Crystal DuPont, Teri Phillips, Ward Travis, Myla Dinwiddie, Renne Carrillo, Ann Cabrera, Rob Hom, Sarah Hom, Linda Jackson, Dan Justus, Susan Boyette, and Elizabeth Blue

EMERGENCY CONTACT INFORMATION:

Destination: Project Exploration - Jenny - 480-558-8383 Ext. 30

Tucson: Jill Neubert - 520-696-6025 or Andy Heinemann 520-696-6022

ADULT TO STUDENT RATIO: 1:4

PERMISSION FORMS RCVD (one from each student)

FOR STUDENTS WITH DISABILITIES, CHECK OR LIST NEEDED ACCOMMODATIONS:

- | | |
|--|---|
| <input type="checkbox"/> Sign language interpreter | <input type="checkbox"/> Wheelchair accessible bus or van |
| <input type="checkbox"/> Specialized assistance | <input type="checkbox"/> Medical needs _____ |
| <input type="checkbox"/> Other _____ | |

DESTINATION OF TRAVEL: San Diego, California

DATES OF TRAVEL: February 18-20

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: Charter Bus provided by Project Exploration

Rental vehicles

Name/Telephone Number of Rental Company _____

Personal vehicle(s)

Driver contact information: **Project Exploration 480-558-8383**

Proof of Insurance enclosed for each vehicle: yes no

Are expenses paid from any of the following accounts? Auxillary Tax Credits Club Funds _____

Parent Organization _____

Revised Budget

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration 107-6892	<u>\$42,800.00</u>	<u>525/526-00-100-1001-</u>
Transportation	<u>included in registration</u>	_____
Meals	<u>included in registration</u>	_____
Lodging	<u>included in registration</u>	_____
Substitutes	<u>N/A</u>	_____
TOTAL	<u>\$42,800.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **no**

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **They are paying the full amount to go.**

COST TO EACH STUDENT \$ **400.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **We offer scholarships, partial or full, to students who need assistance.**

FUNDING SOURCE(S): **Parents of students, Tax credit, and Auxillary funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

None

SUBMITTED BY: Lusi Herman
Signature

1/30/13
Date

APPROVED BY: Andrew T. Hermann
Principal/Supervisor

1/30/13
Date

Janice Keller
Associate Superintendent/Supervisor

2/11/13
Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

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ORIGINAL SUBMISSION

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 40

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Singers, Jazz Band

STAFF ADVISOR(S)/CHAPERONES: Laonna Davis, Grant Studer, Brenda Guenther, Tanya Wile, David Wile, Pat Norvelle, Heather Gulley, James Gulley

ABSENCE: # Days 1.5 Sub Required: Yes No # of School Days Missed 1.5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To participate in a National Show Choir and Jazz Band Competition

DESTINATION OF TRAVEL: Anaheim, Ca

DATES OF TRAVEL: April 5 - 7, 2013

ACADEMIC BENEFITS TO STUDENTS: Students perform for nationally acclaimed adjudicators, observe world class performances, and participate in a sound recording workshop.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other _____

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>15200</u>	<u>526/850/525-00-100-1001-282-6892</u>
Transportation	<u>included</u>	
Meals	_____	_____
Lodging	<u>included</u>	
Substitutes	<u>225.00</u>	<u>530-00-100-3400-282-6113</u>

TOTAL 15,425.00

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones pay own expenses.

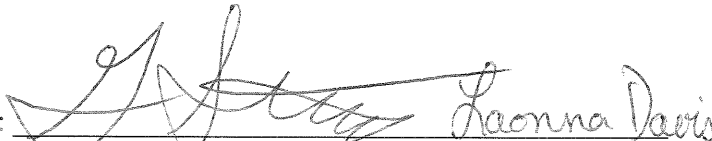
COST TO EACH STUDENT \$ 425

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


FUNDING SOURCE(S): fund raising, tax-credit


FUNDRAISING ACTIVITIES PLANNED (If applicable):
candy sales, lanyard sales, donations from community concerts

SUBMITTED BY:

 Laonna Davis 1/28
Signature Date

APPROVED BY:

 1/27/13
Principal/Supervisor Date

 2/1/13
Associate Superintendent/Supervisor Date

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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: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: Full Orchestra/Band

STAFF ADVISOR(S)/CHAPERONES: Darcie Al-Rijab and David Goldscheid
Haitham Al-Rijab, Rebecca Edwards, D'Nel Stucki, Christine Porteous, Natalie Walker, Tina Walters,
Sonya Hernandez, Jill Tovar and Jasmine Ramirez

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Competition/Festival

DESTINATION OF TRAVEL: Anaheim,CA

DATES OF TRAVEL: 05/3/13 Leave Coronado by 9:00 AM Return 05/5/13 by 9:00 AM at Coronado
ACADEMIC BENEFITS TO STUDENTS: Competition/Festival/Performance opportunity

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Gray Line Tours

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>\$7,506.00</u>	<u>525/526/850-00-100-1001-115-6892</u>
Transportation	<u>\$2,850.00</u>	<u>525/526/850-00-100-1001-115-6519</u>
Meals	<u>\$0.00</u>	<u>included in registration</u>
Lodging	<u>\$1,563.02</u>	<u>525/526/850-00-100-1001-115-6892</u>
Substitutes	<u>\$324.00</u>	<u>525/526/850-00-100-1001-115-6113</u>

TOTAL

\$12,243.02

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are paying for themselves

COST TO EACH STUDENT \$ 255.00

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

FUNDING SOURCE(S): Site Council, Fine Arts Booster

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: Daric Alrijab 2/7/2013
Signature Date

APPROVED BY: AB 2/7/13
Principal/Supervisor Date

Jim Kelly 2/14/13
Associate Superintendent/Superintendent Date