

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: 2

NAME OF SCHOOL GROUP/CLUB/ENTITY: Student Council

STAFF ADVISOR(S)/CHAPERONES: Ben Bultman

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To participate in the AASC Region 6 Student Council Conference, which will teach student leadership skills and develop character and leadership.

DESTINATION OF TRAVEL: Liberty High School, Kansas City, MO

DATES OF TRAVEL: 6/22/17-6/27/17

ACADEMIC BENEFITS TO STUDENTS: Students will collaborate with peers to practice and develop leadership skills and build character. They will also attend lectures from motivational speakers to inspire them to bring back leadership and school spirit to Amphi High School. They will also compete for state recognition among all the state high schools represented in Region 6 of AASC.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other AASC provided

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>\$3,750.00</u>	<u>850/526-00-100-1001-281-6892</u>
Transportation <u>included in registration</u>		_____
Meals _____ <u>included in registration</u>		_____
Lodging _____ <u>included in registration</u>		_____

Substitutes _____
TOTAL **\$3,750.00**

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

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)? **Club activities are open for all club members.**

FUNDING SOURCE(S): **Club tax credit and club account will be used.**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Students will use Student Council tax credit money, conduct car washes, food and product sales, and use leftover proceeds from other events.

SUBMITTED BY: _____
Signature

2/13/17
Date

APPROVED BY: _____
Principal/Supervisor

2/13/17
Date

Associate Superintendent/Superintendent

3/1/17
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): Amy Sharpe Matt Stamp

SCHOOL: District Offices

Department (opt.): Community Relations

DATE(S): July 7 - 12, 2017

ACTIVITY/EVENT: 2017 National School Public Relations Association (NSPRA) National Seminar

LOCATION: San Antonio, TX

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> (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2,308.00</u>	<u>001.00.100.2579.503.6360</u>
Transportation	<u>\$1,493.20</u>	Mode <u>Air</u> <u>001.00.100.2579.503.6582</u>
Rental Car	_____	_____
Meals	<u>\$586.50</u>	<u>001.00.100.2579.503.6582</u>
Lodging	<u>\$2,416.72</u>	<u>001.00.100.2579.503.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$6,804.42</u>	

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

Purpose of travel: To attend the 2017 National School Public Relations Association Seminar on Communication and Leadership.

Outcomes and academic benefits to students and staff: This seminar is designed to be the best professional development event covering all facets of school communication with multiple solutions and opportunities to learn from the finest in both the education and business world on communication and leadership.

Submitted by:

Signature

2/27/17

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): Bob Hehli TBD SCHOOL: Nash
Shari Lossou-Lossavi Angela Perrin Department (opt.): _____
Flor Lopez Coral Burrell _____ DATE(S): 7/11/17 to 7/14/17

ACTIVITY/EVENT: Advancement Via Individual Determination (AVID) Summer Institute

LOCATION: San Antonio, TX

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>
Registration	<u>\$4,800.00</u>	<u>100-17-100-2210-110-6360</u>
Transportation	<u>\$2,400.00</u> Mode <u>Air</u>	<u>100-17-100-2210-110-6582</u>
Rental Car	<u>\$200.00</u>	<u>100-17-100-2210-110-6582</u>
Meals	<u>\$1,111.50</u>	<u>100-17-100-2210-110-6582</u>
Lodging	<u>\$2,100.00</u>	<u>100-17-100-2210-110-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$10,611.50</u>	

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

Purpose of travel: Teachers will attend AVID Summer Institute to learn the AVID program in an effort to better prepare students for the rigors of Middle School as well as to help students get on the college bound track.

Outcomes and academic benefits to students and staff: Increase teacher knowledge. Increase student achievement.

Submitted by: _____ 2-25-17
Signature Date

Principal/Supervisor Date

Shari Lossou-Lossavi
Associate Superintendent/Supervisor 3/8/17
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): Dianna Kuhn, Margie Hervert Donna Varma, Crystal Estrella SCHOOL: Rio Vista
Sean Taylor Amanda Larriva, Department (opt.): _____
Patricia Lindberg _____ DATE(S): 7/11/17 - 7/14/17

ACTIVITY/EVENT: Advancement Via Individual Determination Summer Institute

LOCATION: San Antonio, Texas

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>\$5,320.00</u>	<u>100.17.100.2210.117.6360</u>
Transportation	<u>\$4,200.00</u>	Mode <u>Air</u> <u>100.17.100.2210.117.6582</u>
Rental Car	_____	_____
Meals	<u>\$1,400.00</u>	<u>100.17.100.2210.117.6582</u>
Lodging	<u>\$2,600.00</u>	<u>100.17.100.2210.117.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$13,520.00</u>	

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

Purpose of travel: Train teachers about AVID and Instructional Strategies to improve student achievement.

Outcomes and academic benefits to students and staff: Teachers will implement AVID strategies to improve student achievement and share their learning with other staff members.

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

Submitted by: Dianna Kuhn _____ 2-14-17
Signature Date
Dianna Kuhn _____ 2-14-17
Principal/Supervisor Date
Joanna Nelson _____ 3/2/17
Associate Superintendent/Supervisor Date