

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: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: 6<sup>th</sup> grade/ Science Department

STAFF ADVISOR(S)/CHAPERONES: Lauren Marlatt (coordinator) Chaperones: Lauren Marlatt, Maggie Luke, Lori Ball, Adam Upmann, and Gerad Ball

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Field Trip to study Oceanography and Marine Biology

DESTINATION OF TRAVEL: Catalina Island Marine Institute, Toyon Bay, CA

DATES OF TRAVEL: February 17-20, 2019

ACADEMIC BENEFITS TO STUDENTS: The students will be participating in Catalina Island Marine Institute's three day camp. Students will complete labs and activities that are aligned with the articulated science standards for 6<sup>th</sup> grade. Students will have a reinforcement of the content learned in class. Students will compete in a science olympics when we return to assess their learning.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Charter bus-Gray Line Charter Bus 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>\$14,445.00</u>	<u>525/526 0010010011156892</u>
Transportation	<u>\$4,300.00</u>	<u>525/526 0041027101156519</u>
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____

Substitutes \$990.00

525/526 0010010011156113

TOTAL \$19,735.00

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are free based on the enrollment of students

COST TO EACH STUDENT \$ 400.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We are working on fundraising in a variety of ways. The PTO is willing to help. Also, we have applied for a grant to supplement needed funds for scholarship. We have asked the students to tell us how much they can afford and have a fundraising goal to make sure that all eligible students have a means of attending.

FUNDING SOURCE(S): The parents/guardians will be paying for a majority of the trip. Other funding will come from tax credit, scholarship, and fundraising.

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

SUBMITTED BY: \_\_\_\_\_

Signature

Date

APPROVED BY: \_\_\_\_\_

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date