

**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: Kathy Floyd, Kellie Britt, Jennifer Newman, Phil Tillicki, TJ Castro

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Catalina Marine Institute

DESTINATION OF TRAVEL: Catalina Island, CA

DATES OF TRAVEL: March 7-10, 2017

ACADEMIC BENEFITS TO STUDENTS: Extension of science curriculum. Topics include marine biology, oceanography and ecology. Students will also compete to name the most marine animals as well as earn points for their groups through the various activities on the trip.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Charter Bus (Beeline)

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>\$10,200</u>	<u>525/526-00-100-1001-166-6892</u>
Transportation	<u>\$3,570</u>	<u>525/526-00-100-1001-166-6519</u>
Meals	<u>\$300</u>	<u>525/526-00-100-1001-166-6892</u>
Lodging	<u>\$1,320</u>	<u>525/526-00-100-1001-166-6892</u>
Substitutes	<u>\$1,600</u>	<u>525/526-00-100-1001-166-6113</u>

TOTAL

\$16,990

WILL THE DISTRICT RECEIVE REIMBURSEMENT? yes

IF SO, SOURCE & AMOUNTS: student tuition and tax credit donations

HOW ARE CHAPERONE EXPENSES PAID? included in student cost

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 need them.

FUNDING SOURCE(S): Tax credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY:

M. Holyoak
Signature

11/14/16
Date

APPROVED BY:

M. Call
Principal/Supervisor

11/14/16
Date

M. Jones
Associate Superintendent/Superintendent

11/21/16
Date

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

SCHOOL: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 63

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Musical Theatre and Orchestra

STAFF ADVISOR(S)/CHAPERONES: Michael DeMille, Nancy DeMille, Ian Clark, Melani Byrnes, Frances Contreras, Amy Dionise, Nora Galvan, Shannon Sportsman, and Allison Webster

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Forum Music Festival for Orchestra and Musical Theatre groups

DESTINATION OF TRAVEL: Anaheim, California

DATES OF TRAVEL: May 4, 2017 – May 7, 2017

ACADEMIC BENEFITS TO STUDENTS: This is the final and most important competition of the year for the orchestra. The musical theatre group will also be in competition singing and performing the music from the musical production they do in April, 2017. All students will be attending a musical production in the Anaheim area as well.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Two tour buses provided by Forum Music Festivals – (Package Deal)

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>\$35,002.00</u> _____	<u>525/526-00-100-1001-167-6892</u> <u>850-00-100-1001-167-6892</u>
Transportation	<u>Inc</u> _____	_____ _____
Meals	<u>\$200.00</u> _____	<u>525-00-100-1001-167-6892</u> _____
Lodging	<u>Inc</u> _____	_____ _____
Substitutes	<u>\$200.00</u>	<u>525/526-00-100-1001-167-6113</u>
TOTAL	<u>\$35,402.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Trip costs will be paid by parents.
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? They will be paid by each chaperone.

COST TO EACH STUDENT \$ \$506.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Through school sources and through fundraising efforts.

FUNDING SOURCE(S): Parents and fundraising

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Tax credit donations, Broadway in Tucson tickets, the Musical Theatre production and other fundraisers to be determined.

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

SUBMITTED BY: _____

Signature

10-26-16
Date

APPROVED BY: _____

Principal/Supervisor

10-26-16
Date

Associate Superintendent/Superintendent

11/2/16
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): Christine Sullivan _____

SCHOOL: La Cima Middle

Department (opt.): _____

DATE(S): December 7-10, 2016

ACTIVITY/EVENT: AVID National Conference

LOCATION: Dallas, TX

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 _____	_____
Transportation _____ Mode _____	_____
Rental Car _____	_____
Meals _____	_____
Lodging _____	_____
Substitutes _____	_____
TOTAL <u>0.00</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: To attend the AVID National Conference in Dallas, TX December 8-10, 2016.

Outcomes and academic benefits to students and staff: To attend sessions to increase my skills and knowledge in implementing an effective AVID program at the site and district levels. I will attend sessions that focus on transforming the instruction, systems, leadership, and culture of a school to ensure equity and access to college readiness for all students. Also, I will work in collaboration with other site principals that participate in the AVID Arizona Principal's Collaborative.

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

Submitted by: _____

Signature

Date

Christine Sullivan

11/21/16

Principal/Supervisor

Date

Kevin Hilsen

Associate Superintendent/Superintendent

11/21/16
Date

rev. 9/1/15

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

EMPLOYEE(S): Linda Haller Kristin McGraw

SCHOOL: District Offices

Department (opt.): Student Services

DATE(S): 4/22-4/26/17

ACTIVITY/EVENT: LRP National Institute 38th Annual Conference

LOCATION: National Harbor, MD

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

(Note: Tax credit contributions are District funds and require a budget code.)

Registration	<u>\$3015.00</u>		<u>001-00-200-2210-540-6360</u>
Transportation	<u>\$1690.00</u>	Mode <u>air/taxi/prkg</u>	<u>001-00-200-2210-540-6582</u>
Rental Car	_____		_____
Meals	<u>\$492.00</u>		<u>001-00-200-2210-540-6582</u>
Lodging	<u>\$2600.00</u>		<u>001-00-200-2210-540-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$7797.00</u>		

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

Purpose of travel: Obtain updates on legal issues and subsequent best practices in providing special education services.

Outcomes and academic benefits to students and staff: Information obtained will be shared with staff throughout the year.

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/STUDENT TRAVEL REQUEST**

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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: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 90

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School Social Studies Department

STAFF ADVISOR(S)/CHAPERONES: Lisa DaDeppo, Jennifer Jones-Hinz, Renee Lustenberger, Brian Post, Valerie Wirth, Shannon Haskins, Sue Williams, Rhonda Ellerd, Rachel Oldaker, Crystal DuPont, Kari Stucky, Robin Russell, Elizabeth Robb, Merla Pintor, Paul Song, Linda Nash, Karter Neal, Kynta Eagle

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To visit national and historic sites in conjunction with the 8th grade history and civics curriculum

DESTINATION OF TRAVEL: Washington, D.C.; Williamsburg, VA

DATES OF TRAVEL: March 8, 2017-March 13, 2017

ACADEMIC BENEFITS TO STUDENTS: The 8th grade Social Studies curriculum focuses on World War II through modern times, as well as Civics, a test of which is now required by the state. This trip will highlight a number of key sites in Washington D.C. that will support that instruction; tours of the US Capitol, the US Supreme Court, Embassy Row, Arlington National Cemetery, the Marine Corp War Memorial, National Archives, the Smithsonian Museum of American History, and the Holocaust Museum. Students will also spend some time in Colonial Williamsburg, which will reinforce their 5th and 7th grade curriculum, early Colonial America. This visit will also allow students to make solid connections to the curriculum when they see these standards again in High School. The competitive component of this trip will include an essay writing contest for an opportunity to lay a wreath at the Tomb of the Unknown Soldier at Arlington National Cemetery, as well as a Smithsonian Scavenger Hunt.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Domestic airline and charter buses as provided by the travel company as part of the package

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$150,750.00</u>	<u>525/526-00-100-1001-167-6892</u>
Transportation	<u>Included</u>	_____
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____
Substitutes	<u>\$1,500.00</u>	<u>525/526-00-100-1001-167-6113</u>
TOTAL	<u>\$152,250.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: N/A

HOW ARE CHAPERONE EXPENSES PAID? Chaperone travel, lodging, and meal expenses for 7 chaperones are paid as part of the total package, with 1 chaperone per 10 students. Additional parent chaperones pay for their own trip.

COST TO EACH STUDENT \$ 1,675.00

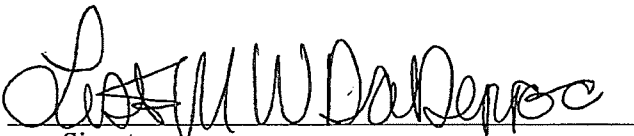
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We will be making financial assistance available to students in need based upon money available and the depth of need. (See fundraising below)

FUNDING SOURCE(S): Student families, fundraising activities, and tax credits

FUNDRAISING ACTIVITIES PLANNED (If applicable):

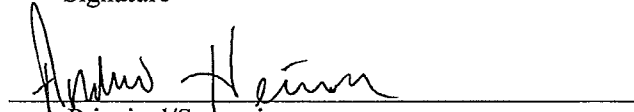
Restaurant night fundraisers, letter writing for sponsorship from local companies, and snack bar sales at after school sporting events.

SUBMITTED BY:



Signature

11/21/16
Date

APPROVED BY:


Principal/Supervisor

11-21-16
Date


Associate Superintendent/Supervisor

11/21/16
Date