

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: 14

NAME OF SCHOOL GROUP/CLUB/ENTITY: Boys Basketball

STAFF ADVISOR(S)/CHAPERONES: Ben Hurley, Ryan Montijo, Joey Bemis

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Point Loma University Tournament - Varsity Basketball Tournament/Competition

DESTINATION OF TRAVEL: Point Loma University, San Diego, CA

DATES OF TRAVEL: 6/12/2014 - 6/14/2014

ACADEMIC BENEFITS TO STUDENTS: Extra-curricular

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Rental Vans

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>350.00</u>	<u>850/526/525-00-100-1001-281-6892</u>
Transportation	<u>1200.00</u>	<u>850/526/525-00-100-1001-281-6519</u>
Meals	<u>600.00</u>	<u>850/526/525-00-100-1001-281-6892</u>
Lodging	<u>1700.00</u>	<u>850/526/525-00-100-1001-281-6892</u>
Substitutes	_____	_____
TOTAL	<u>3850.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Club account

COST TO EACH STUDENT \$ 0.00

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

FUNDING SOURCE(S): Summer Sponsors

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: Ben Hurley 4/4/14
Signature Date

APPROVED BY: Laurie Hub 4/4/14
Principal/Supervisor Date

Mark Allen 4/29/14
Associate Superintendent/Superintendent Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 4

NAME OF SCHOOL GROUP/CLUB/ENTITY: FCCLA- Early Childhood

STAFF ADVISOR(S)/CHAPERONES: Jennifer Atteberry-Pierpont

ABSENCE: # Days 7 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: FCCLA National Leadership Meeting

DESTINATION OF TRAVEL: San Antonio, TX

DATES OF TRAVEL: July 5-11, 2014

ACADEMIC BENEFITS TO STUDENTS: To offer these students more leadership skills and provide the opportunity to compete at a national level.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other _____

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>315.00</u> <u>1260.00</u>	<u>400-14-270-2190-282-6360</u> <u>400/850/526-00-100-1001-282-6892</u>
Transportation	<u>726.00</u> <u>2,904.00</u>	<u>400-14-270-2190-282-6519</u> <u>850/526-00-100-1001-282-6519</u>
Meals	<u>343.00</u> <u>1,372.00</u>	<u>400-14-270-2190-282-6582</u> <u>400/850/526-00-100-1001-282-6892</u>
Lodging	<u>953.00</u> <u>1,200.00</u>	<u>400-14-270-2190-282-6582</u> <u>850/526-00-100-1001-282-6892</u>
Substitutes	_____	_____

TOTAL

9,073.00

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

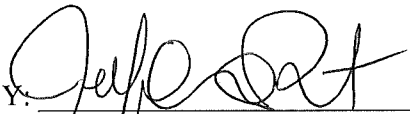
HOW ARE CHAPERONE EXPENSES PAID? CTE Funds

COST TO EACH STUDENT \$ 1,600.00


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credits, CTE Funds, Donations, and JTED Funds

FUNDING SOURCE(S): CTE Funds, CTSO Funds, Tax Credits, JTED Funds


FUNDRAISING ACTIVITIES PLANNED (If applicable):
Dorado Cups, Donations

SUBMITTED BY: 
Signature

4/21/14
Date

APPROVED BY: 
Principal/Supervisor

4/23/14
Date


Associate Superintendent/Superintendent

4/23/14
Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 6

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind Club Team

STAFF ADVISOR(S)/CHAPERONES: Cymry DeBoucher, Kitt Leonard

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: World Finals Competition

DESTINATION OF TRAVEL: Iowa State University, Ames, Iowa

DATES OF TRAVEL: May 27 - June 1, 2014

ACADEMIC BENEFITS TO STUDENTS: Students will compete against other teams in the Odyssey of the Mind World Finals

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Enterprise Rental

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>4440.00</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>5056.00</u>	<u>526/850-00-100-1001-282-6519</u>
Meals	<u>0</u>	_____
Lodging	<u>0</u>	_____
Substitutes	<u>0</u>	_____
TOTAL	<u>9496.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? _____

COST TO EACH STUDENT \$ **1583.00**

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

FUNDING SOURCE(S): **District contribution 850.00, 400.00 tax credit per student from family, club and auxiliary funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Spontaneous workshop, tax credit drive, request to Amphi Foundation for support

SUBMITTED BY: Cynthia DeBouchard **4/14/2014**
Signature Date

APPROVED BY: Paul D. [Signature] **4/16/14**
Principal/Supervisor Date

[Signature] **4/23/14**
Associate Superintendent/Superintendent Date

rev. 4/15/2014

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SCHOOL: Prince

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: Prince Odyssey of the Mind Club World Finals

STAFF ADVISOR(S)/CHAPERONES: Sabina Prijic, Kristen Prinz (will be driving the props to Iowa and chaperoning on campus), Leigh Kechely, and Maria Hernandez (will be flying with students and chaperoning on campus as well.)

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind Club World Finals

DESTINATION OF TRAVEL: Ames, Iowa (Iowa State University)

DATES OF TRAVEL: May 27-June 1, 2014

ACADEMIC BENEFITS TO STUDENTS: Students will participate on a global level in a creative problem solving competition which meets Common Core, 21st Century and NAGC standards.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Airlines

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>\$5,500.00</u>	<u>850-00-100-1001-111-6892</u>
Transportation	<u>\$6,000.00</u>	<u>526-00-100-1001-111-6519</u>
Meals	_____	_____
Lodging	_____	_____
Substitutes	_____	_____

TOTAL \$11,500.00

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

HOW ARE CHAPERONE EXPENSES PAID? They will pay from their own pocket.

COST TO EACH STUDENT \$ 1300.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising, tax credit, Amphi Foundation and Prince PTO.

FUNDING SOURCE(S): Fundraising, tax credit, district contribution.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
food sale, tax credit drive, request to Amphi Foundation for support.

SUBMITTED BY: _____

Signature

Date

APPROVED BY: _____

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

AMPHITHEATER PUBLIC SCHOOLS
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SCHOOL: Painted Sky

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Brianne Ronnie, Rebecca Ford, Toby Ford, Jenni and Jeremy Young, Ryan and Marla Ayers, Dan and Erica Rokop, Liesl Kolodisner, Carin Kyger, Mike and Amy Omiecinski

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind Worlds 2014

DESTINATION OF TRAVEL: Iowa State University, Ames, Iowa

DATES OF TRAVEL: May 28-June 1, 2014

ACADEMIC BENEFITS TO STUDENTS: Promotes higher order of thinking, problem solving, and creativity skills. Our students have been preparing their problems for 8 months and have competed at Regionals and State. Worlds will be the final competition where each team will present their problem and compete against teams from all over the world.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Airline-US Airways and car rental pending with Avis or shuttle

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$5,182</u>	<u>525/526/850/00-100-1001-114-6892</u>
Transportation	<u>\$6,200</u>	<u>530-00-100-3400-114-6519</u>
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____

Substitutes \$0
TOTAL \$11,382.00

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

HOW ARE CHAPERONE EXPENSES PAID? Tax Credit donations, PTO, fundraising, self pay

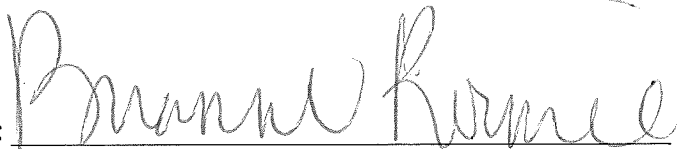
COST TO EACH STUDENT \$ \$1,626.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Soliciting donations from various sources and Tax Credit donations, and fundraising.

FUNDING SOURCE(S): Fundraising efforts: Trader Joe's, Amphi Foundation, Raytheon, Jim Click), PTO, Tax Credit donations, student fundraisers

FUNDRAISING ACTIVITIES PLANNED (If applicable):

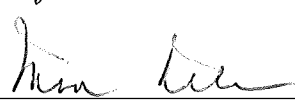
We will be asking Trader Joe's for donations of water, soda and juice for us to sell at our Spring Fling in May and we will be asking Jim Click and Raytheon for direct donations, We plan to ask local restaurants to sponsor an "OM night" with us receiving a portion of the profits. We plan to sell "fundraising cards" which are good at local restaurants and businesses. We'll also sell pickles at lunch, sponsor spirit days, and sell spirit sticks.

SUBMITTED BY: 
Signature

4/24/14
Date

APPROVED BY: 
Principal/Supervisor

4/24/14
Date


Associate Superintendent/Supervisor

4/29/14
Date

**AMPHITHEATER PUBLIC SCHOOLS
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EMPLOYEE(S): Joe Paddock

SCHOOL: District Offices
Department (opt.): Interscholastics - NC
DATE(S): June 27 - July 3, 2014

ACTIVITY/EVENT: 95th Annual NFHS Summer Meeting
LOCATION: Boston, MA

ABSENCE: # Days 7 Sub Required: Yes No # of School Days Missed 0

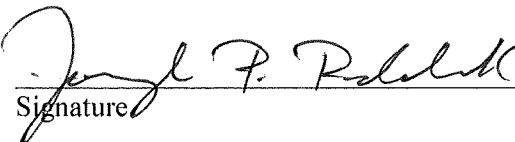
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	_____	<u>To be paid by AIA.</u>
Transportation	_____ Mode _____	<u>To be paid by AIA.</u>
Rental Car	_____	_____
Meals	_____	<u>To be paid by AIA.</u>
Lodging	_____	<u>To be paid by AIA.</u>
Substitutes	_____	_____
TOTAL	_____	

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

Purpose of travel: To review and evaluate the purpose of education based athletics.

Outcomes and academic benefits to students and staff: To promote the positive academic impact of participation in activities.

Submitted by:  4/17/14
Signature Date

Principal/Supervisor Date

 4/29/14
Associate Superintendent/Superintendent 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.

EMPLOYEE(S): David Martinez

SCHOOL: District Offices
 Department (opt.): Interscholastics
 DATE(S): 6/2/14 - 6/6/14

ACTIVITY/EVENT: Athletic Equipment Managers Association Annual Convention

LOCATION: Jacksonville, FL

ABSENCE: # Days 5 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>\$175.00</u>		<u>001.00.620.2579.512.6360</u>
Transportation	<u>\$750.00</u>	Mode <u>Airfare/Shuttle</u>	<u>001.00.620.2579.512.6582</u>
Rental Car	_____		_____
Meals	<u>\$198.00</u>		<u>001.00.620.2579.512.6582</u>
Lodging	<u>\$501.40</u>		<u>001.00.620.2579.512.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$1624.00</u>		

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

Purpose of travel: To attend the AEMA annual convention.

Outcomes and academic benefits to students and staff: To maintain certification to include the proper fitting of shoulder pads and helmets for football players and stay up-to-date on safety equipment and safety issues for all sports played in the district.

Submitted by: _____ Date _____
 Signature Date
 _____ Date
 Principal/Supervisor Maura Nelson 4/29/14
 Associate Superintendent/Superintendent Date

**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): Theresa Chavez _____

SCHOOL: IRHS
 Department (opt.): English
 DATE(S): July 13-18, 2014

ACTIVITY/EVENT: Pre-AP Summer Institute-Pre AP Professional Development in English

LOCATION: Sacramento State University

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

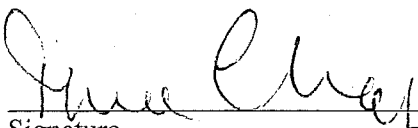
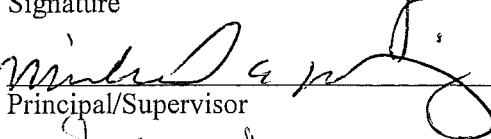
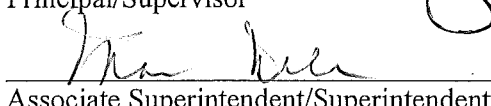
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$790.00</u>		<u>140-14-100-2210-510-6360</u>
Transportation	<u>\$790.00</u>	Mode <u>air/car</u>	<u>140-14-100-2210-510-6582</u>
Rental Car	_____		_____
Meals	<u>\$140.00</u>		<u>140-14-100-2210-510-6582</u>
Lodging	<u>\$777.00</u>		<u>140-14-100-2210-510-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$2,497.00</u>		

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

Purpose of travel: To better support student preparation for Advanced Placement courses in reading and writing and to find ways to better prepare students to meet the rigor of the College and Career Readiness Standards.

Outcomes and academic benefits to students and staff: Teacher hopes to develop training in collaboration with other teachers to support all students in preparing to meet the rigor of the College and Career Readiness Standards with respect to current student skill levels. The scaffolding for the Pre-AP English curriculum holds great promise in this respect.

Submitted by:  2/25/14
 Signature Date
 4.8.14
 Principal/Supervisor Date
 4/28/14
 Associate Superintendent/Supervisor 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): Chris Trimble

SCHOOL: CDO
 Department (opt.): IB/Chemistry SL
 DATE(S): 6/25-6/29/2014

ACTIVITY/EVENT: IB Chemistry SL Training

LOCATION: Albuquerque, New Mexico

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 0



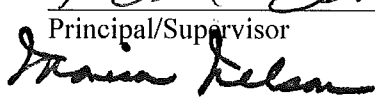
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>1189.00</u>	<u>140-14-100-2210-510-6360</u>
Transportation	<u>550.00</u> Mode <u>personal car</u>	<u>140-14-100-2210-510-6582</u>
Rental Car	_____	_____
Meals	<u>176.00</u>	<u>140-14-100-2210-510-6582</u>
Lodging	<u>Included</u>	_____
Substitutes	<u>0</u>	_____
TOTAL	<u>1915.00</u>	

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

Purpose of travel: Purpose is for training in IB Chemistry in order to teach IB Chemistry and meet the International Baccalaureate Programme requirements. **Previously approved for air travel, staff now driving.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for a rigorous broad and balanced academically demanding programme of study with the development of critical-thinking and reflective skills for student achievement.

Submitted by:  4-11-14
 Signature Date
 4/11/14
 Principal/Supervisor Date
 4/28/14
 Associate Superintendent/Supintendent Date