

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: **District Offices**

ESTIMATED NUMBER OF STUDENTS: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Native American Education Program**

STAFF ADVISOR(S)/CHAPERONES: **2 (Thomas Collins; Kimberly Begay)**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **2013 American Indian Science & Engineering Society annual conference**

DESTINATION OF TRAVEL: **Denver, Colorado**

DATES OF TRAVEL: **October 30, 2013 through November 2, 2013**

ACADEMIC BENEFITS TO STUDENTS: **Awareness of, or interest in colleges and businesses that support Native American scholarships and hiring; networking with colleges, students, and professionals to serve as models for Native American students.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Airfare**

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>\$1,825.00</u>	<u>100-14-146-2190-510-6892</u>
	<u>\$ 375.00</u>	<u>100-14-100-2210-510-6360</u>
Transportation	<u>\$3,667.00</u>	<u>100-14-146-2190-510-6519</u>
	<u>\$ 333.00</u>	<u>100-14-100-2210-510-6582</u>
Meals	<u>\$1,364.00</u>	<u>100-14-146-2190-510-6892</u>
	<u>\$ 124.00</u>	<u>100-14-100-2210-510-6582</u>

Lodging	<u>\$3,053.00</u>	<u>100-14-146-2190-510-6892</u>
	\$ 447.00	<u>100-14-100-2210-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$11,188.00</u>	

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

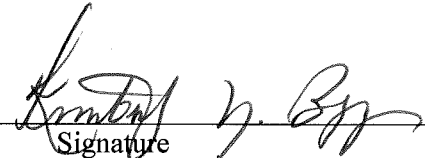
HOW ARE CHAPERONE EXPENSES PAID? **It is built into their regular contract and workdays.**


COST TO EACH STUDENT \$ **0.00**

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

FUNDING SOURCE(S): **Title I grant**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY:  **9.19.13**
 Signature Date

APPROVED BY:  **9.19.13**
 Principal/Supervisor Date

 **9/30/13**
 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

SCHOOL: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 45

NAME OF SCHOOL GROUP/CLUB/ENTITY: 8th grade /Science Department

STAFF ADVISOR(S)/CHAPERONES: Jeremy Hayes (coordinator) Chaperones: Lauren Marlatt, Michael Warrick, Glenda Arffa, Leigh Anne Wright, Gerad Ball, Robert Retherford

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 8th grade trip to Catalina Island Marine Institute.

DESTINATION OF TRAVEL: Toyon Bay on Catalina Island, California

DATES OF TRAVEL: February 6, 2014 through February 9, 2014

ACADEMIC BENEFITS TO STUDENTS: The students selected to attend will be participating in an academic experience that allows them to be introduced to oceanography, biology, ecology, classification and other related sciences.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other BeeLine chartered bus

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>11,760 total</u>	<u>525/526-00-100-1001-115-6892</u>
Transportation	<u>\$3475 total</u>	<u>525/526-00-100-1001-115-6519</u>
Meals	_____	_____
Lodging	<u>Included</u>	_____
Substitutes	<u>\$540</u>	<u>525/526-00-100-1001-115-6113</u>

TOTAL \$15,775 total

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

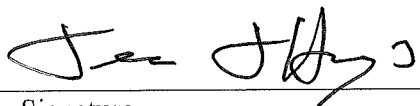
HOW ARE CHAPERONE EXPENSES PAID? They are paid with the student payments

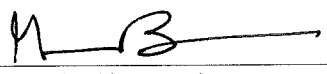
COST TO EACH STUDENT \$ \$338

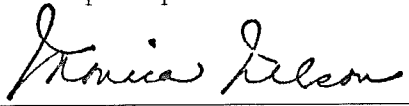
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising opportunities are being set up as well as work with the PTO for scholarships. We asked interested students to tell us how much they can afford and have a fundraising goal established so that all students who are eligible can attend.

FUNDING SOURCE(S): Parents/guardians will be responsible for the payments. Other funding sources will be tax credits, scholarships, and fundraising.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Snack bar at home games, PTO assistance.

SUBMITTED BY:  9-18-13
Signature Date

APPROVED BY:  9-18-13
Principal/Supervisor Date

 9/30/13
Associate Superintendent/Supervisor 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: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 120

NAME OF SCHOOL GROUP/CLUB/ENTITY: Wilson Band, Orchestra and Choir

STAFF ADVISOR(S)/CHAPERONES: Christian Hill, Andrew Lepore, Adrian Hannah, Jean Garret, Lauren Welch, Hope Goldsmith, Becky Jones, Galen Goldsmith, Kathleen Hill, Dan Spalding, Jana Esbit, Jennifer Lee, Hana Knight.

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Music in the Parks Festival Competition

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: March 27-30, 2014

ACADEMIC BENEFITS TO STUDENTS: Students will receive ratings and comments from professional judges and represent Wilson in California in a competition for placement.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Project Exploration

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>\$49,200.00</u>	<u>525/526 00 100 1001 168 6892</u>
Transportation	<u>Inc.</u>	_____
Meals	<u>Inc.</u>	_____
Lodging	<u>Inc.</u>	_____
Substitutes	<u>\$200.00</u>	<u>530 00 100 1001 168 6113</u>
TOTAL	<u>\$49,400.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? By chaperones

COST TO EACH STUDENT \$ 410


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

FUNDING SOURCE(S): Payments by students, chaperones and tax credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):
N/A

SUBMITTED BY:  9/16/13
Signature Date

APPROVED BY:  9/16/13
Principal/Supervisor Date

 9/30/13
Associate Superintendent/Supervisor 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: La Cima

ESTIMATED NUMBER OF STUDENTS: 90

NAME OF SCHOOL GROUP/CLUB/ENTITY: La Cima Middle School musicians

STAFF ADVISOR(S)/CHAPERONES: Keith Koster, Rebecca Foreman, Russ Granillo, Debbie Brown, Robin Harris, Susana Valenzuela, Juan Jose Ruelas, Melanie Parchman, Deborah Lee

ABSENCE: # Days 2 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Forum Music Festival

DESTINATION OF TRAVEL: Fullerton and Anaheim, CA

DATES OF TRAVEL: 4/24/14 10:00 PM to 4/26/14 8:00 AM

ACADEMIC BENEFITS TO STUDENTS: National music festival experience permits students to better understand their progress and appropriate musical standards for their grade level. Students build teamwork, improve their musical skill and confidence. Students have the opportunity to hear other school ensembles. Each group will present a performance for evaluation by nationally known adjudicators.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Bee Line

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>\$11460</u>	<u>525-00-100-1001-165-6892</u> <u>526-00-100-1001-165-6892</u>
Transportation	<u>\$6200</u>	<u>525-00-100-1001-165-6519</u> <u>526-00-100-1001-165-6519</u>

Meals	<u>0</u>	_____
Lodging	<u>0</u>	_____
Substitutes	<u>\$300</u>	<u>525-00-100-1001-165-6113</u> <u>526-00-100-1001-165-6113</u>
TOTAL	<u>\$17,960</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? self

COST TO EACH STUDENT \$ 200

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Forum Festival Scholarships (15), Tax Credit Donations

FUNDING SOURCE(S): Tax Credit donations, student family contributions, student savings, fundraising events

FUNDRAISING ACTIVITIES PLANNED (If applicable):
car washes, donations, dance booths, and more

SUBMITTED BY: Kerith A. Kete 9.25.13
 Signature Date

APPROVED BY: Cristine Sullivan 9-26-13
 Principal/Supervisor Date

Mon Delm 9/30/13
 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: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: Coronado Advanced Chorus

STAFF ADVISOR(S)/CHAPERONES: Andragayle Pye, Leigh Fugere, Lisa Torma, Virginia Casner, Rita May, Minnie Delgado

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To provide an opportunity for vocal performing arts students to work in a recording studio with professional vocalists, and to create a short video/soundtrack, as well as, perform in a professional performance venue.

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: 05/02/14 (6:00 AM) - 05/04/14 (8:00 AM)

ACADEMIC BENEFITS TO STUDENTS: Provides incentive for continued vocal training and performance throughout the years. Helps students to put their participation in the vocal performing arts into a career context.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other charter bus-Bee Line-Tucson

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>\$8,498.00</u>	<u>525/526-00-100-1001-115-6892</u>
Transportation	<u>\$2,950.00</u>	<u>525/526-00-100-1001-115-6519</u>
Meals	<u>\$2,610.00</u>	<u>525/526-00-100-1001-115-6892</u>
Lodging	<u>\$2,181.00</u>	<u>525/526-00-100-1001-115-6892</u>

Substitutes \$180.00

525/526-00-100-1001-115-6113

TOTAL \$16,419.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No, all costs will be paid by participants
IF SO, SOURCE & AMOUNTS: N/A

HOW ARE CHAPERONE EXPENSES PAID? Chaperones pay own expenses

COST TO EACH STUDENT \$ 325.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraising by chorus club and the Performing Arts boosters, scholarships by Boosters, tax credit donations from families, and Site Council

FUNDING SOURCE(S): student/family funded

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Carrabba's dinner night, HoneyBaked Ham sales, Hike-a-thon, Chili's night, Panda Express night, Blue Banana night, trash bag fundraiser

SUBMITTED BY:

Andraya Pye
Signature

09/13/13

Date

APPROVED BY:

H. B.
Principal/Supervisor

9.16.13

Date

Mon. Helms

Associate Superintendent/Superintendent

9/30/13

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): Albert Sombrero SCHOOL: District Offices
Felicia Riley (Parent) Department (opt.): Native American Education
Gervana Begay-Johns (Parent) DATE(S): 10/30/13 - 11/2/13

ACTIVITY/EVENT: 2013 Annual Conference of the National Indian Education Association

LOCATION: Rapid City, South Dakota

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$1,800.00</u>	<u>100-14-146-2190-510-6360</u>
Transportation	<u>\$1,500.00</u> Mode <u>Airfare</u>	<u>100-14-146-2190-510-6582</u>
Rental Car	_____	_____
Meals	<u>\$ 500.00</u>	<u>100-14-146-2190-510-6582</u>
Lodging	<u>\$ 720.00</u>	<u>100-14-146-2190-510-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$4,520.00</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: For members of the Native American Education Program, and the district's NAEP Parent Committee, to attend the 44th Annual National Indian Education Conference.

Outcomes and academic benefits to students and staff: Staff and parents will gain an understanding of research-based instructional strategies, including the Common Core State Standards.

Submitted by: Albert Sombrero 9-18-13
Signature Date
T. Cobb 9-18-13
Principal/Supervisor Date
Kimi Wilson 9/30/13
Associate Superintendent/Superintendent Date