

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: JROTC

STAFF ADVISOR(S)/CHAPERONES: Robert De Witt

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: US JROTC Air Rifle National Championships

DESTINATION OF TRAVEL: Anniston, AL

DATES OF TRAVEL: 22 - 26 Mar - , 2017

ACADEMIC BENEFITS TO STUDENTS: Students develop focus and team building

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Flowing Wells School District

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>NA</u>	<u>NA</u>
Transportation	<u>3000</u>	<u>NA</u>
Meals	<u>600</u>	<u>NA</u>
Lodging	<u>1000</u>	<u>NA</u>
Substitutes	<u>0</u>	<u>NA</u>
TOTAL	<u>4600</u>	

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


HOW ARE CHAPERONE EXPENSES PAID? **JROTC budget**

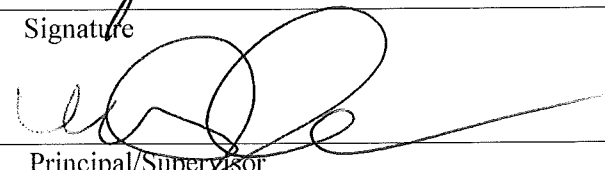
COST TO EACH STUDENT \$ **100**


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Cadets can earn trip fees by participating in JROTC Renaissance Fair Fund Raiser.**

FUNDING SOURCE(S): **JROTC Club fund and Flowing Wells School District**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Renaissance Fair

SUBMITTED BY: _____  _____ 10 Jan
Signature Date

APPROVED BY: _____  _____ 1/18/17
Principal/Supervisor Date

_____  _____ 1/31/17
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

SCHOOL: **CDO**

ESTIMATED NUMBER OF STUDENTS: 2

NAME OF SCHOOL GROUP/CLUB/ENTITY: **JROTC**

STAFF ADVISOR(S)/CHAPERONES: **Robert De Witt**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **US JROTC Air Rifle National Championships**

DESTINATION OF TRAVEL: **Anniston, AL**

DATES OF TRAVEL: **22 - 26 Mar - , 2017**

ACADEMIC BENEFITS TO STUDENTS: **Students develop focus and team building**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Flowing Wells School District**

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>NA</u>	<u>NA</u>
Transportation	<u>3000</u>	<u>NA</u>
Meals	<u>600</u>	<u>NA</u>
Lodging	<u>1000</u>	<u>NA</u>
Substitutes	<u>0</u>	<u>NA</u>
TOTAL	<u>4600</u>	

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



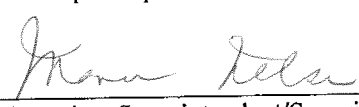
HOW ARE CHAPERONE EXPENSES PAID? JROTC budget

COST TO EACH STUDENT \$ 100

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Cadets can earn trip fees by participating in JROTC Renaissance Fair Fund Raiser.

FUNDING SOURCE(S): JROTC Club fund and Flowing Wells School District

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Renaissance Fair

SUBMITTED BY:		<u>15 Dec 2016</u>
	Signature	Date
APPROVED BY:		<u>1/13/17</u>
	Principal/Supervisor	Date
		<u>1/31/17</u>
	Associate Superintendent/Superintendent	Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 35

NAME OF SCHOOL GROUP/CLUB/ENTITY: Dream Team Club

STAFF ADVISOR(S)/CHAPERONES: Pam Duarte, Loretta Alvarez, Dan Looby, Jana Looby, Lynda Firor, Emmy Sukenaga, Aitza Schneider, Bethany Plimpton, Sandy Kanoza

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Overnight trip to Los Angeles, California leaving after school. Purpose is to practice independent life skills students' have been learning and working on throughout the year. Students will have the opportunity to compete in a reading and math scavenger hunt, money exchange and decision making at Universal Studios.

DESTINATION OF TRAVEL: Los Angeles, California

DATES OF TRAVEL: March 22-March 24, 2017

ACADEMIC BENEFITS TO STUDENTS: Students will practice independent living skills curriculum while away from home.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Mountain View 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>\$5,400.00</u>	<u>526-00-100-1001-282-6892</u> or <u>850-00-100-1001-282-6892</u>
Transportation	<u>\$3,700.00</u>	<u>526-00-100-1001-282-6519</u>
Meals	<u>\$1,050.00</u>	<u>850-00-100-1001-282-6892</u>

Lodging	<u>\$1,920.00</u>	<u>526-00-100-1001-282-6892</u>
Substitutes	<u>\$200.00</u>	<u>526-00-100-1001-282-6113</u>
TOTAL	<u>\$12,270.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? tax credit and club funds

COST TO EACH STUDENT \$ students are responsible for breakfast and lunch meals, & souvenirs

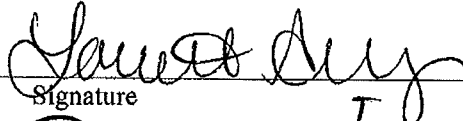
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Trip is available to all Dream Team Club members. Club is paying for hotel, park entrance and travel. Families are responsible for 4 meals and souvenirs.


FUNDING SOURCE(S): tax credit and club funds


FUNDRAISING ACTIVITIES PLANNED (If applicable):

Fundraisers-percentage night, car wash, parent yardsale and donate profit, valentine candy grams, popcorn sales. Donations- CDO Parent Organization, Knights of Columbus.

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

SUBMITTED BY:  1-17-17
 Signature Date

APPROVED BY:  1/17/17
 Principal/Supervisor Date

 1/31/17
 Associate Superintendent/Superintendent Date

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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: IRHS

ESTIMATED NUMBER OF STUDENTS: 5

NAME OF SCHOOL GROUP/CLUB/ENTITY: Key Club

STAFF ADVISOR(S)/CHAPERONES: Marty Wenzel and Ken George

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Visit to Valley Forge, PA. The mission is to educate and inspire an awareness of the principles upon which the U.S. was founded and the responsibilities of citizens in a free society. The trip is sponsored by the Freedoms Foundation-Tucson chapter.

DESTINATION OF TRAVEL: Valley Forge, PA

DATES OF TRAVEL: April 6-April 9, 2017

ACADEMIC BENEFITS TO STUDENTS: We will instill first-hand knowledge and experience with respect to our national heritage and ideals.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Airplane

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>\$1,250.00</u>	<u>Student paid</u>
Transportation	=	_____
Meals	=	_____
Lodging	=	_____

Substitutes \$200.00

001-00-205-1001-280-6113

TOTAL \$1,450.00

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

HOW ARE CHAPERONE EXPENSES PAID? Through donations or self-pay.

COST TO EACH STUDENT \$ \$250.00 for registration and spending money.

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? If students can not afford the expenses or do not have anyone to sponsor them, there are scholarships available through the Freedoms Foundation-Tucson.

FUNDING SOURCE(S): Freedoms Foundation

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: Matthew Mes
Signature

1-17-17
Date

APPROVED BY: Natalia Burnett
Principal/Supervisor

1/17/17
Date

James Telem
Associate Superintendent/Supervisor

1/17/17
Date

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SCHOOL: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 4

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Student Government**

STAFF ADVISOR(S)/CHAPERONES: **Samantha Burgin/Alex Thomas**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Regional Convention for the Association of Student Council**

DESTINATION OF TRAVEL: **Liberty High School in Kansas City, Missouri**

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

ACADEMIC BENEFITS TO STUDENTS: **IRHS StuGo leaders will interact with other leaders from the state of Arizona as well as from around the country and attend helpful breakout sessions as well as listen to motivational speakers. They will receive new ideas to improve the school while also learning about how to make themselves more productive and motivational leaders. While at this convention, they will work hard to compete to win "Outstanding Council of Distinction".**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **AASC is coordinating the travel for all students. We will be flying to Kansas City and then using a charter bus for all transportation from there.**

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$7,500.00</u>	<u>850-00-100-1001-280-6519/6892</u>
Transportation	<u>Included</u>	_____
Meals	<u>Included</u>	_____

Lodging	<u>Included</u>	_____
Substitutes	<u>\$0</u>	<u>N/A</u>
TOTAL	<u>\$7,500.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? None needed
 IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? All expenses are paid through the Student Government Club Account

COST TO EACH STUDENT \$ 950

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Students are asked to pay for most of this convention as it is costly. StuGo will cover part of the cost to help the students. If there is an issue with funding, arrangements will be made so that the student can still attend.

FUNDING SOURCE(S): Various activities will be planned once this trip is approved to raise money including asking business for sponsorships, tax credit donations, as well as car washes.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Car washes, Prom, PowderPuff, Mr. Nighthawk, The Glow

SUBMITTED BY: Samantha J. Burgin
 Signature

1/24/17
 Date

APPROVED BY: Natalie Burnett
 Principal/Supervisor

1/27/17
 Date

Moni Dea
 Associate Superintendent/Supintendent

1/31/17
 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): Jayne Huseby _____

SCHOOL: District Offices
Department (opt.): St. & Fed. Programs Office
DATE(S): 3/18-3/23/17

ACTIVITY/EVENT: Teachers of English to Speakers of Other Languages (TESOL) 2017 International Convention & English Language Expo

LOCATION: Seattle, Washington

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$555.00</u>		<u>191-17-100-2210-511-6360</u>
Transportation	<u>\$262.40</u>	Mode <u>Air</u>	<u>191-17-100-2210-511-6582</u>
Rental Car	_____		_____
Meals	<u>\$240.00</u>		<u>191-17-100-2210-511-6582</u>
Lodging	<u>\$1,048.40</u>		<u>191-17-100-2210-511-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$2,105.80</u>		

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

Purpose of travel: To develop leadership skills, improve core competencies, and stay abreast of the latest developments in the field of English language teaching and learning. To learn about different English language development programs during educational site and center visits that serve large numbers of ELLs.

Outcomes and academic benefits to students and staff: 1) Share knowledge and training of best practice sessions through the dissemination of handouts and PowerPoint slides in workshops for ELD teachers and administrative staff, 2) Expo will have the latest and largest selection of ELL teaching and learning products anywhere in the world which is critical as we move forward to meet District goals to increase rigor in ELD classrooms.

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

Submitted by: Jayne Huseby 1/31/17
Signature Date
Darlene Mansouri 1/31/17

Principal/Supervisor

Date

John Wilson
Associate Superintendent/Superintendent

1/31/17
Date

rev. 9/1/15

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): Darlene Mansouri _____

SCHOOL: District Offices
Department (opt.): St. & Fed. Programs Office
DATE(S): 3/21-3/25/17

ACTIVITY/EVENT: Teachers of English to Speakers of Other Languages (TESOL) 2017 International Convention & English Language Expo

LOCATION: Seattle, Washington

ABSENCE: # Days 5 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>\$350.00</u>	<u>191-17-100-2210-511-6360</u>
Transportation	<u>\$390.92</u> Mode <u>Air</u>	<u>191-17-100-2210-511-6582</u>
Rental Car	_____	_____
Meals	<u>\$227.00</u>	<u>191-17-100-2210-511-6582</u>
Lodging	<u>\$786.30</u>	<u>191-17-100-2210-511-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1,754.22</u>	

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

Purpose of travel: To develop leadership skills, improve core competencies, and stay abreast of the latest developments in the field of English language teaching and learning. To learn about different English language development programs during educational site and center visits that serve large numbers of ELLs.

Outcomes and academic benefits to students and staff: 1) Share knowledge and training of best practice sessions through the dissemination of handouts and PowerPoint slides in workshops for ELD teachers and administrative staff, 2) Expo will have the latest and largest selection of ELL teaching and learning products anywhere in the world which is critical as we move forward to meet District goals to increase rigor in ELD classrooms.

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

Submitted by: Darlene Mansouri _____
Signature Date 3/21/17

Principal/Supervisor

Date

Tom Hill
Associate Superintendent/Superintendent

1/31/17
Date

rev. 9/1/15

**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): Dustin Peace, Bill Everett Steve Marshall SCHOOL: CDO
Matt Powell, Adam Rossi, Eric Rossi Andy Basye Department (opt.): Football
Jody Basye, Jeff Kane, Dylan Peace _____ DATE(S): 3/24/17 - 3/26/17

ACTIVITY/EVENT: Arizona Coaches Association Clinic

LOCATION: Laughlin, NV

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

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>\$200.00</u>	<u>850-00-100-2210-282-6360</u>
Transportation	<u>\$400.00</u>	Mode <u>Personal car</u> <u>850-00-100-2210-282-6582</u>
Rental Car	_____	_____
Meals	<u>\$600.00</u>	<u>850-00-100-2210-282-6582</u>
Lodging	<u>\$650.00</u>	<u>850-00-100-2210-282-6582</u>
Substitutes	<u>\$200.00</u>	<u>850-00-100-2210-282-6113</u>
TOTAL	<u>\$2050.00</u>	

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

Purpose of travel: Attend Arizona Coaches Association Clinic

Outcomes and academic benefits to students and staff: For coaches to learn new techniques and safety in the game of football.

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

Submitted by: Dustin Peace 1/23/17
 Signature Date
Paul Dush 1/25/17
 Principal/Supervisor Date
Kevin Kella 1/31/17
 Associate Superintendent/Superintendent Date

