

## Request for Extended Travel

NAME: Michael LopesDATE: January 10, 2014 DEPT/BUILDING District OfficePURPOSE: AVID Cohort 3: 2013-2015 Session 2DISTRICT BENEFIT: This a continuing series of AVID trainings required for our AVID district certificationTRAVEL DETAILS: 1. DESTINATION: Sacramento, CA2. DATES: March 25-28, 2014

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airlines	\$244.00
MEALS	Breakfast & Lunch are served at the event	\$132.00
	March 25-\$33.00      March 27-\$33.00	
	March 26-\$33.00      March 28-\$33.00	
LODGING	Doubletree by Hilton Sacramento \$159.29 with tax X 3 nights =	\$477.87
REGIS/FEES	Registration fees for ADL are included in the membership agreement between AVID Center and your district	\$0
SUBSTITUTE		\$0
OTHER	Shuttle – Round Trip	\$34.00
TOTAL		\$887.87

MLL 1/17/14

BUDGET SOURCE(S):

1. ~~GENERAL FUND~~: 230.2240.0342.120.350.000

Title III Federal Funds

2. WORKSHOP FUNDS: \_\_\_\_\_

3. CONTRACT REQUIREMENT: \_\_\_\_\_

4. OTHER: \_\_\_\_\_

SUPERVISORS RECOMMENDATION AND COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

K. Gray approve please  
1/21/14  
\_\_\_\_\_  
\_\_\_\_\_

BOARD ACTION: \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE: \_\_\_\_\_

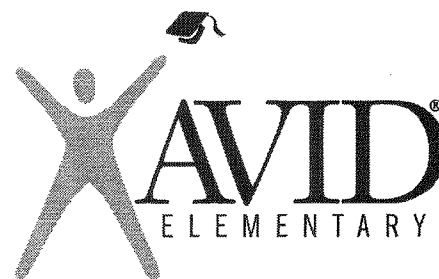
I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: 1/17/14

# AVID Elementary

## Liaison Leadership Training



For AE Liaisons and Site Principals

### Cohort 3

### 2013-2015

Session Topics	Session	Months/Locations
<b>Session 1:</b> "Planting the Seeds of College Readiness"	<b>Cohort 3: Session 1</b> (Please choose one)	October 9–11, 2013: San Diego, CA  October 16–18, 2013: Dallas, TX
<b>Session 2:</b> "Beyond Crayons and Colored Pencils... Learning in the Adult World"	<b>Cohort 3: Session 2</b> (Please choose one)	March 19–21, 2014: Dallas, TX  March 26–28, 2014: Sacramento, CA
<b>Session 3:</b> "Building Blocks...Establishing Essentials"	<b>Cohort 3: Session 3</b> (Please choose one)	September 17–19, 2014: Dallas, TX  September 24–26, 2014: San Diego, CA
<b>Session 4:</b> "Building Bridges System Sustainability"	<b>Cohort 3: Session 4</b> (Please choose one)	May 6–8, 2015: Dallas, TX  May 13–15, 2015: San Diego, CA

For more information please contact the AVID Elementary Department:

avidelementary@avidcenter.org  
858-380-4720

## **AVID Cohort 3: 2013-2015 - Session 2**

**Sacramento, California: March 26-28, 2014**

**Attending: Michael Lopes**

**Travel:**

Flying down the evening of Tuesday, 3/25 returning either Tuesday, 4/1 evening or Wednesday, 4/2 morning - whichever. Michael is staying a few extra days to visit with family in the area.

**Food:**

Michael will need dinner Per Diem for 3/25-3/28. Breakfast and Lunch are served at the event.

**Budget:**

Title IIA: 230.2240.0342.120.350.000

**Training Site:**

DoubleTree by Hilton Sacramento

2001 Point West Way

Sacramento, CA 95815

(916) 219-8855

**Recommended Hotel:**

DoubleTree by Hilton Sacramento

2001 Point West Way

Sacramento, CA 95815

(916) 219-8855

Online: DoubleTree by Hilton Reservation Link

Group rate ends March 5, 2014

**Airport:**

Sacramento International Airport

Sacramento International Airport is located approximately 12 miles from the DoubleTree by Hilton Sacramento.

**REGISTRATION:**

**Note: I've already taken care of registration. -Jayson 1/9/2014**

To Register: Complete and send the registration form by email to [avidelementary@avidcenter.org](mailto:avidelementary@avidcenter.org) or by fax to (858) 268-2265 (Attention: AVID Elementary) no later than Friday, February 21, 2014.

**\*\*An automated email confirmation will be sent within 3 business days of receipt with the AVID Elementary Department.**