

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: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 12-14

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Boys' Basketball**

STAFF ADVISOR(S)/CHAPERONES: **Mark Felix and Ryan Bais**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Under Armour Holiday Classic at Torrey Pines**

DESTINATION OF TRAVEL: **Torrey Pines, California**

DATES OF TRAVEL: **December 26 - 30, 2013**

ACADEMIC BENEFITS TO STUDENTS: **NA**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Enterprise**

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>\$550</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$805</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	<u>\$0.00</u>	<u>Players Responsibility</u>
Lodging	<u>\$2600</u>	<u>526/850-00-100-1001-280-6892</u>
Substitutes	_____	_____
TOTAL	<u>\$3955</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes
IF SO, SOURCE & AMOUNTS: Booster Club - Pay for Van Costs

HOW ARE CHAPERONE EXPENSES PAID? Booster Club

COST TO EACH STUDENT \$ \$250

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

FUNDING SOURCE(S): Booster Club

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Souvenir Program Advertisements

SUBMITTED BY: Mark Felix
Signature

10-4-13
Date

APPROVED BY: Wanda Dewey
Principal/Supervisor

10/8/13
Date

Moni Kelly
Associate Superintendent/Superintendent

10/14/13
Date

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SCHOOL: Harelson

ESTIMATED NUMBER OF STUDENTS: 52

NAME OF SCHOOL GROUP/CLUB/ENTITY: Sixth Grade Students, Teachers, and Parents

STAFF ADVISOR(S)/CHAPERONES: Brian Post, Claudia Zimmer, Andy Heinemann, Carol Tracy, Jennifer Walker, David Fitzsimmons, Nancy Smith, Don Enright, Holly Cardinal, Josh Gray, Stacey Tollefson, DeVon Bronson, Heather DeBerry, Terri Powelson, John Ward, Roger Wall, Bruce Bonstrom, Lisa Ferko

ABSENCE: # Days 2.5 Sub Required: Yes No # of School Days Missed 2.5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 6th Grade San Diego Trip

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: February 17-19, 2014

ACADEMIC BENEFITS TO STUDENTS: The following standards will be covered on the trip: Students will gain hands on knowledge about oceanography including the following: Explain the composition, properties, and structures of the ocean zones and layers, analyze the effects that bodies of water have on the climate of a region, and describe ways scientists explore the Earth's atmosphere and bodies of water.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Project Exploration Charter Buses

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>\$29,050.00</u>	<u>525/526-00-100-1001-107-6892</u>
Transportation <u>included in registration</u>		<u>525/526-00-100-1001-107-6519</u>
Meals <u>included in registration</u>		<u>N/A</u>

Lodging included in registration N/A
Substitutes N/A _____
TOTAL \$29,050.00

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

HOW ARE CHAPERONE EXPENSES PAID? Parents are responsible for their expenses.

COST TO EACH STUDENT \$ 415.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We provide scholarships to those families who need assistance.

FUNDING SOURCE(S): Parents of students, Tax Credits, Auxiliary

FUNDRAISING ACTIVITIES PLANNED (If applicable):

None

SUBMITTED BY: Claudia Zimmerman 9/26/13
Signature Date
APPROVED BY: Andrew T. Heinemann 9/26/13
Principal/Supervisor Date
Mark Hill 10/14/13
Associate Superintendent/Superintendent Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 35

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Players

STAFF ADVISOR(S)/CHAPERONES: Robert Cannon (advisor, male teacher), Andrea Robins (female parent), Angus Maughn (male parent), Deborah Gaziano (female parent)

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: College & Career Tour

DESTINATION OF TRAVEL: Los Angeles, CA

DATES OF TRAVEL: March 16, 2014 - March 20, 2014

ACADEMIC BENEFITS TO STUDENTS: Acting/Directing/Playwriting & Technical Theatre students view firsthand a professional television production studios, post-production facilities and costume, scenery and properties shops. Students will participate in improvisation workshops and then attend a ComedySportz performance to view the application of improvisation. Students will tour Universal Studios which includes a VIP backstage tour geared specifically to theatrical production and view a live performance at the Ahmanson Theatre. Finally, students will take two college tours highlighting the Theatre/Television & Film departments to see how colleges prepare artists for work in the performing arts.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter Bus - Gray Line Tours

Are expenses paid from any of the following accounts? Auxiliary NO Tax Credits YES Club Funds YES
Parent Organization NO

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>15,750</u>	<u>850/526-00-100-3400-282-6892</u>
Transportation	<u>4,000</u>	<u>850/526-00-100-3400-282-6519</u>

Meals	<u>Student Purchased</u>	_____
Lodging	<u>4,633</u>	<u>850/526-00-100-3400-282-6892</u>
Substitutes	_____	_____
TOTAL	<u>24,383</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? **Chaperones pay for their own hotel and registration. Chaperone's transportation is included in the total cost.**


COST TO EACH STUDENT \$ **400**


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

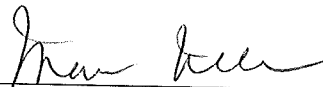
FUNDING SOURCE(S): **Club Funds, Tax Credit**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Improvisation Shows, Ticket Sales at performances, Polo shirt sales, concessions at performances, DVD's of Little Mermaid.

SUBMITTED BY:  10/1/13
 Signature Date

APPROVED BY:  10/3/13
 Principal/Supervisor Date

 10/14/13
 Associate Superintendent/Supintendent Date

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SCHOOL: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 50

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

STAFF ADVISOR(S)/CHAPERONES: Michael DeMille, Nancy DeMille, Sonia Valentin, Sky Watson,
Francisco LaTorre, Mary Hawkins, Amber Oswald, David Elder, Jean LeBlanc, Holly Thenhaus, Leona
O'Conner, Christopher Mason, Richard Paul, Charles Harrison

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Forum Music Festival/Orchestra & Musical Theatre
Workshops

DESTINATION OF TRAVEL: Homewood Suites Hotel, Anaheim, California

DATES OF TRAVEL: May 1 - May 4, 2014

ACADEMIC BENEFITS TO STUDENTS: Festival Performances for all students with ratings by qualified
adjudicators plus professional workshops for all students.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other 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>\$31,460.00</u>	<u>525-00-100-1001-167-6892</u> <u>526-00-100-1001-167-6892</u> <u>850-00-100-1001-167-6892</u>
Transportation	<u>included</u>	_____
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____
Substitutes	<u>\$200.00</u>	<u>525/526-00-100-1001-167-6113</u>
TOTAL	<u>\$31,660.00</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.

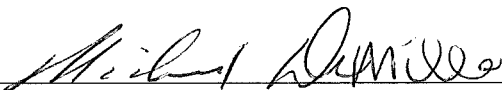
COST TO EACH STUDENT \$ \$510.00


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships are available to those who need them.

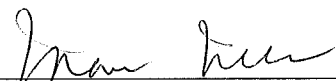
FUNDING SOURCE(S): Fundraisers and student/chaperone payments.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Fall Fundraiser (Cherrydale), Broadway in Tucson Fundraiser, Spring Fundraiser at CDO in conjunction with Christian Youth Theatre.

SUBMITTED BY:  10/3/13
Signature Date

APPROVED BY:  10/3/13
Principal/Supervisor Date

 10/1/13
Associate Superintendent/Supintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

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EMPLOYEE(S): David Alzner

SCHOOL: CDO
 Department (opt.): Library
 DATE(S): November 3-4, 2013

ACTIVITY/EVENT: What's New in Young Adult Literature Conference

LOCATION: Holiday Inn, San Diego, California

ABSENCE: # Days 1 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>\$235</u>	<u>530-00-100-2210-282-6360</u>
Transportation	<u>Self Pay</u> Mode <u>Car</u>	_____
Rental Car	_____	_____
Meals	<u>Self Pay</u>	_____
Lodging	<u>Self Pay</u>	_____
Substitutes	<u>\$100</u>	<u>530-00-100-2210-282-6113</u>
TOTAL	<u>\$335</u>	

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

Purpose of travel: Conference provides a list of hundreds of the best books published for high school age readers.

Outcomes and academic benefits to students and staff: Informed book talks and encouraged reading for students.

Submitted by: David Alzner 9/30/13
 Signature Date
Paul D. Allen 10/3/13
 Principal/Supervisor Date
Mark Allen 10/14/13
 Associate Superintendent/Supervisor 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): Patti Greenleaf Joshua Field SCHOOL: District Offices
Joe Canalia Jennifer Atteberry Department (opt.): CTE
Mike Szolowicz Jon Lansa DATE(S): 12/4/13-12/7/13
Paul DeWeerd Stileda Rose
Leah Evans

ACTIVITY/EVENT: National Association of Career and Technical Education, CareerTech Vision 2013

LOCATION: Las Vegas, NV

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>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$4005</u>		<u>260-14-270-2210-***-6360</u>
Transportation	<u>\$4050</u>	Mode <u>Airplane</u>	<u>260-14-270-2210-***-6582</u>
Rental Car	<u> </u>		<u> </u>
Meals	<u>\$2124</u>		<u>260-14-270-2210-***-6582</u>
Lodging	<u>\$1875</u>		<u>260-14-270-2210-***-6582</u>
Substitutes	<u>\$900</u>		<u>260-14-270-2210-***-6113</u>
TOTAL	<u>\$12954</u>		*** Corresponds to site 515, 280, 281, 282

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

Purpose of travel: To attend the National ACTE conference to learn best practices and programs of study information.

Outcomes and academic benefits to students and staff: Attendees will work with fellow CTE staff to share information which will then transfer to classroom practice.

Submitted by: Patti Greenleaf 10-10-13
 Signature Date
Mark Egan 10-10-13
 Principal/Supervisor Date
Tom Hill 10/14/13
 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.

EMPLOYEE(S): Armando Soto

SCHOOL: AHS
Department (opt.): _____
DATE(S): Dec 13-17, 2013

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference
LOCATION: Anaheim, CA

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> (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$410.00</u>		<u>001.00.620.2210.512.6360</u>
Transportation	<u>\$375.00</u>	Mode <u>Air</u>	<u>525.00.620.3400.281.6582</u>
Rental Car	_____		_____
Meals	<u>\$266.00</u>		<u>525.00.620.3400.281.6582</u>
Lodging	<u>\$675.00</u>		<u>525.00.620.3400.281.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$1726.00</u>		

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

Purpose of travel: To attend the NFHS/NIAAA National Athletic Directors Conference

Outcomes and academic benefits to students and staff: Completion of coursework and workshops in safety, budget and other areas of athletics.

Submitted by: Armando Soto 10/8/13
Signature Date

Julia 10/8/13
Principal/Supervisor Date

Mark Deen 10/14/13
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): Grant Studer

SCHOOL: CDO
Department (opt.): Fine Arts
DATE(S): December 16 - December 20, 2013

ACTIVITY/EVENT: The Midwest Clinic

LOCATION: McCormick Place West, 2301 S Lake Shore Drive, Chicago, Illinois 60616

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

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>\$120.00</u>	<u>530-00-100-2210-282-6360</u>
Transportation	<u>Self Pay</u> Mode _____	_____
Rental Car	_____	_____
Meals	<u>Self Pay</u>	_____
Lodging	<u>Self Pay</u>	_____
Substitutes	<u>\$400.00</u>	<u>530-00-100-1001-282-6113</u>
TOTAL	<u>\$520.00</u>	

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

Purpose of travel: Professional development.

Outcomes and academic benefits to students and staff: Attending the largest music education conference in America will help me develop my skills as an educator and improve my teaching.

Submitted by:

Signature

9/13/13

Date

Principal/Supervisor

9/19/13

Date

Associate Superintendent/Supervisor

10/3/13

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): Cathy Eiting Linda Haller

SCHOOL: District Offices

Department (opt.): _____

DATE(S): April 8-13, 2014

ACTIVITY/EVENT: CEC Annual Meeting

LOCATION: Philadelphia, PA

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>598 (Early Bird)</u>	<u>001-00-200-2210-540-6360</u>
Transportation	<u>1400.00</u> Mode <u>air & parking</u>	<u>001-00-200-2210-540-6582</u>
Rental Car	<u>150.00 (estimate for public transportation)</u>	<u>001-00-200-2210-540-6582</u>
Meals	<u>708.00</u>	<u>001-00-200-2210-540-6582</u>
Lodging	<u>3465.00 (estimate)</u>	<u>001-00-200-2210-540-6582</u>
Substitutes	_____	_____
TOTAL	<u>6321.00</u>	

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

Purpose of travel: To obtain information in areas such as Common Core State Standards; administration; autism; co-teaching and collaboration; emotional and behavior disorders; instructional strategies for math, reading, and science; special education policy; technology and response to intervention strategies.

Outcomes and academic benefits to students and staff: Share new information with Amphitheater teachers and administrators.

Submitted by: Cathy Eiting 10-3-13
Signature Date

Principal/Supervisor Date

Ma Hall 10/14/13
Associate Superintendent/Superintendent Date