

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: Mesa Verde

ESTIMATED NUMBER OF STUDENTS: 6

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

STAFF ADVISOR(S)/CHAPERONES: Lori Harwood, Lisa Sheldon, Ginger Mason

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

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

DESTINATION OF TRAVEL: University of Maryland

DATES OF TRAVEL: 5/26/11 - 5/31/11

ACADEMIC BENEFITS TO STUDENTS: Odyssey of the Mind is a problem solving and performance based program. Students work collaboratively to problem solve and present a performance. Many 21st Century Skills are developed and applied through this process - communication, collaboration, critical thinking, creativity.

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>\$4995.00</u>	<u>001-00-240-2190-510-6892</u>
and		<u>526-00-100-1001-116-6892</u>
Transportation	<u>\$3117.12</u>	<u>526-00-100-1001-116-6519</u>
Meals	<u>Incl w/registration</u>	_____
Lodging	<u>Incl w/registration</u>	_____

Substitutes _____
TOTAL \$8112.12

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

HOW ARE CHAPERONE EXPENSES PAID? Tax Credit and District Funds

COST TO EACH STUDENT \$ 0

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

FUNDING SOURCE(S): Tax Credit, District Funds, Fundraisers and Donations.

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: _____
Signature Date

APPROVED BY: _____
Principal/Supervisor Date

Patricia Nelson 5-18-11
Associate Superintendent/Supervisor Date

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SCHOOL: Walker

ESTIMATED NUMBER OF STUDENTS: 7

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

STAFF ADVISOR(S)/CHAPERONES: Rayette Roberts, Jean Shivers, Amy Martinez, Chris Brademas

ABSENCE: # Days 1 Sub Required: Yes No # of School Days Missed 0

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

DESTINATION OF TRAVEL: University of Maryland

DATES OF TRAVEL: 5/26/11 - 5/31/11

ACADEMIC BENEFITS TO STUDENTS: Odyssey of the Mind is a problem solving and performance based program. Students work collaboratively to problem solve and present a performance. Many 21st Century Skills are developed and applied through this process - communication, collaboartion, critical thinking, creativity.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other _____

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>incl w/ lodging</u>	_____
Transportation	<u>\$5500</u>	<u>001-00-240-1001-510-6519</u>
Meals	<u>incl w/ lodging</u>	_____
Lodging	<u>\$6050</u>	<u>526-00-100-1001-112-6892</u>

Substitutes _____

TOTAL \$11550

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

HOW ARE CHAPERONE EXPENSES PAID? tax credit, parent organizations

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? tax credit, fundraisers

FUNDING SOURCE(S): tax credit, parent organization, fundraisers, donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Business donation letters, Chick-Fila Night, Dairy Queen Night

SUBMITTED BY: Jon Lewis 5/10/11
Signature Date

APPROVED BY: _____ Date
Principal/Supervisor
Patrick Wilson
Associate Superintendent/Superintendent 5-13-11
Date