

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: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 12

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

STAFF ADVISOR(S)/CHAPERONES: Lisa DaDeppo, Molly Mikles, Leslie Ferre, Leann Calvin, Jenny Lowery, Julie Eblen

ABSENCE: # Days 6 Sub Required: ☒ Yes ☐ No # of School Days Missed 3

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

DESTINATION OF TRAVEL: Michigan State University, Lansing, MI

DATES OF TRAVEL: May 23, 2017 – May 28, 2017

ACADEMIC BENEFITS TO STUDENTS: Global understanding and advanced creative problem solving student competition.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Commercial Airlines, Commercial Bus Company

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>\$11,870.00</u> | <u>525/526/850-00-100-1001-167-6892</u> <u>001-00-100-1001-520-6892</u> |
| Transportation | <u>\$6,560.00</u> | <u>525/526-00-410-2710-167-6519</u> |
| Meals | <u>\$1,200.00</u> | <u>525/526-00-100-1001-167-6892</u> |
| Lodging | <u>Included in Registration</u> | |
| Substitutes | <u>\$330.00</u> | <u>525/526-00-100-1001-167-6113</u> |
| TOTAL | <u>\$19,960.00</u> | |

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are responsible for all their expenses

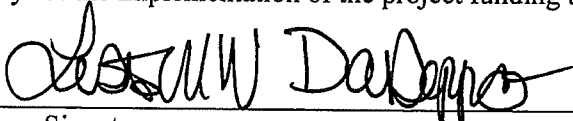
COST TO EACH STUDENT \$ 1,640.00

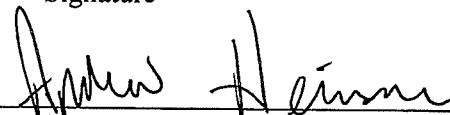
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit, PTO support, Donations


FUNDING SOURCE(S): Cross Auxiliary Funds, PTO support, Tax Credit Donations, Amphitheater Foundation Donation, and Amphitheater District Contribution.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Tax Credit Drive, Letter Writing Campaign

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

SUBMITTED BY:  4/05/17
Signature Date

APPROVED BY:  4-25-17
Principal/Supervisor Date

 4/26/17
Associate Superintendent/Supintendent Date

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COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL**

SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 1

NAME OF SCHOOL GROUP/CLUB/ENTITY: HOSA-Biosciences

STAFF ADVISOR(S)/CHAPERONES: Carolyn Zeiher

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: HOSA National Leadership Conference (NLC)
/Competition is a competition of all of the students who placed during the state competition.

DESTINATION OF TRAVEL: Orlando, FL

DATES OF TRAVEL: June 20-25, 2017

ACADEMIC BENEFITS TO STUDENTS: HOSA NLC is geared towards preparing future health
professionals, students compete and attend professional development workshops.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Air

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 |
|----------------|-------------------|-------------------------------------|
| | <u>\$110.00</u> | <u>596-00-312-2190-282-6360</u> |
| Registration | <u>\$550.00</u> | <u>526/850-00-100-1001-282-6892</u> |
| | <u>\$550.00</u> | <u>596-00-312-2190-282-6582</u> |
| Transportation | <u>\$550.00</u> | <u>526/850-00-100-1001-282-6519</u> |
| | <u>\$385.00</u> | <u>596-00-312-2190-282-6582</u> |
| Meals | <u>\$385.00</u> | <u>526/850-00-100-1001-282-6892</u> |
| | <u>\$1,074.00</u> | <u>596-00-312-2190-282-6582</u> |
| Lodging | <u>\$1,074.00</u> | <u>526/850-00-100-1001-282-6892</u> |
| Substitutes | _____ | _____ |

TOTAL

\$4678.00

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

HOW ARE CHAPERONE EXPENSES PAID? CTE/JTED

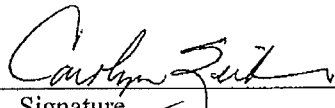
COST TO EACH STUDENT \$ 909.80

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

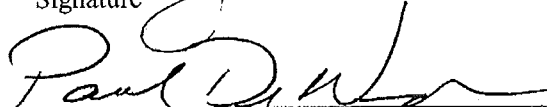
FUNDING SOURCE(S): CTE/JTED, Tax credit, Club funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):

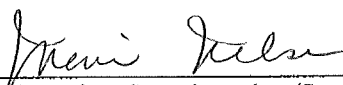
The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY: 
Signature

4/24/17
Date

APPROVED BY: 
Principal/Supervisor

4/24/17
Date


Associate Superintendent/Supintendent

4/24/17
Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 5

NAME OF SCHOOL GROUP/CLUB/ENTITY: FCCLA - Early Childhood

STAFF ADVISOR(S)/CHAPERONES: Jennifer Atteberry-Pierpont

ABSENCE: # Days 7 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: FCCLA National Leadership Conference

DESTINATION OF TRAVEL: Nashville, TN

DATES OF TRAVEL: July 1-7, 2017

ACADEMIC BENEFITS TO STUDENTS: The students will attend national leadership training and compete against students from across the country.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other plane

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

| | APPROX. COST | BUDGET CODE |
|----------------|-------------------|-------------------------------------|
| | <u>\$290.00</u> | <u>400-17-325-2190-282-6360</u> |
| Registration | <u>\$1,450.00</u> | <u>526/850-00-100-1001-282-6892</u> |
| | <u>\$670.00</u> | <u>400-17-325-2190-282-6519</u> |
| Transportation | <u>\$2,680.00</u> | <u>400-17-325-2190-282-6519</u> |
| | <u>\$343.00</u> | <u>596-00-325-2190-282-6582</u> |
| Meals | <u>self paid</u> | _____ |
| | <u>\$1320.00</u> | <u>400-17-325-2190-282-6582</u> |
| Lodging | <u>\$1320.00</u> | <u>596-00-325-2190-282-6892</u> |
| Substitutes | _____ | _____ |

TOTAL

\$9,978.00

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

HOW ARE CHAPERONE EXPENSES PAID? CTE Funds


COST TO EACH STUDENT \$ 663.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? CTE Funds and Scholarships

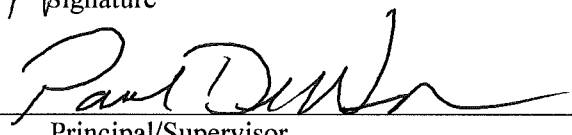
FUNDING SOURCE(S): CTE Funds, Club Funds, Tax Credits

FUNDRAISING ACTIVITIES PLANNED (If applicable):

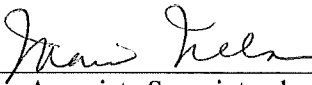
The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY: 
Signature

4-21-17
Date

APPROVED BY: 
Principal/Supervisor

4/21/17
Date


Associate Superintendent/Superintendent

4/26/17
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): Christine Sullivan Julie Valenzuela SCHOOL: La Cima Middle

Department (opt.): _____

DATE(S): July 8, 9, 10, 11, 2017

ACTIVITY/EVENT: National Principals Conference

LOCATION: Philadelphia, Pennsylvania

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

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>\$1,500</u> | <u>100-17-100-2210-165-6360</u> |
| Transportation | <u>\$1,400</u> | Mode <u>airline, ground</u> <u>100-17-100-2210-165-6582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$378</u> | <u>100-17-100-2210-165-6582</u> |
| Lodging | <u>\$2,000</u> | <u>100-17-100-2210-165-6582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$5,278</u> | |

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

Purpose of travel: Professional development at the National Principals Conference.

Outcomes and academic benefits to students and staff: Professional development will occur in the following areas: professional capacity (peer coaching, mentoring, leadership development), elevating student efficacy (mental health, social-emotional learning, and youth development), connecting positive climate-culture-community, and personalization of student learning. From this conference the Amphitheater High School Feeder pattern (AHS, AMS, La Cima) will collaborate, plan, and apply best practices across our schools and for our students & staff.

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

Submitted by:

Signature

Christine Sullivan

Principal/Supervisor

Monica Valenzuela

Date

4/19/17

Date

4/20/17

**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): Daniel Schneider

SCHOOL: AHS

Department (opt.): _____

DATE(S): 7/23/2017-7/27/2017

ACTIVITY/EVENT: AP Summer Institute for AP Computer Science A

LOCATION: Cherry Creek High School - 9300 E. Union Ave., Greenwood Village, CO 80111

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

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>\$ 675.00</u> | <u>103.17.100.2210.281.6360</u> |
| Transportation | <u>\$ 231.40</u> Mode <u>Plane</u> | <u>103.17.100.2210.281.6582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$ 160.00</u> | <u>103.17.100.2210.281.6582</u> |
| Lodging | <u>\$ 834.25</u> | <u>103.17.100.2210.281.6582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$ 1900.65</u> | |

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

Purpose of travel: Attend the AP Summer Institute for AP Computer Science A, which will be taught for the first time at Amphi High and is following a year where significant changes have been made to the AP Exam by adding a lab requirement to the course.

Outcomes and academic benefits to students and staff: The teacher will receive training on instructional best-practices as taught by a veteran AP Computer Science teacher who helped pilot the new requirements for the AP Exam. The teacher will also be exposed to strategies and recommendations to best prepare students for the multiple choice AP Exam. Using these strategies, students will have the best possible chance of passing the AP Exam and earning college credit as a result of their hard work and effort.

Submitted by:

Signature

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

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): Mary Beth Santillan _____

SCHOOL: District Offices

Department (opt.): State & Federal

DATE(S): 10/27-31/2017

ACTIVITY/EVENT: 2017 National Association for the Education of Homeless Children and Youth Conference

LOCATION: Chicago, IL

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>\$700</u> | <u>270.17.100.2579.510.6360</u> |
| Transportation | <u>\$550</u> Mode <u>Air</u> | <u>100.17.100.2579.510.6582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$212.75</u> | <u>100.18.100.2579.510.6582</u> |
| Lodging | <u>\$850</u> | <u>100.18.100.2579.510.6582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$2,312.75</u> | |

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

Purpose of travel: To attend the National Association for the Education of Homeless Children and Youth

Outcomes and academic benefits to students and staff: McKinney-Vento Liaison will gain information on laws and policies affecting homeless students. This will increase the liaison's knowledge about federal efforts to combat homelessness and learn about resources available to assist the homeless population within our district.

Submitted by: _____

Signature

4.20.17
Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date