

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 School

ESTIMATED NUMBER OF STUDENTS: 90

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School 8th Grade

STAFF ADVISOR(S)/CHAPERONES: Lisa DaDeppo, Jennifer Jones, Rachel Peru, Karen Lefevre, Renee Lustenberger, Pam Duarte, Kari Stucky, Lisa Olson, Jenny Lowery, Molly Mikles, Andy Heinemann or Marco Dominguez

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: To visit national and historic sites in conjunction with the 8th grade history and civics curriculum, as well as science and music curriculum. Tax Credit money will be used to pay travel expenses. Competitive component will include a scavenger hunt and essay contest to see which group will have the honor of laying a wreath at the Tomb of the Unknown Soldier.

DESTINATION OF TRAVEL: Washington, D.C. and New York City

DATES OF TRAVEL: March 13, 2019 – March 18, 2019

ACADEMIC BENEFITS TO STUDENTS: The 8th grade Social Studies curriculum focuses on World War II through modern times, as well as Civics, a test of which is now required by the state. This trip will highlight a number of key sites in Washington, D.C. that will support that instruction: tours of the US Capitol, the US Supreme Court, Embassy Row, Arlington National Cemetery, the Marine Corp War Memorial, National Archives, the Smithsonian Museum of American History, and the Holocaust Museum. Students will also spend time in New York City, which will highlight areas of the curriculum and include visits to Ellis Island, the United Nations, Radio City Music Hall, and a Broadway Show.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Domestic airline and charter buses as provided by the travel company as part of the package through Explorica, Inc.

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration <u>(Includes 5 self-paid chaperones)</u>	<u>\$158,575.00</u>	<u>525/526-00-100-1001-167-6892</u>
Transportation	<u>Included</u>	_____
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____
Substitutes	<u>\$2,250.00</u>	<u>525/526-00-100-1001-167-6113</u>
TOTAL	<u>\$160,825.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: N/A

HOW ARE CHAPERONE EXPENSES PAID? Five Staff Chaperone travel, lodging, and meal expenses are paid as part of the total package. Parent chaperones will pay for all costs of the trip on their own.

COST TO EACH STUDENT \$ 1,787.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We will be making financial assistance available to students in need based upon money available and the depth of need. (See fundraising below)

FUNDING SOURCE(S): Student families, fundraising activities, and tax credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Restaurant night fundraisers, letter writing for sponsorship from local companies, and snack bar sales at after-school sporting events.

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

SUBMITTED BY: [Signature]
Signature

7/1/18
Date

APPROVED BY: [Signature]
Principal/Supervisor

6-27-18
Date

[Signature]
Associate Superintendent/Superintendent

7/9/18
Date