

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 Social Studies Department

STAFF ADVISOR(S)/CHAPERONES: Lisa DaDeppo, Jennifer Jones, Brian Post, Tom Edelbrock, Lori Medcoff, Tony Jacobson, Lisa Payne, Cindy Felix, Steve Merritt, 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 8<sup>th</sup> grade history and civics curriculum, as well as science, and music curriculum

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

DATES OF TRAVEL: March 14, 2018 – March 19, 2018

ACADEMIC BENEFITS TO STUDENTS: The 8<sup>th</sup> 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.

The competitive component of this trip will include an essay writing contest for an opportunity to lay a wreath at the Tomb of the Unknown Soldier at Arlington National Cemetery, as well as a Smithsonian Scavenger Hunt.

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>\$157,230.00</u>	<u>525/526-00-100-1001-167-6892</u>
Transportation	<u>Included</u>	_____
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____
Substitutes	<u>\$1,200.00</u>	<u>525/526-00-100-1001-167-6113</u>
<b>TOTAL</b>	<b><u>\$158,430.00</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No  
IF SO, SOURCE & AMOUNTS: N/A

HOW ARE CHAPERONE EXPENSES PAID? Chaperone travel, lodging and meal expenses are paid as part of the total package, with 1 chaperone per 10 students. Chaperones will pay for all other personal expenses on their own.

COST TO EACH STUDENT \$ 1,747.00

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 the need. (see fundraising below).

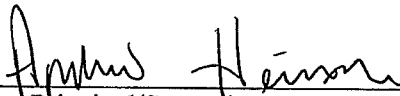
FUNDING SOURCE(S): Student families, fundraising activities, tax credit donations

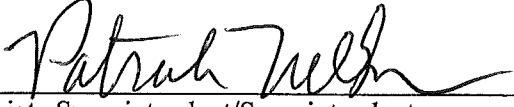
FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

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

SUBMITTED BY:  6/7/17  
Signature Date

APPROVED BY:  6-6-17  
Principal/Supervisor Date

 6-13-17  
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS  
STAFF TRAVEL/CONFERENCE REQUEST

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EMPLOYEE(S): Adrian Hannah \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: Wilson K-8  
Department (opt.): \_\_\_\_\_  
DATE(S): 6/16/17- 6/19/17

ACTIVITY/EVENT: Le Grand Defi  
LOCATION: Montreal, Canada

ABSENCE: # Days 4 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>
Registration	<u>00</u>	<u>0</u>
Transportation	<u>0</u> Mode _____	<u>0</u>
Rental Car	<u>0</u> _____	
Meals	<u>0</u> _____	
Lodging	<u>0</u> _____	
Substitutes	<u>0</u> _____	
TOTAL	<u>0</u>	

(Note: Tax credit contributions are District funds and require a budget code.)


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

Purpose of travel: **To gather more details to determine the level of participation that the district wants to pursue for Amphi elementary students in grades K-5 with Le Grand Defi in Montreal, This is a free program that encourages good health practices for the students and families in the Amphi District.**

Outcomes and academic benefits to students and staff: **better health practices which encourages appropriate amounts of sleep, good nutrition and consistent exercise**

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

Submitted by:  6/12/17  
Signature Date

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 6-13-17  
Associate Superintendent/Supervisor Date

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EMPLOYEE(S): Erika Vasas, Gina Graham     Caroline Rondeau SCHOOL: Walker  
Michelle Baller, Raquel Llamas     Debbie Emans     Department (opt.): \_\_\_\_\_  
Rob Wolf, Ellen Gauthier     \_\_\_\_\_ DATE(S): 9/26-28/17

ACTIVITY/EVENT: Professional Learning Communities at Work Institute

LOCATION: Salt Lake City, UT

ABSENCE:     # Days 3     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>\$5,352.00</u>	<u>100-17-100-2210-112-6360</u>
Transportation	<u>\$2,719.68</u> Mode _____	<u>100-17-100-2210-112-6582</u>
Rental Car	_____	_____
Meals	<u>\$980.00</u>	<u>100-18-100-2210-112-6582</u>
Lodging	<u>\$3,580.00</u>	<u>100-18-100-2210-112-6582</u>
Substitutes	<u>\$2,048.00</u>	<u>100-18-100-2210-112-6113</u>
TOTAL	<u>\$14,679.68</u>	


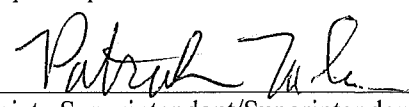
The District will  (or) will not  receive reimbursement from outside sources.

Purpose of travel: To attend a learning institute that will allow teachers to lead others in Professional Learning Communities. We will learn how to further use data to make instructional decisions and create common formative assessments. The teachers that attend this institute will bring this information back to the campus and lead the rest of our teachers in robust professional learning communities.

Outcomes and academic benefits to students and staff: This workshop will help support all of our students by giving teachers tools and strategies to reach ALL learners. It will equip teachers on how to diagnostically teach all students and meet them where they are.

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

Submitted by:

Signature _____	Date _____
	<u>6/2/17</u>
Principal/Supervisor _____	Date _____
	<u>6-13-17</u>
Associate Superintendent/Supervisor _____	Date _____