

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: CDO

ESTIMATED NUMBER OF STUDENTS: 5

NAME OF SCHOOL GROUP/CLUB/ENTITY: JROTC

STAFF ADVISOR(S)/CHAPERONES: MAJ De Witt

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Army Air Rifle National Championships

DESTINATION OF TRAVEL: Albuquerque, NM

DATES OF TRAVEL: 12 - 16 Feb, 2014

ACADEMIC BENEFITS TO STUDENTS: Students compete at National level

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other FW JROTC

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>0</u>	<u>0</u>
Transportation	<u>880</u>	<u>NA</u>
Meals	<u>750</u>	<u>NA</u>
Lodging	<u>1499.68</u>	<u>NA</u>
Substitutes	<u>0</u>	<u>0</u>
TOTAL	<u>3129.68</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? NA

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? There are no costs

COST TO EACH STUDENT \$ 200

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? All students are provided free transportation and participate in JROTC Fund Raising.

FUNDING SOURCE(S): JROTC

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Entertainment book sales

SUBMITTED BY: _____

Signature

12 Dec, 2013
Date

APPROVED BY: _____

Principal/Supervisor

12/18/13
Date

Associate Superintendent/Superintendent

1/13/14
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

SCHOOL: **IRHS**

ESTIMATED NUMBER OF STUDENTS: **26**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS MUN (Model United Nations)**

STAFF ADVISOR(S)/CHAPERONES: **Advisor: Erik Wolf**
Parent Chaperones: Dennis Morales, Vilmarys Sierra

ABSENCE: # Days **3** Sub Required: Yes No # of School Days Missed **0**

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **BOSMUN: Conference hosted by Boston University**

DESTINATION OF TRAVEL: **Boston, MA**

DATES OF TRAVEL: **2/21-23/14**

ACADEMIC BENEFITS TO STUDENTS: **Model United Nations is a highly academic exercise in international diplomacy. Students take on the role of United Nations Ambassadors and debate and construct resolutions in order to solve real-world problems. IRHS is the only school to host a conference for other high schools in Arizona, and we are always seeking to improve our skills and incorporate those into our own conference. Team and student performances are adjudicated and awards are received at the end of the conference.**

PROPOSED METHOD OF TRANSPORTATION:

- District-owned vehicles
Transportation approval: _____
 Other **plane, shuttle**

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>2080</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>14000</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	<u>1000</u>	<u>526/850-00-100-1001-280-6892</u>
Lodging	<u>4500</u>	<u>526/850-00-100-1001-280-6892</u>

Substitutes 0 _____
TOTAL 21580

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

HOW ARE CHAPERONE EXPENSES PAID? club fundraisers and some out of pocket

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We will be conducting several large fundraisers which will help cover the costs of the trip for students. Additionally, tax credits will be utilized to further fundraise for the trip.

FUNDING SOURCE(S): club fundraisers, tax credits, corporate donations if allowed

FUNDRAISING ACTIVITIES PLANNED (If applicable):
MUN Festival, Ping Pong Tournament, Capture the Flag, car washes to name a few

SUBMITTED BY: [Signature] _____
Signature

11-25-13
Date

APPROVED BY: [Signature] _____
Principal/Supervisor

11.25.13
Date

[Signature] _____
Associate Superintendent/Superintendent

1/19/14
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

SCHOOL: Cross Middle

ESTIMATED NUMBER OF STUDENTS: 84

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School

STAFF ADVISOR(S)/CHAPERONES: Ben Briggs, Marco Dominguez, Charles Hess, Bettina Bosey, Jenna Loving, Debbie Doe, Lisa Shanks, Tresta Anderson, Andy Heinemann.

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Catalina Island Marine Institute (CIMI). All students will participate in several competitions, including group and individual competitions. Competitions include Best Overall Group, Best Dive Group, Best Academic Group (based on CIMI testing activities). Individual awards go to the Best Individual Academic Scores and Best Overall Participation.

DESTINATION OF TRAVEL: Catalina Island, CA

DATES OF TRAVEL: Tuesday, 2/25/14 – Saturday, 3/1/14

ACADEMIC BENEFITS TO STUDENTS: 84 students have the opportunity to study science in an outstanding, hands-on program focusing on Marine Biology and Ecology.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter Busses – Mountain View Tours, 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>\$21,480.00</u>	<u>525-00-100-1001-167-6892</u>
Transportation	<u>\$ 7,638.00</u>	<u>525-00-100-1001-167-6519</u> <u>526-00-100-1001-167-6519</u>
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____
Substitutes	<u>\$1,200.00</u>	<u>525-00-100-1001-167-6113</u> <u>526-00-100-1001-167-6113</u>
TOTAL	<u>\$30,318.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Five chaperones are included at half-price and three additional chaperones at full price, total of \$720.00

COST TO EACH STUDENT \$ 380.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships are provided for those in need.

FUNDING SOURCE(S): Tax-credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):
none

SUBMITTED BY: Ben Bojz _____ 12/18/13
Signature Date

APPROVED BY: Andrew Heiron _____ 12-18-13
Principal/Supervisor Date

Moni Kell _____ 1/13/14
Associate Superintendent/Supervisor Date

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SCHOOL: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 4

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Veterans Heritage Project**

STAFF ADVISOR(S)/CHAPERONES: **Ken George and Marti Wenzel**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Visit to Valley Forge PA. Mission is to educate and inspire an awareness of the principles upon which the U.S. was founded and the responsibilities of citizens in a free society. Trip is sponsored by the Freedoms Foundation organization.**

DESTINATION OF TRAVEL: **Valley Forge, PA**

DATES OF TRAVEL: **April 24-27, 2014**

ACADEMIC BENEFITS TO STUDENTS: **Instill first-hand knowledge and experience with respect to our national heritage and ideals.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Aircraft**

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>0</u>	<u>N/A</u>
Transportation	<u>0</u>	<u>N/A</u>
Meals	<u>0</u>	<u>N/A</u>
Lodging	<u>0</u>	<u>N/A</u>

Substitutes

400

530-00-100-1001-280-6113

TOTAL

\$400

WILL THE DISTRICT RECEIVE REIMBURSEMENT? _____
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? N/A

COST TO EACH STUDENT \$ 200

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

FUNDING SOURCE(S): N/A

FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: [Signature] _____ 18 Dec 2013
Signature Date

APPROVED BY: [Signature] _____ 16.12.13
Principal/Supervisor Date

[Signature] _____ 1/13/14
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
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SCHOOL: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: Up to 200 students (all 8th graders)

NAME OF SCHOOL GROUP/CLUB/ENTITY: 8th Grade

STAFF ADVISOR(S)/CHAPERONES: Christy Talmage, Sharon Silvas, David Linn, Nathan Orelup, Adrian Hannah, Gretchen Witt, Karl Pieroway, Patty Grube, AJ Lapore, David Dorame, Robert Edwards, Dan Fapp, Kelly Braunreiter, Lisa Boyer, Nancy McKearny, Michael Price, Taren Talmage, Elaine Hernandez, Elizabeth Gurton, Amanda Amonteguedo.

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 8th Grade Science Field Trip

DESTINATION OF TRAVEL: Los Angeles, California

DATES OF TRAVEL: May 15-17, 2014

ACADEMIC BENEFITS TO STUDENTS: Participating in the SixFlags Magic Mt Math and Science Students Day is the penultimate cumulative activity to conclude our instruction of motion and Newtons' Law which is 1/3 of the 8th grade science curriculum content standards. Students will be participating in the Wilson K-8 Roller Coaster Competition. Students will collect data on roller coasters. Students will be allowed to ride the roller coasters to collect the data or take data from watching the roller coasters. Competitions may include: Speed, velocity, G-Force, track length, time of coasters and/or a comparison to the roller coaster data from class.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Southwest Road Trips

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>\$60,000.00</u>	<u>525/526 00 100 1001 168 6892</u>
Transportation	<u>inc</u>	_____
Meals	<u>inc</u>	_____
Lodging	<u>inc</u>	_____
Substitutes	<u>n/a</u>	_____

TOTAL \$60,000.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? n/a
IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? Parents paying their own way.

COST TO EACH STUDENT \$ 325

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax credit money will be used to offset the cost of the trip.

FUNDING SOURCE(S): Parents

FUNDRAISING ACTIVITIES PLANNED (If applicable):
None

SUBMITTED BY: C. Salmage 12/20/03
Signature Date

APPROVED BY: [Signature] 12/20/13
Principal/Supervisor Date

[Signature] 1/13/14
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST

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EMPLOYEE(S): Don Enright _____

SCHOOL: CDO
Department (opt.): _____

DATE(S): January 30 - February 2, 2014

ACTIVITY/EVENT: 2014 Collegeboard Western Regional Forum

LOCATION: Santa Clara, CA

ABSENCE: # Days 3 Sub Required: Yes No # of School Days Missed 1

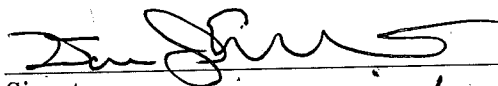
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

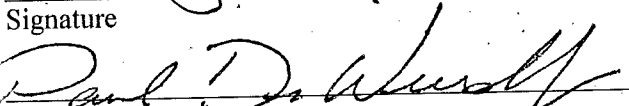
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$275.00</u>	<u>525-00-100-2410-282-6360</u>
Transportation	<u>\$550.00</u> Mode <u>air/shuttle</u>	<u>525-00-100-2410-282-6582</u>
Rental Car	_____	_____
Meals	<u>\$162.00</u>	<u>525-00-100-2410-282-6582</u>
Lodging	<u>\$450.00</u>	<u>525-00-100-2410-282-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$1437.00</u>	

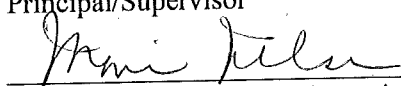
The District will (or) will not receive reimbursement from outside sources.

Purpose of travel: To collaborate with other AP Coordinators and learn about new initiatives.

Outcomes and academic benefits to students and staff: The information learned will help expand student opportunities and explore best practices in access, instruction and assessment.

Submitted by:  12/5/13
Signature Date

 _____
Principal/Supervisor Date

 1/13/14
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST

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EMPLOYEE(S): Michael Bejarano Paul DeWeerd SCHOOL: District Offices
Adrian Hannah Christine Sullivan Department (opt.): School Operations

DATE(S): February 5 - 9, 2014

ACTIVITY/EVENT: National Association of Secondary School Principals Conference

LOCATION: Dallas, Texas

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>
Registration	<u>\$2,615</u>	<u>140.14.100.2210.515.6360</u>
Transportation	<u>\$2,088</u> Mode <u>air</u>	<u>140.14.100.2210.515.6582</u>
Rental Car	_____	_____
Meals	<u>\$ 800</u>	<u>140.14.100.2210.515.6582</u>
Lodging	<u>\$3,312</u>	<u>140.14.100.2210.515.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$8,815</u>	

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

Purpose of travel: To participate in the NASSP Annual Conference

Outcomes and academic benefits to students and staff: The NASSP Conference will provide a professional development experience for our high school level administrators and offer them opportunities to hear about research-based best practices that are proven to improve student achievement.

Submitted by: Michael Bejarano 12-11-13
Signature Date

Principal/Supervisor Date
Heidi Keller 12/12/13
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): Mindy Blake _____

SCHOOL: District Offices
 Department (opt.): Community Relations
 DATE(S): July 12-16, 2014

ACTIVITY/EVENT: National School Public Relations Assoc. (NSPRA) 2014 National Seminar

LOCATION: Baltimore, Maryland

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

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>\$405.00</u>		<u>001.00.100.2579.503.6360</u>
Transportation	<u>\$600.00</u>	Mode _____	<u>001.00.100.2579.503.6582</u>
Rental Car	_____		_____
Meals	<u>\$216.00</u>		<u>001.00.100.2579.503.6582</u>
Lodging	<u>\$873.16</u>		<u>001.00.100.2579.503.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$2,094.16</u>		

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

Purpose of travel: To attend the 2014 National School Public Relations Association (NSPRA) Seminar on Communication and Leadership

Outcomes and academic benefits to students and staff: This seminar is designed to be the best professional development event covering all facets of school communication with multiple solutions & opportunity to learn from the finest in both the education and business world on communication and leadership.

Submitted by: Mindy Blake _____ 1/8/2014
 Signature Date

Principal/Supervisor _____ Date _____
Patrick Nelson 1-8-2014
 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): Todd Jaeger _____

SCHOOL: District Offices
 Department (opt.): General Counsel
 DATE(S): July 12-16, 2014

ACTIVITY/EVENT: National School Public Relations Assoc. (NSPRA) 2014 National Seminar

LOCATION: Baltimore, Maryland

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

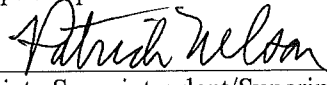
	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$555.00</u>		<u>001.00.100.2579.505.6360</u>
Transportation	<u>\$600.00</u>	Mode _____	<u>001.00.100.2579.505.6582</u>
Rental Car	_____		_____
Meals	<u>\$216.00</u>		<u>001.00.100.2579.505.6582</u>
Lodging	<u>\$873.16</u>		<u>001.00.100.2579.505.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$2,244.16</u>		

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

Purpose of travel: To attend the 2014 National School Public Relations Association (NSPRA) Seminar on Communication and Leadership

Outcomes and academic benefits to students and staff: This seminar is designed to be the best professional development event covering all facets of school communication with multiple solutions & opportunity to learn from the finest in both the education and business world on communication and leadership.

Submitted by:  _____
 Signature Date 1-8-14

Principal/Supervisor _____ Date _____
 _____
 Associate Superintendent/Supervisor Date 1-8-14

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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): Patrick Nelson _____

SCHOOL: District Offices
 Department (opt.): Superintendent
 DATE(S): July 12-16, 2014

ACTIVITY/EVENT: National School Public Relations Assoc. (NSPRA) 2014 National Seminar

LOCATION: Baltimore, Maryland

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

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>\$405.00</u>		<u>140.14.100.2210.501.6360</u>
Transportation	<u>\$600.00</u>	Mode _____	<u>140.14.100.2210.501.6582</u>
Rental Car	_____		_____
Meals	<u>\$216.00</u>		<u>140.14.100.2210.501.6582</u>
Lodging	<u>\$873.16</u>		<u>140.14.100.2210.501.6582</u>
Substitutes	_____		_____
TOTAL	<u>\$2,094.16</u>		

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

Purpose of travel: To attend the 2014 National School Public Relations Association (NSPRA) Seminar on Communication and Leadership

Outcomes and academic benefits to students and staff: This seminar is designed to be the best professional development event covering all facets of school communication with multiple solutions & opportunity to learn from the finest in both the education and business world on communication and leadership.

Submitted by: Patrick Nelson _____ 1-7-14
 Signature Date

Principal/Supervisor _____ Date
Carol [Signature] _____ 1-7-14
 Associate Superintendent/Superintendent Date