

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: AMS

ESTIMATED NUMBER OF STUDENTS: 36

NAME OF SCHOOL GROUP/CLUB/ENTITY: Project Catalina

STAFF ADVISOR(S)/CHAPERONES: Kathy Floyd, Kellie Higgins, Trichel Gindt, Phil Tilicki, Dave Watson

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Catalina Marine Institute

DESTINATION OF TRAVEL: Catalina Island, CA

DATES OF TRAVEL: March 6-9, 2018

ACADEMIC BENEFITS TO STUDENTS: Extension of science curriculum. Topics include marine biology, oceanography, ecology, and biodiversity. Students will also compete to name the most marine animals as well as earn points for their groups through the various activities on the trip.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter Bus (Beeline)

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>\$10,200</u>	<u>525/526-00-100-1001-166-6892</u>
Transportation	<u>\$3,585</u>	<u>525/526-00-410-2710-166-6519</u>
Meals	<u>\$300</u>	<u>525/526-00-100-1001-166-6892</u>
Lodging	<u>\$1,200</u>	<u>525/526-00-100-1001-166-6892</u>
Substitutes	<u>\$1,760</u>	<u>525/526-00-100-1001-166-6113</u>

TOTAL

\$17,045

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes

IF SO, SOURCE & AMOUNTS: student tuition and tax credit donations

HOW ARE CHAPERONE EXPENSES PAID? included in student cost

COST TO EACH STUDENT \$ 450

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships are made available to students who need them.

FUNDING SOURCE(S): Tax credit donations

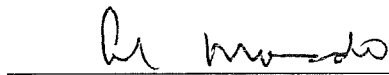
FUNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY:

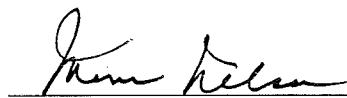

Signature

8/24/17
Date

APPROVED BY:


Principal/Supervisor

8-24-17
Date


Associate Superintendent/Supervisor

8/31/17
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 School

ESTIMATED NUMBER OF STUDENTS: 80

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School Advanced Band and Choir

STAFF ADVISOR(S)/CHAPERONES: Tom Edelbrock, Jessica Edelbrock, Joelle Secrest, Anna Marie Stevens, Randi Weinstein, Leslie Ferre, Brian Newlin, Shana Garrett, Lindsay Wong, Vanessa Quinn, Leann Calvin, and Stephanie Abramo

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Choir and Band Festival Competitions in and around Anaheim, CA

DESTINATION OF TRAVEL: Musical Competition with Forum Music Festivals, Hotel in Anaheim, Concert at Segerstrom Center For The Arts and Major Attractions in Anaheim.

DATES OF TRAVEL: April 5, 2018 – April 8, 2018

ACADEMIC BENEFITS TO STUDENTS: This field trip serves the students by allowing them to compete in a musical contest of their peers at the higher level in the state of California. Arizona State and National Music Standards recognize the importance of comparing one's own musical performance to that of other musical groups at their level and above. Students also benefit from competition ratings against the other groups in attendance, their critiqued performance and clinic with a professional, and from watching other bands and choirs from their age group perform. While attending attractions in Anaheim, students will listen to marching bands, jazz groups, and singing groups placed throughout the destination. This trip allows the students to view a world-famous music performance venue in Costa Mesa, and benefits the students once again by allowing them to analyze the performance of high quality music from professional musicians.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter buses; handled by Forum Music Festivals, P.O. Box 3662, Fullerton, CA 92831

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$44,865.00</u>	<u>525-00-100-1001-167-6892</u> <u>526-00-100-1001-167-6892</u> <u>850-00-100-1001-167-6892</u>
Transportation	<u>included</u>	_____
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____
Substitutes	<u>\$300.00</u>	<u>525/526-00-100-1001-167-6113</u>
TOTAL	<u>\$45,165.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Paid by chaperones in attendance and club accounts

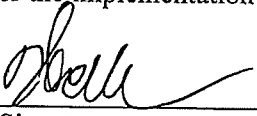
COST TO EACH STUDENT \$ 575.00

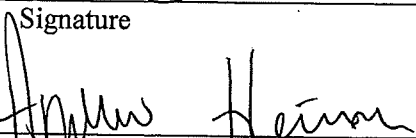
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial Assistance is available.

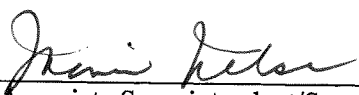
FUNDING SOURCE(S): Fundraisers, Teacher chooses financial assistance recipients.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Spirit Gear Fundraiser and Butter Braid Fundraiser

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

SUBMITTED BY:  8/25/17
Signature Date

APPROVED BY:  8-29-17
Principal/Supervisor Date

 8/31/17
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): Jeremy Tarbet _____ SCHOOL: CDO
 _____ Department (opt.): _____
 _____ DATE(S): 10/31- 11/3/17

ACTIVITY/EVENT: SEMA (Specialty Equipment Market Association) Car Show
 LOCATION: Las Vegas Convention Center located at 3150 Paradise Road, Las Vegas, NV 89109.

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

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>\$100.00</u>	<u>260-18-311-2210-282-6360</u>
Transportation	<u>\$400.00</u> Mode <u>car</u>	<u>260-18-311-2210-282-6582</u>
Rental Car	_____	_____
Meals	<u>\$185.25</u>	<u>260-18-311-2210-282-6582</u>
Lodging	<u>\$450.00</u>	<u>260-18-311-2210-282-6582</u>
Substitutes	<u>\$440.00</u>	<u>260-18-311-2210-282-6113</u>
TOTAL	<u>\$1,575.25</u>	

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

Purpose of travel: SEMA car show, teacher sessions, and industry updates

Outcomes and academic benefits to students and staff: SEMA provides services for employees of its member companies that include education and professional development, market research, legislative and regulatory advocacy, industry publications, international business development and business-to-business events (in regards to the auto industry). This up to date information about the automotive industry will be brought back to the classroom and shared with students.

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

Submitted by: _____ 8/8/17
 Signature Date
 _____ 8/10/17
 Principal/Supervisor Date
 _____ 8/30/17
 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): Mabel Rivera _____

SCHOOL: Innovation Academy
 Department (opt.): _____
 DATE(S): November 1-4, 2017

ACTIVITY/EVENT: Engineering is Elementary - Linking the E & M in STEM Workshop

LOCATION: Boston, MA

ABSENCE: # Days 4 Sub Required: Yes No # of School Days Missed 3

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

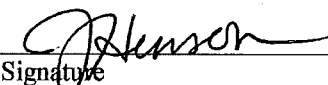
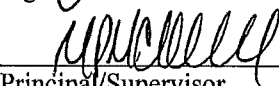
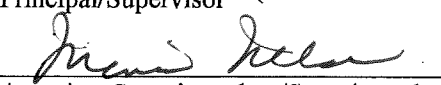
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$300</u>	<u>paid by EiE</u>
Transportation	<u>\$425</u> Mode <u>air/taxi</u>	<u>paid by EiE</u>
Rental Car	_____	_____
Meals	<u>\$150</u>	<u>paid by employee</u>
Lodging	<u>\$610</u>	<u>paid by EiE</u>
Substitutes	<u>\$255</u>	<u>paid by EiE</u>
TOTAL	<u>\$1,740</u>	

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

Purpose of travel: The purpose of travel is to attend the Linking the E & M in STEM Workshop. Registration and \$1,250 of the total cost of the travel will be covered by a grant received from Engineering is Elementary. The remainder of the cost will be covered by the employee.

Outcomes and academic benefits to students and staff: Increased knowledge of STEM instruction will increase student engagement, participation, and student success.

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

Submitted by:  8/25/17
 Signature Date
 8/25/17
 Principal/Supervisor Date
 8/30/17
 Associate Superintendent/Superintendent 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.

EMPLOYEE(S): Leah Evans Tassi Call SCHOOL: AHS, CDO, IRHS, WET
Ryan Maish Jessica Dale Department (opt.): CTE
Jeremy Tarbet Josh Ronstadt DATE(S): 12/5-12/9/2017
Jennifer Atteberry Stileda Rose

ACTIVITY/EVENT: National Association of Career and Technical Education, CareerTech Vision 2017

LOCATION: Nashville, TN

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 4

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$4,200.00</u>	<u>260-18-300-2210-***-6360</u>
Transportation	<u>\$3,600.00</u> Mode <u>Airplane</u>	<u>260-18-300-2210-***-6582</u>
Rental Car	_____	_____
Meals	<u>\$1,764.00</u>	<u>260-18-300-2210-***-6582</u>
Lodging	<u>\$4,000.00</u>	<u>260-18-300-2210-***-6582</u>
Substitutes	<u>\$1,760.00</u>	<u>260-18-300-2210-***-6113</u>
TOTAL	<u>\$15,324.00</u>	*** Corresponds to site 280, 281, 282, 515

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

Purpose of travel: To attend the National ACTE conference to learn best practices and programs of study information.

Outcomes and academic benefits to students and staff: Attendees will work with fellow CTE staff to share information which will then transfer to classroom practice.

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

Submitted by:

Signature

Principal/Supervisor

Associate Superintendent/Superintendent

Date

Date

Date