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: Coronado I	<u>K-8</u>					
ESTIMATED NUMBER OF STUDENTS: 50						
NAME OF SCHOOL GROUP/CLUB/ENTITY: 6th grade/ Science Department						
STAFF ADVISOR(S)/CHAPERONES: <u>Lauren Marlatt (coordinator)</u> Chaperones: <u>Lauren Marlatt,</u> <u>Maggie Luke, Erika Sparlin, Jeremy Hayes, and Jerel Green</u>						
ABSENCE: # Days 5	Sub Required: Xes	□ No # of S	School Days Missed 3			
ACTIVITY / EVENT / PURPOSE OF TRAVEL: Field Trip to study Oceanography and Marine Biology						
DESTINATION OF TRAVEL: Catalina Island Marine Institute, Toyon Bay, CA						
DATES OF TRAVEL: February 21-25, 2021 ACADEMIC BENEFITS TO STUDENTS: The students will be participating in Catalina Island Marine Institute's three-day camp. Students will complete labs and activities that are aligned with the Arizona science standards adopted in October of 2018. Students will have a reinforcement of the content learned in class. Students will compete in a science olympics						
when we return to assess their learning.						
PROPOSED METHOD OF TRANSPORTATION: District-owned vehicles Transportation approval: Other Charter bus-Citizens Auto/Gray Line Charter Bus Tours						
Are expenses paid from any of the following accounts? Auxiliary X Tax Credits X Club Funds Parent Organization						
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)						
	APPROX. COST		BUDGET CODE			
Registration	<u>\$14,445.00</u>		525/526.00.100.1001.6892.115.0000			
Transportation	<u>\$4,300.00</u>		525/526.00.410.2710.6519.115.0000			
Meals	<u>Included</u>					
Lodging	<u>Included</u>					

Substitutes

\$1,500.00

525/526,00.100.1001.6113.115.0000

TOTAL

\$20,245.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? <u>No</u> IF SO, SOURCE & AMOUNTS:
HOW ARE CHAPERONE EXPENSES PAID? <u>Chaperones are free based on the enrollment of students</u>
COST TO EACH STUDENT \$ 400.00
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We are working on fundraising in a variety of ways. We have applied for a grant to supplement needed funds for scholarship. We have asked the students to tell us how much they can afford and have a fundraising goal to make sure that all eligible students have a means of attending.
FUNDING SOURCE(S): The parents/guardians will be paying for a majority of the trip. Other unding will come from tax credit, scholarship, and fundralsing.
UNDRAISING ACTIVITIES PLANNED (If applicable):

SUBMITTED BY: Jane Moulton Signature Spare updated 5/18/20

APPROVED BY: Signature Signature Spare Updated 5/18/20

Principal/Supervisor Date Ul7/2020

Associate Superintendent/Superintendent Date

rev. 10/1/07

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): <u>Dar</u>	lene <u>Mansouri</u>	SCHO	OL: District Offices
		Dej	partment (opt.): State & Federal Programs
	Santanian Santanian-Al-Andrews	DATE	E(S): <u>February 7 - 12, 2021</u>
ACTIVITY/EVENT: 20	21 National ESEA Conf	ference - "Educating f	or Tomorrow"
LOCATION: <u>Boston</u>	<u>, MA</u>		
ABSENCE: # Days	s <u>6</u> Sub Required:	Yes ⊠No	# of School Days Missed 5
EXPENSES REQUEST	ED: (OBTAIN RECEIPT	ΓS FOR ALL INCURR	ED EXPENSES)
	APPROXIMATE	E COST	BUDGET CODE/DESCRIPTION (Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$658.00</u>		100-21-100-2240-6360-509-0000
Transportation	<u>\$760.00</u>	Mode <u>Air+Taxi</u>	100-21-100-2240-6582-509-0000
Rental Car			
Meals	\$335.50		100-21-100-2240-6582-509-0000
Lodging	<u>\$1,205.00</u>		100-21-100-2240-6582-509-0000
Substitutes			· · · · · · · · · · · · · · · · · · ·
TOTAL	\$2,958.50		
The District will (or)	will not X receive rein	mburgement from outside	de cources
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Purpose of travel: <u>To at</u>	tend the 2021 National 1	ESEA Conference - "I	Educating for Tomorrow"
	benefits to students and s ssues and impacts on G		dge from the ESEA Network and other District.
The travel is necessary for	or the implementation of t	the project funding the	travel.
Submitted by: Alan Signature	lene Manson	uri	6.3.2020 Date
Principal	Supervisor Lead Byon		Date 08/2020
Associat	e Superintendent Superin		Date .