

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): Monica Nelson Stacey Gist SCHOOL: District Offices
Patti Greenleaf _____ Department (opt.): _____
_____ DATE(S): February 1, 2, 3

ACTIVITY/EVENT: Site visits to schools using a Blended Learning model

LOCATION: Bradshaw Mountain High School (Prescott, AZ), Colorado River Union High School District (Fort Mohave, AZ) and Odyssey Charter K-12 (Las Vegas, NV)

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>
Registration	<u>na</u>	_____
Transportation	<u>\$ 422.75</u> Mode <u>car</u>	<u>140.12.100.2210.515.6582</u>
Rental Car	<u>na</u> _____	
Meals	<u>\$ 411.00</u>	<u>140.12.100.2210.515.6582</u>
Lodging	<u>\$ 486.00</u>	<u>140.12.100.2210.515.6582</u>
Substitutes	<u>na</u> _____	
TOTAL	<u>\$1,319.75</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: The district is looking into starting a Blended Learning program at Donaldson Elementary School. After much research and discussion with practitioners, it was determined that the next step was to visit sites where such programs had successfully been implemented.

Outcomes and academic benefits to students and staff: We hope to attract and keep students who would thrive in this different learning environment; typically they might include students who have not been successful in a more traditional "brick and mortar" school environment. Blended Learning provides for on-line and face-to-face learning opportunities for students and can provide a 21st Century focus to learning.

Submitted by: *Monica Nelson* _____ 1/11/12
Signature Date

Principal/Supervisor _____ Date _____
Patrick Nelson _____ 1-17-12
Associate Superintendent/Superintendent 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.

EMPLOYEE(S): Michelle Barcanic

SCHOOL: CDO
 Department (opt.): International Baccalaureate
 DATE(S): February 25-February 28, 2012

ACTIVITY/EVENT: International Baccalaureate Counseling Training

LOCATION: Houston, Texas

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$ 770.00</u>		<u>140-12-100-2210-510-6360</u>
Transportation	<u>\$ 640.00</u>	Mode <u>air</u>	<u>140-12-100-2210-510-6582</u>
Rental Car	<u>\$ 60.00 - shuttle to/from airport</u>		<u>140-12-100-2210-510-6582</u>
Meals	<u>\$ 200.00</u>		<u>140-12-100-2210-510-6582</u>
Lodging	<u>\$ 550.00</u>		<u>140-12-100-2210-510-6582</u>
Substitutes	<u>n/a</u>		_____
TOTAL	<u>\$2220.00</u>		

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

Purpose of travel: Mrs. Barcanic will receive training to become a fully certified International Baccalaureate counselor

Outcomes and academic benefits to students and staff: Mrs. Barcanic will be able to work in Canyon del Oro's International Baccalaureate Programme.

Submitted by: [Signature] 1/5/12
 Signature Date

[Signature] 1/5/12
 Principal/Supervisor Date

[Signature] 1-10-12
 Associate Superintendent/Superintendent 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.

EMPLOYEE(S): Mike Bejarano Mike Szolowicz SCHOOL: IRHS
Michael Robinette Don Dickinson Department (opt.): Admin
Susan Williams Janet Munro DATE(S): June 23-27, 2012

ACTIVITY/EVENT: 20th Annual Model Schools Conference

LOCATION: Orlando (Kissimmee), Florida

ABSENCE: # Days 3 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>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$3,660.00</u>		<u>140-12-100-2210-510-6360</u>
Transportation	<u>\$3,013.80</u>	Mode <u>Air</u>	<u>140-12-100-2210-510-6582</u>
Rental Car	<u>\$493.00</u>		<u>140-12-100-2210-510-6582</u>
Meals	<u>\$950.00</u>		<u>140-12-100-2210-510-6582</u>
Lodging	<u>\$2,868.00</u>		<u>140-12-100-2210-510-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$10,984.80</u>		

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

Purpose of travel: Cutting-edge approaches from schools that are ahead of the curve in preparing for the Common Core State Standards, Next Generation Assessments, and Teacher Evaluation based on student performance.

Outcomes and academic benefits to students and staff: 1. Tools and resources to drive improvement and excellence; 2. How-to strategies to improve student engagement and learning; 3. Networking opportunities; 4. Case studies from presenters; 5. Access to next practices.

Submitted by:

Signature

Mike Bejarano

Principal/Supervisor

Patrick Nelson

Associate Superintendent/Superintendent

Date

11-30-11

Date

1-5-12

Date

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: 2

NAME OF SCHOOL GROUP/CLUB/ENTITY: JROTC Color Guard

STAFF ADVISOR(S)/CHAPERONES: SFC Thomas Dimmick and two chaperones

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Army JROTC National Drill Championships

DESTINATION OF TRAVEL: San Antonio, TX

DATES OF TRAVEL: 16 - 20 Feb, 2012

ACADEMIC BENEFITS TO STUDENTS: Students earn scholarships to college

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other US Army contracted bus

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>0</u>	<u>0</u>
Meals	<u>0</u>	<u>0</u>
Lodging	<u>0</u>	<u>0</u>
Substitutes	<u>0</u>	<u>0</u>
TOTAL	<u>0</u>	

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

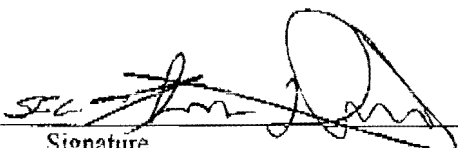
HOW ARE CHAPERONE EXPENSES PAID? JROTC fund-raisers


COST TO EACH STUDENT \$ 100


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Via support on fund raisers

FUNDING SOURCE(S): JROTC and U.S. Government

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Cookie Dough and Renaissance Fair

SUBMITTED BY:  1/13/12
Signature Date

APPROVED BY:  1/17/12
Principal/Supervisor Date

 1-18-12
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

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ORIGINAL SUBMISSION

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: 30

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Student Government**

STAFF ADVISOR(S)/CHAPERONES: **Samantha Burgin, Kyle Burgin, Liz Byrd**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Student Government Retreat**

DESTINATION OF TRAVEL: **Brianhead, UT**

DATES OF TRAVEL: **March 8 - 11, 2012**

ACADEMIC BENEFITS TO STUDENTS: **To reflect on the past year, orient the new Student Government members, and to begin preparation for the following year.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other **Bus - Grayline Tours**

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>	_____
Transportation	<u>4500.00</u>	<u>526/850-00-100-3400-280-6519</u>
Meals	<u>1000.00</u>	<u>526/850-00-100-3400-280-6892</u>
Lodging	<u>2500.00</u>	<u>526/850-00-100-3400-280-6892</u>
Substitutes	<u>800.00</u>	<u>530-00-100-3400-280-6113</u>
TOTAL	<u>8800.00</u>	

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


HOW ARE CHAPERONE EXPENSES PAID? They do not have to pay for their trip. There is no extra payment for their duties.

COST TO EACH STUDENT \$ 0.00

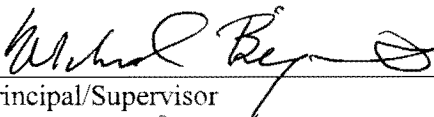
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Students will not have to pay for anything as the Student Government club will pay for it. They will be responsible for any souvenirs they would like to buy but that is not required.

FUNDING SOURCE(S): Variety of fundraisers

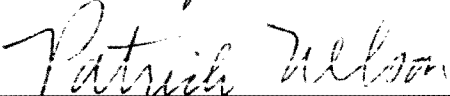
FUNDRAISING ACTIVITIES PLANNED (If applicable):
None are specific to this event only. We have many fundraisers from Winter Formal to Prom and other various dances in between.

SUBMITTED BY: 
Signature

12-2-11
Date

APPROVED BY: 
Principal/Supervisor

12-2-11
Date


Associate Superintendent/Superintendent

12 27 11
Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

ORIGINAL SUBMISSION

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 33

NAME OF SCHOOL GROUP/CLUB/ENTITY: CDO Spirit Line (Cheer and Pom)

STAFF ADVISOR(S)/CHAPERONES: Tiffany Brown, Chelsea Munoz, Breland Clark

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Cheer and Pom Nationals Competition/ improve skills/ represent CDO at a prestigious event

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: March 29 - April 1, 2012

ACADEMIC BENEFITS TO STUDENTS: Improve skills and confidence

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Grey hound Transportation (\$3982 + hotel for driver: quote as of 11/15/11)

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>3465.00</u>	<u>850/526-00-100-3400-282-6892</u>
Transportation	<u>5000.00</u>	<u>850/526-00-100-3400-282-6519</u>
Meals	<u>3000.00</u>	<u>850/526-00-100-3400-282-6892</u>
Lodging	<u>5000.00</u>	<u>850/526-00-100-3400-282-6892</u>
Substitutes	<u>0</u>	<u>0</u>
TOTAL	<u>16465.00</u>	

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



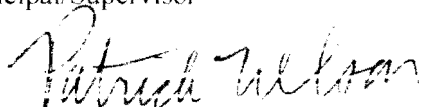
HOW ARE CHAPERONE EXPENSES PAID? N/A

COST TO EACH STUDENT \$ cost per person is about \$500; this amount will depend on fundraising funds raised per athlete; if the athlete doesn't reach their individual goal the remaining will be charged to the athlete.

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? fundraising events, sponsorship opportunities that each student receives, tax credits

FUNDING SOURCE(S): fundraising, sponsorship opportunitites, tax credits

FUNDRAISING ACTIVITIES PLANNED (If applicable):
basketball spirit clinic, restaurant sponsorship evenings, send out letters of sponsorship intents

SUBMITTED BY:		<u>12/5/2011</u>
	Signature	Date
APPROVED BY:		<u>12/5/2011</u>
	Principal/Supervisor	Date
		<u>12-27-11</u>
	Associate Superintendent/Supervisor	Date

Revised 12/5/11

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ORIGINAL SUBMISSION

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SCHOOL: La Cima

ESTIMATED NUMBER OF STUDENTS: 90

NAME OF SCHOOL GROUP/CLUB/ENTITY: Fine Arts, Band, Orchestra, Choir

STAFF ADVISOR(S)/CHAPERONES: Keith Koster, Nancy Cowan, Rebecca Foreman, Marni Gould, Linda Lee, Chris Roy, Dana Harper, Monica Catalan, Mrs. Ruiz, Susan Valenzuela

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Forum Music Festival

DESTINATION OF TRAVEL: Fullerton and Anaheim, CA

DATES OF TRAVEL: 4/26/12 10:00 pm to 4/28/12 8:00 am

ACADEMIC BENEFITS TO STUDENTS: A music festival permits students to better understand their progress and appropriate musical standards for their age as well as build teamwork within the group. It gives students the opportunity to improve the group's musical skill, build self-confidence, and hear other student musicians of similar age and ability. The students will attend the music festival which includes a performance, an evaluation by nationally renowned adjudicators and a motivational award ceremony.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Gray Line Tours

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>\$11295.00</u>	<u>525-00-100-1001-165-6892</u>
<u>Includes ticket and t-shirt for students and chaperones</u>		<u>526-00-100-1001-165-6892</u>
Transportation	<u>\$5750.00</u>	<u>525-00-100-1001-165-6519</u>
		<u>526-00-100-1001-165-6519</u>

Meals	_____	_____
Lodging	_____	_____
Substitutes	<u>\$300.00</u>	<u>525-00-100-1001-165-6113</u> <u>526-00-100-1001-165-6113</u>
TOTAL	<u>\$17345.00</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Self

COST TO EACH STUDENT \$ \$200

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Forum Scholarships (15), Student Council, Tax Credit Donations

FUNDING SOURCE(S): Tax Credit donations, student family contributions, student savings

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Elite Fundraising card, dance booths, car wash, donations

SUBMITTED BY: Kate A. Korte 11-23-11
 Signature Date

APPROVED BY: Kristen Lincum 11/25/11
 Principal/Supervisor Date

Patrick Nelson 1-17-12
 Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF/STUDENT TRAVEL REQUEST

Attach supporting documentation as needed

ORIGINAL SUBMISSION

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SCHOOL: Harelson

ESTIMATED NUMBER OF STUDENTS: 15

NAME OF SCHOOL GROUP/CLUB/ENTITY: Harelson Chess Team

STAFF ADVISOR(S)/CHAPERONES: 24 - Coach Amanda Mateer, Yumi Wong, Ed Wong, Denise Smith, Shane Smith, Don Enright, Bryn Enright, Chris Rouille, Doreen Rouille, Jamie Holehan, Patrick Holehan, Keith Hudson, Lori Hudson, Todd Jaeger, Christine Jaeger, Jill Mattix, Justin Mattix, Karen Melnychuck, Paul Melnychuck, Manisha Patel, Barbara Rowland, Shane Rowland, Cynthia Auld, Kevin Auld

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 2012 National Junior High (K-9) Championship

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: April 26-April 30 (Tournament is April 27-29 [Fri. to Sun.])

ACADEMIC BENEFITS TO STUDENTS: Chess improves academic performance—concentration, logical/strategic thinking, organization, and long term planning. Furthermore, chess team fosters social skills and team spirit. Harelson Chess Team is THE only chess team in the Amphitheater School District. It is also an exceptionally competitive, highly respected team that consistently wins team and individual trophies at the league, state, and national levels.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Airplane or Personal Vehicles

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	\$1,350	525/526-00-100-1001-107-6892
Transportation	<u>\$5,000</u>	<u>525/526-00-100-1001-107-6515</u>

Meals Included in registration _____

Lodging \$9,375

525/526-00-100-1001-107-6892

Substitutes N/A _____

TOTAL \$15,725

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

HOW ARE CHAPERONE EXPENSES PAID? **Tax Credit**

COST TO EACH STUDENT \$ **1394**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Scholarships**

FUNDING SOURCE(S): **Parents and Guardians, Fundraising, Tax Credits**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Chess Tournaments (2x per year)

SUBMITTED BY: _____

Jeanne Woz
Signature

January 12, 2012

Date

APPROVED BY: _____

Andrew T. Heinen
Principal/Supervisor

January 12, 2012

Date

Patrick Nelson

Associate Superintendent/Superintendent

1-18-12

Date