

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: IRHS

ESTIMATED NUMBER OF STUDENTS: 16

NAME OF SCHOOL GROUP/CLUB/ENTITY: IRHS Wrestling

STAFF ADVISOR(S)/CHAPERONES: Joe Kline, Dan Rokop, Mike Parker, Rob Lord

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 2019 Raul Huerta Memorial Wrestling Tournament

DESTINATION OF TRAVEL: Canyon Springs High School, Moreno Valley, CA

DATES OF TRAVEL: December 19-23, 2019

ACADEMIC BENEFITS TO STUDENTS: This is a great opportunity to wrestle high level competition from other states. The athletes that compete in these types of tournaments have more opportunity to be recognized by college coaches and the possibility to receive college offers to wrestle.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other Enterprise Rental vans

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

**EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)**

	APPROX. COST	BUDGET CODE
Registration	<u>\$425.00</u> _____	<u>Paid by Wrestling Boosters</u> _____
Transportation	<u>\$1,100.00</u> _____	<u>Paid by Wrestling Boosters</u> _____
Meals	_____ _____	<u>Self-paid</u> _____
Lodging	<u>\$2,787.00</u> _____	<u>Paid by Wrestling Boosters</u> _____
Substitutes	_____ _____	_____

TOTAL

\$4,312.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? Self-paid

COST TO EACH STUDENT \$ \$85.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? The IRHS Wrestling Boosters have raised funds through various fundraisers to provide the necessary funds to make sure that all student-athletes will have the opportunity to participate no matter what their financial status.

FUNDING SOURCE(S): IRHS Wrestling Boosters

FUNDRAISING ACTIVITIES PLANNED (if applicable):

Victory Fundraising - Cheesecake, Rumble at the Ridge, Mister Car Wash

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

SUBMITTED BY: Joseph Kline 11/19/18  
Signature Date

APPROVED BY: [Signature] 11.18.18  
Principal/Supervisor Date

Michael Byars 11/27/18  
Associate Superintendent/Superintendent Date

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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: La Cima

ESTIMATED NUMBER OF STUDENTS: 75

NAME OF SCHOOL GROUP/CLUB/ENTITY: La Cima Middle School Music Department

STAFF ADVISOR(S)/CHAPERONES: Andrea Steele, Christopher Newsom, Ray Gee, Javier Venegas, Mario Bueno, Jilliane Lewis, Crystal Rosario, Octavia Willis, and Claudia Alcantar.

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Forum Music Festival and Disneyland

DESTINATION OF TRAVEL: Fullerton College ; Fullerton, CA and Anaheim, CA

DATES OF TRAVEL: April 24-26, 2020

ACADEMIC BENEFITS TO STUDENTS: National music festival experience permits students to better understand their progress and appropriate musical standards for their grade and experience level. Students build teamwork, improve their musical skills and their confidence. Students have the opportunity to hear one another, as well as ensembles from other schools attending the festival. Each group will present a performance for evaluation by nationally recognized adjudicators.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: \_\_\_\_\_

Other Charter buses: Mountain View 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>\$13,050.00</u>	<u>525/526-00-100-1001-6892-165-0000</u>
Transportation	<u>\$9,000.00</u>	<u>525/526-00-100-1001-6519-165-0000</u>
Meals	<u>\$375.00</u>	<u>525/526-00-100-1001-6892-165-0000</u>

Lodging	_____	_____
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>\$22,425.00</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**  
 IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? **Self**

COST TO EACH STUDENT \$ **280.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Forum Festival scholarships, tax credit donations, La Cima area scholarships, fundraising, and existing club funds.**

FUNDING SOURCE(S): **Tax credit donations, student family contributions, and fundraising.**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
**Individual product fundraisers, Booster walk-a-thon, restaurant dine outs, and crowd funding.**

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

SUBMITTED BY: Stephanie Custas \_\_\_\_\_ 11/4/2019  
 Signature Date

APPROVED BY: [Signature] \_\_\_\_\_ 11/4/19  
 Principal/Supervisor Date

Michael Bayan \_\_\_\_\_ 11/27/19  
 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): JJ Letts/Harriet Matiatos    Elyse Greenberg/Denita Blount    SCHOOL: Donaldson  
Sarah Taouil/Allison Jech    Shannon Maxon/Maddy McGann    Department (opt.): \_\_\_\_\_  
Andrea Fyock/Courtney Gahn    \_\_\_\_\_ DATE(S): January 12-14, 2020

ACTIVITY/EVENT: No Excuses University (NEU) Boot Camp

LOCATION: San Diego, CA

ABSENCE:    # Days 3    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>
Registration	<u>\$5,995.00</u>		<u>100-20-100-2210-6360-106-0000</u>
Transportation	<u>\$779.84</u>	Mode <u>Rental Car</u>	<u>100-20-100-2210-6582-106-0000</u>
Rental Car	_____		_____
Meals	<u>\$1,220.00</u>		<u>100-20-100-2210-6582-106-0000</u>
Lodging	<u>\$2,422.92</u>		<u>100-20-100-2210-6582-106-0000</u>
Substitutes	<u>\$1,300.00</u>		<u>100-20-100-2210-6113-106-0000</u>
TOTAL	<u>\$11,717.76</u>		

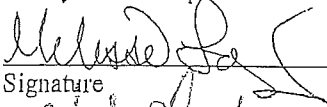
(Note: Tax credit contributions are District funds and require a budget code.)

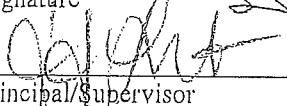
The District will  (or) will not  receive reimbursement from outside sources.

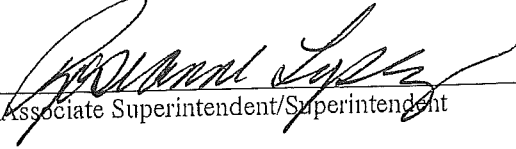
Purpose of travel: No Excuses University (NEU) Boot Camp

Outcomes and academic benefits to students and staff: Donaldson is applying to become part of the No Excuses Network as part of the school's strategic plan. The Boot Camp will allow the core group of staff members to work with the experts in the network on planning and implementing the six exceptional systems at Donaldson. These systems are designed to increase collaboration, academic success, creativity, and higher level thinking skills in staff and the students. This work is directly aligned with the District's Portrait of a Graduate and is the framework we are using to achieve our goals.

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

Submitted by:  11/20/19  
Signature Date

 11/20/19  
Principal/Supervisor Date

 11/22/2019  
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): Cindy Sheesley \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: District Offices  
 Department (opt.): Amphi Parents as Teachers  
 DATE(S): January 12-17, 2020

ACTIVITY/EVENT: Parents as Teachers Foundational and Model Training

LOCATION: Parents as Teachers National Center, 2228 Ball Drive, St. Louis, MO 63146

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 5

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

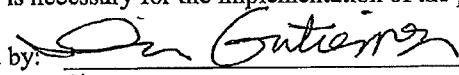
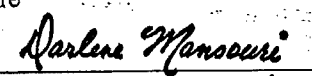
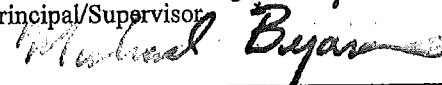
	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$990.00</u>		<u>474-20-100-2579-6360-509-0000</u>
Transportation	<u>\$491.00</u>	Mode <u>Airplane</u>	<u>474-20-100-2579-6582-509-0000</u>
Rental Car	<u>N/A</u>		
Meals	<u>\$246.00</u>		<u>474-20-100-2579-6582-509-0000</u>
Lodging	<u>\$545.00</u>		<u>474-20-100-2579-6582-509-0000</u>
Substitutes	_____		_____
TOTAL	<u>\$2,272.00</u>		

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

Purpose of travel: Obtain certification in the Parents as Teachers Foundational and Model implementation.

Outcomes and academic benefits to students and staff: This 5 day training lays the foundation for the PAT approach to home visitation. Training incorporates the Parents as Teachers Quality Assurance Guidelines and offers implementation strategies.

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

Submitted by:  11/20/19  
 Signature Date  
 11.20.19  
 Principal/Supervisor Date  
 11/27/19  
 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): Darlene Mansouri

SCHOOL: District Offices

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department (opt.): State & Federal Programs

DATE(S): February 3 - 8, 2020

ACTIVITY/EVENT: National ESEA Conference - Together for Equity

LOCATION: Atlanta, Georgia

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 5

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>\$599.00</u>	<u>100-20-100-2240-6360-509-0000</u>
Transportation	<u>\$610.00</u>	Mode <u>Air+Shuttle</u> <u>100-20-100-2240-6582-509-0000</u>
Rental Car	_____	_____
Meals	<u>\$308.00</u>	<u>100-20-100-2240-6582-509-0000</u>
Lodging	<u>\$1,425.00</u>	<u>100-20-100-2240-6582-509-0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2,942.00</u>	

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

Purpose of travel: To attend 2020 National ESEA Conference - Together for Equity

Outcomes and academic benefits to students and staff: To gain knowledge from the ESEA Network and other directors about ESEA issues and impacts on Grant funding for the District.

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

Submitted by: Darlene Mansouri 11.13.19  
Signature Date

\_\_\_\_\_  
Principal/Supervisor Date  
Michael Byars 11/27/19  
Associate Superintendent/Superintendent Date



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EMPLOYEE(S): Serena Campsen

SCHOOL: District Offices

Department (opt.): 21<sup>st</sup> CCLC - ACHIEVE

DATE(S): March 14 – March 19, 2020

ACTIVITY/EVENT: Annual National Afterschool Association Convention

LOCATION: Washington, DC

ABSENCE: # Days 6 Sub Required:  Yes  No # of School Days Missed 0 (Spring Break)

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

APPROXIMATE COST

BUDGET CODE/DESCRIPTION

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

Registration \$610.00

335-20-100-2579-6360-110-0000  
335-20-100-2579-6360-109-0000  
335-20-100-2579-6360-116-0000  
337-20-100-2579-6360-166-0000  
337-20-100-2579-6360-111-0000  
337-20-100-2579-6360-108-0000  
337-20-100-2579-6360-112-0000

Transportation \$740.00

Mode Airline/Shuttle

335-20-100-2290-6582-110-0000  
335-20-100-2290-6582-109-0000  
335-20-100-2290-6582-116-0000  
337-20-100-2290-6582-166-0000  
337-20-100-2290-6582-111-0000  
337-20-100-2290-6582-108-0000  
337-20-100-2290-6582-112-0000

Rental Car \_\_\_\_\_

\_\_\_\_\_

Meals \$329.00

335-20-100-2290-6582-110-0000  
335-20-100-2290-6582-109-0000  
335-20-100-2290-6582-116-0000  
337-20-100-2290-6582-166-0000  
337-20-100-2290-6582-111-0000  
337-20-100-2290-6582-108-0000  
337-20-100-2290-6582-112-0000

Lodging \$1,563.50


335-20-100-2290-6582-110-0000  
335-20-100-2290-6582-109-0000  
335-20-100-2290-6582-116-0000  
337-20-100-2290-6582-166-0000  
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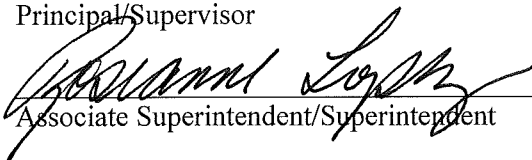
Substitutes \_\_\_\_\_  
TOTAL \$3,242.50

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

Purpose of travel: Purpose of travel is to attend the annual National Afterschool Association Convention; this professional development opportunity will teach 21<sup>st</sup> CCLC leader's methods for developing afterschool leaders, improving afterschool program development, afterschool program enhancements, and summer school program development and implementation.

Outcomes and academic benefits to students and staff: Equip and train afterschool leaders through a learning and professional development convention of national afterschool leaders.

Submitted by:  11/26/19  
Signature Date

Principal/Supervisor Date  
 11/26/2019  
Associate Superintendent/Superintendent Date

