



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **October 5, 2021**

TITLE: **Approval of Out of State Travel**

BACKGROUND:

STAFF

Armando Soto from the District Office, Marco Dominguez from Canyon del Oro High School, and David Humphreys from Amphitheater High School request permission to attend the National Interscholastic Athletic Administrators Association (NIAAA) National Athletic Director's Conference in Denver, Colorado, December 10-15, 2021. Approximate cost of the travel is \$6505 and will be paid for by maintenance and operations funds designated for staff development.

STUDENTS


Erik Wolf and Lori Gipson from Ironwood Ridge High School request permission to take 17 students from Ironwood Ridge Model United Nations to the UCLA MUN Conference in Los Angeles, California, November 5-7, 2021. Approximate cost of the travel is \$8,755.00 and will be paid for by student activity funds and tax credit donations. One school day will be missed and substitutes are required.

BUDGET CODE KEY		
001-00-620-2579-6360-508-0000	M&O	Training, Interscholastics, Registration
001-00-620-2579-6582-508-0000	M&O	Training, Interscholastics, Staff Travel
526-00-100-1001-6892-280-0000	Tax Credit	Classroom instruction, IRHS, student travel
850-00-100-1001-6892-280-0000	Student Activity	Classroom instruction, IRHS, student travel
526-00-410-2790-6515-280-0000	Tax Credit	Classroom instruction, IRHS, student transportation
850-00-410-2790-6515-280-0000	Student Activity	Classroom instruction, IRHS, student transportation
850-00-100-1001-6113-280-0000	Student Activity	Classroom instruction, IRHS, substitutes

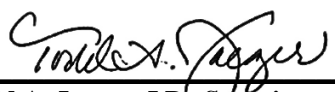
RECOMMENDATION:

It is the recommendation of the administration that the above travel be approved.

INITIATED BY:


Matthew Munger
Associate Superintendent for Secondary Education

Date: October 1, 2021


Todd A. Jaeger, J.D., Superintendent

**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): Armando Soto

SCHOOL: District Offices

Department (opt.): _____

DATE(S): December 10-15, 2021

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: Denver, Colorado

ABSENCE: # Days 6 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>\$340.00</u>	<u>001.00.620.2579.6360.508.0000</u>
Transportation	<u>\$150.00</u> Mode <u>Air \$524.00</u>	<u>001.00.620.2579.6582.508.0000</u>
Rental Car	_____	<u>001.00.620.2579.6582.508.0000</u>
Meals	<u>\$311.00</u>	<u>001.00.620.2579.6582.508.0000</u>
Lodging	<u>\$900.00</u>	<u>001.00.620.2579.6582.508.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2,225.00</u>	

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

Purpose of travel: To attend the NFHS/NIAAA Athletic Director's Conference

Outcomes and academic benefits to students and staff: Completion of course work and exam, attend workshops in safety, budget and other areas of athletics.

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

Submitted by: _____

Armando Soto
Signature

10/1/21
Date

Principal/Supervisor

10.1.2021
Date

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): David Humphreys

SCHOOL: District Offices

Department (opt.): _____

DATE(S): December 10-15, 2021

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: Denver, Colorado

ABSENCE: # Days 6 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>\$255.00</u>	<u>001.00.620.2579.6360.508.0000</u>
Transportation	<u>\$150.00</u> Mode <u>Air \$524.00</u>	<u>001.00.620.2579.6582.508.0000</u>
Rental Car	_____	<u>001.00.620.2579.6582.508.0000</u>
Meals	<u>\$311.00</u>	<u>001.00.620.2579.6582.508.0000</u>
Lodging	<u>\$900.00</u>	<u>001.00.620.2579.6582.508.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$2140.00</u>	

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

Purpose of travel: To attend the NFHS/NIAAA Athletic Director's Conference

Outcomes and academic benefits to students and staff: Completion of course work and exam, attend workshops in safety, budget and other areas of athletics.

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

Submitted by: *D. Humphreys* _____ 9/30/21
 Signature Date
A. J. [Signature] _____ 9/30/21
 Principal/Supervisor Date
[Signature] _____ 10.1.2021
 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): Marco Dominguez

SCHOOL: District Offices
 Department (opt.): _____
 DATE(S): December 10-15, 2021

ACTIVITY/EVENT: NIAAA National Athletic Director's Conference

LOCATION: Denver, Colorado

ABSENCE: # Days 6 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>
			<small>(Note: Tax credit contributions are District funds and require a budget code.)</small>
Registration	<u>\$255.00</u>		<u>001.00.620.2579.6360.508.0000</u>
Transportation	<u>\$150.00</u>	Mode <u>Air</u> <u>\$524.00</u>	<u>001.00.620.2579.6582.508.0000</u>
Rental Car	_____		<u>001.00.620.2579.6582.508.0000</u>
Meals	<u>\$311.00</u>		<u>001.00.620.2579.6582.508.0000</u>
Lodging	<u>\$900.00</u>		<u>001.00.620.2579.6582.508.0000</u>
Substitutes	_____		_____
TOTAL	<u>\$2140.00</u>		

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

Purpose of travel: To attend the NFHS/NIAAA Athletic Director's Conference

Outcomes and academic benefits to students and staff: Completion of course work and exam, attend workshops in safety, budget and other areas of athletics.

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

Submitted by: Marco Dominguez 9/30/21
 Signature _____ Date _____
Amorale Sat 10/1/21
 Principal/Supervisor _____ Date _____
 _____ 10.1.2021
 Associate Superintendent/Superintendent 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: IRHS

ESTIMATED NUMBER OF STUDENTS: 17

NAME OF SCHOOL GROUP/CLUB/ENTITY: Ironwood Ridge Model United Nations

STAFF ADVISOR(S)/CHAPERONES: Erik Wolf and Lori Gipson

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: UCLA MUN Conference known as BruinMUN

DESTINATION OF TRAVEL: Los Angeles, CA

DATES OF TRAVEL: November 5-7, 2021

ACADEMIC BENEFITS TO STUDENTS: Model United Nations is an opportunity for students to debate real-world issues with others from all over the country and occasionally, other nations. They have to research extensively so as to properly represent their assigned country as an UN ambassador and then take part in writing all-encompassing resolutions to problems that plague the international community.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other _____

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>\$1,105.00</u>	<u>526/850-00-100-1001-6892-280-0000</u>
Transportation	<u>\$1,900.00</u>	<u>526/850-00-410-2790-6515-280-0000</u>
Meals	<u>\$800.00</u>	<u>526/850-00-100-1001-6892-280-0000</u>
Lodging	<u>\$4,700.00</u>	<u>526/850-00-100-1001-6892-280-0000</u>

Substitutes \$250.00

850-00-100-1001-6113-280-0000

TOTAL \$8,755.00

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

HOW ARE CHAPERONE EXPENSES PAID? **Club funds and tax credits.**

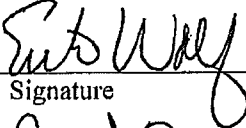
COST TO EACH STUDENT \$ **0**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **The trip is already fully funded by current monies via tax credits and funds owned by IRHS MUN (Model UN).**

FUNDING SOURCE(S): **Club funds and tax credits.**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
N/A

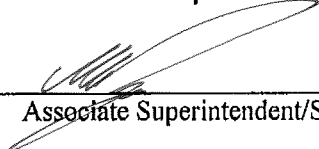
The travel is necessary for the implementation of the project funding the travel.

SUBMITTED BY: 
Signature

9-23-21
Date

APPROVED BY: 
Principal/Supervisor

9/24/21
Date


Associate Superintendent/Supintendent

9.24.21
Date