

**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: 10

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Girls Basketball**

STAFF ADVISOR(S)/CHAPERONES: **Amanda N. Simpson, Holly Broberg, and Mackenzie Greer**

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **We will be attending Point Loma Team Camp to compete against other teams from the west coast in a 3 day event. This team camp includes competition, campus visits, and a camp clinic.**

DESTINATION OF TRAVEL: **Point Loma University, San Diego, CA.**

DATES OF TRAVEL: **June 18-21, 2015**

ACADEMIC BENEFITS TO STUDENTS: **Students will have the opportunity to visit different college campuses in the Southern California area; as well as speak with college representatives about the requirements and benefits of attending college.**

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other **Rental vans**

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$295</u>	<u>526-00-100-1001-280-6892</u>
Transportation	<u>\$600</u>	<u>526-00-100-1001-280-6519</u>
Meals	<u>\$1,000</u>	<u>Self Pay</u>
Lodging	<u>\$1,500</u>	<u>850-00-100-1001-280-6892</u>

Substitutes _____

TOTAL \$3,395

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

HOW ARE CHAPERONE EXPENSES PAID? booster club

COST TO EACH STUDENT \$ Apx. \$200

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? booster club will offer scholarships

FUNDING SOURCE(S): boosters, tax credit account, girls club account

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Summer camp

SUBMITTED BY: Amanda W. Smith 4-15-15
Signature Date

APPROVED BY: Natalie Burnett 4/16/15
Principal/Supervisor Date

Monique 4/15/15
Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
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ORIGINAL SUBMISSION

**THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA
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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 11

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Cagers (Girls Basketball)

STAFF ADVISOR(S)/CHAPERONES: Coaches Kent Senzee & Darrin Pierce / Chaperones Devina
Montierth & Carelle Bull

ABSENCE: # Days 7 Sub Required: ☐ Yes ☒ No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Summer Basketball Tournament

DESTINATION OF TRAVEL: San Diego, California

DATES OF TRAVEL: July 13 - 19, 2015

ACADEMIC BENEFITS TO STUDENTS: Student athletes will bond as a team and learn how to get
along with others. We will face teams from California, Oregon, Washington and other western
states providing us competition that we won't see in Arizona. They will learn leadership and
sportsmanship qualities. And they should learn how to budget their own money as well. To
sum up, social skills and how to manage money, two key ingredients once they graduate high
school.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Coaches and Chaperones will use their personal vehicles

Are expenses paid from any of the following accounts? Auxiliary yes Tax Credits yes Club Funds yes
Parent Organization no

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$495</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>\$0</u>	<u>n/a</u>
Meals	<u>\$0</u>	<u>n/a</u>

Lodging	<u>\$2,500</u>	<u>526/850-00-100-1001-282-6892</u>
Substitutes	—	—
TOTAL	<u>\$2,995</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? no chaperone costs

COST TO EACH STUDENT \$ 120 for food and pocket money

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? This travel is available to all whether they can afford it or not. If they can't, there will be fundraisers such as car washes. If they still can't afford it then the coaches will pitch in and cover her costs. If they are selected to go, they will not be hindered by money.

FUNDING SOURCE(S): Canyon Cagers

FUNDRAISING ACTIVITIES PLANNED (If applicable):
none

SUBMITTED BY: _____

Signature

4-21-15

Date

APPROVED BY: _____

Principal/Supervisor

4/22/15

Date

Associate Superintendent/Superintendent

4/24/15

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): Jon Lansa, Brockton Lange, Eric Rossi,
Glenda Arffa, Megan Wolfel, Alma Mejia Garcia
Corey Smith, Shawn Smith, Leighann Reynolds

SCHOOL: AHS

Department (opt.): AVID

DATE(S): 6/16/15 -6/19/15

ACTIVITY/EVENT: AVID Summer Institute (Advancement Via Individual Determination)

LOCATION: San Diego, CA

ABSENCE: # Days 4 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>\$6,921.00</u>	<u>103.15.100.2210.281.6360</u>
Transportation	<u>\$2,250.00</u> Mode <u>air</u>	<u>103.15.100.2210.281.6582</u>
Rental Car	<u> </u>	
Meals	<u>\$2,016.00</u>	<u>103.15.100.2210.281.6582</u>
Lodging	<u>\$2,775.00</u>	<u>103.15.100.2210.281.6582</u>
Substitutes	<u>NA</u>	<u>NA</u>
TOTAL	<u>\$13,962.00</u>	

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for our AVID site team to support the implementation of the program at our site. This will include our site coordinator, AVID elective teachers, and content area teachers. This program will be put in place at AHS to coordinate with the AVID programs currently in place at AMS & La Cima.

Outcomes and academic benefits to students and staff: Teachers will learn effective instructional practices and our site team will explore data to construct an action plan for effective implementation at our site. The AVID program targets our underserved students (minority and average achievers), provides quality staff development for teachers, helps schools build community support systems for school success, and addresses how to grant equitable access to rigorous curricula for all students.

Submitted by: J. Lansa

Signature

4/16/15

Date

K. Mansouri

Principal/Supervisor

4/14/15

Date

Sharon Nelson

Associate Superintendent/Superintendent

4/20/15

Date

rev. 9/21/05

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): Kelsey Glavin Gina Stickle SCHOOL: Prince
Samantha Krenzer Laurie Sheber Department (opt.): _____

DATE(S): June 16-19, 2015

ACTIVITY/EVENT: AVID (Advancement Via Individual Determination) Summer Institute

LOCATION: San Diego, California

ABSENCE: # Days 4 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>\$2,796.00</u>	<u>100.15.100.2210.111.6360</u>
Transportation	<u>\$1,000.00</u> Mode <u>air</u>	<u>100.15.100.2210.111.6582</u>
Rental Car	_____	
Meals	<u>\$864.00</u>	<u>100.15.100.2210.111.6582</u>
Lodging	<u>\$840.00</u>	<u>100.15.100.2210.111.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$5,500.00</u>	

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for our AVID Site Team to support the implementation of the program at our site. This will include our site principal and three classroom teachers. This program is in the beginning stages of implementation at Prince and coordinates with the programs at both AMS and AHS.

Outcomes and academic benefits to students and staff: Attendees will learn effective instructional practices and our site team will explore data to construct an action plan for effective implementation at our site. The AVID program targets our underserved students (minority and average achievers), provides quality staff development for teachers, helps schools build community support systems for school success, and addresses how to grant equitable access to rigorous curricula for all students.

Submitted by: Laurie Sheber 4/13/15
Signature Date
Principal/Supervisor 4/13/15
Date

James T. Lee

Associate Superintendent/Superintendent

4/29/15
Date

rev. 9/21/05

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

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): Elizabeth Virant

SCHOOL: District Offices

Department (opt.): Health Services

DATE(S): 6/23/15 - 6/27/15

ACTIVITY/EVENT: National Association of School Nurses Annual Conference

LOCATION: Philadelphia, Pennsylvania

ABSENCE: # Days 5 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>\$535.00</u>	<u>001.00.100.2579.542.6360</u>
Transportation	<u>\$790.00</u> Mode <u>air & train</u>	<u>001.00.100.2579.542.6582</u>
Rental Car	_____	_____
Meals	<u>\$253.00</u>	<u>001.00.100.2579.542.6582</u>
Lodging	<u>\$924.00</u>	<u>001.00.100.2579.542.6582</u>
Substitutes	_____	_____
TOTAL	<u>\$2,502.00</u>	

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

Purpose of travel: Attend Annual National School of Nursing Conference.

Outcomes and academic benefits to students and staff: To acquire information, resources and tools to benefit Amphi School District Health Services staff and students with current evidence-based approaches to keeping children healthy and in school, creating optimal learning advantages.

Submitted by: Elizabeth Virant 4/15/15
Signature Date

Carly Loring 4-16-15
Principal/Supervisor Date

Marvin Delos 4/21/15
Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST**

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COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.**

EMPLOYEE(S): Rachel Held

SCHOOL: CDO

Kim Antos

Department (opt.): IB/Math

DATE(S): June 25-28, 2015

ACTIVITY/EVENT: IB Math HL and SL 2 Training

LOCATION: Albuquerque, New Mexico

ABSENCE: # Days 4 Sub Required: ☐ Yes ☒ No

of School Days Missed 0

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 \$2,658.00

140-15-100-2210-510-6360

Transportation \$1,100.00

Mode airline

140-15-100-2210-510-6582

Rental Car \$ 100.00 Cab

140-15-100-2210-510-6582

Meals \$ 300.00

140-15-100-2210-510-6582

Lodging Included

Substitutes _____

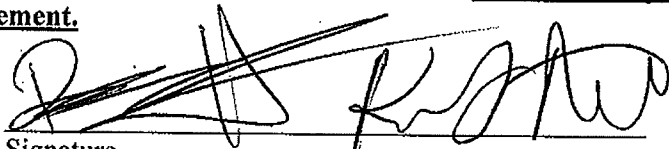
TOTAL \$4,158.00

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


Purpose of travel: Purpose is for category 2 training in Math HL and Math Studies SL in order to teach higher level math and Math Studies and meet the International Baccalaureate Programme requirements.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for rigorous student achievement.

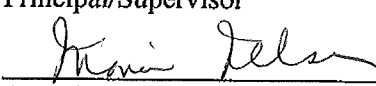
Submitted by:


Signature

4/15/15
Date


Principal/Supervisor

4/15/15
Date


Associate Superintendent/Supintendent

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): Michelle Barcanic

SCHOOL: CDO

Cris Cisco

Department (opt.): IB CAS

DATE(S): June 25-28, 2015

ACTIVITY/EVENT: IB CAS Coordinator Training Level 2

LOCATION: Lake Tahoe, CA

ABSENCE: # Days 4 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>
Registration	<u>\$1,790.00</u>	<u>140-15-100-2210-510-6360</u>
Transportation	<u>\$1,100.00</u> Mode <u>airline</u>	<u>140-15-100-2210-510-6582</u>
Rental Car	<u>\$ 175.00</u>	<u>140-15-100-2210-510-6582</u>
Meals	<u>\$ 300.00</u>	<u>140-15-100-2210-510-6582</u>
Lodging	<u>\$1,382.00</u>	<u>140-15-100-2210-510-6582</u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>\$4,747.00</u>	

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

Purpose of travel: CAS will have a new curriculum and policy changes for the upcoming school year. The purpose for this training is to meet the International Baccalaureate Programme requirements and become familiar with the changes before the new school year begins.

Outcomes and academic benefits to students and staff: Academic benefits for students to become successful in meeting the IB Benchmarks and increasing ability for students to receive the IB diploma.

Submitted by:

Michelle Barcanic
Signature

4-21-15
Date

Paul D...
Principal/Supervisor

4-21-15
Date

Karin Telson
Associate Superintendent/Supintendent

4/27/15
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): Jill Christman

SCHOOL: CDO

Department (opt.): IB Chemistry

DATE(S): June 25 - July 1, 2015

ACTIVITY/EVENT: IB Chemistry SL/HL 2 Level 2 and I/A Level 3 Training

LOCATION: Albuquerque, New Mexico

ABSENCE: # Days 7 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>\$2,658.00</u>	<u>140-15-100-2210-510-6360</u>
Transportation	<u>\$ 550.00</u> Mode <u>airline</u>	<u>140-15-100-2210-510-6582</u>
Rental Car	<u>\$ 50.00 Cab</u>	<u>140-15-100-2210-510-6582</u>
Meals	<u>\$ 300.00</u>	<u>140-15-100-2210-510-6582</u>
Lodging	<u>Included</u>	<u> </u>
Substitutes	<u> </u>	<u> </u>
TOTAL	<u>\$3,558.00</u>	

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

Purpose of travel: IB Chemistry will have new curriculum and assessment changes for the upcoming school year that will require training in order to teach and meet the International Baccalaureate Programme requirements.

Outcomes and academic benefits to students and staff: Academic subject depth and preparedness for rigorous student achievement.

Submitted by:

Signature

4/15/15

Date

Principal/Supervisor

4/15/15

Date

Associate Superintendent/Superintendent

4/27/15

Date

THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL.

DATE(S): June 28-July 1, 2015

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): Erika Genis Michael Warrick

SCHOOL: District Offices

Department (opt.): School Operations

DATE(S): July 5-10, 2015

ACTIVITY/EVENT: Carnegie Learning Teaching Excellence Institute

LOCATION: Fort Lauderdale, FL

ABSENCE: # Days 6 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>\$1,999.00</u>	<u>Covered by Carnegie</u>
Transportation	<u>\$1,500.00</u> Mode <u>Air</u>	<u>Covered by Carnegie</u>
Rental Car	<u>\$40.00 shuttle</u>	<u>140-15-100-2210-514-6582</u>
Meals	<u>\$300.00</u>	<u>140-15-100-2210-514-6582</u>
Lodging	<u>\$1,750.00</u>	<u>Covered by Carnegie</u>
Substitutes	_____	_____
TOTAL	<u>\$340.00</u>	

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

Purpose of travel: Attend training

Outcomes and academic benefits to students and staff: To support teachers in implementing Math strategies.

Submitted by:

Signature

Date

Principal/Supervisor

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): Laurie Sheber Ryan Pearsall SCHOOL: Prince
Gina Stickle Karen Belleau Department (opt.): _____
Deborah Mounts Shannon Langley _____ DATE(S): 7/19/2015-7/21/2015

ACTIVITY/EVENT: No Excuses University Institute

LOCATION: Indian Wells, California

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

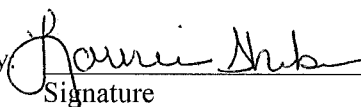
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)


<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2,700.00</u>	<u>100-15-100-2210-111-6360</u>
Transportation	<u>\$2,370.00</u> Mode <u>air</u>	<u>100-15-100-2210-111-6582</u>
Rental Car	_____	_____
Meals	<u>\$1,800.00</u>	<u>100-15-100-2210-111-6582</u>
Lodging	<u>\$612.00</u>	<u>100-15-100-2210-111-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$7,482.00</u>	

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

Purpose of travel: To receive the necessary training in order to continue the No Excuses University college and career readiness school mission.

Outcomes and academic benefits to students and staff: Staff will actively promote a comprehensive model of college readiness to all students. Staff will subscribe to the belief that all children can and deserve to be successful in school regardless of the obstacles they face. Attendees will be trained in ways to support teachers on the six exceptional systems that promote academic results for all students through progressional development.

Submitted by:  4/15/15
Signature Date

Principal/Supervisor _____ Date _____
 4/17/15
Associate Superintendent/Supintendent Date