

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: **85**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS Marching Band**

STAFF ADVISOR(S)/CHAPERONES: **Mark Hodge, Mike Shaheen, Damon Knepper, Feliza Laos Lorin Welch, Stephanie Welch, Robin Cattler, Kathy Spencer and Tina Gillette**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Holiday Bowl, San Diego California. To attend the Holiday Bowl Balloon Parade and participate in halftime show with bands from across the country.**

DESTINATION OF TRAVEL: **San Diego, California**

DATES OF TRAVEL: **December 26 - 29, 2017**

ACADEMIC BENEFITS TO STUDENTS: **Students will be adjudicated by a national panel of judges in the parade and field show competitions. The evaluation will be used to assess the students level of musicianship and pagentry.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **Bee 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>\$38,590.00</u>	<u>525/526/850-00-100-1001-280-6892</u>
Transportation	<u>\$8,300.00</u>	<u>525/526/850-00-100-1001-280-6519</u>
Meals	<u>\$3,400.00</u>	<u>525/526/850-00-100-1001-280-6892</u>

/

Lodging Included \_\_\_\_\_  
Substitutes \_\_\_\_\_  
TOTAL \$50,290.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? NA  
IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? Parents pay their own expenses.

COST TO EACH STUDENT \$ 550.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraisers; Students who are from low income families benefit from those events. No student is turned away.

FUNDING SOURCE(S): Band Club, Band Booster Club, Band Tax Credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: [Signature] 9/28/17  
Signature Date

APPROVED BY: [Signature] 10/4/17  
Principal/Supervisor Date

[Signature] 11/7/17  
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: Cross Middle School

ESTIMATED NUMBER OF STUDENTS: 77

NAME OF SCHOOL GROUP/CLUB/ENTITY: Cross Middle School Science Department

STAFF ADVISOR(S)/CHAPERONES: Alexandria Vaughn, Marco Dominguez, Ethnee Taylor, Rachel Peru, Lisa Olson, Josh Gray, Molly Mikles, Joe Barreda, and Andie Hemmah

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Catalina Island Marine Institute (CIMI)

DESTINATION OF TRAVEL: Catalina Island, California

DATES OF TRAVEL: February 18, 2018 – February 22, 2018

ACADEMIC BENEFITS TO STUDENTS: 77 students have the opportunity to study science in an outstanding, hands-on program focusing on Marine Biology and Ecology. All students will participate in several competitions, including group and individual competitions. Competitions include Best Overall Group, Best Dive Group, and Best Academic Group (based on CIMI testing activities). Individual awards go to the best individual academic scores and Best Overall Participation.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Chartered Buses, Mountain View Tours, Inc., P.O Box 91890, Tucson, AZ 85752 520-292-1183

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

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

	APPROX. COST	BUDGET CODE
Registration	<u>\$20,670.00</u>	<u>525-00-100-1001-167-6892</u> <u>526-00-100-1001-167-6892</u>
Transportation	<u>\$8,694.00</u>	<u>525-00-100-1001-167-6519</u> <u>526-00-100-1001-167-6519</u>
Meals	<u>Included</u>	_____
Lodging	<u>Included</u>	_____
Substitutes	<u>\$900.00</u>	<u>525/526-00-100-1001-167-6113</u>
<b>TOTAL</b>	<b><u>\$30,264.00</u></b>	

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones pay their own expenses.

COST TO EACH STUDENT \$ 400.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Financial Assistance will be provided for students in need.

FUNDING SOURCE(S): Tax Credit Donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
\_\_\_\_\_

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

SUBMITTED BY: [Signature] 10-30-17  
Signature Date

APPROVED BY: [Signature] 10-30-17  
Principal/Supervisor Date

[Signature] 11/7/17  
Associate Superintendent/Supervisor 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: 20

NAME OF SCHOOL GROUP/CLUB/ENTITY: Men's Volleyball Team

STAFF ADVISOR(S)/CHAPERONES: Ashleigh Houlton (Head Coach); Kathy Franklin, Chelsea Crane, Tim Nordenssen, Robert Forman

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 2018 Las Vegas Boys Invitational

DESTINATION OF TRAVEL: Las Vegas, NV

DATES OF TRAVEL: 3/8/18 - 3/11/18 (Competition is on 3/9 & 3/10)

ACADEMIC BENEFITS TO STUDENTS: This trip is an athletic competition for the Varsity Volleyball team. This invitational and related travel is a reward for the team's athletic and academic performance. Players with low grades are not allowed to attend.

Athletic activities such as this support the academic mission of the school, where studies show that student-athletes involved in such events tend to have a higher grade-point average, lower dropout rate, and fewer discipline problems than traditional students.

The Ironwood Ridge Volleyball team is consistently one of the best performers on the court and in the classroom among Nighthawk programs. This tournament helps to celebrate their success.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Enterprise

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>500.00</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$1,250.00</u>	<u>526/850-00-100-1001-280-6519</u>
	_____	_____

Meals	\$ 750.00	<u>526/850-00-100-1001-280-6892</u>
Lodging	\$3,000.00	<u>526/850-00-100-1001-280-6892</u>
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>\$5,500.00</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? \_\_\_\_\_  
 IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? Using club funds from fundraising

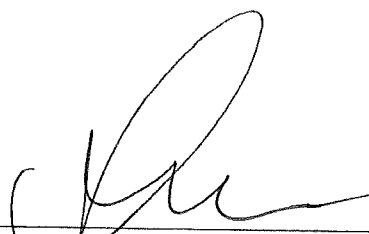
COST TO EACH STUDENT \$ 100.00 (can be tax credit donations - to help with either meals or transportation)

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? All team members share the fundraising responsibilities. The Coaching Staff assists with tax credit donations for all families that need assistance.

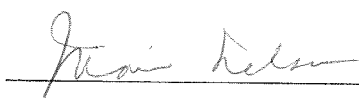
FUNDING SOURCE(S): Volleyball tax credit monies; club funds

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Varsity Team Sponsorships, Tax-Credit Campaign, Program Fundraiser

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

SUBMITTED BY:  8/30/17  
 Signature Date

APPROVED BY: Natalie A Burnett 9/19/17  
 Principal/Supervisor Date

 11/2/17  
 \_\_\_\_\_ Date

AMPHITHEATER PUBLIC SCHOOLS  
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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: CDO

ESTIMATED NUMBER OF STUDENTS: 135

NAME OF SCHOOL GROUP/CLUB/ENTITY: Orchestra/Band

STAFF ADVISOR(S)/CHAPERONES: Toru Tagawa, Daniel Bitter, Tina Cioca, Kim Gessner, Deb Overbey, Linda Brady, Terra Harper, Stephanie Delgado, Eric Sorenson, Deb Seng, Christina Hales, Erik Binnie, Luis Lopez, Kara Saunders

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Performing at the Heritage Festival

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: March 15-18, 2018

ACADEMIC BENEFITS TO STUDENTS: CDO Orchestra and Band will be traveling together to perform at the Anaheim Heritage Festival. Students will be able to compete in the Orchestra and Band competition and receive recognitions and meaningful clinic.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other 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>\$ 36,000.00</u>	<u>526/850-00-100-1001-282-6892</u>
Transportation	<u>\$13,200.00</u>	<u>526/850-00-100-1001-282-6519</u>
Meals	<u>\$ 7,500.00</u>	<u>526/850-00-100-1001-282-6892</u>
Lodging	<u>\$19,500.00</u>	<u>526/850-00-100-1001-282-6892</u>

Substitutes \$ 165.00

520/850-00-100-1001-282-6113

TOTAL \$ 76,365.00

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

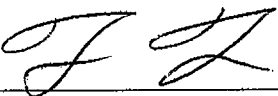
HOW ARE CHAPERONE EXPENSES PAID? Orchestra and Band Booster Club, Chaperones will pay \$200 per person to offset cost.

COST TO EACH STUDENT \$ 550

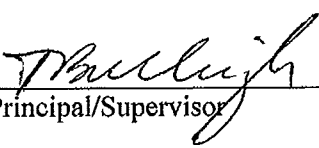
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Scholarships will be given on an as needed basis

FUNDING SOURCE(S): Orchestra Tax Credit/Orchestra Club Account


FUNDRAISING ACTIVITIES PLANNED (If applicable):  
\_\_\_\_\_

SUBMITTED BY:   
Signature

10/27/17  
Date

APPROVED BY:   
Principal/Supervisor

10/31/17  
Date

  
Associate Superintendent/Superintendent

11/7/17  
Date



AMPHITHEATER PUBLIC SCHOOLS  
STAFF/STUDENT TRAVEL REQUEST

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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**

SCHOOL: **IRHS**

ESTIMATED NUMBER OF STUDENTS: 80

NAME OF SCHOOL GROUP/CLUB/ENTITY: **IRHS Choir**

STAFF ADVISOR(S)/CHAPERONES: **AJ Lepore, Mary Dickson, Mark Hodge, Camille Marshall, Tamera Potter, Lori Alarcon, Carol Krendl, Janalynn Taylor**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Choir Competition @ Los Alamitos High School**

DESTINATION OF TRAVEL: **Los Alamitos, CA**

DATES OF TRAVEL: **March 14-17, 2018**

ACADEMIC BENEFITS TO STUDENTS: **Students will compete against other choirs from around the country and be adjudicated by a panel of four judges to assess the musical and visual aspects of the choir. The director and students will be able to use the comments to improve their future performances. Students will also get to see all the groups they are competing against which will also be a great learning experience.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **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>\$1,800.00</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$10,080.00</u>	<u>526/850-00-100-1001-280-6519</u>
Meals	_____	<u>Self Paid</u>

Lodging	\$13,188.00	526/850-00-100-1001-280-6892
Substitutes	\$660.00	526/850-00-100-1001-280-6113
<b>TOTAL</b>	<b>\$25,728.00</b>	

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

HOW ARE CHAPERONE EXPENSES PAID? **Self-Paid**

COST TO EACH STUDENT \$ **500**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Fundraisers will be held to offset the cost. Scholarships will be provided when necessary to ensure that no student is kept from the trip due to finances.**

FUNDING SOURCE(S): **Parent Organization, Choir tax credit account,**

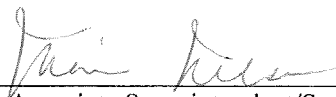
FUNDRAISING ACTIVITIES PLANNED (If applicable):

**UA Football Concessions, Butter Braids sales, Zumba Day, See's Candy, concert ticket sales, various restaurant events**

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

SUBMITTED BY:  11/1/17  
 Signature Date

APPROVED BY: Natalie A. Burnett 11/1/17  
 Principal/Supervisor Date

 11/7/17  
 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: **Ironwood Ridge High School Model United Nations**

STAFF ADVISOR(S)/CHAPERONES: **Erik Wolf-sponsor; Marty Wenzel-chaperone; Lori Gipson-chaperone; Alissa McGowan-chaperone; April Kozubal-chaperone**

ABSENCE: # Days 5 Sub Required: Yes No # of School Days Missed 2

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **EagleMUNC (Eagle Model United Nations Conference)**

DESTINATION OF TRAVEL: **Boston, MA**

DATES OF TRAVEL: **March 15-19, 2018**

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 a UN ambassador and then take part in writing all-encompassing resolutions to problems that plague the international community. In this setting students compete to be the best representatives of their designated nation-states. Awards range anywhere between Honorable Mention all the way up to the ultimate award as Best Delegate which means you take home the gavel used by the chairperson during the course of the committee. Prizes can also be garnered for being the most well-researched delegation via one's pre-conference position paper. Finally, awards can also be won by schools for the summation of all attending delegates across multiple committees.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **air, shuttle**

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>\$2,620.00</u>	<u>526/850-00-100-1001-280-6892</u>
Transportation	<u>\$20,400.00</u>	<u>526/850-00100-1001-280-6519</u>
	<u>\$2,400.00</u>	<u>526/850-00-100-1001-280-6892</u>

Meals	_____	_____
	\$11,000.00	526/850-00-100-1001-280-6892
Lodging	_____	_____
Substitutes	\$1,100.00	530-00-100-3400-280-6113
<b>TOTAL</b>	<b>\$37,520.00</b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **none needed**  
 IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? **Chaperones will participate in fundraising efforts and pay the amount short of the average trip cost out of pocket.**

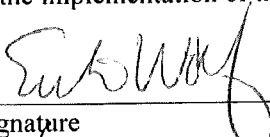
COST TO EACH STUDENT \$ **\$150 if enough tax credits are not brought in by the individual student**

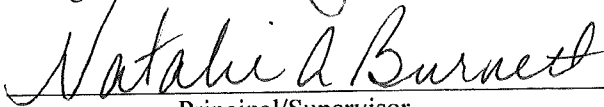
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Those unable to pay are granted additional fundraising options or asked to be more vigilant in raising the amount needed to off-set the cost to each student; additionally, some students raise in excess of their required threshold so as to help others who are unable to meet their financial requirements.**


FUNDING SOURCE(S): **tax credits, club funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
**car washes, candle sales, corporate donations, restaurant nights (i.e., Chipotle), among others**

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

SUBMITTED BY:  10-25-17  
 Signature Date

APPROVED BY:  10/26/17  
 Principal/Supervisor Date

Date  11/2/17  
 Associate Superintendent/Supervisor 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): Mark Hodge \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL: IRHS  
 Department (opt.): Fine Arts  
 DATE(S): November 25-29, 2017

ACTIVITY/EVENT: NafME-All-National Honor Ensembles

LOCATION: Orlando Florida

ABSENCE: # Days 5 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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$ 275.00</u>	<u>Paid for by teacher</u>
Transportation	<u>\$ 794.61</u>	Mode <u>Air Travel</u> <u>530-00-100-1001-280-6582</u>
Rental Car	_____	_____
Meals	_____	<u>Paid by teacher &amp; Band Booster Club</u>
Lodging	_____	<u>Provided</u>
Substitutes	<u>\$ 330.00</u>	<u>530-00-100-1001-280-6113</u>
TOTAL	<u>\$1,399.61</u>	

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

Purpose of travel: To chaperone student with parent and attend the National Orchestra and Director's Professional Training in Orlando, Florida

Outcomes and academic benefits to students and staff: The student will attend rehearsals and perform for a national audience. The director will help facilitate the rehearsals and receive professional development from national educators.

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

Submitted by: Mark Hodge 10-24-17  
 Signature Date

Natalie Burnett 10/25/17  
 Principal/Supervisor Date

Mark Hodge 11/2/17  
 Associate Superintendent/Superintendent Date