

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: **Cross Middle**

ESTIMATED NUMBER OF STUDENTS: **84**

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Cross MS Science Dept.**

STAFF ADVISOR(S)/CHAPERONES: **Ben Briggs, Marco Dominguez, Andy Heinemann, Krista Boss, Lisa DaDeppo, Shannon Haskins, Lisa Shanks, Cheryl Stewart, Rachel Oldaker, Carrie Startt**

ABSENCE: # Days **4** Sub Required:  Yes  No # of School Days Missed **3**

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

DESTINATION OF TRAVEL: **Catalina Island, CA**

DATES OF TRAVEL: **Sunday evening, 2/21/16-Wednesday, 2/24/16**

ACADEMIC BENEFITS TO STUDENTS: **84 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, 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 **Charter Busses, Mountain View Tours, Inc.**

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>\$22,675.00</u>	<u>525-00-100-1001-167-6892</u> <u>526-00-100-1001-167-6892</u>
Transportation	<u>\$8,136.00</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>525-00-100-1001-167-6113</u> <u>526-00-100-1001-167-6113</u>
TOTAL	<u>\$31,711.00</u>	

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

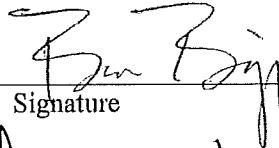
HOW ARE CHAPERONE EXPENSES PAID? **Five chaperones are included at half-price and four additional chaperones at full price for a total of \$1,625.00**

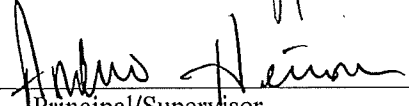
COST TO EACH STUDENT \$ **395.00**

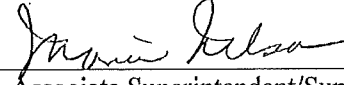
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Financial Assistance will be provided for students in need.**

FUNDING SOURCE(S): **Tax Credit Donations**

FUNDRAISING ACTIVITIES PLANNED (If applicable): **Movie Night PTO Fundraiser**

SUBMITTED BY:  10/29/15  
Signature Date

APPROVED BY:  11-2-15  
Principal/Supervisor Date

 11/3/15  
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: 54

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Yearbook Club, Culinary Club**

STAFF ADVISOR(S)/CHAPERONES: **Ryan Maish, Jean Gowen, Matt Johnson, Zach Wolf, TJ Castro, Teri Pierce**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Creating a Leadership Legacy & Retreat at Disneyland**

DESTINATION OF TRAVEL: **Anaheim ,CA**

DATES OF TRAVEL: **February 24-27, 2016**

ACADEMIC BENEFITS TO STUDENTS: **The benefit is to attend a leadership and teamwork program at Disneyland run by Disney Youth Services. This will allow our members to get the chance to interact and see how efficient team bonding is created and maintained. Preliminary plans for the next yearbook will be created as well, with Disney Youth Services working with our students on how Disney develops stories as well as the history of story creation at Disney. This will help our students understand how great stories are told for our future yearbook publications.**

**To see Culinary in action with Chefs and Bakers from around the world and learn about Culinary opportunities and future of culinary workplace trends as well as sustainability. Leadership workshops cultivate young people's commitment and skills as leaders, you not only prepare them to be 21st Century leaders, but you also tap their energy and imagination to solve problems and create positive change in their schools and communities right now.**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other **BeeLine**

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

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

APPROX. COST

BUDGET CODE

Registration	<u>\$11,070</u>	<u>850-00-100-1001-280-6892</u>
Transportation	<u>\$3,450</u>	<u>850-00-100-1001-280-6519</u>
Meals	<u>\$2,000</u>	<u>850-00-100-1001-280-6892</u>
Lodging	<u>\$10,417.68</u>	<u>850-00-100-1001-280-6892</u>
Substitutes	<u>N/A</u>	<u>      </u>
<b>TOTAL</b>	<b><u>\$26,937.68</u></b>	

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

HOW ARE CHAPERONE EXPENSES PAID? **The expenses are paid through Yearbook & Culinary Fund**

COST TO EACH STUDENT \$ **400**

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

FUNDING SOURCE(S): **Club Funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

**Yearbook does a lot of fundraisers throughout the year such as senior ads in the yearbook, and selling photographs to parents of sporting and club events.**

**Culinary does a lot of fundraisers throughout the year, mainly focusing on selling food at football games, VHP assembly, and various events around Tucson.**

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

SUBMITTED BY: \_\_\_\_\_  
 Signature

10/20/15  
 Date

APPROVED BY: Natalie Burnett  
 Principal/Supervisor

10/27/15  
 Date

Timothy DeLeon  
 Associate Superintendent/Supervisor

11/9/15  
 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): Brandon Kuhn, Jill Christman, Lauren Marlatt SCHOOL: District Offices  
Becky Chambers, Krista Boss Ethnee Taylor Department (opt.): School Operations  
Pamela Vandivort, Patricia Grube DATE(S): 3/31/16 to 4/3/16

ACTIVITY/EVENT: National Science Teachers Association 2016 National Conference

LOCATION: Nashville, TN

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>
Registration	<u>\$2840.00</u>		<u>140-16-100-2210-515-6360</u>
Transportation	<u>\$5300.00</u>	Mode <u>Air</u>	<u>140-16-100-2210-515-6582</u>
Rental Car	<u>      </u>		<u>      </u>
Meals	<u>\$1000.00</u>		<u>140-16-100-2210-515-6582</u>
Lodging	<u>\$2100.00</u>		<u>140-16-100-2210-515-6582</u>
Substitutes	<u>\$1200.00</u>		<u>140-16-100-2210-515-6113</u>
TOTAL	<u>\$12440.00</u>		

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

Purpose of travel: The purpose of attending the conference is to offer our teachers the latest in Science content, teaching strategies, and research to enhance and expand their professional growth.

Outcomes and academic benefits to students and staff: Information gathered at the conference will be shared with other Science teachers and implemented into their teaching practices, which directly impacts our students.

Submitted by: Michael Byars 11/3/15  
Signature Date

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Kioni Nelson 11/3/15  
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): Michael Bejarano, Natalie Burnett SCHOOL: District Offices  
Paul DeWeerd, Jon Lansa, Glenda Arffa Department (opt.): School Operations  
Amanda Magelli DATE(S): 2/24/16 to 2/28/16

ACTIVITY/EVENT: National Association of Secondary School Principals Annual Conference

LOCATION: Orlando, FL

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 1

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$4260.00</u>	<u>140-16-100-2210-515-6360</u>
Transportation	<u>\$3500.00</u> Mode <u>Air</u>	<u>140-16-100-2210-515-6582</u>
Rental Car	_____	_____
Meals	<u>\$1200.00</u>	<u>140-16-100-2210-515-6582</u>
Lodging	<u>\$4064.00</u>	<u>140-16-100-2210-515-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$13024.00</u>	

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

Purpose of travel: To participate in the NASSP Annual Conference

Outcomes and academic benefits to students and staff: The NASSP Conference will provide a professional development experience for our high school and middle school level administrators and will offer them opportunities to hear about research-based best practices that are proven to improve student achievement.

Submitted by: \_\_\_\_\_ Signature Michael Bejarano Date 11/4/15

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Associate Superintendent/Superintendent Monica Nelson Date 11/9/15

**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): Michael Bejarano Brent Gnagey SCHOOL: District Offices  
Steve Frost Department (opt.):  
 DATE(S): January 12-15, 2016

ACTIVITY/EVENT: 36<sup>th</sup> Annual National Future of Education Technology (FETC) Conference

LOCATION: Orlando, FL

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

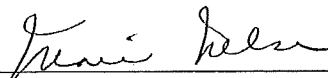
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$1,470.00</u>	<u>140-16-100-2210-510-6360</u> 001-00-100-2579-550-6360
Transportation	<u>\$3,000.00</u> Mode <u>air/taxi</u>	<u>140-16-100-2210-510-6582</u> 001-00-100-2579-550-6582
Rental Car	_____	
Meals	<u>\$588.00</u>	<u>140-16-100-2210-510-6582</u> 001-00-100-2579-550-6582
Lodging	<u>\$1,800.00</u>	<u>140-16-100-2210-510-6582</u> 001-00-100-2579-550-6582
Substitutes	_____	
TOTAL	<u>\$6,858.00</u>	

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

Purpose of travel: To attend the FETC Conference.

Outcomes and academic benefits to students and staff: Information gained will be shared with District staff.

Submitted by:  11/10/15  
 Signature Date

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 11/12/15  
 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): Monica Nelson Scott Little  
Roseanne Lopez

SCHOOL: District Offices

Department (opt.):

DATE(S): January 13-15, 2016

ACTIVITY/EVENT: 36<sup>th</sup> Annual National Future of Education Technology (FETC) Conference

LOCATION: Orlando, FL

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>\$1,620.00</u>	<u>140-16-100-2210-510-6360</u> 001-00-100-2579-550-6360
Transportation	<u>\$3,000.00</u> Mode <u>air/taxi</u>	<u>140-16-100-2210-510-6582</u> 001-00-100-2579-550-6582
Rental Car	_____	
Meals	<u>\$441.00</u>	<u>140-16-100-2210-510-6582</u> 001-00-100-2579-550-6582
Lodging	<u>\$600.00</u>	<u>140-16-100-2210-510-6582</u> 001-00-100-2579-550-6582
Substitutes	_____	
TOTAL	<u>\$5,661.00</u>	

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

Purpose of travel: To attend the FETC Conference.

Outcomes and academic benefits to students and staff: Information gained will be shared with District staff.

Submitted by: Monica Nelson 11/18/15  
Signature Date

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Patrick Nelson 11/12/15  
Associate Superintendent/Superintendent Date