

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: Harelson

ESTIMATED NUMBER OF STUDENTS: 60

NAME OF SCHOOL GROUP/CLUB/ENTITY: Harelson 6th Grade

STAFF ADVISOR(S)/CHAPERONES: Jason Weaver, Claudia Zimmer, Kristen Buckwalter, Jossie Greer, Jennifer Jones, Dourien Aguilar, Cat Schladweiler, Cyndie McCarthy, Jen Anderson, Ibon Utsch, Melissa Deste, Amy Tees, Jason/Lisa Payne, Monica Carlson, Chris Gutierrez, Suzanne Robertson, Cara Jones, Lisa/Adam DaDeppo, Karen Schollmeyer, Jenny Carrillo, Cindy Felix, Barbara Rowland, Jennifer Arvizu, Nicole Schmidtke, Lisa Da Silva, Michelle Johnson, Ashley Jones, Dave Horn, Stephanie Neese, Erik/Julie Hohmann

ABSENCE: # Days 2.5 Sub Required: Yes No # of School Days Missed 2.5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 6th Grade San Diego Science Trip

DESTINATION OF TRAVEL: San Diego, CA

DATES OF TRAVEL: February 19-21, 2018

ACADEMIC BENEFITS TO STUDENTS: The studetns will gain hands-on knowledge about oceanography including the following: Explain the composition, properties, and structures of the ocean's layers and zones, analyze the effects that bodies of water have on the climate of a region, and describe ways scientists explore the Earth's atmosphere and bodies of water. Students will learn about the ocean biome and participate in the scientific classification of sea life, as well as, participate in the dissection of fish. Students will participate in various competitions filling out information in their Student Field Guides throughout the trip.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Chartered buses through Project Exploration

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>\$38,280</u>	<u>525/526-00-100-1001-107-6892</u>
	-	-
	-	-

Transportation	<u>included</u>	<u>525/526-00-100-1001-107-6519</u>
Meals	<u>included</u>	<u>-</u>
Lodging	<u>included</u>	<u>-</u>
Substitutes	<u>n/a</u>	<u>-</u>
TOTAL	<u>\$38,280</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? **Chaperones are responsible for their own fees and pay the same price as students.**

COST TO EACH STUDENT \$ **440**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **partial fee waivers will be made available through Tax Credit designations towards this trip.**

FUNDING SOURCE(S): **Parents of students, Tax Credit**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
none, unless necessary. Possibly local restaurant percentage nights

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

SUBMITTED BY: Claudia Zimmer **09/25/17**
 Signature Date

APPROVED BY: [Signature] **09/25/17**
 Principal/Supervisor Date

[Signature] **10/16/17**
 Associate Superintendent/Superintendent Date

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SCHOOL: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: 100

NAME OF SCHOOL GROUP/CLUB/ENTITY: Middle School band, orchestra and choir

STAFF ADVISOR(S)/CHAPERONES: Christian Hill, Brandi Dignum, Janitzky Spencer, Lorin Welch, Martha Webb, Wendy Tweeter, Mary Tomason, Genne Stazonne, Cindy Senkerick, Angela Oropeza, Charmaigne Lang, Lynne Caplan, Anne Reuter, Kevin Dignum.

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Music students will compete and receive a rating at the Music in the Parks Festival Competition.

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: March 15-18, 2018

ACADEMIC BENEFITS TO STUDENTS: Students will attend a music workshop at Disneyland and also compete in a festival competition. Students will receive a rating and constructive comments on ways to improve their performance skills.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Project Exploration/ American Explorer Motorcoach

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>\$51,000</u>	<u>525/526.00 100 1001 168 6892</u>
	_____	_____
Transportation	<u>Included</u>	_____
	_____	_____
Meals	<u>No</u>	_____
	_____	_____

Lodging	<u>Included</u>	_____
Substitutes	<u>\$300</u>	<u>530 00 100 3400 168 6113</u>
TOTAL	<u>\$51,300</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Parent Chaperones paid by their own funds

COST TO EACH STUDENT \$ \$510

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit

FUNDING SOURCE(S): Tax Credit

FUNDRAISING ACTIVITIES PLANNED (If applicable):
NA

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

SUBMITTED BY: Christina E Hill / Brondi Deguin 10/04/17
 Signature Date

APPROVED BY: Aristice Sullivan 10/9/17
 Principal/Supervisor Date

Kevin Hill 10/16/17
 Associate Superintendent/Superintendent Date

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SCHOOL: La Cima

ESTIMATED NUMBER OF STUDENTS: 75

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

STAFF ADVISOR(S)/CHAPERONES: 9: Andrea Steele, Keith Koster, Betsy Gardner, Marni Gould, Tatiana and Fred Aparicio, Jilliane Lewis, Diane & Douglass Montano

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Forum Music Festival Competition

DESTINATION OF TRAVEL: Anaheim, California

DATES OF TRAVEL: 4/26/18 10:00 p.m. to 4/28/18 8:00 a.m.

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 team work, improve their musical skill and their confidence. Students have the opportunity to hear one another, as well as ensembles from other schools attending the fesitival. Each group will present a performance for evaluation by nationally known adjudicators.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Charter Bus - 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>\$11,840</u>	<u>525/526-00-100-1001-165-6892</u>
Transportation	<u>\$7,400</u>	<u>525/526-00-100-1001-165-6519</u>
Meals	<u>\$1,960</u>	<u>525/526-00-100-1001-165-6892</u>

Lodging	_____	_____
Substitutes	<u>\$350</u>	<u>525-00-100-1001-165-6113</u>
TOTAL	<u>\$21,550</u>	

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

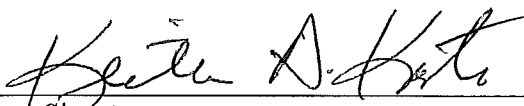
HOW ARE CHAPERONE EXPENSES PAID? Self

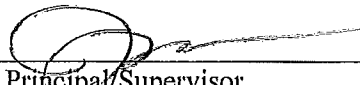
COST TO EACH STUDENT \$ 220


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

FUNDING SOURCE(S): tax credit donations, student family contributions, fundraising

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Car washes, butterbraid sales, bowl-a-thon, crowd funding

SUBMITTED BY:  9.18.17
 Signature Date

APPROVED BY:  9/18/17
 Principal/Supervisor Date

 10/10/17
 Associate Superintendent/Superintendent Date

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EMPLOYEE(S): Gina Beca _____

SCHOOL: CDO
 Department (opt.): IB
 DATE(S): Nov 29 - Dec 2, 2017

ACTIVITY/EVENT: IB Category 2 - Visual Arts

LOCATION: St. Pete Beach, Florida

ABSENCE: # Days 4 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>925.00</u>	<u>140-18-100-2210-510-6360</u>
Transportation	\$ <u>700.00</u> Mode <u>airline</u>	<u>140-18-100-2210-510-6582</u>
Rental Car	\$ <u>100.00 (shuttle)</u>	<u>140-18-100-2210-510-6582</u>
Meals	\$ <u>110.25</u>	<u>140-18-100-2210-510-6582</u>
Lodging	\$ <u>900.00</u>	<u>140-18-100-2210-510-6582</u>
Substitutes	\$ <u>330.00</u>	<u>140-18-100-2210-510-6113</u>
TOTAL	\$ <u>3,065.25</u>	

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

Purpose of travel: **IB Programme standards and practice require IB specific workshop training to ensure program objectives are put in place and maintained. Subject teachers require initial training and updated training when curriculum guides are changed. Previously approved at 9-19-17 Governing Board meeting but conference was full.**

Outcomes and academic benefits to students and staff: **IB Workshops include specialized in depth academic training to ensure teacher preparedness in maintaining benchmarked rigor and ensure critical-thinking and reflective skills to further advance student achievement.**

Submitted by: _____
 Signature [Signature] Date 10/16/17

 Principal/Supervisor [Signature] Date 10/16/17

 Associate Superintendent/Superintendent [Signature] Date 10/16/17

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EMPLOYEE(S): Marcela Arizpuro Alison Carbonneau SCHOOL: District Offices
 _____ _____ Department (opt.): Food Service
 _____ _____ DATE(S): January 19-23, 2018

ACTIVITY/EVENT: School Nutrition Industry Conference for (SNIC) School Nutrition Association

LOCATION: New Orleans, LA

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>\$1090.00</u>	<u>510-00-100-3100-526-6360</u>
Transportation	<u>\$975.00</u> Mode <u>air</u>	<u>510-00-100-3100-526-6582</u>
Rental Car	_____	_____
Meals	<u>\$378.50</u>	<u>510-00-100-3100-526-6582</u>
Lodging	<u>\$2000.00</u>	<u>510-00-100-3100-526-6582</u>
Substitutes	_____	_____
TOTAL	<u>\$4443.50</u>	

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

Purpose of travel: To attend SNIC professional growth conference and learn new ways to be compliant with new federal rules and regulations for (NSLP) National School Lunch Program.

Outcomes and academic benefits to students and staff: To meet new performance standards and regulations of the Administrative Review.

Submitted by: _____
 Signature _____ Date 10/12/17

Principal/Supervisor _____ Date _____
_____ 10/16/17
 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): Kristin McGraw Linda Haller SCHOOL: District Offices
Jennifer Newman _____ Department (opt.): Student Services
 _____ DATE(S): 04/21 - 4/25/18

ACTIVITY/EVENT: LRP's National Institute
 LOCATION: Dallas, TX

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>\$5185.00</u>		<u>001-00-200-2210-540-6360</u>
Transportation	<u>\$1560.00</u>	Mode <u>air/taxi/prkg</u>	<u>001-00-200-2210-540-6582</u>
Rental Car	_____		_____
Meals	<u>\$645.00</u>		<u>001-00-200-2210-540-6582</u>
Lodging	<u>\$3800.00</u>		<u>001-00-200-2210-540-6582</u>
Substitutes	_____		_____
TOTAL	<u>\$11900.00</u>		

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

Purpose of travel: Obtain updates on legal issues and subsequent best practices in providing special education services.

Outcomes and academic benefits to students and staff: Information obtained will be shared with staff throughout the year.

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

Submitted by: Kristin McGraw _____ Date 9-28-17
 Signature Date

 Principal/Supervisor Date
Joni Nelson _____ Date 10/16/17
 Associate Superintendent/Superintendent Date

**AMPHITHEATER PUBLIC SCHOOLS
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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): Samantha Barnewolt _____

SCHOOL: CDO
 Department (opt.): IB
 DATE(S): April 27-30, 2018

ACTIVITY/EVENT: IB Dance, Category 1&2

LOCATION: Minneapolis, MN

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>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	\$ <u>744.00</u>	<u>140-18-100-2210-510-6360</u>
Transportation	\$ <u>500.00</u> Mode <u>airline</u>	<u>140-18-100-2210-510-6582</u>
Rental Car	\$ <u>100.00 (shuttle)</u>	<u>140-18-100-2210-510-6582</u>
Meals	\$ <u>127.75</u>	<u>140-18-100-2210-510-6582</u>
Lodging	\$ <u>550.00</u>	<u>140-18-100-2210-510-6582</u>
Substitutes	\$ <u>220.00</u>	<u>140-18-100-2210-510-6113</u>
TOTAL	\$ <u>2241.75</u>	

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

Purpose of travel: IB Programme standards and practice require IB specific workshop training to ensure program objectives are put in place and maintained. Subject teachers require initial training and updated training when curriculum guides are changed. Previously approved at 9-19-17 Governing Board meeting but conference was full.

Outcomes and academic benefits to students and staff: IB Workshops include specialized in depth academic training to ensure teacher preparedness in maintaining benchmarked rigor and ensure critical-thinking and reflective skills to further advance student achievement.

Submitted by: [Signature] _____ 10/16/17
 Signature Date
[Signature] _____ 10-16-17
 Principal/Supervisor Date
[Signature] _____ 10/16/17
 Associate Superintendent/Superintendent Date