

2024 TRAVEL APPROVAL REQUEST - KENT INTERMEDIATE SCHOOL DISTRICT
FOR WORKSHOPS, CONFERENCES, PROFESSIONAL DEVELOPMENT & PROFESSIONAL MEETINGS

EVENT DATA

FOR TRAVEL JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

Employee Name	Hailey Kane and Leslie Kirschenbauer	Current Date	01/26/24
Building			
Event Name	Anatomege Competition-University of St. Francis	City, State	Ft. Wayne IN
Dates of Event	Feb 23rd, 2024		

EVENT COSTS

ALL PREPAIDS ARE PAID PRIOR TO EVENT BY ACCOUNTS PAYABLE IN BUSINESS OFFICE
 AND MUST HAVE BACKUP DOCUMENTATION ATTACHED.
 ALL REIMBURSEMENTS REQUIRE ITEMIZED RECEIPTS.

Description	Estimated Costs	Amount to be Prepaid	Actual Expenses	Amount to be Reimbursed
Registration/Fees \$0	\$ -			
Lodging Hotel Name n/a		Confirmation #		
Address		Phone #		
Arrival Date 02/23/24	Departure Date 02/23/24	TURN IN FINAL RECEIPT FOR HOTEL EXPENSES TO ACCOUNTS PAYABLE IF PREPAID		
# of Nights 0	Daily rate including tax/fees	\$ -		
Meals (Allowance max of \$65 per day)	240.00			
Estimated Mileage (round trip) 0 Miles @ 0.67 per mile	\$ -			
Actual Mileage (round trip) Miles @ 0.67 per mile				
Transportation attempting to secure school vehicle (Air/Train/Bus/Parking/Cab)				
Other (Explain)				
TOTAL REQUEST	\$ 240.00			

It is hereby certified that the above record is true and accurate and that no part of the same has been paid or reimbursed by the District previously or by another organization.

Accommodations costs and transportation costs will be reimbursed according to the Administrative Guidelines #3440C and #4440C, paragraphs A, B, C & D.

EVENT FUNDING

General ledger account number to expense this travel to

Account Number:

ANY NOTES

If any expenses were charged to a P-CARD, please IDENTIFY THE CARDHOLDER in this notes section

4 students & 2 advisors/instructors. meals: \$40 (breakfast/dinner) each.

APPROVAL FOR EVENT ATTENDANCE

Obtain APPROVAL of ESTIMATED COST - PRIOR to the event

Hailey Kane Employee Signature (printed & signed)	1/26/24 Date	 Supervisor (printed & signed)	1/26/24 Date
+ Leslie Kirschenbauer HK		 Assistant Superintendent (printed & signed)	
		1/30/24 Date	

FINAL APPROVAL FOR REIMBURSEMENT

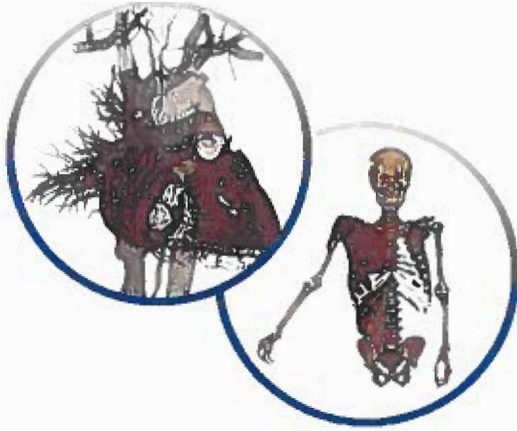
Obtain APPROVAL of ACTUAL/FINAL COST - AFTER the event

Employee Signature (printed & signed)	Date	Supervisor (printed & signed)	Date
		Assistant Superintendent (printed & signed)	
		Date	

ROUTING:

APPROVAL OF SUPERVISOR
 APPROVAL OF ASSISTANT SUPERINTENDENT
 ACCOUNTS PAYABLE IN BUSINESS OFFICE TO PROCESS ANY PREPAYMENTS
 ORIGINAL FORM RETURNED TO REQUESTER ONCE PREPAID
 AFTER EVENT IS COMPLETE AND FINAL APPROVALS COMPLETED, ORIGINAL FORM TURNED INTO PAYROLL FOR RECORD AND REIMBURSEMENT

**Join us for an Anatomy Tournament hosted by:
Anatomage & University of Saint Francis
Achatz Hall of Science/Murray Research Building, Fort Wayne, IN
February 23, 2024 | 8:00 AM – 5:00 PM**



The Anatomage Tournament is a team-based competition that focuses on knowledge of anatomical structures. Participants will get hands-on experience with our Anatomage Table 3D technology while competing to test their anatomy knowledge. Outside of the Tournament, there will be educational workshops and hands-on activities to help prepare students for their collegiate careers. During the event, teams of 3-4 students will compete to be one of the Top 16 teams advance to the Tournament Bracket. The Top 3 teams will win prizes and will advance to the National Anatomage Tournament!

Anatomical systems included in competition:

- Skeletal (Including ligaments and bony landmarks)
- Cardiovascular (Including the heart and major blood vessels)
- Digestive
- Muscular
- Respiratory

Other Potential Prizes

USF Champion Scholarship

- This is renewable (four consecutive years) for \$1,000 per year toward tuition at the University of Saint Francis, for use by any qualified first-time, full-time undergraduate student beginning with the 2024-2025 academic year. Total value equals \$4,000.
- Certificate must be turned into the Office of Financial Aid.
- For additional information, contact the Office of Financial Aid at (260) 399-8003

USF Runner-Up Scholarship

- This is renewable (four consecutive years) for \$500 per year toward tuition at the University of Saint Francis, for use by any qualified first-time, full-time undergraduate student beginning with the 2024-2025 academic year. Total value equals \$2,000.
- Certificate must be turned into the Office of Financial Aid.
- For additional information, contact the Office of Financial Aid at (260) 399-8003

Event Guidelines

Team Requirements

- The Tournament is open to all high school students.
- Student teams must consist of 3-4 members.
- Up to 4 teams from each school are allowed to compete.
- Teams must be accompanied by a chaperone onsite.
- A signed waiver for all participating members is required to be able to participate.

Anatomage Tournament Rounds

For the Tournament there will be a Preliminary Round, Top 16, Top 8, Top 4, and Finals round.

Preliminary Round is the starting round for all competitors entering into the Tournament. Every team will receive an initial score that will rank them against their other competitors and determine if they advance to the **Top 16 Round**.

Top 16, Top 8, Top 4, and Championship Rounds are comprised of the highest scoring teams from the previous rounds. The **Top 16 teams** will be announced during lunch and will need to compete immediately following the announcement. The difficulty and specificity of structures increases with each Round.

Quiz Topics

- Skeletal System (Bones, bony landmarks, and ligaments)
- Muscular System
- Digestive System
- Respiratory System
- Cardiovascular System (Heart and major blood vessels)

Scoring and Timing

- Correct Answer: 10 points
- Incorrect Answer: -1 point
- Skipped: 0 points

Round Breakdown

- Preliminary: 25 questions – 4 minutes
- Top 8: 30 questions – 5 minutes
- Top 4: 30 questions – 5 minutes
- Finals: 35 questions – 6 minutes

What to Expect


Teams will register for a 20-minute time slot for their Tournament Round. During the 20 minutes the Tournament Team will:

- Receive an Introduction to the Anatomage Table
- Take Practice Quiz Rounds to become familiar with Table Functions
- Complete Tournament Round Quiz!

Outside of the Tournament, there will be workshops that feature Anatomage technologies and information sessions from SWOSU instructors.



Memo

To: Joe Lienesch 
From: Leslie Kirschenbauer, Hailey Kane
Date: January 26, 2024
Re: Board Agenda Item Approval

Seeking board approval to take four KCTC Health Careers Foundations students to Fort Wayne, IN for a Regional Anatomage Competition on February 23, 2024. The Anatomage Tournament is a team-based competition that focuses on knowledge of anatomical structures. Participants will get hands-on experience with an Anatomage Table 3D technology while competing to test their anatomy knowledge. Outside of the Tournament, there will be educational workshops and hands-on activities to help prepare students for their collegiate careers.

During the event, teams of 3-4 students will compete to be one of the Top 16 teams to advance to the Tournament Bracket. The Top 3 teams will win prizes and will advance to the National Anatomage Tournament!

We request this approval to travel to the University of St. Francis in Fort Wayne, Indiana on February 23, 2024 for four students and two advisors.

Thank you.

Leslie Kirschenbauer and Hailey Kane
Health Careers Foundations Instructors
Kent Career Technical Center

Event Details

The Anatomage Tournament is a team-based competition that focuses on knowledge of anatomical structures. Participants will get hands-on experience with our Anatomage Table 3D technology while competing to test their anatomy knowledge. Outside of the Tournament, there will be educational workshops and hands-on activities to help prepare students for their collegiate careers. During the event, teams of 3-4 students will compete to be one of the Top 16 teams advance to the Tournament Bracket. The Top 3 teams will win prizes and will advance to the National Anatomage Tournament!

Student Participants

There will be four Kent Career Technical Center Health Careers Foundations students from 3rd session.

Itinerary/Transportation

Depart KCTC at 5:00 AM, Arrive Fort Wayne at 7:30 AM

Depart Fort Wayne at 5:00 PM, Arrive KCTC at 7:30 PM

Transportation by Kent ISD van – estimate up to \$75 for fuel refill expense.

Registration

Free event registration – included in registration is admission to the Preliminary Round of the Tournament, workshops, lunch, and presentations.

Food

Meal allowance for breakfast and dinner (lunch is provided) - up to \$40 per person, for a maximum total of \$240.

Contact Information

Leslie Kirschenbauer, 248-974-3131

Hailey Kane, 989-621-5197

I appreciate your willingness to consider allowing our students to experience this opportunity.