

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: 22

NAME OF SCHOOL GROUP/CLUB/ENTITY: IRHS Varsity Softball

STAFF ADVISOR(S)/CHAPERONES: David Martinez, Alissa McGowan, Chad Binnion

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Tournament of Champions, Mohave High School, Bullhead City, AZ

DESTINATION OF TRAVEL: Bullhead City, AZ and Laughlin, NV

DATES OF TRAVEL: March 4-8, 2020

ACADEMIC BENEFITS TO STUDENTS: Exposure to high level of competition from other states and chance to test their abilities against the best teams in the country.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Enterprise Van Rentals

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>\$550.00</u>	<u>Parent Organization</u>
Transportation	<u>\$1,500.00</u>	<u>Parent Organization</u>
Meals	<u>\$1,000.00</u>	<u>Parent Organization</u>
Lodging	<u>\$2,160.00</u>	<u>Parent Organization</u>
Substitutes	<u>\$250.00</u>	<u>530-00-620-3400-6113-280-0000</u>

TOTAL

\$5,460.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes
IF SO, SOURCE & AMOUNTS: IRHS Athletic Department - \$250.00

HOW ARE CHAPERONE EXPENSES PAID? IRHS Softball Club


COST TO EACH STUDENT \$ 75.00


HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? IRHS Softball Booster Club


FUNDING SOURCE(S): Online fundraisers, donations and sponsorsips from local businesses.

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Sponsorships, donations and online fundraising.

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

SUBMITTED BY:  2-7-20
Signature Date

APPROVED BY:  2/7/2020
Principal/Supervisor Date

 2/18/2020
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): Toru Tagawa

SCHOOL: Cross Middle
 Department (opt.): Fine Arts
 DATE(S): March 3 - March 7, 2020

ACTIVITY/EVENT: ASTA (American String Teachers Association) National Conference

LOCATION: Hyatt Regency, Orlando, FL

ABSENCE: # Days 5 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>\$405.00</u>	<u>160-20-161-2210-6360-514-0000</u>
Transportation	<u>\$460.00</u>	Mode <u>Air/Ground</u> <u>160-20-161-2210-6582-514-0000</u>
Rental Car	_____	_____
Meals	<u>\$254.00</u>	<u>160-20-161-2210-6582-514-0000</u>
Lodging	<u>\$1100.00</u>	<u>160-20-161-2210-6582-514-0000</u>
Substitutes	<u>\$250.00</u>	<u>160-20-161-2210-6113-514-0000</u>
TOTAL	<u>\$2469.00</u>	

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

Purpose of travel: To attend the National Conference of ASTA (American String Teachers Association)

Outcomes and academic benefits to students and staff: I will learn about the new music, both concert music and study music, suited for the Middle School Level, and students will benefit from receiving the correct difficulty of the music in order to improve faster.

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

Submitted by: [Signature] 2/5/2020
 Signature Date
[Signature] 2/5/2020
 Principal/Supervisor Date
[Signature] 2/11/2020
 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): Norma Frye-George _____
Teresa Cribbs _____

SCHOOL: District Offices
 Department (opt.): Transportation/Food Serv.
 DATE(S): 3/31/2020-4/3/2020

ACTIVITY/EVENT: AZ Association of School Business Officials (AASBO) Spring Conference

LOCATION: Laughlin, Nevada

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>690.00</u>		<u>001.00.100.2579.6360.528/529.0000</u>
Transportation	<u>507.00</u>	Mode <u>District</u>	<u>001.00.100.2579.6582.528/529.0000</u>
Rental Car	_____		_____
Meals	<u>153.00</u>		<u>001.00.100.2579.6582.528/529.0000</u>
Lodging	<u>Included</u>		_____
Substitutes	_____		_____
TOTAL	<u>1350.00</u>		

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

Purpose of travel: Updates in Transportation. New laws and regulations within AZ public schools.

Outcomes and academic benefits to students and staff: To obtain information on new laws and regulations that will be affecting our transportation department. Updates on Budget, Finance and Purchasing within public schools.

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

Submitted by: Norma Frye-George _____ 2/12/2020
 Signature Date
James S Burns _____ 2/12/2020
 Principal/Supervisor Date
Michael Byars _____ 2/18/2020
 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): Deanna Clary Sheree Rodriguez SCHOOL: District Offices
 Department (opt.): Operational Support
 DATE(S): 3/31-4/3/20

ACTIVITY/EVENT: AZ Association of School Business Officials (AASBO) Spring Conference

LOCATION: Laughlin, NV

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>\$690.00</u>	<u>001-00-100-2579-6360-525-0000</u>
Transportation	<u>\$400.00</u> Mode <u>PV</u>	<u>001-00-100-2579-6582-525-0000</u>
Rental Car	_____	_____
Meals	<u>\$153.00</u>	<u>001-00-100-2579-6582-525-0000</u>
Lodging	<u>included</u>	_____
Substitutes	_____	_____
TOTAL	<u>\$1,243.00</u>	

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

Purpose of travel: To join with colleagues from around the state to learn the latest up-to-date information in areas of Purchasing (procurement laws), Accounting, Maintenance & Operations, etc.

Outcomes and academic benefits to students and staff: To obtain information on purchasing and procurement laws that will be utilized in the daily operations of our department. This knowledge is essential to the success of not only our department, but to the overall streamlining of District operations.

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

Submitted by: Deanna Clary 2/18/20
 Signature Date
James B. Burns 2/18/20
 Principal/Supervisor Date
Michael Byars 2/19/2020
 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): Sabina Vaswani Brenda Mendez SCHOOL: District Offices
Mallory Anderson Jocelyn Smerz Department (opt.): School Operations
Dorothy Plank Patricia Lindberg DATE(S): June 15-18, 2020
Kate Guymon Kelly Mulari Cheryl Cook Sharon Silvas Joy Ochoa

ACTIVITY/EVENT: Premier Project Based Learning Education Conference (PBL World 2020)
 LOCATION: Napa Valley, 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>\$13,800.00</u>	<u>140-20-100-2210-6360-514-0000</u>
Transportation	<u>\$5,200.00</u> Mode _____	<u>140-20-100-2210-6582-514-0000</u>
Rental Car	_____	_____
Meals	<u>\$2,156.00</u>	<u>140-20-100-2210-6582-514-0000</u>
Lodging	<u>\$1,548.00</u>	<u>140-20-100-2210-6582-514-0000</u>
Substitutes	<u>\$</u>	
TOTAL	<u>\$22,704.00</u>	

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

Purpose of travel: To attend the Premier Project Based Learning Education Conference (PBL World 2020).

Outcomes and academic benefits to students and staff: Project Based Learning is one of the Portrait of a Graduate characteristics. This intense three day training by Buck Institute is the premier professional development model for this instructional strategy. All attendees are committed to sharing what they learn and implementing PBL upon their return.

Submitted by: Guann Lopez, Ed. D. 2/14/2020
 Signature Date

Principal/Supervisor _____ Date _____
Michael Bujas 2/18/2020
 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): Philip Tilicki Jerel Green SCHOOL: Coronado K-8
Rebecca Green Liesl Scheffel Department (opt.): _____
Katie Bruce J.Michael Shaheen _____ DATE(S): June 21 - 24, 2020

ACTIVITY/EVENT: 2020 Advancement Via Individual Determination (AVID) Summer Institute

LOCATION: San Diego, CA

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

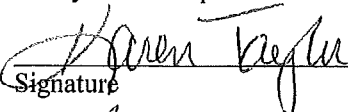
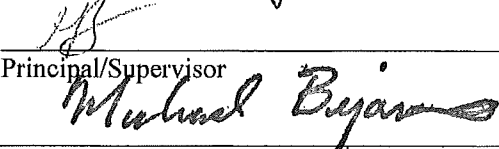
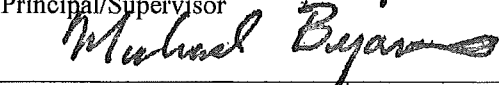
<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$5,100.00</u>	<u>100.20.100.2210.6360.115.0000</u>
Transportation	<u>\$1,975.00</u> Mode <u>Air/taxi/pkng</u>	<u>100.20.100.2210.6582.115.0000</u>
Rental Car	_____	_____
Meals	<u>\$1,281.00</u>	<u>100.20.100.2210.6582.115.0000</u>
Lodging	<u>\$5,559.66</u>	<u>100.20.100.2210.6582.115.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$13,915.66</u>	

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for AVID Site Team to support the implementation of the program at our school. Our team will consist of administrators and content area teachers.

Outcomes and academic benefits to students and staff: Increase the teacher knowledge and student achievement. The AVID program targets our underserved students as well as provides quality staff development for teachers.

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

Submitted by:  2/13/20
 Signature Date
 2/14/2020
 Principal/Supervisor Date
 2/18/2020
 Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS
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EMPLOYEE(S): Todd Jaeger Michelle Valenzuela SCHOOL: District Offices

Cynthia Washington _____

Department (opt.):

Superintendent/Communications

DATE(S): July 10-16, 2020

ACTIVITY/EVENT: National School Public Relations Association 2020 National Seminar

LOCATION: St. Louis, MO

ABSENCE: # Days 7 Sub Required: Yes No # of School Days Missed 5

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
Registration	<u>\$2,378.00</u>		<u>001-00-100-2579-6360-501/503-0000</u>
Transportation	<u>\$1,514.63</u>	Mode <u>Air</u>	<u>001-00-100-2579-6582-501/503-0000</u>
Rental Car	_____		_____
Meals	<u>\$1,092.00</u>		<u>001-00-100-2579-6582-501/503-0000</u>
Lodging	<u>\$4,067.50</u>		<u>001-00-100-2579-6582-501/503-0000</u>
Substitutes	_____		_____
TOTAL	<u>\$9,050.13</u>		

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

Purpose of travel: Attend National School Public Relations Association 2020 National Seminar

Outcomes and academic benefits to students and staff: Interact with other School Public Relations experts to hear about and learn cutting-edge communication strategies needed to advocate for our schools.

Submitted by: Michelle Valenzuela 2/13/20
Signature Date

Principal/Supervisor _____ Date _____
Michael Bryan 2/18/2020
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): Julie Valenzuela, Gayle Taylor, Nicholas Woodard, Thomas Holaday, Krysten Floyd, Jennifer Dresher, Neely Johnson, Michelle Ernst, Christina Michaels and Leslie Ferre. _____ SCHOOL: _____

La Cima Middle

Department (opt.): _____
DATE(S): June 21-24, 2020

ACTIVITY/EVENT: Advancement Via Individual Determination Summer Institute

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>\$8,400.00</u>	<u>100-20-100-2210-6360-165-0000</u>
Transportation	<u>\$5,100.00</u> Mode <u>Air</u>	<u>100-20-100-2210-6582-165-0000</u>
Rental Car	_____	_____
Meals	<u>\$2,135.00</u>	<u>100-20-100-2210-6582-165-0000</u>
Lodging	<u>\$5,377.08</u>	<u>100-20-100-2210-6582-165-0000</u>
Substitutes	_____	_____
TOTAL	<u>\$21,012.08</u>	

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

Purpose of travel: AVID (Advancement Via Individual Determination) training for AVID Site Team to support the implementation of the program at our school. Our team will consist of the principal and content area teachers.

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.

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

Submitted by: [Signature]
Signature

2/4/2020
Date

Principal/Supervisor

Michael Bujan

Associate Superintendent/Superintendent

Date

2/18/2020

Date

rev. 9/1/15