

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: Rio Vista

ESTIMATED NUMBER OF STUDENTS: 7

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind Team Division 1, Problem 1

STAFF ADVISOR(S)/CHAPERONES: Vanessa Hill, Jimmy Cocio, Karla Gutierrez, Iveth Valenzuela

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals participation

DESTINATION OF TRAVEL: Iowa State University, Ames, Iowa 50011

DATES OF TRAVEL: May 23-27, 2018

ACADEMIC BENEFITS TO STUDENTS: Our school is a No Excuses University School. The opportunity for students to stay on the Iowa State University Campus in the dormitory and eat in the university cafeteria will provide hands-on college life experience. The competition itself adheres to many of the 21st century skills needed by students such as creativity, critical thinking, cooperative learning, communication, and team work. In addition, students used the Engineering Design process to engineer a vehicle that can compete in three events: track, jousting, and curling. The team has been working all year on solving their problem. World Finals is the culmination of all their hard work.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other air

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>\$7,040.00</u>	<u>525/526-00-100-1001-117-6892</u>
Transportation	<u>\$4,138.00</u>	<u>525/526-00-100-1001-117-6519</u>
Meals <u>included in registration</u>		_____
Lodging <u>included in registration</u>		_____

Substitutes n/a

TOTAL \$11,178.00

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

HOW ARE CHAPERONE EXPENSES PAID? one chaperone's expenses will be paid using tax credit funds, two chaperones will pay for their own expenses

COST TO EACH STUDENT \$ 295.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? We are collecting tax credit donations to try to offset costs for our low income families, we have applied for scholarships, a housing grant, and asked for donations from out-of-state family members and friends

FUNDING SOURCE(S): tax credit/auxiliary

FUNDRAISING ACTIVITIES PLANNED (If applicable):
soliciting Tax Credit Donations

SUBMITTED BY: *Dianna Kuhn* 4/20/18
Signature Date

APPROVED BY: *Dianna Kuhn* 4/20/18
Principal/Supervisor Date

Kevin Wilson 4/30/18
Associate Superintendent/Superintendent Date

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SCHOOL: Mesa Verde

ESTIMATED NUMBER OF STUDENTS: 5

NAME OF SCHOOL GROUP/CLUB/ENTITY: Mesa Verde Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Karen Douglas (coach), Molly Mikles, Brittney Araiza, Robert Corrales

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: World Finals for Odyssey of the Mind Tournament

DESTINATION OF TRAVEL: Ames, Iowa

DATES OF TRAVEL: May 22-27, 2018

ACADEMIC BENEFITS TO STUDENTS: Students will participate on a global level in a creative problem solving competition which meets Arizona 21st Century and AZCCR Standards.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Airlines and ground transportation

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>116/520/6892</u>	<u>\$600</u>	<u>525/526/530/001/00-100-1001-</u>
Transportation <u>6519</u>	<u>\$3,500</u>	<u>525/526/530/001-00-100-1001-116/520-</u>
Meals	_____	_____
	_____	_____

6892	Lodging	\$5,240	<u>525/526/530/001-00-100-1001-116/520-</u>
	Substitutes	_____	_____
	TOTAL	<u>\$9,340</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones are responsible for all their expenses.

COST TO EACH STUDENT \$ \$1,239

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Tax Credit, Auxiliary, Gifts and Donations, Community Donations, Fundraising, and PTO

FUNDING SOURCE(S): Tax Credit, Fundraising, Gifts and Doanations

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Bake sales, tax credit donation drive, and writing donation request letters to businesses.

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

SUBMITTED BY: Carol Tracy 4/26/18
 Signature Date

APPROVED BY: Carol Tracy 4/26/18
 Principal/Supervisor Date

Shawn Keen 4/30/18
 Associate Superintendent/Superintendent Date

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SCHOOL: Donaldson

ESTIMATED NUMBER OF STUDENTS: 13

NAME OF SCHOOL GROUP/CLUB/ENTITY: Donaldson OM Club

STAFF ADVISOR(S)/CHAPERONES: Carie Deatherage / Maria Gallegos/ Daniel Moreno/ Jihan Sproule

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Travel

DESTINATION OF TRAVEL: Iowa State University Ames, Iowa

DATES OF TRAVEL: May 23, 2018 - May 27, 2018

ACADEMIC BENEFITS TO STUDENTS: Global understanding, advanced creative problem solving

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other American Airlines

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>\$12,450.24</u>	<u>526-00-100-1001-106-6892</u>
Transportation	<u>\$12,600.27</u>	<u>526-00-100-1001-106-6519</u>
Meals	<u>\$500.00</u>	<u>525-00-100-1001-106-6892</u>
Lodging	_____	_____
Substitutes	_____	_____

TOTAL

\$25,550.51

WILL THE DISTRICT RECEIVE REIMBURSEMENT? **No**

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? **Donations**

COST TO EACH STUDENT \$ **\$400.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Donation Drive**

FUNDING SOURCE(S): **Tax Credit Drive, PTO Fundraising**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

Tax Credit Drive, PTO Go Fund Me

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

SUBMITTED BY: _____

Signature

4/26/18

Date

APPROVED BY: _____

Principal/Supervisor

4/26/18

Date

Associate Superintendent/Supervisor

Associate Superintendent/Supervisor

4/30/18

Date

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SCHOOL: Copper Creek

ESTIMATED NUMBER OF STUDENTS: 6

NAME OF SCHOOL GROUP/CLUB/ENTITY: Copper Creek Odyssey of the Mind

STAFF ADVISOR(S)/CHAPERONES: Crystal Hinz/ Amanda Campion (coach/parent) and parents: Karin Rayl, Poppy Johnston, Ava Dentaon, Scott Lassiter, Katelyn Nugent

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Finals

DESTINATION OF TRAVEL: Iowa State Univ. -Ames, Iowa

DATES OF TRAVEL: 5/22/18 - 5/27/18

ACADEMIC BENEFITS TO STUDENTS: In Odyssey of the Mind, students learn at a young age skills that will last a lifetime. They work in teams so they learn cooperation and respect for the ideas of others. They evaluate ideas and make decisions on their own, gaining greater self-confidence and increased self-esteem along the way. They work within a budget, so they learn to manage their money. They see that there is often more than one way to solve a problem, and that sometimes the process is more important than the end result.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Delta Commercial Airlines

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	_____	_____
Transportation	<u>\$4876.80</u>	<u>526-00-100-1001-118-6892</u>
Meals	<u>incl in lodging</u>	_____

Lodging	<u>\$4165.00</u>	<u>525-00-100-1001-118-6892</u>
Substitutes	<u>\$220.00</u>	<u>001-00-100-1001-118-6113</u>
TOTAL	<u>\$9261.80</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? **self**

COST TO EACH STUDENT \$ **1540.30**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **district allocations & tax credit**

FUNDING SOURCE(S): **fund raising**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Restaurant Night

SUBMITTED BY: Wendy Cronk 4-30-18
Signature Date

APPROVED BY: [Signature] 4-30-18
Principal/Supervisor Date

[Signature] 4/30/18
Associate Superintendent/Superintendent Date

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SCHOOL: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 5

NAME OF SCHOOL GROUP/CLUB/ENTITY: Odyssey of the Mind Group

STAFF ADVISOR(S)/CHAPERONES: 2 Jennifer Pike - Advisor and Terry Kaufmann - Parent / Coach

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind World Championships 2018

DESTINATION OF TRAVEL: Iowa State University , Ames, Iowa

DATES OF TRAVEL: May 23 - 27, 2018

ACADEMIC BENEFITS TO STUDENTS: Students will spend 5 days at Iowa State University at the International Odyssey of the Mind Competition. They will compete with teams from all over the world and present a solution created by the team to a complex technical problem they have been working on all year. They will perform their solution in the form of an 8 minute presentation that they have created. During this presentation, they will practice public speaking skills, problem solving, and working in a group to create a solution to a complex problem. They will also compete and participate in various problem solving activities throughout the week provided by the Odyssey of the Mind Coordinators, using higher order thinking and synthesizing artistic and scientific thinking.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other Airline travel then shuttle bus to venue

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>\$4,165.00</u> _____	<u>526.00.100.1001.115.6892</u> _____
Transportation	<u>\$6,376.80</u> _____	<u>526.00.100.1001.115.6892</u> _____

	<u>Included in Registration</u>	_____
Meals	_____	_____
	<u>Included in Registration</u>	_____
Lodging	_____	_____
Substitutes	<u>\$220</u>	<u>525.00.100.1001.115.6113</u>
TOTAL	<u>\$10,761.80</u>	

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

HOW ARE CHAPERONE EXPENSES PAID? Class and club funds

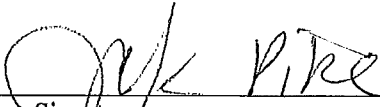
COST TO EACH STUDENT \$ 0


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

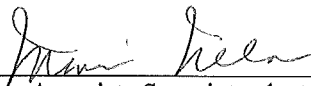
FUNDING SOURCE(S): Amphitheater District contributions, Tax Credits and Class Fees

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  4/17/18
 Signature Date

APPROVED BY:  4/26/18
 Principal/Supervisor Date

 4/30/18
 Associate Superintendent/Superintendent Date