

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: **CDO**

ESTIMATED NUMBER OF STUDENTS: 9

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Academic Decathlon**

STAFF ADVISOR(S)/CHAPERONES: **Chris and Elethia Yetman**

ABSENCE: # Days 8 Sub Required:  Yes  No # of School Days Missed 5

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **National Academic Decathlon Finals**

DESTINATION OF TRAVEL: **Garden Grove, CA**

DATES OF TRAVEL: **April 12 - 19, 2015**

ACADEMIC BENEFITS TO STUDENTS: **Academic Competitions**

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: **Pending**

Other \_\_\_\_\_

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

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

	APPROX. COST	BUDGET CODE
Registration	<b><u>\$700</u></b>	<b><u>526-00-100-1001-282-6892</u></b>
Transportation	<b><u>\$3000</u></b>	<b><u>850/526-00-100-1001-282-6515/6519</u></b>
Meals	<b><u>\$5680</u></b>	<b><u>850/526-00-100-1001-282-6892</u></b>
Lodging	<b><u>\$6000</u></b>	<b><u>850/526-00-100-1001-282-6892</u></b>
Substitutes	<b><u>\$1000</u></b>	<b><u>850/526-00-100-1001-282-6113</u></b>
TOTAL	<b><u>\$16380</u></b>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes  
IF SO, SOURCE & AMOUNTS: Arizona Academic Decathlon, \$2000

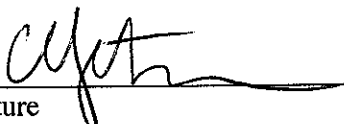
HOW ARE CHAPERONE EXPENSES PAID? Club funds, Tax Credit

COST TO EACH STUDENT \$ 500


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

FUNDING SOURCE(S): N/A

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
N/A

SUBMITTED BY:  11/18/14  
Signature Date

APPROVED BY:  11/18/14  
Principal/Supervisor Date

 12/5/14  
Associate Superintendent/Supintendent Date

AMPHITHEATER PUBLIC SCHOOLS  
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**ORIGINAL SUBMISSION**

**THIS FORM SHOULD BE USED FOR ALL TRAVEL EXCEPT THAT TRAVEL WITHIN PIMA COUNTY OR A.I.A. SANCTIONED EVENT TRAVEL**

SCHOOL: La Cima

ESTIMATED NUMBER OF STUDENTS: 90

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

STAFF ADVISOR(S)/CHAPERONES: Keith Koster, Rebecca Foreman, Mary Taft, Bonnie Keene, Laura Garner-Smith, Chris Easterling, Dee Easterling, Susan Beyer, Mario Dorame, Theresa Vettore, Susana Valenzuela

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Forum Music Festival

DESTINATION OF TRAVEL: Fullerton and Anaheim, CA

DATES OF TRAVEL: 04/23/15 10:00 p.m. to 04/25/15 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 level. Students build teamwork, improve their musical skill and confidence. Students have the opportunity to hear other school ensembles. Each ensemble will be evaluated by a pair of adjudicators, basing their final assessment on national criteria and receiving a competitive rating from cumulative points.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Mountain View 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>\$11,623</u>	<u>525-00-100-1001-165-6892</u> <u>526-00-100-1001-165-6892</u>
Transportation	<u>\$7,700</u>	<u>525-00-100-1001-165-6519</u> <u>526-00-100-1001-165-6519</u>

Meals	_____	_____
Lodging	_____	_____
Substitutes	<u>\$300</u>	<u>525-00-100-1001-165-6113</u> <u>526-00-100-1001-165-6113</u>
TOTAL	<u>\$19,623.00</u>	

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

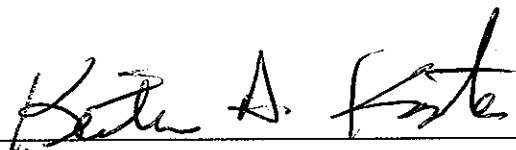
HOW ARE CHAPERONE EXPENSES PAID? Self

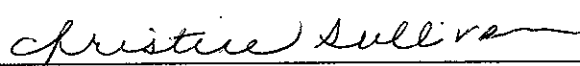
COST TO EACH STUDENT \$ 200.00

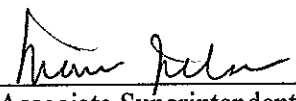
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Forum Festival Scholarships (15), Tax Credit Donations

FUNDING SOURCE(S): Tax Credit donations, student family contributions & savings, fundraising

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
Car washes, donations, school dance booths, and more

SUBMITTED BY:  11.17.14  
 Signature Date

APPROVED BY:  11/17/14  
 Principal/Supervisor Date

 11/15/14  
 Associate Superintendent/Superintendent Date

AMPHITHEATER PUBLIC SCHOOLS  
STAFF/STUDENT TRAVEL REQUEST

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**ORIGINAL SUBMISSION**

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SCHOOL: Coronado K-8

ESTIMATED NUMBER OF STUDENTS: 50

NAME OF SCHOOL GROUP/CLUB/ENTITY: National Junior Honor Society

STAFF ADVISOR(S)/CHAPERONES: Glenda Arffa, Gerad Ball, Michelle Goodman, Nicole Melin, Jennifer Cruce

ABSENCE: # Days 3 Sub Required:  Yes  No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Continued focus on supporting academic achievement through the five areas of National Junior Honor Society; service, citizenship, character, leadership and scholarship. The main focus will be character, leadership skills and citizenship.

DESTINATION OF TRAVEL: Anaheim, CA

DATES OF TRAVEL: Friday, May 8, 2015 (10pm)-Sunday, May 10, 2015 (7am)

ACADEMIC BENEFITS TO STUDENTS: Successful completion of a community based service program and successful academic achievement.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Beeline-Charter Bus

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>\$5100.00</u>	<u>850.00.100.1001.115.6892</u>
Transportation	<u>\$3000.00</u>	<u>850.00.100.1001.115.6519</u>
Meals	_____	_____
Lodging	_____	_____

Substitutes \_\_\_\_\_

TOTAL **8100.00**

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

HOW ARE CHAPERONE EXPENSES PAID? \_\_\_\_\_

COST TO EACH STUDENT \$ **170**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Sponsorships are available through NJHS**

FUNDING SOURCE(S): **Student fee**

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
\_\_\_\_\_

SUBMITTED BY: Michelle Goodman 11/6/14  
Signature Date

APPROVED BY: [Signature] 11/7/14  
Principal/Supervisor Date

[Signature] 12/7/14  
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): Grant Studer  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: CDO  
Department (opt.): Fine Arts  
DATE(S): 12/16/14-12/19/14

ACTIVITY/EVENT: Midwest Band and Orchestra Directors Clinic

LOCATION: McCormick Place, Chicago, Illinois

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>
Registration	<u>\$125.00</u>	<u>Self Pay</u>
Transportation	<u>\$350.00</u> Mode <u>airline</u>	<u>Self Pay</u>
Rental Car	<u>\$80.00</u>	<u>Self Pay</u>
Meals	<u>\$236.00</u>	<u>Self Pay</u>
Lodging	<u>\$270.00</u>	<u>Self Pay</u>
Substitutes	<u>\$300.00</u>	<u>530-00-100-1001-282-6113</u>
TOTAL	<u>\$1361.00</u>	

(Note: Tax credit contributions are District funds and require a budget code.)

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

Purpose of travel: Staff will have the opportunity to attend over 40 workshops to continually improve on teaching skills.

Outcomes and academic benefits to students and staff: Attending the Midwest Clinic will help me learn new teaching techniques, explore new curriculum and get ideas to continue to grow and learn as an educator.

Submitted by: [Signature] 11/12/14  
Signature Date  
[Signature] 11/13/14  
Principal/Supervisor Date  
[Signature] 12/5/14  
Associate Superintendent/Supervisor Date