

**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: 17

NAME OF SCHOOL GROUP/CLUB/ENTITY: Ironwood Ridge A Cappella

STAFF ADVISOR(S)/CHAPERONES: AJ Lepore, Lori Lepore, Sandi Kinghorn, Kyle Taylor

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: A Cappella Choir Tour

DESTINATION OF TRAVEL: Southern California: Los Osos High School, Redondo High School,
Chapman Conservatory of Music and University of California, Los Angeles, CA

DATES OF TRAVEL: February 19-23, 2019

ACADEMIC BENEFITS TO STUDENTS: Students will witness and then perform with three high schools enabling students to work and share recommendations with peers. They will also witness and perform for multiple college level a cappella groups giving students the opportunity to see what the next level of performance looks like in hopes of inspiring excellence in future performances and to learn what steps they need to take now in preparation for the college application process. Finally, the students will compete in BOHSA 2019 (Best of High School A Cappella) where they will be up against high school programs from around the country for a spot on a prestigious compilation album.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Charter Bus (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>Parent Org</u> |
| Transportation | <u>\$5,600.00</u> | <u>526/850-00-100-1001-280-6519</u> |

| | | |
|-------------|--------------------|-------------------------------------|
| Meals | : | <u>Self-paid</u> |
| Lodging | <u>\$5,500.00</u> | <u>526/850-00-100-1001-280-6892</u> |
| Substitutes | <u>\$220.00</u> | <u>530-00-100-3400-280-6113</u> |
| TOTAL | <u>\$11,320.00</u> | |

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

HOW ARE CHAPERONE EXPENSES PAID? Chaperones to pay own expenses.

COST TO EACH STUDENT \$ 700

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Fundraisers will be held to offset cost. Scholarships will be provided when necessary to ensure that no student is kept from the trip due to finances.

FUNDING SOURCE(S): Choir Club Account, Choir Tax Credit Account, Choir Booster Club

FUNDRAISING ACTIVITIES PLANNED (If applicable):
UofA Football Concessions, Butter Braids sales, Pizza Kit sales, restaurant nights, car wash

SUBMITTED BY: _____

Signature

10/4/18
Date

APPROVED BY: _____

Principal/Supervisor

10/18/18
Date

Michael B. [Signature]

Associate Superintendent/Superintendent

10/23/18
Date

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SCHOOL: AMS

ESTIMATED NUMBER OF STUDENTS: 33

NAME OF SCHOOL GROUP/CLUB/ENTITY: Project Catalina

STAFF ADVISOR(S)/CHAPERONES: Kellie Higgins, Darin Mapes, Trechel Gindt, David Watson,
Angela Wichers

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Trip to Catalina Island Marine Institute (CIMI)

DESTINATION OF TRAVEL: Catalina Island, California

DATES OF TRAVEL: 03/05/2019-03/08/2019

ACADEMIC BENEFITS TO STUDENTS: Extension of science curriculum, Topics include marine biology, oceanography, astronomy, ecology, and biodiversity. Competitions include Best Group Cohesiveness, Most Interesting Artifact, Best Academic Group (based on CIMI testing activities). Individual awards go to the best individual academic scores and Best Overall Participation.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other charter bus Bee Line Tours P.O. Box 17391 Tucson, AZ 85731

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>\$9,990.00</u> | <u>525/526/533-00-100-1001-166-6892</u> |
| Transportation | <u>\$4,000.00</u> | <u>525/526/533-00-410-2710-166-6519</u> |
| Meals | <u>\$300.00</u> | <u>525/533-00-100-1001-166-6892</u> |
| | _____ | _____ |

| | | |
|--------------|---------------------------|---|
| Lodging | <u>\$1,200.00</u> | <u>525/256/533-00-100-1001-166-6892</u> |
| Substitutes | <u>\$1,760.00</u> | <u>525/526/533-00-100-1001-166-6113</u> |
| TOTAL | <u>\$17,250.00</u> | |

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

HOW ARE CHAPERONE EXPENSES PAID? **Included in student cost**

COST TO EACH STUDENT \$ **\$450.00**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **Scholarships are made available to those students who need them.**

FUNDING SOURCE(S): **Tax credit donations and gifts and donations**

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: _____

Signature

Date

APPROVED BY: _____

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

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SCHOOL: CDO

ESTIMATED NUMBER OF STUDENTS: 15

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon Singers

STAFF ADVISOR(S)/CHAPERONES: Brandi Dignum, Kelly Schoof, Lorraine Visconti, and Kevin Dignum

ABSENCE: # Days 5 Sub Required: ☒ Yes ☐ No # of School Days Missed 3

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Choir performing at Carnegie Hall by special invitation

DESTINATION OF TRAVEL: New York City, New York

DATES OF TRAVEL: 4-25-19 to 4-29-19

ACADEMIC BENEFITS TO STUDENTS: Students will have the opportunity to perform in the world famous Carnegie Hall in NYC. They will be participating in a choral performance of the "Haydn Mariazeller Mass", conducted by Dr. Elizabeth Schauer from the University of Arizona. They will perform as part of a 125 or more voice choir that will bring the talents of Tucson to New York City. In addition, students will experience another live performance by seeing a Broadway show while in the city.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other MidAmerica Productions.

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>\$28,500</u> | <u>526/850-00-100-1001-282-6892</u> |
| | _____ | _____ |
| Transportation | <u>\$11,400</u> | <u>526/850-00-410-2710-282-6519</u> |
| | _____ | _____ |
| Meals <u>\$7,600 Meals and Broadway Show</u> | _____ | <u>526/850-00-100-1001-282-6892</u> |

AMPHITHEATER PUBLIC SCHOOLS
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SCHOOL: Wilson K-8

ESTIMATED NUMBER OF STUDENTS: Up to 200 students (all 8th graders)

NAME OF SCHOOL GROUP/CLUB/ENTITY: 8th Grade

STAFF ADVISOR(S)/CHAPERONES: Christy Talmage, Sharon Silvas, David Linn, Patty Grube, Danielle Swisher, Alex Smith, Stacie Devaney, Karl Pieroway, Scott Cortese, Erin Hurguy, Maggie Marjanovic. Parent chaperones: Erin Santiago, Greg Burgess, Nicole Melonis, (Staff and parent chaperones may be adjusted as the number of students is finalized to assure the 1:10 ratio.)

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: 8th Grade Trip

DESTINATION OF TRAVEL: Los Angeles, California

DATES OF TRAVEL: May 16-17, 2019

ACADEMIC BENEFITS TO STUDENTS: The purpose of this trip is to allow students the opportunity to tour the Los Angeles Museum of the Holocaust. This experience is directly related to the Arizona State Standards, specifically, Strand 2 PO 5: Describe how racism and intolerance contributed to the Holocaust. Visiting the Holocaust Museum will help the students make real-world connections to what they have learned in the classroom. This trip also provides an opportunity for students to visit Universal Studios to celebrate year-long academic achievement, good attendance, and positive behavior. During the trip, students will be participating in a fitness competition to promote healthy choices for a lifetime.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Southwest Road Trip, 9251 N Moonview Pl., Tucson, AZ 85742, 520-954-4958

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>\$73,000.00</u> | <u>525/526 00 100 1001 168 6892</u> |
| | <u>inc</u> | <u>_____</u> |
| Transportation | <u>_____</u> | <u>_____</u> |

| | | |
|--------------|---------------------------|---------------------------------|
| Meals | <u>inc</u> | <u> </u> |
| Lodging | <u>inc</u> | <u> </u> |
| Substitutes | <u>\$220.00</u> | <u>530 00 100 3400 168 6113</u> |
| TOTAL | <u>\$73,220.00</u> | |

WILL THE DISTRICT RECEIVE REIMBURSEMENT? n/a
 IF SO, SOURCE & AMOUNTS:

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

COST TO EACH STUDENT \$ 368.00

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

FUNDING SOURCE(S): Auxiliary, Tax Credit, parents

FUNDRAISING ACTIVITIES PLANNED (If applicable):
None

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

| | | |
|---------------|--|-------------------------|
| SUBMITTED BY: | <u>C. Jalmage</u> Signature | <u>10/19/18</u> Date |
| APPROVED BY: | <u>Kristine Sullivan</u> Principal/Supervisor | <u>10/19/18</u> Date |
| | <u>Michael B. [Signature]</u> Associate Superintendent/Superintendent | <u>10/23/18</u> 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): Angela Wichers Sarah Lortie SCHOOL: AMS
Mateo Arredondo Luisana Alvarez Department (opt.): _____

DATE(S): 11/28/18-12/1/18

ACTIVITY/EVENT: National Council of Teachers of Mathematics Regional Conference

LOCATION: Seattle, Washington

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>\$2,020.00</u> | <u>100-19-100-2210-166-6360</u> |
| Transportation | <u>\$6,100.00</u> Mode <u>air/taxi</u> | <u>100-19-100-2210-166-6582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$924.00</u> | <u>100-19-100-2210-166-6582</u> |
| Lodging | <u>\$1845.00</u> | <u>100-19-100-2210-166-6582</u> |
| Substitutes | <u>\$330.00</u> | <u>100-19-100-2210-166-6113</u> |
| TOTAL | <u>\$11,219.00</u> | |

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

Purpose of travel: AMS teachers will have the opportunity to share knowledge and learn with leaders in the field of mathematics education.

Outcomes and academic benefits to students and staff: AMS faculty will gain new strategies to help develop the mathematical mind to benefit a deeper understanding of mathematics for our students.

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

Submitted by:

Signature

Angela Wichers

Principal/Supervisor

Michael Byars

Associate Superintendent/Superintendent

Date

10/16/18

Date

10/23/18

Date

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

Associate Superintendent/Superintendent 10/18/2018
Date

AMPHITHEATER PUBLIC SCHOOLS
STAFF TRAVEL/CONFERENCE REQUEST

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EMPLOYEE(S): Engel Katherine
Garcia Karla

SCHOOL: AHS
Department (opt.): ELD
DATE(S): October 24, 25, 26, 2018

ACTIVITY/EVENT: Social and Emotional Learning Convening (SEL In Action) 2018

LOCATION: Santa Ana Pueblo, New Mexico

ABSENCE: # Days 3 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>N/A</u> | <u>direct payment: NoVo Found. Grant Award</u> |
| Transportation | <u>N/A</u> Mode <u>air</u> | <u>direct payment: NoVo Found. Grant Award</u> |
| Rental Car | <u>N/A</u> | _____ |
| Meals | <u>N/A</u> | <u>direct payment: NoVo Found. Grant Award</u> |
| Lodging | <u>N/A</u> | <u>direct payment: NoVo Found. Grant Award</u> |
| Substitutes | <u>\$ 330.00</u> | <u>530-51-100-1001-281-6113 EF-19-KE</u> |
| TOTAL | <u>\$ 330.00</u> | |

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

Purpose of travel: Professional Development for educators in the area of social and emotional development

Outcomes and academic benefits to students and staff: Educators will share and learn about current practices in the field of social and emotional learning. Participants will develop a common understanding of nationwide best practices to implement and adapt new ideas.

Submitted by:

Signature

9/27/18

Date

Principal/Supervisor

Date

Associate Superintendent/Superintendent

Date

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SCHOOL: IRHS

ESTIMATED NUMBER OF STUDENTS: 1

NAME OF SCHOOL GROUP/CLUB/ENTITY: IRHS Jazz Band

STAFF ADVISOR(S)/CHAPERONES: Mark Hodge

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: National Jazz Honor Ensemble

DESTINATION OF TRAVEL: Orlando, FL

DATES OF TRAVEL: November 26-28, 2018

ACADEMIC BENEFITS TO STUDENTS: To participate with a national group that was selected by audition. Parent paying for all student cost. National Association for Music Education (NAfME) to pay all chaperone cost.

PROPOSED METHOD OF TRANSPORTATION:

☐ District-owned vehicles

Transportation approval: _____

☒ Other Airplane and shuttle

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>Provided</u> _____ |
| Transportation | _____ _____ | <u>Provided</u> _____ |
| Meals | _____ _____ | <u>Provided</u> _____ |
| Lodging | _____ _____ | <u>Provided</u> _____ |
| Substitutes | <u>\$330.00</u> | <u>530-00-100-3400-280-6113</u> |

TOTAL

\$330.00

WILL THE DISTRICT RECEIVE REIMBURSEMENT? _____

IF SO, SOURCE & AMOUNTS: _____

HOW ARE CHAPERONE EXPENSES PAID? National Association for Music Education (NAfME)

COST TO EACH STUDENT \$ 0

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? N/A

FUNDING SOURCE(S): _____

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY: _____

Signature

10.22.18
Date

APPROVED BY: _____

Principal/Supervisor

10/23/18
Date

Michael Byars

Associate Superintendent/Superintendent

10/24/18
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): Scott Little Steve Frost

SCHOOL: District Offices

Department (opt.): IT

DATE(S): November 28-30, 2018

ACTIVITY/EVENT: E-Rate Training

LOCATION: Atlanta, GA

ABSENCE: # Days 3 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 | _____ | _____ |
| Transportation | <u>\$884.00</u> | Mode <u>Air</u> <u>0010010025795506582</u> |
| Rental Car | _____ | _____ |
| Meals | <u>\$238.00</u> | <u>0010010025795506582</u> |
| Lodging | <u>\$810.24</u> | <u>0010010025795506582</u> |
| Substitutes | _____ | _____ |
| TOTAL | <u>\$1932.24</u> | |

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

Purpose of travel: To attend the E-Rate Training.

Outcomes and academic benefits to students and staff: Discounted category 2 technology equipment for the district.

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

Submitted by: _____

Signature

10/24/2018
Date

Principal/Supervisor

10/24/2018
Date

Associate Superintendent/Superintendent

10/24/18
Date