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: **AHS**

ESTIMATED NUMBER OF STUDENTS: 5

NAME OF SCHOOL GROUP/CLUB/ENTITY: **Yearbook**

STAFF ADVISOR(S)/CHAPERONES: **Josh Fields, Erin Weber**

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: **Jostens National Yearbook Camp**

DESTINATION OF TRAVEL: **University of San Diego, San Diego, California**

DATES OF TRAVEL: **7/25/16-7/28/16**
ACADEMIC BENEFITS TO STUDENTS: **This yearbook camp features a renowned award-winning staff, specialty tracks and staff planning sessions designed to help students plan next year's book and get ideas and inspiration from other yearbook students from across the nation. As well, this workshop offers one-on-one sessions with Jostens artists and technology gurus who are designed to prepare next year's book.**

PROPOSED METHOD OF TRANSPORTATION:
☐ District-owned vehicles
Transportation approval: _____
☒ Other **Enterprise**

Are expenses paid from any of the following accounts? Auxiliary x Tax Credits _____ Club Funds x
Parent Organization _____

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	$300 (advisor) $990 (students)	525/850-00-100-1001-281-6360 525/850-00-100-1001-281-6892
Transportation	$472 _____	525/850-00-100-1001-281-6519 _____
Meals	included in registration _____	_____
Lodging	included in registration _____	_____

Substitutes	$0	____
TOTAL	**$1762.00**	

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

HOW ARE CHAPERONE EXPENSES PAID? **Yearbook sales and publisher provided scholarship**

COST TO EACH STUDENT $ **0**

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? **no cost to students**

FUNDING SOURCE(S): **Publisher provided scholarship, yearbook sales and club funds**

FUNDRAISING ACTIVITIES PLANNED (If applicable):
Yearbook sales and Photobooths

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

SUBMITTED BY: _____   6/13/16
                         Signature   Date

APPROVED BY: _____   6/13/16
                         Principal/Supervisor   Date

_____   6/14/16
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): **Blake Hamrick** _____

_____ _____

_____ _____

SCHOOL: **AHS**

Department (opt.): **CTE**

DATE(S): **July 9, 2016 - July 23, 2016**

ACTIVITY/EVENT: **Project Lead the Way -- Introduction to Engineering Design Conference**

LOCATION: **Cal Poly Pomona, Pomona, CA**

ABSENCE: # Days **15**   Sub Required: ☐Yes ☒No   # of School Days Missed **0**

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

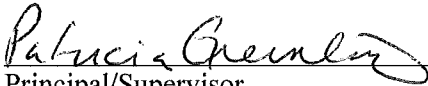|	APPROXIMATE COST		BUDGET CODE/DESCRIPTION (Note: Tax credit contributions are District funds and require a budget code.)
Registration	**$2,500**		**260-16-270-2210-281-6360**
Transportation	**$ 550**	Mode **Air**	**260-16-270-2210-281-6582**
Rental Car	_____		_____
Meals	**$ 810**		**260-16-270-2210-281-6582**
Lodging	**$2,400**		**260-16-270-2210-281-6582**
Substitutes	_____		_____
TOTAL	**$6,260**		

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

Purpose of travel: **To attend the Project Lead the Way professional development training for the Introduction to Engineering curriculum so that the district will be able to use the curriculum next year in the Introduction to Engineering Design course at AHS.**

Outcomes and academic benefits to students and staff: **Obtain knowledge and skills to teach the Engineering curriculum.**

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

Submitted by: _____   _____
             Signature   Date

Patricia Greenley   6/8/16
Principal/Supervisor   Date

Maria Nelson   6/10/16
Associate Superintendent/Superintendent   Date

9/1/15

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): **Patricia Patchin** _____

_____ _____

_____ _____

SCHOOL: **Holaway**

Department (opt.): _____

DATE(S): **8/3/16-8/5/16**

ACTIVITY/EVENT: **Engineering is Elementary Training**

LOCATION: **Boston, MA**

ABSENCE: # Days **3**   Sub Required: **NO**   # of School Days Missed **0**

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROXIMATE COST		BUDGET CODE/DESCRIPTION (Note: Tax credit contributions are District funds and require a budget code.)
Registration	**$250**		**Covered by Teacher Scholarship**
Transportation	**$750**	Mode **Air/Taxi**	**530-00-100-2210-108-6582**
Rental Car	_____		_____
Meals	**$111**		**530-00-100-2210-108-6582**
Lodging	**$600**		530001002210108 6582/1401610022105106582
Substitutes	$		
TOTAL	**$1711**		

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

Purpose of travel:

This learner-driven workshop is designed to build knowledge of engineering and confidence in teaching it. The teacher will get hands-on experience with EiE materials and insights into the most effective strategies for teaching the curriculum.

Outcomes and academic benefits to students and staff: Increase teacher knowledge and student achievement.

During this two-day, hands-on workshop, teachers will
- gain foundational knowledge of technology, engineering, and the engineering design process
- become familiar with how EiE curriculum units are structured
- become familiar with EiE's underlying pedagogical approach
- experience two different EiE units, both as a learner and as a teacher
- reflect on the learning experiences your students will have with EiE
- reflect on the instructional strategies you've learned

Teachers will leave this workshop
- prepared to teach any EiE unit in the classroom
- confident that they can implement open-ended engineering design challenges with their students
- equipped with the EiE Teacher Guide of their choice

Submitted by: _____ _C. Gutierrez_ _____   **6/3/16**
                   Signature   Date

C. Gutierrez _____   _6/3/16
Principal/Supervisor   Date

Maria Nelson _____   _6/14/16
Associate Superintendent/Superintendent   Date

rev. 9/21/05