

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: 6

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

STAFF ADVISOR(S)/CHAPERONES: Stephanie Quimby-Greene, Natalilla Acuna, Tonya Astorga, Michelle Flanagan, Kelly Ann Brown, Marcella Peru, Linda Paredes

ABSENCE: # Days 4 Sub Required:  Yes  No # of School Days Missed 3

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

DESTINATION OF TRAVEL: Lansing, Michigan-Michigan State University

DATES OF TRAVEL: 5/21/13 - 5/26/13

ACADEMIC BENEFITS TO STUDENTS: Problem solving, 21<sup>st</sup> Century Skills, experience a college campus, meet students from all over the world.

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

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

Other Air and local 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>7215.00</u>	<u>530.00.100.1001.117.6892</u>
Transportation	<u>7317.80</u>	<u>530.00.100.1001.117.6519</u>
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____
Substitutes	_____	_____

TOTAL 14,532.80

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

HOW ARE CHAPERONE EXPENSES PAID? gifts and donations

COST TO EACH STUDENT \$ 1055.00 for registration, housing, meals and transportation. Additional shared costs include \$500 shipping costs and \$800 trip expenses. These are not shown in the list above.

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Requests for donations from local businesses, Tax Credit donations and FTO have been made (some received).

FUNDING SOURCE(S): Tax Credit funds designated for OM, Amphi Foundation, District Funds, gifts and donations from local businesses

FUNDRAISING ACTIVITIES PLANNED (If applicable):  
business donations, car wash, bake sale, balloon animal sale, raffle, etc.

SUBMITTED BY: \_\_\_\_\_

Signature

\_\_\_\_\_  
Date

APPROVED BY: \_\_\_\_\_

Diana Kuhn  
Principal/Supervisor

4-26-13  
Date

Jim Hill  
Associate Superintendent/Supervisor

4/30/13  
Date

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SCHOOL: Painted Sky

ESTIMATED NUMBER OF STUDENTS: 7

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

STAFF ADVISOR(S)/CHAPERONES: Brianne Ronnie, Rebecca Ford, Toby Ford,

ABSENCE: # Days 5 Sub Required:  Yes  No # of School Days Missed 1

ACTIVITY / EVENT / PURPOSE OF TRAVEL: Odyssey of the Mind 2013

DESTINATION OF TRAVEL: Michigan State University, Lansing, MI

DATES OF TRAVEL: May 22-26, 2013

ACADEMIC BENEFITS TO STUDENTS: Higher order of thinking and creativity

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: Airline flight

Other Car rental

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

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

	APPROX. COST	BUDGET CODE
Registration	<u>5182.00</u>	<u>525/526/850-00-100-1001-114-6892</u>
Transportation	<u>5718.00</u>	<u>530-00-100-3400-114-6519</u>
Meals	<u>included</u>	_____
Lodging	<u>included</u>	_____
Substitutes	<u>100.00</u>	<u>530-00-100-1001-114-6113</u>
TOTAL	<u>11,000.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: \_\_\_\_\_

HOW ARE CHAPERONE EXPENSES PAID? Tax Credit donations, PTO, Student Council donations and fundraising

COST TO EACH STUDENT \$ \$1,100.00

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? Soliciting donations from various sources and Tax Credit donations

FUNDING SOURCE(S): Fundraising efforts (Trader Joe's, Amphi Foundation, Raytheon, Jim Click, etc), PTO, Student Council donation, Tax Credit donations

FUNDRAISING ACTIVITIES PLANNED (If applicable):

We will be asking Trader Joe's for donations of water, soda and juice for us to sell at our Spring Fling in May, We plan to ask local restaurants to sponsor an "OM night" with us receiving a portion of the profits. We plan to sell "fundraising cards" which are good at local restaurants and businesses. We are having a fundraiser selling pasta.

SUBMITTED BY: Bruno Ronnio 4/20/13  
Signature Date

APPROVED BY: Angele Wichers 4/20/13  
Principal/Supervisor Date

Don Lee 4/30/13  
Associate Superintendent/Supintendent 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): David Martinez  
\_\_\_\_\_  
\_\_\_\_\_

SCHOOL: District Offices  
Department (opt.): Interscholastics  
DATE(S): June 4,5,6, 2013

ACTIVITY/EVENT: Athletic Equipment Managers Association Annual Convention  
LOCATION: Las Vegas, NV

ABSENCE: # Days 3 Sub Required:  Yes  No # of School Days Missed N/A

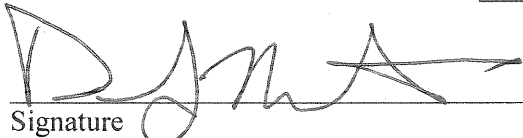

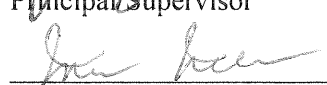
EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	<u>APPROXIMATE COST</u>	<u>BUDGET CODE/DESCRIPTION</u>
		(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>175.00</u>	<u>001.00.620.2579.512.6360</u>
Transportation	<u>Self-pay</u> Mode _____	_____
Rental Car	_____	_____
Meals	<u>Self-pay</u>	_____
Lodging	<u>Self-pay</u>	_____
Substitutes	_____	_____
TOTAL	<u>175.00</u>	

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

Purpose of travel: Attend the conference and learn about new athletic equipment and safety standards.

Outcomes and academic benefits to students and staff: Will be up to date on current safety standards and equipment.

Submitted by:  4/19/13  
Signature Date  
 4/19/13  
Principal/Supervisor Date  
 4/22/13  
Associate Superintendent/Superintendent Date

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EMPLOYEE(S): Vanessa Stinson \_\_\_\_\_  
Recky Wilson \_\_\_\_\_  
\_\_\_\_\_

SCHOOL: Keeling  
Department (opt.): \_\_\_\_\_  
DATE(S): July 8-11, 2013

ACTIVITY/EVENT: Teaching with Poverty in Mind

LOCATION: Charlotte, NC

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>1150.00</u>	<u>100 13 100 2210 109 6360</u>
Transportation	<u>1200.00</u> Mode <u>Plane</u>	<u>100 13 100 2210 109 6582</u>
Rental Car	<u>150.00</u>	<u>100 13 100 2210 109 6582</u>
Meals	<u>450.00</u>	<u>100 13 100 2210 109 6582</u>
Lodging	<u>1000.00</u>	<u>100 13 100 2210 109 6582</u>
Substitutes	_____	_____
<b>TOTAL</b>	<b><u>3950.00</u></b>	

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

Purpose of travel: Staff Development

Outcomes and academic benefits to students and staff: This training provides specific strategies for teachers to use with children coming from low SES neighborhoods. Keeling has close to 100% free and reduced lunch. This training will be incredibly useful for all teachers at Keeling in order to maximize academic success in the midst of a challenging economic environment. Participating teachers are planning to present all conference information to Keeling's certified staff.

Submitted by:  4/11/13  
Signature Date  
 4/12/13  
Principal/Supervisor Date  
 4/30/13  
Associate Superintendent/Superintendent Date

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STAFF TRAVEL/CONFERENCE REQUEST**

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EMPLOYEE(S): Kelly Palmour    Phi Pham  
                   Laura Tanem    Gina Stickle  
                   \_\_\_\_\_

SCHOOL: Prince  
 Department (opt.): \_\_\_\_\_  
 DATE(S): July 14-17, 2013

ACTIVITY/EVENT: AVID Summer Institute

LOCATION: San Antonio, TX

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

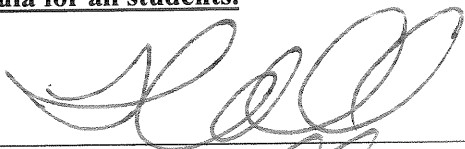


	<u>APPROXIMATE COST</u>		<u>BUDGET CODE/DESCRIPTION</u>
			(Note: Tax credit contributions are District funds and require a budget code.)
Registration	<u>\$2956.00</u>		<u>100-13-100-2210-111-6360</u>
Transportation	<u>\$2250.00</u>	Mode <u>Air</u>	<u>100-13-100-2210-111-6582</u>
Rental Car	<u>N/A</u>		<u>N/A</u>
Meals	<u>1308.00</u>		<u>100-13-100-2210-111-6582</u>
Lodging	<u>\$1,600.00</u>		<u>100-13-100-2210-111-6582</u>
Substitutes	_____		_____
<b>TOTAL</b>	<b><u>\$8,114.00</u></b>		

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

Purpose of travel: AVID (Advancement Via Individual Determination) training of our AVID Site Team to support the implementation of the program at our site. This will include the Site Coordinator, AVID Elective teachers, 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 build community support systems for school success, and address how to grant equitable access to rigorous curricula for all students.

Submitted by:

	<u>4/22/13</u>
Signature	Date
	<u>4/22/13</u>
Principal/Supervisor	Date
	<u>4/22/13</u>
Associate Superintendent/Supervisor	Date