



**GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

DATE OF MEETING: **May 6, 2025**

TITLE: **Approval of Out of State Travel**

BACKGROUND:

STUDENTS

Jeremy Tarbet and Alyssa Miller request permission to take 1 Canyon del Oro Automotive student to SkillsUSA National Competition in Atlanta, Georgia on June 23-28, 2025. Approximate cost of travel is \$7,675.00 and will be paid using Tax Credit, Gifts and Donations, and Student Activities funds. No school days will be missed, and no substitutes required.

Richard Diaz requests permission to take 1 Canyon del Oro Future Business Leaders of America student to FBLA-National Leadership Conference/Competition in Anaheim, California on June 27-July 3, 2025. Approximate cost of travel is \$4,496.00 and will be paid using Student Activities funds. No school days will be missed, and no substitutes required.

BUDGET CODE KEY		
526.00.610.1001.6892.282.0000	Tax Credit	Classroom Instruction, Student Expenses, CDO
530.00.610.2190.6892.282.0000	G & D	Student Support Services, Student Expenses, CDO
850.00.610.2190.6892.282.0000	Student Activities	Student Support Services, Student Expenses, CDO
850.00.610.1001.6892.282.0000	Student Activities	Classroom Instruction, Student Expenses, CDO

RECOMMENDATION:

It is the recommendation of the administration that the above travel be approved.

INITIATED BY:

Matthew Munger
Associate Superintendent for Secondary Education

Date: May 2, 2025

Todd A. Jaeger, J.D., Superintendent

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 High School

ESTIMATED NUMBER OF STUDENTS: 1

NAME OF SCHOOL GROUP/CLUB/ENTITY: Canyon del Oro Automotive

STAFF ADVISOR(S)/CHAPERONES: Jeremy Tarbet and Alyssa Miller

ABSENCE: # Days 6 Sub Required: Yes No # of School Days Missed 0

ACTIVITY / EVENT / PURPOSE OF TRAVEL: SkillsUSA National Competition in Atlanta, GA

DESTINATION OF TRAVEL: 285 Andrew Young International Blvd NW, Atlanta, GA 30313

DATES OF TRAVEL: 6/23/2025-6/28/2025

ACADEMIC BENEFITS TO STUDENTS: Student competition in National event (Mobile Electronics) to represent Arizona

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Academic Content | <input type="checkbox"/> Caring | <input type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication | <input type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving | |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other _____

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

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>\$425.00</u>	<u>526.00.610.1001.6892.282.0000</u>
	<u>\$850.00</u>	<u>526.00.610.1001.6892.282.0000</u>
Transportation	<u>\$1000.00</u>	<u>530.00.610.2190.6892.282.0000</u>
	<u>\$2000.00</u>	<u>530.00.610.2190.6892.282.0000</u>
Meals	<u>Self-paid</u>	<u>850.00.610.2190.6892.282.0000</u>
	<u>\$1000.00</u>	<u>530.00.610.2190.6892.282.0000</u>
Lodging	<u>\$1200.00</u>	<u>530.00.610.2190.6892.282.0000</u>
	<u>\$1200.00</u>	<u>530.00.610.2190.6892.282.0000</u>
Substitutes	_____	_____
TOTAL	<u>\$7675.00</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? No

IF SO, SOURCE & AMOUNTS: _____

* PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? Harbor Freight, tax credit, club

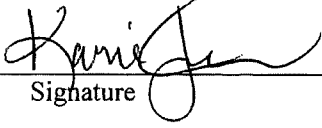
COST TO EACH STUDENT \$ _____

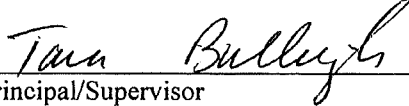
HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? _____

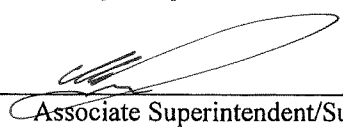
FUNDING SOURCE(S): Harbor Freight, tax credit, club

FUNDRAISING ACTIVITIES PLANNED (If applicable):

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

SUBMITTED BY:  5/1/25
Signature Date

APPROVED BY:  5/1/25
Principal/Supervisor Date

 5/1/2025
Associate Superintendent/Supervisor Date

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: 1

NAME OF SCHOOL GROUP/CLUB/ENTITY: Future Business Leaders of America

STAFF ADVISOR(S)/CHAPERONES: Richard Diaz

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

ACTIVITY / EVENT / PURPOSE OF TRAVEL: FBLA - National Leadership Conference / Competition

DESTINATION OF TRAVEL: Anaheim Convention Center, 800 W Katella Ave Anaheim, CA 92802

DATES OF TRAVEL: June 27 – July 3, 2025

ACADEMIC BENEFITS TO STUDENTS: The National Leadership Conference is the premier conference on FBLA's schedule. Compete in competitive events, attend business oriented workshops.

Identify which characteristics of the Portrait of Graduate are specifically related to this event.

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Academic Content | <input type="checkbox"/> Caring | <input checked="" type="checkbox"/> Citizenship |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Creative Thinking |
| <input checked="" type="checkbox"/> Critical Thinking | <input checked="" type="checkbox"/> Problem-Solving | |

PROPOSED METHOD OF TRANSPORTATION:

District-owned vehicles

Transportation approval: _____

Other: Airplane

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)

rev. 6.1.2022

EXPENSES REQUESTED: (OBTAIN RECEIPTS FOR ALL INCURRED EXPENSES)

	APPROX. COST	BUDGET CODE
Registration	<u>375</u> <u>305</u>	<u>850.00.610.1001.6892.282.0000</u> <u>850.00.610.1001.6892.282.0000</u>
Transportation	<u>200</u> <u>400</u>	<u>850.00.610.2190.6892.282.0000</u> <u>850.00.610.2190.6892.282.0000</u>
Meals	<u>252</u>	<u>850.00.610.2190.6892.282.0000</u>
Lodging	<u>1,482</u> <u>1,482</u>	<u>850.00.610.2190.6892.282.0000</u> <u>850.00.610.2190.6892.282.0000</u>
Substitutes	<u>n/a</u>	_____
TOTAL	<u>4,496</u>	

WILL THE DISTRICT RECEIVE REIMBURSEMENT? Yes

IF SO, SOURCE & AMOUNTS: Parents will pay most of student's expenses.

**** PO must be submitted and approved *prior* to travel to qualify for reimbursement.

HOW ARE CHAPERONE EXPENSES PAID? No

COST TO EACH STUDENT \$ Student - 2,057 Student (paid by parent – less CDO Site Council/JTED Donations \$2,187 Chaperone (does not include food - paid out of club account, flight estimated at \$400 RT)

HOW IS THIS TRAVEL MADE AVAILABLE TO ALL ELIGIBLE STUDENTS (LOW FAMILY INCOME PROVISIONS)? FBLA Club Tax Credit Account – N/A in this case.

FUNDING SOURCE(S): CTE, FBLA Club Tax Credit Account, JTED, Site Council

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/Supervisor

Date