



Lake Orion Community Schools

## Interoffice Memo

*from the Office of the Assistant Superintendent  
of Teaching and Learning*

**To:** Heidi Mercer, Superintendent

**From:** Drew Towlerton  
Assistant Superintendent of Teaching and Learning

**Date:** April 22, 2025

**RE:** Overnight Field Trip Request

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Attached please find the following overnight field trip request for Board approval:

LOHS Chamber Choir  
Michigan State University – Fairchild Auditorium  
333 West Circle Drive  
East Lansing MI 48824

Students: 20  
Chaperones: 2

Date(s) of trip: May 8 to May 9, 2025

Days missed: 1

Staff/Trip Leader: Matthew Smith

4.21.25

To Whom It May Concern-

Thank you for taking the time to consider our field trip request. I understand this is well short of the 30-day requirement for any overnight field trip requests. Today I spoke with Dan about the situation and he had me fill out the trip request for the dates of May 8<sup>th</sup> and May 9<sup>th</sup> for the MSVMA All-State Festival in East Lansing in hopes that we would be able to get this approved. I was just informed of our Chamber Choir being selected to participate in the All-State Festival as one of the top 4 large ensembles in the state on May 9<sup>th</sup>. This is a very prestigious honor for our students, and we are looking forward to the opportunity. Right now, the performance can either be at 9am or 1pm which is normally not a problem to get to the day of the festival, but we would have to leave LOHS at 6am.

Here is where the major snag is: Chamber Choir is also in the running for being selected as the most outstanding large ensemble in the state. If selected, that performance would be on May 8<sup>th</sup> at 7:30pm in East Lansing also. Shortly after being informed of the nomination, I realized that for the sake of the performers, staying overnight between the 8<sup>th</sup> and 9<sup>th</sup> would be the best for the students and best for us financially as well. If we don't stay the night and are selected for the Gala Concert on the 8<sup>th</sup>, we would be leaving East Lansing around 10:30pm on the 8th, and we would return to LOHS around midnight to then turn around leave LOHS on the 9<sup>th</sup> at 6am.

The hardest part of all of this is that it is all coming to me very late and what feels like last minute, so it is not giving me enough time to prepare all the paperwork how we are required to and I apologize that this is coming to you so late. By staying overnight in East Lansing, we can make this the best performance opportunity possible for our kids which would set our students up for success so they can be at their best physically, mentally, emotionally, and musically to represent our program, our school, and our district at the highest level of competition in the state for vocal music programs.

Thank you for your time and your consideration.

Cheers,  
Matthew W. Smith  
Director of Choirs  
Performing Arts Department Chair  
Lake Orion High School  
#ProtectTheThunder



Lake  
Orion  
Community  
Schools

## FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check If Board Approval Is Needed.

- ☒ Overnight  
☐ Out of State  
☐ CTE  
☐ International

Date Approved

CALL PAM KING (ext. 2901) IN TRANSPORTATION TO CONFIRM AVAILABILITY OF BUS SERVICE BEFORE SCHEDULING.

- For **DAYTIME** field trips, send completed form to the Office of the Assistant Superintendent of Teaching and Learning office **five working days** prior to departure.
- OUT-OF-STATE** field trips must be approved by the Board of Education **60** days prior to departure.
- IN-STATE**, overnight field trips must be approved by the Board of Education **30** days prior to departure.
- International field trips must be approved by the Board of Education no later than October of the year prior to the trip (e.g. October 2024 for the 2025-26 school year.)
- All requests are to be submitted to the Office of the Assistant Superintendent of Teaching and Learning 10 days prior to the Board meeting when approval will be sought.
- Upon approval, the Assistant Superintendent will forward the request to the Transportation Department; a copy will be emailed to the requesting building/person.
- Call Transportation two (2) days prior to departure to confirm paperwork was received and arrangements made. **DO NOT EMAIL. Pam's ext. 2901**
- Cost: \$65/hour LOCS staff requests; Add one (1) hour's cost (\$65) to each trip for pre-trip and post-trip travel time.

### FIELD TRIP INFORMATION (Complete all fields)

Account Number 110-113-9770-0000-410-1200-57410000		Date 4/21/25	
Building LOHS		First, last name of trip leaders Matthew Smith	
Transportation (please check one) <input type="checkbox"/> Tour Bus <input type="checkbox"/> Parent Vehicle <input checked="" type="checkbox"/> District Special Purpose Bus <input checked="" type="checkbox"/> District Bus <input type="checkbox"/> Plane		Name and address of destination Michigan State University-Fairchild Auditorium 333 West Circle Drive East Lansing, MI 48824	
Group and/or grade level Chamber Choir		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit 5/8/25 - 5/9/25	# of Students 20	# of Chaperones 2	Cell Phone Number of Trip Leader
Date & Time Leaving 5/8/25 TBD	<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning 5/9/25 TBD	<input type="checkbox"/> After 2:15 p.m.
		# of School Days Missed 1	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses)  Chamber Choir was selected as one of only 4 large ensembles in the state to participate at MSVMA All State Choral festival. Performances will include a recital performance on Friday the 9th as well as a possible opening Gala Concert performance on Thursday the 8th.			
Cost of Trip TBD	Cost to Student 0	How will trip be funded? Choir Account	
Building Administrator Signature Daniel T. Haas		Date 4-21-25	

### AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 4/21/25
Transportation <input type="checkbox"/> Yes <input type="checkbox"/> No	Director of Transportation Signature	Date
Board of Education - Overnight and international trips only <input type="checkbox"/> Yes <input type="checkbox"/> No		Board Member Signature Date