



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: September 11, 2025

RE: Overnight and Out of State Field Trip Request

Attached please find the following overnight and out of state field trip request for Board approval:

Name of Group: Oakview, Scripps & Waldon 8th Grade Cadet Band Students
Location: Vandercook College of Music
Street Address: 3140 South Federal Street
City, State, Zip: Chicago, Illinois

Students: 60
Chaperones: 10

Date(s) of trip: May 1 to May 2, 2026

Days missed: 1

Staff/Trip Leader: Claire Lovins, Alyssa Jeris, Eric Clauder



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 2025 for the 2026-27 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		Date 9/2/2025	
Building Waldon, Oakview, Scripps		First, last name of trip leaders Claire Lovins, Alyssa Jeris, Eric Clauder	
Transportation (please check one) # of Busses <u>1-2</u>		Name and address of destination Chicago, IL	
<input checked="" type="checkbox"/> Tour Bus <input type="checkbox"/> District Bus <input type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> Staff vehicle <input type="checkbox"/> Student Vehicle <input type="checkbox"/> Parent Vehicle <input type="checkbox"/> Plane		Full itinerary attached with all locations to be visited	
Group and/or grade level 8th Grade Cadet Band Students (All 3 MS)		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit 5/1-5/2/26	# of Students 60	# of Chaperones 10	Cell Phone Number of Trip Leader
Date & Time Leaving 5/1/2026 5:00AM		<input checked="" type="checkbox"/> Before 8:30 a.m. <input checked="" type="checkbox"/> After 2:15 p.m.	Date & Time Returning 5/2/26 11:59PM
		# of School Days Missed 1	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses)			
Standard 1: Apply skills and knowledge to perform in the arts Standard 3: Analyze, describe, and evaluate works of art Standard 5: Recognize, describe, and analyze connections among the arts; between the arts and other disciplines; between the arts and everyday life			
Cost of Trip \$38,340	Cost to Student \$639	How will trip be funded? Family Contribution, Fundraising	
Building Administrator Signature 		Date 9/10/2025	

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 9/10/25
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