



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 26, 2026

RE: Overnight Field Trip Request

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

Name of Group: LOHS FCCLA (Family Career and Community Leaders of America)

Location: Conference Center TBD – in Michigan

Street Address:

City, State, Zip:

Students: TBD

Chaperones: TBD

Date(s) of trip: February 23 through February 25, 2026

Days missed: 3

Staff/Trip Leader: Lacie Stanley



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 290-296-5200-0000-410-2900-37320000		Date 9/5/25	
Building LOHS		First, last name of trip leaders Lacie Stanley	
Transportation (please check one) # of Busses <u>2</u> <input type="checkbox"/> Tour Bus <input checked="" 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		Name and address of destination FCCLA Spring State Conference/Competition Location is TBD	
Group and/or grade level FCCLA		<input type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit TBD - Likely 2/23/26-2/25/26	# of Students TBD	# of Chaperones TBD	Cell Phone Number of Trip Leader
Date & Time Leaving TBD	<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning TBD	<input type="checkbox"/> After 2:15 p.m.
		# of School Days Missed 3	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) Students will have the opportunity to network and compete with other Michigan FCCLA members from across the state. Members will meet the candidates, and elect the new Michigan FCCLA State Executive Council who will lead us into another exciting FCCLA year. After participating in competitive events and workshops during the day, students will have free time to meet and socialize with other Michigan FCCLA members. The SLC is a time for you to develop your occupational and leadership skills as well as meet other fun and energetic Michigan FCCLA members. The Michigan FCCLA State Leadership Conference gives students the opportunity to compete for a chance to represent Michigan FCCLA at the National Leadership Conference.			
Cost of Trip TBD	Cost to Student TBD	How will trip be funded? CTE/Fundraising/Students	
Building Administrator Signature Daniel T. Haas		Date 9-23-25	

AUTHORIZATION

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