



Lake Orion Community Schools

Interoffice Memo

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

To: Heidi Mercer, Superintendent

From: Drew Towleron
Assistant Superintendent of Teaching and Learning

Date: December 3, 2024

RE: Overnight Field Trip Request

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

LOHS Business Professionals of America
Amway Grand Plaza
187 Monroe Avenue NW
Grand Rapids MI 49503

Students: Up to 5
Chaperones: 2

Date(s) of trip: March 13 – 16, 2025

Days missed: 1.5

Staff/Trip Leader: Jennifer Ohlrich



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 140-221-5940-3445-410-2900-53220				Date November 18, 2024	
Building High School			First, last name of trip leaders Jennifer Ohlrich		
Transportation (please check one) <input type="checkbox"/> Tour Bus <input type="checkbox"/> Parent Vehicle <input checked="" type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> District Bus <input type="checkbox"/> Plane			# of Busses <u>1</u> Name and address of destination Amway Grand Plaza 187 Monroe Ave NW Grand Rapids, MI 49503		
Group and/or grade level Business Professionals of America			<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness		
Date of Visit March 13 - 16, 2025		# of Students up to 5	# of Chaperones 2	Cell Phone Number of Trip Leader	
Date & Time Leaving March 13 at 11:00 AM		<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning March 16 at 10:30 AM		<input type="checkbox"/> After 2:15 p.m.
# of School Days Missed 1.5					
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) Students will compete at the Business Professionals of America State Leadership Conference. Students who place at the top of their events will qualify to attend the National Leadership Conference.					
Cost of Trip \$400/student		Cost to Student 200	How will trip be funded? CTE		
Building Administrator Signature Daniel T. Haas			Date 11-26-24		

AUTHORIZATION		
Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 12/2/24
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