



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 2023 for the 2024-25 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 Asst. Superintendent will forward the request to the Transportation Dept; 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: \$45/hour in district LOCS staff requests; \$75/hour out of district non-LOCS staff requests ~ Add one (1) hour's cost (\$45/\$75) to each trip.

FIELD TRIP INFORMATION (Complete all fields)

Account Number 290-296-8960-0000-410-0000-57920000		Date 8/4/2026	
Building Lake Orion High School		First, last name of trip leaders Meghan Dyer, Trevor Powell	
Transportation (please check one) ☐ Tour Bus ☐ Parent Vehicle ☒ District Bus ☐ Plane		Name and address of destination Lansing Center and DoubleTree Hotel 333 E Michigan Ave, Lansing, MI 48933	
Group and/or grade level Thespian Troupe, 9-12		☒ Field trip ☒ Competition ☐ CTE/Career Readiness	
Date of Visit 12/11-12/12 2026	# of Students Appx 50	# of Chaperones 5	Cell Phone Number of Trip Leader 248-410-1505
Date & Time Leaving Friday, 12/11 at 6:45am	☒ Before 8:30 a.m.	Date & Time Returning Saturday, 12/12 at 9:30pm	☒ After 2:15 p.m.
# of School Days Missed 1			
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) The objective of visiting the MI Thespian Festival is to allow students the opportunity to attend theatre workshops, compete in performance and technical theatre competitions, and receive scholarships money for any students interesting in pursuing a theatre arts degree.			
Cost of Trip Appx \$200/student	Cost to Student Appx \$200	How will trip be funded? Student Payment and Booster Meeting	
Building Administrator Signature Daniel T. Haas		Date 9-03-26	

AUTHORIZATION

Education ☒ Yes ☐ No	Assistant Superintendent of Teaching and Learning Signature 	Date 9/9/26
Transportation ☐ Yes ☐ No	Director of Transportation Signature	Date
Board of Education - Overnight and international trips only ☒ Yes ☐ No	Board Member Signature	Date