



Lake
Orion
Community
Schools

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: January 22, 2026

RE: Out of State Field Trip Request

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

LOHS Marching Band

Location:
Camp Hayo Went Ha
919 N. E. Torch Lake Drive
Central Lake MI 49622

Students: 150
Chaperones: 20

Date(s) of trip: August 16 thru August 23, 2026

Days missed: 0

Staff/Trip Leader: Michael Steele and Kaitlin Shanks



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FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check If Board Approval Is Needed.

- Overnight
- Out of State
- CTE
- International
- Special Education

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 for LOCS Transportation only		Date 1/14/26		
Boosters		First, last name of trip leaders Michael Steele and Kaitlin Shanks		
Building High School		Name and address of destination Camp Hayo Went Ha 919 N. E. Torch Lake Drive Central Lake, MI 49622		
Transportation (please check one)		# of Busses 3		
<input 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		Name and address of destination Camp Hayo Went Ha 919 N. E. Torch Lake Drive Central Lake, MI 49622		
Group and/or grade level Lake Orion Marching Band		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness		
Date of Visit 8/16/26-8/23/26	# of Students 150	# of Chaperones 20	Cell Phone Number of Trip Leader	
Date & Time Leaving 8/16 9:00 AM	<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning 8/23 6:00 PM	<input type="checkbox"/> After 2:15 p.m.	# of School Days Missed 0
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) To attend Marching Band camp				
Cost of Trip TBA	Cost to Student TBA	How will trip be funded? Band Boosters		
Building Administrator Signature Daniel T. Haas		Date 1-16-26		

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 1/21/26
Transportation <input type="checkbox"/> Yes <input type="checkbox"/> No	Director of Transportation Signature	Date
Board of Education - Overnight and international trips only		Board Member Signature
<input type="checkbox"/> Yes <input type="checkbox"/> No		Date