



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



Lake  
Orion  
Community  
Schools

# 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  |  |
| Boosters  |   | 1/14/26   |  |
| Building<br>High School   |   | First, last name of trip leaders<br>Michael Steele and Kaitlin Shanks   |  |
| Transportation (please check one) # of Busses <u>3</u>  |   | Name and address of destination   |  |
| <input type="checkbox"/> Tour Bus <input type="checkbox"/> District Bus <input type="checkbox"/> District Special Purpose Bus<br><input type="checkbox"/> Staff vehicle <input type="checkbox"/> Student Vehicle <input type="checkbox"/> Parent Vehicle <input type="checkbox"/> Plane |   | Camp Hayo Went Ha<br>919 N. E. Torch Lake Drive<br>Central Lake, MI 49622   |  |
| Group and/or grade level<br>Lake Orion Marching Band  |   | <input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness |  |
| Date of Visit<br>8/16/26-8/23/26  | # of Students<br>150                      | # of Chaperones<br>20   | Cell Phone Number of Trip Leader         |
| Date & Time Leaving<br>8/16 9:00 AM   | <input type="checkbox"/> Before 8:30 a.m. | Date & Time Returning<br>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<br>TBA   | Cost to Student<br>TBA                    | How will trip be funded?<br>Band Boosters   |  |
| Building Administrator Signature<br>Daniel T. Haas  |   | Date<br>1-16-26   |  |

## AUTHORIZATION

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