



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: February 12, 2025

RE: Overnight and Out of State Field Trip Request

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

LOHS Winds
University of Dayton Arena
1801 S. Edwin C. Moses Boulevard
Dayton OH 45417

Students: 23
Chaperones: 5-6

Date(s) of trip: April 11 through April 13, 2025

Days missed: 1

Staff/Trip Leader: Kaitlin Shanks



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		Date	
Paid by Boosters		01/30/25	
Building LOHS		First, last name of trip leaders Kaitlin Shanks	
Transportation (please check one) # of Busses _____ <input type="checkbox"/> Tour Bus <input checked="" type="checkbox"/> Parent Vehicle <input type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> District Bus <input type="checkbox"/> Plane		Name and address of destination University of Dayton Arena 1801 S Edwin C Moses Blvd Dayton, OH 45417	
Group and/or grade level Lake Orion Winds		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit 4/11-4/13	# of Students 23	# of Chaperones 5-6	Cell Phone Number of Trip Leader
Date & Time Leaving 4/11, 10 AM	<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning 4/13, 6 PM	<input type="checkbox"/> After 2:15 p.m.
		# of School Days Missed 1	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) <small>WGI World Championships</small>			
Cost of Trip TBA	Cost to Student \$0	How will trip be funded? Student Dues	
Building Administrator Signature Daniel T. Haas		Date 2-03-25	

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 2/11/25
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