



Lake Orion Community Schools

# Interoffice Memo

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

**To:** Heidi Mercer, Superintendent

**From:** Drew Towler  
Assistant Superintendent of Teaching and Learning

**Date:** December 5, 2024

**RE:** Overnight Field Trip Request

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

LOHS Wind Ensemble  
Amway Grand Hotel  
187 Monroe Avenue NW  
Grand Rapids MI 49503

Students: 46  
Chaperones: 6

Date(s) of trip: January 24 – January 25, 2025

Days missed: 1/2

Staff/Trip Leader: Michael Steele and 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 290-296-8570-0000-410-0000-57920000			Date Nov. 25, 2024		
Building High School		First, last name of trip leaders Michael Steele and Kaitlin Shanks			
Transportation (please check one) # of Busses <u>2</u> <input type="checkbox"/> Tour Bus <input type="checkbox"/> Parent Vehicle <input checked="" type="checkbox"/> District Bus <input type="checkbox"/> Plane <input type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> Plane		Name and address of destination Amway Grand Hotel 187 Monroe Ave NW, Grand Rapids, MI 49503			
Group and/or grade level Lake Orion HS Wind Ensemble		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness			
Date of Visit January 24 & 25, 2025		# of Students 46	# of Chaperones 6		Cell Phone Number of Trip Leader
Date & Time Leaving 9:00 AM, 1/24		<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning 5:00 PM 1/25		<input type="checkbox"/> After 2:15 p.m.
# of School Days Missed 1/2					
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) Performance as a featured ensemble for the Michigan Music Conference on 1/24/25 and also for the Young Composers of Michigan Concert on 1/25/25					
Cost of Trip		Cost to Student		How will trip be funded?	
Building Administrator Signature Daniel T. Haas			Date 12-03-24		

## AUTHORIZATION

Education		Assistant Superintendent of Teaching and Learning Signature 		Date 12/4/24	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Director of Transportation Signature		Date	
<input type="checkbox"/> Yes <input type="checkbox"/> No		Board of Education - Overnight and international trips only		Date	
<input type="checkbox"/> Yes <input type="checkbox"/> No		Board Member Signature		Date	