



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: June 3, 2025

RE: Out of State Field Trip Request – 9.27.25

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

Name of Group: Oakview and Scripps Middle School Choirs
Location: Cedar Point
Street Address: 1 Cedar Point Drive
City, State, Zip: Sandusky OH 44870

Students: Approximately 40
Chaperones: Approximately 10

Date(s) of trip: September 27, 2025

Days missed: 0

Staff/Trip Leader: Ryan Dawley and Todd Gordon



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Schools

FIELD TRIP AND TRANSPORTATION REQUEST FORM

All fields must be completed.

Check If Board
Approval Is Needed.

☐ Overnight
☒ Out of State

Date Approved

CALL PAM KING IN TRANSPORTATION TO CONFIRM AVAILABILITY OF BUS SERVICE. ~ DO NOT EMAIL PAM~

- For **DAYTIME** field trips, send completed form to the Assistant Superintendent of Teaching and Learning office five (5) **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.
- All requests are to be submitted to 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

Account Number Scripps Choir		Date 5/30/2025	
Building Oakview, Scripps		Teacher(s) Dawley, Gordon	
Transportation (please check one) <input checked="" type="checkbox"/> Tour Bus <input type="checkbox"/> Parent Vehicle <input type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> District Bus <input type="checkbox"/> Plane # of Busses <u>1</u>		Place Visiting (include address; attach a map or directions, if a preferred route) Cedar Point 1 Cedar Point Dr, Sandusky, OH 44870	
Group Oakview & Scripps 7th & 8th Grade choirs		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition	
Date of Visit Saturday 9/27/25	# of Students Approx. 40	# of Chaperones Approx. 10	Cell Phone Number of Trip Leader
Date & Time Leaving 9/27/25 8am	<input checked="" type="checkbox"/> Before 8:30 a.m.	Date & Time Returning 9/27/25 11pm	<input checked="" type="checkbox"/> After 2:15 p.m.
		# of School Days Missed 0	
Objective for Visit (Include Standards and Benchmarks that Field Trip addresses) 7th & 8th Grade choir students will connect with eachother and their directors for a great day of bonding, team-building, and SEL. (This is an optional trip for students but all are encouraged to attend.)			
Cost of Trip \$95	Cost to Student \$95	How will trip be funded? individual families	
Building Administrator Signature Sarah Perry		Date 6/2/25	

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 6/3/25
Transportation <input type="checkbox"/> Yes <input type="checkbox"/> No	Director of Transportation Signature	Date
Board of Education - Overnight and/or out-of-state trips only <input type="checkbox"/> Yes <input type="checkbox"/> No		Board Member Signature
		Date

While this trip is being approved at this time, please note that due to pandemic concerns, the Board and/or Administration reserves the right to cancel the trip at any time.

FT-001 8/2022