



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: May 6 – 11, 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 Business Professionals of America
Gaylord Palms & Convention Center
6000 W. Osceola Parkway
Kissimmee FL 34746

Students: Up to 5
Chaperones: 2

Date(s) of trip: May 6 – 11, 2025

Days missed: 4

Staff/Trip Leader: Jennifer Ohlrich



FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check if Board Approval Is Needed.
<input checked="" type="checkbox"/> Overnight
<input checked="" type="checkbox"/> Out of State
<input type="checkbox"/> CTE
<input type="checkbox"/> 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 140-221-5940-3445-410-2900-53220					Date November 18, 2024
Building High School			First, last name of trip leaders Jennifer Ohlrich		
Transportation (please check one) # of Busses <u>1</u> <input type="checkbox"/> Tour Bus <input type="checkbox"/> Parent Vehicle <input type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> District Bus <input checked="" type="checkbox"/> Plane			Name and address of destination Gaylord Palms & Convention Center 6000 W. Osceola Parkway Kissimmee, FL 34746		
Group and/or grade level Business Professionals of America			<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input checked="" type="checkbox"/> CTE/Career Readiness		
Date of Visit May 6 - 11, 2025		# of Students up to 5	# of Chaperones 2	Cell Phone Number of Trip Leader	
Date & Time Leaving May 6 [TBD]		<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning May 11 [TBD]	<input type="checkbox"/> After 2:15 p.m.	# of School Days Missed 4
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) Students will compete at the Business Professionals of America State Leadership Conference. Students who place at the top of their events will qualify to attend the National Leadership Conference.					
Cost of Trip \$1500/student	Cost to Student 500	How will trip be funded? CTE			
Building Administrator Signature Daniel T. Haas			Date 11-26-24		

AUTHORIZATION			
Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 		Date 12/2/24
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