



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 6, 2026

RE: Overnight Field Trip Request

Attached please find the following overnight field trip request for Board approval:

Name of Group: LOHS Thespian Troupe (Michigan Interscholastic Forensics Association)
Location: St. Johns High School
Street Address: 501 W. Sickles Street
City, State, Zip: St. Johns MI
HOTEL INFO: Hyatt Place Lansing-East, 2401 Showtime Drive, Lansing, Michigan

Students: 10-12
Chaperones: tbd

Date(s) of trip: February 13 – February 14, 2026

Days missed: 1

Staff/Trip Leader: Meghan Dyer



Lake
Orion
Community
Schools

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 2023 for the 2024-25 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 290-296-8960-0000-410-0000-57920000		Date 12/16/2025	
Building Lake Orion High School		First, last name of trip leaders Meghan Dyer	
Transportation (please check one) <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 St. Johns High School 501 W Sickles St, St Johns, MI 48879	
Group and/or grade level MIFA Competitors, 10-12		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit Fri, Feb 13-Sat, Feb 14	# of Students 15	# of Chaperones tbd	Cell Phone Number of Trip Leader
Date & Time Leaving 7:30am on 2/13	<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning appx 6pm on 2/14	<input type="checkbox"/> After 2:15 p.m.
		# of School Days Missed 1 school day missed	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) Students will be competing in MIFA one act finals.			
Cost of Trip \$600	Cost to Student \$0	How will trip be funded? Theatre Internal Budget	
Building Administrator Signature		Date	

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 1/5/26
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