



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) # of Busses 0 <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 1/5/20
Transportation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Director of Transportation Signature		Date
Board of Education - Overnight and international trips only		Board Member Signature	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No			