



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:** September 15, 2025

**RE:** Overnight and Out of State Field Trip Request

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

Name of Group: LOHS Business Professionals of America  
Location: BPA National Leadership Conference  
City, State, Zip: Nashville, Tennessee

Students: TBD (uncertain as to how many will qualify at this time)  
Chaperones: 2

Date(s) of trip: May 5 thru May 10, 2026

Days missed: 4

Staff/Trip Leader: Jennifer Ohlrich



# 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 2025 for the 2026-27 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 140-127-5940-3446-410-2900-57910000 & BPA: 290-296-8210-0000-410-2900-37320000		Date September 4, 2025	
Building <b>High School</b>		First, last name of trip leaders <b>Jennifer Ohlrich</b>	
Transportation (please check one) # of Busses _____  <input type="checkbox"/> Tour Bus <input type="checkbox"/> District Bus <input type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> Staff vehicle <input type="checkbox"/> Student Vehicle <input type="checkbox"/> Parent Vehicle <input checked="" type="checkbox"/> Plane		Name and address of destination <b>Nashville, Tennessee</b>	
Group and/or grade level <b>Business Professionals of America</b>		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit <b>May 5 - 10th, 2026</b>	# of Students <b>TBD</b>	# of Chaperones <b>2</b>	Cell Phone Number of Trip Leader
Date & Time Leaving <b>May 5, 2026 [TBD]</b>		<input type="checkbox"/> Before 8:30 a.m. <input type="checkbox"/> After 2:15 p.m.    # of School Days Missed <b>4</b>	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) <b>Students will have the opportunity to experience BPA at the National Leadership Conference where they will have a mix of competitive events, leadership development, and network with students and colleges from around the world,</b>			
Cost of Trip <b>\$TBD</b>	Cost to Student <b>TBD</b>	How will trip be funded? <b>CFE and Student</b>	
Building Administrator Signature <b>Daniel T. Haas</b>		Date <b>9-11-25</b>	

## AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date <b>9/15/25</b>
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