



Lake Orion Community Schools

Interoffice Memo

*from the Office of the Assistant Superintendent
of Teaching and Learning*

To: Heidi Mercer, Superintendent

From: Drew Towler
Assistant Superintendent of Teaching and Learning

Date: September 8, 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:

Name of Group: HOSA
Location: Indianapolis Convention Center
Street Address: 100 South Capitol
City, State, Zip: Indianapolis IN 46225

Students: TBD
Chaperones: TBD

Date(s) of trip: June 17, 2026 to June 20, 2026

Days missed: 0

Staff/Trip Leader: Randy Morgan and Andrew McDonald



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Schools

FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check If Board Approval Is Needed.

- ☒ Overnight
☒ Out of State
☐ CTE
☐ International

Date Approved _____

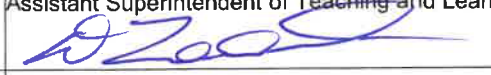
CALL PAM KING (ext. 2901) IN TRANSPORTATION TO CONFIRM AVAILABILITY OF BUS SERVICE BEFORE SCHEDULING.

- 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 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: \$65/hour in district LOCS staff requests; \$100/hour out of district non-LOCS staff requests ~ Add one (1) hour's cost (\$65/\$100) to each trip.

FIELD TRIP INFORMATION (Complete all fields)

Account Number 140-127-5800-3446-410-2900-57920000		Date 08/29/2025	
Building LOHS		First, last name of trip leaders Randy Morgan / Andrew McDonald	
TBD based on # of Kids Transportation (please check one) <input type="checkbox"/> Tour Bus <input checked="" type="checkbox"/> Parent Vehicle <input checked="" type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> District Bus <input type="checkbox"/> Plane		# of Busses TBD Name and address of destination Indianapolis Convention Center 100 South Capitol Indianapolis, IN 46225	
Group and/or grade level LOHS HOSA (9-12)		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input checked="" type="checkbox"/> CTE/Career Readiness	
Date of Visit 06/17/26 - 06/20/26	# of Students TBD	# of Chaperones TBD	Cell Phone Number of Trip Leader
Date & Time Leaving 06/16/2026 TBD		<input type="checkbox"/> Before 8:30 a.m. Date & Time Returning <input type="checkbox"/> After 2:15 p.m. 06/21/2026 TBD	# of School Days Missed 0
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) LOHS HOSA students will compete in the 25-26 HOSA International Leadership Conference in Indianapolis. They will be using knowledge and skills acquired in the following classes to diligently prepare for the event they advanced in at the State Leadership Conference in April. Medical Terminology, Medical Foundations, Honors Human Anatomy and Physiology, Forensic Science, and other science classes.			
Cost of Trip TBD	Cost to Student TBD	How will trip be funded? CTE funds and student/parent	
Building Administrator Signature Daniel T. Haas		Date 9-5-25	

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 9/5/25
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