



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: June 12, 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: LOHS Choirs 9-12
Location: Carnegie Hall
Street Address: 881 Seventh Avenue
City, State, Zip: New York, NY

Students: 40
Chaperones: 5

Date(s) of trip: April 16 thru April 21, 2026

Days missed: 4

Staff/Trip Leader: Matthew Smith



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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 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 110-113-9990-0000-410-0000-55110321			Date 5.21.25	
Building LOHS		First, last name of trip leaders Matthew Smith		
Transportation (please check one) <input checked="" 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 type="checkbox"/> Plane		# of Busses <u>1</u> Name and address of destination Carnegie Hall 881 Seventh Avenue New York, New York		
Group and/or grade level LOHS Choirs 9-12		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness		
Date of Visit 4.16.26-4.21.26	# of Students 40	# of Chaperones 5	Cell Phone Number of Trip Leader	
Date & Time Leaving 4.16.26 or 4.17.26		<input checked="" type="checkbox"/> Before 8:30 a.m. <input checked="" type="checkbox"/> After 2:15 p.m.		# of School Days Missed No more than 4
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) The choirs have been invited to perform at Carnegie Hall and perform the famous "Coronation Mass" composed by W.A. Mozart. This is a special opportunity for the LO Choirs to perform in a world renowned space with other HS musicians and professional musicians from around the country. The students will build relationships within our program and outside of the school day competitions. The trip will focus on building the relationships and the unique performance opportunities.				
Cost of Trip \$1,600	Cost to Student \$1,600	How will trip be funded? Costs will be offset by fundraising		
Building Administrator Signature Daniel T. Haas		Date 6-10-25		

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 6/12/25
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