



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: June 15, 2025

RE: Overnight Field Trip Request

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

Name of Group: DECA 9-12
Location: Huntington Place
Street Address: 1 Washington Boulevard
City, State, Zip: Detroit MI 48226

Students: TBD (Unknown at this time how many students will qualify)
Chaperones: 3-4

Date(s) of trip: March 5 thru March 7, 2026

Days missed: 2

Staff/Trip Leader: Teresa Snyder



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 290-000-8370-0000-410-2900-41790000			Date 8-31-2025	
Building LOHS		First, last name of trip leaders Teresa Snyder		
Transportation (please check one) <input type="checkbox"/> Tour Bus <input checked="" 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>2</u> Name and address of destination Huntington Place 1 Wahington Blvd. Detroit, MI 48226		
Group and/or grade level DECA 9-12		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness		
Date of Visit March 5-7 2026		# of Students unknown		# of Chaperones 3-4
Date & Time Leaving March 5 2026 10am		<input type="checkbox"/> Before 8:30 a.m. <input checked="" type="checkbox"/> After 2:15 p.m.		# of School Days Missed 2
Date & Time Returning March 7 2026 3:30pm				
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) State Career Development Conference and State DECA competitions to fulfill state for CTSO requirements for future CTE funding.				
Cost of Trip unknown	Cost to Student unknown	How will trip be funded? student, DECA, CTE, School Store possibles		
Building Administrator Signature Daniel T. Haas			Date 9-11-25	

AUTHORIZATION

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