



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: Out of State Field Trip Request

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

Name of Group: DECA 9-12
Location: DECA National Competition
City, State, Zip: Atlanta, Georgia

Students: TBD (Unknown how many students will qualify at this time)
Chaperones: 2-3

Date(s) of trip: April 25 thru April 29, 2026

Days missed: 3

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) # 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 Atlanta, Georgia	
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 April 25-29 2026	# of Students unknown	# of Chaperones unknown	Cell Phone Number of Trip Leader
Date & Time Leaving April 25, 2026	<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning April 29, 2026	<input type="checkbox"/> After 2:15 p.m. # of School Days Missed 3days
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) International Career Development Conference and DECA national competition as required by state to fulfill CTSO requirements for CTE funding.			
Cost of Trip unknown	Cost to Student unknown	How will trip be funded? student, DECA, CTE details to be decided by administration	
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