



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 24, 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 FCCLA (Family Career and Community Leaders of America)
Location: Walter E. Washington Convention Center
Street Address: 801 Mount Vernon Place NW
City, State, Zip: Washington DC

Students: TBD once it is determined how many students qualify
Chaperones: TBD based on number of students attending

Date(s) of trip: July 6-10, 2026

Days missed: 0

Staff/Trip Leader: Lacie Stanley



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 290-296-5200-0000-410-2900-37320000			Date 9/5/25	
Building LOHS		First, last name of trip leaders Lacie Stanley		
Transportation (please check one) <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		# of Busses _____ Name and address of destination Walter E. Washington Convention Center 801 Mount Vernon Place NW Washington, DC 20001		
Group and/or grade level FCCLA		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness		
Date of Visit July 6-10, 2026	# of Students TBD	# of Chaperones TBD	Cell Phone Number of Trip Leader	
Date & Time Leaving TBD	<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning TBD	<input type="checkbox"/> After 2:15 p.m.	# of School Days Missed 0
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) <small>Centered around the theme "Connected," this inspiring event will bring together thousands of FCCLA members, advisers, and guests from across the country. Attendees will have the chance to network with peers, explore the nation's capital, and take part in engaging, hands-on workshops leaving all empowered and motivated to lead.</small> <small>Renowned speakers will share their journeys and insights, sparking new ideas and passions. Throughout the conference, students will build essential skills like effective communication, team-building, and problem-solving—tools that will serve you well not only in FCCLA but throughout students lives and career.</small>				
Cost of Trip TBD	Cost to Student TBD	How will trip be funded? CTE/Fundraising/Students		
Building Administrator Signature Daniel T. Haas		Date 9-18-25		

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 9/23/25
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