



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: Overnight Field Trip Request

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

Name of Group: LOHS Business Professionals of America
Location: Amway Grand Plaza
Street Address: 187 Monroe Avenue, NW
City, State, Zip: Grand Rapids MI 49503

Students: TBD (no idea how many will qualify at this time)
Chaperones: 2

Date(s) of trip: March 12 to March 15, 2026

Days missed: 1.5

Staff/Trip Leader: Jennifer Ohlrich



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 140-127-5940-3446-410-2900-57910000 & BPA: 290-296-8210-0000-410-2900-37320000			Date September 4, 2025	
Building High School		First, last name of trip leaders Jennifer Ohlrich		
Transportation (please check one) # of Busses <u>1</u> <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		Name and address of destination Amway Grand Plaza 187 Monroe Ave NW Grand Rapids, MI 49503		
Group and/or grade level Business Professionals of America		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness		
Date of Visit March 12 - 15, 2026		# of Students TBD		# of Chaperones 2
Date & Time Leaving March 12, 2026 at 11:00 AM		<input type="checkbox"/> Before 8:30 a.m. <input type="checkbox"/> After 2:15 p.m. Date & Time Returning March 15, 2026 at 1 PM		# of School Days Missed 1.5
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) Students will compete at the Business Professionals of America State Leadership Conference. Students who place at the top of their events will qualify to attend the National Leadership Conference.				
Cost of Trip \$TBD	Cost to Student TBD	How will trip be funded? CFE & Student		
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