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: October 13, 2025

RE: Out of State Field Trip Request

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

Name of Group: LOHS Model UN
Location: Hyatt Regency Chicago
Street Address: 151 E. Upper Wacker Drive
City, State, Zip: Chicago IL 60601

Students: 25
Chaperones: 2

Date(s) of trip: February 5-8, 2026

Days missed: 2

Staff/Trip Leader: Wendy Baekeroot

Lake Orion Community 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: 290-000-8630-0000-410-0000-41790000	Date: 10/8/2025
Building: High School	First, last name of trip leaders: Wendy Baeckeroot
Transportation (please check one) # of Busses_____ ☑ Tour Bus ☐ District Bus ☐ District Special Purpose Bus ☐ Staff vehicle ☐ Student Vehicle ☐ Parent Vehicle ☐ Plane	Name and address of destination: Hyatt Regency Chicago 151 E. Upper Wacker Drive Chicago, IL 60601
Group and/or grade level: 9-12	☐ Field trip ☑ Competition ☐ CTE/Career Readiness

Date of Visit	# of Students	# of Chaperones	Cell Phone Number of Trip Leader
Feb 5-8, 2026	25	2	

Date & Time Leaving	Date & Time Returning	# of School Days Missed
Feb 5, 6am ☐ Before 8:30 a.m.	Feb 8, 9pm ☐ After 2:15 p.m.	2

Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses)

Model UN regional competition in Chicago, IL. We have been to this conference before when the Model UN group existed about 5 years ago. This is a great conference because everything is self contained at the hotel. As a side note - we actually take the train to get to and from Chicago out of the Troy station.

Cost of Trip	Cost to Student	How will trip be funded?
$450/pp	$450	Self-funded

Building Administrator Signature	Date
Daniel T. Haas	10-9-25

AUTHORIZATION

Education ☑ Yes ☐ No	Assistant Superintendent of Teaching and Learning Signature	Date 10/12/25
Transportation ☐ Yes ☐ No	Director of Transportation Signature	Date
Board of Education - Overnight and international trips only ☐ Yes ☐ No	Board Member Signature	Date