



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: April 15, 2025

RE: Out of State Field Trip Request

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

LOHS FCCLA
FCCLA National Conference
9801 International Drive
Orlando FL 32819

Students: 5
Chaperones: 2

Date(s) of trip: July 5-10, 2025

Days missed: 0

Staff/Trip Leader: Trudy Schneider



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 140-221-5100-3445-410-2900-53220		Date 4-1-25	
Building LAKE ORION HIGH SCHOOL		First, last name of trip leaders TRUDY SCHNEIDER	
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 FCCLA NATIONAL CONFERENCE 9801 International Drive Orlando, FL 32819	
Group and/or grade level FCCLA		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input checked="" type="checkbox"/> CTE/Career Readiness	
Date of Visit JULY 5-10	# of Students 5	# of Chaperones 2	Cell Phone Number of Trip Leader
Date & Time Leaving JULY 5, 12:15 PM	<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning JULY 10, 5:15 PM	<input type="checkbox"/> After 2:15 p.m.
# of School Days Missed			
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) Attending the FCCLA National Leadership Conference is a once-in-a-lifetime opportunity for students to develop leadership skills, compete at the highest level, and network with peers from across the country. This experience prepares them for future careers by enhancing their communication, professionalism, and teamwork—valuable skills for any career path! ****We will be renting a car for transfers and excursions****			
Cost of Trip \$7,500	Cost to Student \$560	How will trip be funded? CTE FUNDING AND STUDENT PAYMENTS	
Building Administrator Signature Daniel T. Haas		Date April 14, 2025	

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 4/14/25
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