



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: November 12, 2025

RE: Overnight Field Trip Request

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

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

Students: 35
Chaperones: 2

Date(s) of trip: February 21-23, 2026

Days missed: 1

Staff/Trip Leader:



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 290-296-8900-0000-410-0000-57920000		Date 11/5/25	
Building LOHS		First, last name of trip leaders Lora Hogan Amy Redman	
Transportation (please check one) # of Busses _____ <input checked="" 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 type="checkbox"/> Plane		Name and address of destination 187 Monroe Ave Nw, Grand Rapids, Michigan, 49503	
Group and/or grade level Leadership Class Members		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit Feb 21-23 2026	# of Students 35	# of Chaperones 2	Cell Phone Number of Trip Leader
Date & Time Leaving <input type="checkbox"/> Before 8:30 a.m. Saturday afternoon 2pm		Date & Time Returning <input type="checkbox"/> After 2:15 p.m. Monday 3pm	# of School Days Missed 1 day
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) MASC state leadership conference in Grand Rapids MI. We use a Charter Bus.			
Cost of Trip 450	Cost to Student 400	How will trip be funded? Homecoming revenue	
Building Administrator Signature Daniel T. Haas		Date 11-10-25	

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 11/11/25
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