



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 1, 2026

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: Lake Orion Winter Guard
Location: University of Dayton
Street Address: 1801 S. Edwin C. Moses Boulevard
City, State, Zip: Dayton OH 45417

Students: 14
Chaperones: 6

Date(s) of trip: April 8 through April 12, 2026

Days missed: 2

Staff/Trip Leader: Allison Charnesky (Michael Steele)



FIELD TRIP AND TRANSPORTATION REQUEST FORM

Check If Board Approval Is Needed.

- Overnight
- Out of State
- CTE
- International
- Special Education

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 for LOCS Transportation only Boosters					Date 1/14/26
Building High School			First, last name of trip leaders Allison Charnesky		
Transportation (please check one)		# of Busses <u>0</u>		Name and address of destination	
<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 checked="" type="checkbox"/> Parent Vehicle <input type="checkbox"/> Plane				University of Dayton 1801 S. Edwin C. Moses Blvd. Dayton, OH 45417	
Group and/or grade level Lake Orion Winter Guard			<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness		
Date of Visit 4/8/26-4/12/26		# of Students 14	# of Chaperones 6		Cell Phone Number of Trip Leader
Date & Time Leaving 4/8 1:00 PM		<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning 4/12 8:00 PM		<input type="checkbox"/> After 2:15 p.m.
# of School Days Missed 2					
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) To compete at the WGI World Championships					
Cost of Trip TBA		Cost to Student TBA		How will trip be funded? Band Boosters	
Building Administrator Signature Daniel T. Haas				Date 1-15-26	

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