



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:** March 4, 2026

**RE:** Overnight Field Trip Request

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

Name of Group: LOHS Robotics Team 302 (9-12 Grades)  
Location: Berrien Springs High School  
Street Address: 201 Sylvester Avenue  
City, State, Zip: Berrien Springs MI 49103

Students: 48  
Chaperones: 6

Date(s) of trip: March 20 through March 22, 2026

Days missed: .25

Staff/Trip Leader: Leigh Ann Stone



# 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.

<b>FIELD TRIP INFORMATION (Complete all fields)</b>				
Account Number for LOCS Transportation only 140-271-5730-3446-410-2900-53220000			Date <b>2/9/26</b>	
Building <b>Lake Orion High School</b>		First, last name of trip leaders <b>Leigh Ann Stone</b>		
Transportation (please check one)      # of Buses _____		Name and address of destination <b>Berrien Springs High School 201 Sylvester Ave Berrien Springs, MI 49103</b>		
<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		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness		
Group and/or grade level <b>LOHS Robotics Team 302 - 9-12th grades</b>				
Date of Visit <b>3/20/26 - 3/22/26</b>	# of Students <b>48</b>	# of Chaperones <b>6</b>	Cell Phone Number of Trip Leader	
Date & Time Leaving <b>3/20 1 pm</b>		<input type="checkbox"/> Before 8:30 a.m.    Date & Time Returning <input type="checkbox"/> After 2:15 p.m. <b>3/22 7:30 pm</b>		# of School Days Missed <b>0.25</b>
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) <b>Students will compete in a district robotics tournament where they will apply their engineering design principals, computational thinking, and collaborative problem-solving skills in a real-world, high pressure environment while observing and engaging with STEM professionals from industry and post-secondary programs.</b>				
Cost of Trip <b>\$3000</b>	Cost to Student <b>0</b>	How will trip be funded? <b>CTE</b>		
Building Administrator Signature <b>Daniel T. Haas</b>		Date <b>2-16-26</b>		

<b>AUTHORIZATION</b>			
Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 		Date <b>3/4/26</b>
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