



Lake Orion Community Schools

Interoffice Memo

*from the Office of the Assistant Superintendent
of Teaching and Learning*

To: Heidi Mercer, Superintendent

From: Drew Towler
Assistant Superintendent of Teaching and Learning

Date: September 8, 2025

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: LOHS Robotics Team 302
Location: George R. Brown Convention Center
Street Address: 1001 Avenida De Las Americas
City, State, Zip: Houston TX 77010

Students: 50
Chaperones: 2 plus parents/mentors

Date(s) of trip: April 28 thru May 3 2026

Days missed: 3-5

Staff/Trip Leader: Leigh Ann Stone/Sharon Spencer



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 2024 for the 2025-26 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 290-296-8780-0000-410-2900-57920000				Date 09/04/25	
Building Lake Orion High School		First, last name of trip leaders Leigh Ann Stone / Sharon Spencer			
Transportation (please check one) <input checked="" type="checkbox"/> Tour Bus <input type="checkbox"/> Parent Vehicle <input type="checkbox"/> District Special Purpose Bus <input type="checkbox"/> District Bus <input type="checkbox"/> Plane		Name and address of destination George R. Brown Convention Center 1001 Avenida De Las Americas Houston, TX 77010			
Group and/or grade level LOHS Robotics Team 302		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness			
Date of Visit 4/28 - 5/3/2026		# of Students ~50		# of Chaperones 2 & parents/mentors	
Date & Time Leaving 4/28/26 around 11 am.		<input type="checkbox"/> Before 8:30 a.m. <input checked="" type="checkbox"/> After 2:15 p.m.		Cell Phone Number of Trip Leader	
		Date & Time Returning 5/3/26 ~9:30 pm		# of School Days Missed 3 - 5	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) 2026 FIRST Robotics Competition - Houston World Championship Event (Team must qualify for this event) High school robotics teams compete head to head on a special playing field with robots they have designed, built, and programmed with adult mentor assistance. Note - Schedule is tentative. Depending on availability of funds, the plan may change to travel via mentor/parent vehicles which would require leaving earlier and returning later. Depending on CTE funding, we may need to charge a nominal fee to students for hotels.					
Cost of Trip Team cover		Cost to Student ~\$120 for meals		How will trip be funded? Robotics - Team 302 funding	
Building Administrator Signature Daniel T. Haas				Date 9-5-25	

AUTHORIZATION		
Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 9/5/25
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