



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: January 17, 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:

LOHS Winter Percussion
University of Dayton
1801 S. Edwin C. Moses Boulevard
Dayton OH 45417

Students: 31
Chaperones: 10

Date(s) of trip: April 9 – 13, 2025

Days missed: 3

Staff/Trip Leader: Michael Steele



FIELD TRIP AND TRANSPORTATION REQUEST FORM

| |
|--|
| Check If Board Approval Is Needed. |
| <input checked="" type="checkbox"/> Overnight |
| <input checked="" type="checkbox"/> Out of State |
| <input type="checkbox"/> CTE |
| <input type="checkbox"/> 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 | | | | | Date |
| Paid by band boosters | | | | | 1/16/25 |
| Building High School | | | First, last name of trip leaders Michael Steele | | |
| Transportation (please check one) # of Busses _____ <input type="checkbox"/> Tour Bus <input checked="" 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 University of Dayton, 1801 S. Edwin C Moses Blvd Dayton, Ohio, 45417 | | |
| Group and/or grade level LOHS Winter Percussion | | | <input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness | | |
| Date of Visit April 9-13, 2025 | | # of Students 31 | # of Chaperones 10 | Cell Phone Number of Trip Leader | |
| Date & Time Leaving 8:00 AM on 4/9 | | <input checked="" type="checkbox"/> Before 8:30 a.m. | Date & Time Returning 5:00 PM on 4/13 | <input type="checkbox"/> After 2:15 p.m. | # of School Days Missed 3 |
| 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? By band booster funds | | | |
| Building Administrator Signature Daniel T. Haas | | | | Date 1-16-25 | |

| AUTHORIZATION | | | |
|---|--|---|----------------|
| Education | | Assistant Superintendent of Teaching and Learning Signature | Date |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | 1-17-25 |
| Transportation | | Director of Transportation Signature | Date |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Board of Education - Overnight and international trips only | | Board Member Signature | Date |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |