



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: September 8, 2025

RE: Overnight Field Trip Request

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

Name of Group: LOHS Robotics Team 302
Location: Saginaw Valley State University – Ryder Center
Street Address: 7400 Bay Road
City, State, Zip: University Center, MI 48710

Students: 50
Chaperones: 1 as well as parents/mentors

Date(s) of trip: April 2 thru April 6, 2026

Days missed: 1.5

Staff/Trip Leader: Leigh Ann Stone



Lake
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Community
Schools

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 9/4/25	
Building Lake Orion High School		First, last name of trip leaders Leigh Ann Stone	
Transportation (please check one) <input type="checkbox"/> Tour Bus <input checked="" type="checkbox"/> Parent Vehicle <input checked="" type="checkbox"/> District Bus <input type="checkbox"/> Plane		Name and address of destination Saginaw Valley State University - Ryder Center 7400 Bay Rd. University Center, MI 48710	
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 Approx April 2-6, 2026	# of Students ~50	# of Chaperones 1 & parents/mentors	Cell Phone Number of Trip Leader
Date & Time Leaving 4/2 at 11 am, 4/3 & 4 around 6:30am	<input checked="" type="checkbox"/> Before 8:30 a.m.	Date & Time Returning 4/2 & 3 at ~9 pm, 4/4 at ~7pm	<input checked="" type="checkbox"/> After 2:15 p.m.
		# of School Days Missed 1.5	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) 2026 FIRST Robotics Competition - Michigan State 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 - Tentative bus service would be for Apr 2 leaving at 11 am (return ~9pm), Apr 3-4 leaving at ~6:30 am, and returning around 9 pm (on 4/3) and around 7pm (on 4/4). Small group of students may stay in hotel covered by team.			
Cost of Trip Team cover	Cost to Student none	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