



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 request for Board approval:

Name of Group: HOSA
Location: Grand Traverse Resort and Spa
Street Address: 100 Grand Traverse Village Boulevard
City, State, Zip: Acme, MI 49610

Students: TBD
Chaperones: TBD

Date(s) of trip: April 16 to April 17, 2026

Days missed: 2

Staff/Trip Leader: Randy Morgan and Andrew McDonald



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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 2023 for the 2024-25 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 Asst. Superintendent will forward the request to the Transportation Dept; 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 in district LOCS staff requests; \$100/hour out of district non-LOCS staff requests ~ Add one (1) hour's cost (\$65/\$100) to each trip.

FIELD TRIP INFORMATION (Complete all fields)

Account Number 140-127-5800-3446-410-2900-57920000		Date 08/29/2025	
Building LOHS		First, last name of trip leaders Randy Morgan / Andrew McDonald	
Transportation (please check one) <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 Grand Traverse Resort and Spa 100 Grand Traverse Village Blvd Acme, MI 49610	
Group and/or grade level LOHS HOSA (9-12)		<input type="checkbox"/> Field trip <input checked="" type="checkbox"/> Competition <input checked="" type="checkbox"/> CTE/Career Readiness	
Date of Visit 4/16/26 - 4/17/26	# of Students TBD	# of Chaperones TBD	Cell Phone Number of Trip Leader
Date & Time Leaving 4/15/26 4:00 p.m.		<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning 4/18/26
		<input checked="" 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) LOHS HOSA students will compete in the 25-26 Michigan HOSA State Leadership Conference in Traverse City. They will have using knowledge and skills acquired in the following classes to diligently prepare for the event they advanced in at the Regional Leadership Conference in November. Medical Terminology, Medical Foundations, Honors Human Anatomy and Physiology, Forensic Science, and other science classes.			
Cost of Trip TBD	Cost to Student TBD	How will trip be funded? CTE funds and student/parent	
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