



Lake Orion Community Schools

Interoffice Memo

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

To: Ben Kirby, Superintendent

From: Heidi Mercer
Assistant Superintendent of Teaching and Learning

Date: June 17, 2024

RE: Overnight Field Trip Request

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

Thespian Troupe Officers
Grace Adventure Camp
2100 N. Ridge Road
Mears MI

Students: 5
Chaperones: 2

Date(s) of trip: August 9 – 11, 2024

Days missed: 0

Staff/Trip Leader: Meghan Dyer, Becki Bayley



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 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 290-296-8960-0000-410-0000-57920000		Date 6/10/2024	
Building Lake Orion High School		First, last name of trip leaders Meghan Dyer, Becki Bayley	
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 Grace Adventures Camp 2100 N Ridge Rd, Mears, MI 49436	
Group and/or grade level Thespians Troupe Officers, 10-12		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit August 9-11, 2024	# of Students 5	# of Chaperones 2 (Myself and Parent)	Cell Phone Number of Trip Leader
Date & Time Leaving appx 1pm, 8/9	<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning appx 1pm, 8/11	<input type="checkbox"/> After 2:15 p.m.
		# of School Days Missed 0 school days missed	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) META Leadership Camp is an opportunity for my Thespians officers to network with other theatre students in the state.			
Cost of Trip \$150/student	Cost to Student \$150	How will trip be funded? Student payment	
Building Administrator Signature Daniel T. Haas		Date 06/13/24	

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 6-17-24
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