



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 26, 2024

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:

Scripps Middle School 8th Grade Students
Gettysburg PA, Washington DC, Luray VA

Students: 65
Chaperones: 8+ (3 of whom are staff members)

Date(s) of trip: June 15, 2025, through June 20, 2025

Days missed: 0

Staff/Trip Leader: David McKay



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 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		Date June 21, 2024	
Building Scripps Middle School		First, last name of trip leaders David McKay	
Transportation (please check one) # of Busses _____ <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 Gettysburg, PA; Washington, DC; Luray, VA;	
Group and/or grade level Scripps 8th Grade Students		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit June 15 - June 20, 2025	# of Students 65 (estimate)	# of Chaperones 8+ (3 staff)	Cell Phone Number of Trip Leader
Date & Time Leaving June 15, 2025 - 8:30 p.m.	<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning June 20, 2025 - 8:00 a.m.	<input type="checkbox"/> After 2:15 p.m.
		# of School Days Missed 0	
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses)			
Students will travel by motor coach to Gettysburg, PA and then on to DC for 4 days and 3 nights of sightseeing. Locations to be visited include the Smithsonian Museums, War Memorials, Holocaust Museum, Mount Vernon, the Archives, the Capitol, the National Cathedral, Arlington Cemetery, and a family-style comedy show. On the way back, students will tour the Luray Caverns in VA. Worldstrides travel will handle all the details (a company Scripps has been using for over 18 years). We will have a tour escort with us for the entire trip and there will be night-time security in the hotel. Enrollment begins in June of 2024.			
Cost of Trip 1087	Cost to Student 1087	How will trip be funded? Self funded	
Building Administrator Signature David McKay		Date 6/21/2024	
Digitally signed by David McKay DN: cn=David McKay, o=Lake Orion Community Schools, ou=Scripps Middle School, email=david.mckay@lak12.org, c=US Date: 2024.06.21 09:57:51 -0400			

AUTHORIZATION		
Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 6-21-24
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