



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 14, 2024

RE: Overnight Field Trip Request

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

Lake Orion High School Marching Band
Camp Henry
5575 S. Gordon Avenue
Newaygo MI

Students: 151
Chaperones: 12

Date(s) of trip: August 18 – 24, 2024

Days missed: 0

Staff/Trip Leader: Michael Steele, Kaitlin Shanks



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 Paid by Band Boosters		Date May 22, 2024	
Building High School		First, last name of trip leaders Michael Steele, Kaitlin Shanks	
Transportation (please check one) # of Busses <u>3</u> <input type="checkbox"/> Tour Bus <input type="checkbox"/> Parent Vehicle <input checked="" type="checkbox"/> District Bus <input type="checkbox"/> Plane <input type="checkbox"/> District Special Purpose Bus		Name and address of destination Camp Henry 5575 S Gordon Ave, Newaygo, MI 49337	
Group and/or grade level LOHS Marching Band		<input checked="" type="checkbox"/> Field trip <input type="checkbox"/> Competition <input type="checkbox"/> CTE/Career Readiness	
Date of Visit August 18-24	# of Students 151	# of Chaperones 12	Cell Phone Number of Trip Leader
Date & Time Leaving 10 AM, 8/18	<input type="checkbox"/> Before 8:30 a.m.	Date & Time Returning noon, 8/24	<input type="checkbox"/> After 2:15 p.m.
Objective for Visit (Include Standards, Benchmarks and Career Readiness targets that Field Trip addresses) Marching Band Camp		# of School Days Missed 0	
Cost of Trip TBA	Cost to Student TBA	How will trip be funded? Paid By Band Boosters	
Building Administrator Signature Daniel T. Haas		Date 6/13/24	

AUTHORIZATION

Education <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Assistant Superintendent of Teaching and Learning Signature 	Date 6-18-24
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