

Appendix H

Overseas Trip Planning Checklist and Forms



Mission Trip Planning Checklist

- Scouting trip completed (if needed)
- Permission from sponsoring organization
- Fundraising
- Identify trip leaders/sponsors
- Complete list of participants
- Approval from all the following:
 - School board
 - Local conference Board of Education
 - Columbia Union Board of Education***
- Register trip with NAD Office of Volunteer Ministries at **Error! Hyperlink reference not valid.**
- Short-term travel insurance for all participants
- Confirm all participants have received recommended immunizations
- Signed permission for minors
- Background screening for adult sponsors
- Detailed travel itinerary
- Check U.S. State Dept. travel warnings***
- Update and inform participants
- Check that all participants have appropriate passports and visas. (source: www.hesaidgo.com)

***The Columbia Union will only approve trips with a United States Department of State travel advisory of level 1 or 2. The organization/group leader is responsible to monitor advisory level at the State Department website up until departure.

Additional Group Trip Organizer's Responsibilities

Group trip organizers are also responsible for the following:

- Secure appropriate and necessary liability insurance for trip
- Acknowledge recommended insurance of Office of Volunteer Ministries
- Collect Consent to Participate forms for all participants, as well as parental permission as needed
- Ensure all adult participants have completed Adventist Screening Verification if minors are on the trip
- Verify that all participants are in good health

- Ensure that all participants have received required immunizations
- Check U.S. State Department Travel Advisories for all countries and specific locations the group is traveling
- Keep accurate records of all names of participants.
- Ensure that trip organizer has received sufficient training, acceptable to the sponsoring institution, in order to lead a mission trip (source: www.hesaidgo.com)

Request Form to be submitted to the Columbia Union Office of Education

Date: _____ This request is for: School Tour _____ Mission Trip _____

Sponsoring organization: _____

Name of trip: _____ Dates of trip _____

Purpose of trip: _____

Countries to be visited: _____

Date governing board approved trip _____ Number of persons _____

Date of vote by Conference/Union: _____

Have travel and all other contracts been reviewed by legal counsel? Yes _____ No _____

Please list all names of persons traveling on this trip including students, sponsors and any other participants on the reverse side of this form.

This form is due in the Columbia Union Office of Education by October 1 of the school year that the trip is planned

Please list the names of all persons participating in this trip. Use an additional sheet of paper if necessary

Listing of Participants

- | | |
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| 39. | 40. |