

Atlantic Union Conference Office of Education Guidelines for Out-of-Division Trips (Short-term)

SCHOOL:		CONTACT PERSON:	
DATES:		CONTACT PERSON'S EMAIL:	
WHERE:		CONTACT PERSON'S CELL:	
TYPE OF TRIP	EDUCATIONAL:	MISSION:	

STEP 1 For pre-approval, the following documents must be received by the Atlantic Union by November 1. All requests received by November 1 will be taken to the fall Atlantic Union Board of Education for pre-approval.

STATUS	REQUIREMENTS
	1. <u>Travel Itinerary.</u> Detailed itinerary for the trip, including any Seventh-day Adventist churches and institutions to be visited.
	2. <u>List of ALL Participants.</u> NAD's policy requires that ALL participants on the trip provide their full legal names.
	3. <u>Minutes.</u> School AND conference board of education minutes pre-approving the trip.
	4. <u>Compliance.</u> Must be in compliance to all government regulations. Please include documentation regarding religious restrictions or unusual aspects of any countries to be visited.
	5. <u>Letter.</u> You will receive a letter stating you have Step 1 approval.

STEP 2 For final approval, the following documents must be received at the Atlantic Union no later than 30 days prior to departure. If all documents are not received 30 days prior to departure, a letter stating that this is not an authorized trip will be sent to the school and conference.

STATUS	REQUIREMENTS
	6. <u>Revised Travel Itinerary.</u> Detailed itinerary for the trip, including any Seventh-day Adventist churches and institutions to be visited.
	7. <u>Revised List of ALL Participants.</u> NAD's policy requires that ALL participants on the trip provide their full legal names.
	8. <u>Insurance.</u> Confirmation and description of the insurance provided for all participants. The insurance confirmation must include coverage for ALL participants. The insurance must provide travel, sickness and accident insurance coverage available through Adventist Risk Management or the equivalent coverage from another agency.
	9. <u>State Department Consular Information Sheet.</u> A copy of the first page of the State Department Travel Alerts and Warnings for each country your group is visiting.
	10. <u>Immunizations.</u> A list of immunizations needed for travel in that particular country (if any) and the dates administered. If none are required, please include a letter stating this.
	11. <u>Permission for Students under 18 years old.</u> Copies of signed parental permission slips for any participants under 18 years of age.
	12. <u>Background Check.</u> Verification of appropriate background screening is needed for all adult participants who are not employed by a denominational entity.
	13. <u>Minutes.</u> School AND conference board of education minutes approving the trip.
	14. <u>Letter.</u> Once all the above paperwork is received and reviewed by the Office of Education, it will be presented to the Union's Board of Education for approval. You will be notified if the trip was approved or not.
	15. <u>Register.</u> Register the trip with the NAD Office of Volunteer Ministries at https://hesaidgo.org/

DATE RECEIVED:	
DATE APPROVAL:	