

FG 05 40 Out of Division Trips

Out of division trips sponsored by Seventh-day Adventist institutions or organizations shall be coordinated through the North American Division Office of the Secretariat. All processing of *Out Of Division Trips Forms* shall occur in close cooperation with the North American Division Office of Education.

Tours that need to be coordinated include the following:

Trips organized by secondary schools, colleges, and universities including mission trips.

Trips of school organizations at the secondary or tertiary level which have received an official invitation from an out of division denominational, cultural, or government organization.

All trips that leave the North American Division must have prior approval by the respective institutional or organizational board or committee and, if required by conference or union policy, the approval of the higher organization's board or committee.

Out Of Division Trips Forms shall be received by the North American Division Office of the Secretariat no later than 60 days prior to the date of the trip.

The following trip information is required to be submitted on the *out of division trips form* (found at [HYPERLINK "http://www.nadeducation.org/trips"](http://www.nadeducation.org/trips) www.nadeducation.org/trips)

Name of the sponsoring organization.

Name of the governing board or committee that has approved the trip and the approval date.

Full detailed itinerary including name of the trip, schedule of the dates, and locations.

Name of the trip director or directors.

List of Seventh-day Adventist churches and/or institutions to be visited if any.

A copy of the latest State Department Consular Information Sheet form ([HYPERLINK "http://travel.state.gov/travel"](http://travel.state.gov/travel) <http://travel.state.gov/travel>) including any warnings. This is to be reviewed within 48 hours of the trip.

If a mission trip, provide a description of the materials needed and the method to provide these materials.

A list of needed vaccines, immunizations or inoculations needed for travel to the area(s) on the itinerary and the date(s) to be given to all participants.

A copy of the trip permission sheet to be signed by all parents.

A completed and signed volunteer information form for all adult participants, who are not employed by the school or a denominational organization and verification that the organization has conducted an appropriate personal background/reference screening of the individual.

Upon receipt of the *Out Of Division Trips Form*, the North American Division Office of the Secretariat shall inform the General Conference Department of Education, who in turn shall communicate with the education director of the division to be visited.

All detailed arrangements are to be made by the sponsoring organization with those in the area to be visited.

The trip participants should be informed about the responsibility to uphold Church standards at all times in conduct, Sabbath observance, dress, etc. The political sensitivity of the area visited should be considered at all times, and great caution should be exercised to not disparage the host country or peoples in reporting about the trip.

Groups and individuals should be advised of their personal responsibility for the expenses incurred while visiting denominational institutions and/or personnel. Groups should expect denominational institutions or organizations to provide food or entertainment gratis.

Trip directors must ensure that individual participants are provided adequate travel insurance for

bodily injury and medical expenses caused by an accident, or sickness, and provisions for emergency extraction of individuals if needed. Trip directors should carefully review any student accident insurance plans to determine if travel outside of the home country is included under the terms of their policy.

All trips must have general liability coverage to protect the denomination from liability risks. All travel agent/agency agreements should be reviewed by legal counsel to minimize the potential of financial loss in the event the trip is canceled due to the negligence or fraudulent actions of the travel agent or agency.

Participants will be asked to sign an acknowledgement of risk and code of conduct statement.