

Mid-America Union Conference Out-of-Division Trip Form

Date: _____

Trip request is for Tour _____ Mission _____

Dates of Trip _____

Sponsoring Organization _____

Address _____

Name of Trip _____ Name of Trip Leader _____

Trip Leader Email _____ Trip Leader Phone _____

Country(ies) to be visited _____

City(ies) to be visited _____

Purpose of Trip _____

Church Organization(s) to be Visited and Contact Information _____

Email _____ Phone _____

Date of Governing Board Approval _____ Date of Conference Approval _____

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

Please indicate with a check mark that the following information has been completed or collected and is ready for submission to the NAD Office of Volunteer Ministries.

_____ NAD Out-of-Division Trip Form
(http://adventisteducation.org/downloads/pdf/178_2008shorttermtripsed.pdf)

_____ Detailed itinerary listing all Seventh-day Adventist churches and institutions to be visited.

_____ A copy of the latest State Department Consular Information Sheet for each country to be visited and confirmation that those countries are NOT on the State Department Watch List of dangerous locations for North Americans

_____ A list of vaccinations, immunizations, or inoculations needed for travel and the dates administered for each participant

_____ A copy of the trip permission form used for participants under 18 years of age or the age of majority in the state of residence.

_____ Verification of appropriate background screening of all adult participants who are not employed by the school or a denominational entity.

_____ Confirmation and description of insurance provided for all participants

_____ Page 2 of the NAD Out-of-Division Trip Form lists all denominational workers participating in this trip with complete legal names, including complete legal names of worker's family members participating in this trip

_____ Page 2 of the NAD Out-of-Division Trip Form lists all students and laypersons participating in this trip with their complete legal names

Date of Mid-America Union Board of Education Approval: _____

MAUC BOE meets in November and March. This form should be submitted for approval to the BOE meeting that will allow sufficient time to meet the NAD Out-of-Division Trip 60-day notice.