

NAD EDUCATIONAL INSTITUTIONS

OFFICE OF VOLUNTEER MINISTRIES - NAD
www.nadeducation.org/trips

Date: _____

1. The North American Division Office of Volunteer Ministries, in close cooperation with the Office of Education, uses this form to process requests for short-term trips by Adventist schools originating in North America.
2. This form must be completed and submitted for processing, along with the following attachments:
 - a. Detailed itinerary listing all Seventh-day Adventist churches and institutions to be visited.
 - b. 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.
 - c. A list of vaccinations, immunizations or inoculations needed for travel and the dates administered.
 - d. A copy of the trip permission sheet if any participants are under 18 years of age.
 - e. Verification of appropriate background screening of all adult participants who are not employed by the school or a denominational entity.
 - f. **Confirmation and description of insurance provided for all participants.**
3. Policy requires that **all denominational workers participating in this trip be listed** with their complete legal names including the complete legal names of worker's family members participating in this trip on page two.
4. Policy requires that **all students & laypersons participating in this trip** be listed with their complete legal names on page two.
5. Upon processing your institution's short-term trip form, the NAD Office of Volunteer Ministries will notify the GC Office of Education for the purpose of communicating to the host division regarding the visit of your group to their territory.

SCHOOL SERVICE REQUEST

Trip request is for: Tour _____ Mission _____ Dates of trip _____

Sponsoring organization: _____

Address: _____

Name of trip: _____ Name of trip leader: _____

E-mail: _____ Phone numbers: _____

Country(ies) to be visited: _____

City(ies) to be visited: _____

Purpose of trip: _____

Church Organization to be visited and contact information: _____

E-mail: _____ Phone numbers: _____

Date governing board approved trip _____ Date of vote by Conference / Union: _____

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

This form is due 60 days prior to the departure date of the school trip



Return completed form to:



Office of Volunteer Ministries
North American Division Secretariat
12501 Old Columbia Pike - Silver Spring, MD 20904
Phone (800) 331-2767 • Fax (301) 680-6464



