

# OUT OF DIVISION TRIPS

## NAD EDUCATIONAL INSTITUTIONS

OFFICE OF THE SECRETARIAT - NAD

[www.nadeducation.org/trips](http://www.nadeducation.org/trips)

1. The North American Division Office of the Secretariat, in close cooperation with the North American Division Office of Education, uses this form to process requests for out-of-division 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
  - b. List of Seventh-day Adventist churches and institutions to be visited.
  - c. A copy of the latest State Department Consular Information Sheet for each country to be visited.
  - d. Descriptions of any materials needed and the method to provide those materials.
  - e. A list of vaccinations, immunizations or inoculations needed for travel and the dates administered.
  - f. A copy of the trip permission sheet
  - g. Confirmation and description of insurance provided for all participants.
3. Upon processing of your institution's out of division trip, North American Division Secretariat will notify the General Conference Department of Education for the purpose of communicating to the host division regarding the visit of your group to their territory.

### REQUEST FORM

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 students \_\_\_\_\_

Date of vote by Conference / Union committee: \_\_\_\_\_

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 60 days prior to the departure date of the school trip*

Return completed form to:



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



