

SOUTHERN CALIFORNIA CONFERENCE OFFICE OF EDUCATION

Trip Authorization Request for International Trips

All trips must comply with education code section A24.

Dear Trip Coordinator:

It is our duty to be diligent and proactive when it comes to the safety and wellbeing of our students and chaperones participating in international tours and mission trips. This page will outline the responsibilities that the trip coordinator, in conjunction with your school's principal, should fulfill in order for an international trip to be approved.

Please attach to this application the following information:

1. Daily agenda—to include all planned activities and daily worships.
2. Explanation of cost—if fundraising, please specify.
3. Explanation of work students will participate in—(mission trips only.)

If permission is granted the school is responsible for:

1. Arranging adequate number of adult chaperones to accompany students and provide required supervision.
2. Process required parental consent forms.
3. Provide parents and students with detailed agenda of activities.
4. Obtain proper insurance for students and vehicles.

If permission is granted, submit the following to the Office of Education one week prior to departure:

1. Travel itinerary—to include: airline flight numbers, address and phone number of lodging arrangements. (If staying at multiple places during the trip, please include all addresses and dates planned at each location.)
2. Group leader/coordinator contact information—in the event of an emergency, how can the group be reached?
3. Proof of insurance—for students and transportation.
4. Proof of trip registration with the U.S. State Department.—<https://step.state.gov/STEP/Index.aspx>

By signing below, I acknowledge that I have read and understand the responsibilities of coordinating an international trip.

Signature of Principal

Date

Signature of trip coordinator

Date

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SCHOOL: _____ **GRADE(S)/GROUP:** _____

TYPE OF TRIP (ie. Class trip, science tour, etc.) : _____

Educational Purpose (if applicable): _____

Date of Departure: _____ Date of Return: _____ TOTAL School Days: _____

Destination (Attach Itinerary): _____

Transportation arrangements: _____

Provisions for meals: _____

Lodging arrangements: _____

Number of Students: _____ Male _____ Female Cost per student: \$ _____

Number of Chaperones: _____ Faculty _____ Parents **Include explanation of costs in attachment*

School Board Approval:

_____ Date

_____ Signature of Administrator

To be completed by SCC Office of Education

___ Request Approved

___ Request Denied

Board of Education Approval

___ Request Approved ___ Request Denied Date Voted: _____

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Office of Education Recommendations for Student Safety

1. Students should be in possession of their own passport at all times. They should also carry on their person the address and phone number of the closest U.S. embassy in English as well as the local language. If in the case of an emergency and the group gets separated, it is imperative that each child have U.S. identification, as well as the contact information of U.S. authorities.
2. Several adults in the group should be contactable by phone. Authorities recommend having at least one satellite phone in the group, if possible. This is because a satellite phone works without cell towers, and is traceable for authorities. If a natural disaster strikes, or any other emergency takes place, the group will be guaranteed to be able to call for help. Keep the number for the U.S. embassy programmed into the phone, or taped to the outside of the phone.
3. During the trip the school should keep on file a list of all individuals that are on the trip. This includes their full legal name, gender, birthdate, passport number, and emergency contact information.
4. Registering the trip with the U.S. State Department—this is a requirement of the trip. In the case of an emergency the U.S. government will step in. Registering the trip will ensure authorities have the information they will need to act fast.