

GENERAL INFORMATION

Name of School: _____ School DBN: _____
 Name of Principal: _____
 Name of Superintendent: _____
 International Trip Destination: _____
 Number of Students attending trip: _____ Number of Adult Chaperones: _____
 Departure Date: _____ Return Date: _____ Today's Date: _____

PRE-PLANNING:

- Collection of funds for an international trip CANNOT take place until after it has been approved by the Superintendent.
- Check to see whether there are any trip advisories on the U.S. State Department's website and Center for Disease Control's website prior to submitting proposal to Superintendent. This should be checked frequently during the planning phase and daily starting 2 weeks prior to the trip by the trip organizer. (See www.travel.state.gov; www.cdc.gov)

The following documents are to be sent to the Principal to review whether the trip meets the guidelines for an international, educational trip as described in Chancellor's Regulation A-670 ("CR A-670") and the School Trips FAQ:

- A statement outlining the purpose of trip including the departure and return dates. The trip must be educational in nature, and the reason for the trip should be explained clearly. Also, include the number of chaperones and students attending.
- A copy of the school letter that will be sent to parents indicating whether or not travel advisories are in effect for countries/regions group will visit.

DOCUMENTATION/FORMS:

*The following documents are to be sent to the Superintendent for approval **60** days in advance of an international trip:*

- Complete trip itinerary with a description of all activities and prospective flight and hotel information (see form attached to CR A-670). Please include any additional activities that are not mentioned in the trip itinerary. Please include hotel phone number(s) and the name of an English speaking contact for where the group will stay. Please include all insurance liability documents.
- A list that identifies student participants, trip organizer and the names of all adults serving as chaperones. You must include information regarding who each chaperone is and their relation to the school.
- The cell phone contact number for the trip organizer and any chaperones that may want to share their international cell phone numbers.
- Samples of letter(s) that was sent to parents informing them about the purpose of this trip. Please include meeting agendas and sign-in sheets and any other materials disseminated to parents.
- A signed permission slip for each student traveler and emergency contact information for each student traveler.
- Students' signed consent forms for activities identified as inherent risk.
- Documentation indicating that all students have health insurance as per CR A-670. (It must be international insurance valid in the countries students visit). Proof of a valid passport/visas and all necessary immunizations for all participating students on trip.

SUPERVISION:

Please maintain the following documents during the entirety of the trip:

- A list that identifies student participants, trip organizer and the names of all adults serving as chaperones. You must include information regarding who each chaperone is and their relation to the school.
- Students' and chaperones' signed letters acknowledging they have read and will follow all DOE rules and CR A-670 regarding acceptable behavior when traveling abroad, which includes no alcohol consumption.
- The signed declaration forms from the adult chaperones.
- An emergency contact sheet with emergency information for students and chaperones.
- Copies of the students' and chaperones' passports and visas.

HOMESTAY:

If a trip involves a homestay, the Principal must also include the following documents for approval:

- A brief narrative explaining how the relationship with the host was established.
- A list with contact information for all host families and the names of each student that will reside with each family.
- A permission slip for each student involved in homestay that has been reviewed by the school's legal counsel.

HELPFUL LINKS: