

Travel Protocol

Students need to turn in (send out as one complete registration package), 6-8 weeks prior departure:

- Sign up/ registration forms (incl.: purpose of trip, when, where, costs, conditions)
- Requested fee
- Liability waiver
- Medical treatment form
- Health/ medication information form (if applicable, e.g. medicine use, allergies)
- Contact details in case of emergencies
- Copy of passport (or scan of passport in e-mail/ flash drive)
- Code of conduct (if applicable, for e.g. sport tournaments)
- Completed visa application forms (if applicable)

See Field Trip Coordinator for forms

To Office/ Director/ Principal/ Field Trip Coordinator	To Parents
<ul style="list-style-type: none"> • List of students/ chaperons travelling • Copy of all passports • Itinerary • Summary of day to day program • Contact details • Emergency contact information • Contact info person at the school/ event • Accommodation information 	<ul style="list-style-type: none"> • Complete registration package including info about the activity/ trip • Itinerary • Explain conditions for traveling (grades, attendance. behaviour) • Summary of day to day program • Contact details • Emergency contact • Accommodation information
To Field Trip Coordinator	To Office
<ul style="list-style-type: none"> • Forward and cc. email correspondence regarding the event/ trip • Information of all costs • Receipts and final budget 	<ul style="list-style-type: none"> • Transport request to and from Airport • Inform accountant about upcoming travelling • Registration fees to accountant
To Director	To Students
<ul style="list-style-type: none"> • Leave of Absence Form for Teacher • Cash request • Emergency Fund request 	<ul style="list-style-type: none"> • Explain conditions for traveling (grades, attendance. behaviour) • Discuss expectations of behaviour as school representatives • Require students to bring a present for host family
To Other Teachers <ul style="list-style-type: none"> • Grade check • List of students and days of traveling 	