

OVERNIGHT TRIPS

1. The Allegheny East Conference Office of Education (AECOE) in close cooperation with the local school uses this form to process the requests for overnight trips by Adventist schools originating in the Allegheny East territory.
2. This form must be completed and submitted for processing, along with the following attachments:
 - a. Detailed itinerary
 - b. A copy of the parent/guardian consent and liability release form
 - c. Confirmation and description of insurance provided for all participants.
 - d. Detailed list of chaperones ***chaperones must have completed shield the vulnerable and the state criminal background check***
 - e. Adult Guest Liability Consent
 - f. List of trip participants
 - g. Health Information Form for each student
 - h. Medication Authorization Form
 - i. Accommodations:
 - i. Name of Hotel
 - ii. # of Rooms
 - iii. Rooming assignments with Chaperone included

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|--|----------------------------|
| Name of School | Date |
| | |
| Destination: | |
| Name of Trip: | Date of Trip: |
| Date governing board approved trip: | Number of Students: |
| Purpose of trip: | |
| | |

School Principal (Please Print)

Signature

School Board Chair (Please Print)

Signature

For AEC Office of Education Use Only :

Approved by conference Office of Education: Yes No

AEC Superintendent of Schools

Date

