

ARCHDIOCESE OF AGANA

REQUEST FOR APPROVAL: OVERNIGHT STAYS/OFF ISLAND TRAVEL WITH CHILDREN

This form must be submitted as far in advance as possible to the appropriate person:
For parish religious education trips, to the Pastor and Superintendent of Catholic Education
For parish youth ministry events, to the Pastor and the Safe Environment Office.
For schools, to the Pastor, if applicable, and the Superintendent of Catholic Education.
For all other categories, please send this form to the Safe Environment Office.

Name of Sponsoring Parish/School: _____

Name of Contact Person: _____ Phone: _____

Type of Activity(ies): _____

Date(s): _____ Place: _____

What is the purpose of the event? _____

What else is occurring at the event when the group will be there? _____

What type of sleeping accommodations will be used? _____

What are the ages of the children involved? _____

What will be the adult child ration? _____

All adults have gone through the Safe Environment Program? _____

What type of transportation will be used? _____

What type of training/preparation will be done in advance? _____

Please describe the communication plan while travelling off island: _____

Do all participants and chaperones have travel documentation consistent with the policy on off island travel? _____

What are your plans for access to medical treatment while off island? _____

Approved by:

Pastor

Date

Superintendent of Catholic Education

Date

Safe Environment Office

Date