



# Tours/Trips Checklist

Tour/Trip Name \_\_\_\_\_  
 Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Sponsor #1 \_\_\_\_\_ Extension \_\_\_\_\_ Cell # \_\_\_\_\_  
 Sponsor #2 \_\_\_\_\_ Extension \_\_\_\_\_ Cell # \_\_\_\_\_

✓ Indicates required documents

CDN Trips	ITN'L Trips	Rec'd ✓	Date	Expectations
✓	✓			Approval Campus Life Committee
✓	✓			Approval Academic Committee
	✓			Approval Cabinet (any trips outside of Canada)
	✓			NAD Tours Abroad Request Form received at Student Services (SS)
	✓			NAD Form sent to GC/NAD by SS
✓	✓			*Completed itinerary received at SS to include:
✓	✓			Concise dates
✓	✓			Cities/Towns, Country
✓	✓			Motel names, motel telephone/fax numbers
✓	✓			Daily activity schedule
✓	✓			Specific performance sites and contact people & phone (cell) numbers
✓	✓			*List of participants & sponsors received at SS and the following for each:
✓	✓			Assumption of Risk Form
	✓			Photocopy of passport's identification page
✓	✓			CUC/PAA Travel Information Form
✓	✓			Supplementary medical insurance coverage photocopy
✓	✓			Copy of legally certified documentation for students under 18
✓	✓			Copy of flight itinerary; please avoid air travel on Sabbath
	✓			Copy of letter of verification from Registry (Out of Country Study Tours Only)
✓	✓			Any final updates
✓	✓			Approval of appropriate gender mix of sponsors
✓	✓			Proof of adequate travel insurance coverage: photocopy of policy received at SS
	✓			Proof of up-to-date vaccinations as required for tour country

Notes: