ORGANIZATIONAL TOURS, MISSION TRIPS and SUMMER STUDY REQUEST FORM

Instructions: Please use this form to request permission for all Organizational Tours, Mission Trips and Summer Study Tour requests. All requests must be in to Student Services on or before **December 1.** Thank you.

Instructor/Supervisor:	Date of Request:			
Organizational Tour D Mission Trip D Other D				
Study Tour Course # and Title				
Sponsors/volunteers:				
Number of Leaders/Sponsors: Number of PAA Leaders/Sponsors:				
Number of Adult Volunteers:				
Anticipated number of Burman University Students going: Minimum				
	m			
Anticipated number of PAA Students going: Minimum				
Maximum	_			
Number of Non-Student Participants:				
*(Adult volunteers are required to fill out the Volunteer and Assumption of Risk Forms)				
Departure Date and Time:	Return Date and Time:			
Destination(s):	l			
Purpose/goal of trip:				
Additional Activities Planned: Please put check all that apply				
SightseeingCultural EventsOther(Please List)				
Transportation: Please put check all that apply				
Burman Transportation 🗅 Chartered Bus 🗅 Private Vehicle 🗅	Air 🖬 Train 🖬 Other 🖬 (Please List)			
*Please provide supporting documentation of proposed public transportation costs. Accommodation: Please put check all that apply				
Accommodation. Please put check an that apply				
Hotel Private Home School/Church Other				
*Please provide supporting documentation of proposed hotel costs.				
Meals provided by: Please put check all that apply				
Organization Student Other Other				

OUT OF COUNTRY TRAVEL				
Any previous experience with this country? Yes D No D If Yes, describe:				
Are you planning this trip with the help of a Travel Agent? Yes D No D Name of Company:				
Name of any agencies/groups/individuals you will be working with in this country:				
Any previous experience with said agency/group/individual before? Yes No Describe:				
Does this country have any special entry/exit expectations? Yes D No D If yes, please list:				
Possible Risks: Potential hazards may include but are not limited to the following:				
Cabin use/cooking – burns from woodstove, camp stoves, or cooked food; falling off ladder or bunk; cuts from hatchets, knives, or camping implements, insect bites or stings.				
City – traffic hazards; separation from group; unwanted approaches from strangers				
Driving – motor vehicle accidents or injuries				
Hiking – injuries sustained hiking on uneven and/or unstable ground; falling from heights, footbridges, or tripping; falling rocks or trees; hostile wildlife, cuts or abrasions from sharp sticks and rocks; hypothermia, dehydration, exhaustion				
Lakes and Rivers – drowning, falling into creeks, injuries from being swept downstream, hypothermia or illness from contaminated water, possibly small bruises or blisters				
Weather – lightning, hail, debris from wind, water, or flooding, warm and cold temperatures, remote chance of mudslides or avalanches				
Athletic Event – broken limbs, concussion, soft tissue injuries, dental injuries, bruises				
Other				
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Actions:

CAMPUS LIFE COMMITTEE:	APPROVED	DENIED	DATE:	Signature
ACADEMIC COMMITTEE:	APPROVED	DENIED	DATE:	Signature

Denied based on the following reasons: