

OUT OF DIVISION TRIPS

BY PERSONS - RETIREES - OTHER ORGANIZATIONS

Office of the Secretariat
www.hesaidgo.net

1. The North American Division Office of the Secretariat, uses this form to process requests for out-of-division trips, including short-term mission trips, by laypersons from Adventist churches originating in North America. These laypersons include retirees, ASI, and other Lay Organizations in the North American Division.
2. Requests originating from other divisions for NAD lay persons, are processed through the General Conference. NAD educational institutions use a separate Out Of Division Trips form available for download at the above website.
3. Confirmation of insurance coverage is required for this form to be approved by the NAD Volunteer Ministries Committee in the Office of the Secretariat. All laypersons, including retirees, ASI personnel, and personnel of other lay organizations are required to obtain travel, sickness and accident insurance coverage available through Adventist Risk Management or the equivalent coverage from another agency.
4. Upon approval of layperson(s) out of division travel, NAD Office of the Secretariat notifies the General Conference Volunteer Center, who in turn communicates with the host division regarding the NAD layperson(s) visit to their field.

SERVICE REQUEST

Date: _____ This request is for: Mission Trip _____ Other Ministry _____

Responsible person: _____
(Please include name of each additional layperson on back of this Form)

Sponsoring organization: _____

Date(s) requested: _____

Purpose of trip: _____

Countries to be visited: _____

Confirmation of insurance: Policy number# _____ Coverage dates: _____

Please verify acceptance of responsibility for this out of division trip by signing below and return this form to the North American Division.

____ YES ____ NO _____ Signature on behalf of responsible organization _____ Date _____

Return or fax completed form to:



Adventist Volunteer Ministries Network
Office of the Secretariat
North American Division
12501 Old Columbia Pike - Silver Spring, MD 20904
ph. (800) 331-2767 - fax (301) 680-6464



Division member organization
of the General Conference
Adventist Volunteer Center