

SHORT-TERM TRIPS

DENOMINATIONAL WORKERS – LAYPERSONS – RETIREES

Office of Volunteer Ministries - NAD
www.hesaidgo.net

1. The North American Division Office of Volunteer Ministries uses this form to process requests for short-term trips, including mission trips, evangelism efforts and other ministries by Adventist workers, laypersons & retirees from Adventist churches originating in North America.
2. NAD educational institutions use a separate Short-term Trips form available for download at: www.nadeducation.org/trips
3. Confirmation of insurance coverage is required for this form to be approved by the NAD Volunteer Appointees Committee in the Office of the Secretariat. All Church workers, laypersons, 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. Policy requires that **all denominational workers participating in this short-term trip be listed with their complete legal names including the complete legal names of worker's family members on page two (2).**
5. Policy requires that all laypersons participating in this short-term trip be listed with their complete legal names on page two (2).
6. Upon approval of Church workers & laypersons short-term travel, NAD Office of Volunteer Ministries notifies the General Conference Volunteer Center, who in turn communicates with the host division regarding the NAD short-term group visit to their field.

SERVICE REQUEST

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

Responsible person: _____

E-mail: _____ Phone number: _____

Sponsoring organization: _____ Date(s) requested: _____

Purpose of trip: _____

Countries to be visited: _____

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

I verify acceptance of responsibility for this short-term trip: Yes _____ No _____

Signature on behalf of responsible organization

Date



Return or fax completed form to:

Office of Volunteer Ministries
North American Division Secretariat
12501 Old Columbia Pike • Silver Spring, MD 20904
Phone: (800) 331-2767 • Fax (301) 680-6464



Division member
organization
of the General Conference
Adventist Volunteer Center

