

# Process for International Trip Approval

When planning for an Archdiocesan sponsored international trip with minors (school students or parish youth); several steps must be taken in planning. Permission must be applied for and granted by the Vicar General for international trips taken by parish youth groups, and permission for school-sponsored trips must be applied for and granted by the Superintendent of Catholic Schools.

- A. Before planning any international trip, the trip leader should research multiple sources for determining the safety of the destination, such as the State Department, TSA, and the Dept. of Homeland Security.
- B. Next, the trip leader must gather the information listed below and submit to the Director of the Office of Youth Ministry for the Archdiocese of Mobile. This information should be gathered before any deposits are made or any promotion for the proposed trip. It should be submitted to the Director **at least six months** before the planned trip.  
Elementary and Middle School aged youth may not participate in the same trip as High School aged youth.

Information to be submitted:

- For school trips, the Pastor or School President signature on *International Trip Permission Form* (attached)
  - For parish trips, Pastor signature on *International Trip Permission Form* (attached)
  - Itinerary/description of trip (including spiritual or educational purpose, ages and number of participants, all places visited and types of activities participants will be involved in)
  - The names of travel agencies, guide companies, other organizations, etc. also to be involved with the trip
  - The name and location of the nearest medical facility (if the destination is in an underdeveloped area)
  - Name of entity – parish/school/organization – that is providing liability insurance for this trip\*  
\*The current Archdiocesan insurance program with Catholic Mutual does not provide international insurance coverage. Certain travel organizations offer insurance program options. Individual trip quotes may be requested from Catholic Mutual by contacting the Office of Youth Ministry.
- C. Once the above criteria are met, the Director of Youth Ministry will present the information to the Superintendent of Catholic Schools or the Vicar General for final approval. Approval may be rescinded due to safety concerns at the discretion of the Vicar General for parish trips and the Superintendent for school trips.

In addition, all trips must follow the Archdiocese of Mobile's *Field Trip Policy* and the *Archdiocese of Mobile's Child Protection Policy*; and if construction and repair work is to be involved in the trip, the attached Catholic Mutual document "*Types of Mission Work Allowed by Age Group*" is also to be followed.



## Appendix 6

### Archdiocese of Mobile

#### International Trip Permission Form

I give permission for \_\_\_\_\_ to plan and execute a \_\_\_\_\_  
(trip leader) (type of trip)  
trip to \_\_\_\_\_. The trip leader must also follow the *Process for*  
(destination)  
*International Trip Approval*; if approved, the international trip must adhere to the Archdiocesan  
*Field Trip Policy* and the Archdiocesan *Child Protection Policy*. The trip leader must contact the  
Archdiocesan Director of Youth Ministry to complete the process for Archdiocesan approval.

\_\_\_\_\_  
Pastor/School President

\_\_\_\_\_  
Date

Office Use Only

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\_\_\_\_\_  
Vicar General  
Archdiocese of Mobile

\_\_\_\_\_  
Date

OR

\_\_\_\_\_  
Superintendent of Catholic Schools  
Archdiocese of Mobile

\_\_\_\_\_  
Date

**Appendix 6**