

Tours to Hawaii – Clearance Form

Complete and email this clearance form and a draft itinerary to education@hawaiisda.com. Please note that all arrangements to perform and/or use any school or church facilities must be cleared by the Hawaii Conference Office of Education in advance.

Name of school _____

Address _____

Contact person _____ Title/Position _____

Telephone _____ Email _____

Arrival Date in Hawaii _____ Departure Date from Hawaii _____

Purpose of trip _____

Number of Students _____ Number of Sponsors _____ Lodging _____

School administrator's signature _____

Local superintendent of school's signature _____

Hawaii Conference Superintendent of School's signature _____

Education Code A24-116 Tours to Hawaii

- A. Definition: A tour to Hawaii is one that has as its basic purpose a mission outreach and/or educational function and in which the group is completely self-sustaining while in Hawaii. The Hawaii Conference, Castle Medical Center, the schools, and the Seventh-day Adventist churches, including church members, are not to be contacted for the purpose of requesting courtesies.

- B. Authorization/Approval Proposed plans for a Hawaii tour are to be approved by:
 - 1. The school administrator.
 - 2. The local conference superintendent of schools.
 - 3. The Hawaii Conference Superintendent of Schools.
 - 4. The school board.
 - 5. The local conference board of education.



*Hawaii Conference Office of Education
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