



# HIU-Administered Off Campus Study or Missions Trip Proposal Form

2500 E. Nutwood Ave.  
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## Instructions for Completion

All HIU staff and faculty wishing to create a new HIU-Administered/Faculty-led Off Campus program (including Study Abroad and Missions Trips- excluding class related Field trips) must have a completed approval form on file.

The approval process is complete once you have secured the required signatures and submitted the completed form to the ISP Office. Programs should not be advertised or promoted to students until they are approved, via full completion and sign off on this form as indicated. Forms are due no later than **6 months** prior to the initial date of the trip.

Students are required to complete the HIU-Administered Off Campus Study or Missions Trip Student Approval Form) no later than **3 months** prior to the initial date of the trip.

## Trip Organizer Information

Name(s): \_\_\_\_\_ Position(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

## Trip Information

- Attach Proposed Budget
- Attach Proposed Trip Itinerary

Purpose of Trip: (Check One)     Study Abroad     Missions Trip

Name of the Program: \_\_\_\_\_

Location of the Program: \_\_\_\_\_

Expected Dates of the Trip: \_\_\_\_\_

Trip Occurrence: (Check One)     One-Time     Annually     Other (Specify): \_\_\_\_\_

Cost of the Trip for Students: \_\_\_\_\_

Payment Due Dates/Payment Schedule (Attach If Necessary): \_\_\_\_\_

How Many Students are Expected to Participate: \_\_\_\_\_

Minimum # of Students Required for Trip: \_\_\_\_\_

Deadline for Students to Commit (Non-refundable): \_\_\_\_\_

## Host Institution Information (If Applicable):

Institution Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

*\*\*If a Missions trip, you may skip the Study Abroad section and collect the necessary signatures.*

