



Travel Release Form

Students wishing to travel for a period longer than two nights must complete and submit this form prior to date of travel **before** permission will be granted. Chaperone must also be over 25 years of age and complete a Criminal Background check before travel: https://www.screenmenow.com/Default.aspx?c=SLRT_00360
****If traveling out of country, please see instructions on back of form. All signatures must be obtained before submitting form. Submit form to: compliance@facetheworld.org**

Student Name: _____ Student # _____

I will be traveling to: _____

My travel will be supervised by (chaperone must be over 25): _____

Address: _____

Contact number: _____

Purpose of Travel: School Trip Host family vacation Visiting Relatives Church/Community Trip
 Other: _____

Dates of travel: _____

Mode of transportation: _____

Travel Liability Release: I hereby request permission from: my natural parents, Host Family and Face the World for travel plans as stated above. I understand that during the travel period mentioned, I am responsible for all expenses and travel arrangements. I agree to indemnify and hold harmless Face the World, the Overseas Representative and my Host Family.

Student Signature: _____ Date: _____

Host Family Signature: _____ Date: _____

FTW Regional Director Signature: _____ Date: _____

Natural Parent's Signature: _____ Date: _____

If student will be missing any school, signature of school contact is required:

School Contact: _____ Date: _____

775 Baywood Dr., Suite 109, Petaluma, CA 94954

T. 800- 216- FACE or 707- 559- 5800 Fax: 707- 981-7370
Email: info@facetheworld.org Web: www.facetheworld.org

Revised: December 2021



FACE THE WORLD Travel Release Form Instructions

ALL TRAVEL MUST BE PRE-APPROVED BY FACE THE WORLD FOUNDATION HOME OFFICE BEFORE TIME OR FINANCIAL COMMITMENTS ARE MADE BY THE HOST FAMILY AND EXCHANGE STUDENT.

Follow the instructions below:

- Travel Release Form must be submitted at least two weeks prior to any travel.
- Student's given name must be printed (no nicknames on this form).
- Student's FTW ID# is required in upper right corner (e.g.: 18A123, 18Y456, etc.)
- No student may ever sign for their natural parents.
- If any school time is to be missed, a school contact must sign the document where shown, with title included.
- All signatures (except Natural Parents) must be obtained before sending to Home Office
- Home Office will reach out to Overseas Partners to obtain Natural Parents signature
- Home Office will inform Overseas Partners of travel
- Home Office has the right to either approve OR deny the travel
- Submit form to: compliance@facetheworld.org

WHEN ALL SIGNATURES ARE RECEIVED AND FINAL APPROVAL IS GIVEN BY HOME OFFICE, YOU MAY THEN START MAKING PLANS FOR TRAVEL UNTIL THAT OCCURS, PLEASE DO NOT MAKE RESERVATIONS, OR SPEND ANY MONEY ON TRAVEL WITHOUT APPROVAL.

Please note that since all steps above are done electronically, the entire process usually is accomplished in just a matter of a few days. If any of the travel is planned for out-of-country, the student's **original DS form must be sent to Home Office via traceable method** (UPS, FedEx, etc.) with return postage or shipping labels included (usually about \$6.00). The DS form must be signed and dated by one of FTW's authorized personnel for any cross-border travel BEFORE travel. Please plan accordingly.

Home Office Address: Face the World, 775 Baywood Drive, Suite 109, Petaluma, CA 94954

[NOTE: No out-of-country will be approved without the presence of an adult host family member. If the country involved is on the "no travel" list, the travel may be denied. Please allow a minimum of 4 weeks for approval on out-of-country travel.]

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