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# PUC STUDY TOUR

## Application Packet

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**Pacific Union College**  
**Academic Administration**  
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[academicadministration@puc.edu](mailto:academicadministration@puc.edu)

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*Learn with Purpose*

*Rise in Faith*

*Serve with Love*

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## Checklist

- 1.** Design the preliminary itinerary and budget for the study tour.
- 2.** Arrange with the academic department (and CECOM, if necessary) for the approval of any academic credit to be offered. Note: As a general rule we can offer one unit of credit for each week in the field. Any credit beyond this must be carefully arranged for specifying what work is to be completed before or after the tour.
- 3.** Submit the following paperwork to the Academic Dean's Office:
  - A. Approval Request for Proposed Tour with Dept Chair signature
  - B. Tour Budget Proposal
  - C. GC FE 90: Educational Tours Abroad with signature
- 4.** The Academic Dean will review the paperwork and forward it to Cabinet. You will be notified in writing once administrative approval has been provided.
- 5.** Promote the tour to potential participants. (Posters, Social Media, Announcements, Etc.)
- 6.** Meet with the Director of Budgets to review the tour budget and determine individual liability coverage requirements.
- 7.** Meet with the Title IX Coordinator to review Title IX requirements and, if traveling abroad, sexual assault resources in visiting country/ies.
- 8.** Advise tour participants of:
  - A. all costs associated with the tour
  - B. passport requirements
  - C. medical and or immunization requirements, if any
  - D. How and when to register for credit. All arrangements for credit for tours must be completed before the tour departs.
  - E. their continued coverage under the Title IX policy, and if traveling abroad, likely cultural differences surrounding expectations around flirting, gender, and sexual relations (provision of this information should be discussed in your meeting with the Title IX Coordinator).
- 9.** Submit the final budget, if different from the proposed budget.
- 10.** Pay careful attention to the General Conference Policy on Educational Tours Abroad (included in the packet). Prior to departure, be sure to confirm that the appropriate liability coverage is in place as indicated in FE 90 10. The Associate Academic Dean will be responsible for notifying the Divisions as indicated in FE 90 05.
- 11.** Have a great time!

# PUC STUDY TOUR

## Approval Request

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A study tour typically requires months of planning and promotion; **one year advance planning** is recommended. Please submit this form as early as possible to the **Academic Dean's office**. Cabinet approval must be obtained prior to any formal tour promotion.

Tour Director(s): \_\_\_\_\_

Name of Tour: \_\_\_\_\_

Intended student market: \_\_\_\_\_

Tour dates: \_\_\_\_\_ to \_\_\_\_\_

Minimum # of students: \_\_\_\_\_ Maximum # of students: \_\_\_\_\_

Is this tour open to participants from other colleges? Yes  No

Course(s) to be offered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach a syllabus for each course being offered in conjunction with this tour.

**Attach your proposed itinerary. Be sure that it covers the following questions along with any other relevant items:**

- What is your day-by-day general outline of activities?
- What types of transportation will be used?
- Where will students sleep each night? If hotels, what class of hotels?
- What meals are included in the package price?
- What provisions will be made for Sabbath observance?

Are you using an external tour agency? If so, what agency? What are the terms of payment and the terms of insurance coverage?

**IMPORTANT:** External tour agencies must be researched carefully in order to determine legitimacy. There are fraudulent "tour operators" who will collect participant money and then disappear.

**This study tour has been reviewed and approved by the department.**

Department Chair \_\_\_\_\_  
Signature Date

**This study tour has been reviewed and approved by Cabinet.**

Academic Dean \_\_\_\_\_  
Signature Date

# PUC STUDY TOUR

GC FE 90

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## Educational Tours Abroad

- FE 90 05      Notification of Sponsored Tours – Denominational educational institutions that organize interdivision tours are requested to notify the secretaries of their base division and the division to be visited as a courtesy to provide tour information including details of the tour such as the sponsoring organization, tour director/directors, size of the group, itinerary and denominational entities to be visited, if any.
- FE 90 10      Requirements for Sponsored Tours – Each denominational educational institution that organizes a tour shall take steps to provide adequate levels of personal liability, medical, injury and accident insurance coverage for the participants and/or have appropriate assumption of the risk and indemnity agreements signed by the participants. Such forms are available from Adventist Risk Management.
- FE 90 15      Reporting Sensitivity – Due to the nature of sensitivities that may be involved in the country that a tour group visits, the group’s leaders and participants should exercise caution in what information is reported about the group’s activities, matters related to the work of the church and the politics of the visited country.
- FE 90 20      Personal Responsibility for Expenses – Groups and individuals should be advised of their personal responsibility for expenses incurred while visiting denominational organizations and personnel. Groups or individuals should not expect denominational organizations, their employees or members to provide room and board or other services free of charge.

*I (We) have read and understand the policy outlined above.*

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Signature(s) of tour leader(s)

Note: With regard to FE 90 05, the Associate Academic Dean’s office will bear responsibility for notifying the Divisions. Copies of said notification will be provided to the tour leader(s).

Please copy this document for your files; then return a signed copy with the Approval Request for Proposed Tour.

# PUC STUDY TOUR

## Sabbath Observance

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Organizers will want to make sure that each and every study tour maximizes opportunities for students to experience intellectual, cultural, and spiritual growth. To that end, PUC Academic Administration offers the following thoughts in response to questions that have come up regarding the appropriate observance of the Sabbath while traveling with a college-sponsored tour.

First, you should plan your itinerary to avoid air travel on the Sabbath. While this may mean some additional cost, the principle of “Sabbath rest” should be upheld. It’s difficult to picture the hustle and bustle of getting into and out of airports contributing to that kind of rest. While it is not our place to judge anyone’s individual circumstances and choice in the matter, from an institutional perspective, we need to exercise care.

Second, we ask that you use your good judgment in light of the types of activities scheduled on Sabbath. Certain activities are clearly inappropriate, whereas others fall into a gray area. For example, viewing a gallery or museum might or might not be appropriate depending on the purpose, venue, method of payment, etc. To avoid potential pitfalls, we would encourage some kind of organized activity of a spiritual/meditative nature. A variety of options are available to help students deepen their spiritual growth and experience Sabbath rest. Attending church in a foreign location can be an illuminating and restorative activity. Other options might include getting together in a quiet setting or taking an afternoon excursion to a park or botanical garden. If students participate in an endeavor such as a gallery viewing, consider providing them with some structured questions and/or activities to help them draw spiritual lessons from the exercise.

Finally, General Conference policy is quite clear about imposing on denominational entities in the course of a study tour (see GC FE 90 – Educational Tours Abroad). While imposing a financial burden is one thing, fellowship is quite another. It would be perfectly acceptable to arrange time on Sabbath with local Adventists.

We hope this provides some clarity to potentially murky waters. If you have questions about any particular proposal, we encourage you to consult with your chair and/or academic administration.

# PUC STUDY TOUR

## Tour Budget Proposal

1. FIXED COST				
	Payroll	8-07	Payroll + Benefits	
Salaries		155%		01-___ -_-700-9100-00
Salaries-Summer		155%		01-___ -_-700-9103-00
Contract Teachers		122%		01-___ -_-700-9130-00
Student Workers		100%		01-___ -_-700-9200-00
Non-Student		153%		01-___ -_-700-9230-00
Travel				01-___ -_-700-9430-00
General Supplies				01-___ -_-700-9510-00
Office Supplies				01-___ -_-700-9550-00
Postage				01-___ -_-700-9560-00
Guest Teachers				01-___ -_-700-9615-00
Equipment Repair				01-___ -_-700-9670-00
Advertising				01-___ -_-700-9701-00
Duplicating				01-___ -_-700-9726-00
Hospitality				01-___ -_-700-9727-00
Brochures				01-___ -_-700-9752-00
Telephone Toll				01-___ -_-700-9785-00
Miscellaneous				
SUB TOTAL				<b>(A) Total Fixed Costs</b>

(over)

## 2. VARIABLE COST PER PERSON

Tour Transportation			01-__ - __-700-9431-00
Tour Lodging			01-__ - __-700-9432-00
Tour Package Plan			01-__ - __-700-9433-00
Book & Materials			01-__ - __-700-9061-30
<b>SUB TOTAL</b>			<b>(B) Variable Cost per Person</b>
<b>(B) X</b>	# Students		<b>(C) Total Variable Costs</b>
<b>(A) X 30%</b>			<b>(D) OVERHEAD</b>
<b>(A) + (C) + (D)</b>			<b>(E) TOTAL COSTS</b>
<b>(E) / # Students</b>			<b>(F) Cost Per Person</b>
<b>3. INCOME</b>			
Tuition			01-__ - __-510-8110-00
Tour Fee			01-__ - __-510-8175-00
<b>SUB TOTAL</b>			<b>(G) TOTAL INCOME</b>
<b>(G) – (E)</b>			<b>(H) NET INCOME</b>