



**\*\*University of Kentucky 4-H Dpartment\*\*  
TRAVEL RELEASE FORM**

**This form must be completed and submitted to the WorldWide office 2 weeks in advance of all student travel more than two nights away from host site (please allow 4 weeks for international travel, including Mexico and Canada). If request is not timely, travel may be denied. Please refer to the travel policies in Host Family Guide for travel rules.**

Travel plans for: \_\_\_\_\_ Student's Name \_\_\_\_\_

The student will be traveling to: \_\_\_\_\_ This trip is supervised by: \_\_\_\_\_

Date(s) of travel: \_\_\_ / \_\_\_ / \_\_\_ through \_\_\_ / \_\_\_ / \_\_\_ Mode of Transportation: Car Bus Train Plane

Student will stay with/at: \_\_\_\_\_

Address: \_\_\_\_\_

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

Cost to student: \_\_\_\_\_

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**HOST FAMILY & STATE COORDINATOR APPROVAL**

Host Family Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Host Family: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of State Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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**SCHOOL APPROVAL (If applicable)**

As the official of \_\_\_\_\_ High School, I hereby approve the above travel plans. I authorize the student's absence from school. (If applicable)

School Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**TRAVEL LIABILITY RELEASE**

I, (name of the natural parent) \_\_\_\_\_ hereby grant permission for my child, a 4-H International Exchange Programs participant, for the above travel. I hereby confirm that I fully understand that during the period mentioned, my child will be responsible for any and all expenses related to any non-host family travel. (Host family and exchange student travel-related financial responsibilities are outlined in the Host Family Guide). I hereby agree to indemnify and hold harmless the 4-H IPC, state 4-H officers and staff including state coordinators, WorldWide Exchange Services and the host family current and past.

Signature of Natural Parent: \_\_\_\_\_ Date: \_\_\_\_\_

*A world citizenship program facilitated by the IPC for participating state 4-H Youth Development Programs.*

# STUDENT TRAVEL

Student travel is permitted only with the host family, another family approved by the host family, a school or group-sponsored trip or the natural parents. Any other forms of travel will be reviewed and approved on a case by case basis. All trips require host family and 4-H State Coordinator approval. All trips involving an overnight stay away from the host community more than 2 nights will require specific permission by the natural parents, the host family and State 4-H Coordinator **prior** to the trip. For these trips, a *Travel Release Form* must be submitted to the WorldWise office two weeks in advance of the departure date. (Please allow 4 weeks for international travel, including Mexico and Canada.)

## **TRAVEL WITH THE HOST FAMILY IN THE US**

### 1-2 nights away from host community:

- Notify the State Coordinator by telephone and/or email.
- If delegate is missing school, the travel release form must be completed, signed by school administrator and sent to State Coordinator.
- State Coordinator must have emergency contact information.

### More than 2 nights away from host community:

- The travel release form must be completed and signed by all appropriate parties, including school administrator if delegate is missing school and submitted to WorldWise two weeks in advance of departure date.
- State Coordinator must have emergency contact information.
- WorldWise will contact partner organizations (Labo, LEX, Utrek, and American Councils) to notify and seek permission from natural parents prior to the trip.

## **TRAVEL WITH APPROVED GROUP OR ANOTHER FAMILY**

### 1-2 nights away from host community:

- Any travel with approved groups (school, church, 4-H clubs, etc.) or another family approved by host family that takes the student away from the host family home requires approval of host family and State Coordinator prior to trip.
- Travel must be chaperoned by a responsible adult at least 25 years of age.
- If delegate is missing school, the travel release form must be completed, signed by school administrator and sent to State Coordinator.
- Host family and state coordinator must have emergency contact information.

### More than 2 nights away from host community:

- The travel release form must be completed and signed by all appropriate parties, including school administrator if delegate is missing school and submitted to WorldWise two weeks in advance of departure date.
- Host family and state coordinator must have emergency contact information.
- WorldWise will contact partner organizations (Labo, LEX, Utrek, and American Councils) to notify and seek permission from natural parents prior to the trip.

## **ANY TRAVEL OUT OF THE U.S. (WITH OR WITHOUT HOST FAMILY)**

If the student is planning to leave the country on any trip specific regulations regarding visas and reentry are involved. The travel release form must be completed and signed by all appropriate parties, including school administrator if delegate is missing school and submitted to WorldWise **four** weeks in advance. WorldWise will seek permission from natural parents prior to the trip.

Before the student leaves home, he/she must be absolutely certain that he/she has:

1. A passport.
2. Form DS-2019 (sometimes stapled to the inside of the passport).
3. The DS-2019 must be sent to WorldWise for an original signature by the program sponsor.
4. The arrival/departure card, Form I-94, stapled to the passport.

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All of these documents are crucial for proper immigration proceedings on departure and reentry. If, by chance, any of these documents are confiscated by immigration officials, please contact the WorldWise office immediately. The DS-2019 should be surrendered only on the **final** exit from the U.S when students return to home country.

#### **ANY TRAVEL ASSOCIATED WITH STUDENT EXPENSES (WITH OR WITHOUT HOST FAMILY)**

- The travel release form must be completed and signed by all appropriate parties, including school administrator if delegate is missing school and submitted to WorldWise two weeks in advance for any travel where the student is responsible for paying any travel expenses other than the cost of souvenirs should he/she wish to purchase them.
- In these cases, WorldWise will seek permission from natural parents prior to the trip.

#### **TRAVEL WITH NATURAL PARENTS**

Travel with natural parents is usually permitted only in the last month of the program so that it does not interfere with the student's host family adjustment or school attendance. Natural parents are asked to send travel requests through their Japanese organization or American Councils to be coordinated through WorldWise. Natural parents should not make travel arrangements with their son/daughter without receiving prior permission from the State Coordinator and host family.

#### **PRIVATE STUDENT TRAVEL**

Any other forms of travel will be reviewed and approved on a case by case basis. Students must comply with strict guidelines set forth by the State Coordinator and WorldWise for private travel. Four weeks advance notice to WorldWise is required.

**Unauthorized travel may be cause for dismissal from the 4-H International Exchange Programs. Travel that would interfere with regular school attendance is never permitted. 4-H International Exchange Programs is primarily an academic exchange program and school attendance takes precedent over other activities, such as travel. Long distance travel by train or bus is permitted only on a chaperoned group trip and a direct trip made from departure point to destination, to be met by the family visited.**