



Best Practices For School Trips, Overnight Trips, Extended Stays And International Trips

Recent litigation and news reports have highlighted the myriad risks involved in taking students on trips of all kinds, from local trips to international trips.

This webinar will explore the key components of an ideal trip compliance package. We will discuss ways to minimize the potential risks associated with off-campus trips and consider the special challenges associated with international travel. The webinar will include a discussion of ways to prepare students and trip chaperones for potential issues that may arise during international trips.

Topics will include:

- Essential Components Of Permission And Release Forms
- Chaperone Guidelines And Training
- Background Checks For Volunteer Chaperones And Vendors
- Policies Regarding Trips For Inclusion In Student And Employee Handbooks
- Topics To Address During Pre-Departure Orientations
- Medical Authorization Forms And Collection Of Relevant Health Information
- Vendor Selection For Trip-Related Services
- Minimizing Risks Associated With International Trips

Who should attend?

Head of School	Dean of Faculty
Chief Financial Officer	Head of Upper School
Business Manager	Head of Lower School
Director of Human Resources	Dean of Students

**REGISTRATION FOR
LUNCH-TIME WEBINAR
SERIES FOR INDEPENDENT
SCHOOLS NOW OPEN!**

LIVE MEETING WEBINAR

FEBRUARY 9, 2012

12:00 p.m. to 1:30 p.m.

REGISTRATION DEADLINE

February 7, 2012

TUITION

\$100

If a school registers for three or more seminars, the total tuition will be reduced by \$50.

To register, please contact Kathie Duffy at (978) 623-0900 or kduffy@shpclaw.com

©2011 Schwartz Hannum PC. This information is general in nature and is not offered, and should not be construed, as legal advice with respect to any specific matter. This may be considered advertising under the rules of the Supreme Judicial Court of Massachusetts.