

NON-SCHOOL SPONSORED INTERNATIONAL TRAVEL

The following apply to non-school sponsored international trips organized by a MLWGS employee:

1. Parents must be provided **written** notice in advance that Maggie L. Walker Governor's School (MLWGS) is **not** the sponsor of the trip.
2. The name "Maggie L. Walker Governor's School" must **not** appear on any paperwork related to the non-school sponsored trip; nor may school letterhead or email service be used to advertise or convey any information about the trip.
3. Information regarding international trip opportunities is allowed to be posted on the 3rd floor bulletin which is specifically designated for posting such information.
4. The following statement must be visible on all correspondence (email, flyers, handouts, web sites, etc.) with students, parents, and community: **"This activity is not a MLWGS sponsored event."**
5. If organizational meetings are held at MLWGS, you must submit an "Application for Use of School Facilities" and adhere to appropriate building use guidelines. **Prior to conducting any meeting on school grounds, it must be stated that the trip is not school sponsored.**
6. The use of school equipment or products is not allowed. This includes the use of the telephone for international phone calls, using school copiers, or paper, etc.) to advertise or convey any information about the trip
7. Promoting or organizing the event must **not** take place during MLWGS contract or instructional time.
8. Employees are **not** granted leave from their contractual obligations for non-school sponsored trips.
9. Students will **not** be granted time off from school.

Listed below are some of the areas in which a non-Sponsored Trip **differs** from a school-sponsored event:

- Students and employees are not under the same level of accountability (school rules and policies) as school sponsored trips.
- Students and employees do not have the additional coverage protection provided by the school insurance policy, including worker's compensation

If you have questions or need clarification, please contact members of the administrative team.

Adopted: October 6, 2011