

KHHC 2025 Korea & Hawaii Leadership Field Trip – DOE Staff Application & Chaperone Agreement Form

This form is for Hawaii DOE employees applying to accompany the KHHC Korea Tour (June 12–25, 2025) as official volunteer chaperones.

Important Notice:

- Final selection of DOE staff participants will be conducted by the Hawaii DOE following internal approval processes, including approvals by the employee's principal, complex area superintendent, and the Hawaii DOE Superintendent.

Section 1: Applicant Information

1. Full Name: _____
2. School/Department: _____
3. Position/Title: _____
4. DOE Employee ID Number: _____
5. Work Email Address: _____
6. Mobile Phone Number: _____
7. Emergency Contact Name & Relationship: _____
8. Emergency Contact Phone: _____
9. T-shirt size: ☐ S ☐ M ☐ L ☐ XL ☐ XXL

Section 2: Passport & Travel & Visa

✂ **Important Information: You may apply for this program regardless of whether you currently have a passport.**

- Selected chaperones without a valid passport must apply immediately for an **expedited passport to ensure timely receipt before departure.** (Standard passport processing can take up to 3 months, while expedited processing typically takes 2 weeks.)

- U.S. and Korean passport holders do not require a visa to enter Korea or to transit through Japan.

1. Do you have a valid passport? (Y/N): _____

2. Passport Expiration Date (If you select Yes): _____

3. Will you be traveling with the Hawaii group flight or independently?

☐ Hawaii Group Flight (Both departure and return)

☐ Independent Travel (Both departure and return)

☐ Join only for Hawaii departure flight

☐ Join only for Hawaii return flight

※ Regardless of your selection, you will be responsible for booking your own airfare.

※ Please refer to the Hawaii group flight itinerary as a reference.

Depart Thu, Jun 12 | 9h 45m

• 14:15 HNL Honolulu Intl. T1

 Hawaiian Airlines HA459 | Airbus A330-200 |     C02e >

Jun 13

• 19:00 ICN Seoul Incheon Intl. T1

Return Wed, Jun 25 | 9h 5m

• 21:25 ICN Seoul Incheon Intl. T1

 Hawaiian Airlines HA460 | Airbus A330-200 |     C02e >

• 11:30 HNL Honolulu Intl. T2

Section 3: Medical Information

Please indicate any health conditions or accommodations KHHC should be aware of:

Section 4: Chaperone Agreement

As a DOE-designated chaperone for the KHHHC Korea Tour, I agree to the following:

- To uphold DOE safety and supervision standards throughout the program
- To support the KHHHC team in ensuring student well-being, conduct, and participation
- To follow all travel, lodging, and activity schedules as arranged by KHHHC
- To serve as a role model and liaison between KHHHC staff, Korean hosts, and DOE administration
- To communicate promptly with the KHHHC team regarding any issues or concerns during the tour

Section 5: Consent & Signature

By signing below, I confirm that the information provided is accurate and that I agree to the responsibilities outlined above.

Signature: _____ Date: _____

Principal/Supervisor Approval: _____ Date: _____

Please submit this form to info@khhc1948.org by May 15, 2025.