

Mandatory Travel Form

The mandatory travel form must be completed forty-eight (48) hours before any Sport Club travels to any away events. It is important that the information below be complete and thorough. Disciplinary actions will be taken if all the proper paperwork is not filled out completely and on time.

Sport Club Name: _____

Today's Date: _____

Name of LC Sport Club Contact: _____

Phone Number: _____

Opposing School/Event Contact: _____

Phone Number: _____

Name of Event/Opponent: _____

Date/Time of Event: _____

Trip Itinerary: (Departure time/date, arrival time, scheduled stops, etc.– **BE SPECIFIC!**)

Names and cell phone number of students traveling:

1. _____ 2. _____

PH: _____ PH: _____

3. _____ 4. _____

PH: _____ PH: _____

5. _____ 6. _____

PH: _____ PH: _____

7. _____ 8. _____

PH: _____ PH: _____

9. _____ 10. _____

PH: _____ PH: _____

Please list additional members traveling on a separate sheet of paper and attach to this form.

Continued on an additional sheet if needed.

Name(s) of potential drivers and corresponding driver license number(s): (Note: all potential drivers must have turned in a photocopy of their driver's license and proof of insurance to the Coordinator of Intramural and Club Sports before driving)

1. _____ DL# _____
2. _____ DL# _____
3. _____ DL# _____
4. _____ DL# _____
5. _____ DL# _____
6. _____ DL# _____
7. _____ DL# _____

Total Number of Vehicles Traveling: _____

Lodging:

Name and Address of Establishment (Hotel, Motel, Teammate's home, etc.): _____

City/State/Zip Code: _____

Phone Number of Establishment: _____

Pertinent Medical History of Participants (asthma, allergies, etc):

As a reminder, all students who participate in a Sport Club event must sign a waiver of liability before participating. Should any emergency occur, please notify the Coordinator of Intramural and Club Sports immediately.

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