

CAPITAL UNIVERSITY
INTRAMURAL & RECREATIONAL ACTIVITIES
CLUB SPORT PROGRAM

Travel Checklist

This form must be completed and submitted to the Club Sport Director by 5 p.m. on the Monday prior to departure and at least 3 days prior to departure to officially recognize your activity as sport club related and alert Student Activities of your plans.

Event Information

Date Submitted _____	Person completing form _____
Club _____	Event _____
Purpose of trip _____	Date(s) of event _____
Destination _____ School City	Method of Travel _____
	Round Trip Mileage _____
Site Phone # _____	Site Contact _____
Depart: Day _____ Date _____ Time _____	Return: Day _____ Date _____ Time _____
Trip Leader(s): _____	Mobile Phone # _____
Local hospital address and phone: _____	

Travel Questions

- Does CSD have completed Club Sport Participation Packets and copies of health insurance for all traveling club members? Yes No
- Does CSD have copies of all designated drivers' driver license? Yes No
- Will the club use a CU vehicle? Yes No
- Will the club use an Enterprise vehicle? Yes No
- Will the club use a private vehicle? Yes No
- If using private vehicles, does CSD have copies of all drivers' auto insurance? Yes No
- Will the club travel at night? Yes No
- How many vehicles will travel together as a caravan? 1 2 3 4

Will this form be turned in by 5 p.m. on the Monday prior to departure and at least 3 days prior to departure? Yes No

Have all club members been informed of the policies and procedures regarding traveling outside the club's travel plans? Yes No

Has the club's first aid kit been checked for completeness? Yes No

Are all of the traveling club members' emergency information and medical history forms in the first aid kit? Yes No

Lodging Information

If spending the night, list overnight lodging place for each night:

Place	Address	Phone #
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Place	Address	Phone #
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Roster Information

In alphabetical order, please list those club members and coaches going on the trip. Please designate those who plan to drive by placing an asterisk* next to the person's name, designate those who plan to travel outside the club's plan by circling the person's name, and designate those who will serve as Safety Officers by placing a box around the person's name.

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|-----------|-----------|
| 1. _____ | 13. _____ |
| 2. _____ | 14. _____ |
| 3. _____ | 15. _____ |
| 4. _____ | 16. _____ |
| 5. _____ | 17. _____ |
| 6. _____ | 18. _____ |
| 7. _____ | 19. _____ |
| 8. _____ | 20. _____ |
| 9. _____ | 21. _____ |
| 10. _____ | 22. _____ |
| 11. _____ | 23. _____ |
| 12. _____ | 24. _____ |