



## Rotary District 9820 - Student Travel Request Form

We suggest students keep a master copy and take a new copy each time they wish to travel.  
 This form can also be downloaded from our web site at [www.district9820.org](http://www.district9820.org)

This form **must** be completed **every time** a student wishes to travel for extended stays of **more than two nights within our District or for travel involving overnight stays outside our District**. This is necessary to ensure the District Chairman knows of the student's whereabouts in case of an emergency and to satisfy our 'Duty of Care' requirements. The request should be submitted by the student to their Country Coordinator – see page 7 for details – at **least** 7 days prior to departure date.

***Students must not presume that they may automatically travel. Students must receive written permission from their country coordinator (an email or a signed copy of this form).***

Student Name		_____	
Student email address		_____	
Host Rotary Club		_____	
Current Host Parents Name		_____	
	Address	_____	
	Phone Number(s)	_____	
Host Parent's Agreement	<b>Signature</b>	<table border="1" style="width: 100%; height: 20px;"><tr><td> </td></tr></table>	
Club President's Agreement	<b>Signature</b>	<table border="1" style="width: 100%; height: 20px;"><tr><td> </td></tr></table>	
Host Club Counsellor's Agreement	<b>Signature</b>	<table border="1" style="width: 100%; height: 20px;"><tr><td> </td></tr></table>	
Host Counsellor's phone number(s)		_____	
Travelling with - School/Friends/Family		_____	
Travelling to - Place/State		_____	
Reason for Travel - Visit Friends/Holiday/School		_____	
Commencement date of travel		_____	
Return date of travel		_____	
Mode of Travel - Car/Bus/Train/Plane		_____	
Flight Details		_____	
Where Staying: Home/Resort/Hotel		_____	
Contact Numbers:		_____	

<b>Country Coordinator's Approval</b>	Name	_____
	Country Coordinator's <b>Signature</b>	_____
	Date	_____

***The completed and signed travel request form should be submitted to the student's Country Coordinator; see page 6 for contact details at least 7 days prior to departure date.***