

Travel Request

Nights away from Host Family residence

Submit this request at least one week prior to travel.
District Approval requires 2 weeks' notice.

This form is in a fillable format – type directly into the text fields

Student Name		Host Club	
Mobile phone		Email	

Details of travel to be approved

Leaving		Returning		Mode Transport	
Travelling to					
Travelling with 1				Mobile phone	
Travelling with 2				Mobile phone	
There must be at least a responsible adult as defined in the Protection Policy and the inbound manual					
Staying where				Itinerary Attached? Y/N	

As part of the duty of care to the student and the hosting Rotary Club the Rotary District Rules for Travel must be observed. These are:

TRAVEL WITHIN DISTRICT 9510:

- (a) Students are to obtain the permission of their host parents and Counsellor.
- (b) The counsellor is to record sufficient details to allow immediate contact if necessary.
- (c) Where the travel exceeds two days the District Committee is to be advised prior to commencement.

TRAVEL OUTSIDE DISTRICT 9510:

- (a) Additionally, the counsellor must obtain the permission of the student's natural parents in writing and their host parents. School approval must be given if travel will occur during the school term.
- (b) An itinerary of the trip including names and telephone contact numbers is to be provided prior to the travel. The District Committee must approve this travel.

TRAVEL OUTSIDE AUSTRALIA:

Travel outside Australia will not be permitted.

Approval is required one week prior to travel whenever possible, by completing this Travel Request Form. Unaccompanied travel will not generally be approved. **Travel will not automatically be approved.**

<i>Signature of Student</i>	<i>Date</i>	<i>Signature of Counsellor or President</i>	<i>Date</i>
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Host Club Approval – Date		School Approval – <i>if applicable</i> – Date	
<i>Signature of District – if applicable –</i>	<i>Date</i>	Where the travel exceeds two nights the District Committee is to be advised prior to commencement. Any travel outside the District requires District Approval	
Parent's Approval Required Y/N ?		Travel outside the District requires Natural Parent's approval	