



# Student Travel Request Form

▶ This form is to be completed every time you want to travel for extended stays of more than three nights **within our Student Travel Zone** and for travel involving overnight stays **outside of our Student Travel Zone or within our Student Travel Zone without Host Family**. This is necessary to ensure the District Chair knows of your whereabouts in case of an emergency and to satisfy our Duty of Care. The Request should be submitted to the District Chair, by fax or in writing, at least 7 days prior to departure date. Travel request form is also available on website at [www.yep9630.org](http://www.yep9630.org)

▶ **DO NOT PRESUME THAT YOU MAY AUTOMATICALLY TRAVEL.**

- ▶ STUDENT'S NAME.....
- ▶ HOST CLUB.....CURRENT HOST PARENTS .....
- ▶ TELEPHONE NUMBER .....FAX NUMBER .....EMAIL .....
- ▶ PERMISSION FROM HOST PARENTS                      YES/NO SIGNATURE .....
- ▶ PERMISSION FROM CLUB COUNSELLOR                      YES/NO SIGNATURE .....
- ▶ HOST CLUB COUNSELLOR
- ▶ NAME .....PHONE.....FAX ..... EMAIL .....
- ▶ TRAVELLING WITH .....
- ▶ TRAVELLING TO .....
- ▶ COMMENCEMENT DATE OF TRAVEL ...../...../.....      RETURN DATE ...../...../.....
- ▶ MODE OF TRAVEL: CAR/BUS/AIRPLANE/SHIP FLIGHT NUMBER .....
- ▶ WHERE STAYING.....
- ▶ .....
- ▶ CONTACT NAME ..... PHONE NUMBER .....
- ▶ FAX NUMBER .....EMAIL .....
- ▶ DISTRICT Chair's APPROVAL ..... DATE.....

- ▶ Email to: District Chair: Wendy Howitt
- ▶ MOBILE                      +61 417 645 174
- ▶ EMAIL: [district-chair@yep9630.org](mailto:district-chair@yep9630.org)