

**APPENDIX B**  
**College of William and Mary Recreational Sports**

**SPORT CLUB TRIP PLAN**

**\*THIS COMPLETED FORM MUST BE SUBMITTED NO LATER THAN 7:00PM ON WEDNESDAY FOR TRAVEL ON FRIDAY, SATURDAY, AND/OR SUNDAY. FOR TRAVEL ON MONDAY, TUESDAY, WEDNESDAY, AND/OR THURSDAY, SUBMIT THIS FORM 1 WEEK PRIOR TO THE DEPARTURE DATE**

Club Requesting Travel: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Destination (school, city, & state): \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_  
Day of Week & Date Time leaving W & M

Returning Date: \_\_\_\_\_ Returning Time: \_\_\_\_\_  
Day of Week & Date Time returning to W & M

Primary contact: \_\_\_\_\_ Primary contact phone: \_\_\_\_\_  
(Club Officer's Name) (Cell Phone #)

Flight Information: – Provide departure cities, times, and flight numbers FOR EACH stop & layover.

Departing Trip Itinerary: \_\_\_\_\_

Return Trip Itinerary: \_\_\_\_\_

Housing Accommodations: (Provide name, location, & phone # for your housing/camping accommodations below)  
(Possible accommodations might include Hotel / Motel(s), club member's home, dormitory room, camping, etc.)

**DRIVER INFORMATION** – All individuals driving sport club members to a registered event must be authorized drivers. The College also asks for a list of passengers in each vehicle, to ensure that we have necessary information in the event of an emergency.

Driver: \_\_\_\_\_ Driver Authorization Form Submitted (Appendix D)? YES NO  
**(Note: A driver need submit the Driver Authorization Form (Appendix D) once each academic year, UNLESS circumstances change regarding his/her driver's license or has a moving violation)**

Will this driver be driving a van or rental vehicle? YES NO  
**(Must have taken W&M Defensive Driving Course to drive any van or rental vehicle)**

Listing of ALL club members traveling in this driver's vehicle  
\_\_\_\_\_  
\_\_\_\_\_

Driver: \_\_\_\_\_ Driver Authorization Form Submitted (Appendix D)? YES NO  
**(Note: A driver need submit the Driver Authorization Form (Appendix D) once each academic year, UNLESS circumstances change regarding his/her driver's license or has a moving violation)**

Will this driver be driving a van or rental vehicle? YES NO  
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Listing of ALL club members traveling in this driver's vehicle  
\_\_\_\_\_  
\_\_\_\_\_

**College of William and Mary Sport Club Trip Form (continued)**

<p>Driver: _____ Driver Authorization Form Submitted (Appendix D)? YES NO <b>(Note: A driver need submit the Driver Authorization Form (Appendix D) once <u>each academic year</u>, UNLESS circumstances change regarding his/her driver's license or has a moving violation)</b></p> <p>Will this driver be driving a van or rental vehicle? YES NO <b>(Must have taken W&amp;M Defensive Driving Course to drive any van or rental vehicle)</b></p> <p>Listing of ALL club members traveling in this driver's vehicle</p> <hr/> <hr/>
<p>Driver: _____ Driver Authorization Form Submitted (Appendix D)? YES NO <b>(Note: A driver need submit the Driver Authorization Form (Appendix D) once <u>each academic year</u>, UNLESS circumstances change regarding his/her driver's license or has a moving violation)</b></p> <p>Will this driver be driving a van or rental vehicle? YES NO <b>(Must have taken W&amp;M Defensive Driving Course to drive any van or rental vehicle)</b></p> <p>Listing of ALL club members traveling in this driver's vehicle</p> <hr/> <hr/>
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