1. Clubs must adhere to the travel itinerary submitted to and approved by the Coordinator of Club Sports.
2. Clubs are required to travel as a Club. In the event that a member of the Club is unable to travel with the Club, the Coordinator of Club Sports may authorize that member to use his/her personal vehicle to travel separate from the club.
3. All passengers must be authorized to participate in Club Sports activities (members, coaches, advisors) and listed on the approved Travel Roster/Itinerary Form.
4. There may be only as many passengers in the vehicle as there are passenger seat belts and all travelers must wear seat belts.
5. When using multiple vehicles, the club must do its best to keep all vehicles traveling together. All vehicles must follow the approved travel route and stop as scheduled.
6. The front seat passenger in each vehicle must take responsibility for reading maps, providing directions to the driver, changing the radio stations or temperature, assisting with vehicle maneuvering as needed, controlling the passengers, and staying awake, so the driver can concentrate on driving.
7. All other passengers must behave in a manner that does not distract the driver.
8. No single driver may drive for more than 4 hours without stopping. If the driver is sleepy, switch immediately.
9. On an approved Club Sports trip, club members and coaches shall NOT consume alcohol or use drugs.
10. In cases of inclement weather the Coordinator of Club Sports will consult with the trip leader to determine whether the club should travel.
11. **Upon the trips return to Pueblo, the Coordinator of Club Sports must be contacted.**

**Club Sport**: Click here to enter text.

**Designated Trip Leader**:Click here to enter text.

**Trip Leader’s Contact Number**: Click here to enter text.

**Event Name** (i.e. Tournament Name, Game vs. Opponent, etc.): Click here to enter text.

**Event Destination** (Site, City, State): Click here to enter text.

**Event Date** (i.e. Date of game, Duration of tournament): Click here to enter text.

**Event Time** (i.e. Game time, Duration of tournament): Click here to enter text.

**Event Host Contact** (Name and Contact Info):Click here to enter text.

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**Trip Departure from Pueblo** (Date and Time):Click here to enter text.

**Estimated Return to Pueblo** (Date and Time):Click here to enter text.

**Mode of Transportation:**

**University Vehicle**(s):Click here to enter text. **Number of Vehicles**: Click here to enter text.

**Personal Vehicle**(s):Click here to enter text. **Number of Vehicles**:Click here to enter text.

**License Plate(s) of Personal Vehicle**(s):Click here to enter text.

 **Flying**:Click here to enter text. **Flight Number**: Click here to enter text.

**Other:** Click here to enter text.

**Lodging Information (Name, Address, Phone Number):** Click here to enter text.

**\*Attach driving directions from Google Maps, including mileage.\***

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**Travel Roster for Specified Trip- *Do not submit incomplete!***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Participant Name** | **Participant Phone** | **Driver (Check)** | **Emergency Contact** | **Relationship** | **Emergency Phone** |
| **1** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **2** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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**Travel Roster for Specified Trip- *Do not submit incomplete!***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Participant Name** | **Participant P hone** | **Driver (Check)** | **Emergency Contact** | **Relationship** | **Emergency Phone** |
| **16** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **17** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **30** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |