



ROTARY INTERNATIONAL DISTRICT 9940 INC.
Rotary Youth Exchange



Out Of District Travel Request Form

This form is to be used for advising and where required, seeking approval to travel out of D9940 Travel Area. **Refer to D9940 Travel Policy to ensure compliance.**

The out of district travel form must be submitted to the RYE Inbound Coordinator in accordance with the D9920 RYE Travel policy.

The application needs to be submitted on the appropriate form well in advance of travel and with enough notice to allow necessary checks to be made and the request to be processed.

No irreversible commitments should be made until the travel has been confirmed. Failure to lodge a fully completed form in time for processing may prevent travel being approved.

Students have been entrusted to Rotary by their parents and Rotary needs to meet its duty of care. We need to know where students are staying and who with as well as travel and supervision arrangements etc.

Student Name		
Host Club		
Destination		
Purpose of Trip*		
Dates: *	From:	To:
Number of days absent from school		
Means of Transport		
Travelling there with: Name(s)		Relationship/s:
Staying With*		Relationship/s:
Accommodation Address		Phone No: Mobile No:
<i>(if different)</i> Travelling home with: Name(s)		Relationship/s
		Means of transport
Student Signature:		Date

**If necessary attach a detailed itinerary*



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We have checked the accuracy of the above details, and assessed the arrangements to ensure the protection of the student during the period of travel and certify that we agree with the purpose of the travel and that the arrangements are in compliance with D9940 RYE guidelines and rules.

Host Parent: Name:	Signature: Date:
Mentor: Name:	Signature: Date:
Club President: Name:	Signature: Date:
RYE Inbound Coordinator Name:	Signature: Date:
RYE Chair Name:	Signature: Date:
APPROVED	Conditions (if any)
DECLINED	Reasons:

Send to:

District 9940 Youth Exchange Inbound Coordinator Karen Hird 134 Salisbury Street Ashhurst Email: karenhird2@gmail.com Phone: 021.351199 or 06.3267003	OR District 9940 Chair Lynne Phillips 131 James Line Palmerston North Email: minispecialist@xtra.co.nz Phone: 0274.793138 or 06.3579111
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