

Boys & Girls Club Hockey Travel Request



**BOYS & GIRLS CLUBS**

Today's Date: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Requested By: \_\_\_\_\_

**Destination Information:**

Dates: \_\_\_\_\_

Location (City/State) \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Contact Person/ Association of event (not coach): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Schedule of games: (attach Tournament/Game Schedule)

**Traveling Information:**

Team Name: \_\_\_\_\_

Head Coach: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Asst Coach: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Team Mngr: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Attach player roster and list of adults traveling with team as official chaperones. Any adult acting in an official capacity for the team must have a back ground check run before they are approved as official chaperones for the team.

**Flight Information:**

Departure:

Airline: \_\_\_\_\_

Flight departure date/time from Anchorage: \_\_\_\_\_

Flight arrival date/time to location: \_\_\_\_\_

Arrival:

Airline: \_\_\_\_\_

Flight departure date/time from location: \_\_\_\_\_

Flight arrival date/time to Anchorage: \_\_\_\_\_

**Hotel Information:**

Hotel Dates: \_\_\_\_\_

Hotel Name: \_\_\_\_\_

Hotel Phone Number: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

Hotel City/State: \_\_\_\_\_

**Vehicle Information: (members to be transported by approved chaperones only)**

Copy Vehicle Insurance (Submit with travel request)

Copy Drivers License (Submit with travel request)

Drivers Name: \_\_\_\_\_

Rental Agency contact info:

Dates \_\_\_\_\_

Type of vehicle \_\_\_\_\_

**Other Activities to be conducted on trip:**

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Activities (list event and function):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approval Information:**

**Athletic Director**

Signature: \_\_\_\_\_

Approval Date: \_\_\_\_\_