**This request must be introduced by each exchange student participating to this trip.**

**The request must be introduced to the Host Club YEO minimum 15 days prior planned departure**

**!!! DON’T BOOK ANYTHING BEFORE HAVING RECEIVED DISTRICT TRAVEL RESPONSIBLE DECISION !!!**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE of your request (yyyymmdd)** |  | | |
| **LAST NAME** |  | **First Name** |  |
| **ROTARY HOST CLUB** |  | **Your MOBILE phone Nr** |  |

**Reasons for the travel :** More particularly explain why this trip is planned outside normal Rotary Travel Rules. Join a copy of any documents demonstrating those reasons.

**NO TRAVEL REQUEST WILL BE ACCEPTED DURING SCHOOL PERIOD (EXCEPT SCHOOL TRAVELS)**

|  |
| --- |
|  |

Name of all other participants to the trip and their Host District and Rotary Club (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **LAST NAME** | **First Name** | **Host Club** | **Host District** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Travel information

|  |  |  |  |
| --- | --- | --- | --- |
| Destination Country |  | Destination City |  |

Travel itenary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date**  **YYYYMMDD** | **From** | **To** | **Comment** |
| **Departure** |  |  |  |  |
| **Return** |  |  |  |  |
| **Transport** | PLANE ( ) – TRAIN ( ) – COACH ( ) – If other, please explain | | | |

Responsible adult (minimum 25 years old) present on destination, where you will stay (mandatory)

|  |  |  |  |
| --- | --- | --- | --- |
| **LAST NAME** |  | **First name** |  |
| **Address** |  | **City** |  |
| **Zip code** |  | **Country** |  |
| **Phone** |  | **Mobile phone** |  |
| **eMail address** |  | **Relation with you** |  |

**AUTHORIZATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorization by** | **NAME** | **Signature** | **Date** |
| Natural parents  Father/Mother/Guardian |  |  |  |
| We parents/guardian of Exempt Belgian Rotary of any responsibility and liability during this trip | | | |
| Host Family |  |  |  |
| School Advice (if trip is partially planned during school period)  **Favorable / Not Favorable** |  |  |  |
| Host Club YEO advice  **Favorable / Not Favorable** |  |  |  |
| District responsible DECISION  **GRANTED / REFUSED** |  |  |  |

**ANNEXES**

Describe your trip day by day (activities, visits, …)

**Day 1 :**

**Day 2 :**

**Day 3 :**

**Day 4 :**

(Continue on next page if required)