**Pour les voyages organisés hors cadre Rotary et hors cadre famille d’accueil, y compris voyages scolaires**

**For trips not organized by Rotary or by Host Family, included school trips**

**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!!!**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE of your request** | **… … … … / … … / … … (YYYY/MM/DD)** | | |
| **LAST NAME** |  | **First Name** |  |
| **ROTARY HOST CLUB** |  | **Your MOBILE phone Nr** |  |
| **Destination Country** |  | **City** |  |
| **Reason for travel** |  | | |

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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Responsible adult (minimum 25 years old) present during the trip or on destination. You must provide the accompanying person's identity card with the TRF for it to be valid.

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

Travel itinerary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Date**  **YYYY/MM/DD** | **From** | **To** | **Comment** |
| **Departure** |  |  |  |  |
| **Return** |  |  |  |  |
| **Transport** | PLANE ( ) – TRAIN ( ) – COACH ( ) – CAR ( ) If other, please explain | | | |

**AUTHORIZATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorization by** | **NAME** | **Signature** | **Date (YYYY/MM/DD)** |
| Natural parents  Father/Mother/Guardian  **Approved if signed** |  |  |  |
| We parents/guardian of …………………………… exempt Belgian Rotary of any responsibility and liability during this trip | | | |
| Host Family  **Approved if signed** |  |  |  |
| Host Club YEO  **Approved if signed** |  |  |  |
| District responsible DECISION  **Final approval if signed** |  |  |  |

ADRESSE MAIL TRF: trf@rye2150.be

**ANNEX**

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

**Day 1 :**

**Day 2 :**

**Day 3 :**

**Day 4 :**

**Day 5 :**

**Day 6 :**

**Day 7 :**

**Day 8 :**

(Continue on next page if required)