



Checklist for Club Travel

Club Name: _____

Travel Dates: ____/____/____ to ____/____/____

Due to the Office of Student Activities at least 30 days prior to the trip

- ___ Copy of Club minutes authorizing the Trip
- ___ Activity Request Form (*include location, time and brief description*)
- ___ Travel Authorization Request filled out by the Chaperone (*advisor*)
- ___ Certificate of Insurance from Bus/Travel Company
(*must list MCC and State of CT as additional insured. You can obtain this from the company*)

Due to the Office of Student Activities at least 7 days prior to the trip

- ___ List of all persons attending the trip
- ___ Liability Waiver from all participants
- ___ Detailed itinerary for the trip. Include locations, addresses, approximate times of activities
- ___ Chaperone Guidelines Form filled out by each chaperone and signed by them.
- ___ Guidelines for Participant Behavior signed by all students and guests attending the trip