

**Lewis University  
Sport Club Travel Itinerary**

Club: \_\_\_\_\_ Date: \_\_\_\_\_  
Club Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Destination: \_\_\_\_\_ Type of competition: \_\_\_\_\_  
Departure date/time: \_\_\_\_\_ Return date/time: \_\_\_\_\_  
Facility manager \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Overnight lodging: \_\_\_\_\_ Dates: \_\_\_\_\_  
Club members traveling (list all): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MODE OF TRANSPORTATION (please circle)**

Private vehicles    Rental vans    University vans    Bus    Air    Other \_\_\_\_\_

**EMERGENCY ACTION PLAN**

1. Perform resuscitation and/or first aid as needed.
2. Contact local emergency numbers.
3. Contact Lewis University Campus Police who will then notify family and appropriate University personnel.
4. Immediately following the incident, sit down with all involved parties and fill out accidents reports. Take written and signed reports from all witnesses.

Club contact signature: \_\_\_\_\_ Date \_\_\_\_\_

Director of Student Recreation, Fitness and Wellness: \_\_\_\_\_ Date: \_\_\_\_\_