

District 9685 Youth Exchange Program

REQUEST TO LEAVE DISTRICT FORM

When you wish to leave the District for more than 24 hours please complete this form and forward to your District Coordinator **at least 7 days** before you leave for final approval. If your travel involves expenditure on hotels, flights, tickets etc, make sure you seek approval prior to incurring the expense.

Student Name			
Host Rotary Club			
Present Host Family		Phone:	
Address			
Destination		Destination Contact Phone:	
Address			
Suburb		State:	Postcode:
When are you leaving?		When are you returning?	
How are you travelling (car, train, plane)?			
With whom are you travelling?			
If not host family, please provide details:	Names:		
Contact phone		Contact email	
If travelling alone, who will see you off?		Contact phone	
If travelling alone, who will meet you at your destination?		Contact phone	

PERMISSION TO TRAVEL:

I have reviewed and confirmed the details listed above and approve this travel.

	Name	Signature	Date
Host Parent			
Club Counsellor			
District Coordinator			