

**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: _____