**Western Connecticut State University**

**Student Club Pre-Travel Orientation (Domestic Travel)**

* Student Club:
* Student Contact Name:

 Phone:

 Email:

* Advisor Name:

 Phone:

 Email:

 Contact information for WCSU faculty/staff during trip:

* Name of Conference/Trip Destination:
* Date(s) of Travel:
* Lodging Information:

 Hotel/Lodging name:

 Address:

 Phone:

* Meeting/departure time:
* Agenda/itinerary:
* Safety and emergency information:
* Any personal money needed:
* Packing (what to pack or what not to pack):
* Common sense thinking when traveling:
* The Code of Conduct and the University’s expectation of those traveling including alcohol and other drug use policies:
* Other Notes:

 Student Travel Packet forms done