**ROTARY DISTRICT 6360**

**PROCEDURE FOR TRAVELLING OUTSIDE OF THE DISTRICT**

**All travel must be approved prior to leaving.**

**Prior to travelling outside of the state (including family trips, school trips, etc.), the following procedure must be completed:**

An email must be sent to the following people:

* + Margie Haas, haasmargie@gmail.com
  + Club YEO

The information required in the email is the following:

* Dates student is going and coming back
* Destinations and overnights (itinerary)
* Who the student is travelling with; complete names, cell phone numbers;
* Contact number to reach the student and host family member. This is important in case of an emergency.