SF State Sport Club
Trip Leader Agreement

I have read, understood and agree to abide by the SF State Sport Clubs Travel Rules and Guidelines as outlined in the Sport Clubs Handbook. As a Trip Leader for my Sport Club, I understand that I am responsible for implementing the safety procedures and guidelines as outlined by the CSU and/or San Francisco State University. I agree to abide by the Trip Leader duties as outlined in the ‘Trip Leader Responsibilities” section of the handbook.

Specifically, I agree to:
- Follow the ‘Trip Approval Process’
- Communicate with the Trip Administrator prior to each trip (and/or attend a ‘Trip Leader Meeting’)
- Follow the ‘Emergency Procedures’ as documented
- Contact the Trip Administrator immediately after the trip
- Turn in any required documents (e.g. accident report form) within 24hrs of return from the trip.

I AM SIGNING THIS AGREEMENT OF MY OWN FREEWILL AND CAN READ & UNDERSTAND THE PRINTED MATERIALS WITH EASE.

Sport Club: ____________________________________________

Trip Leader Name (Print): __________________________ Date: ________________

Trip Leader Signature: __________________________ Date: ________________

Phone Number: __________________________ E-mail Address: __________________________

Good Practice:
It is recommended that each club put together a first aid kit prior to traveling.