**Northeastern University Club Sports - Nationals Proposal & Long Trips Outline**

**Basic Information**

Club Name:

Club Contact + Position:

Phone:

Number of Participants:

Narrative review of the season:

**Event Information**

Destination:

Dates of Event:

Departure Date:

Return Date:

Number of Nights:

Did you qualify for the event? If so, how?

Does your governing body require an eligibility form? If so, when is deadline?

**Travel Itinerary**

Please provide a detailed description of your travel plans:

*Please indicate what you will need from our office to help accommodate. Please remember to follow up with the Club Sport office regarding the following requests.*

Hotel:

Airfare:

Ground Transportation:

Eligibility Form:

Tournament Registration:

Additional Funding (Qualifiers Only):

**Budget**

Outline how you expect to cover all of the costs:

Please provide a detailed budget including all potential expenses and revenue:

|  |  |
| --- | --- |
| Expenses | Estimate |
| Registration Fee |  |
| Rental/Vans |  |
| Gas |  |
| Airfare |  |
| Hotel |  |
| Additional |  |
| **TOTAL** |  |

|  |  |
| --- | --- |
| Income | Estimate |
| Team Account |  |
| Dues |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

*Additional Notes:*

**Out of Pocket Dues Form**

*This form outlines the projected out of pocket dues per student. By signing this form each student is acknowledging the estimated out of pocket expectations and will pay the agreed amount to the team account prior to the end of the academic school year. All participants must sign this prior to booking any travel arrangements.*

Estimated out of pocket amount: \_$\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Name | Signature |
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