

SPECIAL OLYMPICS Virginia
Loudoun County Area 14
POLICY STATEMENT TRAVEL OUTSIDE OF AREA 14

This Policy Statement sets forth the procedure for review and approval of travel by athletes participating in Area 14 programs. The review and approval requirements provided for in this Policy Statement apply to all travel by Special Olympic athletes and volunteers from Area 14 for events outside the North Section and North Central Section of Special Olympics Virginia, except for travel to Special Olympics Virginia State Championships. The North/North Central Sections of Special Olympics Virginia include Arlington County, Fairfax County, and Falls Church City, Alexandria City, Fairfax City, Fauquier County, Loudoun County, Prince William County, Manassas City, Fredericksburg, Stafford County, Spotsylvania County, Caroline County, King George County and all towns contained within the above counties. All trips outside of the North/North Central Sections of Special Olympics Virginia but within the Commonwealth of Virginia must be approved by Council Chair or designee. All trips outside of the Commonwealth of Virginia or trips to events which Special Olympics Virginia does not host must be approved:

1. First, by Loudoun Special Olympics Council approval and then
2. Approved by the North Section Director of Special Olympics Virginia.
3. A travel coordinator (POC) shall be designated for each trip.

All requests for travel outside of the North/North Central Sections of Special Olympics Virginia shall be submitted on the Area 14 Travel Request Form to the SOLC Council or designee at least 10 days prior to the date of the registration deadline for the event.

The travel coordinator shall submit to the SOLC Council a Travel Report within 30 days after completion of the trip. The Travel Report shall include: Travel Request Form package and final cost breakout.

1. Each athlete to be eligible for a trip must have a valid medical and consent form on file with the Area Coordinator of Area 14.
2. The trip coordinator is required to have a complete set of the medical forms for the athletes making the trip.
3. Each driver is required to have a complete set of medical forms for the athletes that they are transporting.
4. If driving a PRCS Van/Bus a volunteer must meet PRCS regulations

All chaperones, coaches, drivers and volunteers must be Class A eligible volunteer. For day trips only, one chaperone will be required for every four athletes. For overnight trips, there should be one chaperone for every three athletes.

SPECIAL OLYMPICS VIRGINIA
Loudoun County Area 14
Travel Request form

Event: _____

Date(s) of Event: _____

Registration Due Date: _____

Head of Delegation: _____

Trip coordinator: _____

Phone Number:
Home: _____
Cell: _____

Email Address: _____

Expenses worksheet:

We want the trip coordinator to consider “air, bus, rental vehicle and driving” methods of travel. How the effects of these methods of travel affect the rest of the expense. If you’re planning to drive your vehicle then just do section D. If you’re planning to rent a car to drive just do section C. If you’re planning to travel using A or B you must complete sections C and D also.

- A. Air Travel method (Not needed for in State travel)
 - a. Number of persons in Delegation _____
 - b. Registration Fee (entire Delegation) \$ _____
 - c. Air Transportation \$ _____
 - d. Air Carrier _____
 - e. Housing \$ _____
 - f. Meals \$ _____
 - g. Other expenses \$ _____

Please Explain other expenses

B. Bus Travel method

- a. Number of persons in Delegation _____
- b. Registration Fee (entire Delegation) \$ _____
- c. Bus Transportation \$ _____
- d. Type of Bus (Circle one) Rental / PRCS / Charter
- e. Housing \$ _____
- f. Meals \$ _____
- g. Other expenses \$ _____

Please Explain other expenses

C. Rental Vehicle Travel method

- a. Number of persons in Delegation _____
- b. Registration Fee (entire Delegation) \$ _____
- c. Rental vehicle Transportation \$ _____
- d. Rental Company _____
- e. Housing \$ _____
- f. Meals \$ _____
- g. Other expenses \$ _____

Please Explain other expenses

D. Driving Travel method

- a. Number of persons in Delegation _____
- b. Registration Fee (entire Delegation) \$ _____
- c. Fuel needs Transportation \$ _____
- d. Housing \$ _____
- e. Meals \$ _____
- f. Other expenses \$ _____

Please Explain other expenses

Drivers: Please list all drivers names and acknowledgment of Insurance

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Housing:

Will housing be required, if so where? (Location and address)

Selection of Athletes:

Describe how the athletes were selected to participate in this event?

Athletes / Coaches / Chaperones:

Attach a list of all persons in this Delegation