SAN DIEGO MESA COLLEGE Student Affairs Office H-501 (619) 388-2699/Fax (619) 388-2971

CHECKLIST FOR CLUB TRAVEL

Required Steps:	
	Club/Organization must authorize officially endorse participation at the said conference (e.g., official motion, official minutes, etc.)
	Club Advisor must authorize the travel and be available to travel with the students.
	Request Conference and Travel Form from the Student Affairs Office
	All students must Complete Student Release Waiver Form (Minor students uses SDCCD Form 3125.2
	Completed District Conference Travel Forms include Conference flyer/program or relevant conference information attached to paper work
	Board of Trustees Docket is no longer needed when traveling within the United States.
	Complete request forms for withdrawal of funds