Travel Requirements Checklist

SPORTS CLUBS

Driving Defense course (for all drivers)

Students

- Go to the following link and enter your CWID:
  
  http://ehis.fullerton.edu/Forms/ETC/AddNewStudent.aspx
  
  - It will guide you through to the Employee Training Center homepage.
  - Proceed "To register for a class" or "To register for Web Based Training" directions.
  - If you receive the error below upon entering your CWID, contact the EH&IS office at employeetrainingcenter@fullerton.edu or 657-278-7233 for a pass code and a bypass link.
    - The CWID entered is already in the system...

- Copy of Drivers licenses
- Copies of auto insurance for every participant
- Two CPR/First Aid Trainers
- Emergency Contacts

Travel

- Event Request Form (Website)
- Itinerary
- Trip Leaders contact information
- Lodging Information
- Transportation Insurance
- List of drivers
- First Aid Kits
- Transportation Manifest (club sports website online general Forms)
- Event Itinerary
- Driver Application declaration
- New Event Form