



## Transportation Request Form

The SOWA Transportation Form is used to plan and schedule transportation to and from tournaments and competitions. Please complete the form entirely and submit it to the appropriate Special Olympics Washington office noted below. All Special Olympics Washington transportation arrangements must be approved prior to transportation use. Special Olympics Washington will not pay for unapproved transportation expenses. Regardless if transportation arrangements have been made on your own, you must complete and submit this form to the SOWA office. Region office will try to arrange preferred mode of transportation for teams. There will be times when team's preferred mode of transportation will be altered to be more cost efficient for the organization. **(Check box or print clearly)**

### Transportation for:

- Winter Season   
  Spring Season   
  Summer Season   
  Fall Season  
 Winter Games   
  Summer Games   
  Summer Sports Classic   
  Fall Bowling Tournaments

Team Name \_\_\_\_\_

Head Coach \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Destination \_\_\_\_\_ Departure Date \_\_\_\_\_

Departure Location \_\_\_\_\_ Departure Time \_\_\_\_\_ am / pm

Departure Address \_\_\_\_\_ Total Number of Passengers \_\_\_\_\_

Check preferred transportation:     Bus     Rental Vehicle     Personal Vehicle

### Mail or fax completed form to:

Special Olympics Washington  
1809 7th Ave, Suite #1509, Seattle, WA. 98101-4400  
Phone 1-800-752-7559 or 206-362-4949      Fax: 206-361-8158

Special Olympics Washington-East Region  
PO Box 1640, Richland, WA. 99352-6640  
Phone 1-800-442-2508 or 509-946-5921      Fax: 509-396-9902

### For Office Use Only:

Approved: SOWA Manager \_\_\_\_\_ Date \_\_\_\_\_

Purchase Order Number \_\_\_\_\_ Bus or Rental Company \_\_\_\_\_