

CAMP - of - the - WOODS

2021 COTW SUMMER STAFF TRANSPORTATION REQUEST FORM

Upload completed form to your personal CampBrain Account for approval at least three (3) weeks in advance of your date of arrival. The Personnel Office will contact you to confirm the pick-up details.

If you plan to arrive at the airport/train station after 8:00pm, please contact the Personnel Office to confirm driver availability.

Today's Date: _____ Staff First/Last Name: _____

Staff Cell Phone #: _____ Staff Email: _____

Pick-Up Date (from one location to CAMP-of-the-WOODS): _____

Pick-Up Location :

Bus Station Name : _____

Train Station Name : _____

Airport Name : _____

OTHER Name/Address : _____

Flight/Bus/Train # _____

Flight/Bus/Train Time of Arrival: _____ AM **or** PM

Baggage Notes: _____

Notes:

Approved by Personnel: _____ Date: _____

Fee/Charges: \$ _____ Date Paid in CampBrain: _____

Driver Name: _____ Date Confirmed w/Staff: _____