

## State Leadership Workshop Travel Checklist

### Important Items

PACKED	UNNEEDED	ITEM	
		Wallet	On person
		Photo ID Card	On person
		LCTI ID Card	On person
		Credit or Debit Cards	On person
		Mobile Device	On person
		Device Charger	On person
		Battery / Travel Charger	On Person
		Earbuds	On person
		Laptop / Notebook computer	Luggage
		Laptop / Notebook charger	Luggage

### Personal Care

PACKED	UNNEEDED	ITEM	
		Hairbrush	Luggage
		Shampoo & Conditioner	Luggage
		Body Wash	Luggage
		Face Wash	Luggage
		Body Lotion	Luggage
		Face Moisturizer	Luggage
		Eye Cream	Luggage
		Charcoal Face Mask	Luggage
		Toothbrush	Luggage
		Toothpaste	Luggage
		Floss / Flossers	Luggage
		Tongue Scraper	Luggage
		Plaque Rinse / Mouthwash	Luggage
		Razor	Luggage
		Shaving Cream	Luggage
		Scalp Massager	Luggage
		Back Scrubber	Luggage
		Loofah	Luggage
		Deodorant	Luggage
		Hair Clip	Luggage
		Baby Powder	Luggage
		Perfume / Cologne	Luggage
		Sleep Mask	Luggage
		Makeup	Carry On/On person

## Health / Medical Supplies

PACKED	UNNEEDED	ITEM	
		Retainer	Luggage
		Contact Lenses	On person
		Contact Lens Solution	Luggage
		Eye Glasses	On person
		Sunglasses	On person
		Inhaler	On person
		Medications Please place the original prescription bottle with your name in a clear plastic bag or envelope and provide to Nurse Kristen prior to departing. LCTI policy prohibits medication from being in the possession of the student during a field trip events. Please see Nurse Kristen for access to your prescription at the designated time.	On person <b>TO BE HANDED OFF TO NURSE KRISTEN</b>
		Vitamins / Supplements Please place the original vitamin and/or supplement bottle(s) with your name in a clear plastic bag or envelope and provide to Nurse Kristen prior to departing. LCTI policy prohibits vitamins and supplements from being in the possession of the student during a field trip events. Please see Nurse Kristen for access to your vitamins or supplements at the designated time.	On person <b>TO BE HANDED OFF TO NURSE KRISTEN</b>

## Casual Clothing

PACKED	UNNEEDED	ITEM	
		Casual Outfits (Sunday night)	Luggage
		Socks	Luggage
		Underwear	Luggage
		Sleepwear	Luggage

## Professional Clothing

PACKED	UNNEEDED	ITEM	
		Two (2) days of Business Casual Attire (Sunday and Monday) <a href="#">see Dress Code</a>	Luggage
		Professional footwear	Luggage
		Minimum two (2) Dress Socks	Luggage
		Under shirt	Luggage
		Underwear	Luggage
		FBLA Lapel Pin (if applicable)	Luggage