Lifelong Learning Institute
Outing/Trip Proposal Form

Check one:  _____ Outing  _____ Day Trip  _____ Multi-Day Trip

Fall  ____  Spring  ____  Summer  ____  Year  _____________

Trip Manager: ______________________________________________________

Phone: _______________________  Email _______________________________

Assistant on Trip _________________________  Phone: ___________________

Choose one:
☐ Trip Manager makes all arrangements and follows trip guidelines.
☐ LLI Trip Coordinator to make all arrangements.

LLI Seminar Connection:________________________________________________

Title: _______________________________________________________________

Objective: (25 words) __________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Description: (70 words) __________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________
________________________________________________________________________

Page 1 of 2
Bio of Trip Manager/Asst (30 words)  ______________________________________________________

Date of Activity: ____________________

___ Travel on own   ___ Motor coach

Time of departure: __________ Site: _________________________________

Time of return: __________ Site: _________________________________

MIN: __________  MAX LIMIT: __________  Number of attendees.

Cost: ____________________ Includes: __________________________________

____________________________________________________

Deadline required allowing time for Invoices and checks to be processed: ______________

Planning Checklist: (Business Plan must accompany this proposal)

☐ Copy of proposal and business plan sent to LLI Trip Coordinator
☐ Vendor agreement or confirmation letter(s) sent to Barb Jachna/WCC-LLI Liaison
☐ Vendor form(s) and W9(s) completed and turned in to Barb Jachna
☐ Final Count given to site.
☐ Invoice received from site(s) and in WCC hands to process check on time (6 weeks).
☐ Receive two sets of Trip Release Forms prior to trip/third set in hands of Barb Jachna/Com Ed office. *bus trips only.
☐ Fax to Barb: 630-466-9495, Ph: 630-466-6804
   Email: bjachna@Waubonsee.edu

Approved August 2014