

**Waubonsee Community College
Lifelong Learning Institute**

**Instructions and Planning Kit for
Outings (Furnish Your Own Transportation)**

Important -Download the latest Outings & Trip proposal form in the “Facilitators Only” section and save to your computer

<https://www.waubonsee.edu/community-offerings/lifelong-learning-institute>

Help is available as you are developing an Outing proposal. Please contact the current Curriculum Council’s Day Trip/Outing Coordinator by emailing LLlcc@waubonsee.edu to request contact information.

What are the responsibilities for facilitating a successful outing?

Choose a Destination & a Goal

Determine a destination and an educational goal for a Day Trip/Outing which can connect to an LLI course, expand material covered in an LLI course, or be a stand-alone learning experience.

1. If possible, visit the destination site in person to ensure a good fit for LLI and to ensure your goals align with the proposed activity.
2. Check to see these practical features are met:
 - What is the minimum and maximum number of participants?
 - What scheduling does venue prefer? (weekdays, morning, afternoon, possible dates)
 - What is beginning and ending time of the event?
 - Is there sufficient parking? Is that parking secure?
 - Do you need to plan for meals? Options for special diets?
 - Are there accessible restrooms?
 - Is there enough seating?
 - How much walking is required? What is the activity level?
 - Are there stairs and/or an elevator available?
 - Are there assistive hearing devices?
 - What are costs, entry fees?
 - What are payment deadlines? What format preferred – credit card, check?
 - What is name of presenter and phone number?

LLI DAY TRIP PLANNING WORKSHEET

You may find it helpful as a checklist for your outing or Day Trip. It is suggested you keep it with your personal planning information. You are not required to submit this form with your Proposal.

Destination(s) and address- _____

What are the arrival and ending times? _____

Contact name and phone _____

Phone number of destination(s) _____

Entry fee (s) _____

Payment arrangements (credit card, check) _____

Deadline for payment _____

When does destination, restaurant, etc. need final count of attendees? _____

This date determines time after which no one is allowed to sign up and is also used to determine refund for cancellation requests.

To assist with payment of expenses incurred for your outing or day trip, please contact the current Curriculum Council's Day Trip/Outing Coordinator by emailing LLlcc@waubonsee.edu.

Each destination is different with which forms are required. For example,- W9 govt. form is needed for a vendor new to WCC, tax-exempt letter, check vs. credit card for payment, using LLI's credit card- all can be discussed when you contact the current LLI trips and outings coordinator who can alert you to specific requirements and possible options.

The Proposed Application form is useful tool in cost analysis

- The form has some fields marked in green which are pre-populated and can't be changed. The form will automatically calculate costs depending on the number of participants you enter allowing you to create different scenarios and determine final cost to participants.
- Use of the free Adobe Acrobat Reader on a personal computer (PC) is highly recommended to complete the form.

Suggested Activity Levels: (from Road Scholar guide)

- **Easy Going** – I can exercise my mind but keep walking to a minimum and avoid stairs when possible.
- **On Your Feet** -Some walking is o.k. I can get on and off a coach, climb stairs, stroll through an urban/suburban environment, or stand during a learning experience.
- **Keep the Pace**- Spending the day exploring appeals to me whether on and off a coach or walking through neighborhoods at a moderate pace. Multiple stairs don't bother me either and keeping up with a group is no challenge.
- **Let's Go** – Bring it on. Spend the day on the move! Whether hiking, riding public transit, walking city streets or village cobblestones, I'm able.

Complete the Necessary Paperwork

Submit proposal with its budget to the Curriculum Council

- February 20th for Summer
- May 20th for Fall
- September 20th for Spring

Email a copy of your completed proposal to LLIcc@waubonsee.edu so your proposal can be reviewed by the council before they submit it to the LLI board for final approval.

Email a copy to the current coordinator of LLI trips and outings.

Outing Organizers need to register and pay for any offerings which require a fee. If there is only the \$10.00 cost to the Outing, the organizer and co-organizer do not need to register or to pay.

Timeline of Tasks for Successful Trips

Before the Day Trip/Outing

Ahead of the date-

- Payment arrangements need discussion. Check with current LLI outings and trip coordinator to discuss how payment is to be presented. It takes time for WCC to authorize payment for checks and for new vendors.

3 Weeks ahead of time

- Re-confirm dates and times with sites.

At least a Week Ahead

- Email participants detailed information of the event. On the LLI class registration webpage, use Staff Log In at the bottom of the page. There you can view your class roster and click on the option to send an email. Include information like projected weather forecast if it's rain or shine event and review any points the participants need to know.
- Remind Day Trip/Outing participants to bring their LLI name badges with emergency contact information completed on the reverse of the badge.
- Important- include the information if anyone needs to drop the class, please phone the LLI number at 630-466-2593 and leave a message so they can be withdrawn and the next person on the wait list has a chance to attend.
- A good idea is to compose your email in Word and save it on your computer so you can cut and paste it into an email for the participants and be able to retrieve it in the future. If the roster doesn't list an email address for a registrant, a phone call is advised.

Print Attendance Roster ahead of time

Using staff login, download your class roster and print to bring with you. Participant names are in alphabetical order for an attendance sheet with a phone number in case you need to contact them.

The Day of an Outing

- Evaluation forms are no longer required. You are encouraged but not required to bring a notecard or paper for each participant if they wish to provide comments or suggest future events. For later thoughts, please remind them of the button to submit feedback on the main page of the LLI website toward bottom of the page.

The Day of the Event

- Arrive at the outing site 30 minutes before scheduled start time.

- Have on hand:
 - Attendance form – take attendance as learners arrive, greet, and answer questions
 - Good idea to bring a few extra, “Hello, my name is...” labels for those who forgot their badges

After the Daytrip is Completed

- Scan attendance form and email to LLicc@waubonsee.edu or leave attendance form in the LLI office in Collins Hall, WCC, or mail to Waubonsee Community College, Attn: LifeLong Learners, Route 47 at Waubonsee Dr., Sugar Grove, IL 60554.

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