

**Waubonsee Community College
Lifelong Learning Institute**

**Instructions and Planning Kit for
Day Trips (Motor Coach 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 a Day Trip proposal. Please contact the Curriculum Council’s current Day Trip/Outing Coordinator, by emailing a request to LLlcc@waubonsee.edu.

What are the responsibilities for facilitating a day trip or outing?

Choose a Destination & a Goal

Determine a destination and an educational goal for a Day Trip 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?
 - Where do people park? Is that parking secure to leave vehicles? Where does motor coach pick up?
 - 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, gratuities?
 - What are payment deadlines? What format preferred – credit card, check?
 - What is name of presenter and phone number?

LLI DAY TRIP PLANNING WORKSHEET (prepare one for each venue of your trip)

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 departure times? _____

Contact name and phone _____

Phone number of destinations _____

Entry fee (s) _____

Payment arrangements (credit card, check) _____

Deadline for payment _____

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

The final count deadline determines that no one can register after that date for the event and that date also determines a refund window for cancellation requests.

To assist with payment of expenses incurred for your outing, please consult the Curriculum Council's Day Trip current coordinator by emailing a request to LLlcc@waubonsee.edu.

Each destination is different with which forms are required. For example,- W9 govt. form for vendors new to WCC is required if paying by check, tax-exempt letter is available, considerations of check vs. credit card for payment, using LLI's p-card. All these can be discussed when you contact the trip planner 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 cost of each.
- 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 LLlcc@waubonsee.edu so your proposal can be reviewed by the council before they submit it to the LLI board for final approval.

Day Trip Organizers need to register and pay for all offerings which require a fee.

Motor Coach Trips-

To complete the proposal, you will need to obtain a quote for motor coach transportation. We have successfully used:

Green River Lines, 3131 May Road Peru, IL 61354
815-224-9276
815-224-9278 (f)
www.greenriverlines.com

Participants complete Trip Release forms online at time they register for a trip. The emergency contact information on the form is sent to the trip organizer by Registration prior to the trip so they have cellphone numbers and contact info.

Trip Organizer/Assistant Trip Organizer have the authority to accept any eligible free benefits (e.g., bus seat, meals, admissions, room) related to the trip offered by vendors in accordance with their company guidelines.

Timeline of Tasks for Successful Trips

Before the Day Trip

Ahead of the date-

- Confirm the quote with your transportation company as soon as the One Day Trip is approved and determined to have minimum number of participants for the class to run.
- Firm up payment arrangements. Check with current CC trip coordinator to discuss how payment is to be presented. It takes time for WCC to authorize payment for checks for new vendors if a check is preferred.

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 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 in line 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.

Ahead of time- print attendance roster

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

can also download into Excel and arrange that file into an attendance roster that can be printed to carry along.

The Day of an Outing or Day Trip

- 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 motor coach departure site 30 minutes before scheduled start time.
- Have on hand:
 - Attendance form – take attendance as learners arrive, greet, and answer questions
 - It's a good idea to bring a few extra, "Hello, My Name is.." labels for participants who have forgotten to bring along their IDs.

Additional Items for the Day Trip Organizer to Bring Along

- Copies of Statement of Acceptance of Personal Responsibility forms in case anyone voluntarily leaves the activity before it officially ends
- Copies of Accident/Health Incident forms
- Emergency contact information from Trip Release Information which Registration sends you
- Checks that need to be disbursed to vendors.
- Obtain the motor coach driver's name and exchange cell phone numbers.
- Bring (optional) cooler with ice and water, treats for the bus, and information handouts
- Arrange for the bus driver of your bus to receive a tip. Include driver gratuity in with trip cost and Coach company or WCC Liaison adds it directly to payment to vendor.

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.

In an emergency

- Call 911
- Call WCC/LLI Liaison, Jessica Guglielmi, jguglielmi@waubonsee.edu or 630-466-2941 to apprise them of the situation.
- Call the emergency contact from the member's nametag or release form.
- Accompany the individual to the hospital if treatment is needed.

LLI Day Trip/Outing Accident/Health Incident Report Form

Name of Day Trip/Outing: _____

Location: _____

Date: _____

Time of incident: _____

Name(s) of person(s) involved in incident:

Detailed description of incident (attach additional sheets if necessary)

If anyone was transported to a hospital, provide the following information:

Hospital name: _____

Address: _____

Method of transport: _____

Accompanied by: _____

Attending physician: _____

Comments: _____

If no one was transported to a hospital, describe how the incident was handled:

Follow-up:

If Applicable, Name of Motor Coach Company: _____

Driver: _____

LLI Day Trip/Outing Organizer: _____

Day Trip/Outing Organizer's phone number:

THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE WCC/LLI COMMUNITY EDUCATION LIAISON WITHIN 24 HOURS OF THE INCIDENT, OR AS SOON AS POSSIBLE. COPY THE MOTOR COACH COMPANY WITH 48 HOURS OF THE INCIDENT, OR AS SOON AS POSSIBLE.

WCC/LLI Liaison – Jessica Guglielmi, jguglielmi@waubonsee.edu or 630-466-2941

LLI Statement: Acceptance of Personal Responsibility

This form must be completed by anyone voluntarily choosing to leave an LLI-sponsored Day Trip/Outing.

I, _____, hereby affirm that I have voluntarily chosen to leave the LLI-sponsored Day Trip/Outing,

(name of Day Trip/Outing)

I hereby further affirm that I assume full responsibility for myself from this point forward. Further, I release the Lifelong Learning Institute at Waubensee Community College from any responsibility for my safety or whereabouts as of the date, time, and location stated below.

Signed

Date: _____

Time: _____

Address: _____

City/State: _____

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2/2026 Revised