

# Day Trip / Outing Proposal Form

Lifelong Learning Institute

Title

Description

Registration Deadline:

Activity Level

Activity Level

## 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.

Facilitators' Information

Facilitator's Name:

Facilitator's Phone  
Number:

Organizer's  
Email Address:

Co-Facilitator's Name:

Co-Facilitator's Phone  
Number:

Co-Organizer's  
Email Address:

Transportation

Location of Event

Pickup Location

On Your Own

Motor Coach

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## Scheduling

### Semester:

Fall:

Spring:

Summer:

Minimum Number  
of Attendees:

Maximum Number of  
Attendees:

Date of  
Event:

Event Start  
Time:

Event End  
Time:

### Flat Costs per Event

### Individual Costs per Event

Transportation:

Snacks:

Transportation  
Description:

Water:

Admission Fees:

Parking:

Donations:

Tour Guide:

Driver Gratuity:

Promotion Materials:

Breakfast:

Other Costs:

Lunch:

Other Costs  
Description :

Dinner:

CourseStorm  
Program-Paid  
Student Fee:

**Note:** Values in the following sections are read-only and use the '*Minimum Number of Attendees*' (above) as the expected number of attendees for calculations.

## Summary of Planned Costs (Based on Expected Number of Members to Register)

Total Flat Costs  
for Event:

Flat Cost per  
Attendee:

Total Individual  
Costs per Attendee:

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## Registrant Pricing

Cost per Attendee for Event  
(includes CS Student Fee):

+

CS Percentage Service Charge:

=

Break-Even Price per Attendee  
(includes all CourseStorm Fees):

The final Published Price of Event is determined by the Curriculum Council

**Final Step When Completed:** Attach this form to an email and send it to the Curriculum Council at [llicc@waubonsee.edu](mailto:llicc@waubonsee.edu) Include "Trip/Outing Proposal" in the Subject Line

## For Curriculum Council Use Only

Approved for Entry to CourseStorm

Price of Event - to be entered into  
CourseStorm:

Distribution of Funds for Final Published Price

Amount of CourseStorm Charges:

Payout Amount to LLI: