

**The Lifelong Learning Institute**  
**At Waubonsee Community College**  
**Outing/Trip Proposal**

**Outing/Trip Information**

- Outing    Day Trip    Multi-Day Trip
- Fall    Spring    Summer   Year: \_\_\_\_\_   Date submitted: \_\_\_\_\_ (mm/dd/yy)
- Trip Manager makes all arrangements and follows trip guidelines.
- LLI Trip Coordinator to make all arrangements.

Trip Title:

LLI Seminar Connection:

**Outing/Trip Manager(s)**

Trip Manager:	Assistant on Trip:
Best phone to reach you:	Best phone to reach you:
Best email to reach you:	Best email to reach you:

**Trip Planning Checklist:**

- Deadline required allowing time for Invoices and checks to be processed: \_\_\_\_\_ (mm/dd/yy)
- Copy of Proposal and Business Plan sent to LLI Trip Coordinator
- Vendor Contract(s), Agreement(s) and/or Confirmation Letter(s) sent to WCC/LLI Liaison – Barb Jachna
- Vendor Form(s) and W9(s) completed and turned in to WCC Business Office.
- Final Count given to site(s)
- Invoice(s) received from site(s) and in WCC hands to process check(s) on time (6 weeks)
- Three sets of Trip Releases. 1. Trip Manager, 2. Trip Assistant, 3. Barb Jachna WCC Liaison
- Send to Barb Jachna [bjachna@waubonsee.edu](mailto:bjachna@waubonsee.edu) FAX 630-466-9495   PHONE 630-466-6804

Submit Trip Proposal to: Barb Jachna  
Waubonsee Community College  
Rte. 47 @ Waubonee Drive  
Sugar Grove, IL 60554  
630-466-6804  
bjachna@waubonsee.edu

## Outing/Trip Details

Trip Title:

Trip Title	Trip Manager(s)
Concise description of Outing/Trip for LLI catalog copy: (Maximum 90 words)	
Word Count ____	
Maximum Attendees: ____	
Outing/Trip Objective for LLI catalog copy: (Maximum 25 words)	
Word Count ____	

## Date of Outing/Trip

Date: \_\_\_\_\_ (mm/dd/yy)

Travel on Own       Motorcoach

Time of Departure / Location \_\_\_\_\_

Time of Return / Location \_\_\_\_\_

Number of participants: Minimum \_\_\_\_ Maximum \_\_\_\_

Cost: \_\_\_\_\_

Includes: \_\_\_\_\_