Our Values include continued learning, intellectual inquiry, social interaction and active member participation in lifelong learning.

Our Mission is to provide our membership with a defined and member-generated framework for life-enriching dynamic educational experiences through lifelong learning programs.

Our Vision is to be a self-sustaining and self-governing community of active mature adults offering a diverse and intellectually stimulating array of noncredit educational offerings in a wide variety of academic disciplines.
This Guide is intended to assist you whether you are a novice or experienced Facilitator. Each year that you facilitate, you will be assigned a contact from the Curriculum Council. This person is available to help you in any way!

We suggest you keep this guide handy while you are facilitating. We would appreciate your feedback to the Curriculum Council.
Revision History

June, 2019
Add:  Chapter 2.2
Edit: Chapters 2.6, 2.7, 4.5

September, 2018
Adopted
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What is a Facilitator?

A Facilitator is an LLI member who has taken three LLI courses and is willing to propose and lead a course, outing, or trip. Co-facilitating is an equal partnership between two people dedicated to the same topic. They jointly make all decisions about how they will approach the topic and who will be responsible for what before they submit the course proposal.

Co-Facilitators are an equal partnership between two people dedicated to the same topic. They jointly make all decisions about how they will approach the topic and who will be responsible for what before they submit the course proposal.

1.1 How does facilitating benefit you and LLI?

- You’ll learn more about something that interests you
- You’ll share your enthusiasm with others
- You’ll enhance the LLI organization

1.2 How do I become a Facilitator?

- Identify a topic or destination of interest to you
- Submit a proposal (work with your Curriculum Council contact)
How to Get Started

2.1 Select a Topic That Works for You
What triggers your curiosity or passion? What knowledge or experience would you be willing to share with others? Consider reviewing past catalogs for ideas.

2.2 Course & Guest Presentation
Course: Facilitated by an LLI member.
Guest Presentation: An LLI member brings a Guest Speaker for most or the entirety of the course. The LLI member is called an organizer.

2.3 Work with Your Curriculum Council Contact to Develop a Course Proposal
Contact the Curriculum Council and ask for a member to assist you in developing a course proposal. You’ll need to make several decisions while developing your course:

- What’s your objective? What do you want participants to take away from the course, outing or trip?
- What format will the course take? What material do you want to cover? How will you organize this material? Can you incorporate activities that will encourage participants to interact with one another? Will you ask attendees to do outside reading and/or research? Are videos, books, or online resources available that you can use? Could you invite guest speakers or expert presenters to enhance the course?
- How many weeks will you want to meet? Courses usually are scheduled for two-hour sessions, once a week.
- Could you ask someone to co-facilitate with you? Co-facilitating is a great way to “get your feet wet” – and adds a distinctive dimension to the course: two personalities, presentation styles, and knowledge bases can make things more lively and interesting for everyone (including you!). Experienced Facilitators are frequently quite willing to work with novices.

Visit Waubonsee.edu/lli for the Course Proposal and other forms.
A fillable form is also available from a Curriculum Council member.
2.4 Select a Possible Site

When you submit a course proposal, you’ll be asked to choose three possible sites from the list on the proposal instructions. This makes scheduling possible; not all sites are available at all times.

Regardless of which site you choose, it’s important that you visit sites to familiarize yourself with room layouts, site policies and restrictions, staff and available equipment. Ensure that the maximum number of attendees can be accommodated by the site you choose.

2.5 After You’ve Submitted Your Completed Proposal

You will be contacted by a member of the Curriculum Council. All proposals are subject to approval by the LLI Board.

2.6 Outings and Trips

If you are thinking of planning an outing or trip, contact a member of the Curriculum Council.

**Outing:** Organized by an LLI member with assistance by the venue docent or guide.

**Trip:** An LLI member led trip using a motor coach to visit places associated with an LLI course(s).

2.7 Calendar of Important Dates

Here are important dates for planning your course or outing.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submit Course Proposal for course/activity, mail or e-mail to the WCC Liaison (Appendix A)</td>
<td>Jul 20</td>
<td>Jan 20</td>
<td>Mar 20</td>
</tr>
<tr>
<td>2. Receive confirmation of proposal, revise if needed</td>
<td>Aug</td>
<td>Feb</td>
<td>Apr</td>
</tr>
<tr>
<td>3. Receive notice of approved proposal</td>
<td>Sep</td>
<td>Mar</td>
<td>May</td>
</tr>
<tr>
<td>4. Receive tentative dates for course/activity</td>
<td>Nov/Dec</td>
<td>May</td>
<td>Jul/Aug</td>
</tr>
<tr>
<td>5. Receive roster, site info, etc.</td>
<td>Two weeks before class starts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Table displays for set up at social functions</td>
<td>Holiday Luncheon, December</td>
<td>Spring Luncheon, May or June</td>
<td>Spring Luncheon, May or June</td>
</tr>
</tbody>
</table>
3.1 Guidelines for Facilitators

- Before the start of your class, send or email an introductory letter with a personal note and weekly schedule to those listed on the course roster
- Take attendance at each session
- Adds and drops must be processed through Registration
- In the last class, distribute Course Evaluation forms
- Return completed Course Evaluation forms with the attendance log to the WCC Community Education LLI Liaison
- No fees can be paid for guest presenters
- No products or services can be sold during the class. However, business cards, sample books, DVDs, etc., may be provided for review
4.1 Curriculum Council and Curriculum Council Contact Person
The Curriculum Council assigns a contact person to each Facilitator. This person will contact you regularly with updates and is available to assist you with course planning.

The Curriculum Council meets at the Sugar Grove campus on the first Friday of each month. You are welcome to attend these meetings.

4.2 Facilitator Assistance Bureau - FAB
FAB was created in 2016 to provide training and assistance to Facilitators, to recruit new Facilitators, and to act as an advocate for Facilitators. It is led by a member of the Curriculum Council and includes experienced Facilitators among its members. FAB sponsors workshops on topics of interest to Facilitators and makes recommendations to the Curriculum Council for improvements to policies and systems.

4.3 Facilitator Roundtables and Workshops
Roundtables are scheduled periodically to provide opportunities to share ideas and discuss concerns. Workshops are scheduled to provide training.

4.4 LLI Office (Supplies, Tours, Mailings, Copies)
The LLI Office is located on the Sugar Grove Campus, Collins Hall, Room 174. Keys to the office are obtained from the Community Education Office, Auditorium, Room 108. (Buildings are next to each other). The LLI Office keys should be signed-in and signed-out on the LLI Office log sheet, located in the Community Education office. Since LLI is a volunteer organization, there
are no set hours for the LLI office. Access to the office is Monday – Friday, 8:00 a.m. – 4:30 p.m., when the Community Education office is open.

4.4.1 LLI Office Supplies
Basic supplies (pens, pencils, stapler, Post-it Notes, tape, etc.) are available in the LLI office. If supplies are depleted, contact the Community Education office.

4.4.2 Office Tours
Tours of the LLI Office, Community Education Office, Copy Center and Mail Room, along with "where is" and "how to" advice, are available for Facilitators. Contact a Curriculum Council member to schedule.

4.4.3 Mailings
You are encouraged to send letters, via email or USPS, to your class members. Email addresses for class members are printed on the roster.

If you are using USPS, complete a mailing header (located in the LLI office) and drop it into the WCC mailroom (outgoing) USPS mail bin in Collins Hall, Room 140. The key for Collins 140 is on the LLI Office keychain. You may request mailing labels/addresses of your course roster from the Registration committee. Leave a message on the LLI phone (630-466-2593) with your request.

Envelopes need not be sealed or nested.

4.4.4 Making Copies

Small Copy Requests
You may make up to 50 copies per page, in the copy room, Collins Hall, Room 174. Your identification "N" number is required to log into the copy machine.

Large Copy Requests
If you need more than 50 copies, email or bring your request to the WCC Liaison at least two weeks in advance. Include your name and phone number. Specify your copy requirements to include: paper color, number of copies, staple/no staple, where to staple, one-sided/ two-sided, color, black and white.
The WCC Liaison will notify you when your copies are done. Your copies will be placed in the LLI office for pick up.

### 4.5 X Numbers and N Numbers

#### X Numbers

An X Number is a student ID issued by WCC for students and employees. If you have taken a credit or non-credit course or trip with Waubonsee, you are considered a student and have an X Number. An X Number is needed to reimburse LLI members who have spent personal monies on course materials or supplies.

If you do not have an X Number and need reimbursement, contact the LLI liaison.

#### N Numbers

N Numbers are issued for LLI Facilitators. Equipment in the WCC campuses SMART rooms (computers), and copy rooms (copy machines) need an N Number to log in and use the device.

N Numbers are reviewed every July. To verify an N Number, contact the LLI Database Consultant. To request an N Number, contact your Curriculum Council contact person.

### 4.6 Reimbursements

Before purchasing items for your course, discuss reimbursement guidelines with your Curriculum Council Contact.

#### Facilitator Books and Videos

If you wish, LLI will reimburse you for books and videos that you purchase for your use in your course. They will then become property of LLI and must be turned into the WCC Liaison after the class ends, along with the receipts. Expenses exceeding $100 require Board pre-approval.

#### Other Materials

For any other necessary materials, the $5 course registration fee covers consumable supplies. You may be reimbursed up to $5 per course participant.
Reimbursement for Contributions to Nonprofit Organizations
Facilitators and Trip/Outing leaders may write personal checks to the nonprofit organization they are visiting in an amount not to exceed $5 per attendee. Documentation of the donation is required for reimbursement.

4.6.1 Instructions for Reimbursement
If you have an X number, complete the Supply Reimbursement Request Form. This form is available from the WCC Liaison.

- Be sure to include your name, address, phone number, and X number with all paperwork and submit completed paperwork to the WCC Liaison.
- Include all receipts, invoices, course title, and a description of the items being reimbursed.
- It is suggested that you make a copy of everything you submit for your personal records.
- If you do not have an X number, or you are unsure, contact a Curriculum Council member or the WCC Liaison for assistance.

Reimbursements are generally completed within two weeks and are paid out on the last Thursday of the month.

4.7 Media Assistance (Computers, Screens, ELMO, etc.)

4.7.1 Waubonsee Community College
Assistance/familiarization sessions with media at any of the Waubonsee campuses should be arranged before your class starts. Call the WCC Liaison to schedule a meeting with Media in your assigned classroom.

For assistance with classroom media equipment on any of the Waubonsee campuses, call the WCC HELP desk. On the Sugar Grove campus, dial Ext. 4357 (H-E-L-P) from a campus phone. From the Plano, Fox Valley, and Downtown Aurora campuses, dial 630-466-4357.

Help Desk Hours:
Mon - Fri 7 a.m. – 9:30 p.m.
Saturday 8 a.m. – 4:30 p.m.
Sunday 12 p.m. – 5 p.m.

There is also a Creston Media Guide in the LLI office which explains how to use Smart Room equipment.
4.7.2 **Non-Waubonsee Venues**

Each venue is different. Visit your assigned venue in advance.

4.8 **Waubonsee Community College Todd Library**

The Waubonsee Community College Todd Library is a great resource to help you locate books, DVDs, videos and other information for your course. The main library is in Sugar Grove, Collins Hall, second floor, above the LLI office. The Internet link to the library is [http://library.waubonsee.edu](http://library.waubonsee.edu). The circulation phone is 630-466-2400.

Library Hours:

- Monday – Thursday 7:30 a.m. – 9:30 p.m.
- Friday 7:30 a.m. – 4:30 p.m.
- Saturday 8:00 a.m. – 4:30 p.m. (Closed Summer Weekends)

In addition, any course materials for which you have been reimbursed become the property of LLI. LLI will donate these materials to the Todd library.

4.8.1 **Audio System**

LLI has purchased an *Anchor Audio Minivox System* for use by Facilitators at non-WCC sites and trips.

The system includes the following equipment:

- Speaker monitor with a built-in wireless receiver
- Carrying case with shoulder strap and microphone holster
- Battery recharge kit
- Wireless handheld microphone
- Handheld microphone with cord attached
- Microphone stand
- Instruction manual

The equipment is stored at the Todd Library in Collins Hall on the WCC Sugar Grove campus. If you wish to make arrangements to borrow the equipment, check with staff at the Circulation Desk in the library. You will be asked to:

- Identify yourself as an LLI Facilitator.
- Show your driver’s license or other photo identification
• Leave contact information (phone number and personal email address)

You may check out the equipment for up to 28 days, though it would be greatly appreciated if you returned the equipment to the library sooner if your course has ended so that it is available for other Facilitators to use.

Plan to pick the equipment up at least one day in advance of your course so you can charge the battery. Make certain that two fresh AA batteries are available for the wireless microphone.

To be considerate of other LLI Facilitators, ensure that the equipment is returned to the library with the wireless microphone fully charged.

4.9 Lost and Found
Campus Police, located at the Sugar Grove Campus, Dickson Hall, first floor near the bookstore.
630-466-2552.

4.10 Campus Maps
Maps to the four college campuses can be found at www.waubonsee.edu. The Community Education office also has maps for the Sugar Grove campus.

4.11 LLI Constitution and By-Laws
The LLI Constitution and By-Laws can be found at www.waubonsee.edu/lli. Hard copies of these documents are in the LLI Office, Collins Hall, Room 174.
5.1 Waiting Lists

When a course becomes full, a waiting list is created. The Registration Committee will manage this list and process adds and drops.

Please contact the LLI office at 630-466-2593 if you have any questions.

5.2 Classroom and/or Site Lockout

5.2.1 Waubonsee Community College

If your classroom is locked, the following numbers can be called for assistance:

- Sugar Grove, Campus Police, ext. 2552 from a campus phone or 630-466-2552
- Aurora Downtown, Campus Police, ext. 4142 from a campus phone or 630-906-4142
- Plano, Campus Service Supervisor, ext. 2623 from a campus phone or 630-552-2623
- Aurora Fox Valley, Information Desk Receptionist, ext. 3922 from a campus phone or 630-585-7900, Ext. 3922

5.2.2 Non-Waubonsee Sites

You should immediately call the WCC Liaison for further instructions. Due to insurance liabilities, moving the class to an alternate location is NOT an option. If unable to contact the WCC Liaison, dismiss class and reschedule through the WCC Liaison.

5.3 Weather Cancellation

The WCC website (www.waubonsee.edu) will indicate college closings due to inclement weather. Day class cancellations will be posted by 5 am. Evening class cancellations will be posted by 3:30 pm. If the college is closed, all LLI courses on and off campus are cancelled.

Consult Local TV and radio stations and www.emergencyclosings.com for updated information.

Notify class members of the cancellation. Reschedule the class with the WCC Liaison. (The WCC Community Education office is open Monday – Friday, 8:00 am - 4:30 pm)
5.4 Facilitator Illness

In case of illness, you could ask one or more class member to substitute for you. Otherwise, notify the class members and the WCC Liaison that the session has been cancelled.

5.5 Medical Emergency

5.5.1 In the Classroom

Call 911 and then call Campus Security or your site contact.

- For Sugar Grove, Campus Police, ext. 2552 from a campus phone or 630-466-2552
- For Aurora Downtown, Campus Police. ext. 4142 from a campus phone or 630-906-4142
- For Plano, Campus Service Supervisor, ext. 2623 from a campus phone or 630-552-2623
- For Aurora Fox Valley, Information Desk Receptionist, ext. 3922 from a campus phone or 630-585-7900 Ext. 3922

5.5.2 Outings and Trips

Call 911 and a contact at the venue. Contact the WCC Liaison and advise of the situation.

5.5.3 Accident Reports

In the event of an accident, fill out the Accident Report Form as shown in section 6.

5.6 Member Conduct

In the event of abusive or disrespectful behavior by a class member, call a class break. Attempt to diffuse the situation.

If a member’s behavior appears threatening, call the Campus Police:

- WCC Sugar Grove ext. 2552 from a campus phone or 630-466-2552.
- WCC Aurora Downtown ext. 4142 from a campus phone or 630-906-4142.
- WCC Aurora Fox Valley 630-466-2552.
- Non-Waubonsee Venues Advise venue management and/or the front desk.
6

Sample Forms

- Course/Guest Presentation Proposal Form
- Supply Reimbursement Request Form
- LLI Trip Accident/Health Incident Report Form
# Course Proposal Form

**The Lifelong Learning Institute**

LLI Courses & Guest Presentations
Tips for completing the Course Proposal Form are on the next page

## Course
<table>
<thead>
<tr>
<th>Title:</th>
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<tbody>
<tr>
<td>Year:</td>
<td></td>
</tr>
<tr>
<td>Semester:</td>
<td>☐ Fall ☐ Spring ☐ Summer</td>
</tr>
<tr>
<td>Date submitted:</td>
<td></td>
</tr>
</tbody>
</table>

## Scheduling Requests
| Location 1: |  |
| Location 2: |  |
| Location 3: |  |
| # of weeks: |  |
| Hours / week: |  |
| Min participants: |  |
| Max participants: |  |

### Available times:
Indicate all times that can be scheduled.

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<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
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</tbody>
</table>

(Available times depend on location. Friday mornings are unavailable.)

### Times not avail:

## Facilitator / Organizer
| Type: | ☐ Facilitator ☐ Organizer |
| Name: |  |
| Phone: |  |
| Email: |  |
| Co-fac? | ☐ Yes ☐ No |
| Name: |  |
| Phone: |  |
| Email: |  |

## Textbook
| Title: |  |
| Author: |  |
| ISBN: |  |
| Required: | ☐ Yes ☐ No |

## Course Details - For LLI catalog
| Objective: |  |
| Description: |  |

| # Words: (Max 25) |  |
| # Words: (Max 70) |  |

## Support Services - Media Equipment & more
| ☐ White Board | ☐ Sink |
| ☐ Flip Chart | ☐ Portable LCD Projector |
| ☐ Projector Screen | ☐ Portable Mic |
| ☐ VHS/DVD Player | ☐ Mobile Mic from WCC |
| ☐ Smart Room | ☐ Piano |
| ☐ Wi-Fi | ☐ Other: _ |
Tips for Completing the **Course Proposal Form**

1. **Scheduling Requests:** Please indicate three choices for site and day of week, to allow for more flexibility in scheduling.

   Please note:
   - Scheduling difficulties may result in cancellation of an otherwise-approved activity.
   - The Curriculum Council may edit the Objective & Description for style and consistency.

   **Sites Available for Use:**
   a. Waubonsee Community College
      1. Aurora Downtown Campus, 18 S River St
      2. Aurora Fox Valley Campus, 2060 Ogden Ave
      3. Plano Campus, 100 Waubonsee Dr
      4. Sugar Grove Campus, Route 47 at Waubonsee Dr
   b. Aurora - **Bright Oaks of Aurora**, 1340 River St
   c. Batavia - **Batavia Public Library**, 10 S Batavia Ave
   d. Batavia - **The Holmstad**, 700 W Fabyan Pkwy
   e. Elburn - **Town & Country Library**, 320 E North St
   f. Geneva - **Geneva Township Senior Center**, 400 Wheeler Dr
   g. Geneva - **Greenfields of Geneva**, 0N801 Friendship Way
   h. Montgomery - **Montgomery Village Hall**, 200 N River St
   i. Sugar Grove - **Sugar Grove Public Library**, 125 S Municipal Dr

2. **Course/Presentation Objective:** The course objective should be supportive of, and responsive to, LLI’s values, mission and vision as listed below. Example: “To increase understanding and appreciation of a great novel.”
   - **Our Values** include continued learning, intellectual inquiry, social interaction and active member participation in life-long learning.
   - **Our Mission** is to provide our membership with a defined and member-generated framework for life-enriching, dynamic, educational experiences through life-long learning programs.
   - **Our Vision** is to be a self-sustaining and self-governing community of active mature adults offering a diverse and intellectually stimulating array of non-credit educational offerings in a wide variety of academic disciplines.

3. **Course/Presentation Description:** This should be a concise description of your offering, neatly written or typed and ready for the catalog. The description should explain what the participants may expect to experience. It should not be redundant with the Course Objective. You may wish to begin with a sentence that will arouse readers’ interest. The description may include an initial reading assignment.

4. **Submit Form to LLI Coordinator:** Please email (recommended) or send form to:
   Waubonsee Community College
   Barb Jachna
   Rt. 47 at Waubonsee Drive, Sugar Grove, IL 60554
   bjachna@waubonsee.edu, (630) 466-6804

---

**Due Dates:**
- January 20th – SUMMER Sampler
- March 20th – FALL Semester
- July 20th – SPRING Semester
SUPPLY REIMBURSEMENT REQUEST FORM

TO BE USED FOR NON-TRAVEL REIMBURSEMENTS AND SUPPLIES PURCHASED BY AN EMPLOYEE FROM VENDORS NOT IN BANNER

<table>
<thead>
<tr>
<th>Requisition #:</th>
<th>Requestor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order #:</td>
<td>For Use Of:</td>
</tr>
<tr>
<td>Purchase Date:</td>
<td></td>
</tr>
</tbody>
</table>

Name of the person to be reimbursed:  
X #:  

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Amount: $ 0.00

Notes/Instructions:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td></td>
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</table>

TOTAL: $ 0.00

Please attach itemized receipts and supporting documentation (event flyer, etc.) to this form with one staple.

Administrative Signature  
Date  1/21/2016
LLI Trip Accident/Health Incident Report Form

Name of Trip: _____________________________________________

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:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Name of Motor Coach Company: ________________________________________________
Driver:     ________________________________________________
LLI Trip Manager:   ________________________________________________
Trip Manager’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 WITHIN 48 HOURS OF THE INCIDENT, OR AS SOON AS POSSIBLE.

5/21/15 adopted
01/2019 revised
Emergencies

Campus Police:
- WCC Sugar Grove    ext. 2552 from a campus phone or 630-466-2552
- WCC Aurora Downtown ext. 4142 from a campus phone or 630-906-4142
- WCC Aurora Fox Valley 630-466-2552
- Plano Campus    630-466-2552

LLI Office
Sugar Grove Campus Collins Hall: Room 174, 630-466-2593

Room/Site Lockout

Waubonsee Community College: If your classroom is locked, call the following:
- Sugar Grove, Campus Police, ext. 2552 from a campus phone or 630-466-2552.
- Aurora Downtown, Campus Police, ext. 4142 from a campus phone or 630-906-4142.
- Plano, Campus Service Supervisor, ext. 2623 from a campus phone or 630-552-2623.
- Aurora Fox Valley, Info Desk Receptionist, ext. 3922 from a campus phone or 630-585-7900 x3922.

Non-Waubonsee Sites: The Facilitator should call the WCC Liaison for further instructions. Due to insurance liabilities, moving the class to an alternate location is NOT an option. If unable to contact the WCC Liaison, dismiss class and reschedule through the WCC Liaison.

Media Assistance
Media Services: WCC HELP desk, ext. 4357 (H-E-L-P) from a campus phone or 630-466-4357.

Lost and Found
Campus Police: WCC Sugar Grove, ext. 2552 from a campus phone or 630-466-2552.

WCC Library
Reference Desk: 630-466-2396

WCC Liaison
Barb Jachna, 630-466-6804, bjachna@waubonsee.edu
Waubonsee Community College
Rt 47 @ Waubonsee Drive
Sugar Grove, IL 60554

WCC Community Education
Office: 630-466-2360