



# *Lifelong Learning Institute*

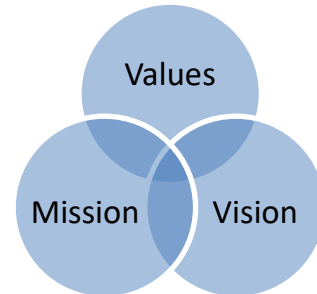
*at Waubonsee Community College*



## **Facilitator Guide**

Revised August, 2021

*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, 2021

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Adopted

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# 1

## 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.

### 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)



# 2

## 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 & Discussion Group

**Course:** Facilitated by an LLI member.

**Guest Presentation:** An LLI member brings a Guest Presenter for the entirety of the course. The LLI member is called an organizer.

**Discussion Group:** The facilitator will moderate a topic of their choosing.

### 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 speakers to enhance your 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](http://Waubonsee.edu/lli) for the Course Proposal and other forms.**

A fillable form is also available from a Curriculum Council member. Check with a Curriculum Council member if you are not computer savvy for help in filling out the online form.

## **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. You may call the campus police and ask them to unlock a door for you, please be sure to identify yourself as an LLI facilitator.

## **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 Discussion Group**

**Follow the standard processes listed in the Facilitator Guide for all courses:**

- The facilitator will submit a proposal by the designated deadline.
- The facilitator will determine the topic, delivery method (in-person, Zoom, hybrid) and the number of sessions.
- Courses will be approved using standard practices and be published in the course catalog.

- Provide participants with recommended resources and discussion questions prior to session(s).

## 2.8 Calendar of Important Dates

Here are important dates for planning your course, outing or discussion group.

| Timeline   | Spring Semester               | Summer Semester               | Fall Semester                 |
|--|-------------------------------|-------------------------------|-------------------------------|
| 1. Submit Course Proposal for course/activity, mail or email to the WCC Liaison (Appendix A) | Jul 20                        | Jan 20                        | Mar 20                        |
| 2. Receive confirmation of proposal, revise if needed  | Aug                           | Feb                           | Apr                           |
| 3. Receive notice of approved proposal   | Sep                           | Mar                           | May                           |
| 4. Receive tentative dates for course/activity   | Nov/Dec                       | May                           | Jul/Aug                       |
| 5. Receive roster, site info, etc.   | Two weeks before class starts |                               |                               |
| 6. Semester Begins   | 2 <sup>nd</sup> Monday of Feb | 2 <sup>nd</sup> Monday of Jun | 2 <sup>nd</sup> Monday of Sep |
| 7. Table displays for set up at social functions   | Holiday Luncheon, December    | Spring Luncheon, May or June  | Spring Luncheon, May or June  |



### 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 or announce the WCC link for online evaluation forms, the link may be obtained from your Curriculum Council contact person as it changes with the semester.
- Please return the completed attendance sheet and evaluations to: Waubensee Community College, LLI Office-Collins Rm 174, Rt 47 at Waubensee Dr., Sugar Grove, IL 60554.
- 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.
- Have participants follow civil discourse guidelines, participants will:
  - a. Be mindful of their own behavior (What are you doing to create a welcoming environment for differing opinions? Are you asking clarifying questions?)
  - b. Wait to be recognized by the facilitator (using the raise hand function on Zoom)
  - c. Won't interrupt or talk over someone who is speaking
  - d. Not conduct side conversations
  - e. Listen for content in statements of others, especially when they disagree
  - f. Find common ground
  - g. Follow the direction of the discussion (by not repeating what already has been said)
  - h. Ask questions (Don't assume you know what someone else means)
  - i. Not embarrass themselves or disrespect others by making demeaning or inappropriate comments, facial expressions or gestures
  - j. Differentiate between facts (cite source) and opinions ("in my opinion"). Both are valid when expressed appropriately.

### 3.2 If you will be holding your class on Zoom

- Make sure that you have access to the computer equipment and internet connections necessary to run the class
- Check [waubonsee.edu/lli](http://waubonsee.edu/lli) for the PDF on LLI Facilitator Zoom Training
- Be sure that you are confident in your Zoom skills to be able to run the class or:
  - Find a member that is confident in their Zoom skills to co-host the classes with you where they would only be responsible for handling the computer portion of the class and you would present the material
  - Have a member that is proficient with Zoom to be a co-facilitator with you to be responsible for handling half of the presentation material for the class as well as handling the computer portion of the class.
  - Check with your Curriculum Council facilitator liaison if you have questions
- Schedule your meeting on Zoom and then send out the Zoom invitation to the class members at least 24 hours before your first class.

### 3.3 If you use the hybrid course option

- Go through your LLI Facilitator Contact person to obtain the Zoom invitation for you. Once you receive the Zoom invitation then you may forward invitation to your course participants.
- Not only must you be confident in your Zoom skills, you need to have gone through a training session on using the Zoom room or have a Zoom room proficient co-host help with the process

### 3.4 Helpful links for working with Zoom from Waubonsee

<https://facultydae.waubonsee.edu/instruction/technology/zoom>

[http://www.wiu.edu/CITR/resources/tip\\_sheets/zoom/using\\_zoom.pdf](http://www.wiu.edu/CITR/resources/tip_sheets/zoom/using_zoom.pdf)



# 4

## Facilitator Resources

### 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 or on Zoom 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 Room 132 in Collins Hall or from the people in charge of the WCC copy room. The LLI Office keys should be signed-in and signed-out on the LLI Office log sheet, located in Collins Hall, Room 132. 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..

#### **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 Room 132 in Collins Hall to place an order for additional supplies.

#### **4.4.2 Office Tours**

Tours of the LLI Office, Copy Center and Mailroom, 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 should 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 Waubensee, 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 your Curriculum Council contact person.

### **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. Submit a completed Reimbursement Form 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 LLI website ([waubonsee.edu/lli](http://waubonsee.edu/lli))

- Be sure to include your name, address, phone number, and X-Number with all paperwork and submit completed paperwork to your Curriculum Council contact person.
- 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. ***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. Contact your Curriculum Council contact person to set up a time for any in-classroom instruction. Please attend a Nuts and Bolts session provided by Facilitator Assistance Bureau so you will be comfortable with using the equipment. For assistance during a class 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. – 930 p.m.

Saturday 8 a.m. – 4:30 p.m.

Sunday 12 p.m. – 5 p.m.

There is also a *Crestron 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>. 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) |

#### 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](http://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](http://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 Waubensee 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-Waubensee Sites

Due to insurance liabilities, moving the class to an alternate location is NOT an option. If you do not have contact information for the site, you will need to dismiss class and reschedule through your Curriculum Council contact person.

### 5.3 Weather Cancellation

The WCC website ([www.waubensee.edu](http://www.waubensee.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](http://www.emergencyclosings.com) for updated information.

Notify class members of the cancellation.

## 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 your Curriculum Council contact person.

## 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          |  |
|-----------------|--|
| Title:          |  |
| Year:           |  |
| Semester:       | <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer |
| Date submitted: |  |

| Facilitator / Organizer           |   |
|-----------------------------------|---|
| Type:                             | <input type="checkbox"/> Facilitator <input type="checkbox"/> Organizer |
| Name:                             |   |
| Phone:                            |   |
| Email:                            |   |
| Co-facilitator?<br>(or Zoom host) | <input type="checkbox"/> Yes <input type="checkbox"/> No                |
| Name:                             |   |
| Phone:                            |   |
| Email:                            |   |

| Textbook  |  |
|-----------|--|
| Title:    |  |
| Author:   |  |
| ISBN:     |  |
| Required: | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| Scheduling Requests   |   |                          |                          |                          |                                     |                          |   |   |    |                          |                          |                          |                          |                                     |                          |    |                          |                          |                          |                          |                          |                          |
|---|---|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|---|---|----|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|----|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Location 1:   |   |                          |                          |                          |                                     |                          |   |   |    |                          |                          |                          |                          |                                     |                          |    |                          |                          |                          |                          |                          |                          |
| Location 2:   |   |                          |                          |                          |                                     |                          |   |   |    |                          |                          |                          |                          |                                     |                          |    |                          |                          |                          |                          |                          |                          |
| Location 3:   |   |                          |                          |                          |                                     |                          |   |   |    |                          |                          |                          |                          |                                     |                          |    |                          |                          |                          |                          |                          |                          |
| # of weeks:   |   |                          |                          |                          |                                     |                          |   |   |    |                          |                          |                          |                          |                                     |                          |    |                          |                          |                          |                          |                          |                          |
| Hours / week:   |   |                          |                          |                          |                                     |                          |   |   |    |                          |                          |                          |                          |                                     |                          |    |                          |                          |                          |                          |                          |                          |
| Min participants:   |   |                          |                          |                          |                                     |                          |   |   |    |                          |                          |                          |                          |                                     |                          |    |                          |                          |                          |                          |                          |                          |
| Max participants:   |   |                          |                          |                          |                                     |                          |   |   |    |                          |                          |                          |                          |                                     |                          |    |                          |                          |                          |                          |                          |                          |
| Available times:<br>Indicate all times<br>that can be<br>scheduled. | <table border="1"> <thead> <tr> <th></th> <th>M</th> <th>T</th> <th>W</th> <th>R</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>AM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>PM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>(Available times depend on location.<br/>Friday mornings are unavailable.)</p> |                          | M                        | T                        | W                                   | R                        | F | S | AM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | PM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|   | M   | T                        | W                        | R                        | F                                   | S                        |   |   |    |                          |                          |                          |                          |                                     |                          |    |                          |                          |                          |                          |                          |                          |
| AM  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |   |   |    |                          |                          |                          |                          |                                     |                          |    |                          |                          |                          |                          |                          |                          |
| PM  | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |   |   |    |                          |                          |                          |                          |                                     |                          |    |                          |                          |                          |                          |                          |                          |
| Times not avail:  |   |                          |                          |                          |                                     |                          |   |   |    |                          |                          |                          |                          |                                     |                          |    |                          |                          |                          |                          |                          |                          |

| Support Services - Media Equipment & more |   |
|---|---|
| <input type="checkbox"/> White Board      | <input type="checkbox"/> Sink                   |
| <input type="checkbox"/> Flip Chart       | <input type="checkbox"/> Portable LCD Projector |
| <input type="checkbox"/> Projector Screen | <input type="checkbox"/> Portable Mic           |
| <input type="checkbox"/> VHS/DVD Player   | <input type="checkbox"/> Mobile Mic from WCC    |
| <input type="checkbox"/> Smart Room       | <input type="checkbox"/> Piano                  |
| <input type="checkbox"/> Wi-Fi            | <input type="checkbox"/> Other: _               |

| Course Details - For LLI catalog |  |                      |
|----------------------------------|--|----------------------|
| Objective:                       |  | # Words:<br>(Max 25) |
| Description:                     |  | # Words:<br>(Max 70) |





## Tips for Completing the **Course Proposal Form**

### Due Dates:

- January 20th – SUMMER Sampler
- March 20th – FALL Semester
- July 20th – SPRING Semester

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. Waubensee Community College
    1. Aurora Downtown Campus, 18 S River St
    2. Aurora Fox Valley Campus, 2060 Ogden Ave
    3. Plano Campus, 100 Waubensee Dr
    4. Sugar Grove Campus, Route 47 at Waubensee 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, please include the name(s) of any guest presenters. 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 form to:  
Andi Dani [danishouse@sbcglobal.net](mailto:danishouse@sbcglobal.net)  
Carla Goetz [carlagoetz@comcast.net](mailto:carlagoetz@comcast.net)



## LLI EXPENSE REIMBURSEMENT FORM

*Form is used to request reimbursement for **NON-TRAVEL** expenses.*

*Contact the LLI Treasurer or LLI Liaison, Kim Forney, 630-466-2880, if you have any questions.*

|  |     |
|--|-----|
| <b>NAME OF PERSON TO BE REIMBURSED – To be completed by LLI Member</b> |     |
| Name:  | X#: |
| Street Address:  |     |
| City, State, Zip:  |     |
| Amount to be Reimbursed:   |     |
| Purpose for Reimbursement:   |     |

*To be completed by LLI Member - enter **Quantity (QTY)** and **Unit Price** for Total Cost to calculate.*

| Description   | Unit of Measure | Quantity | Unit Price | Total Cost |
|---------------|-----------------|----------|------------|------------|
|               |                 |          |            |            |
|               |                 |          |            |            |
|               |                 |          |            |            |
|               |                 |          |            |            |
|               |                 |          |            |            |
|               |                 |          |            |            |
|               |                 |          |            |            |
|               |                 |          |            |            |
|               |                 |          |            |            |
|               |                 |          |            |            |
| <b>TOTAL:</b> |                 |          |            |            |

*Send completed form with backup documents to Kim Forney, COL 132. Enclose detailed/itemized receipts and supporting documentation (event flyer, etc.) in an envelope and staple envelope to this form. Please do not staple or tape receipts to this form.*

**Provide FOAPAL to be used for this reimbursement – to be completed by Strategy and Community Development**

| FUND | ORG. | ACCOUNT | PROGRAM | ACTIVITY | LOCATION |
|------|------|---------|---------|----------|----------|
|      |      |         |         |          |          |

Administrative Signature / Strategy and Community Development

Date

## 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:

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Follow-up:

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Name of Motor Coach Company:

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Driver:

---

LLI Trip Manager:

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Trip Manager's phone number:

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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

## Notes

## Notes





## Numbers you should know ...

### 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