

Waubonsee Community College

Lifelong Learning Institute

Day Trip/Outing Instructions and Planning Kit

How and Why to Use This Kit

One way to enrich the Lifelong Learning Institute experience is to develop courses with relevant Outings and Day Trips. Over the years, our members have enjoyed many successful activities outside the classroom, thanks to the excellent research and outstanding advance planning by Day Trip/Outing Managers and their Assistants. We hope that you will find this Planning Kit useful in designing meaningful off-site experiences for our members.

There is always help available as you develop a Day Trip/Outing proposal. Contact the Curriculum Council's Day Trip/Outing Coordinator, Jerre Henriksen (jerreh906@gmail.com or 630-947-3857). We welcome any questions, suggestions, or comments.

Choose a Main Destination or Theme for a Day Trip/Outing

The destination and educational goal for a Day Trip/Outing can be connected to an LLI course, be an expansion of material covered in an LLI course or be a stand-alone learning experience.

- Definitions:
 - An LLI Day Trip involves the use of a motor coach for transportation to the destination.
 - An LLI Outing is one in which participants provide their own transportation to the destination.
- Contact the Curriculum Council's Day Trip/Outing Coordinator, Jerre Henriksen (jerreh906@gmail.com or 630-947-3857). As you plan for your trip, appropriate tax identification numbers as well as other financial forms are necessary for the payment process to work properly. Starting early on this process will expedite the paperwork adding to your success as a Day Trip/Outing Manager.
- Research the destination site:
 1. Ensure the goals in your proposal align with the proposed activity.
 2. Think practical:
 - Are accessible restrooms available?
 - Is there sufficient seating?
 - How much walking is required?
 - Are stairs and/or an elevator available?
 - Are assisted hearing devices available?

- How much time will you spend at the main destination? Are there additional nearby points of interest or stops that you might make?
- Will you need to plan for meals? Do any travelers have special dietary needs?
- Where will the motor coach drop travelers off? Where will travelers be picked up?
- Is there sufficient parking? If travelers will be driving to the motor coach pick-up point, where will they leave their personal vehicles? Is it secure?
- Are there maximum or minimum participants for your tour, your restaurants, or activity?
- What are the payment requirements of any activities or meal arrangements?
- What is the anticipated activity level of the day?

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 and budget to the Curriculum Council
 - February 20th for Summer
 - May 20th for Fall
 - September 20th for Spring
- Submit the preliminary Budget Plan with your proposal. Once you have your final participant numbers, revise your Budget Plan and re-submit the plan to the Council.
- Create a Planning Worksheet (use the sample Excel spreadsheet provided).
- Ensure that Trip Release Forms are on file for all bus trips. These forms are mailed by the Registration team with postage-paid return envelopes to all who successfully register for the trip. Follow up on any missing forms. Collect originals of all release forms and provide copies of forms to the LLI/WCC Liaison.

Before the Day Trip/Outing Tasks

- Verify dates and times with sites.
- Obtain a quote for motor coach transportation (Cheeseman Coach 815-225-7040)
- Confirm the quote as soon as the Outing/One Day Trip is approved and determined to be feasible.
- Send participants detailed information of the trip in advance using communication options available.

- Send complete itinerary with addresses and estimated times for all stops to the motor coach company, the Curriculum Council's Day Trip/Outing Coordinator, Jerre Henriksen, and the Assistant Day Trip Manager.
- Remind Day Trip/Outing participants to bring their LLI name badges with emergency contact information completed on the reverse of the badge.

The Day of the Day Trip/Outing Tasks

- Arrive at the motor coach departure site or the outing site 30 minutes before scheduled start time.
- Have on hand:
 - Attendance form
 - Extra nametags for anyone who forgot one. (can be obtained in advance from CC Day Trip/Outing Coordinator)
 - Evaluation forms
 - Statement of Acceptance of Personal Responsibility forms in case anyone voluntarily leaves the activity before it officially ends.
 - Accident/Health Incident forms
- Checks that need to be disbursed to vendors.
- Check in attendees as they arrive.
- If using a motor coach, obtain the motor coach driver's name and exchange cell phone numbers.
- Bring (optional)
 - cooler with ice and water
 - treats for the bus
 - information handouts

In an emergency

- Call 911
- Call Dora Soto, WCC/LLI Liaison at 630-466-2880 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.

After the Day Trip/Outing Tasks

- Arrange for the bus driver of your bus to receive a tip. The bus company or Waubonsee may or may not allow the tip to be paid through the office of the bus company. The tip may have to come directly from the participants.
- Turn in attendance and evaluation forms to the Curriculum Council Day Trip/Outing Coordinator.

LLI Day Trip/Outing Budget Planning Sheet

NOTE: THIS FORM IS PROVIDED FOR PLANNING PURPOSES. Please contact the LLI One Day/Trip Coordinator, Jerre Henriksen/630-947-3857) for additional information.

Outing/One Day Trip Planner: _____

Outing/One Day Trip Assistant: _____

Outing/One Day Trip Destination: _____

Minimum number of participants: _____ Maximum number of participants: _____

STEP ONE: Calculate Fixed Costs (In order for the Day Trip/Outing to be feasible, Fixed Costs must be covered by a minimum number of participants which is the “break-even” point for the outing):

1. Transportation (describe): _____
2. Parking fees: _____
3. Tour Guide: _____
4. Promotional Materials: _____
5. Other (describe): _____

Total Fixed Costs: _____

Participant Cost (Divide Total Fixed Costs by the minimum number of participants):

(A) _____

STEP TWO: Calculate Variable Costs Per Participant:

1. Snacks: _____
2. Water: _____
3. Admission Fees: _____
4. Donation to nonprofits/sites: _____
5. Driver gratuity: _____
6. Breakfasts: _____
7. Lunches: _____
8. Dinners: _____
9. Other: _____

Total Additional Costs: (B) _____

Total Cost to Participant (Add A+B): _____

LLI OUTING/ONE DAY TRIP SAMPLE PLANNING WORKSHEET

This worksheet is provided as a template. You may find it helpful as a checklist for your outing or Day Trip. You are not required to submit this form with your Proposal.

Destination(s) and address				
Arrival/departure times				
Destination(s) contact name				
Destination(s) contact phone numbers				
Entry fee (s)				
Payment Arrangements				

*To arrange payment of expenses incurred for your outing or day trip, please consult the Curriculum Council's Day Trip/Outing Coordinator, Jerre Henriksen (jerreh906@gmail.com or 630-947-3857.

LLI Outing/Day One Day Trip Evaluation Form

LLI Outing _____

LLI One Day Trip (Bus)_____

Day Trip/Outing Date _____

Name of Day Trip/Outing _____

Day Trip/Outing Manager _____

Please answer “yes” or “no” to the following:

1. _____ Were your expectations met?
2. _____ Would you recommend an LLI Day Trip/Outing to your friends?
3. _____ Was the Day Trip/Outing well-organized?
4. _____ Did the catalog accurately describe the Outing/ Day Trip?
5. _____ Did the Day Trip/Outing enhance or increase your knowledge?

What was your favorite part of the Day Trip/Outing?

Additional comments:

Suggestions for future Day Trip/Outings that you would enjoy:

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 Manager: _____

Day Trip/Outing 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 WITH 48 HOURS OF THE INCIDENT, OR AS SOON AS POSSIBLE.

Revised 1/2018

5/21/15 adopted

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: _____