**Waubonsee Community College**

**Lifelong Learning Institute**

**Day Trip/Outing Instructions and Planning 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.

The planning kit answers three major questions. What are the responsibilities for facilitating a day trip or outing? How do I fill out the proposal form? What worksheets and forms do I use for a day trip or outing?

Additional help is available as you are developing a Day Trip/Outing proposal. Please contact the Curriculum Council’s Day Trip/Outing Coordinator, Jerre Henriksen (630-947-3857).

**What are the responsibilities for facilitating a day trip or outing?**

# 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.
* Research the destination site:
	1. Ensure the goals in your proposal align with the proposed activity.
	2. Think practical:

o Are accessible restrooms available?

o Is there sufficient seating?

o How much walking is required?

o Are stairs and/or an elevator available? o 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 Councilo February 20th for Summero May 20th for Fallo 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.
* To complete the proposal, you will need to obtain a quote for motor coach transportation. We have successfully used:

Green River Lines, 3131 May Road Peru, IL 61354

815-224-9276

 815-224-9278 (f)

[www.greenriverlines.com](http://www.greenriverlines.com/)

* 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.
* Trip Manager/Assistant Trip Managers have the authority to accept any eligible free benefits (e.g., bus seat, meals, admissions, room) related to the trip offered by vendors in accordance with their guideline

# Before the Day Trip/Outing Tasks

* Verify dates and times with sites.
* Confirm the quote with your transportation company as soon as the Outing/One Day Trip is approved and determined to be feasible. Meeting payment requirements will have to be met for both the company providing the services and Waubonsee Community College who is the payee.
* 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)

 o Statement of Acceptance of Personal Responsibility forms in case anyone voluntarily

 leaves the activity before it officially ends

 o Accident/Health Incident forms

 o Trip Release Information from Registration

* 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) o cooler with ice and water o treats for the bus o information handouts

## **In an emergency**

* Call 911
* Call WCC/LLI Liaison, Angela Way at 630-466-2941 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.

**How do I fill out the proposal form**?

# General Instructions for the Form

The Day Trip / Outing fillable form is a proposal document for a day trip or outing at The Lifelong Learning Institute (LLI). It includes essential information. The proposal form includes suggested activity levels for participants, ranging from easy going to let's go.

* It provides details on transportation, including descriptions and costs.
* The form also includes information on costs for snacks, water, admission fees, parking, donations, tour guide, driver gratuity, promotion materials, breakfast, lunch, dinner, and other costs.
* The document calculates the sum of flat costs for the event and attendee costs, including CourseStorm fees.
* The form is used when the costs of the event are paid by LLI via a fee that an attendee pays at the time of the registration in CourseStorm. The registration fee includes an up-charge (i.e. surcharge) to cover the CourseStorm charges).
* When costs of the event are not collected at the time of CourseStorm registration, costs are not required to be entered on the form. In this situation the fee to an attendee is the standard LLI registration charge – currently $10.

Use of the free Adobe Acrobat Reader on a personal computer (PC) is highly recommended to complete the form.

If you do not have Adobe Acrobat Reader on your computer, follow these steps:

* Click on: [Download Adobe Acrobat Reader: Free PDF viewer](https://get.adobe.com/reader/)
* On the web page that appears uncheck the box labeled “Install McAfee Security Scan Plus” on the lower center of the screen, then,
* Click on the “Download Acrobat Reader” button – appears in two places on the page – click on either one.
* A new web page will appear showing Step 1 is completed.
* Follow the instructions for Step 2
* During the installation process you should be asked if you want Acrobat Reader set as the default for PDF files – yes you do.

The form can be reused as often as necessary. You can partially complete the form, save it to your computer and complete it at a later date. Be aware that if a form is printed using the Windows “Microsoft Print to PDF” printer the form no longer will be fillable even though it remains a PDF file / document - the form becomes static, and the data that was entered is shown as text labels

If you are not able to complete the form using the fillable filed functionality you can print the form from any application that supports opening PDF files and hand write the data.

A breakeven cost is calculated automatically in the form – the goal of which is to make LLI whole after incurring the CourseStorm charges. In the process of approving an event the Curriculum Council can apply subjective judgment to the calculated breakeven cost to determine the price an attendee pays at registration.

## General Instructions for Fields

You can navigate among the fields using the Tab button on your keyboard or left click with a mouse on the field. When entering data into a field use the Enter or Tab button on your keyboard to complete the entry.

Each field has a Tool Tip that provides guidance on the appropriate data to enter a field. Tool Tips are viewed by hovering the mouse over the field before clicking the cursor into the field.

Calculated fields have a background of green and are read-only – you cannot enter data into these fields.

Fields that have a red border are mandatory and must have entries before the form can be saved..

## Field by Field Instructions

### Title

• A description of the Event in (75) characters or less. This will be the Title of the Event that is entered into CourseStorm.

### Description

* A detailed description of the Event in approximately (75) words or less. This will be the Description of the Event that is entered into CourseStorm. **Activity Level**
* Select one of the four Activity Levels from the dropdown list. Select the arrow on the right side of the box to display the four choices – use the left button on your mouse to select your choice. Only one choice can be selected.
* There are descriptions of the four choices on the form to help you decide the best choice to make.

### Facilitator’s Information (both Facilitator and Co-Facilitator)

* Name – enter a name into the field that fits in the box
* Phone Number – enter the area code as well as the phone number using numbers only (e.g. “1234567890”). After hitting the Enter or Tab button the phone will be formatted to the U.S. standard.

The number is not checked to be a valid phone number.

* Email Address – enter an email address in the usual format – there is no check to determine if the format or the address is correct

### Transportation

* Select the appropriate check box – “On Your Own” or “Motor Coach” – these checkboxes are mutually exclusive; you can select only one or the other.
* In the text box next to each check box enter the location of the Event or Pickup location appropriate to the check box selected.

### Scheduling

* Semester – select one of the three radio buttons as appropriate. Semesters are mutually exclusive so only one button can be selected. This field is mandatory to complete the form.
* Minimum number of Attendees – This field is used in the break-even cost calculations and therefore is mandatory. It defaults to “1” and only numbers can be entered; a “0” cannot be entered. After all costs are entered you can model what-if scenarios of the impact to the break-even cost of various number of attendees.
* Maximum number of Attendees – This field is mandatory and only numbers can be entered. There is no check that the number entered is greater than the Minimum Number of Attendees.
* Date of Event – This field is mandatory, and the format of the date is MM/DD/YY. You can enter the date directly using that format or click on the drop-down arrow on the right side of the box and select a date from the displayed calendar.
* Event Start Time – Enter the time as HH:MM, then a space, then either am or pm. If a time is entered without designating am or pm the field will default to am. Do not enter periods when designating am or pm
* Event End Time – Enter the time as HH:MM, then a space, then either am or pm. If a time is entered without designating am or pm the field will default to am. Do not enter periods when designating am or pm. There is no check that the time entered is later than the Event Start Time. **Flat Costs per Event**
* These are the costs that are incurred per event regardless of the number of attendees. Only numbers can

be used in the format of dollars and cents. The “$” sign will be shown automatically after entering the data.

* There are text boxes to provide details on transportation and other costs.

### Individual Costs per Event

* These are the costs that are incurred for each attendee attending the event. Only numbers can be used in the format of dollars and cents. The “$” sign will be shown automatically after entering the data

**Summary of Planned Costs** – All fields in this section are calculated automatically within the form so they do not require interaction from the form preparer.

**Registrant Pricing**– All fields in this section are calculated automatically within the form so they do not require interaction from the form preparer.

* Cost per Attendee for Event without CourseStorm Fees – This is sum of Flat Costs per Attendee and Total Individual Costs per Attendee. This value is the amount LLI needs to recover to pay for the event, not including the CourseStorm fees (percentage and flat), and provides the basis for calculating the CourseStorm surcharge
* CourseStorm Fees – This is the amount of the surcharge (percentage and flat) to be added to the cost of the event that are paid to CourseStorm
* Cost per Attendee for Event with CourseStorm Fees – This is the break-even amount of the event where LLI receives the funds necessary to pay for the event as well as the CourseStorm fees (percentage and flat).

### For Use by Curriculum Council Only

* The Curriculum Council makes a subjective determination of the price to charge an attendee. The value entered is the price set in CourseStorm. Only numbers can be used in the format of dollars and cents. The “$” sign will be shown automatically after entering the data.

* Turn in attendance and evaluation forms to the Curriculum Council Day Trip/Outing Coordinator.

 **What worksheets and forms do I use for a day trip or outing?**

# LLI Day Trip/Outing Budget Planning Sheet

## **NOTE: THIS FORM IS PROVIDED FOR PLANNING PURPOSES. P**lease 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?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Additional comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Detailed description of incident (attach additional sheets if necessary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If anyone was transported to a hospital, provide the following information:

Hospital name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Method of transport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accompanied by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attending physician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If no one was transported to a hospital, describe how the incident was handled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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.

# 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 Waubonsee 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 5/21/15 adopted

 11/2024 Revised