

Day Trip/Outing Proposal Form

The Lifelong Learning Institute

Please contact the LLI Trip Coordinator: Jerre Henriksen (jerreh906@gmail.com or 630-947-3857

Date submitted:	
Trip Title:	
Comments:	
Year:	
Semester:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Day Trip/Outing Date	
Start Time and Ending Time	
Register by:	
Method of travel:	<input type="checkbox"/> Motor coach <input type="checkbox"/> On your own
Pickup or Meeting Location	
Cost:	
Includes:	
Min participants:	
Max participants:	
Organizer name:	
Phone:	
Email:	
Assistant:	
Phone:	
Email:	

Details (for LLI Class Listing):

Objective:	
Description:	

Business Plan

	Cost	Per Person	Per Person Subtotals	Comments
Fixed Costs				
1. Transportation (describe):				
2. Parking fees:				
3. Tour guide:				
4. Promotional materials:				
5. Other (describe in comments):				
A. Total fixed costs:				Per person subtotal = Fixed costs / min participants
Costs Per Participant				
6. Snacks:				
7. Water:				
8. Admission fees:				
9. Donation to nonprofits/sites:				
10. Driver gratuity:				
11. Breakfasts:				
12. Lunches:				
13. Dinners:				
14. Other:				
B. Total additional costs:				Add 6 through 14
Total cost to participant:				Add A + B

Planning Checklist: See Day Trip/Outing Informational materials.

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.

Submit Form to LLI Curriculum Council: Please email form to:

Jerre Henriksen - jerreh906@gmail.com