

Willamette University Institute for Continued Learning

ICL Volunteer Position

Field Trip Coordinator

FIELD TRIP COORDINATOR: Plan two field trips per year - one in the fall and one in the spring.

- Request a field trip date from the Curriculum Director(s).
- Research possible locations for the trip, select the best option, present the proposal, including all costs, to the ICL President and the Curriculum Directors for approval.
- Once approved, work with representatives of each site on the itinerary in order to finalize plans and confirm the date/time of the visit.
- Locate a place to have lunch, and make a reservation. (lunch cost including gratuity should be included in the total trip cost).
- Reserve a charter bus through Willamette University Facilities Management (Craig Nordlien).
- Using the total trip cost, and any ICL subsidy, determine the cost per person.
- Write-up the trip information and submit to Information Services for publication in the ICL Class Schedule.
- Send an email to Kathleen Kellay, WU staff liaison to ICL, letting her know about the field trip (date, location, means of transportation). Copy ICL Executive Director on the email.
- Request that the ICL Parking Liaison person notify Mission Mill of our field trip date/time, and ask for permission to use their parking lot for bus loading and drop-off.
- Announce the field trip to ICL members twice prior to the start of sign-ups, with location/tour details and cost. Set the date to begin sign-ups.
- Sign-up members before class and at breaks until the 55 passenger bus is full. Begin a waiting list for members who will be able to attend if someone cancels.
- Verify registration information for each member (including meal choice if required), and submit all checks to the ICL Financial Services Director.
- Report final number of people attending to each venue, and reconfirm all details. Reconfirm the charter bus through WU Facilities Management.
- To each person signed-up for the trip, distribute a written summary of the itinerary, including time of departure/return, what to expect at each location (such as outdoor walking, dividing into small groups, etc.) one week prior to the trip. Include the cell phone number of the Field Trip Coordinator for emergency contact the day of the trip.
- Prepare a schedule of the day for the bus driver with the cell phone number of the Field Trip Coordinator. Get the cell number of the bus driver.

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- On the day of the trip, pay any entrance fees, restaurant bills, etc. with a personal credit card. Keep all receipts.
- Provide an envelope for “tips” for the bus driver. (Envelope passed around at the end of the trip for bus driver's gratuity.)
- After the trip, submit all costs, receipts, and any other back-up documents to the Financial Director(s) for reimbursement.
- Send thank you notes to our hosts at each venue (using Willamette U. note cards).