

TRIP SUMMARY REPORT
Osher Lifelong Learning Institute

Date:
Event Facilitator:
Catalog Number & Title:

Attendance Summary:

Enrolled: # Cancelled: # No-Shows: # Attended:

FEEDBACK REPORT SUMMARY (How did trip go overall?): (comments)

Tours, Meals, Etc. on Time & as Described in Catalog?: (comments)

Did anyone become ill or get lost?: (comments)

BUS PICKUP TIME:

BUS RETURN TIME:

BUS DRIVER'S NAME:

BUS DRIVER'S RATING: (excellent, ok, poor)

BUS CONDITION --- Working microphone (yes/no)

Restrooms stocked, lit, working (comments)

Air conditioner working (yes/no)

Other issues? (comments)

FACILITATOR'S EXPENSES

BUS DRIVER'S TIP	\$	
REFRESHMENTS	\$	
GROUP LUNCH	\$	
TICKETS/ADMISSIONS	\$	
OTHER	\$	(description)

SUGGESTIONS TO IMPROVE FUTURE TRIPS: (comments)

WITHIN 3 DAYS OF TRIP, E-MAIL ENTIRE COMPLETED REPORT TO THE EVENT DEVELOPER. Email your completed report to robertcliffordray@yahoo.com, or drop off your completed Trip Summary Report at the OLLI Office in Robert Ray's mailbox.