High School Group Visit Request

High School Group or Organization Name: ______________________________________________________

Number of Students/Participants: __________________ Grade(s)/Age range of group: ___________________

Number of Adult Chaperones (please have at least 1 chaperone per 12-15 students): _____________________

Contact Name & Title: _______________________________________________________________________

Contact Email & Phone: _____________________________________________________________________

Visit Request Priority Information

Dates must be at least two weeks in advance from when request form is submitted, but no earlier than 90 days in advance. Also note that we are able to accommodate visits between 1-1.5 hours in length, please be aware of this when requesting timeframe. Thanks!

1. Preferred Date: _______________________ Time (1-1.5hrs): ____________ to ____________

2. Alternate Date: ______________________ Time (1-1.5hrs): ____________ to ____________

3. Alternate Date: ______________________ Time (1-1.5hrs): ____________ to ____________

What information/activities are you requesting for your visit (check all that apply)?

☐ Information Session  ☐ Other presentation topic(s): _____________________________________________

☐ Campus Tour  ☐ Other requests: ____________________________________________________________

Do any of your students or visit participants need accommodations while on campus? Please let us know so we can help make arrangements. ____________________________________________________________

Lunch Requests: Unfortunately, we cannot pay for students and/or visitors to have lunch while on campus.

However, if your group would like to eat on campus as a part of the visit, please mention above (on the “other requests” line) so that it can be built into the visit agenda.

Thank you for your interest in visiting Inver Hills Community College! In addition to submitting this form, please review page 2, “Expectations and Policies for Groups Visiting Inver Hills Community College”, of this form. The group leader (lead chaperone) must read, sign, and date the form and submit along with page 1. We will not consider the form complete if this page is not included with the appropriate signature.

Please email your completed form (pages 1 & 2) as an attachment to: admissions@inverhills.edu. We will try our best to get back to you within two business days. If you would like to speak with an admissions advisor directly, please call 651-450-3902. Thank you again for your interest in Inver Hills – we look forward to meeting you and your group on our campus!
Group Visit Expectations & Agreement

The Admissions Office at Inver Hills Community College is pleased to host your group on our campus. It is our goal to plan an informative day so that you and your group can see what Inver Hills has to offer, as well as the many benefits and opportunities higher education can offer. During your visit, your group will interact with several individuals who are giving their time to assist in making your group visit meaningful. To ensure that you and your group have a productive, informative, and valuable visit, please read the following expectations that we have of all of our visitors.

ARRIVAL EXPECTATIONS
We ask that you plan to arrive about 5 minutes early to get parked and checked in so that everyone is ready to go at your scheduled start time. This is especially important for larger group visits; vans/buses take longer to be parked and increased time getting everyone situated. We ask for at least a 24 hours’ notice of a group visit cancellation, and we will reach out directly to the primary visit contact in the event of inclement weather. If you arrive more than 5-10 minutes in advance of your scheduled start time, please send one adult into the building to notify us of your group’s arrival. Please do not have all students come into the building as this can be loud and disruptive, and our normal business day is in session. We may also still be setting up for a conducive visit experience.

CHAPERONE EXPECTATIONS
-We expect that you will have an appropriate number of chaperones for the number of students/participants that you will be bringing to campus. We require 1 chaperone for every 12-15 participants.
-We expect that the chaperones will be with the group during the entire day, including the campus tour.
-We expect that the chaperones will speak to the entire group before their arrival to campus and cover appropriate and respectful behavior while visiting.
-We expect the chaperones to address any inappropriate behavior by their group immediately.

STUDENT/PARTICIPANT EXPECTATIONS
-We expect that your students/participants will silence and put away their cell phones. They are here to learn and experience the campus, which we in turn are giving of our staff’s time.
-We expect that your students/participants will not use ear buds to listen to music while on this visit.
-We expect the students/participants visiting the Inver Hills Community College campus to listen and be respectful of everyone they encounter.
-We expect that the group will listen and be respectful of our Tour Guides (which are often our students).

We very much look forward to hosting your group on campus, and hope that your students/participants have a great introduction to the many benefits and pleasures of being a college student at Inver Hills Community College!

☐ By checking this box, I verify that I will be present as a chaperone for this visit with my group/organization.
☐ By checking this box, I acknowledge that I have read and agree to the terms above concerning the visit of my group to the Inver Hills campus.

Signature: ____________________________ Date: _____________

Print Name: ____________________________