

# High School Group Visit Request



Group/Program Name: \_\_\_\_\_

High School or Organization Name: \_\_\_\_\_

Number of Students/Participants: \_\_\_\_\_ Grade(s)/Age range of group: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Contact(s) Position/Title: \_\_\_\_\_

Contact Email(s): \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

## Visit Request Priority Information

NOTE: Dates must be at least two weeks out from when request form is submitted. Thanks!

1. Priority Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

2. Alternate Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

3. Alternate Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

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

Information Session       Other presentation topic(s): \_\_\_\_\_

Campus Tour       Other, in general: \_\_\_\_\_

Any additional information you would like to share with us about your group? Any additional questions we can address during the planning or during the visit?

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](mailto: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 or email. 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 the 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 5-10 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. It is important that we can notify the staff and departments participating with your visit of such a cancellation).

### **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 recommend 1 chaperone for every 7 students/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, not focus on their phones and devices because it is a "free day".
- 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: \_\_\_\_\_