

# High School Group Visit Request



Name of group \_\_\_\_\_

Name of high school  
or college prep program \_\_\_\_\_

Size & age/grade of group (est.) \_\_\_\_\_

Priority date requested\* \_\_\_\_\_

Contact person \_\_\_\_\_

Contact e-mail \_\_\_\_\_

Contact phone \_\_\_\_\_

## Hours of visit for priority date:

Arrive at Inver Hills at: \_\_\_\_\_ *Groups arrive at the College Center Building*

Depart Inver Hills at: \_\_\_\_\_ *Groups depart from the College Center Building*

Please list 2 alternate dates below; we will do our best to accommodate your first choice.

(1st alternate) Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

(2nd alternate) Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

*\*We will do our best to accommodate the priority date choice, but please notify us two weeks in advance.*

## What type of visit activities are you requesting (check all that apply)?

- campus tour
- information session
- activity/game
- financial aid presentation

## Any additional requests?

(for example, lunch arrangements, student panel, specific programs)

Thank you for your interest in visiting Inver Hills Community College. Please inform us of any other special requests or information you feel would be helpful for us to insure an enjoyable visit. In addition, please review page 2 of the group reservation form, "Expectations and Policies for Groups Visiting Inver Hills." The group leader (lead chaperone) should read, sign and date the sheet, to be submitted with page 1 of the form. We will not consider the form complete if this page is not included with the appropriate signature. Please return this form via e-mail to [admissions@inverhills.edu](mailto:admissions@inverhills.edu).

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

## Expectations and Policies for Groups Visiting Inver Hills

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 students can see what Inver Hills has to offer. During your visit, your group will meet many individuals who are giving their time to assist in making your group visit worthwhile. To ensure that you and your students have a fun and productive visit, please read the following expectations that we have of our visitors.

You will receive a confirmation e-mail that includes your itinerary, directions to the college, and parking instructions. This final itinerary that is sent to you cannot be changed as reservations and schedules are based upon it.

### Expectations:

- We expect 24 hours' notice of a cancelled group visit. It is important that we can notify the staff and offices working on your visit of such a cancellation.
- We ask that you arrive 15 minutes early to get parked and checked in so that we are ready to go at your scheduled time. This is especially important for group visits; vans/busses take longer to get parked and students should be ready for their first activity or appointment on time.

### Chaperones:

- We expect that you will have an appropriate number of chaperones for the number of students that you will be bringing to campus – we recommend 1 chaperone for every 8 students.
- We expect that the chaperones will be with the students during the entire day including the campus tour.
- We expect that the chaperones will speak to the students before their arrival on campus and cover appropriate behavior while visiting the campus.
- We expect the chaperones to address any inappropriate behavior by their students immediately.
- We expect that, while your students are on the campus tour, that they will stay with the Tour Guide as a group.

### Students:

- We expect that your students will turn off their cell phones.
- We expect that your students will not use ear buds to listen to music while on this visit.
- We expect the students visiting the Inver Hills Community College campus to listen and be respectful of everyone they encounter.
- We expect that the students will listen and be respectful of our Tour Guides.

We very much look forward to meeting you and your students at your upcoming campus visit, and hope that your students have a great introduction to the many benefits and pleasures of being a college student at Inver Hills Community College!

By checking this box:

- a. I acknowledge that I have read and agree to the terms of the campus visit as described above.
- b. I understand that if I am not personally attending this event, I am responsible for sharing this information with an attending chaperone.

Electronic Signature: \_\_\_\_\_ Date: \_\_\_\_\_