**CAMPUS VISIT CONSIDERATIONS: Before the Visit**

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| 1. **Before the Visit** | 1. **Tips & Tricks** | 1. **Timeline & Notes** |
| Establish the details of the campus visit, learn more about the students and their needs, and set achievable learning goals. | Things to consider when planning your campus visit. | Suggested timeline and notes. |
| * Identify student needs and interests. * Identify target PSI to meet student interests. * Make contact with identified PSI. * Complete the planning document. * Confirm date, time, and space with site. * Write and make announcement. * Communicate all details about the Campus Visit to faculty and school leaders who may be affected. * Recruit chaperones. * Coordinate permission slips. * Set due date and collect forms. * Send reminder email with specific information. * Submit student names who turned in permission form to school registrar for excused attendance. * Prepare a pre-planned Campus Visit activity, if applicable. | * Be aware of the student cap at PSI and how many students you can bring. * Determine Campus Visit dates. * Be aware of any district field trip policies and timelines for submitting paperwork. * Lead a pre-planned Campus Visit activity. |  |

\*Record the names of who is responsible for each task.

**CAMPUS VISIT CONSIDERATIONS: Day/During the Visit**

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| 1. **Day/During the Visit** | 1. **Tips & Tricks** | 1. **Timeline & Notes** |
| Establish the details of the campus visit, learn more about the students and their needs, and set achievable learning goals. | Final things to consider on the day of your campus visit. | Suggested timeline and notes. |
| **Before Leaving School**   * Chaperone assigned to each tour group. * Print out attendance/groups for chaperones. * Final reminders for bus drivers. * Review expectations with students regarding behaviors on campus. (Things to consider: Can students order drinks at the union cafe? Can students go to the bookstore?)   **While on Campus Tour**   * Chaperone for each tour group. * Plan for possible bathroom pit stops. | * Group students prior to PSI arrival, especially if you know tour guide: student ratio. * Give the bus driver a detailed map of where to drop off students, park, and stay while on the visit. * Allow 10-15 minutes for clean up and getting to buses, depending on where the bus is parked. |  |

\*Record the names of who is responsible for each task.

**CAMPUS VISIT CONSIDERATIONS: After the Visit**

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| 1. **After the Visit** | 1. **Tips & Tricks** | 1. **Timeline & Notes** |
| Establish the details of the campus visit, learn more about the students and their needs, and set achievable learning goals. | Things to consider after your campus visit. | Suggested timeline and notes. |
| * Transportation invoices (as needed). * Consider a reflection activity:   + Check out GEAR UP Campus Visit Collection on LEARN. * Complete any district policy field trip paperwork. * Submit student names who attended field trip for excused attendance. * Complete module in Student Success Launch (GEAR UP Cohort 12th graders only). | * If you did not complete a pre-planned Campus Visit activity, consider having students reflect on their tour. (Questions like the following: What is the strength of this campus for you? Would you consider this location for your future education?) |  |

\*Record the names of who is responsible for each task.