

## CAMPUS VISIT CONSIDERATIONS: Before the Visit

1. Before the Visit	2. Tips & Tricks	3. 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.
<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify student needs and interests.</li> <li><input type="checkbox"/> Identify target PSI to meet student interests.</li> <li><input type="checkbox"/> Make contact with identified PSI.</li> <li><input type="checkbox"/> Complete the planning document.</li> <li><input type="checkbox"/> Confirm date, time, and space with site.</li> <li><input type="checkbox"/> Write and make announcement.</li> <li><input type="checkbox"/> Communicate all details about the Campus Visit to faculty and school leaders who may be affected.</li> <li><input type="checkbox"/> Recruit chaperones.</li> <li><input type="checkbox"/> Coordinate permission slips.</li> <li><input type="checkbox"/> Set due date and collect forms.</li> <li><input type="checkbox"/> Send reminder email with specific information.</li> <li><input type="checkbox"/> Submit student names who turned in permission form to school registrar for excused attendance.</li> <li><input type="checkbox"/> Prepare a pre-planned Campus Visit activity, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be aware of the student cap at PSI and how many students you can bring.</li> <li><input type="checkbox"/> Determine Campus Visit dates.</li> <li><input type="checkbox"/> Be aware of any district field trip policies and timelines for submitting paperwork.</li> <li><input type="checkbox"/> Lead a pre-planned Campus Visit activity.</li> </ul>	

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



## CAMPUS VISIT CONSIDERATIONS: Day/During the Visit

1. Day/During the Visit	2. Tips & Tricks	3. 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.
<p><b>Before Leaving School</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chaperone assigned to each tour group.</li> <li><input type="checkbox"/> Print out attendance/groups for chaperones.</li> <li><input type="checkbox"/> Final reminders for bus drivers.</li> <li><input type="checkbox"/> 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?)</li> </ul> <p><b>While on Campus Tour</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chaperone for each tour group.</li> <li><input type="checkbox"/> Plan for possible bathroom pit stops.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Group students prior to PSI arrival, especially if you know tour guide: student ratio.</li> <li><input type="checkbox"/> Give the bus driver a detailed map of where to drop off students, park, and stay while on the visit.</li> <li><input type="checkbox"/> Allow 10-15 minutes for clean up and getting to buses, depending on where the bus is parked.</li> </ul>	

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



## CAMPUS VISIT CONSIDERATIONS: After the Visit

1. After the Visit	2. Tips & Tricks	3. 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.
<ul style="list-style-type: none"> <li><input type="checkbox"/> Transportation invoices (as needed).</li> <li><input type="checkbox"/> Consider a reflection activity: <ul style="list-style-type: none"> <li><input type="checkbox"/> Check out GEAR UP Campus Visit Collection on LEARN.</li> </ul> </li> <li><input type="checkbox"/> Complete any district policy field trip paperwork.</li> <li><input type="checkbox"/> Submit student names who attended field trip for excused attendance.</li> <li><input type="checkbox"/> Complete module in Student Success Launch (GEAR UP Cohort 12th graders only).</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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?)</li> </ul>	

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

