**CAMPUS VISIT CHECKLIST**

# Scheduling and Planning Your Campus Visit

* Schedule a campus visit
  + *For a GEAR UP event, schedule with your student experiences coordinator.*
* Schedule buses
* Document accessibility needs and food allergies
  + *For a GEAR UP event, send these to your student experiences coordinator*
* Distribute and collect permission slips (if necessary in accordance with district policy)
* Recruit chaperones (teachers, school staff, parents, volunteers) and an administrator
* Divide the final roster into groups of 15–20 students per chaperone if possible
  + *For a GEAR UP event, send the final list of students and chaperones to your student experiences coordinator one week before the campus visit*
* Review with volunteers the chaperone instructions, grouping, agenda, expectations, procedures, etc.
* Create a bus list and assign teachers to each bus
* Remind parents and students about the upcoming campus visit
* Give your school cafeteria the total number of students who won’t be at lunch on the day of the visit in advance
* Issue final in-school announcement and reminder call to parents about the campus visit
* Print directions for the bus driver
* Remind chaperones of meeting times

# Campus Visit Day

* Hand out official campus visit t-shirts and require students wear these shirts on the day of the campus visit
* Collect the name and phone number of the bus driver and communicate pick-up time
* *For a GEAR UP event, when leaving your school, contact your student experiences coordinator and disclose the total number of students attending the visit*
* *For a GEAR UP event, after the campus visit, send an invoice for bus transportation to your student experiences coordinator*