

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*

