



CHECKLIST FOR CAMPUS VISITS

College: _____

Campus Visit Date(s): _____

Checklist for Counselors:

- ☐ Schedule campus visit with Student Experiences Coordinator.
- ☐ Send accessibility needs and food allergies to the Student Experiences Coordinator.
- ☐ Distribute and collect permission slips, according to your district policy.
- ☐ Recruit chaperones and an administrator (chaperones include teachers, school staff, parents, and volunteers).
- ☐ Send final list of students and chaperones to Student Experiences Coordinator one week before campus visit.
- ☐ Review with chaperone instructions with volunteers. (Include grouping, agenda, expectations, procedures, etc.).
- ☐ Create bus list and assign chaperones to groups (designate colored wristbands for each group).
- ☐ Remind parents and students about campus visit, using the district communication channels.
- ☐ Give your school cafeteria total number of students who won't be at lunch on the campus visit day.
- ☐ Give last in-school announcement and reminders to parents about the campus visit, using the district communication channels.
- ☐ Remind chaperones of meeting times.
- ☐ Let Student Experience Coordinator know shirts have been received,
- ☐ CAMPUS VISIT DAY!
 - Distribute shirts for students to wear during visit.
 - Distribute colored wristbands for assigned groups.
 - Have the bus driver's name and number handy and make sure the bus drivers know when to pick up.

