**Admission Office Group Visit Request**

 **Request Taken By:** Click here to enter text.

**Name of Group:** Click here to enter text.

**Affiliation/School:** Click here to enter text.

**Location:** Click here to enter text.

**Number of visitors:** Click here to enter text. **Number of chaperones:** Click here to enter text.

 *Ideally we would like to have 1 chaperone for every 10 students.*

**School year/age of visitors:** Click here to enter text.

**All-female group?** [ ]  YES [ ]  NO

*Only all-female groups permitted for campus visits.*

**Special accommodations** (ex: Wheelchair): Click here to enter text.

**Requested Activities** (ex: tour, admission presentation, student panel, program specific information, etc.): Click here to enter text.

**Contact Person:** Click here to enter text. **Will this person be there on the visit day?** [ ]  YES [ ]  NO

**If no, need second contact:** Click here to enter text.

**Address:**

**City:**  **State:** Choose an item. **Zip Code:** Click here to enter text.

**Phone:** Click here to enter text. **Cell:**

**Email:** Click here to enter text.

**Requested Date:** Click here to enter a date. **Requested Arrival Time:** Choose an item.

**Alternative Date(s):** Choose an item. **Requested Departure Time**: Choose an item.

**Follow Up Confirmation Call** (*To be completed by MMU staff*)

**Date Made:** Click here to enter a date.

**Confirmed # of visitors:** **Confirmed # of chaperones:** Click here to enter text.

**On-campus location:** Choose an item.

**Counselor Assigned:** Choose an item.

**Mount Mary University Group Visit Policies**

* Group visit requests must be submitted to Mount Mary at least 2 weeks prior to desired visit date.
* Chaperones are responsible for the group and ensuring that visit expectations are followed.
* Groups are expected to stay together and are not permitted to explore the campus without Mount Mary personnel.
* We strongly recommend a 1:10 chaperone to student ratio for visiting groups.
* Groups are expected to be attentive, respectful and quiet during the campus visit.
* Voices should remain low in hallways during the tour, as classes and meetings are in session.
* Visiting groups will not touch or destroy any Mount Mary property.
* Groups are to bring female students only, as we are all female at the undergraduate level.
* No cell phones, headphones or electronic devices are permitted by group members during the visit unless directed by a Mount Mary staff member.
* If Mount Mary staff report any problematic behavior or the visit was not positive, groups may not be asked back for a campus visit.

I acknowledge that I have read Mount Mary University’s Group Visit Policies.

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Signature of Group Visit Chaperone