

## Checklist for Planning and Organizing College Visits

1. Review the available budget.
2. Select a target date range for the visit.
3. Decide which colleges/universities to visit.
4. Develop a rapport with the admissions office and discuss the demographics of teens.
5. Schedule a campus tour with the college admissions office.

Request meal vouchers for the dining hall.

Request the opportunity for classroom visits.

6. If possible, identify a current student who is a Club alum to meet with teens.
7. Determine travel options.
8. Allow teens to register for tour participation.
9. Book the mode of transportation.
10. Book hotel accommodations if applicable.
11. Decide on a dress code for members on the campus tour.
12. Prepare handouts for teens to use during the tour.
13. Make name tags for teens.
14. Discuss tours and lessons learned with teens when you return to the Club.