

How to Plan a College Visit

Step 1: Planning

Start planning at least two to three months ahead (preferably six months).

Step 2: Make Connections

Ask around for names of people at the college or university you are interested in visiting. Sometimes personal connections or alumni from your community high school can go a long way!

Step 3: Do Your Research

Don't be afraid to search the internet for a contact name at the college/university to email or call. It's usually admissions, but sometimes it's another department.

Step 4: Create Your Pitch

Get your introduction down so you can quickly explain to the college or university professional who you are, what the Boys & Girls Club does, why you are interested in taking a middle school group to that campus, dates you are interested in, a potential sample schedule, and areas your students and families need more information on.

Step 5: Arrange Details

Once the college/university professional agrees to a Boys & Girls Club College Visit, let them know you will send a student/chaperone roster closer to the event date. Request details on how to process payment including the cost for lunch per participant, bus drop-off/pick-up info, parking, location for registration and the tentative schedule.

Step 6: Get it in Writing

Get everything in writing to finalize details – this will help you keep track of everything.

Step 7: Check-in

Check in frequently with everyone involved to see how planning is going, especially in the weeks/days leading up to the visit.

Step 8: Be Thankful

Be gracious and thankful – often hosting college visits is something extra for your campus contacts.