

Preparing for a Group College Visit

Be Prepared

- A representative from the Club should be the lead chaperone on the trip and have all key information including the agenda for the day, bus drop-off/parking details, university and school district contact numbers, member and chaperone rosters, first aid kit, etc.
- Wear comfortable shoes so your legs don't get tired.
- Eat breakfast and encourage members to bring a water bottle so they don't get tired on the walking tours.
- Keep track of all your receipts for any costs such as lunch and snacks.

Be On Time but Flexible

- Try your best to leave on time and follow through with policies set forth.
- Call the college or university contact if you are running late or lost.
- Things don't always go as planned (and that's not necessarily a bad thing) – be flexible!
- Always have a plan B, C and D. Remember, you are an example to the students. Flexibility and adaptability are skills we want them to learn too. Show them what flexible and adaptable looks like when things don't go as planned.

Be Engaging

- Communicate clearly and often to remind the group what is coming up next.
- Keep members as engaged as possible. Conduct a pre-visit activity on the bus and remind everyone of expectations.
- Be a role model for your students, their families and chaperones. Pay attention, stay engaged, be excited, look at everything from a fresh perspective, and ask questions.
- Use social media to share your experiences (following district policy).