

# Group Visit Guidelines

Please take this opportunity to introduce your organization to SUNY CORTLAND! In order to best coordinate your visit, we ask that you and your group follow these guidelines:

- **Advanced Scheduling:** Please contact us at least two weeks before your visit. We will do our best to accommodate your date request; however, due to other campus events we ask that you give us three options.
  - **Come prepared:** Campus tours will include a substantial amount of walking. Please encourage your students to dress weather appropriately and wear comfortable shoes.
  - **ARRIVE ON TIME:** Punctuality is very important to our office and student staff. Please realize our tour guides' schedules are limited, so in the event of a late arrival, *your tour may be modified or canceled if more than 20 minutes late.*
  - **Chaperones:** One chaperone for every 10 students is a requirement for visiting SUNY Cortland. Chaperones are expected to provide structure and discipline when needed so the presenters may get the students the information about the campus. It is not the responsibility of the student tour guide to discipline your students. In addition, we require the contact information of at least one chaperone visiting in the event that we need to contact the group on the day of the visit.
  - **Code of Conduct:** All visitors are expected to be well-behaved and respect the campus property and the presenters/tour guides. Visitors will be going into academic buildings, residence halls, and dining facilities where students will be carrying out their daily activities. Visitors need to respect the property of students and the areas they are visiting.
    - *If behavior becomes an issue on tour, your group will be escorted back to your bus before the conclusion of your visit. In addition, your school will not be allowed to visit the campus the following year.*
  - **Cancellation Notice:** If you need to cancel your visit, it is *essential* that you give **at least three days** notice.
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Please **fax** a copy of this signed agreement to: 607-753-5988 *at least a week before* the day of your visit.

Chaperone Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Chaperone Name: \_\_\_\_\_

Phone Number (the number we can reach you at on the day of the trip): \_\_\_\_\_

*\*All Bus Trip Coordinators should forward a copy of these guidelines to the school\**