



## GROUP VISIT REQUEST FORM

High School/College Dual Credit Partnerships (HSCP)

### Date Requested:

1<sup>st</sup> Choice Date: \_\_\_\_\_

Arrival Time:  9:00 am  1:00 pm  3:00 pm

Departure Time: \_\_\_\_\_

2<sup>nd</sup> Choice Date: \_\_\_\_\_

Arrival Time:  9:00 am  1:00 pm  3:00 pm

Departure Time: \_\_\_\_\_

### Group Contact Information:

Contact Name: \_\_\_\_\_

Name of School: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Chaperones\*: \_\_\_\_\_

\*In order to provide the best experience possible, we **require** your group have one chaperone for every 10 students.

### Group Visit Activities:

Campus Tour

Campus Special Event

Classroom Observation

Lunch

Library

### Accommodation Needed:

Are any special accommodations needed (i.e., wheelchair needs)?

## AGREEMENT:

We ask that you carefully read our Group Visit Agreement prior to submitting your request.

- It is the responsibility of the chaperones to attend all sessions with their group, including the campus tour.
- The use of electronic devices, such as cell phones, mp3 players, or iPods, is not permitted during the visit.
- If at any time during the visit the group is deemed unruly or unmanageable by UMKC staff, then the visit will end.
- Cancellation of visits must occur at least 24 hours in advance. Failure to provide appropriate cancellation notice may limit future scheduling opportunities for your group.
- If a late arrival is anticipated, it is the responsibility of the point of contact to notify the Welcome Center. In the event of a late arrival, the visit will likely be modified.

I have read and agree to the guidelines for group visits and confirm our request.

You should receive notification from the HSCP that we received your request within 7 days of submission. Your visit confirmation of date, time, and agenda will be sent via email and/or fax our office within two weeks, of submission of request form. The Welcome Center will make every effort to schedule your visit during the time you requested.

**Please fax your request to the HSCP at (816) 235-1728.**

Please note that submission for this form **does not** confirm your group visit.

Thank you for your interest in University of Missouri-Kansas City, Go Roos!