# Before

## 3—6 months

* Determine purpose of the college visit
* Get administrator support
* Secure funding and apply for grants as needed

## 1—3 months

* Contact university
  + Have several dates available
  + Be clear on purpose of visit
* Prepare students and/or parents
  + Prepare college or subject curriculum
  + Parent Night
* Administrative tasks for school
  + Substitute requests
  + Bus transportation
  + Bagged lunches (if applicable)

## 2 weeks—1 month

* Permission slips
* Recruit chaperones
* Check in with university contact
* Connect with graduates of your school that are studying at the college
* Present related curriculum to students

## 1 week

* Check in with university contact
* Confirm and orient chaperones
* Assign groups of students to chaperones
* Nametags
* Present related curriculum to students
* College Visit Pre-Survey
* Parent Night

## 1 day

* Remind students and chaperones, go over expectations
* Be sure you have maps, directions, parking information, phone numbers

# During

* Be flexible!
* Wear comfortable shoes and appropriate clothing for the weather
* Stay in touch with college contact if you are going to be early or late
* Go over expectations for students and chaperones
* Take photos
* Supervise students
* Have fun!

# After

* College Visit Post-Survey
* Send thank you e-mails or notes to staff and students that helped with your college visit
* Post photos to social media, school website and/or classroom bulletin board
* Reinforce learning outcomes from campus visit during classes
* Maintain momentum of college visits with “College T-Shirt Fridays” or other traditions
* Host additional Family Nights
* Start planning the next one!