



Group Visit Request

Name of group: _____

Name of school or organization: _____

Group size: _____ Ages/grade of group: _____

- Group visits require a minimum of five students.

Contact person: _____

Contact Email: _____

Contact phone: _____

Group Visit Option 1: Friday (1st option) **Arrive** 10:00 AM **Depart** 11:00 AM

Option 2: Wednesday (2nd option) **Arrive** 10:00 AM **Depart** 11:00 AM

Visit month and date preference: 1st _____ 2nd _____

- Fridays (Option 1) and Wednesdays (Option 2) are ATC's preferred days for visits.
- Typical visits will last 60 minutes. This will include informational sessions and a campus tour.
- Please notify us three weeks in advance to accommodate your preferences.

Any additional requests your group may have (special accommodations, etc.)

Thank you for your interest in Anoka Technical College. Please complete and return this request form and a signed copy of the Group Visit Expectations form to enrollment@anokatech.edu to confirm your reservation. Anoka Technical College will send you a confirmation for your group visit.

Admissions Use Only

Names of Tour Guides

Date request submitted: _____

Date Tour Guides assigned & confirmed: _____

Room Reserved by: _____ Room #: _____

Date confirmation sent: _____ by: _____

Other information or details: _____

Anoka Technical College, 1355 West Highway 10, Anoka MN 55303

763 -576 -7710 • enrollment@anokatech.edu • www.anokatech.edu



ATC Group Visit Expectations

The Enrollment Services office and our Success Coaches are excited to host your group on our campus. To ensure your visit is a fun, productive and informative experience, please review these expectations with your chaperones and students before you arrive.

Arrival:

- It is important that your group arrive on time. If you are running late, please notify your contact person or call the Enrollment Services office at 763-576-7710 so that schedules can be adjusted accordingly.
- If anyone in your group needs special accommodations, please notify us at least two weeks prior to your visit.

Chaperones:

- Our expectation is that you will bring 1 chaperone for every 10-15 students. Chaperones must stay with the students at all times during the visit.
- Chaperones are expected to cover the expectations and appropriate behaviors with students prior to the visit.
- Each chaperone must serve as a positive role model for students and enforce campus rules. If there is a problem or inappropriate behavior, chaperones must take corrective actions immediately.

Students:

- All students must follow campus rules and show respect for the Anoka Technical College campus. Failure to do so may result in the visit ending early.
- All students must be respectful to all ATC employees, speakers, and tour guides.
- All students are expected to put away any electronic devices and turn off cell phones. This includes devices such as iPods and headphones/earbuds.

Anoka Technical College looks forward to welcoming your group to our campus. We hope this visit will inspire your students to pursue a post-secondary education at ATC.

By signing below, you have agreed to the rules and expectations set by ATC and have shared them with your chaperones and students before arriving on campus.

Signature _____

THANK YOU FOR YOUR COOPERATION!