

Group Visit Reservation Form

All group visit reservation requests must be received by the Admission Office within a **minimum of two weeks prior** to your anticipated visit date. All groups must be accompanied by a **minimum of one chaperone per 10 students**. All groups are limited to a total of 30 students unless approved by the Director of Admissions. After you have submitted this reservation form, the group contact will receive a final confirmation email from Lisa Godfrey, Admissions Group Visit Coordinator at Morrisville State College, **If you do not receive a final confirmation email, your group visit is not confirmed.**

Name of Contact: _____ Phone: _____

Email: _____

Organization Name: _____

Organization Mailing Address: _____

Number of Students: _____ *(we cannot accommodate more than 30 students)*

Number of Chaperones: _____ *(one chaperone per 10 students)*

Age of Students _____

*The Morrisville State College Group visit program is available on weekdays only. We cannot accommodate groups on weekends, holidays, or days that school is not in session.

Preferred date of visit _____ Preferred arrival time _____ Departure time _____

Visit Information <i>(Please circle your answers)</i>
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Would you like a campus tour? Yes or No Campus tours DO NOT highlight particular offices or departments. Each tour is approximately one hour in length. The tour guide is a current student and will not be an acting "chaperone" for the group. Please make sure all chaperones attend the tour.

Would you like an information session about Morrisville State College? Each info session is approximately 30 minutes in length. **Yes or No**

Would you like a specific area or department highlighted? Yes or No What area of interest? _____

Would you like lunch while on campus? Yes or No *A separate form will be sent for your lunches. Lunch price is at a reduced rate of \$6 per person. Please note: Morrisville Sate College does NOT provide a free lunch.*

Does anyone in your group require special accommodations? If so, please detail in the space provided:

Thank you for your emailed or faxed request(s). I look forward to meeting you and your group!

Dawn Morton-Miller
Morrisville State College Admissions Secretary
mortondr@morrisville.edu or 315-684-6046 (fax: 315-684-6427)

FOR OFFICE USE: Date received _____