

Group Visit Reservation Form

2011-2012

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 Admission Director. The group contact will receive a final confirmation email from Andrea Mazor, Admission Group Coordinator at Morrisville State College, after you have submitted this reservation form. **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: _____ Number of Chaperones: _____

Age Group of Students: Seniors/Juniors/ Other _____

*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 _____

Visit Information (Please circle your answers)

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 lunch while on campus? YES or NO. A separate form will be sent for your lunches. Lunch price is at a reduced rate of \$5 per person. Please note: Morrisville State College does NOT provide a free lunch.

Do you have any other requests? If so, please write in the space provided:

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

Andrea R. Mazor
Morrisville State College Admission Visit Coordinator
mazorar@morrisville.edu or 315-684-6046 (fax: 315-684-6427)

FOR OFFICE USE: Date received _____