

# Group Visit Reservation Form

We look forward to having your group on campus!

All group visit reservation requests must be received by the Admission Office within a **minimum of two weeks prior** to your anticipated visit date. We strongly recommend groups be accompanied by a **minimum of one chaperone per 10 students**. After you have submitted this reservation form, the group contact will receive a final confirmation email. **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 of Students \_\_\_\_\_

Preferred date of visit \_\_\_\_\_ Preferred arrival time \_\_\_\_\_ Departure time \_\_\_\_\_

## Visit Information *(Please circle your answers)*

**Would you like a campus tour?**      **Yes**      **No** 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 how to apply to SUNY Morrisville?** Each info session is approximately 30 minutes in length.      **Yes**      **No**

**Would you like a specific area or department highlighted?**      **Yes**      **No**  
What area of interest? \_\_\_\_\_

**Would you like lunch while on campus?**      **Yes**      **No**  
*A separate form will be sent for your lunches. Lunch price is at a reduced rate of \$6 per person.*

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

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

SUNY Morrisville Office of Admissions  
Email: admissions@morrisville.edu  
Phone: 315.684.6046  
Fax: 315.684.6427

FOR OFFICE USE: Date received \_\_\_\_\_