

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:

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

Patti Purdy-Henderson
SUNY Morrisville Admissions Secretary
purdypa@morrisville.edu or 315.684.6046 (fax: 315.684.6427)

FOR OFFICE USE: Date received _____