



GROUP TOUR

Policies & Procedures

SCHEDULING A GROUP TOUR

1. Sign up at least 3 weeks in advance.
2. To ensure the quality of the tour, group visits are limited to 60 people.
3. Visiting groups should provide at least 1 adult chaperone per 10 students. If the group is broken into smaller tour groups, one chaperone is required for each tour.
4. The tour involves approximately 75 minutes of walking outside and between buildings, as well as up and down stairs. With sufficient notice, the tour can be modified to accommodate the needs of physically disabled visitors.

GROUP COORDINATOR EXPECTATIONS

1. This Nazareth College Group Tours Policies and Procedures form must be signed by the person signing up for the tour and by an administrator from the school or organization and sent to Nazareth before your visit.
2. Make chaperones and students aware of respective expectations as listed below in advance of the visit.
3. Confirm number of students and chaperones in your group at least 3 days in advance to the visit, if the number of visitors has changed.
4. Assist in preparing students for a meaningful experience by providing questions that they can ask Nazareth College students.

5. Encourage all students to wear comfortable shoes and weather-appropriate clothing.
6. If the visit must be cancelled for any reason, 3 days' notice is asked as a courtesy to the student tour guides and guest speakers whom Nazareth lines up.

CHAPERONE EXPECTATIONS

1. Be actively involved in the visit by participating in group sessions and tours, and monitoring student behavior.
2. Assist in keeping the group visit on schedule.
3. Enforce students' adherence to the Student Expectations listed below.
4. Refrain from using any electronic devices such as cell phones, CD players, MP3 players, iPods, personal game systems, etc.

STUDENT EXPECTATIONS

1. Be respectful of each other, of chaperones, and of all Nazareth College representatives, facilities, and property at all times.
2. Prepare relevant questions for Nazareth College student tour guides.
3. Loud or disruptive behavior will not be tolerated, and may result in an early conclusion of the group visit.
4. Refrain from using any electronic devices such as cell phones, CD players, MP3 players, iPods, personal game systems, etc.

YOUR ADHERENCE TO THE ABOVE GUIDELINES IS APPRECIATED!

Schedule your group visit: naz.edu/grouptour

Questions? Contact our Operations Specialist Sammy McClenton at 585-389-4759 or smcclen9@naz.edu.

Once the group tour is scheduled, please sign and return this form to:

Nazareth College Admissions
Attn: Sammy McClenton
4245 East Avenue, Rochester, NY 14618

Or fax to:

585-389-2826
Attn: Sammy

Chaperone Signature

Date

School Administrator Signature

Date