



Group Visit Confirmation Form

Please complete this form when you have fully read and understand the following:

I have read and understand the visit information as outlined in the visit confirmation email.

Group Tour Size

- I recognize and respect the limitations placed on group size of attending students and chaperones:
- High School students: 80
 - Middle School students: 60
 - Elementary School students: 30

Chaperone Policy

Campus walks will be led by AACC tour guides and chaperones are asked to accompany these walks. Chaperones are solely responsible for the safety of students while on campus. AACC reserves the right to cancel the campus tour if enough chaperones are not available.

- Elementary groups must have 1 chaperone to every 5 students
- Middle School groups must have 1 chaperone to every 10 students
- High School groups must have 1 chaperone to every 15 students

I agree to abide by the chaperone policy prior to and during my group's visit.

Conduct Policy

We ask your group to respect AACC and its students, faculty, staff, and grounds. Failure to do so may result in an early conclusion to the campus visit and review upon future campus visit requests.

I agree to abide by all rules of conduct described above.

Cancellation Policy

If you find it necessary to cancel your visit, it is essential that you give at least three (3) days' notice.

Timely Arrival

I understand that if, for whatever reason, we are not able to arrive at the scheduled time, our visit will be abbreviated as needed to allow AACC tour guides and staff working with the group to manage other commitments.

I further agree that if my group will not arrive on campus at the time indicated on our visit letter, I will contact Campus Information & Visitor Services at 410-777-1146 or my visit may be cancelled.

Phone Policy

We ask all chaperones and students to respect our volunteer presenters, tour guides and staff by refraining from using cell phones, tablets and other technological devices during the tour experience. If they must be used, please limit use for emergencies only. It is important that all chaperones are engaged during the tour, as well as students. We reserve the right to ask students and chaperones alike to put phones/other devices away.

I understand that the use of phones during the presentation or campus tour is restricted, and agree to respect all faculty and staff that participate in my experience by keeping my phone/or device safely put away for the duration of my time on campus.

Other Important Items needed prior to your visit

A headcount of how many students will be visiting is needed at least 1 week prior to your scheduled visit.

Please complete this form and submit it by the date posted in the visit confirmation email. *If this visit confirmation form is not returned on or before the posted return date, your visit may be cancelled.*

Please scan & email, fax, or mail this confirmation to:

Email: hmmcfarland@aacc.edu

Fax: 410-777-4129

Mail: Anne Arundel Community College
Campus Information
101 College Parkway
Arnold, MD 21012

School or Group Name

Number of Students

Date of Visit

Time of Visit

Name of School/Group Representative

Phone

Signature

Date