Request for Group Visit to Northern Kentucky University

Thank you for your interest in visiting NKU. Please complete the following information and return to Community Connections via mail or fax. The request must be received no later than four weeks prior to the planned visit. Every attempt will be made to accommodate your group with the requested dates, times and activities. Your visit will be confirmed by Community Connections and is not definite until that time. Please direct questions to the NKU Connect Center at (859) 572-5600 or email connect@nku.edu.

Name of requesting teacher / coordinator: __________________________________________
Name of requesting school/organization/county: ______________________________________
Address: ______________________________    E-mail: _______________________________
City: _________________________________     State: __________     Zip Code: ___________
School phone: ______________ fax ______________     Teacher’s phone: _________________
Age(s) of students: _______     Grade(s) of students: _______     Number of students: _________
Number of chaperones: __________ We can accommodate a maximum of 120 visitors at a time. Larger groups need to be split into numerous visits. We require one chaperone for every ten students. These adults are expected to monitor and control the behavior of students.

Date requested: _______________________     Anticipated time of arrival: _________________
          2nd choice: ______________________  We recommend a 2-3 hour visit, excluding lunch.
          3rd choice: ______________________  Anticipated time of departure: _________________
Do you plan to eat lunch on campus? _____     Do you plan to bring _____ or buy _____ lunch?
If you plan to bring lunch, we can usually schedule a place to eat. We recommend bringing bagged lunches instead of buying. If you buy lunch, we can usually make plans at the Student Union for at least $6.50 per person. Community Connections MUST know in advance to make arrangements for your group to receive meal cards. You are responsible for payment with cash, check, credit card, or purchase order.

What do you expect your students to gain from this experience? __________________________
______________________________________________________________________________

Are you requesting a presentation about postsecondary education?_____ Are you requesting a campus tour?_____ Are you requesting an academic experience i.e. planetarium show? _____
What topics/activities/highlights are important for a successful visit? ______________________
______________________________________________________________________________

Describe any special accommodations needed for your group. __________________________________
What other events are planned during your time here on campus or in the area? ______________
______________________________________________________________________________

You can request a group visit online at http://communityconnections.nku.edu/p_12_visit.htm.