

Group Tour Request Form

Please send your completed form via email to [Info@hennepintech.edu](mailto:Info@hennepintech.edu).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of High School/Program: | | |  | | |
| Number of Students Attending\*: | | |  | | |
|  | | |  | | |
| *\*45 students maximum. 1 chaperone is required for every 10-12 students.* | | | | | |
| Grades of Students Attending\*: | | |  | | |
|  | | | |  | |
| *\*Group participants are limited to high school juniors and/or seniors during August - December and high school sophomores, juniors and/or seniors during January – May\** | | | | | |
| Contact Name: |  | | | | |
| Contact Title: |  | | | | |
| Contact Email: |  | | | | |
| Contact Phone: |  | | | | |
|  | | | |  | |
| Which Campus - Brooklyn Park or Eden Prairie? | | | | |  |
|  | | | |  | |
| When would you like to visit?  *\*Group participants are limited to high school juniors and/or seniors during August - December and high school sophomores, juniors and/or seniors during January – May\** | | | | | |
| 1st Choice Date/Time: | |  | | | |
| Alternative Date/Time: | |  | | | |
|  | |  | | | |
| Additional Request(s): | |  | | | |

**By checking these boxes:**

|  |  |  |
| --- | --- | --- |
|  |  | I acknowledge that I have read and agree to the campus visit expectations **as described below**. |
|  |  |  |
|  |  | I understand that if I am not personally attending this event, I am responsible for sharing this information with an attending chaperone. |

**Expectations & Policies for Group Tours**

The Admissions Staff at Hennepin Technical College (HTC) is pleased to host your group on our campus. Our goal is to provide an opportunity for academic program exploration to potential in-demand career paths. During your visit, your group will meet staff/faculty who are excited to share information about their growing fields.

To guarantee that you and your students have an engaging and informative visit, please read the following expectations that we have of our visitors:

**General Expectations**

* We require a 2 days’ notice of a canceled group visit.
* Arrive with enough time to check in to start at your scheduled time.

**Chaperone Expectations:**

* Cover appropriate college tour behavior with your students prior to visit.
* 1 chaperone for every 10-12 students.
* Stay with the students during the entire visit.
* Address any inappropriate conduct by your students fittingly.

**Student Expectations**

* Stay with the Tour Guide at all times.
* Listen and be respectful of everyone.
* Be mindful of cell phones use during the campus visit.

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