

# GROUP TOUR

## Guidelines

Thank you for your interest in scheduling a group tour with Alvin Community College! Please review the following guidelines to help us provide you a successful group tour experience. We look forward to hosting your group on campus!

### **Group Tour Reservations**

Requests for group tours are accepted on a first-come, first-served basis. ACC is limited to providing two group tours per semester and will not deviate from the schedule listed below.

### **Fall Semester Tour Dates:**

First Friday in October – Jr. High and High Schools only

First Friday in November – Elementary and Middle Schools only

### **Spring Semester Tour Dates:**

First Friday in February – Jr. High and High Schools only

First Friday in April – Elementary and Middle Schools only

Once you have submitted your tour request, you will receive a confirmation email. Please check your spam or junk folder if you do not receive the confirmation shortly after submission. If you fail to receive an email confirmation, please resubmit your request.

### **Group Tour Guidelines**

In order to offer a superior visit experience for your group, please adhere to the following guidelines:

#### **Group Size**

We can accommodate up to 150 guests during a group tour.

#### **Timely Arrival**

Prior to your visit you will receive an itinerary for the day. Please arrive on time. If you are running more than 15 minutes late, we may be unable to accommodate your group. Please contact the Student Recruiter at 281.756.3542 as soon as you're aware of any changes in scheduling.

#### **Cancellation Notice**

If you find it necessary to cancel your visit, please provide a week's notice to the Student Recruiter.

#### **Chaperones**

One chaperone is required for every 10 students and/or guests. Chaperones must accompany the group during the campus tour and are expected to monitor the behavior of each student and/or guest during the entire visit. Should a group arrive without adequate chaperones, the tour may be cancelled.

#### **Weather**

The campus visit will include a substantial amount of walking. Please encourage each student and/or guest to dress appropriately with comfortable clothing and walking shoes.

**Campus Lunch**

If your group would like to dine in our on-campus cafeteria, Mr. C's, as part of the visit experience, please notify the Student Recruiter in the "Comments" section of the online group tour request form. Your group will be responsible for the cost of the meal, which can be paid by cash or credit/debit card at the dining facility. If you'd like to exercise this option, please make arrangements with Mr. C's ahead of time. If arrangements aren't made in advance, they may not be able to serve you and your group. Mr. C's can be reached at 281.756.3679. Groups are also welcome to bring their own lunches and dine on campus; however, our office is unable to store anything for you.

**Conduct**

Please ensure your students and/or guests show respect to ACC and its faculty, staff and students during your group visit. Failure to do so may result in the early conclusion of the visit. The ACC Student Recruiter also reserves the right to restrict any future visits by a group should conduct be an issue.