



Group Tour Expectations

Fort Lewis College is excited to be offering access and exploration of our beautiful mountain campus through group tours! We are committed to helping students realize their aspirations for higher education and we are eager to help students get excited about Fort Lewis College. Thank you for signing up for a group tour.

Please help us in providing an exceptional experience to your students by reviewing our campus visit expectations and ***returning this contract prior to your visit.***

Coordinator Expectations

- Plan to arrive early to allow time for parking, checking in, making sure your students have used the restroom, etc. Be ready to start your visit at the appointed time.
- Please notify our office as soon as possible if you are bringing additional students to the tour, we plan our tour guide staffing based on your initial request and our aim is to maintain a manageable tour size.
- If your group is more than 15 minutes late we may not be able to accommodate the planned experience and may shorten the tour of campus.
- If your group must cancel your campus visit or you will be late for your group tour, please immediately notify our office by phone at (970) 247-7184.

Chaperone Expectations

- High school or transfer students are required to have 1 chaperone for every 20 students.
- Middle or Elementary school groups are required to have 1 chaperone for every 15 students.
- Chaperones should be actively involved in the visit, by participating in the group tour and monitoring student behavior. Chaperones must provide ongoing supervision for the group at all times.
- Chaperones should assist in keeping the group visit on schedule, particularly during the tour it is extremely helpful to have chaperones assist our student tour guides to keep the group moving.
- Chaperones are responsible for making sure that their students are aware of and understand the expectations for the behavior listed below.

Student Expectations

- The purpose of the campus visit at Fort Lewis College is to learn about our campus and programs as well as explore and get excited about the prospect of higher education.
- Fort Lewis College expects that our visiting students be respectful to each other, our staff, presenters and all facilities and property of Fort Lewis College at all times.
- Noise levels should be kept to a minimum while inside buildings, as regular business and classes will be occurring during the time of your visit.
- Please refrain from using your cellphones.

If you have any questions about the guidelines, please feel free to contact our office at 970-247-7184.



Group Tour Expectations

This contract must be returned to the Admission Office prior to your visit. A signed copy can be emailed to visit@fortlewis.edu or faxed to 970-247-7179.

By signing below, the group and chaperones take full responsibility for the safety and health of minors during their visit to Fort Lewis College.

By signing below the group and chaperones take full responsibility for their behavior and actions of their students and acknowledge that Fort Lewis College reserves the right to end a tour early if the staff, students, presenters, facilities, or other properties of Fort Lewis College are not respected.

By signing below, you are releasing Fort Lewis College and their staff, students, and faculty from all liability. Signing below absolves Fort Lewis College from all risk associated with the visit and promises not to sue for any and all claims, holding the university harmless for any and all incidents including during travel to and from the activity.

School/ Group Name: _____

Date of Group Tour/ Activity on Campus: _____

Print Name of Responsible Party: _____

Signature of Responsible Party: _____

Date Signed: _____