



## FVTC Group Visit Expectations

The Admissions Office is pleased to host your group on our campus. During your visit, your group will interact with several individuals who are giving their time to assist in making your group visit meaningful. To ensure that your visit is a productive, informative, and valuable experience, please review the following expectations with your chaperones and students before you arrive on campus.

By requesting a group visit, you acknowledge and agree to the following policies and guidelines:

### Registration

- Registration will close **one (1) week prior** to the date of the event or once we are at capacity. All individual student registration submissions must be received by then as well to allow departments to plan accordingly.  
Note: individual student information is not collected for middle school students.
- We understand the current busing and staffing challenges across all districts. Please ensure you have secured and confirmed transportation for your group.
- If your group is no longer able to attend or has a change in number of attendees, please let us know A.S.A.P. Inaccurate number of attendees creates staffing challenges for our team and others offering their time.
- Cancellations, questions, or concerns the day of can be directed to our main line at 920-735-4740.

### Food/Lunch

- You are welcome to eat in the cafeteria before or after your tour.
  - We are contracted with Canteen for food service on the Appleton Main campus ONLY.
  - Public Safety Training Center (PSTC) and Oshkosh campuses do not have food service.
  - Canteen only accepts credit/debit cards. It is not recommended to attempt to place students on a single transaction.
  - Canteen does not have the ability to bill guests unless a catering order is placed with them directly.
  - If you bring food on campus, we do not have the ability to keep items hot or cold for you.
- Tech Village is our student housing partnership near the Appleton campus. They are currently at capacity for the 2023-2024 academic year and do not have any rooms available to view or showcase.
- Students should plan to dress comfortably in layers and wear comfortable walking shoes. Depending on the program there may be time spent outside.

### Chaperone Expectations

We require at least one (1) chaperone for every ten (10) students in attendance. There must be at least one chaperone with each group tour to be able to:

- Provide structure and discipline when needed so presenters may provide the students with information pertinent to their visit and remain safe during any potential hands-on activities.
- Address any inappropriate or unsafe conduct by your students fittingly.
- Remain with students at all times during the visit.

If behavior becomes an issue, we reserve the right to end the tour or other activities. Those students will be escorted back to the room/bus before the conclusion of the visit if this policy is not adhered to.