



GROUP VISIT GUIDELINES

In preparation for your campus visit, please read and sign below before your scheduled visit date:

BEFORE YOUR VISIT:

- Please review your day-of schedule in your confirmation email and contact our office with any questions. If you need to cancel or reschedule your visit, please contact Sydney Shwetz at sshwetz@calbaptist.edu with at least two weeks' notice.
- Fill in the form below indicating your guest count number. If your guest count should change, please email us an updated guest count the week before your visit. The group must have one adult chaperone for every 10 students.
- Please confirm your lunch plans in advance. High school or college groups may request to eat in the Alumni Dining Commons, but your request must be approved before the time of your visit. Groups will not be allowed to eat at any of the other dining facilities on campus. *We cannot accommodate any on-campus dining for either Elementary or Middle Schools.*
 - Please send the final total guest count for dining no less than 72 hours in advance. Once your group arrives, the admissions office will then collect payment and give your group meal tickets, which will to use upon entering the Dining Commons. Meal tickets are \$6.50 per person and payment can be collected via cash, check or card at the front desk. In the event of overpayment, reimbursement will not be accommodated, please plan accordingly.

DAY-OF YOUR VISIT:

- Plan to arrive 10 minutes early to allow time for unloading the bus, check-in and restroom breaks. We can't guarantee a full campus experience if your group arrives more than 20 minutes after your scheduled start time.
 - If you are running late, please notify our office as soon as possible at 951-343-4212. We do our best to accommodate late arrivals, but please understand your visit itinerary may be subject to change in these situations.
- After checking in at the Welcome Pavilion, bus drivers should proceed on Campus Bridge Drive, make a U- Turn at the roundabout to drop students off at the Yeager Center. Please refer to the bus parking directions in your confirmation email. Due to limited space, bus parking may be offsite.
- Upon entering the campus via Campus Bridge Drive, proceed toward the main building, Yeager Center. Gather your group at the globe near the fountain, they will be greeted by an Admissions staff member after check-in. The coordinator of the group should proceed into the Academic Wing (the left hand side) of the same building and check-in with the receptionist at the Admissions office front desk. Please be prepared to give an accurate student/chaperone count and pay for lunch tickets at check-in (if applicable).
- Please restrict the use of all mobile devices while on campus. We want to ensure the students are concentrating on the information given to them while here.

Please sign affirming you have read and understand the above terms and will support our requests by reminding your group to be respectful of our campus while visiting. Please return this signed form to Sydney Shwetz at sshwetz@calbaptist.edu.

We look forward to your visit!

School Name	# of Students	# of Chaperones	# of High School Seniors

Print name: _____

Sign name: _____

Day-of Contact: _____

Phone #: _____