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## **Policy for Student Clubs Hosting Outside Groups**

*State University of New York at New Paltz*

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When a student group is interested in hosting an event that involves or is focused on a group from an elementary and/or secondary school on campus the following process must take place. Possible events could include, but are not limited to: school visit and tour, community service event, tutoring programs, educational program, etc.

- The student club must submit a FUSE form and schedule an event consultation for any space required for the visit with the Office of Student Activities and Union Services at least 30 days in advance. The office of Student Activities and Union Services will assist the group with coordinating parking, room reservations, arranging for meal service, approvals of any tours, etc.
- The student club must provide the Office of Student Activities and Union Services with the following information:
  - Name of School/Program these groups are associated with
  - School Contact (Name and Number)
  - How many students are travelling to campus
  - How many chaperones are traveling with the group (there should be at least 1 chaperone for every 10 students visiting campus – this is in congruence with the NYS Education Policy).
  - Details on how the group is being transported to campus
- If the visiting group is visiting for the purpose of touring the campus as a potential applicant(s) to the college, the Director of On-Campus Recruitment located in the Office of Undergraduate Admission must be notified at least three weeks in advance.
  - The Office of Undergraduate Admission will provide the hosting group with literature and a 30 minute presentation if a counselor is available. The student group must provide the presentation space. If no counselor is available only literature will be provided. All questions regarding admission requirements should be directed to the Office of Undergraduate Admission. Business cards and contact information will also be provided for this purpose when no presenter is available.
  - Student clubs hosting high school groups in this capacity must send at least two members of their club to a training program regarding campus tours, terminology, and admissions information. These training will be offered at least once a semester in collaboration between the Office of Student Activities and Union Services and the Office of Undergraduate Admission.
- Groups that would like to tour/enter residence halls must obtain written permission from the Office of Residential Life and all occupants of the room/suite being shown.
- Hosting school groups overnight is strictly prohibited.

RESIDENCE HALL TOUR FOR STUDENT VISIT PROGRAM HOSTED BY A STUDENT CLUB  
PERMISSION AND APPROVAL:

BUILDING: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

ROOM(S) TOURING: \_\_\_\_\_

HALL DIRECTOR NAME: \_\_\_\_\_

HALL DIRECTOR SIGNATURE: \_\_\_\_\_

ROOMMATE NAME: \_\_\_\_\_

ROOMMATE SIGNATURE: \_\_\_\_\_

IF IN A SUITE STYLE BUILDING ONLY:

SUITEMATE 1 NAME: \_\_\_\_\_

SUITEMATE 1 SIGNATURE: \_\_\_\_\_

SUITEMATE 2 NAME: \_\_\_\_\_

SUITEMATE 2 SIGNATURE: \_\_\_\_\_

SUITEMATE 3 NAME: \_\_\_\_\_

SUITEMATE 3 SIGNATURE: \_\_\_\_\_

SUITEMATE 4 NAME: \_\_\_\_\_

SUITEMATE 4 SIGNATURE: \_\_\_\_\_

SUITEMATE 5 NAME: \_\_\_\_\_

SUITEMATE 5 SIGNATURE: \_\_\_\_\_

SUITEMATE 6 NAME: \_\_\_\_\_

SUITEMATE 6 SIGNATURE: \_\_\_\_\_