1. Staff/Student Ratio = 1 adult/15 students -- middle school staff will provide student supervision and event support.

2. Event preparation will include a staff/chaperone orientation. For an example, access this link: [Student Supervision Expectations for a Field Trip and/or College Campus Visit](#).

3. A couple of weeks to a month before the event, check with the school nurse to determine how students’ medical and other needs will be met during the event.

4. Create a cell phone directory for the day and determine whether hand held radios are also necessary. An example is included as part of [Student Supervision Expectations for a Field Trip and/or College Campus Visit](#).

5. School behavior protocol = if student requires close supervision, the student's parent/guardian must accompany student that day to be able to participate.

6. The college should include a "Student Expectations Reminder" as part of the "Welcome" session before students begin break outs.

7. Students will be wearing their example: *school's t-shirt* for an ‘identifier’.

8. Middle school staff, college staff and volunteers must also wear an ‘identifier’, such as: lanyards, nametags, t-shirts and hats.

**Provide campus maps to visiting staff and chaperones and review:**
- Bus Drop-Off and Pick-Up locations.
- Areas that the campus visit will cover.