



Campus Tour Reservation Form

Please complete this form **two weeks prior to your campus visit**. This form should be completed and faxed to the campus tour contact person at the university, college, or community college you are planning to tour. A copy of this completed form **MUST** also be faxed to GEAR UP Mississippi at (601) 432-7808 with your activity request form.

High School: _____ District: _____

Site Coordinator: _____
Name Telephone Email

Tour destination: _____ Date of visit: _____

Number of students participating : _____ Number of chaperones participating: _____

Student career interests: _____

Specific topics you would like covered during your tour: _____

Is this your schools first tour of the academic year? Yes___ No___

If not please indicate how many tours your school has been on this academic year _____

***In order to be reimbursed, the correct process must be followed. Please ensure the following steps are complete prior to requesting reimbursement:**

- 1. The tour must be approved at least two weeks prior to the scheduled date of the tour.**
- 2. The GEAR UP Mississippi Activity Request Form must have been submitted in addition to this form and both forms must be approved by the GEAR UP Mississippi office.**
- 3. A completed college tour survey must be submitted for each student that attends the college tour. These surveys must be turned in before the reimbursement request will be processed.**