

You Had to Be There

Los Gatos High School



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Counselor Visits to College Campuses

- What to Do Before You Go
- Tips While You Are on the Tour
- What to Do When You Return to School



How Do You Get Invited?

- Your students have attended or are attending this institution.
- You have students who want to know more about this school.
- In a kind, humble, and highly interested way, you ask to be invited!



When the Invitation Arrives

- First, be flattered and happy!
- Carefully check out the perimeters of the invitation.
- Talk to you administration for a “go ahead”
- Run, don’t walk, to fax or email back your intent to attend.
- Check out website of the school before you go.



- Leave an away message.

While You Are On the Tour

- These tours are packed with activities.
- Notify students attending the school that you are coming.
- Note and observe dress guidelines.
Comfy shoes a must!



While You Are On the Tour

- As you take notes – Name & Date.
- Take your camera.
- Find a small gift for colleagues who didn't get to come.



While You Are On the Tour

- On almost every tour, there is one rude guest!!!!!!!
- This is an amazing opportunity to connect with colleagues
- Connect with your hosts.
- Don't miss any opportunity to quiz students on their opinion.



When You Get Back to School

- Write a prompt, sincere thank you note.
- Debrief your administrator.
- Report pertinent information to fellow counselors.
- Create small notebook with pictures.



When You Get Back to School

- Tell Parents why these trips are important to them
- These trips make us better advisors
- The contacts you make will aid your students admission process

