**School Visit Report**

**2016 - 2017**

**Due to the MMO within one month of the completion of your visit or route!**

While the report is not due for one month, TWO items can/should be sent within 2 weeks:

1. The name and contact information for any student interested in our programs
2. Any brochure requests (i.e. send 15 brochures to the study abroad office)

Please DO NOT send anything other than these two items by email. All other information should be placed in this report and not separate messages.

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (please include year!):

CGEE Representative:

Schedule of Visit (write below or attach an itinerary)

Please share any important information, highlights, updates, or conversations from your visit. If your visit included a fair, please comment on traffic:

Has the primary contact for study abroad changed? Any other new staff we should record in our database?

Follow-Up FOR SCHOOL VISITOR TO COMPLETE

 Thank you to people visited

 Pass any interested student names to Minneapolis staff

Additional Recommended Follow-Up (to be considered and coordinated by the MMO and Minneapolis staff):