



El Camino College
Outreach and School Relations
Cherry Tree Offices 106

Thank you for your interest in taking a tour of El Camino College. We are situated on a spacious 126 acre campus in Torrance, so please have everyone wear comfortable walking shoes. The following information will assist us in providing your group the best possible tour for your time on campus. In order to accommodate your request to the best of our ability, please fill out the following information and forward it to our office with *at least 2 weeks* notice. Please return this form by faxing it to **(310) 660-6786** or by e-mailing it to jortiz@elcamino.edu.

Contact Person Name: _____

School Name: _____

City: _____

Phone Number: () _____

ext. _____

Cell Number: () _____

E-mail Address: _____

Please list two (2) desired dates that your group would like to come on campus.

1st Choice _____ 2nd Choice _____

Arrival Time: _____ Departure Time: _____ Number of Chaperones: _____

Number of students: _____ Grade Level(s) _____

Will your group need a nutrition break? Yes _____ No _____

If Yes:

- Will they bring their snack, or will they purchase it on campus? _____
Note: If purchasing items from the vending machines, please have the correct change. Cafeteria and deli accept cash only.
- How long of a break will they need? _____

Please list some of the areas of interest that your students would like to visit, and/or a topic that you would like to have a presenter speak on:

If anyone in your group has a disability and requires accommodations, please list the accommodation requested here: _____

If you have any questions, please contact me at (310) 660-3593 ext. 3430, or by e-mail jortiz@elcamino.edu.

Sincerely,

Julieta Ortiz | Student Services Specialist and High School Liaison

Outreach & School Relations

El Camino College

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www.elcamino.edu