



YPP CAMPUS DAY VISIT AGREEMENT BUSINESS PROCESS GUIDE

PURPOSE

The Campus Day Visit form is required when a campus individual or department is inviting a group of individuals to visit campus. Usually, the group is affiliated with a school, elementary school or high school, to visit the campus and/or campus buildings.

PROCESS

1. On-campus EVENT HOST initiates the Campus Day Visit Agreement.
2. EVENT HOST completes basic information about the event, the visiting organization and the visiting organization's AUTHORIZED REPRESENTATIVE (school principal, not a teacher).
3. EVENT HOST also confirms which campus MPP or DEPARTMENT CHAIR will execute the agreement on behalf of the University.
4. EVENT HOST routes the Agreement through DocuSign. Note: EVENT HOST should notify the visiting organization's AUTHORIZED REPRESENTATIVE in advance that the Agreement will be routed to them via DocuSign.
5. Visiting organization's AUTHORIZED REPRESENTATIVE completes required fields, including providing the name(s) of any adult chaperones overseeing their group. The Agreement is then routed to the MPP or DEPARTMENT CHAIR for signature.
6. Copies of the signed Agreement are then routed to EVENT HOST, AUTHORIZED REPRESENTATIVE AND MPP or DEPARTMENT CHAIR.

DOCUMENT RETENTION

EVENT HOST is responsible for retaining the signed agreement in compliance with SFSU and CSU record retention policies but at least for a period of at least three years after the event ends.