



## Educational Tour Request Form

**Thank you for thinking of Haven for Hope. We are delighted to have you visit our campus to learn more about how we are providing hope and new beginnings to those experiencing homelessness.**

- **Please allow two weeks from the time of your request to the first requested tour date choice.**
- **Tours are expected to last 90 minutes and include an interactive classroom session focused on understanding homelessness and a modified walking tour of our campus (wheelchair accessible).**

### Contact Information

Group Name: \_\_\_\_\_

Group Leader Name: \_\_\_\_\_  
Last First M.I.

Group Leader Title: \_\_\_\_\_

Address, City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Group Total: \_\_\_\_\_ Group Ages: \_\_\_\_\_

**Location: Carlos Alvarez Volunteer Center located at 1 Haven for Hope Way, San Antonio TX 78207**

First Choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

Second Choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

Third Choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

How did you hear about Haven for Hope: (Social Media, Employee, Member, Organization, Friend, etc.)

What are you most interested in learning about during your visit?

Comments and Questions:

### Educational Tour Policies

- *Please arrive 15 minutes prior to tour to check-in.*
- *Adult:Child ratio guidelines for your group are 1:5 for children under age 10, 1:10 for children 10 and up.*
- *A parent or guardian must complete a permission form for each child attending the tour (attached).*
- *Adults, please bring a state issued photo-ID when you come to Haven for Hope. Security is a priority for us and we do not permit convicted sex offenders to volunteer or visit our campus. Accordingly, Haven for Hope will check all visitor and guest IDs against sex offender registries. We appreciate your understanding for this policy.*
- *Out of respect for our members and volunteers, please notify us of any changes to the group size or group's ages as soon as possible and of any cancellations at least two business days in advance.*
- *Groups arriving 30 minutes after their scheduled time are not guaranteed a tour and will be asked to reschedule.*
- *The identity of our clients, and or treatment received at Haven for Hope or by any of its providing partners is confidential and may not be disclosed by any person having knowledge of such information.*
- *To respect our client's privacy, pictures of our clients are strictly prohibited without written consent from Haven for Hope.*
- *Attire: Please make sure to dress comfortably and in accordance with our dress code (no spaghetti strap shirts, tanks, shorts/skirts shorter than knee length, shirts shorter than waist length or pants below the waist). Walking shoes and bottled water are recommended.*

**By submitting this Request Form to [tours@havenforhope.org](mailto:tours@havenforhope.org) you are agreeing to the above policies.**