

CACRAO CODE OF ETHICS

The purpose of an Educational Opportunity Program is to provide a chance for high school students, particularly juniors and seniors, to be exposed to many different educational opportunities and to explore specific interests. The following Code of Ethics is designed to allow for equal opportunity for students to access information and for institutions to present it.

- 1.** It is the responsibility of each college or university to inform any person who represents that institution of the CACRAO Code of Ethics which will be in effect at all CACRAO-sponsored Programs. Each institutional representative must respect the rights of other institutions.
 - One official representative is considered adequate at most Educational Opportunity Programs. If more than one representative is needed, those present must confine all activities to the assigned space.
 - Representatives should arrive in enough time to the fair in order to staff their booth during advertised fair hours and remain for the entire program. A program concludes when the posted end time occurs or if the fair coordinator calls the end to a fair early. CACRAO and/or the college fair host may follow up with the leadership of an institution should a representative be absent without notification. Representatives must notify the host contact or Scheduling Committee member who organized the week should they be unable to attend.
 - Dress to best represent your institution.
 - Representatives should limit use of mobile devices to fair-related purposes. Earbuds should be stored for the duration of the Ed-Op Program.
 - Representatives must check in with the coordinator of the fair in order to locate the table, space, or booth their institution has been assigned.
 - Group presentations are not condoned in arena settings where institutions share common quarters. Such presentations discourage students from exploring all of their options.
 - The use of overly conspicuous exhibits as promotional devices are prohibited, i.e. (videos, large pictorial displays, balloons...) Displays cannot exceed or obstruct the view of adjacent booths and/or prevent the representative from standing behind their table. Floor displays are not permitted. Laptops and iPads are permitted for visual use only; audio is not permitted. Technology such as this must not interfere with other exhibitors.
 - Recruitment is restricted to the parameters of the booth. Standing in front of your table is not permitted; representatives are to remain behind their assigned table during fair hours. Students must approach tables/booths of their own accord. Calling to or directing students to a table is not permitted.
 - Distributed educational information must be limited to printed materials which are accurate and tasteful. Handouts like key chains, balloons, pens, pennants, and food/candy are not acceptable. Promotional giveaways (including raffles and drawings) are strictly prohibited.
 - Applications for admission may be distributed, but are not to be completed at an Educational Opportunity Program. Offering on-site admission is also not permitted.

NC WEEK 1A (Asheville Week) – Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Polk, Swain, Transylvania, & Yancey – September 9 – 13, 2019

- Host sites are not obligated to accommodate representatives who did not receive a specific invitation, did not respond to an invitation, or did not submit a required registration or participation fee by the stated deadlines.
- CACRAO members should display the highest levels of decorum and avoid any unprofessional behavior that would disgrace the CACRAO organization or that would infringe upon the rights of their fellow members. A professional demeanor should always be maintained with both students and colleagues.

2. All program participants must adhere to the Code of Ethics. School counselors are encouraged to limit program invitations to CACRAO members and other accredited degree-granting institutions. In the event that counselors choose to invite other organizations, those participants agree to follow the Code of Ethics.

3. CACRAO member institutions may host Educational Opportunity Programs only with prior approval from either the NC or SC Scheduling Committees. If a program will be held at a member institution's location, the following policies will apply:

- The Host Institution will participate on an equal standing with all other institutions, to include alphabetical order and no special incentives for students.
- Refreshments (if provided) should be for college representatives only.

4. Institutions consistently out of compliance with the attendance policies as outlined in the Ed-Op schedule will be reported to the Chairman of the Ethics Committee of CACRAO by using the complaint form. This includes unprofessional behavior outlined (i.e. not showing up, arriving late and/or not remaining for the entire program).

5. If a fair coordinator or another institution finds a representative not in compliance with the stated ethics, the coordinator has the right to remove the institution from their assigned space and the event altogether; no refund will be given.

6. This code follows the overarching ethics outlines of both AACRAO and NACAC; regardless if an institution is a member of these organizations, representatives are expected to adhere to the expectations of the profession. Additional details can be found below:

<https://www.aacrao.org/who-we-are/mission-vision-values/ethics-practice>

<https://www.nacacnet.org/advocacy--ethics/NACAC-Code-of-Ethics/>

NC WEEK 1A (Asheville Week) – Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Polk, Swain, Transylvania, & Yancey – September 9 – 13, 2019

Week Coordinator

Molly Tippett – Western Carolina University
mftippett@wcu.edu

Adam Ray- Western Carolina University
caray@wcu.edu

(828) 227 – 7317

Suggested Hotel(s)

Days: Sunday, September 8th – Tuesday, September 10th

Location: Best Western Plus River Escape Inn and Suites

Address: 248 WBI Drive, Dillsboro, NC 28725

Contact: (828) 586 – 6060

CACRAO Rate: Ten percent discount off the current rate if you use the: (Family and friends of WCU rate must say this) This is subject to availability so please book early to ensure a rate. State Employee Rate (ID required) \$ 71.20 only non-riverfront rooms 101.20 Riverfront Rooms

Days: Tuesday, September 10th – Friday, September 13th

Location: Hampton Inn Tunnel Road

Address: 204 Tunnel Rd., Asheville, NC 28805

Contact: (828) 255 – 9220

CACRAO Rate: \$119 a night

Must book by August 19th to get the CACRAO rate

https://hamptoninn.hilton.com/en/hp/groups/personalized/A/AVLTUHX-CAC-20190910/index.ihtml?WT.mc_id=POG

The above is a link to the page to reserve with the CACRAO rate. Thank you!

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Monday, September 9th

Fair Time: 10:00 a.m. – 11:30 a.m.

Fair Name: JACKSON, MACON, & SWAIN COUNTY SCHOOLS

Location: Southwestern Community College – Burrell Building Conference Center

Address: 447 College Dr. Sylva NC 28779

Contact: Mark Ellison, (828) 339 – 4217; m_ellison@southwesterncc.edu

Travel Time: 10 minutes from Best Western

Note(s): High schools attending: Blue Ridge, Franklin, Jackson Early College, Macon Early College, Smoky Mountain, and Swain high schools.

Fair Time: 6:00 p.m. – 7:30 p.m.

Fair Name: HAYWOOD COUNTY FAIR

Location: Haywood Community College – Student Center Auditorium, Beall Auditorium

Address: 185 Freedlander Dr. Clyde NC 28721

Contact: Hannah Moore 828-565-4095 hmmoore@haywood.edu

Travel Time: 30 minutes from Best Western

Note(s): High schools attending: Pisgah and Tuscola high schools.

Tuesday, September 10th

Fair Time: 10:00 a.m. – 11:30 a.m.

Fair Name: CHEROKEE, CLAY, & GRAHAM COUNTY SCHOOLS

Location: Tri-County Community College – Building D (Enloe)

Address: 21 Campus Circle, Murphy, NC 28906

Contact: Lee Beal, (828) 835 – 4233, lbeal@tricountycc.edu

Travel Time: 1 hour and 15 minutes from Best Western

Note(s): High Schools attending: Andrews, Hayesville, Hiwassee Dam, Murphy, Nantahala, and Robbinsville high schools.

Fair Time: 5:30 p.m. – 7:30 p.m.

Fair Name: HENDERSON & POLK COUNTY SCHOOLS

Location: Blue Ridge Community College – Technical Educational Development Center Conference Hall

Address: 180 W Campus Dr., Flat Rock, NC 28731

Contact: Pride Carson, (828) 694 – 1801, pridec@blueridge.edu

Travel Time: 2 hours and 30 minutes from Tri-County CC

Note(s): High schools attending: East Henderson, Hendersonville, North Henderson, Polk Central, West Henderson, and local area private schools.

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Wednesday, September 11th

Fair Time: 9:30 a.m. – 11:00 a.m.

Fair Name: MITCHELL & YANCEY COUNTY SCHOOLS

Location: Mayland Community College – Auditorium

Address: 200 Mayland Ln., Spruce Pine, NC 28777

Contact: Doug Dewar, (828) 765 – 7351, ddewar@mayland.edu

Travel Time: 1 hour and 15 minutes from suggested hotel (be prepared for road construction along route)

Note(s): High schools attending: Mitchell and Mountain Heritage high schools.

Fair Time: 1:30 p.m. – 2:30 p.m.

Fair Name & Location: MADISON HIGH SCHOOL

Address: 5740 US-25, Marshall, NC 28753

Contact: Hailey Vaught hvaught@madison.k12.net

Travel Time: 1 hour from Mayland CC

Note(s): N/A

Thursday, September 12th

Fair Time: 9:30 a.m. – 10:30 a.m.

Fair Name & Location: BREVARD HIGH SCHOOL

Address: 609 N Country Club Rd., Brevard, NC 28712

Contact: Hallie Moore hmoore@tcsnc.org

Travel Time: 1 hour from suggested hotel

Note(s): N/A

Fair Time: 11:20 a.m. – 12:20 p.m.

Fair Name & Location: ROSMAN HIGH SCHOOL

Address: 749 Pickens Hwy, Rosman, NC 28772

Contact: Sarah Shawver, (828) 862 – 4284, sshawver@tcsnc.org

Travel Time: 15 minutes from Brevard HS

Note(s): N/A

Fair Time: 6:00 p.m. – 8:00 p.m.

Fair Name: BUNCOMBE COUNTY SCHOOLS

Location: UNC Asheville – Sherrill Center and Kimmel Arena

Address: 1 University Heights, Asheville, NC 28804

Contact: Nate Corbitt, (828) 251 – 6481, ncorbitt@unca.edu

Travel Time: 10 minutes from suggested hotel

Note(s): High schools attending: A.C. Reynolds, Asheville, Clyde A. Erwin, Charles D. Owen, Enka, Martin L. Nesbitt Discovery Academy, North Buncombe, T.C. Roberson, and local private schools.

Fee: \$75 for CACRAO members / \$100 for non-members

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Friday, September 13th

Fair Time: 9:00 a.m. – 10:30 a.m.

Fair Name & Location: MCDOWELL HIGH SCHOOL

Address: 600 McDowell High School Rd., Marion, NC 28752

Contact: Pat Gross, (828) 652 – 7920, pat.gross@mcdowell.k12.nc.us

Travel Time: 40 minutes from suggested hotel

Note(s): N/A