

NC WEEK 3A (Gastonia Week) – Cleveland, Gaston, Lincoln, & Rutherford Counties –
September 23 – 27, 2019

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.

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- 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/>

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Week Coordinator

Patrick Frazier – Western Carolina University

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(828) 227 – 2671

Suggested Hotel(s)

Days: Sunday, September 22nd – Friday, September 27th

Location: Fairfield Inn

Address: 1860 Remount Rd., Gastonia, NC 28054

Contact: (704) 867 – 5073

CACRAO Rate: \$119 per night – Mention CACRAO or WCU when booking

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Monday, September 23rd

Fair Time: 8:30 a.m. – 2:30 p.m.

Fair Name: GASTON COUNTY SCHOOLS

Fair Location: Gaston College – Myers Center

Address: 201 Highway U.S. 321., Dallas, NC 28034

Travel Time: 15 minutes from Fairfield Inn

Note(s): High schools attending: Bessemer City, Gaston Early College, Highland School of Technology, Hunter Huss, North Gaston South Point, and Stuart Cramer high schools.

Fee: \$85 for CACRAO members / \$110 for non-members

Tuesday, September 24th

Fair Time: 8:30 a.m. – 2:30 p.m.

Fair Name: GASTON COUNTY SCHOOLS

Fair Location: Gaston College – Myers Center

Address: 201 Highway U.S. 321., Dallas, NC 28034

Travel Time: 15 minutes from Fairfield Inn

Note(s): High schools attending: Ashbrook, Cherryville, East Gaston, and Forestview high schools.

Fee: \$85 for CACRAO members / \$110 for non-members (Only one fee payment required for the two days)

Wednesday, September 25th

Fair Time: 8:30 a.m. – 2:30 p.m.

Fair Name: RUTHERFORD COUNTY SCHOOLS

Fair Location: Isothermal Community College

Address: I C C Loop Road, Spindale, NC 28160

Travel Time: 1 hour from Fairfield Inn

Note(s): High schools attending: Chase, East Rutherford, R-S Central, and Rutherford Early College high schools

***30 minute break during the fair**

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Thursday, September 26th

Fair Time: 8:30 a.m. – 10:30 a.m.

Fair Name: EAST LINCOLN & NORTH LINCOLN HIGH SCHOOLS

Fair Location: East Lincoln High School

Address: 6471 NC-73, Denver, NC 28037

Travel Time: 35 minutes from Fairfield Inn

Note(s): High schools attending: North Lincoln and East Lincoln high schools.

Fee: \$25 for CACRAO members / \$50 for non-members

Fair Time: 1:00 p.m. – 3:00 p.m.

Fair Name: LINCOLNTON & WEST LINCOLN HIGH SCHOOLS

Fair Location: Lincolnton High School

Address: 803 N Aspen Street, Lincolnton, NC 28092

Travel Time: 30 minutes from East Lincoln High School

Note(s): High schools attending: West Lincoln and Lincolnton high schools.

Fee: \$25 for CACRAO members / \$50 for non-members

Friday, September 27th

Fair Time: 8:30 a.m. – 3:15 p.m.

Fair Name: CLEVELAND COUNTY SCHOOLS

Fair Location: Cleveland Community College

Address: 137 South Post Rd, Shelby, NC 28152

Travel Time: 30 minutes from Fairfield Inn

Note(s): High schools attending: Burns, Cleveland Early College, Crest, Kings Mountain, and Shelby high schools.

*Lunch will be provided

Fee: \$15 for CACRAO members / \$40 for non-members