

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.

- 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.
- 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.

NC WEEK 4A (Metro Week) – Durham, Forsyth, Guilford, Rockingham, &
Stokes Counties – Monday, October 4th - Wednesday, October 6th, 2021

- 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.
- 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.
- 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.
- 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).
- 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.
- 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 4A (Metro Week) – Durham, Forsyth, Guilford, Rockingham, &
Stokes Counties – Monday, October 4th - Wednesday, October 6th, 2021

Week Coordinators

David Stevenson, Jr.
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Ronnie Chalmers
North Carolina State University
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Suggested Hotels

Location: DoubleTree by Hilton Greensboro
Address: 3030 W. Gate City Blvd., Greensboro, NC 27403
Contact: 336-292-4004
Notes: No CACRAO Rate

Holiday Inn Express Wendover
Address: 4305 Big Tree Way., Greensboro, NC 27409
Contact: 336-854-0090

Fairfield Inn by Marriott Airport
Address: 7615 Thorndike Rd., Greensboro, NC 27409
Contact- 336-841-0140

Monday, October 4th, 2021

Fair Time: 8:30-9:30

Fair Name & Location: DALTON MCMICHAEL HIGH SCHOOL

Address: 6845 NC Hwy 135, Mayodan, NC 27027

Contact: N/A

Travel Time: N/A

Fair Time: 10:00- 11:00 AM

Fair Name & Location: JOHN MOREHEAD HIGH SCHOOL

Address: 134 North Pierce St., Eden, NC 27288

Contact: N/A

Travel Time: 23 minutes from DM High School

NC WEEK 4A (Metro Week) – Durham, Forsyth, Guilford, Rockingham, &
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Tuesday, October 5th, 2021

Fair Time: 8:45 AM-9:45 AM

Fair Name & Location: REIDSVILLE HIGH SCHOOL

Address: 1901 South Park Dr., Reidsville, NC 27230

Contact: Ms. Jan Denny (jdenny@rock.k12.nc.us)

Travel Time:

Fair Time: 10:30 AM-11:30 AM

Fair Name & Location: ROCKINGHAM COUNTY HIGH SCHOOL

Address: 180 High School Rd., Reidsville NC

Contact: Ms. Jan Denny (jdenny@rock.k12.nc.us)

Travel Time: 12 Minutes from Reidsville High School

Wednesday, October 6th, 2021

Fair Time: 8:30: 10:00 am

Fair Name & Location: WEST STOKES HIGH SCHOOL

Address: 1400 Priddy Rd., King, NC 27021

Contact: Michelle Ring (michelle.ring@stokes.k12.nc.us)

Travel Time: N/A

Fair Time 11:00 AM-12:00 AM

Fair Name & Location: SOUTH STOKES HIGH SCHOOL

Address: 1100 South Stokes High Dr., Walnut Cove, NC

Contact: Christina Sawyer (michelle.ring@stokes.k12.nc.us)

Travel Time: 17 Minutes from West Stokes