

Carolinas Association of Collegiate Registrars and Admissions Officers Code of Ethics

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 Educational Opportunity Programs. Each institutional representative must respect the rights of other institutions.
 - Arrive early to the fair and staff your booth during fair hours
 - Dress to best represent your school
 - Check in with the coordinator of the college fair in order to locate the table, space, or booth you have been assigned.
 - Stay for the entire program. CACRAO and/or the college fair host may follow up with the leadership of your institution should you be absent without notification. Representatives should notify the host contact or Scheduling Committee member who organized the week should you be unable to attend.
 - One official representative is considered adequate. If more than one representative is needed, those present must confine all activities to the assigned space.
 - 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.
 - Allow students to approach your table of their own accord. Calling to or directing students to your table is not permitted.
 - Displays cannot exceed or obstruct the view of adjacent booths and prevent the representative from standing behind their table. Floor displays are not permitted. Objects such as balloons are also not permitted.
 - Laptops and iPads are permitted for visual use only, audio is not permitted. Technology such as this should not interfere with other exhibitors.
 - Promotional giveaways (including raffles and drawings) are strictly prohibited. Distributed educational information must be limited to printed materials which are accurate, tasteful and pertain to the college or university. Handouts such as key chains, pens, pennants, balloons, balls, plastic bags, food and candy are not permitted.
 - Applications for admission may be distributed, but not completed or returned at Ed-Op Programs. Offering on-site admission is also not permitted.
 - Be courteous to other exhibitors and fair attendees. 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.
 - Cell phones, Bluetooth devices, and iPhones should be turned off and stored for the duration of the Ed-Op Program.
 - Assist college fair coordinators by completing all evaluations and return them to the designated official at the conclusion of the fair.
 - Student information collected shall only be used for institutional purposes.

2. School counselors are encouraged to limit program invitations to CACRAO members and other degree-granting institutions. In the event that counselors choose to invite other organizations; those participants must adhere to the Code of Ethics set forth by CACRAO.
3. CACRAO member institutions may host Ed-Op Programs only with prior approval from either the NC or SC Scheduling Committees. In the event that the Scheduling Committee feels it is necessary to hold a program at a member institution, the following policies apply:
 - The host institution will participate on an equal standing with all other institutions and no special incentives will be offered for students.
 - Refreshments (if provided) should be for college representatives only.
 - Hosting institutions 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 participation fee.
4. Failure to adhere to these guidelines will result in your institution being asked to vacate your assigned space and the Educational Opportunity Fair. Colleges and Universities exhibiting in CACRAO' Fairs are expected to adhere to CACRAO's Principles of Good Practice.