

NC WEEK 5A (Florence Week) – School Counselor Programs: Greenville, Raleigh, & Greensboro

College Fair Programs: Caswell, Pearson, & Wake Counties – October 7 – 12, 2018

Code of Ethics & Exhibitor Guidelines for Ed-Op Programs:

- 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.
- 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.

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.

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Week Coordinator

Chris Beatty – William Peace University
cjbeatty@peace.edu
(919) 508 – 2026

Takeila Hall – CFNC (Tues.)
takeila.hall@cfi.org

Amy Denton – CFNC (Wed. – Thurs.)
amy.denton@cfi.org
(252) 402 – 6157

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Sunday, October 7th

Fair Time: 2:00 p.m. – 4:30 p.m.

Fair Name: WAKE COUNTY SCHOOLS

Fair Location: NC State University – McKimmon Center

Address: 1101 Gorman Street, Raleigh, NC 27606

Contact: Taylor Holland, NC State University, (919) 515 – 5038 or taylor_holland@ncsu.edu

Note(s): High schools attending: Apex, Apex Friendship, Athens Drive, Broughton, Cary, Crossroads Flex, East Wake, Enloe, Fuquay-Varina, Garner, Green Hope, Heritage, Holly Springs, Knightdale, Leesville Road, Middle Creek, Millbrook, Panther Creek, Rolesville, Sanderson, Southeast Raleigh, Wake Early College of Health Science, Wake Forest, Wake STEM Early College, and Wakefield high schools.

Fee: \$100 for CACRAO members / \$125 for non-members

Monday, October 8th

Program Time: 8:30 a.m. – 1:15pm

Program Name: GREENVILLE SCHOOL COUNSELOR CONFERENCE

Program Location: Hilton Hotel

Address: 207 SW Greenville Blvd., Greenville, NC 27834

Contact: Amy Denton, CFNC, (252) 402 – 6157 or amy.denton@cfi.org

Agenda:

8:00 - 8:30 am – High School Counselor Check-In

8:30 - 8:35 am – Welcome

8:35 - 8:55 am – NCICU Update and College Representative Panel

8:55 - 9:15 am – NCCCS Update and College Representative Panel

9:15 - 9:35 am – UNC System Office Update and College Representative Panel

9:35 - 9:45 am – Break (*College reps will join counselors for brunch at this time*)

9:45 - 10:25 am – Networking Brunch

10:25 - 10:45 am – CFNC Update

10:45 - 11:15 am – Residency Determination Service Update

11:15 - 11:20 am – NC Ed-Op Update

11:20 am - 12:30 pm – College and Counselors Exchange

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Tuesday, October 9th

Program Time: 8:30 a.m. – 1:15pm

Program Name: RALEIGH SCHOOL COUNSELOR CONFERENCE

Program Location: Holiday Inn – Downtown Raleigh

Address: 320 Hillsborough St., Raleigh, NC 2763

Contact: Emily Simpson, (336) 599 – 8321 x20021

Agenda:

8:00 - 8:30 am – High School Counselor Check-In

8:30 - 8:35 am – Welcome

8:35 - 8:55 am – NCICU Update and College Representative Panel

8:55 - 9:15 am – NCCCS Update and College Representative Panel

9:15 - 9:35 am – UNC System Office Update and College Representative Panel

9:35 - 9:45 am – Break (*College reps will join counselors for brunch at this time*)

9:45 - 10:25 am – Networking Brunch

10:25 - 10:45 am – CFNC Update

10:45 - 11:15 am – Residency Determination Service Update

11:15 - 11:20 am – NC Ed-Op Update

11:20 am - 12:30 pm – College and Counselors Exchange

Wednesday, October 10th

No Programs Scheduled – PSAT Test Date

Thursday, October 11th

Program Time: 8:30 a.m. – 1:15pm

Program Name: Greensboro SCHOOL COUNSELOR CONFERENCE

Program Location: Greensboro Marriott Downtown

Address: 304 North Greene St., Greensboro, NC 27401

Contact: Amy Denton, CFNC, (252) 402 – 6157 or amy.denton@cfi.org

Agenda:

8:00 - 8:30 am – High School Counselor Check-In

8:30 - 8:35 am – Welcome

8:35 - 8:55 am – NCICU Update and College Representative Panel

8:55 - 9:15 am – NCCCS Update and College Representative Panel

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Friday, October 12th

Fair Time: 10:00 a.m. – 11:30 a.m.

Fair Name & Location: PERSON HIGH SCHOOL & ROXBORO COMMUNITY SCHOOL

Fair Location: Person High School Gym

Address: 1010 Ridge Rd, Roxboro, NC 27573

Contact: Emily Simpson, (336) 599 – 8321 x20021

Travel Time: From any suggested hotel about 1 hour

Note(s): N/A

Fair Time: 1:45 p.m. – 2:45 p.m.

Fair Name & Location: BARTLETT-YANCEY HIGH SCHOOL

Address: 466 Main Street E, Yanceyville, NC 27379

Contact: Jane Sartin, (336) 694 – 4212 x212

Travel Time: 30 minutes from Person HS

Note(s): N/A