#### **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:
  - o The host institution will participate on an equal standing with all other institutions and no special incentives will be offered for students.
  - o Refreshments (if provided) should be for college representatives only.
  - o 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's Fairs are expected to adhere to CACRAO's Principles of Good Practice.

#### **Week Coordinator**

### **Taliyah Newsome- University of Mount Olive**

tnewsome@umo.edu cell: 919-648-3295

#### **Suggested Hotels**

These are suggested hotels. There are several in the area. Please book the hotel that works best for your institution.

Days: Sunday, September 25 – Tuesday, September 27

Hampton Inn – Smithfield Selma

1695 Outlet Center Dr., Selma, NC 27576

Days: Tuesday, September 27 – Friday, September 30

Hampton Inn - Goldsboro

905 North Spence Ave., Goldsboro, NC 27534

Days: Tuesday, September 27 – Friday, September 30

**Home2 Suites by Hilton- Goldsboro** 

2613 N Park Drive, Goldsboro NC 27534

#### Monday, September 26th

Fair Time: 8:00 a.m. - 9:30 a.m.

Fair Name: Smithfield-Selma, North Johnston, Princeton High, and Neuse Charter School

at Smithfield-Selma High School

Fair Location: Cafeteria

Address: 700 Booker Dairy Rd, Smithfield, NC 27577

**Travel Time:** 10 mins from Hampton Inn – Smithfield Selma **Contact:** Bernice Meja, bernicemeja@johnston.k12.nc.us

**Notes:** Parking is available in the faculty parking lot in front of cafeteria.

Fair Time: 11:00 a.m. – 12:00 p.m.

Fair Name: South Johnston High School

Fair Location: New Ag Extension Building, located behind Main Gym

**Address:** 10381 US 301 S, Four Oaks, NC 27524 **Travel Time:** 25 mins from Smithfield-Selma HS

Contact: Brandy Peters: brandypeters@johnston.k12.nc.us or 919-894-3146 ext. 5540

**Notes:** Parking is behind the school main building on the Bus Lot. Please drive around the back of the school (main building) and park on the bus lot which is directly behind the main/old gym.

The Ag Extension Building is directly in front of you if you park facing the school.

Fair Time: 1:15 p.m. - 2:15 p.m.

Fair Name: West Johnston High School

Fair Location: Auditorium wing

**Address:** 5935 Raleigh Rd., Benson, NC 27503 **Travel Time**: 15 mins from South Johnston HS

**Contact:** Katie McAnally: katiemcanally@johnston.k12.nc.us

**Parking:** Parking will be in front of the auditorium. Turn into the school, then veer right at the split. Take the first left after the split and the lot will be immediately to the left. Enter at the front

of the auditorium.

### **Tuesday, September 27th**

Fair Time: 8:00 a.m. – 9:00 a.m. Fair Name: Cleveland High School

Fair Location: Main Gym

Address: 1892 Polenta Rd., Clayton, NC 27520

**Travel Time:** 21 mins from Hampton Inn – Smithfield Selma

Contact: Kim Lewter: kimberlylewter@iohnston.k12.nc.us or 919-934-2455 ext. 1913 &

Amanda Pardue, amandapardue@johnston.k12.nc.us

**Notes:** Enter campus near the football field, park in the gym lot (between building and football

field). Look for JROTC cadets.

Fair Time: 10:00 a.m. – 11:00 a.m.

Fair Name: Clayton High School

Fair Location: Old Gym

Address: 600 South Fayetteville St., Clayton, NC 27520

**Travel Time:** 15 mins from Cleveland HS

**Notes:** Park behind the school in the student parking lot marked by ROTC.

Contact: Jessica Druzak, jessicadruzak@johnston.k12.nc.us

Fair Time: 12:30 p.m. – 2:00 p.m.

Fair Name: Corinth Holders High School

Fair Location: Main Gym

Address: 6875 Apple White Rd., Wendell, NC 27591

**Travel Time:** 21 mins from Clayton HS

**Notes:** There is parking in front of the gym. Which is to the left when entering campus and facing the front of the building. Counselors enter through the front door on the far left side of the

gym entrance.

Contact: Kim Nappier, <u>kimnappier@johnston.k12.nc.us</u>

### Wednesday, September 28th

Fair Time: 9:30 a.m.- 10:30 a.m.

Fair Name: Wayne Preparatory School Fair Location: Middle School Gym

Address: 600 Tommys Rd, Goldsboro, NC 27530

**Travel Time:** 10 mins from Hampton Inn Goldsboro, 8 mins from Home 2 Suites by Hilton

Goldsboro

Contact: Sandy Sasser: <a href="mailto:sandysasser@wcps.org">sandysasser@wcps.org</a>

Notes: Wayne Christian School and Wayne Country Day will be attending. Parking is located

between

middle and high school. Enter through the back of the middle school.

Fair Time: 11:30 a.m. – 12:15 p.m. Fair Name: Rosewood High School

Fair Location: Gym

**Address:** 900 Rosewood Rd., Goldsboro, NC 27530 **Travel Time:** 15 mins from Wayne Preparatory Academy

Contact: Kelly Harris, kellyharris@wcps.org; Keith Vaughn, keithvaughn@wcps.org

**Notes:** Parking is available next to the gym at the back of campus.

Fair Time: 1:30 p.m. - 3:00 p.m.

Fair Name: Goldsboro High School and Wayne County School of Engineering at

Goldsboro High School- (2:30-3pm will be Wayne School of Eng.)

Fair Location: Gym

**Address:** 901 Beech St., Goldsboro, NC 27530 **Travel Time:** 13 mins from Rosewood HS

Contact: Nidhi Elia (she/hers), nidhielia@wcps.org

**Notes:** park beside the gym with entrance on Herman Street/ Wayne Memorial Drive.

Counselors enter front of gym.

Fair Time: 5:30 p.m. – 7:30 p.m. Fair Name: Lenoir County Schools

Fair Location: Kinston Community Center Gym (formally named Woodmen Community

Center)

Address: 2602 W. Vernon Ave., Kinston, NC 28504

Travel Time: 30 mins from Goldsboro HS; 28 mins from Hampton Inn; 29 mins from Home2

Suites

**Contact**: Jennifer Hollingsworth, jhollingsworth@lenoir.k12.nc.us

**Notes:** Schools Attending: Kinston, North Lenoir, South Lenoir, Lenoir County Early College, Andrell Parrott Academy, Bethel Christian Academy. Parking is available in the main lot at the entrance. Upon entering the facility, turn right and then left down a hall. The gym is at the end of the hall. There will be a financial aid session at 6:30-7:30pm with Amy Denton from CFNC.

### **Thursday, September 29th**

Fair Time: 8:30 a.m. - 9:25 a.m.

Fair Name: Eastern Wayne High School

Contact: Christa Coates: christacoates@wcps.org or 919-751-7120 ext. 2336

Fair Location: EWHS Cafeteria

Address: 1135 New Hope Rd., Goldsboro, NC 27534

Travel Time: 11 mins from Hampton Inn; 8 mins from Home2 Suites

**Parking notes:** Drive past the high school and take a left at the stoplight on Mark Edwards Rd. Immediately turn left into a grass parking lot near the old gym. If it's raining and you do not want to park in grass, just stay on the driveway that runs behind the campus rather than parking in grass. The driveway will eventually end at a paved student parking lot on the north side of campus; the walk to the cafeteria will be further, but there is a paved sidewalk that takes reps straight to the cafeteria. Do not park in the driveway; it's our fire lane!

If you are coming from the HWY 70 BYPASS, take the Parkstown exit and turn right which turns into Mark Edwards Rd. Just before approaching the stoplight at New Hope Rd, turn right into the grass parking lot on the right. You will never actually get onto New Hope Rd. If you are coming from the hotels in Goldsboro, you will likely wind up on Berkeley Blvd and need to turn right onto New Hope Rd. The high school is about 2 miles on the left

Fair Time: 10:00 a.m. – 11:00 a.m.

Fair Name: Charles B. Aycock High School

Fair Location: Old Gym

**Address:** 5460 US 117, Pikeville, NC 27863 **Travel Time:** 20 mins from Eastern Wayne HS

Contact: Gladys Diggs: gladysdiggs@wcps.org or 919-242-3400

Notes: When entering campus, take 2<sup>nd</sup> left into staff parking lot, ROTC Cadets will be there to

assist

Fair Time: 1:00 p.m. - 2:00 p.m.

Fair Name: Southern Wayne High School and Spring Creek High School at Southern

Wayne High School

**Fair Location:** Southern Wayne High School NEW Gym **Address:** 124 Walter Fulcher Rd., Dudley, NC 28333

**Travel Time:** 28 mins from Charles B. Aycock

Contact: Andrea Britt: <a href="mailto:andreabritt@wcps.org">andreabritt@wcps.org</a>; Jacob Hoyt, <a href="mailto:jacobhoyt@wcps.org">jacobhoyt@wcps.org</a>, Michelle

Cobb (Spring Creek) michellecobb@wcps.org

**Notes:** Go past the school and the new gym is on the right, parking will be available in front of

the gym

### Friday, September 30th

Fair Time: 8:30 a.m. – 11:00 a.m. Fair Name: Sampson County Schools

Fair Location: Sampson Community College – Warren Student Center

Address: 1801 Sunset Ave, Clinton, NC 28328

**Travel Time:** 53 mins from Hampton Inn Goldsboro; 53 mins from Home 2 Suites

Contact: Amelia Elmore, aelmore@sampsoncc.edu

**Notes:** <u>Parking:</u> Admissions Counselors are welcome to park any student designated parking lot. Signage will direct traffic to the parking areas. <u>Entrance for admissions counselors:</u> There are several entrances for the Warren Student Center (the location for this event). We will be utilizing the entire bottom floor of this building. Signs will be posted directing counselors to the check-in table. Colleges will be in alphabetical order. Water and snacks will be provided to the counselors. Prepare to be at half-tables.