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

Krystin Woodell – UNC Pembroke Krystin Woodell @uncp.edu

Monday, October 31st

Fair Time: 8:30am – 9:30am

Fair Name: WEST BLADEN HIGH SCHOOL

Fair Location: TBA

Address: 1600 NC-410 Hwy, Bladenboro, NC 28320

Contact: Miss Patricia Beasley, pjbeasley@bladen.k12.nc.us

Note(s): Fee:

Fair Time: 10:30am – 11:30am

Fair Name: EAST BLADEN HIGH SCHOOL

Fair Location: TBA

Address: 5600 NC-87, Elizabethtown, NC 28337

Contact: Ms. Katie Larrimore, knlarrimore@bladen.k12.nc.us

Travel Time: 17 minutes

Note(s): Fee:

Tuesday, November 1st

Fair Time: 8:15am – 9:15am

Fair Name: WHITEVILLE HIGH SCHOOL

Fair Location: TBA

Address: 413 N Lee St, Whiteville, NC 28472

Contact: Anna Godwin, agodwin@whiteville.k12.nc.us

Fair Time: 10:00am - 11:00am

Fair Name: SOUTH COLUMBUS HIGH SCHOOL

Fair Location: TBA

Address: 40 Stallion Dr, Tabor City, NC 28463

Contact: Stacy Stout-Prince, ssprince@columbus.k12.nc.us

Travel Time: 20 minutes

Tuesday, November 1st Continued

Fair Time: 1:30pm - 2:30pm

Fair Name: WEST COLUMBUS HIGH SCHOOL

Fair Location: TBA

Address: 7294 Andrew Jackson Hwy SW, Cerro Gordo, NC 28430

Contact: Michelle Haigler Travel Time: 24 minutes

Wednesday, November 2nd

Fair Time: 8:15am – 9:15am

Fair Name: LUMBERTON SENIOR HIGH SCHOOL

Fair Location: TBA

Address: 3901 Fayetteville Rd, Lumberton, NC 28358 Contact: Nichole Hunt, nichole.hunt@robeson.k12.nc.us

Fair Time: 10:30am – 11:30am

Fair Name: EAST COLUMBUS HIGH SCHOOL

Fair Location: Main Gym

Address: 32 Gator Ln, Lake Waccamaw, NC 28450 Contact: Brad Carey, <u>bradcarey@columbus.k12.nc.us</u>

Travel Time: 48 minutes

Fair Time: 1:00pm – 2:00pm

Fair Name: FAIRMONT HIGH SCHOOL

Fair Location: Main Gym

Address: 5419 Old Stage Rd, Fairmont, NC 28340 Contact: Hillary Jacobs, hlegail@email.unc.edu

Travel Time: 38 minutes

Thursday, November 3rd

Fair Time: 8:30am – 9:30am

Fair Name: PURNELL SWETT HIGH SCHOOL

Fair Location: Main Gym

Address: 11344 Deep Branch Rd, Maxton, NC 28364

Contact: Chenoa Chavis, cechavis@unc.edu

Fair Time: 10:00am – 11:00am

Fair Name: RED SPRINGS HIGH SCHOOL

Fair Location: TBA

Address: 509 N Vance St, Red Springs, NC 28377

Contact: Kimberly McDonald, kimberly.mcdonald@robeson.k12.nc.us

Travel Time: 17 minutes

Fair Time: 1:30pm – 2:30pm

Fair Name: ST. PAULS HIGH SCHOOL

Fair Location: Main Gym

Address: 648 N Old Stage Rd, St Pauls, NC 28384

Contact: Sonya Sampson, sonya.sampson@robeson.k12.nc.us

Travel Time: 21 minutes

Friday, November 4th

Fair Time: 9:00am – 10:00am

Fair Name: SCOTLAND HIGH SCHOOL

Fair Location: TBA

Address: 1000 W Church St, Laurinburg, NC 28352 Contact: Cindy Chavis, cindychavis@scotland.k12.nc.us

Fair Time: 11:45am – 12:45pm Fair Name: HOKE HIGH SCHOOL

Fair Location: Main Gym

Address: 505 S Bethel Rd, Raeford, NC 28376

Contact: Brandon Locklear, brlocklear@hcs.k12.nc.us