

NC WEEK 4B (Sanford Week) – Chatham, Cumberland, Harnett, Lee, Moore,  
Richmond, & Montgomery Counties – September 30 – 3, 2019

**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.*

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 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.

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- 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.
- 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.

**2.** 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.

**3.** 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.

**4.** 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).

**5.** 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.

**6.** 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/>

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**Week Coordinators**

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**Suggested Hotel(s)**

**Days:** Sunday, September 29<sup>th</sup> – Wednesday, October 2<sup>nd</sup>

**Location:** Hampton Inn Spring Lake

**Address:** 1050 N. Bragg Blvd. Spring Lake, NC 28390

**Contact:** (910) 438 – 0945

**CACRAO Rate:** N/A

**Days:** Wednesday, October 2<sup>nd</sup> – Thursday, October 3<sup>rd</sup>

**Location:** Hampton Inn Southern Pines

**Address:** 200 Columbus Dr. Aberdeen, NC 28315

**Contact:** (910) 693 – 4330

**CACRAO Rate:** N/A

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**Monday, September 30<sup>th</sup>**

**Fair Time: 8:15 a.m. – 9:15 a.m.**

**Fair Name & Location: TRITON HIGH SCHOOL**

**Address:** 215 Maynard Lake Rd., Erwin, NC 28339

**Contact:** N/A

**Travel Time:** 35 minutes from Hampton Inn Spring Lake

**Note(s):** N/A

**Fair Time: 10:00 a.m. – 11:00 a.m.**

**Fair Name & Location: HARNETT CENTRAL HIGH SCHOOL**

**Address:** 2911 Harnett Central Rd., Angier, NC 27501

**Contact:** N/A

**Travel Time:** ~20 minutes from Triton HS

**Note(s):** N/A

**Fair Time: 1:00 p.m. – 2:00 p.m.**

**Fair Name & Location: WESTERN HARNETT HIGH SCHOOL**

**Address:** 10637 NC Hwy 27, West Lillington, NC 27546

**Contact:** N/A

**Travel Time:** 23 minutes from Harnett Central

**Note(s):** N/A

**Fair Time: 6:00 p.m. – 7:30 p.m.**

**Fair Name: LEE COUNTY COLLEGE FAIR**

**Fair Location:** Dennis A. Wick Civic Center

**Address:** 1801 Nash St., Sanford, NC 27330

**Contact:** N/A

**Travel Time:** ~22 minutes from Western Harnett

**Note(s):** N/A

**Tuesday, October 1<sup>st</sup>**

**Fair Time: 9:30 a.m. – 10:30 a.m.**

**Fair Name & Location: OVERHILLS HIGH SCHOOL**

**Address:** 2495 Ray Road, Spring Lake, NC 28390

**Contact:** N/A

**Travel Time:** ~15 minutes from Hampton Inn Spring Lake

**Note(s):** N/A

**Fair Time: 12:30 p.m. – 3:00 p.m.**

**Fair Name: CUMBERLAND COUNTY PUBLIC SCHOOLS**

**Fair Location:** Crown Expo Center

**Address:** 1960 Coliseum Dr., Fayetteville, NC 28306

**Contact:** N/A

**Travel Time:** ~ 30 minutes from Overhills HS

**Note(s):** \*\*Students will be arriving at 12pm for a panel session and will proceed to the fair area following the conclusion of the session. \*\*

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**Tuesday, October 1<sup>st</sup>-- Continued**

**\*\*BREAK\*\* 3:00 p.m. – 4:00 p.m. Food available for College Reps.**

**Fair Time: 4:00 p.m. – 7:00 p.m.**

**Fair Name: CUMBERLAND COUNTY SCHOOLS (OPEN TO PUBLIC)**

**Fair Location: Crown Expo Center**

**Address: 1960 Coliseum Dr., Fayetteville, NC 28306**

**Contact: N/A**

**Travel Time:**

**Fee: \$100 member / \$125 non-member**

**Wednesday, October 2<sup>nd</sup>**

**Fair Time: 9:00 a.m. – 10:00 a.m.**

**Fair Name & Location: PINECREST HIGH SCHOOL**

**Address: 250 Voit Gilmore Ln., Southern Pines, NC 28387**

**Contact: N/A**

**Travel Time: ~40 minutes from Hampton Inn Spring Lake**

**Note(s): N/A**

**Fair Time: 10:45 a.m. – 11:45 a.m.**

**Fair Name & Location: UNION PINES HIGH SCHOOL**

**Address: 1981 Union Church Rd., Cameron, NC 28326**

**Contact: N/A**

**Travel Time: 23 minutes from Pinecrest HS**

**Note(s): N/A**

**Fair Time: 1:00 p.m. – 2:00 p.m.**

**Fair Name & Location: NORTH MOORE HIGH SCHOOL**

**Address: 1504 N. Moore Rd., Robbins, NC 27325**

**Contact: N/A**

**Travel Time: 25 minutes from Union Pines HS**

**Note(s): N/A**

**Fair Time: 5:00 p.m. – 6:30 p.m.**

**Fair Name & Location: RICHMOND COUNTY**

**Address: 838 US-1, Rockingham, NC 28379**

**Contact: N/A**

**Travel Time: 55 minutes from North Moore**

**Note(s): N/A**

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**Thursday, October 3<sup>rd</sup>**

**Fair Time: 8:30 a.m. – 10:15 a.m.**

**Fair Name: MONTGOMERY COUNTY (CONSOLIDATED)**

**Fair Location:** Montgomery Community College (Building 200 Multi-Purpose Room)

**Address:** 1011 Page St., Troy, NC 27371

**Contact:** N/A

**Travel Time:** 45 minutes from Hampton Inn Southern Pines

**Note(s):** N/A

**Fair Time: 12:30 p.m. – 2:30 p.m.**

**Fair Name: CHATHAM COUNTY (CONSOLIDATED)**

**Fair Location:** Chatham County Agriculture & Conference Center

**Address:** 1192 US Hwy 64 West Business, Pittsboro, NC 27312

**Contact:** N/A

**Travel Time:** 1 hour and 10 minutes from Montgomery CC

**Note(s):** N/A