

NC WEEK 1B (Alamance Week) – Alamance, Caswell, Granville, Orange, Person, Vance, Wake and Warren Counties – September 12-16, 2022

**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.

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- 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.
  - 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**

**Mandy Hines** – Johnson & Wales University  
mandy.hines@jwu.edu  
(336) 395-4701 (text or talk)

**Stone Yeatts** – UNC Greensboro  
tsyeatts@uncg.edu  
(336) 334-9881 (Voice); 336-432-0902 (Text)

**Suggested Hotel(s)**

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

**Location: Fairfield Inn and Suites Mebane**  
**Address: 11 Spring Forest Drive Mebane, North Carolina 27302**  
**Contact: 919-568-8500**

**Location: Courtyard Burlington**  
**Address: 3141 Wilson Drive Burlington, North Carolina 27215**  
**Contact: 336-585-1888**

**Location: Hampton Inn Mebane**  
**Address: 105 Spring Forest Drive, Mebane, North Carolina, 27302**  
**Contact: 919-563-5400**

**Location: Fairfield Inn and Suites Raleigh Wake Forest (Wednesday night)**  
**Address: 12051 Retail Drive Wake Forest, North Carolina 27587**  
**Contact: 919-435-7056**

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**Sunday, September 11**

**Fair Time: 1:00 p.m. - 4:00 p.m.**

**Fair Name: WAKE COUNTY SCHOOLS**

**Fair Location:** NC State University – McKimmon Center

**Address:** 1101 Gorman Street, Raleigh, NC 27606

**Contact:** Mandy Hines, [mandy.hines@jwu.edu](mailto:mandy.hines@jwu.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.

**Set up: Admissions reps may arrive as early as 12pm to set up. Light refreshments will be served. Consider eating a meal before arrival.**

**Fee:** \$112 for CACRAO members / \$137 for non-members

**Monday, September 12**

**Fair Time: 9:00 a.m. - 1:00 p.m.**

**Fair Name: ALAMANCE COUNTY SCHOOLS**

**Fair Location:** Alamance Community College

**Address:** 1247 Jimmie Kerr Rd, Graham, NC 27253

**Contact:** Ben Shirley, [wbshirley391@alamancecc.edu](mailto:wbshirley391@alamancecc.edu)

**Schools attending:** Alamance-Burlington Early College, Cummings, Graham, Eastern Alamance, Southern Alamance, Walter Williams, Western Alamance, Alamance Christian School, Hawbridge School

**Note(s):** Main Building, additional parking information to come; admissions counselors may arrive at 8:30am to set up.

**Fair Time: 6:00 p.m.- 8:00 p.m.**

**Fair Name: CHAPEL HILL-CARRBORO CITY SCHOOLS**

**Fair Location:** East Chapel Hill High School

**Address:** 500 Weaver Dairy Rd, Chapel Hill, NC 27514

**Contact:** Janet Cherry, [jcherry@chccs.k12.nc.us](mailto:jcherry@chccs.k12.nc.us)

**Schools attending:** Chapel Hill High School, Carrboro High School, Phoenix Academy, East Chapel Hill High School

**Note(s):** Admissions counselors may arrive to set up between 5:00-5:45pm

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**Tuesday, September 13**

**Fair Time: 8:45 a.m. – 11:30 a.m.**

**Fair Name & Location: PERSON COUNTY SCHOOLS**

**Fair Location:** Person High School

**Address:** 1010 Ridge Rd, Roxboro, NC 27573

**Contact:** Kelly Woody, [woodyk@person.k12.nc.us](mailto:woodyk@person.k12.nc.us)

**Schools attending:** Person High School, Person Early College, Roxboro Community School

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

**Fair Time: 1:45 p.m. – 2:45 p.m.**

**Fair Name: BARTLETT-YANCEY HIGH SCHOOL**

**Location:** Bartlett Yancey High School

**Address:** 536 Main St., Yanceyville, NC 27379

**Contact:** JoAnn Bunting, [joann.bunting@caswell.k12.nc.us](mailto:joann.bunting@caswell.k12.nc.us)

**Travel Time:** 30 minutes from Person HS

**Fair Time: 5:00 p.m. -7:00 p.m.**

**Fair Name & Location: ORANGE COUNTY SCHOOLS**

**Fair Location:** Orange High School

**Address:** 500 Orange High School Rd, Hillsborough, NC 27278

**Contact:** Dr. Jessica Dreher, [jessica.dreher@orange.k12.nc.us](mailto:jessica.dreher@orange.k12.nc.us)

**Schools attending:** Orange High School, Cedar Ridge High School

**Note(s):** Due to later dismissal at Orange High School, please plan to arrive around 4:40 p.m. to avoid student traffic.

**Wednesday, September 14**

**Fair Time: 8:30 a.m. – 11:30 a.m.**

**Fair Name: VANCE COUNTY SCHOOLS**

**Fair Location:** Vance-Granville Community College Civic Center

**Address:** 200 Community College Rd., Henderson, NC 27537

**Contact:** Michelle Burton w/Vance Co Schools, [mburton@vcs.k12.nc.us](mailto:mburton@vcs.k12.nc.us); Sita

Makowske w/VGCC [makowskes@vgcc.edu](mailto:makowskes@vgcc.edu), 252-738-3416

**Note(s):** High schools attending: Vance County High School, Vance Early College, JF Webb, Kerr-Vance Academy, Crossroads Christian, Oxford Prep, Vance Charter, AdVance Academy at Western Vance, Henderson Collegiate, Haliwa-Saponi Tribal School, and Vance-Granville Community College.

**Fee:** \$22 for CACRAO members / \$47 for non-members

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**Fair Time: 2:00pm-3:00pm**

**Fair Name: GRANVILLE COUNTY SCHOOLS**

**Fair Location:** South Granville High School

**Address:** 701 N. Crescent Dr., Creedmoor, NC 27522

**Contact:** Amber Parrish, [parrishal@gcs.k12.nc.us](mailto:parrishal@gcs.k12.nc.us), 919-528-5533

**Schools attending:** South Granville High School, Granville Central High School, Granville Early College High School

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

**Thursday, September 15**

**Fair Time: 8:30 a.m. – 11:00 a.m.**

**Fair Name: FRANKLIN COUNTY SCHOOLS**

**Fair Location:** Franklinton High School

**Address:** 910 Cedar Creek Rd., Franklinton, NC 27525

**Location Contact:** Freda Clifton, [fredaclifton@fcschools.net](mailto:fredaclifton@fcschools.net), 919-496-2600 x 253

**Note(s):** Plan to arrive at 8am to set up; Event to be held in gym.

Schools attending: Bunn High School, Franklinton High School, Louisburg College, Franklin County Early College

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

**Fair Name: WARREN COUNTY SCHOOLS**

**Fair Location:** Warren County High School

**Address:** 149 Campus Dr., Warrenton, NC 27589

**Contact:** Janice Garner, [jgarner@warrenk12nc.org](mailto:jgarner@warrenk12nc.org)

Schools attending: Warren County High School, Warren Early College, Warren New Tech

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