### **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(s)**

Sam Cady – University of North Carolina Greensboro sdcady@uncg.edu (828) 262-7683

Elizabeth Durning – University of North Carolina Greensboro e durning@uncg.edu (336) 334-5901

#### **Suggested Hotel(s)**

Location: Fairfield Inn & Suites

Address: 2060 Blowing Rock Rd, Boone, NC 28607

**Contact:** (828) 268 – 0677

Location: Hampton Inn & Suites Boone

Address: 1252 US Highway 421 South, Boone, NC 28607

**Contact:** (828) 386 – 6464

Location: Hampton Inn, Jonesville/Elkin

Address: 1632 NC Hwy 67, Jonesville, NC 28642

**Contact:** (828) 835 – 1994

**Location:** Fairfield Inn and Suites

Address: 628 CC Camp Rd/268 Bypass, Elkin, NC 28621

**Contact:** (336) 353 – 2008

**Location:** Hilton Garden Inn

Address: 1320 17th St Dr SE, Hickory, NC 28602

**Contact:** (828) 327 – 1000

**Location:** Hampton Inn Hickory

Address: 1956 13th Ave. Dr. SE, Hickory, NC 28602

**Contact:** (828) 624 – 2000



#### Monday, September 19

Fair Time: 9:30 a.m. - 11:00 a.m.

Fair Name & Location: AVERY HIGH SCHOOL

Address: 401 Avery Co High School Rd., Newland, NC 28657

Contact: Jay Smith; <u>jaysmith@averyschools.net</u>
Travel Time: ~40 minutes from Boone Hotels

Fair Time: 5:00 p.m. - 6:00 p.m.

Fair Name & Location: ASHE HIGH SCHOOL

Address: 184 Campus Drive, West Jefferson, NC 28694

Contact: Annette Bednosky, (336) 846 – 2400, Annette.bednosky@ashe.k12.nc.us

**Travel Time:** 1 hour from Avery HS; 40 minutes to/from Boone hotels

Note(s): N/A

#### **Tuesday, September 20**

Fair Time: 9:00 a.m. - 11:00 a.m.

Fair Name: SURRY COUNTY SCHOOLS

Location: Surry Community College – P Building Gym Address: 630 South Main St., Dobson, NC 27017 Contact: Melissa Recknor, recknorm@surry.edu

**Travel Time**: 20 minutes from Fairfield Inn & Suites Elkin Note(s):

Fair Time: 1:30 p.m. - 2:30 p.m.

Name & Location: ALLEGHANY HIGH SCHOOL

Address: 404 Trojan Ave., Sparta, NC 28675

Contact: Elizabeth Dean, elizabeth.dean@alleghany.k12.nc.us

**Travel Time:** 1 hour from Surry Community College Note(s): Follow highway 18 from Alleghany HS to West Jefferson not 221; Use caution on curvy roads and the program is in the

gym.

Fair Time: 5:00 p.m. - 6:00 p.m.

Fair Name & Location: WATAUGA HIGH SCHOOL Address: 300 Go Pioneers Dr., Boone, NC 28607 Contact: Molly Welch, welchm@wataugaschools.org

**Travel Time:** 1 hour and 15 minutes from Alleghany HS; 15 min from Boone hotels Note(s):

Program is in the main lobby

Note(s):

#### Wednesday, September 21

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

Fair Name & Location: SOUTH CALDWELL HIGH SCHOOL

Address: 7035 Spartan Dr., Hudson, NC 28638

Contact: Selena Kongmany, skongmany@caldwellschools.com

Travel Time: 30 minutes from recommended hotels

Note(s): N/A

Fair Time: 10:00 a.m. - 11:00 a.m.

Fair Name & Location: WEST CALDWELL HIGH SCHOOL

Address: 300 West Caldwell Dr., Lenoir, NC 28645 Contact: Rachel Moskowitz, <u>rachel42@live.unc.edu</u>
Travel Time: 20 minutes from South Caldwell HS

Note(s): N/A

Fair Time: 1:30 p.m. - 2:30 p.m.

Fair Name & Location: HIBRITEN HIGH SCHOOL

Address: 550 East Boulevard, Lenoir, NC 28645

Contact: Rachel Moskowitz, rachel42@live.unc.edu or (828) 758-7376

Travel Time: 15 minutes from West Caldwell HS

Note(s): The fair will be hosted in the gym, which is at the front of the school. Park in the

parking lot in front of the school.

Fair Time: 5:00 p.m. - 6:30 p.m.

Fair Name: WILKES COUNTY SCHOOLS

Location: John A Walker Center at Wilkes Community College

Address: 1328 S Collegiate Dr, Wilkesboro, NC 28697 Contact: Wanda Shore, wanda.shore@wilkescc.edu

**Travel Time:** 35 minutes from Hibriten HS; 35 minutes -1 hour from recommended hotels **Note(s):** High schools attending: East Wilkes, North Wilkes, West Wilkes, Wilkes Early College,

and Wilkes Central

### **Thursday, September 22**

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

Fair Name: FREEDOM HIGH SCHOOL

Address: 511 Independence Blvd., Morganton, NC 28655

**Contact:** Alison Snipes, <u>asnipes@burke.k12.nc.us</u> **Travel Time:** 30 minutes from recommended hotels

**Note(s):** College Admissions Representatives will need to enter Freedom at the Stop Light with the Guard House. They will be directed to travel to the parking area beside the Auxiliary Gym. They do not need to enter or check in at the Front Desk. They need to go directly to the Auxiliary

Gym. \*Notice. StriveScan not offered for this event.

#### **Thursday, September 22 (continued)**

Fair Time: 10:15 a.m. - 11:15 a.m.

Fair Name: ROBERT L PATTON HIGH SCHOOL

Address: 701 Enola Rd, Morganton, NC 28655

Contact: Hannah Scruggs, hannahscruggs@burke.k12.nc.us

**Travel Time:** 15 minutes from Freedom HS

Note(s): \*Notice. StriveScan not offered for this event.

Fair Time: 1:30 p.m. - 2:30 p.m.

Fair Name: JIMMY C. DRAUGHN HIGH SCHOOL Address: 701 Lovelady Rd NE., Valdese, NC 28690

Contact: Lillian Modak & Julie Barlow; lmodak@burke.k12.nc.us; jubarlow@burke.k12.nc.us

**Travel Time:** 20 minutes from Robert Patton HS

Note(s): Plenty of parking in the front. Will be hosted in the gym areas. \*Notice. StriveScan

not offered for this event.

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

Fair Name: CATAWBA COUNTY SCHOOLS Location: Hickory Metro Convention Center

Address: 1960 13th Ave Dr SE, Hickory, NC 28602

Contact: Maria Ballard, (828) 695 – 2666 or maria\_ballard@catawbaschools.net

Travel Time: located very close to recommended hotels; 15 minutes from Draughn HS

Note(s): High schools attending: Bandys, Bunker Hill, Challenger, Fred T. Ford, Maiden, and St.

Stephens high schools.

Fee: \$25 CACRAO members / \$50 non-members

#### Friday, September 23

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

Fair Name: EAST BURKE HIGH SCHOOL

Address: 3695 East Burke Blvd, Connelly Springs, NC 28612

Contact: Amanda Peck, <a href="mailto:apeck@burke.k12.nc.us">apeck@burke.k12.nc.us</a>
Travel Time: 15 minutes from recommended hotels
Note(s): \*Notice. StriveScan not offered for this event.

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

Fair Name: ALEXANDER CENTRAL HIGH SCHOOL

Address: 233 School Drive, Taylorsville, NC 28681 Contact: Alex Rangel, <a href="mailto:rangela1@appstate.edu">rangela1@appstate.edu</a>
Travel Time: 40 minutes from East Burke HS

**Note(s):** We ask all reps to please enter by Liledoun Road. Parking will be in the lot to your immediate right (next to the football field). Program will be held in the varsity gym. \*Notice.

StriveScan not offered for this event.