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.

- 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/

NC WEEK 4B (Charlotte-Concord Week) – Anson, Cabarrus, Iredell, Mecklenburg, Stanly, & Union Counties – October 03 – 09, 2021

Week Coordinator

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Sunday, October 3rd

Fair Time: 2:00 p.m. – 4:00 p.m.
Fair Name: UNION COUNTY SCHOOLS
Location: Central Academy of Technology & Arts (CATA)
Address: 600 Brewer Dr. Monroe, NC 28112
Contact(s): Jessica Garner (Jessica.Garner@ucps.k12.nc.us), Chris Conway
(Christopher.conway@ucps.k12.nc.us)
Travel Time: N/A
Note(s): High schools attending: Central Academy of Technology & Arts, Cuthbertson, Forest Hills, Marvin Ridge, Monroe, Parkwood, Piedmont, Porter Ridge, South Providence, Sun Valley, Union County Early College, and Weddington high schools
Fee: $35 for CACRAO members / $60 for non-members

Monday, October 4th

Fair Time: 9:00 a.m. – 10:30 a.m.
Fair Name: ANSON COUNTY SCHOOLS
Location: Anson High School
Address: 96 Anson High School Rd., Wadesboro, NC 28170
Contact(s): N/A
Travel Time: N/A
Note(s): N/A

Fair Time: 1:30 p.m. – 2:30 p.m.
Fair Name & Location: A. L. BROWN HIGH SCHOOL
Address: 415 Martin Luther King Jr. Ave, Kannapolis, NC 28083
Contact(s): N/A
Travel Time: 1 hour and 15 minutes from Anson High School
Note(s): N/A

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<u>Tuesday, October 5th</u>

Fair Time: 8:30 a.m. – 11:00 a.m.
Fair Name: STANLY COUNTY SCHOOLS
Location: Stanly County Commons
Address: 1000 N 1st St., Albemarle, NC 28001
Contact(s): N/A
Travel Time: N/A
Note(s): High schools attending: Albemarle, North Stanly, South Stanly, Stanly Academy, Stanly Early College, and West Stanly high schools.

Fair Time: 2:00 p.m. – 3:00 p.m.
Fair Name & Location: SOUTH IREDELL HIGH SCHOOL
Address: 299 Old Mountain Rd., Statesville, NC 28677
Contact(s): Kimberly Van Buren (kvanburen@iss.k12.nc.us)
Travel Time: 1 hours and 30 minutes from Stanly County Common
Note(s): N/A

Fair Time: 6:00 p.m. – 8:00 p.m.
Fair Name: CABARRUS COUNTY SCHOOLS
Location: Cabarrus Arena & Events Center
Address: 4751 NC Highway 49 North, Concord, NC 28025 (Alternate GPA address – 4551 Old
Airport Rd., Concord, NC 28025)
Contact(s): N/A
Travel Time: 1 hour and 5 minutes from South Iredell High School
Note(s): *High schools attending*: Cabarrus Early College, Cabarrus Early College of Technology, Central Cabarrus, Concord, Cox Mill, Hickory Ridge, Jay M. Robinson, Mount Pleasant, Northwest Cabarrus, and West Cabarrus high schools.e: 1 hour and 30 minutes from Stanly County Common

<u>Wednesday, October 6th</u>

Fair Time: 8:30 a.m. – 9:30 a.m.
Fair Name & Location: WEST IREDELL HIGH SCHOOL
Address: 213 Warrior Drive, Statesville, NC 28625
Contact(s): Brianna Sherrill (briana_sherrill@iss.k12.nc.us)
Travel Time: N/A
Note(s): Counselor box will be available for drop-off of informational materials.

Fair Time: 10:15 a.m. – 11:15 a.m.
Fair Name & Location: STATESVILLE HIGH SCHOOL
Address: 474 North Center St., Statesville, NC 28677
Contact(s): Rose Botaish (rose_botaish@iss.k12.nc.us)
Travel Time: 15 minutes from West Iredell High School
Note(s): N/A

Wednesday, October 6th *(continued)*

Fair Time: 1:30 p.m. – 2:30 p.m.
Fair Name & Location: NORTH IREDELL HIGH SCHOOL
Address: 156 Raider Rd., Olin, NC 28660
Contact(s): Terry Sherrill (terry_sherrill@iss.k12.nc.us)
Travel Time: 20 minutes from Statesville High School
Note(s): Fair will be located in PAC Center- first building on right as you enter the drive. Parking is available in front of the main building as well as the student lot near the fine arts building.

Fair Time: 6:30 p.m. – 8:00 p.m.
Fair Name: MOORESVILLE CONSOLIDATED FAIR
Location: TBA
Address:TBA
Contact(s): Allyson Morris (amorris@mgsd.k12.nc.us)
Travel Time: TBA
Note(s): High Schools Attending: Lake Norman High School, Langtree Charter Academy, Mooresville High School, and Pine Lake Preparatory.

Thursday, October 7th

Fair Time: 9:30 a.m. – 12:30 p.m.
Fair Name: MECKLENBURG COUNTY SCHOOLS
Location: The Park Expo & Conference Center
Address: 800 Briar Creek Rd, Charlotte, NC 28205
Contact(s): Allison Kee (takee21@catawba.edu), Abey Dessie (abey.dessie@uncc.edu)
Travel Time: N/A
Note(s): High Schools Attending: Ardrey Kell High School, Butler High School, Cato Middle College High School, Charlotte Engineering Early College, Charlotte Teacher Early College Charlotte-Mecklenburg Virtual High School, East Mecklenburg High School
Garinger High School, Harding University High School, Harper Middle College High School, Hawthorne Academy of Health Sciences, Hopewell High School, Independence High School, John Taylor Williams Secondary Montessori, Julius L. Chambers High School, Levine Middle College High, Mallard Creek High School, Merancas Middle College @ CPCC, Military and , Global Leadership Academy, Myers Park High School, North Mecklenburg High School, Northwest School of the Arts, Olympic High School, Performance Learning Center, Phillip O. Berry Academy of Technology, Providence High School, Rocky River High School, South Mecklenburg High School, West Charlotte High School
Fee: $100