

College Fair Guidelines

High schools and colleges share a responsibility to provide meaningful information and counsel to college bound students and their parents. Because college night programs are a popular and effective way to communicate information to students and parents, the

_____ College Fair operates under the following guidelines to ensure the proper and professional delivery of this information. These guidelines are consistent with the guidelines developed by the Indiana Association for College Admission Counseling (IACAC) and the National Association for College Admission Counseling (NACAC). The participating high schools are members of IACAC and therefore follow the standards of professional practice developed by the IACAC and NACAC. All participants in the _____ College Night are expected to do the same.

1. The focus of the college night is on providing information on post secondary education, not promotion. Participants are asked to provide educational information in the form of pamphlets, catalogs, brochures and other appropriate items that provide factual information on their institution. Promotional materials such as buttons, candy, bumper stickers, key-chains, and Frisbees are discouraged.
2. All participants are required to remain behind their tables when interacting with students and/or parents.
3. If audiovisual equipment is used, it must be confined to the representatives assigned space and kept at a low volume.
4. Tabletop displays must not impede the view of other participants' tables and must allow representatives to remain behind their tables.
5. No more than four representatives shall staff one institution's table at any one time. The site coordinator must approve exceptions to this table limit in advance.
6. Representatives are expected to arrive and set up prior to the announced starting time of _____ PM.