

COLORADO COUNCIL ON HIGH SCHOOL/COLLEGE RELATIONS

2011 Member Day/Night Program Guidelines

Representatives

1. Must be responsible for the actions of all persons acting on behalf of the institution. Alumni must be formally trained. All alumni **MUST** be identified as alumni on their name badge.
2. Must have any audiovisual aids (VCR, videotape, sound equipment, etc.) approved by the host school counselor prior to program attendance.
3. May only distribute items that have some purpose relevant to the program. Examples of relevant items include shopping bags, pens, and pencils. Items such as candy, prizes, t-shirts, banners, water bottles, highlighters and key chains are not intrinsically relevant to the exchange of information that characterize such programs and cannot be used. Discretion will be used by committee members on any item distributed at Day/Night programs.
4. Must confine displays to the table top. Displays must not exceed 36 inches in height and 40 inches in length and must not block or obstruct traffic flow.
5. Must remain behind the table during the shopping portions of the programs. All student interviews and presentations (unless otherwise specified) must be conducted from behind the table.
6. Cell phone use by representatives is discouraged.
7. **Must register for programs and notify host school of any changes or cancellations once registration is received.**

Host Institutions

1. Must make sure that the programs adhere to the time schedules agreed upon (programs will begin and end on-time).
2. Must make sure that all college/university participants are notified in writing of any program time or date change. Hosts should be aware that travel schedules in most admission offices is very tight, and that once arrangements are made, publicized, and agreed upon, there should be an absolute minimum of changes.
3. Must notify students and families of the program in a reasonable time frame.
4. **Provide a space for each registered institution. Institutions not registered for your program will be asked to leave.**
5. **As a reminder, only institutions approved by the Day/Night Committee and the Colorado Council on High School/College Relations will be allowed to attend programs. Hosts are not allowed to invite area organizations, banks, scholarship services, etc. to participate as a "vendor" at their program. The Armed Services (excluding the military academies) are not allowed to attend programs. This will be strongly enforced.**

Procedures

During the Day/Night programs, the coordinators for the host institutions and the Day/Night Committee members shall act as observers, monitoring any violations of the above mentioned guidelines or of the NACAC Statement of Principles of Good Practice, informing the violators, and requesting compliance. If the violators do not comply, they will be asked to leave the program (Sanction 1, below) and review of future participation (Sanction 2, below) will take place.

Sanctions

Sanctions may be imposed if there are violations to the above stated Guidelines. These sanctions include but are not limited to the following:

1. Loss of opportunity to participate in specific Day/Night programs.
2. Loss of opportunity to participate in future Day/Night programs.
3. Written notification of reported violations from the Colorado Council to the appropriate individuals and institutions.

I have read the program guidelines and agree to abide by the policies as they apply to my institution.

Member Contact (Print)

Date

Title

Institution

Please return form to: Andrea Salazar Morgan
Colorado School of Mines
1600 Maple Street
Golden, CO 80401
Fax: 303.273-3509
Email: asalazar@mines.edu