

COLORADO COUNCIL ON HIGH SCHOOL/COLLEGE RELATIONS

2011 Non-Member Day/Night Program Guidelines

*Day/Night Fair attendance is limited to Institutions of Higher Learning that are **regionally accredited** by one of the following agencies: MSASC, NEASC, NCACS, NASC, SASC, WASC.*

*Non-Members, by definition, are **not-for-profit** institutions whose main campus and/or corporate office is located outside the geographical boundaries of the state of Colorado and **grant Associate level or higher degrees**. Non-Member institutions include, but are not limited to, out-of-state and technical colleges/universities.*

For-profit (proprietary) institutions may participate in specially designated fairs, which are determined by the college fair host schools.

Registrations to participate in the Colorado Day/Night programs must be received on or before **July 31, 2011** to be considered on-time. Registrations will be accepted until August 14, 2011 but will be subject to a \$20/week late fee. All non-members **must pay by the week** regardless of the number of fairs you will attend. Institutions whose registration is not received by August 14, 2010 WILL NOT BE ALLOWED TO PARTICIPATE. ***THERE WILL BE NO EXCEPTIONS TO THIS RULE.***

No refunds will be issued for cancellations made after August 14, 2010. No refunds will be issued for fairs that are cancelled due to inclement weather or other unforeseen circumstances.

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 should not 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 prohibited.
7. **Must register for programs and notify host school of any changes or cancellations once registration is submitted.**

Procedures

During the Day/Night Programs, the coordinators for 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.

The Colorado Council endorses the NACAC Statement of Principles of Good Practice and sponsors adherence to the Principles by institutions participating in the Day/Night Programs, including their representatives and agents. The above guidelines are adapted from the NACAC Statement of Principles of Good Practice and the Colorado Council Guide for Visitation Programs. For further inquiries or concerns, please contact Tara Holmes at (720) 851-6005 or tholmes@western.edu
