



Community College Transfer Fairs & High School Evening Fairs – 2015

Guidelines & Code of Conduct for Participants: Event Site Coordinators & University/College Representatives

Members of the Washington Council for High School-College Relations are dedicated to providing the best educational information to transfer students and educators.

MEMBERSHIP GUIDELINES

1. Baccalaureate-granting, Washington public colleges and universities, accredited by Northwest Commission on Colleges and Universities
2. Washington Independent colleges, accredited by Northwest Commission on Colleges and Universities
3. Washington community and technical colleges, accredited by Northwest Commission on Colleges and Universities
4. Washington State high schools
5. Agencies that work in the school-college area: *Office of the Superintendent of Public Instruction, Washington Association of Secondary School Principals, Washington Financial Aid Association, WSBCCTC, Washington School Counselors Association, WSAC, Council of Presidents*

TOUR/FAIR GUIDELINES

1. All tour participants must be from dues-current, member institutions of WCHSCR. For current list, see www.washingtoncouncil.org.
2. The Washington Council Board authorized extending non-WCHSCR school participation at all 2015 transfer fair sites. All community colleges except Cascadia CC have elected to participate. Non-WCHSCR participation will be first-come, first-served to regionally accredited institutions and is \$150 per event. Registration will open upon completion of the RSVP deadline for WCHSCR schools. It has been agreed upon by all members that registration will close two weeks prior to the event date.
3. **Distribution of promotional items such as pins, calendars, combs, pens, pencils, shopping bags, etc. are prohibited.** Posters with factual information can be distributed; however, no posters shall be displayed in or near the fair site.
4. Representatives shall not use audiovisual equipment or booth displays. No posters, banners, or displays may be used as a backdrop behind the table. Any display material must not be more than 18 inches above the table. (Laptop computers/iPads are permissible for work-related tasks at your table and to be used to place someone on mailing lists).
5. Each table may have a maximum of two (2) professional representatives who shall remain behind their table.
6. For those institutions with branch and/or extension campuses: **one table** will be designated for the **main campus** and **one table each for any separately dues-paying branch or extension campus.** (Currently limited to: UW-Bothell, UW-Seattle, UW-Tacoma, WSU-Pullman, WSU-Tri-Cities, WSU-Vancouver)
Individual departments (i.e. School of Business, Nursing, Military etc.) may share the main or branch table, but may not have a separate table. This should be worked out with your dues-paying member institution.
Applied baccalaureate programs at “community” college sites may have one table at their own fair but may not attend/recruit at other WCHSCR sponsored events.

Questions: Myndee Ronning ronningm@cwu.edu or Gail Bruce gail.bruce@skagit.edu

Host Institutions:

1. The name of this event shall be ***The Washington Council Fall Transfer Fair or The Washington Council High School College Fair***. Whether a day or evening event, any publicity must prominently show the *sponsorship of the Washington Council for High School-College Relations*.
2. The events must be held at the time(s) and date(s) published by WCHSCR and may not be amended by the host site.
3. Each host site is responsible for marketing, publicity, and encouraging maximum attendance at its event(s). The Washington Council will post the tour schedule on its website, but does not advertise individual fairs.
4. Door prizes. Site coordinator may not solicit door prizes from the universities/colleges as an enticement for the daytime transfer fairs. Site coordinator may solicit door prizes from the universities/colleges as an enticement for attendance at the evening high school college fairs.

Attendee Institutions:

1. Institutional representatives shall be defined as professional staff/faculty members of the institutions they represent. Others accompanying professional Admissions members should be well-trained and must abide by the same principles and regulations expected of the professionals. The institutions remain responsible for anyone representing them.
2. Representatives shall be prompt, and shall attend all sites for which they have been scheduled. Representatives will remain behind their tables and use only materials that give factual information to students. Representatives must remain for the entire event. *The site or host/college representative **must** be notified if an emergency should arise which would prevent attendance.*
3. Representatives shall be courteous, thoughtful and professional. Representatives should refrain from disparaging comparisons of institutions including their programs, personnel, and services.
4. Representatives shall provide a service to students by assisting them in matching their interests and abilities to the appropriate institutions that will enable them to best achieve their educational and career goals.
5. Representatives must conduct themselves in a manner that manifests an interest in the welfare of the student rather than attempting to coerce or reward the student into attending their institution.
6. Representatives are expected to keep counselors and administrators well-informed regarding institutional changes and work closely with these individuals when contacting students from their college.

VIOLATIONS

If there are violations to the guidelines described above, those violations shall be submitted in writing by the site/college representative to the President of the Washington Council for High School-College Relations for action by the Board of Directors.

PROCEDURES

1. The event site coordinator shall act as an observer during their event, monitoring any violations of the guidelines and acting as a resource to their guests and attendees. The event site coordinator will also submit a report of the violation to the President of WCHSCR, in which the violation as well as the violator's response to the coordinator's request for compliance is indicated.
2. Upon receipt of reported violations, the President of WCHSCR shall review with the Board of Directors, take action if necessary, and inform the violating institution of that action.

***Adopted by the WCHSCR Board on May 15, 1995.
Revised by the Commission on August 1, 2015.***

