



Alabama Association of Collegiate Registrars and Admissions Officers

On behalf of the School Relations Committee and ALACRAO, thank you for participating in the 2022-2023 College Days in Alabama program. The School Relations Committee has been working hard to assist in coordinating this year's college day program. We are excited to have so many outstanding colleges and universities represented.

The School Relations Committee and ALACRAO strive to follow established best practices to ensure a fair and equitable experience for everyone in attendance. As visiting college representatives, or representatives from host universities, we ask that you follow these guidelines to ensure everyone has a positive experience at this year's college fairs.

The institutional representative should observe the following guidelines:

1. Maintain the highest level of personal and professional conduct.
2. Remember you are the guest. Make all confirmations and cancellations in advance. Be sure to notify each host of last-minute changes in your program. Arrive early to set up and you must stay until the program is over. The location of your room/table may be pre-assigned. Do not ask to be relocated.
3. Student recruiters should be used in limited numbers, recognizing the fact that all participating representatives should be able to stand behind their table.
4. Any items or materials given out at a college fair should be directly related to the admission process. This includes brochures, catalogs, viewbooks, information request cards, business cards or anything else containing information. In no case should anything be given away, that will cause any disruption to the college fair. Please remember to confine all recruitment activities to your designated area.
5. Transactions involving the exchange of money are never appropriate. Neither are contests, drawings, door prize giveaways, or lotteries of any kind.
6. If laptop computers or audio-visual equipment are used, you should ensure that the volume level does not interfere with adjacent representatives.
7. Please be respectful regarding not blocking the view of another representative or interfering with another representative who is speaking with a prospective student(s).
8. If your institution acts as host for a college fair, it is your institutions' responsibility to assure that any outside activities scheduled for students and/or guests do not occur within the designated time assigned for students to visit and speak with other college representatives.

For questions or concerns about the College Days in Alabama, please contact the Vice President for School Relations, Heather Owen, at howen@lbwcc.edu.