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# ALACRAO

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ALABAMA ASSOCIATION OF COLLEGIATE  
REGISTRARS AND ADMISSIONS OFFICERS

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## Fall 2023 College Days in Alabama

### DISTRICT COORDINATORS:

District 1: Jalisa Rawlinson | Baldwin, Clark, Conecuh, Escambia, Mobile, Monroe, Washington, Wilcox

District 2: Heather Owen | Barbour, Coffee, Covington, Crenshaw, Dale, Geneva, Henry, Houston, Pike

District 3: Libba Baker | Choctaw, Greene, Hale, Marengo, Perry, Sumter

District 4: Amanda Brasington | Autauga, Butler, Chilton, Dallas, Elmore, Lowndes, Montgomery

District 5: Ansley Phillips | Bullock, Chambers, Lee, Coosa, Macon, Russell, Tallapoosa

District 6: Forrest Smith | Bibb, Fayette, Lamar, Pickens, Tuscaloosa, Walker

District 7: BreAnna Sturvidant | Jefferson and Shelby Counties

District 8: Noelle Stovall | Calhoun, Cherokee, Clay, Cleburn, Etowah, Randolph, St. Clair, Talladega

District 9: Taya Beth Sockwell | Colbert, Franklin, Lauderdale, Lawrence, Marion, Winston

District 10: Jaye West and Doug Brazier | Blount, Cullman, DeKalb, Jackson, Limestone, Madison, Marshall, Morgan

Transfer Fairs: Jake Gipson

<https://www.alacrao.org/district-coordinators>

On behalf of the School Relations Committee and ALACRAO, thank you for participating in the College Days in Alabama program.

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. Arrive early to set up and you must stay until the program is over.
3. Each institution must register for the college fair by designated deadlines and notify the host of any cancellations. Representatives must remain behind or beside the table during the shopping portions of the college programs. Aisles in front of the booth must be kept completely clear of promotional and display materials.
4. Student recruiters should be used in limited numbers, recognizing the fact that all participating representatives should be able to stand behind their table.
5. 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.
6. Transactions involving the exchange of money are never appropriate. Neither are contests, drawings, door prize giveaways, or lotteries of any kind.
7. If laptop computers or audio-visual equipment are used, you should ensure that the volume level does not interfere with adjacent representatives.
8. Please be respectful regarding not blocking the view of another representative or interfering with another representative who is speaking with a prospective student(s).

If your institution acts as the host for a college fair, it is your institution's 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.

Failure to adhere to the professional and ethical standards as outlined by the National Association of College Admission Counseling's Code of Ethics and Professional Practices or ALACRAO guidelines may disqualify your institution from participating in future ALACRAO college fairs.

For questions or concerns about the College Days in Alabama, please contact the Vice President for School Relations, Heather Owen, at 334-881-2282 (w) or 334-343-4512 © or [howen@lbwcc.edu](mailto:howen@lbwcc.edu).