TEXAS ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS
COLLEGE PROGRAM GUIDELINES

1. The Admissions/Recruitment Office is responsible to see that **ALL** representatives from their institution 1) receive a copy of these guidelines, 2) are appropriately trained and 3) are able to answer knowledgeably the specific questions asked by students and parents. The highest level of personal and professional conduct needs to be maintained.

2. Institutions are responsible for all the actions of the persons acting on their behalf. Alumni must be trained and **MUST** be identified as alumni on their name badge.

3. The following materials are **NOT** to be distributed at TACRAO sponsored programs: bumper stickers, buttons, pennants, posters, rulers, candy, T-shirts, or other gimmicks. Appropriate items include brochures describing an institution and its program, catalogs and other items containing **factual** information. Pens and pencils with your institutions name are allowed. Demonstrations such as food preparation, drawing caricatures, hair cutting or other similar activities are not permitted.

4. Representatives are expected to remain at the Program until the time period expires or the host indicates the program is over.

5. Displays must be confined to the tabletop provided. Audiovisual equipment is not allowed in browsing or commons areas. Only those schools with individual rooms can use this type of equipment. Call ahead of time if you want permission to use the host school's equipment. Billboards or displays used in the browsing area are limited to 36 inches above the table. Do not, at any time, block the view of another representative.

6. 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.

7. Limit students, cadets or other non-professionals to two in addition to the institutions' primary representative.

8. Institutions may solicit an invitation to a particular program. The host of the program does have the right of refusal.

RESPONSIBILITIES AND RECOMMENDATIONS FOR HIGH SCHOOL & COMMUNITY COLLEGE HOSTS OF TACRAO PROGRAMS

Host Responsibilities:

1. Making sure the college program adheres to the date, location, time and time-frame agreed upon by the TACRAO School Relations Committee. If there are any changes, an email should be sent through the committee member responsible to share with the TACRAO community.

2. Sending invitations to those institutions the host wishes to attend. The host has the right of refusal.

3. Publicize the information and program details to students and parents in a reasonable amount of time.

4. Providing a location (separate table or room) for each registered institution.

5. Providing changes regarding point of contact to the appropriate committee member, and to all invited contacts as necessary.

Recommendations:
1. Provide a map to high school or community college with invitation.

2. Include in your invitation what grade levels will be included in your program. If releasing students from class by grade level, please release seniors first. If inviting younger than high school students, consider only adding middle schools.

3. Include in your invitation if other area high schools will be attending your program.

4. If possible, place armed forces and technical schools (not TSTC) together.

5. High school college programs should be limited to two (2) hours and community college programs should be limited to three (3) hours.

6. Be available throughout the program to answer questions and take care of any problems.

7. Consider having parking signs/directions for recruiter parking area.

8. Providing refreshments is completely optional. If you choose to provide refreshments, please share that information in the invitation and/or the confirmation email to recruiters.