



for High School-College Relations, Inc.  
[www.washingtoncouncil.org](http://www.washingtoncouncil.org)

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## Community College Transfer Fairs– 2017

### **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, WSBCTC, 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 a current list, see [www.washingtoncouncil.org](http://www.washingtoncouncil.org).
2. The Washington Council Board authorized extending non-WCHSCR school participation at all transfer fair sites. Non-WCHSCR participation will be available first-come, first-serve to regionally accredited institutions at a cost of \$150 per event. Registration will open upon completion of the RSVP deadline for WCHSCR schools (usually mid-August [www.Washingtoncouncil.org](http://www.Washingtoncouncil.org)). It has been agreed upon by all members that registration will close two weeks prior to the event date.
3. With the exception of pens, distribution of promotional materials is prohibited. Posters with factual information can be distributed; however, no posters shall be displayed in or near the fair site.
4. Representatives may use audiovisual equipment or booth displays as long as it does not interfere with your neighbor or the fair overall. 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.
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 for any *separately dues-paying* branch or extension. (Currently limited to: UW-Bothell, UW-Seattle, UW-Tacoma, WSU-Pullman, WSU-Tri-Cities, WSU-Vancouver).
  - Regardless of number of campuses, a maximum of 3 tables will be allowed per institution at each Fall Transfer Fairs.
  - Individual departments (i.e. School of Business, Nursing, Military, etc.) may share the main or branch table but may not have a separate table.
  - All depts./branches/extensions are expected to work with your dues-paying member institution to make sure guidelines are followed.

7. Applied baccalaureate programs at “community” college sites may have one table at their own transfer fair but may not attend/recruit at other WCHSCR sponsored events.

#### **Host Institutions:**

1. The name of this event shall be The Washington Council Fall Transfer Fair. 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 (10AM-1PM) and may not be amended by the host site.
3. Each host site is responsible for marketing, publicity, and encouraging maximum attendance at their 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 transfer 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 should 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 June 2017.

Questions: Myndee Ronning [myndee.ronning@cwu.edu](mailto:myndee.ronning@cwu.edu)

