

Guidelines for Coordinators of KYACAC College Fairs

High schools and colleges share a responsibility to provide meaningful information and counsel to college bound students. Because of the popularity of college fair programs as a means of communicating with students and their parents, The Kentucky Association for College Admission Counseling (KYACAC) has established the following guidelines:

- The KYACAC College Fair Committee coordinates the statewide college fair schedule and provides its approval to KYACAC-sanctioned events. KYACAC strongly recommends that all secondary schools and colleges work within the long-established fair scheduling process administered through KYACAC. KYACAC urges institutions to prioritize events sanctioned by KYACAC.
- Fair proposals: When submitting a college fair proposal, coordinators should utilize the KYACAC proposal form. Coordinators are encouraged to be flexible in dates in the event their original date does not work with the schedule. Coordinators should have payment instructions at time of fair proposal. KYACAC considers approval for programs sponsored by educational institutions or local, regional, or national counseling associations. Exceptions may be considered at the discretion of the College Fair Committee.
- High schools are encouraged to consider available regional programs or to work with other schools to create a regional program. KYACAC strongly urges high schools to sponsor only one fair each academic year. (If your school has a Youth Services Center, please work with them in making your plans.)
- **KYACAC limits each college fair to a 2 hour maximum time frame.** In order for college admissions counselors and high school counselors to use time effectively, this limit is strictly enforced by the KYACAC College Fair Committee. If you feel your event needs more time, please contact the chairs of the committee for a request.
- Once a program has been approved, any change must be submitted to the KYACAC College Fair Committee for reconsideration. This ensures that member colleges and universities are notified of all changes and can make the necessary travel arrangements. No changes are guaranteed approval, and any changes must be made 4 weeks prior to the event date.
- Provide each representative a copy of the program evaluation form, to be returned to the College Fair Committee by the end of the semester that the college fair falls on.
- Exhibitors are asked to observe these guidelines and coordinators are asked to monitor these at their event:
 - Recruitment is restricted to the parameters of the booth. Representatives should only use the space provided in the booth or behind their designated table.
 - Audio-visual equipment should not interfere with other exhibitors.
 - Displays can not exceed or obstruct the view of adjacent booths.
 - Promotional giveaways (including raffles and drawings) are prohibited. Only literature pertaining to the college or university is permitted. If careers are present, they are prohibited from promotional giveaways as well.

COVID Guidelines & Suggestions:

- KYACAC requires that all college fair hosts comply with the latest CDC and Kentucky recommended guidelines, and that these guidelines will be followed during fair planning and execution.
- College Fairs may look different than in past years, but KYACAC encourages high schools to be creative in working with guidance/restrictions from the CDC, State of KY, and their own school district.
- If hosts do not yet have approval from their district due to Covid, please submit interest form and indicate lack of approval in the comments.

Please contact Hannah Peck with questions about college fairs for KYACAC.

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