

# CONFIRMATION EASTERN REGION

## 2018 MONTANA FALL COLLEGE FAIR TOUR

Your institution has contracted with the Montana Post Secondary Educational Opportunities Council (MPSEOC) for participation at college fairs in the Eastern Region. We have already emailed the full confirmation packet to you, but this is just a reminder to print out these details. See you soon!

1	MONDAY, SEPTEMBER 10	12:30 P.M.-2:30 P.M.	HAVRE FAIR AT MSU NORTHERN GYM
2	TUESDAY, SEPTEMBER 11	9:00 A.M.-10:30 A.M.	GLASGOW FAIR AT GLASGOW HIGH SCHOOL
3	WEDNESDAY, SEPTEMBER 12	9:00 A.M.-10:30 A.M.	SIDNEY FAIR AT SIDNEY HIGH SCHOOL
4	WEDNESDAY, SEPTEMBER 12	1:00 P.M.-2:30 P.M.	GLENDIVE FAIR AT DAWSON COMMUNITY COLLEGE
5	THURSDAY, SEPTEMBER 13	8:00 A.M.-9:30 A.M.	MILES CITY FAIR AT MILES COMMUNITY COLLEGE
6	THURSDAY, SEPTEMBER 13	1:00 P.M.-2:30 P.M.	COLSTRIP FAIR AT COLSTRIP HIGH SCHOOL

The Online Confirmation Packets provide detailed information about each fair site, as well as, general information about fair regulations and expectations. The MPSEOC Code of Ethics for Admissions Professionals is included with each confirmation packet but please remember the following important points:

- ✓ You are required to participate at each fair in this region. If an emergency arises which prevents your attendance, you are obligated to contact Amy Leary, MPSEOC Executive Director, or the fair site coordinator before the fair.
- ✓ High school visits in this region are not authorized during the week of fairs.
- ✓ Table displays for the fair are limited to 18 inches above the table. Additionally, no pens, pencils, bags, or other gimmick items are authorized.

If you have any questions, please contact the MPSEOC office or the designated site coordinator for each fair. Thank you for your participation, and we look forward to hosting you in Montana!



### MPSEOC Office

Amy Leary, Executive Director

P.O. Box 7548, Missoula, MT 59807

Office / Cell Phone: 406. 531. 3531

Fax: 866. 222 . 8978

Email: [Amy.Leary@MontanaColleges.com](mailto:Amy.Leary@MontanaColleges.com)

Please contact us with any questions ▶▶▶

# MPSEOC CODE OF ETHICS

## FOR ADMISSIONS PROFESSIONALS AND FAIR PARTICIPANTS

### GENERAL PRINCIPLES

1. Representatives shall be defined as individuals who are professional, salaried staff members of the institutions that they represent. Others may accompany professional admissions staff members, if they are well trained and if they abide by the same principles and regulations expected of the professionals. **However, these may not be existing high school students even if they have already enrolled or applied. Absolutely NO high school students are able to be behind the table at any time during the fair.** The institutions remain responsible for anyone representing them.
2. Representatives shall represent only one institution and shall be trained to provide as much information about that institution as possible.
3. 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.
4. Representatives shall conduct themselves in a manner, which promotes an interest in the welfare of the student and will not attempt to coerce or reward the student into attending their institution.
5. Representatives shall be considerate of the student, the student's family and the student's school when providing information.
6. Representatives will bear in mind that, for the high school age persons, a primary objective is the completion of their high school educational requirements. Contacts with prospective students shall be done in such a manner as to not be disruptive to this objective.
7. Representatives shall keep high school counselors and administrators informed of changes at their institution and work closely with these individuals when contacting students from their high school.

### REGULATIONS

1. Representatives shall be prompt and shall attend all programs for which the institution has contracted. If an emergency should arise which would prevent attendance at a program, the MPSEOC Executive Director and/or the site coordinator involved must be notified. Any cancellation after the contract payment deadline will result in the forfeit of said fees.
2. Representatives shall abide by the following rules related to their assigned table(s), displays and distributed information:
  - Representatives must remain behind their tables to distribute information. **Due to limited space no more than three (3) people are allowed to be behind a table at one time.** The Montana Corporate Sponsor Association (MCSA) sanctioned booth may have one representative per member financial institution represented behind their booth.
  - Representatives may distribute only factual information to students.
  - The only audiovisual equipment permitted is the use of one laptop computer per table with a self-contained power source.
  - Representatives may not distribute any gimmick items such as calendars, combs, pens, pins, pencils, candy, shopping bags, etc. The MCSA bags are authorized by MPSEOC to be distributed to each student who attends the fair.
  - Pens and pencils with the institution's name printed on them may be used by recruiters but cannot be deliberately distributed during the fair.
  - Posters with factual information may be distributed, however no posters shall be displayed in or near the room (s) assigned to the tour representatives. No posters, blankets or displays may be used as a backdrop behind the table.
  - No weapons are permitted on site during a MPSEOC sanctioned fair.
  - No display material may stand above 18 inches above the table, with exception to the MCSA sanctioned booth.
  - Representatives may not distribute gifts of any kind to site coordinators, counselors, parents or students during the fairs.
3. Recruitment, presentations and visitations of students and high schools during the MPSEOC Fall Tour shall be restricted to the scheduled program locations only. That is, there shall be no visits by any representatives from any institution participating in the MPSEOC Tour to any high schools participating in that week's program.
4. Representatives must refrain from all disparaging comparisons of any other agency, including secondary, post secondary or similar institutions and their programs, personnel and services.

### SANCTIONS

Sanctions will be imposed if a representative violates the above stated principles. These sanctions may include, but are not limited to, the following:

1. Loss of opportunity to participate in the Fall Tour.
2. Denial by individual high schools to make contacts with their students at their high school during school hours.
3. Written notification of reported violations from the MPSEOC Executive Director to the appropriate individuals, which, may include high school counselors, high school administrators, appropriate administrators of the violating institution and/or appropriate governing boards of the violating institution.

### PROCEDURES

1. During the Tour, the regional and/or site coordinators shall act as observers, monitoring any violations of the regulations, informing violators of the regulation (s) being violated, and requesting compliance with the Code of Ethics. Coordinators will also submit a report of the violation to the MPSEOC Executive Director, which indicates the violation as well as the violator's response to the coordinator's request.
2. Within 30 working days of receipt of the reported violations, the MPSEOC Executive Director shall notify the appropriate administrators of the violating institution. The violating institution shall have 30 working days to respond in writing to the complaint.
3. After receiving a response to the complaint, the MPSEOC Executive Director may dismiss the complaint or decide that a sanction is appropriate and will inform the violator of the decision in writing within 30 days.
4. If a sanction is imposed, the violator has the right to a hearing before the Board of Directors at the next quarterly meeting. The hearing shall be informal but shall allow opportunity for both sides to present evidence. The Board shall render a final decision in writing within 30 days from the conclusion of evidence.
5. The violator may appeal the final decision of the Board of Directors. In that instance, the entire MPSEOC membership shall, at its next general or special meeting, consider the appeal and render a decision by majority vote. The decision can affirm the Board's decision, modify it, or remand the issue back to the Board for additional action.

# HAVRE FAIR

**Day and Date:** Monday, September 10, 2018

**Time:** 12:30 p.m.-2:30 p.m.

**Location:** Gymnasium at MSU Northern

**Number of expected students: 400\***

*\*This number is based on fair attendance in past. Mostly seniors attend this fair but some juniors & Sophomores attend also.*

*Total estimated number of juniors from all guest high schools: 450*

*Total estimated number of seniors from all guest high schools: 425*

**Guest High Schools:**

**Big Sandy**

**Box Elder**

**Chinook**

**Chester-Joplin-Inverness**

**Dodson**

**Harlem**

**Havre**

**Hays-Lodgepole (Hays)**

**Malta**

**North Star (Rudyard)**

**Rocky Boy**

**Turner**

**Driving directions:**

- ▶ Havre is 115 miles from Great Falls (approximately 2 hours)
- ▶ ROAD CONSTRUCTION! Due to road construction, please plan a little extra travel time to this fair.
- ▶ Refer to Directions for Eastern Region Document!

**Parking Information and Instructions:**

- ▶ West parking lot will be blocked off and reserved for college reps to park in.
- ▶ Do not park in reserved spaces or in 30 minute spaces.

**Hospitality:**

There will be a hospitality area in the corner of the gym. There will be Subway, cookies, and water.

**Assistance:**

- ▶ Student helpers will be available for unloading assistance.

**Site Coordinator Information:**

- ▶ Maura Gatch  
MSU-Northern  
PO Box 7751  
Havre, MT 59501  
(406) 265-3536  
maura.gatch@msun.edu

**Motel accommodations for this fair:**

- ▶ In Havre, we recommend staying at the Best Western Great Northern Inn (406.365.4200)

**Places to eat in Havre:**

- ▶ Wolfers (on 3rd Ave), Lunch Box (on 3rd Ave), The Grind (end of 5th Ave S), Rod's Drive-In (end of 5th Ave S)

**Places to Visit:**

- ▶ Havre Beneath the Streets
- ▶ Wahkpa Chu'gn Buffalo Jump
- ▶ Beaver Creek Park

**COUNSELOR BOXES AVAILABLE AT THIS FAIR!**

*Please bring materials to share with high school counselors. Prior to the start of the fair, deposit your materials in the provided boxes for each school.*

# GLASGOW FAIR

**Day and Date:** Tuesday, September 11, 2018

**Time:** 9:00 a.m.-10:30 a.m.

**Location:** High School Gymnasium at Glasgow High School

**Number of expected students: 275\***

*\*This number is based on fair attendance in past. Mostly seniors attend this fair but some juniors & Sophomores attend also.*

*Total estimated number of juniors from all guest high schools: 250*

*Total estimated number of seniors from all guest high schools: 200*

**Guest High Schools:**

<b>Brockton</b>	<b>Opheim</b>
<b>Frazer</b>	<b>Poplar</b>
<b>Glasgow</b>	<b>Saco</b>
<b>Hinsdale</b>	<b>Whitewater</b>
<b>Lustre Christian (Frazer)</b>	<b>Wolf Point</b>
<b>Nashua</b>	<b>Scobey</b>

**Driving directions:**

- ▶ Glasgow is 166 miles from Havre (approximately 3 hours)
- ▶ Refer to Directions for Eastern Region Document!

**Parking Information and Instructions:**

- ▶ Parking is available on the east side of the parking lot (closest to the football field). • Unload your materials and enter the building through the door closest to the football field. There is no fee or permit required for parking.

**Hospitality:**

- ▶ There will be a hospitality area down the hallway from the gym in the Family and Consumer Science room.

**Assistance:**

- ▶ Student helpers will be available for unloading and loading assistance. Students will also deliver refreshments during fair based on your request.

**Site Coordinator Information:**

- ▶ Amy Capdeville | High School Counselor  
Glasgow High School  
Box 28, 200 7th St. North  
Glasgow, MT 59230  
(406) 228-2485  
acapdeville@mail.glasgow.k12.mt.us

**Motel accommodations for this fair:**

- ▶ Most people choose to drive from Havre to Glasgow and spend the night in Glasgow. We recommend the Cottonwood Inn (406-228-8213) for your stay in Glasgow. If rooms are not available there, you might consider staying in Havre at the Great Northern Inn (406-265-4200) or driving to Malta and staying there at the Great Northern Hotel (406-654-2100). Glasgow is 70 miles from Malta.

**Places to eat in Glasgow:**

- ▶ Durum Restaurant
- ▶ Elks 1922
- ▶ Willows Restaurant (located adjacent Cottonwood Inn)
- ▶ Eugene's Pizza
- ▶ Fast Food Options: Taco Shack, Quick and Tasty, Subway, Pizza Hut, and McDonalds

**COUNSELOR BOXES AVAILABLE AT THIS FAIR!**

*Please bring materials to share with high school counselors. Prior to the start of the fair, deposit your materials in the provided boxes for each school.*

# SIDNEY FAIR

**Day and Date:** Wednesday, September 12, 2018

**Time:** 9:00 a.m.-10:30 a.m.

**Location:** Sidney High School Gym

**Number of expected students: 300\***

*\*This number is based on fair attendance in past. Mostly seniors attend this fair but some juniors & Sophomores attend also.*

*Total estimated number of juniors from all guest high schools: 250*

*Total estimated number of seniors from all guest high schools: 250*

**Guest High Schools:**

**Bainville**

**Culbertson**

**Fairview**

**Lambert**

**Savage**

**Sidney Westby**

**Froid**

**Medicine Lake**

**Plentywood**

**Driving directions:**

- ▶ Sidney is 141 miles from Glasgow (approximately 2 hours and 15 minutes)
- ▶ Refer to Directions for Eastern Region Document!

**Parking Information and Instructions:**

- ▶ Parking is available in the north and east parking lots behind the gym. The East parking lot is behind the gym and is easiest to access the Multi-Purpose Room through the back doors. You can unload your things at the back doors and then park. There is no fee or permit required for parking.

**Hospitality:**

- ▶ There will be a hospitality area in the back of the Multi-Purpose Room.

**Site Coordinator Information:**

- ▶ Stacey Collins  
1012 Fourth Ave. SE  
Sidney, MT 59270  
(406) 482-2330  
scollins@sidney.k12.mt.us

**Motel accommodations for this fair:**

- ▶ In Sidney, we recommend the Microtel Inn and Suites (406-482-9011); Best Western Golden Prairie Inn and Suites (406-433-4560); Holiday Inn Express (406-433-3200); Richland Motor Inn (406-433-6400), the Lone Tree Inn (406-433-4520), or the Park Plaza Motel (406-433-1520). However, these hotels fill up very quickly and may be booked due to local business. You may have to look to options in cities surrounding Sidney.

**Places to eat in Sidney:**

- ▶ Fireside Café
- ▶ South 40
- ▶ La Fiesta
- ▶ Sadies
- ▶ Footers
- ▶ M & M Cafe
- ▶ Other: Pizza House, Kentucky Fried, Chicken Bean Bag

**COUNSELOR BOXES AVAILABLE AT THIS FAIR!**

*Please bring materials to share with high school counselors. Prior to the start of the fair, deposit your materials in the provided boxes for each school.*

# GLENDDIVE FAIR

**Day and Date:** Wednesday, September 12, 2018

**Time:** 1:00 p.m.-2:30 p.m.

**Location:** Toepke Center Gymnasium at Dawson Community College

**Number of expected students: 200\***

*\*This number is based on fair attendance in past. Mostly seniors attend this fair but some juniors & Sophomores attend also.*

*Total estimated number of juniors from all guest high schools: 200*

*Total estimated number of seniors from all guest high schools: 200*

**Guest High Schools:**

**Baker Carter Co. (Ekalaka)**

**Circle**

**Dawson County (Glendive)**

**Richey**

**Wibaux**

*\*Dawson Community College students are also encouraged to attend the fair to find out about transfer options.*

**Driving directions:**

- ▶ Glendive is 54 miles from Sidney (1 hour).
- ▶ Refer to Directions for Eastern Region Document!

**Parking Information and Instructions:**

- ▶ Parking is available in the main parking lot. You can unload your things at the doors of the Toepke Center and then park. There is no fee or permit required for parking.

**Hospitality:**

- ▶ There will be a hospitality area in the Coca Cola Room in the Toepke Center

**Site Coordinator Information:**

- ▶ Suela Cela  
Box 421, 300 College Dr.  
Glendive, MT 59330  
(406) 377 - 9419 or (800) 821-8320  
scela@dawson.edu

**Motel accommodations for this fair:**

- ▶ Most people will choose to drive from Glendive to Miles City to spend the night after the Glendive fair. We recommend any of the following in Miles City: Best Western (406-234-4560); Budget Inn (406-874-3550); Comfort Inn (406-234-3141); Guesthouse Inn and Suites (406-232-3661); Holiday Inn Express (406-234-1000); Motel 6 (406-232-7040); or Super 8 (406-232-5261). If you choose to stay in Glendive, we recommend: Astoria Hotel (406-377-6000); Comfort Inn (406-365-6000); Days Inn (406-365-6011) or Super 8 (406-365-5671). Early reservations are recommended to guarantee a room.

**Places to eat in Glendive:**

- ▶ CC's Family Café
- ▶ Dairy Queen
- ▶ Maddhatters
- ▶ Coffee Den
- ▶ Gust Hauf
- ▶ Pizza Hut, Subway, and Taco Johns

**COUNSELOR BOXES AVAILABLE AT THIS FAIR!**

*Please bring materials to share with high school counselors. Prior to the start of the fair, deposit your materials in the provided boxes for each school.*



# MILES CITY FAIR

**Day and Date:** Thursday, September 13, 2018

**Time:** 8:00 a.m.-9:30 a.m.

**Location:** Centra (College Gym) at Miles Community College

**Number of expected students: 325\***

*\*This number is based on fair attendance in past. Mostly seniors attend this fair but some juniors & Sophomores attend also.*

*Total estimated number of juniors from all guest high schools: 300*

*Total estimated number of seniors from all guest high schools: 275*

**Guest High Schools:**

*Custer County (Miles City)*

*Forsyth*

*Garfield Co. (Jordan)*

*Pine Hills (Miles City)*

*Plevna*

*Powder River Co. (Broadus)*

*Rosebud*

*Terry*

*\*Miles Community College students are also encouraged to attend the fair to find out about transfer options.*

**Driving directions:**

- ▶ Miles City is 79 miles from Glendive (just over 1 hour).
- ▶ Refer to Directions for Eastern Region Document!

**Parking Information and Instructions:**

- ▶ Parking is available in the lot west of the Centra. There is no fee or permit required for parking.

**Hospitality:**

- ▶ There will be a hospitality area in the cafeteria.

**Site Coordinator Information:**

- ▶ Erin Niedege  
Miles Community College  
2715 Dickinson Street  
Miles City, MT 59301  
PH: 406.874.6211  
niedgee@milescc.edu

**Motel accommodations for this fair:**

- ▶ We recommend any of the following in Miles City: Best Western (406-234-4560); Comfort Inn (406-234-3141); Fairbridge Inn & Suites (406-232-3661); Miles City Hotel & Suites (406-234-1000); Sleep Inn (406.232.3000)

**Places to eat in Miles City:**

- ▶ Rib and Chop House
- ▶ Mexico Lindo
- ▶ Black Iron Grill
- ▶ Main Street Grind
- ▶ Hole in the Wall
- ▶ Several Fast Food Options (Subway, McDonalds, Wendy's, Pizza Hut, etc.)

## COUNSELOR BOXES AVAILABLE AT THIS FAIR!

*Please bring materials to share with high school counselors. Prior to the start of the fair, deposit your materials in the provided boxes for each school.*

# COLSTRIP FAIR

**Day and Date:** Thursday, September 13, 2018

**Time:** 1:00 p.m.-2:30 p.m.

**Location:** High School Gym at Colstrip High School

**Number of expected students: 180\***

*\*This number is based on fair attendance in past. Mostly seniors attend this fair but some juniors & Sophomores attend also.*

*Total estimated number of juniors from all guest high schools: 190*

*Total estimated number of seniors from all guest high schools: 175*

**Guest High Schools:**

**Important note about this fair:** Be mindful of the fact that student population and high school attendance varies due to decreasing student population in this part of the state. We have invited the following high schools this year, and hope for their attendance.

**Colstrip**

**Hysham**

**Lame Deer**

**Lodgegrass**

**Northern Cheyenne (Busby)**

**St. Labre (Ashland)**

**Driving directions:**

- ▶ Colstrip is 81 miles from Miles City (approximately 1 hour and 30 minutes). It is 145 miles SE of Billings.
- ▶ Refer to Directions for Eastern Region Document!

**Parking Information and Instructions:**

- ▶ Parking is available in the upper parking lot east of the school. There is no fee or permit required for parking. Enter the doors on the east side of the building, take the stairs down to the gym. If you would like to avoid the stairs, pull in the circle drive at the main school entrance. You can unload your materials and walk straight through the foyer to the gym. Then, you can move your vehicle to the east lot for parking.

**Hospitality:**

- ▶ There will be a hospitality area in the gym.

**Site Coordinator Information:**

- ▶ Jewel Davenport | High School Counselor  
Box 159, 5000 Pine Butte Dr.  
Colstrip, MT 59323  
406-748-4699 Ext 4145  
jewel.davenport@colstrip.k12.mt.us

**Motel accommodations for this fair:**

- ▶ Most people will leave Colstrip and either travel back to their homes or head west to Billings or Bozeman in preparation of the Central Region fairs. If you choose to stay in Colstrip, we recommend the Colstrip Inn and Suites or the Fort Union Inn.

**Places to eat in Colstrip:**

- ▶ Subway
- ▶ Wagon Wheelz Café
- ▶ KK Chinese Café
- ▶ June's Bungalo
- ▶ Rizo's

**COUNSELOR BOXES AVAILABLE AT THIS FAIR!**

*Please bring materials to share with high school counselors. Prior to the start of the fair, deposit your materials in the provided boxes for each school.*