

CONFIRMATION WESTERN 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 Western Region. We have already emailed the full confirmation packet to you, but this is just a reminder to print out these details. Also, any parking passes needed are included in this mailing. See you in Montana soon!

| | | | |
|---|-------------------------|-----------------------|--|
| 1 | MONDAY, SEPTEMBER 24 | 9:00 A.M.-11:00 A.M. | BUTTE FAIR AT MONTANA TECH |
| 2 | MONDAY, SEPTEMBER 24 | 1:30 P.M.-3:00 P.M. | HELENA FAIR AT CARROLL COLLEGE |
| 3 | TUESDAY, SEPTEMBER 25 | 8:45 A.M.-11:15 A.M. | MISSOULA FAIR AT UNIVERSITY OF MONTANA |
| 4 | TUESDAY, SEPTEMBER 25 | 1:30 P.M.-3:00 P.M. | HAMILTON FAIR AT HAMILTON HIGH SCHOOL |
| 5 | WEDNESDAY, SEPTEMBER 26 | 10:00 A.M.-11:30 A.M. | POLSON FAIR AT POLSON HIGH SCHOOL |
| 6 | THURSDAY, SEPTEMBER 27 | 8:15 A.M.-11:30 A.M. | KALISPELL FAIR AT FLATHEAD 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

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.

BUTTE FAIR

Day and Date: Monday, September 24, 2018

Time: 9:00 a.m.-11:00 a.m.

Location: HPER Center at Montana Tech of The University of Montana

Number of expected students: 600*

**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: 1000

Total estimated number of seniors from all guest high schools: 900

Guest High Schools:

| | |
|----------------------|---------------------------------|
| <i>Anaconda</i> | <i>Ennis</i> |
| <i>Butte Senior</i> | <i>Beaverhead Co. (Dillon)</i> |
| <i>Butte Central</i> | <i>Drummond</i> |
| <i>Harrison</i> | <i>Jefferson High (Boulder)</i> |
| <i>Lima</i> | <i>Powell Co. (Deer Lodge)</i> |
| <i>Sheridan</i> | <i>Granite (Phillipsburg)</i> |
| <i>Twin Bridges</i> | <i>Whitehall</i> |
| <i>Willow Creek</i> | |

Driving directions:

- ▶ Refer to Directions for Western Region Document!

Parking Information and Instructions:

- ▶ You may park in the lots west of the Alumni Field and the Library. No permits or fees are required.

Hospitality:

- ▶ There will be a hospitality area in a room near the gymnasium.

Site Coordinator Information:

- ▶ Bre Hall
Montana Tech
1300 W. Park
Butte, MT 59701
(406) 496-3716
bhall@mtech.edu

Motel accommodations for this fair:

- ▶ In Butte, we recommend: Best Western (406-494-3500); Comfort Inn (406-494-8850); Days Inn (406-494-7000); Hampton Inn (406-494-2250); La Quinta (1-800-753-3757); Motel 6 (406-782-5678); Copper King Inn (406-221-7070); Quality Inn (406-494-7800); Super 8 (406-494-6000).

Places to eat in Butte:

- ▶ Montana Club
- ▶ MacKenzie River Pizza
- ▶ Broadway Cafe
- ▶ Fred's Mesquite Grill
- ▶ Also: Christina's Cocina, Metals Bank, and Sparky's

Places to Visit:

- ▶ Historic Uptown Butte
- ▶ World Museum of Mining
- ▶ Lady of the Rockies

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.

HELENA FAIR

Day and Date: Monday, September 24, 2018

Time: 1:30 p.m.-3:00 p.m.

Location: PE Center at Carroll College

Number of expected students: 450*

**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: 900

Total estimated number of seniors from all guest high schools: 850

Guest High Schools:

Broadwater County (Townsend)

Helena Capital

Helena Christian

Helena High

Driving directions:

- ▶ Helena is 69 miles from Butte (approximately 1 hour)
- ▶ Refer to Directions for Western Region Document!

Parking Information and Instructions:

- ▶ Park in the lots next to the PE Center. No parking permit is required. Do not park in reserved parking. Do not park along the sidewalk entrance to the PE Center, nor in reserved or handicap parking.

Hospitality:

- ▶ There will be a hospitality area with food and drink provided. Because of the limited amount of time to travel from Butte to Helena, you will not have much time to stop for lunch. This fair will provide more substantial snacks to get you through the fair.

Site Coordinator Information:

- ▶ Cynthia Thornquist
Carroll College
406-447-4389
cthornqu@carroll.edu

Motel accommodations for this fair:

- ▶ In Helena we recommend: Best Western Great Northern (406-457-5531); Fairfield Inn (406-449-9944); Hampton Inn (406-443-5800); Helena Comfort Inn (406-443-1000); Holiday Inn Express (406-449-4000); Holiday Inn Downtown (406-443-2200); Super 8 (406-443-2450); West Coast Colonial (406-443-2100); Wingate Inn (406-449-3000)

Places to eat in Helena:

- ▶ Windbag
- ▶ Mediterranean Grill
- ▶ Silver Star
- ▶ Brew House
- ▶ Staggering Ox
- ▶ Several Fast Food Restaurants

REMINDER!

| There are no
Counselor Boxes
at this site.

HELENA, MONTANA

COUNSELOR BOXES NOT AVAILABLE AT THIS FAIR!

MISSOULA FAIR

Day and Date: Tuesday, September 25, 2018

Time: 8:45 a.m.-11:15 a.m.

Location: University Center Ballroom at the University of Montana

Number of expected students: 1200*

**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: 1600

Total estimated number of seniors from all guest high schools: 1500

Guest High Schools:

Alberton

Arlee

Drummond

Florence-Carlton

Frenchtown

Lincoln

Loyola Sacred Heart (Msla)

Missoula Big Sky

Missoula Hellgate

Missoula Sentinel

Plains

Seeley Swan

St. Regis

Superior

Thompson Falls

Valley Christian (Msla)

Willard Alternative (Msla)

Driving directions:

- ▶ Missoula is 113 miles from Helena (approximately 1 hour 45 minutes)
- ▶ Refer to Directions for Western Region Document!

Parking Information and Instructions:

- ▶ Parking decals are provided and must be scratched off and placed on the dashboard of the vehicle. This pass is only valid in "Permit Required" Lots! DO NOT park in Reserved, Quick Stops, or Hourly Parking, or you will be ticketed and / or towed. It is imperative that representatives arrive early around 8:00am to find the best parking!

Hospitality:

- ▶ There will be a hospitality area in rooms 326 and 327 of the University Center.

Site Coordinator Information:

- ▶ Emily Ferguson-Steger
103 Lommasson Center
Missoula, MT 59812
(406) 243-6266 or (800) 462-8636
emily.steger@mso.umt.edu

Motel accommodations for this fair:

- ▶ In Missoula, we recommend: Best Inn South (406-251-2665); Best Western Grant Creek Inn (406-543-0700); C'Mon Inn (406-543-4600); Comfort Inn (406-542-0888); Doubletree Hotel (406-728-3100); Hampton Inn (406-549-1800); Holiday Inn Express (406-549-7600); Red Lion Inn (406-728-3300); Super 8 (406-251-2255).

Places to eat in Missoula:

- ▶ Food for Thought
- ▶ El Cazador
- ▶ The Depot
- ▶ The Bridge
- ▶ Missoula also has numerous fast-food and chain restaurants
- ▶ Hoagieville
- ▶ Montana Club
- ▶ The Mustard Seed Asian Cafe
- ▶ Good Food Store

Places to Visit:

- ▶ If you have extra time, you could visit:
- ▶ Rocky Mountain Elk Foundation
- ▶ Hike The "M" or the "L"
- ▶ Rattlesnake Wilderness
- ▶ Historic Downtown Missoula and Rockin' Rudy's

REMINDER!

| There are no
Counselor Boxes
at this site.

MISSOULA, MONTANA

COUNSELOR BOXES NOT AVAILABLE AT THIS FAIR!

HAMILTON FAIR

Day and Date: Tuesday, September 25, 2018

Time: 1:30 p.m. - 3:00 p.m.

Location: High School Gym at Hamilton High School

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: 500

Total estimated number of seniors from all guest high schools: 450

Guest High Schools:

Corvallis

Darby

Hamilton

Stevensville

Victor

Driving directions:

- ▶ Hamilton is 50 miles, but it can take at least 1 hour with the busy traffic. Allow for extra travel time.
- ▶ Keep in mind that there tends to be road construction to the next Fair in Polson. Allow some extra time for travel to Polson as well.
- ▶ Refer to Directions for Western Region Document!

Parking Information and Instructions:

- ▶ You may park in the lot outside the main entrance of the school. The gym is to your right when you enter the building. Parking does not require a permit.

Hospitality:

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

Site Coordinator Information:

- | | |
|--|--|
| ▶ Ellen Ryder Hamilton High School 327 Fairgrounds road. Box 700 Hamilton, MT 59840 (406) 375-6066 | ▶ Alexis Holland Corvallis High School 1045 Main Corvallis, MT 59828 alexish@corvallis.k12.mt.us (406) 961-3201 |
|--|--|

Places to eat in Hamilton:

- ▶ Bitter Root Brewing
- ▶ The Loft
- ▶ Moose's Barbeque
- ▶ Filling Station
- ▶ Kodiak Jacks
- ▶ Nap's Grill
- ▶ River Rising
- ▶ The Edge
- ▶ Several Fast Food Restaurants

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.

POLSON FAIR

Day and Date: Wednesday, September 26, 2018

Time: 10:00 a.m.-11:30 a.m.

Location: High School Gym at Polson High School

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: 400

Total estimated number of seniors from all guest high schools: 350

Guest High Schools:

Charlo

Two Eagle River (Pablo)

Polson

Ronan

St. Ignatius

Driving directions:

- ▶ Polson is 115 miles from Hamilton (approximately 2 hours and 15 minutes or more with road construction.)
- ▶ ROAD CONSTRUCTION! Be prepared for some road construction. Allow some extra travel time.
- ▶ Refer to Directions for Western Region Document!

Parking Information and Instructions:

- ▶ You may unload your materials in the faculty parking lot east of the school. Then, proceed to the student parking lot to park your vehicle. You may also park in the student lot (south of the school) and carry your materials (you will have to walk down some stairs). Parking is free and does not require a permit.

Hospitality:

- ▶ There will be a hospitality area outside of the gym.

Site Coordinator Information:

- ▶ Emily Johnson
1712 2nd St. West
Polson, MT 59860
(406) 883-6350
ejohnson@polson.k12.mt.us

Motel accommodations for this fair:

- ▶ Most people will choose to travel to Kalispell for accommodations after the Polson Fair. Should you choose to stay in Polson, we recommend: KwaTaqNuk Resort (406-883-3636); Port Polson Inn (406-883-5385); and Super 8 (406-883-6266).

Places to eat in Polson:

- ▶ Hot Spot Thai Café
- ▶ Old World Deli
- ▶ The Cove

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.

KALISPELL FAIR

Day and Date: Thursday, September 27, 2018

Time: 8:15 a.m.-11:30 a.m.

Location: High School Gym at Flathead High School

Number of expected students: 1300*

**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: 1600

Total estimated number of seniors from all guest high schools: 1600

Guest High Schools:

Bigfork

Central Alternative (Libby)

Columbia Falls

Hot Springs

Libby Lincoln Co. (Eureka)

Bridge Academy (Kalispell)

Troy

Flathead HS (Kalispell)

Linderman Education Center(Kalispell)

Glacier High School (Kalispell)

Noxon

Whitefish Independent

Whitefish

Stillwater

Driving directions:

- ▶ Kalispell is 52 miles north of Polson (a little over 1 hour with the busy traffic on Hwy 93)
- ▶ Refer to Directions for Western Region Document!

Parking Information and Instructions:

- ▶ There will be a designated parking lot for you to park in, on the RIGHT side of 8th Street (facing west).

Assistance:

- ▶ Student helpers will be available for unloading assistance.

Hospitality:

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

Site Coordinator Information:

- ▶ Mike Kelly
Flathead High School Career Center | Counselor
kellymi@sd5.k12.mt.us
406.751.3661

Motel accommodations for this fair:

- ▶ In Kalispell, we recommend the following: Hilton Garden Inn (406-756-4500); Hampton Inn (406-755-7900); Holiday Inn Express (406-755-7405); Homewood Suites by Hilton (406-755-8080); Red Lion Inn (406-755-6700); America's Best Value Inn (406-756-3222)

Places to eat in Kalispell:

- ▶ Hops Downtown Grill
- ▶ Bonelli's Bistro
- ▶ Montana Coffee Trader Cafe
- ▶ Mackenzie River Pizza
- ▶ Mooses Saloon
- ▶ Alley Connection
- ▶ The Montana Club
- ▶ HuHot Mongolian Grill
- ▶ Buffalo Wild Wings
- ▶ Several Fast Food Restaurants

Places to Visit...If you have extra time:

- ▶ Downtown Whitefish, MT
- ▶ Hike in Glacier National 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.