

Arkansas Association of Collegiate  
Registrars and Admissions Officers  
College Planning Program Host Information and Recommendations

- Accept the program date and time. Any changes must be made through the College Planning Program Coordinator. For the 2011-12 academic year, please contact Mary Whiting at [whitingm@uamont.edu](mailto:whitingm@uamont.edu).
- Send invitations to ARKACRAO members by mail, email, or through the listserv, available through the College Planning Program Coordinator. Invitations should be sent approximately one month in advance.
- Hosts are encouraged to invite all member institutions.
- If having a college fair/career fair, please adhere to the ARKACRAO Statement of Good Practice.
- Provide a map or directions to the college planning program, including location of the program and any specific parking recommendations, loading/unloading details.
- Provide a contact person and deadline to verify attendance for the program.
- Share the grade levels planning to visit with representatives.
- Try to limit the designated program to a maximum of two or three hours, depending on the numbers involved. Contact the College Planning Program Coordinator with questions.
- Have a representative available during the scheduled fair, who provides direction, can answer questions or provide assistance.
- Include any other helpful information for campus representatives, such as possible refreshments.
- Thank you for your support of recognized ARKACRAO College Planning Programs! The organization is dedicated to offering educational information to best serve your campus, students and families.

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