

## GUIDELINES FOR VOLUNTEERING AT A COLLEGE FAIR

College fairs are set up in an open browsing style. This allows students and parents to roam freely through the fair to pick up information and speak with admissions representatives. When attending a college fair, students typically ask college representatives about different programs of study, curriculum requirements, student life, admission criteria, and the campus size and location.

### **BEFORE THE COLLEGE FAIR**

- Please review the college fair materials so you can familiarize yourself with the information provided.
- Below is what you need to take with you to the college fair:
  - ◆ Admissions Brochures
  - ◆ Wolfpack Quick Facts cards
  - ◆ Name tag
  - ◆ Tablecloth
  - ◆ Table decorations – A “Mr. Wolfie” die cut will be provided. Please feel free to bring along your own NC State memorabilia to decorate your table.
- Make sure you are dressed appropriately – business casual. Do not wear T-shirts, hats, etc. But remember you will be standing quite a bit, so wear comfortable shoes.

### **DURING THE COLLEGE FAIR**

- Check in with the program's host or school representative.
- Be sure to arrive early to allow time to set up (at least 20 minutes before the start of the program) and to meet those who will be at the surrounding tables. Help yourself to refreshments available for college representatives, but refreshments should remain off the information table.
- Set up your assigned area with your tablecloth, admissions materials and table decorations.
- During the college fair, you will give out the admissions brochure and Wolfpack Quick Fact card to interested students and/or parents that stop by your table.
- As students and/or parents stop by your table, answer any questions that you are able to answer. A suggested opening question is “***Are you familiar with North Carolina State University?***” or “***Do you have any questions about North Carolina State University?***” Asking either of these questions can lead you into you giving them some information about the campus and majors. The list of frequently asked questions contains answers to some of the most common questions asked. We recognize that there are situations when you will not know the answer to students' questions. When you do not know the answer, please direct the students to contact the admissions office.

- NACAC regulations require that you remain standing behind your table and that you do not distribute any promotional materials except appropriate college literature (no pens, candy, pennants, key-chains, etc).
- Smile! Be positive, enthusiastic, and professional. Never speak negatively about another college or university. Never call students to your table at a college fair; allow them to choose the table they would like to visit.
- Stay at the program until the scheduled end time. **Don't pack up early!**
- At the end of the college fair collect any leftover materials. If the school or sponsoring organization needs materials about NC State for their files, be sure that you leave a set of information for them.

### **AFTER THE COLLEGE FAIR**

- Please complete the evaluation sheet included in your materials shipment. You can also submit your evaluation online through the Pack Partners Website. This information will help us determine whether or not to attend the program next year and gauge how much materials to send in the future.
- If you have any leftover materials, you can save the materials for any college fairs we might request your assistance in the future. Also, you are more than welcome to drop off the extra materials to local high schools in your area. It is not necessary to mail admissions brochures back to the admissions office.

### **ADDITIONAL NOTES:**

If an unexpected emergency arises and you will have to miss a program, please notify the school or college fair representative immediately. Then call Joyce Mai, Pack Partners Coordinator at (919) 513-7202 or the Admissions Office at (919) 515-2434 to let someone know about the situation.

Packing tip: Use a suitcase to transport your college fair materials into the venue.