

CONFIRMATION CENTRAL REGION

2019 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 Central 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 16	9:15 A.M.-10:45 A.M.	BOZEMAN FAIR AT MSU STRAND UNION ROOMS
2	MONDAY, SEPTEMBER 16	1:30 P.M.-3:00 P.M.	LIVINGSTON FAIR AT HIGH SCHOOL GYM
3	TUESDAY, SEPTEMBER 17	8:30 A.M.-11:30 A.M.	BILLINGS FAIR AT MSU BILLINGS MAIN GYM
4	WEDNESDAY, SEPTEMBER 18	9:00 A.M.-10:30 A.M.	LEWISTOWN FAIR AT THE FAIRGROUNDS
5	WEDNESDAY, SEPTEMBER 18	1:30 P.M.-3:00 P.M.	GREAT FALLS FAIR AT UNIVERSITY OF PROVIDENCE
6	THURSDAY, SEPTEMBER 19	9:00 A.M.-10:30 A.M.	CUT BANK FAIR AT CUT BANK 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.

BOZEMAN FAIR

Day and Date: Monday, September 16, 2019

Time: 9:15 a.m.-10:45 a.m.

Location: Strand Union Ballrooms at Montana State University in Bozeman

Number of expected students: 450*

**This number is based on fair attendance in past. This fair is optional for Bozeman Senior High and some other surrounding schools.*

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:

*Belgrade High School
Bozeman High School
Ennis High School*

*Harrison High School
Lone Peak High School
Manhattan Christian*

*Manhattan High School
Mount Ellis Academy
Three Forks High School*

*West Yellowstone High
School*

Driving directions:

- ▶ Refer to Directions for Central Region Document!

UPDATED Parking Information and Instructions:

- ▶ **New This Year!** This year, the campus has changed their parking policies to where we are unable to reserve a lot for the fair. Therefore, you are welcome to use the included map to pick the parking lot you would like to park. Each parking lot has a meter to pay for your parking.
- ▶ **Pay Your Own Parking | Parking Garage Parking** | You will need to pay to park here. This is the closest parking to the SUB & Fair. If you park in the "Pay Lot" spaces that are located in the parking garage, please be sure to pay at kiosks before coming into the fair. There are several parking options on campus. The closest parking is in the Campus Parking Garage across from the Strand Union Building (SUB) where the fair is hosted.
- ▶ **REMINDER: DO NOT PARK IN RESERVED OR IN 30 MINUTE SPACES, OR YOU WILL BE TICKETED/TOWED!**
- ▶ **RECOMMENDATION! Please arrive to this fair early as nearly 17,000 students are attending classes throughout the day so parking is competitive.**

Hospitality:

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

Site Coordinator Information:

- ▶ Mike Ouert
- ▶ 201 Strand Union Building Bozeman, MT 59717
- ▶ (406) 994-2452 or 1 (888) MSU- CATS
- ▶ mrouert@montana.edu

Motel accommodations for this fair:

- ▶ In Bozeman, we recommend the following: C'mon Inn (406-587-3555); Days Inn (406-587-5251); Fairfield Inn (406-587-2222); GranTree Inn (406-587-5261); Hampton Inn (406-522-8000); Holiday Inn (406-587-4561); Super 8 (406-586-1521); Element by Westin (406-582-4972); Homewood Suites (406-587-8180); Hilton Garden Inn (406)582-9900.

Places to eat in Bozeman:

- ▶ MacKenzie River Pizza
- ▶ Aleworks
- ▶ Santa Fe Reds
- ▶ Cafe Zydeco
- ▶ Olive Garden
- ▶ Several Fast Food Options

Places to Visit:

- ▶ Museum of the Rockies | Historic Downtown Bozeman | Hyalite Canyon | Bridger Bowl | Big Sky Resort Area

REMINDER!

| There are no
Counselor Boxes
at this site.

BOZEMAN, MONTANA

COUNSELOR BOXES WILL NOT BE AVAILABLE AT THIS FAIR!

Because this fair is optional for students, not all counselors attend this fair. Therefore, this fair will NOT have counselor boxes. If you would like to get information to the guest high schools, you will need to mail it directly.

LIVINGSTON FAIR

Day and Date: Monday, September 16, 2019

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

Location: Livingston | Park Senior 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:

Gardiner High School

Park High School

Shields Valley High School

Sweet Grass Co High School

White Sulphur Springs HS

Driving directions:

- ▶ Livingston is 29 miles from Bozeman (about 30 minutes).
- ▶ Refer to Directions for Central Region Document!

Parking Information and Instructions:

- ▶ Park in the parking lots at the Civic Center and enter through main entrance. There is no permit or fee required.

Hospitality:

- ▶ There will be a hospitality area in the Civic Center.

Assistance:

- ▶ Student helpers will be available for unloading assistance.

Site Coordinator Information:

- ▶ Abby Kinsey & Ardis Steinmetz
Park Senior High School
(406) 222-9766
abby.kinsey@livingston.k12.mt.us
ardis.steinmetz@livingston.k12.mt.us

Motel accommodations for this fair:

- ▶ You will likely not stay in Livingston since there is another fair in Billings. However, if you choose to stay in Livingston, we recommend the following: Comfort Inn (406-222-4400); Econo Lodge (406-222-0555); The Murray Hotel (406-222-1350) and Super 8 (406-222-7711).

Places to eat in Livingston:

- ▶ Pickle Barrell, 131 S. Main Street, 222-5469
- ▶ Montana's Rib & Chop House, 305 E. Park Street, 222-9200
- ▶ Pinky's Café, 109 ½ S. Main Street, 222-0668

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.

BILLINGS FAIR

Day and Date: Tuesday, September 17, 2019

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

Location: Upper Main Gym at Montana State University Billings

Number of expected students: 1500*

**This number is based on fair attendance in past. This fair usually includes seniors from the larger, Billings schools and seniors and juniors from many of the surrounding area schools. Most Billings schools do not bus their students so it is optional.*

Total estimated number of juniors from all guest high schools: 2300

Total estimated number of seniors from all guest high schools: 2100

Guest High Schools:

Belfry High School

Billings Career Center

Billings Central Catholic

Billings Christian

Billings Skyview High School

Billings Sr High School

Billings West High School

Bridger High School

Broadview High School

Central Catholic

Columbus High School

Crossroads Alternative

Custer High School

Fromberg High School

Garfield Co Dist HS

Hardin High School

Huntley Project High Schl

Joliet High School

Laurel High School

Lavina High School

Melstone High School

Park City High School

Plenty Coups High School

Rapelje High School

Red Lodge High School

Reed Point High School

Roberts High School

Roundup High School

Ryegate High School

Shepherd High School

Yellowstone Academy

Driving directions:

- ▶ Billings is 116 miles from Livingston (approximately 2 hours)
- ▶ Refer to Directions for Central Region Document!

Parking Information and Instructions:

- ▶ Cisel parking lot is south of our tennis dome and reps can use the tunnel under 27th to get to the gym. Do not park in reserved, special, or quick stops, or you will be ticketed. Also, you will want to arrive early for parking due to campus students parking as well. No parking permit is needed.

Hospitality:

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

Site Coordinator Information:

- ▶ Trevor Belnap
Associate Director
New Student Services
1500 University Drive
Billings, MT 59101
(406) 657-1741
trevor.belnap@msubillings.edu

Motel accommodations for this fair:

- ▶ We recommend the following in Billings: Best Western (406-248-9800); C'Mon Inn (406-655-1100); Comfort Inn (406-652-5200); Days Inn (406-252-4007); Fairfield Inn (406-652-5330); Holiday Inn Grand (406-248-7701); Crowne Plaza (406-252-7400); Super 8 (406-248-8842);

Places to eat in Billings:

- ▶ The Granary (1500 Poly Drive, 259-3488, reservations recommended)
- ▶ The Rex (2401 Montana Ave., 245-7477, reservations recommended)
- ▶ Jakes (2701 1st Ave. N., 259-9375, reservations recommended)
- ▶ Ciao Mambo (2301 Montana Ave)
- ▶ Walker's Grill (301 N. 27th St., 245-9291, reservations recommended)
- ▶ Montana Brewing Company (113 N. Broadway, 252-9200)
- ▶ Pug Mahon's (3011 1st Ave. N., 259-4190)
- ▶ Thai Orchid (2926 2nd Avenue N., 256-2206)
- ▶ There are also many fast food and chain restaurants (Fuddruckers, Red Lobster, Applebee's, Olive Garden)

Places to Visit:

- ▶ If you have extra time, you could visit:
- ▶ <http://www.gonorthwest.com/Montana/southeast/Billings/activities.htm>

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.

LEWISTOWN FAIR

Day and Date: Wednesday, September 18, 2019

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

Location: Fergus County Fair Grounds

Number of expected students: 320*

**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: 225

Total estimated number of seniors from all guest high schools: 225

Guest High Schools:

*Denton High School
Fergus High School
Geyser High School
Grass Range High School*

*Harlowton High School
Hobson High School
Judith Gap High School
Moore High School*

*Roy High School
Stanford High School
Winifred High School
Winnett High School*

Driving directions:

- ▶ Lewistown is 129 miles from Billings (approximately 2 hours and 30 minutes)

Parking Information and Instructions:

- ▶ Proceed through the parking area to the front of the Trade Center Building. It is the modern looking building right inside the fence from the parking area. Presenters can unload directly in front of the Trade Center (no stairs !) and then return their cars to the parking area. We will once again try to have student help available with unloading.

Hospitality:

- ▶ A hospitality area will be available beginning at 8:30 A.M. in the Trade Center. Restrooms are located in the lobby of the Trade Center.

Site Coordinator Information:

- ▶ Karen Durban
1001 Casino Creek Dr.
Lewistown, MT 59457
(406) 535-2321
kdurban@lewistown.k12.mt.us

Places to eat in Lewistown:

- ▶ China Garden
- ▶ The Onyx
- ▶ Southside Fish Market
- ▶ Bar 19
- ▶ Dash Inn
- ▶ Poorman's
- ▶ Southwestern Cafe
- ▶ The Mint Cafe
- ▶ Yogo Inn

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.

GREAT FALLS FAIR

Day and Date: Wednesday, September 18, 2019

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

Location: McLaughlin Center at the University of Providence (formerly University of Great falls)

Number of expected students: 500*

**This number is based on fair attendance in past. This fair usually includes seniors and juniors from surrounding area schools. The two large Great Falls schools make this an optional event for their seniors.*

Total estimated number of juniors from all guest high schools: 1300

Total estimated number of seniors from all guest high schools: 1200

Guest High Schools:

Augusta High School

Belt High School

C M Russell High School

Cascade High School

Centerville High School

Central Catholic

Conrad High School

Dutton/Brady High School

Fairfield High School

Foothills Com. Christian

Fort Benton High School

Geraldine High School

Great Falls High School

Heritage Baptist School

Highwood High School

MT Sch For Deaf & Blind

Paris Gibson Education C.

Power High School

Simms High School

Treasure State Academy

Driving directions:

- ▶ Great Falls is 105 miles from Lewistown (approximately 1 hour and 45 minutes)
- ▶ Refer to Directions for Central Region Document!

Parking Information and Instructions:

- ▶ Parking is free and abundant in the lot adjacent to the McLaughlin Center.

Hospitality:

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

Site Coordinator Information:

- ▶ Melanie Houge
University of Providence
(406)791.5210
(407)melanie.houge@uprovidence.edu

Motel accommodations for this fair:

- ▶ We recommend the following in Great Falls: Best Western Heritage Inn (406-761-1900); Budget Inn (406-453-1602); Comfort Inn (406-454-2727); Days Inn (406-727-6565); Fairfield Inn (406-454-3000); Hawthorn Inn (406-761-2600); Holiday Inn Express (406-455-1000); Holiday Inn (406-727-7200); Super 8 (406-727-7600); Town House Inn (406-761-4600).

Places to eat in Great Falls:

- ▶ MacKenzie River Pizza Co.
- ▶ Jakers
- ▶ Dantes
- ▶ Applebees
- ▶ Tony Roma's
- ▶ Many fast food options

Places to Visit:

- ▶ If you have extra time, you could visit:
- ▶ Charlie Russell Museum
- ▶ Lewis and Clark Interpretive Center
- ▶ Walk along River's Edge Trail

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.

CUT BANK FAIR

Day and Date: Thursday, September 19, 2019

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

Location: High School Gym at Cut Bank High School

Number of expected students: 290*

**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: 350

Guest High Schools:

Browning High School

Choteau High School

Cut Bank High School

Heart Butte High School

North Star High School

North Toole County High School

Shelby High School

Valier High School

Driving directions:

- ▶ Cut Bank is 110 miles from Great Falls (approximately 1 hour and 45 minutes)
- ▶ Refer to Directions for Central Region Document!

Parking Information and Instructions:

- ▶ There is not an available parking lot next to the school. On-street parking is available but is at a premium. Plan to arrive early to get the best spots. Carpooling from hotels or restaurants is appreciated and will be worth it.

Hospitality:

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

Site Coordinator Information:

- ▶ Karla Coy
101 3rd Ave. NE
Cut Bank, MT 59427
(406) 873-5629
kcoy@cutbankschools.net

Motel accommodations for this fair:

- ▶ We recommend the following in Cut Bank: Glacier Gateway Inn (406.873.2566) or Glacier Gateway Plaza (406.873.2566) or Super 8 (406.873.5662).

Places to eat in Shelby:

- ▶ C & L Cafe
- ▶ Smokehouse Deli
- ▶ Pizza Hut

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.