**Minnesota Education Fair Letter of Understanding for 2019/2020**

Updated August 27, 2019

The establishment of the Minnesota Education Fairs has been critical for advancing MACAC’s mission of providing post-secondary planning to students across the entire state of Minnesota. MEFs are hosted at community colleges, colleges, or high school sites; they are meant to be planned and implemented by a site-chair at the host institution, along with MACAC’s Minnesota Education Fair Committee. These programs are meant to be “owned” by MACAC and the sites that host the MEFs are hosting a fair at their location.

Colleges and universities pay registration fees to participate. Fees are used to:

* offset some of the costs incurred by the host institution.
* help guarantee the quality of the program.
* provide further professional development for MACAC members.
* provide post-secondary options for high school students across Minnesota through various MACAC sponsored programs.

MEF registration availability is publicized via the MACAC website, email, and social media.

While each Minnesota Education Fair reflects the unique personality of the community it serves, there are certain elements which must form the core of **each** Minnesota Education Fair. Because colleges and universities are paying registration fees to participate in these events, and MACAC is supporting and widely publicizing these programs, it is vital to maintain and monitor quality. We want prospective students and families to feel confident that the MEFS will provide them with the very best in college fair programming.

MEF participation is limited to educational institutions that are 2019-2020 MACAC Post-Secondary members. MEF participation and registration is limited to Title IV eligible and accredited colleges, universities, college- or university-affiliated ROTC programs, other postsecondary institutions, or programs offering curricular study leading to a degree or diploma. **NOTE**: The home institution that an ROTC program is affiliated with must be a current MACAC member and a 2019-2020 paid Contract Holder. Whether or not to accept a particular institution is at the discretion of the chairs of the Minnesota Education Fair Committee and MACAC.

As the site-chair for your Minnesota Education Fair, we ask that you review and sign this letter of understanding for the 20189-2020 season. As you proceed with planning for your program, MACAC needs your guarantee that the following minimum expectations will be met:

1. Site-specific details such as parking instructions, where to enter, directions, etc. will be provided to admission representatives as needed (reps receive addresses when they register) and for Spring MEF Table Rental from Hwy 55 (or any other contracted provider)..
2. As the site chair, you will work with the MEF Committee tri-chairs and the MACAC Executive Assistant on registration and on-going communication as it pertains to your individual fair.
3. All registrations will be administered by MACAC.
4. All MEFs will actively promote the use of GoToCollegeFair’s scanning technology to their entire student population, and any other schools attending the fair, prior to and at the fair. [www.gotocollegefairs.com](http://www.gotocollegefairs.com)
5. Support and enforcement of **Minnesota Education Fair Rules and Regulations** (included). The rules and regulations provided must be on each table at your fair.
6. Online MEF evaluations will be completed by college/university representatives. A member of the Minnesota Education Fair Committee will share the results with you after the end of your fair cycle (Fall or Spring)
7. A site chair report and request for fund reimbursement (accompanied by pertinent receipts) will be submitted to the MEF committee within 30 days of your event.
8. Fair sites within the Twin Cities Metro area will use MACAC’s preferred vendor for table rentals. (Vendor information will be provided at site chair training).

**MACAC and the MEF Committee guarantee the following:**

1. Prompt response to questions and concerns.
2. Dedicated page on the MACAC website for site chairs with resources .
3. Access to updated registration lists on the site chair webpage.
4. Electronic versions of MEF posters to aid in the advertisement of your MEF.
5. A MACAC membership for you, the site chair, free of cost.
6. Regional and national publicity of all MEF programs.
7. Gotocollegefairs support with pre-fair promotion, during fair activity, and post-fair statistical reporting.
8. Prompt reimbursement of appropriate program costs.
9. Site chair training programs held twice a year.
10. A MEF committee liaison will be assigned to your fair. Your committee liaison will be available to answer any questions you may have.
11. An opportunity for you to apply for a competitive bussing grant to help cover costs when bussing students to a fair may be cost prohibitive.

The following reimbursement schedule has been established by the MACAC Minnesota Education Fair Committee and Executive Board:

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| --- | --- | --- | --- |
| **Number of Institutions Attending** | **Max Reimbursement Amount** | **Max Food & Beverage Amount** | **FALL FAIRS: DUE BY OCTOBER 25**  **MAIL THIS FORM AND RECEIPTS TO:** |
| 69 and Below | $1,000 | $250 |  |
| 70-85 | $1,200 | $300 |  |
| 86-100 | $1,400 | $350 |  |
| 101 and up | $1,600 | $400 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Institutions Attending** | **Max Reimbursement Amount** | **Max Food/ Beverage/Supplies Amount** | **SPRING FAIRS: DUE BY APRIL 9**  **MAIL THIS FORM AND RECEIPTS TO:** |
| 105 and under | $650 | $350 |  |
| 106 and over | $800 | $400 |  |

Signature of MEF Committee Tri-Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of your particular Minnesota Education Fair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEF Site Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign and return this document, along with the attached “Fair Details” information sheet within 14 days of approval of Minnesota Education Fair to:

Liz Hayes Or Mail To:

MACAC Executive Assistant 1715 7th Street W., P.O. Box 16357

St. Paul, MN 55116

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