



APART

ALUMNI AND PARENT
ADMISSIONS RECRUITMENT TEAM



College Fairs: Registration and Materials

2022-23

Overview

During the fall and spring, the University is invited to attend college fairs where representatives meet with high school students interested in pursuing higher education. College fairs provide an opportunity for institutions to reach out to a large number of students.

Notification

- All fairs will be posted on the college fair portal for you to view: <https://enrollment.nd.edu/portal/avc-college-fair>
- Fairs that are posted will have been reviewed by the admissions counselor for your area. If listed, it is either a fair to definitely attend (priority), or one that might be good to attend (optional).
- Through a form, you will notify us if you plan on having a volunteer at the fair or not. Please note that you do not have to attend every fair.
- The Office of Admissions will complete the registration and submit payment for the fairs. You will not need to do any paperwork or pay for the fairs!
- Volunteers attending the fair will receive reminder emails prior to the date of the fair.
- Volunteers attending the fair will receive an evaluation email after the fair.

Registering

- Search the college fair portal for fairs in your area. It may be easiest to search by ZIP code if you are in a state with many Notre Dame clubs. Note: Fairs will be listed starting with club name and club number, followed by the fair name e.g. Los Angeles (05030) – Whitney High School College Fair.
- Click on the name of the fair. Indicate if you will have volunteers attend the fair or not by submitting Step 1 of the form. Note: This part can be completed before you know the names of the volunteers attending.
- Let us know who from your club will be attending the fair by completing Step 2. This can be done at the same time as Step 1, or completed at a later date. Note: If you are attending the fair, you will need to add your name to Step 2 as well.
- Volunteers will be asked to fill out an evaluation after the fair. The evaluation will automatically be emailed the day after the fair to those who attended.
- Note: It is possible that some volunteers have already registered for fairs. If you have already registered for a fair please forward the fair information to collegefairs@nd.edu with registrant information.

Ordering Materials

- Place an order for materials here.
- Please note that you may order additional materials through the year as needed.
- Please order at least 5 business days in advance of when you need the materials.
- Tablecloths are available if your club does not already have one.
- Materials will be shipped directly from our fulfillment vendor.
- If a fair indicates X amount of students will be in attendance, not every one of those students will stop by your table. Usually plan for 20-25% of that number, unless the school sends a large number of students to Notre Dame each year.



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