

April 2008

Dear Colleague:

Hello! Well, it's that time again; time to start planning for the fall travel season. I am looking forward to working with you for hopefully another great year.

Enclosed you will find a **2008 DACAC – ND Council Membership Contract/Invoice and Career/College Fair Schedule** for the year. If the institution/organization you represent will be participating in any of the fairs held this fall you must:

1. Indicate (X) on the **career/college fair schedule** the fairs (events) at which your institution/organization will be represented.
2. Complete and return the **membership contract** for 2008 and a copy of the career/college fair schedule before **June 20, 2008**.
3. Complete and return a copy of the **DACAC – ND Council membership contract invoice** for 2008 with your check, before **August 1, 2008**.

Remember, **June 20, 2008** is the deadline for returning your 2008 membership contract and career/college fair schedule. **August 1, 2008** is the deadline for returning your 2008 membership invoice and payment of membership fees. Failure to provide all information requested on a timely basis may jeopardize your agency's participation in career/college fairs in 2008.

The DACAC-ND council reviewed the membership fees this past year and made changes. Please review your contract for updated fee information.

A \$50 late fee will be assessed to members whose dues are not paid by August 1. If payment is not received by August 15<sup>th</sup>, membership will not be granted nor will institutions be allowed to participate in the college/career fair circuit for that year. In addition, if you register and are unable to attend there will be no refunds given after August 1.

Items to return by deadline dates listed above --- include: **DACAC – ND Council membership contract, DACAC – ND Council membership invoice and DACAC – ND Council career/college fair schedule**. Please make a copy of each item for your records. Also, please note the new address for the DACAC-ND Council.

Sincerely,

Karen Reilly– DACAC – ND Council Ex. Director  
P.O. Box 781  
Wahpeton, ND 58074  
Karen.Reilly@ndscs.edu

\*Please list the names of all of the representatives from your institution/organization (who will attend 2008 career/college fairs) on the contract. Registrant, by signing the enclosed membership contract, agrees to abide by the Constitution, Code of Ethics, and rules and regulations of the Association. **Failure to comply with the membership contract terms and provisions may result in sanctions** being applied against the registrant, including suspension of membership in the DACAC – ND Council.

## 2008 CAREER/COLLEGE FAIR SCHEDULE

Registrant, by indicating the fairs you plan to attend and by signing the enclosed membership contract, agrees to abide by the DACAC-ND Council Constitution, Code of Ethics, and rules and regulations of the Association. Failure to so comply with the membership contract terms and provisions may result in sanctions being applied against the registrant, including suspension of membership in the DACAC – ND Council.

Please mark (X) the fairs at which your agency will be represented.

CITY	LOCATION	DATES		HOURS	WILL ATTEND
Hettinger		Mon	09/8	1:00 - 2:15*	_____
Dickinson	DSU Wienbergen Gym	Tue	09/9	9:00 -11:00*	_____
Beulah	High School	Tue	09/9	1:30 - 2:30*	_____
Williston	WSC Gym	Wed	09/10	9:00 - 11:00	_____
Stanley	High School	Wed	09/10	1:00 - 2:00	_____
Minot	Magic City Campus Gym	Wed	09/10	6:00 - 7:00pm	_____
Minot	Magic City Campus Gym	Thu	09/11	8:30 -11:00	_____
Harvey	High School	Thu	09/11	1:30 -3:00	_____
Fargo/Moorhead	Concordia College-Moorhead	Mon	09/15	9:00-11:30	_____
Fargo/Moorhead	Concordia College-Moorhead	Mon	09/15	6:00 - 8:00pm	_____
Wahpeton	NDSCS Activities Center	Tue	09/16	9:00 - 10:30	_____
Valley City	VCSU Field house	Tue	09/16	1:30 - 2:30	_____
Jamestown	High School	Wed	09/17	9:15 -10:30	_____
Wishek	Armory	Wed	09/17	1:30 - 2:30	_____
Bismarck	Century I	Wed	09/17	6:30 – 7:30	_____
Bismarck	Century	Thu	09/18	9:00 –11:00	_____
Mandan	Mandan High School	Thu	09/18	1:00 -2:30	_____
Bottineau	MSU-Bottineau Thatcher Hall	Mon	09/22	1:00 -2:30	_____
Grafton	High School	Tue	09/23	9:00 - 10:30	_____
Devils Lake	LRSC	Tue	09/23	1:00 - 2:30	_____
Mayville	MSU Field house	Wed	09/24	9:00 -10:30	_____
Grand Forks/East GF	UND	Wed	09/24	1:00-2:00	_____

Total fairs marked (or ALL) \_\_\_\_\_

Please list your institution/organization here: \_\_\_\_\_

\* Indicates Mountain Time

**Completed Schedule must be returned to DACAC-ND Council by June 20, 2008**

## 2008 Membership Contract

Registrant, by signing this contract, agrees to abide by the DACAC – ND Council Constitution, Code of Ethics, and all rules and regulations of the Association. The term “Registrant” includes all officers, directors, employees or other agents of the Registrant.

In addition, registrant acknowledges and agrees to the following:

1. Membership in the Association does not guarantee that registrant can participate in all DACAC – ND Council Career/College Fairs.
2. Registrant agrees to indemnify, protect, save and keep DACAC – ND Council and any hosting site forever harmless from any and all claims, liability, injury or damage imposed, claimed, or adjudged for actions of registrant’s employees or agents, including actions for violation of any law or ordinance, whether occasioned by the intentional actions or negligence of the registrant and its employees and agents.
3. Registrant has complied with all relevant licensing laws of the State of North Dakota and of registrant’s state of incorporation, origin, or domicile.
4. Registrant will notify DACAC – ND Council, at the time of application or subsequently, if it is under any suspension or probation of licensing or other accreditation or has any license or accreditation revoked.
5. Registrant will strictly comply with the applicable terms and conditions of this Agreement. Failure to so comply with the above terms and provisions may result in sanctions being applied against the registrant, including suspension of membership in the DACAC – ND Council.
6. A \$50 late fee will be assessed to members whose dues are not paid by August 1. If payment is not received by August 15<sup>th</sup>, membership will not be granted nor will institutions be allowed to participate in the college/career fair circuit for that year.
7. There will be no refunds given after August 1.

You must complete all items below. If more space is needed, additional representative information can be attached to this contract.

**PRINTED NAME(S) of REPRESENTATIVE(S)**

- 1) \_\_\_\_\_ email \_\_\_\_\_
- 2) \_\_\_\_\_ email \_\_\_\_\_
- 3) \_\_\_\_\_ email \_\_\_\_\_
- 4) \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Institution**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**E-MAIL ADDRESS**

\_\_\_\_\_  
**Date**

**Return this Contract and one copy of the DACAC – ND Council Career/College Fair Schedule to DACAC – ND Council, P.O. BOX 781, Wahpeton, ND 58074. Please retain a copy for your records.**

**MEMBERSHIP CONTRACT & CAREER/COLLEGE FAIR SCHEDULE DEADLINE: June 20, 2008**

**MEMBERSHIP CONTRACT INVOICE PAYMENT DEADLINE: August 1, 2008**

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**DO NOT WRITE IN THIS SPACE**

Date Contract Received \_\_\_\_\_

Date Payment Received \_\_\_\_\_

Amount Paid \_\_\_\_\_

**2008 Membership Contract Invoice  
Out-Of-State**

TO: NORTH DAKOTA CAREER/COLLEGE FAIR PARTICIPANTS

       **FULL MEMBERSHIP**

Out-Of-State            **\$600.00**

\*Non-Voting Membership

\*Full membership will entitle you to attend one or all North Dakota College Fairs.

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**Name of Participant**

**Note:** Please send payment to DACAC – ND Council at your earliest convenience, **but not later than August 1, 2008**. Make check payable to: **DACAC – ND Council**. RETURN this contract invoice with your check to: **DACAC – ND Council, P.O. BOX 781, Wahpeton, ND 58074**. Please retain a copy for your records.

**2008 MEMBERSHIP CONTRACT & CAREER/COLLEGE FAIR SCHEDULE**

**DEADLINE: June 20, 2008**

**2008 MEMBERSHIP CONTRACT INVOICE w/PAYMENT**

**DEADLINE: AUGUST 1, 2008**

-A \$50 late fee will be assessed to members whose dues are not paid by August 1. If payment is not received by August 15<sup>th</sup>, membership will not be granted nor will institutions be allowed to participate in the college/career fair circuit for that year.

-There will be no refunds given after August 1.

