

April 2011

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.

Attached you will find a **2011 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 2011 and a copy of the career/college fair schedule before **July 1, 2011**.
3. Complete and return a copy of the **DACAC – ND Council membership contract invoice** for 2011 with your check, before **August 1, 2011**.

Remember, **July 1, 2011** is the deadline for returning your 2011 membership contract and career/college fair schedule. **August 1, 2011** is the deadline for returning your 2011 membership 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 2011.

If payment is not received by August 1, 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.

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 2011 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.

## 2011 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
Williston	WSC Gym	Mon	09/12	Futurepalooza	_____
Minot	MSU	Tues	09/13	9-11:00am*	_____
Beulah	Beulah Public School	Wed	09/14	9:30-10:30am	_____
Dickinson	DSU	Wed	09/14	1-3:00pm*	_____
Bismarck	BSC	Wed	09/14	7-8pm	_____
Bismarck	BSC	Thu	09/15	9-11am	_____
Fargo/Moorhead	Urban Plains Center	Mon	09/19	9-11am	_____
Fargo/Moorhead	Urban Plains Center	Mon	09/19	6-8 pm	_____
Wahpeton	NDSCS	Tue	09/20	9-10:30am	_____
Valley City	VCSU	Tue	09/20	1:30-2:30pm	_____
Jamestown	High School	Wed	09/21	9:15-10:30am	_____
Wishek	Armory	Wed	09/21	1:30-2:30pm	_____
Oakes	Oakes High School	Thu	09/22	9-10am	_____
Mayville	MSU	Mon	09/26	9-11am	_____
Grafton	High School	Tue	09/27	9-10:30am	_____
Devils Lake	LRSC	Tue	09/27	1-2:30pm	_____
Bottineau	DSC	Wed	09/28	9-11:00am	_____

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

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

\* Indicates Mountain Time

**Completed Schedule must be returned to DACAC-ND Council by July 1, 2011**

**Please note: Please review the information you receive prior to the college fairs from each site location. Information sent out by the site coordinators at each location will contain the most up to date and accurate information.**

Time, locations are subject to change. Please review individual site information (information that will be emailed or sent to you regarding each site) for specific times.

If you are interested in purchasing a scanner Fargo Moorhead fair, you would need to purchase the scanner from MACAC. The communication to students invited to the Fargo Moorhead fair will come from MACAC to lessen confusion for the student.

**2011 Membership Contract Invoice  
In-State**

TO: NORTH DAKOTA CAREER/COLLEGE FAIR PARTICIPANTS

**FULL MEMBERSHIP**

In-State                      \$300.00 \$ \_\_\_\_\_

\*Voting Membership (based on current by-laws of DACAC-ND Council)

\*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, 2011**. 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.

**2011 MEMBERSHIP CONTRACT & CAREER/COLLEGE FAIR SCHEDULE**  
**DEADLINE: July 1, 2011**

**2011 MEMBERSHIP CONTRACT PAYMENT**  
**DEADLINE: AUGUST 1, 2011**

- If payment is not received by August 1, 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.

## 2011 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. If payment is not received by August 1st, 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 1st.

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 \_\_\_\_\_
- 5) \_\_\_\_\_  
    email \_\_\_\_\_
- 6) \_\_\_\_\_  
    email \_\_\_\_\_

Authorized Signature		Title
Institution		
Address		
City	State	Zip
Phone		
Email 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: July 1, 2011**  
**MEMBERSHIP CONTRACT PAYMENT DEADLINE: August 1, 2011**

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**DO NOT WRITE IN THIS SPACE**

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

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

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

## 2011 DACAC-ND Council Code of Ethics

1. Each site coordinator will assign DACAC-ND Council member with one table and two chairs.
2. Audio visual materials may be used as long as they do not disrupt other representatives and they have an educational value to that institution.
3. Representatives will provide educational and career literature only. All interviewing will be confined to booths.
4. Non-educational material such as: pens, pencils, key rings, rulers, book covers, posters and bumper stickers, etc. are prohibited.
5. Displays will be limited to booth space provided. Booth displays may not interfere or obstruct another display. Activities or displays cannot be potential danger to students (attendees) and participants.
6. The use of mobile vans or distribution of unsolicited materials placed on cars, buses or people is prohibited.
7. All representatives must be full-time professional staff members and are required to wear identification badges.
8. Printed materials may be distributed only from a representative booth.
9. Smoking and alcoholic beverages are prohibited in the exhibit areas.
10. Any transactions involving an exchange of moneys are prohibited, as are drawings, contests or lotteries.
11. All late arrivals and early departures will be recorded in writing by on-site coordinators, and appropriate institutions will be notified. Infractions will be cause for dismissal from the remainder of the Career/College Fairs, and possible suspension from future Career/College Fairs and membership to DACAC-ND Council.
12. The use of alcoholic beverages during the working day shall be prohibited.
13. Each organization who is a member of DACAC-ND Council will only be allowed **TWO (2) REPRESENTATIVES** present at their booth during all scheduled hours except for brief periods during which time “**in and out cards**” will be displayed.
14. Individual representatives shall provide students with appropriate items which will present professionalism to students, parents and counselors alike.
15. Representatives are to use professional courtesy when representing their institution at events which include laptop and cell phone usage.
16. The site coordinator and the DACAC-ND Council Executive Committee will enforce the above Code of Ethics.

*The above Code of Ethics has been established in the interest of uniformity and professional conduct. Violations of the Code are subject to review by the Executive Committee, and will result in a written letter to the president of institution/organization stating infraction and reprimand. Failure to comply with rules and regulations may result in suspension of membership to DACAC-ND Council.*

*Updated February, 2010*