

April 2009

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 **2009 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 2009 and a copy of the career/college fair schedule before **June 19, 2009**.
3. Complete and return a copy of the **DACAC – ND Council membership contract invoice** for 2009 with your check, before **August 1, 2009**.

Remember, **June 19, 2009** is the deadline for returning your 2009 membership contract and career/college fair schedule. **August 1, 2009** is the deadline for returning your 2009 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 2009.

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 2009 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.

## 2009 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
Bowman		Tues 09/8	1:00 - 2:15*	_____
Dickinson	DSU Wienbergen Gym	Wed 09/9	9:00 -11:00*	_____
Beulah	High School	Wed 09/9	1:30 - 2:30*	_____
Williston	WSC Gym	Thu 09/10	9:00 - 11:00	_____
Stanley	High School	Thu 09/10	1:00 - 2:00	_____
Minot	Magic City Campus Gym	Thu 09/10	6:00 - 7:00pm	_____
Minot	Magic City Campus Gym	Fri 09/11	8:30 -11:00	_____
Harvey	High School	Fri 09/11	1:30 -3:00	_____
Bottineau	MSU-Bottineau Thatcher Hall	Mon 09/14	1:00 -2:30	_____
Grafton	High School	Tue 09/15	9:00 - 10:30	_____
Devils Lake	LRSC	Tue 09/15	1:00 - 2:30	_____
Mayville	MSU Field house	Wed 09/16	9:00 -10:30	_____
Grand Forks	TBA	Wed 09/16	1:00-2:00	_____
Fargo/Moorhead	MSU-M	Mon 09/21	9:00-11:30	_____
Fargo/Moorhead	MSU-M	Mon 09/21	6:00 - 8:00pm	_____
Wahpeton	NDSCS Activities Center	Tue 09/22	9:00 - 10:30	_____
Valley City	VCSU Field house	Tue 09/22	1:30 - 2:30	_____
Jamestown	High School	Wed 09/23	9:15 -10:30	_____
Wishek	Armory	Wed 09/23	1:30 - 2:30	_____
Bismarck	Century	Wed 09/23	6:30 – 7:30	_____
Bismarck	Century	Thu 09/24	9:00 –11:00	_____

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 19, 2009**

**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.**



## 2009 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 \_\_\_\_\_

5) \_\_\_\_\_  
email \_\_\_\_\_

6) \_\_\_\_\_  
email \_\_\_\_\_

<b>Authorized Signature</b>		<b>Title</b>
<b>Institution</b>		
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone</b>		
<b>Email Address</b>		
<b>Date</b>		

**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 19, 2009**  
**MEMBERSHIP CONTRACT INVOICE PAYMENT DEADLINE: August 1, 2009**

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**DO NOT WRITE IN THIS SPACE**

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

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

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