



The Association of Catholic Student Councils  
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Daly City, CA 94014-3400  
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No student will be allowed to leave the campus during the conference.  
**No early departures, coming or goings!**

**IMPORTANT!**

**ATTENTION: STUDENT COUNCIL MODERATORS**

Dear Student Council Moderator,

May I ask you to distribute the enclosed packets to the students attending our Summer Leadership Program. Please instruct your delegates to mail back the necessary information and the balance of their fee to the so that everything is in the TACSC office by **JUNE 25, 2008**.

*In the interest of time and considering my limited personnel hear in the office... You would really be helping me if you could have the students return their papers and fees to you first. Check that all forms are complete, **and then mail them in one envelope to me before the 25th.** If you are also able to send just one check for the total balance that would help even more.*

**MODERATORS! Please note.** I must have in the TACSC office your School Attendance Sheet with the names of students attending the conference, their addresses and phone numbers, no later than **June 25, 2008.**

Anyone sending this information postmarked after June 25, 2008 must include a **late fee of \$25 per student.**

- ❶ Places will be held with a deposit **only up to ten working days prior to the conference.** Full payment must be received by June 25, 2008.
- ❷ Completed Emergency/Permission Forms and Completed Delegate Questionnaires must be in the TACSC office **within 10 working days prior to the conference.**

**LATE REGISTRATION:** The registration fee for any student registering after June 1, 2008 is \$600 per person.

**SUBSTITUTION OF DELEGATES** will be allowed up until registration on the day of the conference, but must be of the same sex. A substitution for a delegate of a different sex can be made if we receive notice within 10 or more days of the conference.

**REFUNDS:** Fees are refundable or transferable (less the \$50 deposit) to another student's payment only if I receive a **written** cancellation/notification postmarked 10 working days prior to the conference. *The deposit of \$50 for each student is not refundable or transferable..*

I know that this is a very hectic time for you, but please be prompt in getting this information back to the TACSC office. It is important that I know in advance the names and gender of your delegates so that I can personally arrange for proper housing. TACSC office time and personnel is very limited, so the fewer investigative phone calls and searching we have to do while trying to tie up all the loose ends before a conference the better. I do appreciate your understanding and your help in this regard.

Thank You,

Marilyn Thickett  
Executive Director