

# **Official Communication for November 29, 2018**

## **Deadline to submit Member Retention Week Forms extended to December 5, 2018**

We've had some confusion on the deadline date to remit submissions for Member Retention Week. We have now extended the deadline date, to be eligible for awards, to **December 5, 2018**. No extensions will be given after this date.

## **College of Regents Cap and Gown Orders**

When remitting payments to Catalog Sales Department for the College of Regents cap, gown and related items, please be sure to include the shipping in the grand total. Shipping was not included in the price to prevent a price increase in the actual cap and gown.