



TSO Card Process

If at least 5 TELOS students agree it is appropriate to send a 'From Your Friends at TELOS' card:

- 1. Obtain a blank card and envelop from the highest tier in the clear, plastic TELOS Student Organization stand at the Front Desk**
- 2. Have all parties sign the card**
- 3. Insert it in envelope and write name of TELOS student to whom it should be sent**
- 4. Place card/envelop in lowest tier in the clear, plastic TELOS Student Organization stand at the Front Desk**
- 5. Email: info.telosso@gmail.com or call [425 272 5047](tel:4252725047) and advise that a card needs to be mailed**
- 6. An authorized member of TSO will complete the rest of the address, stamp and mail it**