

## **Completing the MASC Associate Membership Application**

Submitting an application for school membership is now an on-line process. Please observe the following.

- Schools may not apply for Associate Membership.
- The on-line process must be completed by an adult authorized by your organization/office.
- Membership is not effective until the signed application and dues are received.

The on-line process is designed to be user-friendly, but the following descriptions of each of the steps are provided for your information.

1. Before beginning the on-line process, do the following.
  - a. Be sure you are in compliance with the bullet points above.
  - b. Determine what individual in your organization/office will be the designated point of contact for MASC business.
  - c. Know the method of payment you will use for dues: credit card or check.
2. Go to the MASC website at [mdstudentcouncils.org](http://mdstudentcouncils.org) and click on "Join Now" on the right side of the banner at the top of the page.
3. Review the information on the MASC Membership page.
4. Click on the "MASC Associate Membership Application" link at the bottom of the MASC Membership page.
5. Type in the requested information in the fields provided.
  - a. The "Designated Contact" must be a single name.
  - b. When all information is entered, be sure to review it for accuracy and then check the box that confirms that the information is correct.
6. Click the "Submit" button.
7. You will be taken to a page that indicates that you have successfully submitted your information and that an acknowledgement email has been sent to the address you provided. A copy is also sent to the MASC Registrar. At this point, leave the MASC website and open your email program.
8. Open the email that has the subject "MASC Associate Membership Application Acknowledgement." Depending on your settings, it may not be in your regular inbox. Look in other places, e.g. trash and spam folders, or do a search on [membership@mdstudentcouncils.org](mailto:membership@mdstudentcouncils.org). This email contains a link to your application form and instructions on how to complete the membership process.
9. Follow the instructions provided in your acknowledgement email and contact the MASC Registrar at [wayne.perry@gmail.com](mailto:wayne.perry@gmail.com) if you have any questions.

***Remember: Your organization/office is not an associate member of MASC until the application form and dues payment are received by the MASC Registrar.***