

## MASC Legislative Session 2021 Registration Checklist

Registration for MASC events is an on-line process that gathers the information about your school's delegation required by MASC and those involved with planning and hosting. It is also required to satisfy state/local safety and security regulations. Accuracy of all information is critical.

**MEMBERSHIP** – Legislative Session is for MASC member schools **ONLY**. If your school is not yet a member of MASC, go to <http://bit.ly/3oOE1MV> for instructions. *Your registration will be cancelled if membership is not secured by the postmark deadline date of **Tuesday, Feb. 9.***

**DELEGATION SIZE** – Membership determines the number of *Voting Delegates* a school may register. An equal number of non-voting *School Delegates* may also be registered. Students who are voting members of the *MASC Executive Board* are registered as such and do not count against the number of delegates registered.

□ **Before** you register on-line:

- **REMINDER** – The MASC Executive Board established a policy that registration for MASC events will not be accepted from schools with unresolved financial obligations from previous events.
- Be aware of all dates, deadlines, and fees provided.
- Be sure you have received approval from your administration to participate.
- Determine whether your school's payment will be by credit card or by check.
- Confirm the participation of each member of your delegation, including parent permission, as required by your school and/or district.
  - **Permission to be recorded** – All workshops and group sessions may be recorded. ***It is the responsibility of the school to assure that anyone registered has parent permission to be recorded. Check with your administration re: the relevant policy and procedure for your school/district.***
- MASC encourages all advisors to attend Legislative Session to support your students, network with other advisors, and to take advantage of specific advisor workshops. However, due to the nature of this virtual conference, MASC does not require advisors to attend. Note: Your school or district may still require your attendance. Check with your administration.
- **Workshops** – All participants will be assigned to workshops according to their experience attending previous Legislative Sessions.
- Use the **Registration Worksheet** to be sure that you have the correct spelling of names and the necessary information for each participant (role for the event, grade, gender, email addresses, and workshop preferences...see below).
  - **Student Roles** – Unlike typical conferences, we will need to know which specific students will be voting. *MASC Ex.Bd.* participants vote by virtue of their position on the MASC executive board. Unless they are *Presenters*, other students must be registered as a *Voting Delegate* or as a *School Delegate*. *Presenters* are registered as such. If they are going to be voting on behalf of their school, indicate that in the comment section during registration. *Presenters* who are also MASC Ex. Bd. Members will be identified by the executive directors.

- **Email Addresses – Participation in this virtual conference will require unique personal email addresses for students.** Email addresses assigned to students by school systems create problems for the platform we are using for this event. **Student email addresses must be unrelated to their school/system.** This may take some special efforts on the part of advisors, students, and their families. Obviously, accuracy is critical.
  - **First time attendee** – If the attendee has never attended a MASC Legislative Session before, answer “Yes.” Otherwise, enter “No.”
- On-line registration is the sole responsibility of the school advisor *whether he/she is attending or not*. **Do not delegate this to a student.** Follow the on-line instructions carefully.
- The *Registration Report/Invoice* you print at the end of the process must be signed by your school administrator. *Registrations cannot be confirmed without this signed authorization.*

<b>Friday, Jan 15</b>	<b>On-Line Registration Opens</b>	Go to the Legislative Session page at <a href="http://bit.ly/2XDBwAJ">http://bit.ly/2XDBwAJ</a> , review the information there and use the link provided for online registration.
<b>Saturday, Feb. 6</b>	<b>On-Line Registration Closes (11:59 PM)</b>	Registration after this date must be approved by the MASC Executive Director. A <b>Late Fee*</b> may apply.
<b>Tuesday, Feb. 9 5:00 PM</b>	<b>Postmark Deadline</b>	<ul style="list-style-type: none"> <li>• The Registration Report/Invoice (and school check, if available) must be mailed to the MASC Registrar with a postmark by this date/time. If paying by credit card, the transaction must be made by this date.</li> <li>• The <b>late Fee*</b> will be assessed for signed Registration Report/Invoices postmarked after this date.</li> <li>• This is the last date for <b>refunds</b> for cancellations.</li> <li>• School memberships must be finalized by this date.</li> </ul>
<b>Saturday, Feb. 20</b>	<b>MASC 2021 Legislative Session</b>	<ul style="list-style-type: none"> <li>• Attendees will go to the Legislative Session Landing Page and log in to the conference starting at 9:30 a.m. They will be directed to the "meet the candidates" room.</li> </ul>

*\*The Late Fee is \$10 (not to exceed 20% of total registration fees)*

*Any appeal of deadlines or fees must be directed to the MASC Executive Director who will then inform the registrar. The MASC Registrar does not have authority to grant appeals.*

- Payment** to MASC is made by the school, not individual students. Do not send cash or personal checks. If students are responsible for all or part of their cost at your school, their payments must be processed by the school, then the school pays MASC using a credit card or sending an official school/district check. Follow the instructions in your *Registration Confirmation Email* to complete a credit card payment. The cost of the conference is \$8 for Workshop Presenters and \$10 for all other attendees. **Please note:** Although registered along with their school’s delegation, Workshop Presenters are selected by MASC. Do not register a Workshop Presenter until you have received confirmation of their appointment from MASC.
- Payment Guarantee** –The *Registration Report/Invoice* that is signed by the principal to authorize a school’s participation guarantees payment of that invoice amount. **As long as this is postmarked by the deadline of 5:00 PM on Tuesday, February 9, there is no late fee.**

- **DO NOT MAIL IN OTHER FORMS.** Check them for accuracy, completion, and the appropriate signatures, alphabetize, and have them on file. **IMPORTANT:** *There is no check-in to collect forms for this virtual event. You will need to confirm to your principal that you have received all of the necessary permissions and signatures before he/she can sign the invoice and submit it to MASC. Work this out with your administration. Some principals may want to have the forms submitted to them before they process your invoice. Others may allow other arrangements.*
- **Refunds:** When you complete on-line registration, you have committed your school for the resulting invoice amount. MASC makes financial commitments based on this information. After the postmark deadline, much of the money expected has been encumbered or spent. **Any requests for refunds after the postmark deadline of 5:00 PM on Tuesday, February 9 must be submitted to the MASC Executive Director.**
- Mail the signed *Registration Report/Invoice* to **Wayne Perry, MASC Registrar, P.O. Box 343, Forest Hill, MD 21050** postmarked no later than **Tuesday, Feb. 9**. If your school did not pay with a credit card, include a school check (payable to MASC) if available in time. Otherwise, forward the payment as soon as available. If you must leave the actual mailing of your *Registration Report/Invoice* and payment to others, **be sure that they are aware of the correct address and deadline.**
- **Changes** – Once you have submitted your registration on-line, any changes must be emailed to the MASC Registrar as soon as possible (See email address below). **IMPORTANT:** **Because of the virtual nature of this event, no changes or substitutions can be made after the Postmark Deadline of 5:00 PM on Tuesday, February 9.**
- Direct any questions or changes to Wayne Perry, MASC Registrar, at [wayne.perry@mdstudentcouncils.org](mailto:wayne.perry@mdstudentcouncils.org)

## Suggested Plan to Make Registration Easier!

Here is a timeline with ideas collected from advisors across the state that will help you meet all of the registration responsibilities and deadlines easily...and avoid any fees or penalties!

<p>The week prior to on-line registration opening</p>	<ul style="list-style-type: none"> <li>• Review the event registration documents at the MASC website, <a href="http://bit.ly/2XDBwAJ">http://bit.ly/2XDBwAJ</a> where you can review and/or download the information.</li> <li>• Secure permission from your school and/or district administration to participate in this event.</li> <li>• Determine which students will make-up your school's delegation and the roles they will have; Voting Delegate, School Delegate, or MASC Ex.Bd.</li> <li>• <b>Create and distribute a cover letter from you with additional forms/materials that are required by MASC or your school/district in order to participate and be recorded.</b> The cover letter should include necessary information about the event for the student and his/her family. Establish a deadline date for returning the form as close to the opening of on-line registration as practical. <u>Be sure to account for the time required to process payments in your school/district.</u></li> <li>• When you have received all of the forms from all of your students, be sure that each is authorized by your administration to participate. Policies regarding this vary widely across the state.</li> </ul>
<p>Friday, Fri. Jan 15 – Saturday, Feb. 6</p>	<ul style="list-style-type: none"> <li>• Go to the on-line registration site by clicking on the link posted at <a href="http://bit.ly/2XDBwAJ">http://bit.ly/2XDBwAJ</a> and register your delegation.</li> <li>• Print 2 copies of the final <b>Registration Report/Invoice</b> at the end of the on-line process.</li> <li>• Obtain the signature of your principal/designee on one of these, then keep the other for your record.</li> <li>• Determine how your principal wants to handle the forms.</li> <li>• Arrange for payment of the amount on the <b>Registration Report/Invoice</b> according to the procedures established by your school/district. Payment must be an official school/district check, or credit card transaction according to the instructions in your <b>Registration Confirmation Email</b>.</li> </ul>
<p><b>Prior</b> to 5:00 PM, Tuesday, Feb. 9</p>	<ul style="list-style-type: none"> <li>• Enclose the <u>signed</u> <b>Registration Report/Invoice</b>, AND school check (if available) in an envelope for mailing. If paying by credit card, payment must be made by this date.</li> <li>• <u>Do not mail</u> any other forms. Keep them together as determined by your principal.</li> <li>• <b>Tip:</b> If mailing close to the deadline, take the envelope into the post office and obtain a legible postmark. The <b>late fee</b> is determined by the postmark.</li> </ul>
<p><b>Prior</b> to Saturday, Feb. 20</p>	<ul style="list-style-type: none"> <li>• Continue with necessary preparations for your delegation's participation.</li> </ul>