

## Registration Worksheet

Use this worksheet **before you go on-line** to help organize your delegate information and make on-line registration quick and easy. MASC recommends that you require students to complete and submit any forms **before** you register on-line. Advisors that have done this, report that very few students cancel, and their information is much more accurate. Please collect and confirm the information below to prepare.

- Names – First Name, then Last Name. Check spellings and please use title-case (capitalize first letters only).
- Role – Participants will have one of the following roles at the event:
  - Advisor – The adult appointed by the school to supervise their students at Legislative Session. Advisor fee is \$10.
  - Voting Delegate – These will be the specific students that will vote in any formal MASC business conducted at the event. You may only register as many Voting Delegates as your school membership allows. This does not include MASC Ex.Bd. students. The Voting Delegate fee is \$10.
  - School Delegate – These will be those students who will participate in every way except for voting. There is no limit as to the number of students you register under this role. The School Delegate fee is \$10.
  - MASC Ex.Bd.\* - Students appointed or elected to the MASC Executive Board or who sit on the board by virtue of their region/county positions, i.e., SMOBs, region presidents, 2<sup>nd</sup> vice presidents (ranking middle school officer/rep.), etc. MASC Ex.Bd. fee is \$10.
  - Presenters\*- Students assigned by MASC to present workshops at this event. **You will be informed by MASC if any of your students are approved to be registered as Presenters.** Please note that the fee for presenters is \$8.
  - MASC Staff\* – Adults assigned by MASC to specific duties or positions.
  - Guest\* – Individuals with specific permission from MASC to attend the event.

*\* These roles require specific permission/ approval of the MASC Executive Directors*

- Grade – Advisors/adults are “NA.” Please check for accuracy.
- Email Address – **CRITICALLY IMPORTANT: Student email addresses must NOT be related to a school/system. The platform hosting this event will not consistently recognize school/system domains. They must be addresses with other domains such as gmail.com, comcast.net, Verizon.net, yahoo.com, etc.**
- First Time at Leg. Session – All attendees will be scheduled to attend workshops based on their experience attending previous Legislative Sessions. If a delegate or MASC Ex. Bd. member has never attended Legislative Session in either middle or high school, the answer will be “Yes.”

	First Name	Last Name	Role	Gr	Email Address (must <u>NOT</u> be a school/system address)	First Time at Leg. Session Y/N
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*This worksheet is provided to help you gather the information required for on-line registration.  
Do not send it to the MASC Registrar*