



Can you host a MASC  
Executive Board Meeting?  
Information Below

**MASC Needs hosts for these Executive Board Meetings:**

N/A **August Meeting:** Thursday, August 12, 2021, Executive Board meeting (MCR/MCJC - Smith Center)

- **December Meeting:** Saturday, December 11, 2021, Executive Board meeting
- **February Meeting:** Saturday, February 26, 2022, Executive Board meeting

N/A **Spring Meeting:** Sat., May 21, 2022, Executive Board meeting (*reserved: MASC President's school*)

Meetings are from 10:00 a.m. – 3:00 p.m. (on-site check-in 9:30-10:00 a.m.). MASC handles all aspects of the program content and on-site check-in.

**Hosts will need to:**

- Schedule a time/place to serve lunch to participants. If charging students for lunch, it is requested that hosts keep the food costs below \$5.00, however, this price can be adjusted depending on if a box or pre-packed lunch is required due to Covid restrictions in the school district.
- MASC allows approximately 30 – 40 minutes for lunch. Please let us know the time that works best for you to serve lunch.
- Serving light morning refreshments *as a donation* is up to the host.
- Hosts would also reproduce documents needed for the meeting. Documents are emailed approximately three days before the event. MASC uses as many digital documents as possible. We usually only need a few extra emergency forms.

If you wish to host an executive board meeting (average of 45-60 students), please use the checklist below, select the date above, and turn in this application with the appropriate signatures. This is not presented/voted on by the executive board. MASC tries to accept applications to allow for geographical diversity. Hosts will be awarded starting after the August executive board meeting or as applications are submitted.

**HOST CHECKLIST**

*(The delegate count will be emailed several days before the meeting. Registration deadlines are on the MASC calendar.)*

- \_\_\_\_\_ Clear the date on the school's master calendar (there are no snow dates for these meetings) - If there are any facility costs, the host school will need to cover that fee.
- \_\_\_\_\_ Reserve the meeting space (a cafeteria or media center works best)
- \_\_\_\_\_ Determine that there will be parking for at least 20 cars (usually a Saturday, so hopefully not an issue)
- \_\_\_\_\_ **Optional:** buy, set up, serve and clean up morning refreshments (a separate table away from check-in) - assign students to serve at the refreshment table (usually two students) (On-site check-in is 9:30-10:00 a.m.)

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*Executive Board Meeting Host Application*

<http://www.mdstudentcouncils.org>

- \_\_\_\_\_ Decide on a lunch arrangement: try to keep the lunch cost to no more than \$5.00 (less is even better). Save all receipts to be turned in for reimbursement. Include the payee and an address to mail the reimbursement check.
- \_\_\_\_\_ Table and two chairs for MASC to conduct check-in and collect the student permission forms and money.
- \_\_\_\_\_ Meeting room set up – the front will need a **microphone** on a podium (do not block the screen). **Please have a computer/LCD projector/speakers for use during our program.**
- \_\_\_\_\_ Extension cord and very small table or cart for use by MASC for livestreaming the meeting. We provide the external camera and computer for livestreaming.
- \_\_\_\_\_ Please have student greeters to direct students to the meeting and restrooms, etc.
- \_\_\_\_\_ Please invite your principal and/or SGA president to give an opening welcome. (The principal welcome can be pre-recorded) *(Optional: We would also love to have a “club performance” at the beginning of the meeting. They would be allowed approximately five-ten minutes to perform.)*
- \_\_\_\_\_ Please be sure to have a clean-up committee to clean up the meeting room. Unfortunately, even these student leaders will leave trash. Please have containers for **recycling** paper and water bottles.

**Our school/region is submitting an application to host the \_\_\_\_\_ Executive Board meeting. The appropriate permissions are provided below by way of authorized signatures.**

School Name or other Location: \_\_\_\_\_ Region: \_\_\_\_\_

\*Printed Advisor Name: \_\_\_\_\_

\*Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Printed Principal Name: \_\_\_\_\_

\*Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\* If hosted by a region and is not in a school, only the regional advisor signature is needed.*

Contact information:

Name of Contact: \_\_\_\_\_ Email \_\_\_\_\_

Work# \_\_\_\_\_ Cell \_\_\_\_\_

Address of school or other facility: \_\_\_\_\_

**Scan and Email completed application to [Nicete.Moodie@mdstudentcouncils.org](mailto:Nicete.Moodie@mdstudentcouncils.org) and [Karen.Crawford@mdstudentcouncils.org](mailto:Karen.Crawford@mdstudentcouncils.org)**



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