**2022 MASC LEGISLATIVE SESSION (LegSes)**

*(If permitted to hold a large group gathering)*

This event is a one-day, drive-in Saturday conference held in January/February. The date for 2022 is Saturday, February 12, 2022 (snow date Feb. 19), with a training day on Saturday, January 22, 2022 (snow date Jan. 29). (*NEW – there is no training day #2 as this will be done virtually, so there is no need for the hotel/buses the evening before the event.)* The average attendance has been between 400-500 students and advisors.

***Facilities:***

The host facility needs to have available classrooms to accommodate 25-30 small group sessions, a large cafeteria (preferably able to seat everyone at one time), a large auditorium (preferably with seating for 700+ not including a balcony) with a screen, LCD, and sound system, and PA system access for the school/facility.

***Conference Planning:***

The MASC Legislative Session planning committee meets one to two times in the fall and winter preceding the Legislative Session. These meetings may be conference calls or electronic communications. The planning committee includes the MASC officers, the MASC executive director(s), student leaders from the host school/region and the school/regional advisor(s). The committee is responsible for incorporating the MASC yearly theme into the conference theme, determining the maximum number of delegates, and discussing the agenda and responsibilities.

***Basic responsibilities of the Host Organization:***

• Facilities, food, advisor hospitality, (optional entertainment at registration/lunch), signage and decorations, staff tee shirts *(see executive director for parameters ordered through the MASC vendor Every Locker)*, conference folders or totes, miscellaneous supplies (pen/pencils), duplication of event program booklet and the “Meet the Candidates” packet (MASC sends electronically to host), securing a nurse, soliciting donations, preparing a map of the school (goes in the program booklet), and clean up. (*Note: MASC is working towards all electronic materials, although a limited number of paper materials may also be needed.)*

• Provide between 5-7 students for on-site check-in on conference day (only needed in the morning).

• Submit a final conference expense report including receipts and invoices in a timely manner (within one month after the event) with payee indicated and address for mailing the reimbursement check(s)

• The host facility also serves as the site for the training day– see date above

• Needed: facility (usually the host school), light morning refreshments and lunch for the workshop presenters, large meeting space (cafeteria is generally used) and four classrooms for workshop demonstrations.

***Basic responsibilities of MASC:***

• The MASC Registrar will conduct registration (pre-site and on-site check-in), preparing and sending confirmation letters, financial management, and data management. MASC will also be responsible for preparing, duplicating and dispersing registration materials, preparing the conference booklet (will send to host electronically), planning all workshops and programs, selecting student workshop presenters, and planning and executing the training day.

All registration fees are to be kept in a separate account maintained by MASC in conjunction with the host and all expenses (including training) are to be paid from that account. If there is a surplus after all expenses have been covered, the surplus is split evenly between the host organization and MASC. The host is responsible for submitting a final conference expense report.

***Conference Bid:***

Schools/regions interested in hosting the Legislative Session must submit a bid proposal to MASC starting with the August 2021, Executive Board Meeting. The bid should include the following:

• Proposed facility – include building layout, facility use, and cooperation of the staff)

• Budget – include anticipated expenses based on preliminary information about costs of facility, food, nurse, entertainment/recreation, advisor hospitality, staff tee shirts (*see parameters above*), training day, and supplies. Budget format will be forwarded upon request (we have previous budgets from which to work).

• Projected cost per delegate is not to exceed $30.

• Letter of support from the principal of the host school.

*For more information or to express interest in submitting a bid,*

*contact* *Nicete.Moodie@mdstudentcouncils.org* *and* *Karen.Crawford@mdstudentcouncils.org*