

Can you host a MASC

Executive Board Meeting?

Information Below

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

***N/A August Meeting:*** *Thursday, August 4, 2022, Executive Board meeting (MCR/MCJC - Smith Center)*

***N/A Awarded PGRASG December Meeting:*** *Saturday, December 10, 2022, Executive Board meeting*

* **February Meeting**: Saturday, February 25, 2023, Executive Board meeting

***N/A Spring Meeting:*** *Sat., May 20, 2023, Executive Board meeting (reserved: MASC President’s school)*

Meetings are from 10:00 a.m. – 3:00 p.m. (on-site check-in 9:15-10:00 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.
* Lunch will be “bring your own lunch.” It would be appreciated if you can provide cups as MASC will bring drinks (sugar free lemonade and ice tea mix). If you wish, you are welcome to donate chips or cookies for dessert.
	+ - *Please note that morning refreshments can only be done as a donation as MASC has not budgeted for morning refreshments. MASC has found that most students eat before or while driving to the meeting.*
* MASC allows approximately 40 minutes for lunch. Please let us know the time that works best for you to serve lunch.
* 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 and rarely needs any documents duplicated.

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 15 cars (meetings are on Saturday, so hopefully this is not an issue)

\_\_\_\_\_ ***Optional as a host donation****: 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)*

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\_\_\_\_\_ Lunch – students will bring their own. Please provide drink cups. MASC will provide sugar free lemonade and ice tea mix.

\_\_\_\_\_ Table and two chairs at the entrance of the meeting space for MASC to conduct check-in and collect the student emergency forms and fees.

\_\_\_\_\_ Meeting room set up – the front will need a **microphone** on a podium (do not block the screen). **Please have a computer/LCD projector/speaker for use during our program.**

\_\_\_\_\_ Extension cord and very small table or cart for use by MASC for livestreaming the meeting. If the school does not have a good webcam, MASC can provide the external camera for live streaming.

\_\_\_\_\_ Please have student greeters to direct students to the meeting and restrooms, etc.

\_\_\_\_\_ *Optional* - Please invite your principal and/or SGA president to give an opening welcome. (The principal (or superintendent) welcome can be pre-recorded)

\_\_\_\_\_ 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*** ***and*** ***Karen.Crawford@mdstudentcouncils.org***

