

MASC 2023 Legislative Session

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 this event. It is also required to satisfy state/local safety and security regulations. Accuracy of all information is critical.

MEMBERSHIP – Legislative Session is designed for MASC member schools **ONLY**. If your school is not yet a member of MASC, go to the MASC website at <https://mdstudentcouncils.org/> and click on "Join Now" at the top of the page for instructions **BEFORE** attempting to register your delegation.

DELEGATION ROLES –

- Each student must be registered as either a *Delegate*, *MASC Ex.Bd.*, or *Presenter*. (Do not register a student as a *Presenter* unless you have been instructed to do so by MASC.)
- Schools may register a number of *Delegates* up to twice the school's allotted number of votes. (This does not include *MASC Ex.Bd.* or *Presenters*.) Registration of students beyond these limits requires permission from the MASC Executive Director.
- All adults attending the event will be registered as *Advisors*.
- **PLEASE NOTE:** All students **must have an attending advisor**. This is typically the school's SGA advisor, but in situations where the SGA advisor is unable to attend, the principal may approve another adult employee of the school or school system to be the attending advisor. Please refer to the FAQ document [here](#) or your regional advisor if you have questions about this requirement.

COST – Cost is **\$30** for each *Advisor*, *Delegate*, and *MASC Ex.Bd.* member. Cost for each *Presenter* is \$25.

☐ **Before** you register on-line, be sure you have done the following:

- Finalized MASC membership for your school.
- Resolved any balances for past events. 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.
- Noted all dates, deadlines, and fees.
- Received approval from your administration to register a delegation for the event.
- Arranged for a substitute approved by your principal if you will not be the attending advisor.
- Determined whether your school's payment will be by credit card or by check.
- Confirmed the participation and permission of each student in your delegation, as required by your school and/or district.
- Used the **Registration Worksheet** to be sure that you have the correct spelling of names and the requested information for each registrant. Do **not** submit the **Registration Worksheet**.

☐ On-line registration is the sole responsibility of the school advisor *whether personally attending or not*. **Do not delegate this to a student**. Follow the on-line instructions carefully.

☐ The *Registration Report/Invoice* you print at the link in your confirmation email **must be signed by your school administration**. Registrations cannot be confirmed without this signed authorization.

CRITICAL: A confirmation email is sent immediately after submitting your online registration. If you don't find it in your inbox:

- Check your trash/junk/spam folders for the <registered.solutions> domain. Also, be aware that some services have various labels for legit inboxes such as "Updates," "Social," etc. Check in those too.
- There may be a time delay that your email system uses. Check for it again in a couple hours.
- If you have waited and searched and still can't find your "Registration Confirmation" email, first contact your IT specialist in your school. Sometimes email servers will block unknown email address domains. Your IT specialist should know what to do. Invite that individual to contact the MASC Registrar at <wayne.perry@mdstudentcouncils.org>.

- ☐ **Electronic Submission Required** –The *Registration Report/Invoice*, signed by the principal, must be submitted electronically no later than 11:59 PM on **Monday, January 30**. This is as simple as emailing a scan or photo of the signed form to the MASC Registrar. **Please do not mail** the *Registration Report/Invoice* as you may have in the past. The timely delivery of US Mail cannot be relied upon. NOTE: If your school is paying by check, it is helpful to enclose a copy, even if it hasn't been signed yet.
- ☐ **Payment for MASC event registration is made by the school, not individual students.** Do not send cash or personal checks. If students are responsible for all or part of the cost, their payments must be processed by the school. The school pays MASC using a credit card or mailing an official school/district check. Follow the instructions in your *Registration Confirmation Email* to complete a credit card payment. If you indicated you are paying by check and wish to change the payment method to credit card, contact the registrar and an electronic invoice can be sent. **Remember, there is no specific deadline for payment. Just get the invoice signed, scanned, and emailed by January 30, then process payment!**
- ☐ **Do not mail in the Participant Emergency Information forms.** Check them for accuracy, completion, and the appropriate signatures, alphabetize, and turn them in when you check-in at the event. Make sure that the *MASC Emergency Form* is also submitted for each adult.
- ☐ **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 submission deadline of **Monday, January 30**, much of the money expected has been encumbered or spent. **Any requests for cancellations and refunds of fees after the submission deadline must be submitted to and approved by the MASC Executive Director.**
- ☐ **Changes to Registrations** – Once you have submitted your on-line registration, any changes must be emailed to the MASC Registrar as soon as possible (see email address below). **IMPORTANT:** *Substitutions will be accepted up to check-in at the event.*

Wednesday, January 4	On-Line Registration Opens	Go to the Legislative Session page at https://mdstudentcouncils.org/index.php/legislative-session/ , review the information there and use the link provided for online registration.
Wednesday, January 25	On-Line Registration Closes (11:59 PM)	Registration after this date must be approved by the MASC Executive Director. A Late Fee of \$25 (not to exceed 20% of total registration fees) may apply.*
Monday, January 30	Submission Deadline	<ul style="list-style-type: none"> • A scan/photo of the <i>Registration Report/Invoice</i> signed by your principal must be emailed to the MASC Registrar no later than this date. • Begin processing payment immediately. There is no specific deadline for payment. • <i>Registration Report/Invoices</i> submitted after this date will require permission from the MASC Exec. Director. • Last day for cancellations and refunds.*
Saturday, February 11	MASC 2023 Legislative Session	<ul style="list-style-type: none"> • One (1) advisor and one (1) student delegation leader come to On-Site Check-In. All other attendees proceed as directed by the host staff.

*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.

Email signed invoices and direct any questions or changes to Wayne Perry, MASC Registrar, at wayne.perry@mdstudentcouncils.org

Suggested Plan to Make Registration Easy!

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><u>Prior</u> to on-line registration</p>	<ul style="list-style-type: none"> • Read the event registration documents at the MASC website, https://mdstudentcouncils.org/index.php/legislative_session/ where you can review and/or download the information. • Secure permission from your school and/or district administration to participate in this event. • Begin the process to arrange for approved transportation for your delegation. For many schools, this requires coordination with the regional advisor. • Determine which students will make-up your school's delegation. • Create and distribute a cover letter from you with additional forms/materials that are required by MASC and/or your school/district. The cover letter should include necessary information about the event for the student and their family. Establish a deadline date for returning the form(s) as close to the opening of on-line registration as practical. • 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. • Use the Registration Worksheet and fill in all the information you've gathered from your students, including 1st time attending Leg. Session information.
<p><u>ASAP</u> before online registration closes Wednesday, Jan 25</p>	<ul style="list-style-type: none"> • Go to the on-line registration site by clicking on the link posted at https://mdstudentcouncils.org/index.php/fall-leadership-conference/ and register your delegation. • Print 2 copies of the final Registration Report/Invoice at the end of the on-line process. • Obtain the signature of your principal/designee on one of these, then keep the other for your record. • Submit the signed Registration Report/Invoice electronically by emailing a scan or photo of the signed form to the MASC Registrar. • Immediately arrange for payment of the amount on the Registration Report/Invoice 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 Registration Confirmation Email. • If you do not receive a Registration Confirmation Email (search spam/trash folders) immediately after online registration, contact the MASC Registrar.
<p><u>No later than</u> Monday, Jan 30</p>	<ul style="list-style-type: none"> • If you have not already emailed your <u>signed</u> Registration Report/Invoice to the registrar, do so before the submission deadline of Monday, January 30. If paying by credit card, payment should be made by this date as well. • <u>Do not submit</u> the Participant Emergency Information Forms. Keep them together to be submitted at check-in at the event.
<p><u>Prior</u> to Saturday, Feb 11</p>	<ul style="list-style-type: none"> • Continue with necessary preparations for your delegation's participation. • Just prior to the event, you will receive instructions on how to retrieve your Check-In Form. Review it carefully and follow the instructions provided. You will bring this form to On-Site Check-in at the event.