

# 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 to you their *Participant Emergency Information Form* **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 spelling and please use title-case (capitalize first letters only).
- Role – Participants must be identified by 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 \$30.
  - *Delegate* – Students who represent their school's SGA and are authorized to vote and/or participate in MASC business. For Legislative Session, you may register up to twice as many *Delegates* as the number of votes your school's membership allows. Registration of students beyond these limits requires permission from the MASC Executive Director. Your voting cards will be assigned and/or re-assigned as determined by you and your delegation leader at the event. You will receive only the number of voting cards your school's registration allows. *Delegate* fee is \$30.
  - *MASC Ex.Bd.* – These are students who vote as a member of the MASC Executive Board (Regional President, Regional 2<sup>nd</sup> Vice President, elected MASC officers, and other appointed students as described in the MASC Operating Principles). These students **do not count** in the total of your school's allotted votes. *MASC Ex.Bd.* fee is \$30.
  - *Presenter* – Students assigned by MASC to lead workshops. *Presenter* fee is \$25. Do not register a *Presenter* unless contacted by MASC.
    - If a *Presenter* will also be a voting *Delegate* for your school, indicate that in the online comments section.
    - If a *Presenter* is also *MASC Ex.Bd.*, the directors will make the distinction for the purpose of credentials for voting.
- Grade – Please check for accuracy. *Advisors*/adults are “NA.”
- Special Diet – Vegetarian, Vegan (they are not the same), or other dietary requirements.
- Bringing Meds – Enter “Yes” if bringing medication to the event. In such cases, you must submit a copy of the form that your school or district requires to the event nurse at check-in.
- Special Accommodations – Enter any special needs, e.g. type of medication being brought, allergies, or other important information needed by the hosts or on-site nurse.
- First Time at Leg. Session – Workshops will be assigned based upon their experience at Legislative Session. If a delegate or MASC Ex. Bd. member has never attended Legislative Session in either middle or high school, the answer will be “Yes.”

	<b>FIRST</b> Name	<b>LAST</b> Name	Role	Gr	Bringing Meds? Y/N	Special Diet (Vegetarian, Vegan, No pork, etc.)	Special Accommodations	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*