



Host Application: Executive Board Meeting Saturday, December 9, 2023

(The August and May Board meetings already have a location. The February meeting will be virtual.)

The meeting is 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. Registration opens November 17, 2023, and closes at 11:59 p.m., December 7, 2023. This event is also being offered virtually. *(The delegate count will be emailed several days before the meeting.)*

If you wish to host an executive board meeting (average of 50 students), please use the checklist below and submit 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

Hosts will need to:

- Confirm outside accessibility to Wi-Fi - this is essential to livestream the meeting
- 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) - must seat approximately 50 students
- Table and two chairs at the entrance of the meeting space for MASC to conduct check-in and collect the student emergency forms
- 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.**
 - Provide a small table or cart for use by MASC to set up equipment for live-streaming the meeting
- Place for participants to eat lunch if not in the meeting area
 - Participants will bring their own lunch and reusable bottle.
 - It would be helpful if the host has some cups for students who do not bring a reusable bottle (MASC will provide sugar-free lemonade and iced tea.)
- Optional: Light morning refreshments if donated*
- Have student greeters to direct students from the main doors to the meeting room, restrooms, etc.
- Please invite your principal and/or SGA president to give an opening welcome. (The principal welcome can be pre-recorded)
- 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 December 9, 2023, 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 it 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 the completed application to Nicete.Moodie@mdstudentcouncils.org and Karen.Crawford@mdstudentcouncils.org



The mission of MASC is to foster a statewide environment for all secondary school students to express and exchange opinions and ideas, develop leadership skills, and promote student representation and involvement in all groups and organizations impacting the lives of students.

<http://www.mdstudentcouncils.org>

MASC is a 501c3 Non-Profit Organization

<http://www.mdstudentcouncils.org>