

MASC Conference Bid Information
2023 FALL LEADERSHIP CONFERENCE (FLC)
Saturday, November 18, 2023

This annual event is a one-day, drive-in conference on Saturday, November 18, 2023. The average attendance for the FLC has been between 500-700 students and advisors. The event is from 8:30 a.m. to 4:00 p.m. (one hour of on-site check-in from 8:30-9:30 a.m.). MASC and host staff must be in the building no later than 7:15 a.m. if possible.

Conference Bid:

Schools/regions interested in hosting the Fall Leadership Conference may submit a bid proposal to MASC starting with the August 2, 2023, Executive Board Meeting. The bid should include the following:

- Proposed facility (including building layout, facility use, and cooperation of the staff)
- Budget – include anticipated expenses based on preliminary information about facility costs, food, nurse entertainment/recreation, advisor hospitality, and miscellaneous supplies. The host must use the [FLC Budget Spreadsheet](#) form to list out all projected and actual expenses.
- Please note that MASC will not reimburse for host tee shirts. We strongly encourage host staff to use a region or school SGA shirt. Host staff will receive a ribbon to put on their name badge for identification
- Purchased decorations should not exceed \$50. Decorations reimbursed by MASC become the property of MASC for use at future conferences and events.
- Projected cost per delegate, not to exceed \$20-\$25
- The signed Bid Application Acknowledgement document
- Letter of support from the principal of the host school

Facilities:

The host facility can be a high school or a middle school (middle schools would require an auditorium or gymnasium with AV capabilities).

- Must have internet access for students and advisors
- Access to 24 - 30 classrooms to accommodate small-group sessions
- A cafeteria that will seat 300 - 500 (MASC can split middle and high school lunch times)
- A room with a stage and screen that will seat a large group for the general sessions (auditorium preferred). The general session area must have AV equipment (microphones, LCD projector, etc.)
- On-site check-in, only needed in the morning, in an area away from the cafeteria - able to accommodate six to eight tables
- A centrally located area for advisor hospitality (usually a media center)
- A designated area to sell MASC merchandise during lunch outside of the cafeteria that can accommodate two 6-foot-long tables
- MASC will also need to know the technology equipment that may be available in the classrooms used for the small group sessions

Conference Planning Committee:

- The MASC Fall Leadership Conference planning committee meets virtually in the summer or in September after the bid has been accepted and then as needed (usually one or two times) throughout the fall
- 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 decorations and discussing the agenda and responsibilities
- Executive directors will meet the host advisors to walk the conference areas in the school at least a month prior to the event
- Programming is planned by MASC

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Responsibilities of the Host Organization:

- Limited copies of program information
- Host staff (between 15-20)
- Food (light morning refreshments and lunch)
- Advisor hospitality
- Directional signage and decorations
- Conference folders for advisors
- Access to a copier/scanner machine
- Nurse
- Map of the school
- Donations
- Prep and clean up
- 8- 10 students for on-site check-in
- Submit a final conference report, including receipts and invoices (within one month after the event)
- Keep receipts and invoices for all expenses.
- Submit a final conference report, including receipts and invoices, indicating the payee and address for mailing a reimbursement check.
- Optional items: color guard and/or a group to sing the National anthem and entertainment (if used during registration/lunch - often a school jazz band)*

Responsibilities of MASC:

- Provide small group session signage for the host to print
- The MASC Registrar will conduct the registration process, and handle all registration materials, financial management, and data management
- MASC will prepare items for the conference booklet (which will be sent to the host electronically), plan all workshops and programs, select student workshop presenters, and plan and execute any training
- All registration fees are kept in a separate account maintained by MASC in conjunction with the hosts 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 between the host organization (30%) and MASC (70%)
- If all receipts are in order on the day of the conference, the MASC registrar can write a reimbursement check on-site

For more information or to express interest in submitting a bid, contact
Nicete.Moodie@mdstudentcouncils.org or 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.