**Housing Request Worksheet**

 During on-line registration, you must enter a housing assignment for each student. Use this worksheet to determine housing assignments. To stay within the capacity of the hotel, and to contain housing costs, students are assigned rooms at 2 per bed (queen-size or larger). For students uncomfortable sharing a bed, MASC suggests they bring a sleeping bag to place on top of their bed. Such an arrangement is no different than sharing a tent on a camping trip.

 ***Please note:*** *MASC does everything possible to accommodate housing requests; however, the priority must be to maximize the efficient use of space available. It is possible that your students will share a room with those from a different school and in rare cases, a different region. We prioritize rooming assignments as follows: 1) as requested, 2) same school, 3) same age group (HS/MS), 4) same region.*

 As you determine arrangements for your delegation, please follow these guidelines:

* Place the name of each student in the spaces provided next to the 2-character ***Housing Code***; 1A, 1B, 1C, etc. You will enter this ***Housing Code*** for each student during on-line registration.
* Odd-number rooms are **female** and even-number rooms are **male**.
* **Important**: You may have no more than 1 room for each gender with an odd number of students, e.g. a group of 6 students must be divided into 4 and 2, not 2 groups of 3.
* **Advisors** - There is no ***Housing Code*** for advisors. Your rooming is determined by selecting “Advisor” or “Advisor-Private” in the ***Role*** field. Advisors are housed 2 per room (1 per bed) as near as possible to your region. The number of private rooms is limited. If unable to satisfy such a request, MASC will refund the cost difference. If you arrange to room with a specific advisor, provide that information on-line in the ***Comments*** box.

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| **FEMALES** | **MALES** |
| **Room 1 (Girls)** |  | **Room 2 (Boys)** |  |
| **1A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **1B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **2A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **2B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **1C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **1D\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **2C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **2D\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Room 3 (Girls)** |  | **Room 4 (Boys)** |  |
| **3A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **3B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **4A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **4B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **3C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **3D\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **4C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **4D\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Room 5 (Girls)** |  | **Room 6 (Boys)** |  |
| **5A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **5B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **6A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **6B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **5C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **5D\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **6C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **6D\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Room 7 (Girls)** |  | **Room 8 (Boys)** |  |
| **7A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **7B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **8A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **8B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **7C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **7D\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **8C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **8D\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

***This worksheet is for the purpose of helping you prepare for on-line registration.***

***Do not mail it in to the MASC Registrar.***