

2024 MASC Convention

Registration Worksheet - Instructions

Use the worksheet on the next page **before you go on-line** to help organize the information for each member of your delegation. This will 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 say that very few students cancel, and their info is much more accurate. Please use the information below when preparing for on-line registration.

- Names – First Name, then Last Name. Check spellings and please use title-case (**Capitalize First Letters Only**).
- Role – Participants will have one of the following roles at the event:
 - Advisor – The adult appointed by the school to supervise their students. Advisors share double rooms with another advisor (from the same region, if possible).
 - Advisor-Private – Alternate role for the Advisor desiring a private room for additional cost (limited availability).
 - Delegate – Students who will vote as representatives of their school SGA. You may have no more delegates than the number of votes your membership allows. Registering delegates beyond this allotted number must be approved by the MASC Executive Director.
 - MASC Ex.Bd. – These are students who vote as a member of the MASC Executive Board (Regional President, Regional 2nd Vice President/Middle School Representative, elected MASC officers, and other appointed students as described in the MASC Operating Principles). These students are in addition to the school’s total of allowed votes.
 - Host Staff * – Students selected by the Host Region and MASC for specific hosting duties.
 - MASC Staff* – Adults assigned by MASC to specific duties or positions.
 - Guest* – Individuals with specific permission from MASC to attend the event.

** These roles require permission/ approval of the MASC Executive Director*

- Gender and Grade – Advisors are “NA.” Please check for accuracy.
- T-Shirt - Adult sizes: S, M, L, XL, 2XL or 3XL. Please check for accuracy.
- Bringing Meds – Enter “Yes” if bringing medication to the event. In such cases, submit a copy of the form that your school or district requires to the event nurse at check-in. *(Please do not mail!)*
- Special Diet – Vegetarian, vegan (they are not the same), pescatarian, or other dietary requirements.
- 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.
- Housing Code – This is the code derived from the ***Housing Request Worksheet*** *(fill out that worksheet first)*
- Workshops – All delegates will be scheduled to attend workshops based on their preferences and availability. Use the ***Workshop Descriptions*** document at <https://mdstudentcouncils.org/index.php/convention/> to obtain your students' preferences. Students without preferences will be assigned arbitrarily by MASC. Please be sure to enter all five preferences as entering less may result in an assigned workshop that is not a preference.

If you have questions, please contact the MASC Registrar at wayne.perry@mdstudentcouncils.org.

Registration Worksheet

	First Name	Last Name	Role	M/F	Gr	T-Shirt S, M, L, XL, 2XL, 3XL	Bringing Meds?	Special Diet	Special Accommodations	Housing Code	Workshop Requests				
											1	2	3	4	5
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															

***This worksheet is provided to help you gather the information required for on-line registration.
Do not send it to the MASC Registrar***