

2024 MASC CONVENTION: ADVISOR BULLETIN

- Dates:** Wednesday, February 28, Thursday, February 29 and March 1, 2024
- Location:** Ashore Resort & Beach Club, Ocean City, MD
- Cost:** \$315 per student (4 to a room)
\$420 per advisor (2 to a room)
\$524 for advisors requesting a single room (as available)
Cost includes: Hotel room, 5 meals, snacks, tee-shirt, leadership workshops, motivational speaker, convention materials, and entertainment/recreation.

Other Important Dates, Deadlines, and Fees

- **Wednesday, January 3rd** online registration opens and closes at **11:59 p.m., Friday, January 26.**
- **Monday, January 22** an announcement will be made regarding registering more students beyond your allotted votes. Have any interested students on standby for such a possibility so that you can add them to your delegation before the January 26 deadline.
- **Wednesday, January 31st**, the *Registration Report/Invoice* signed by the principal, must be submitted electronically no later than 11:59 PM on ~~Monday, March 6th.~~ **January 31st.**
 - This is as simple as emailing a scan or photo of the signed form to the MASC Registrar.
 - **Please do not mail** the *Registration Report/Invoice*. The principal's signature indicates a commitment that the school will pay the invoice.
 - If you are unable to include the payment with the invoice, **send the signed invoice**, then forward the payment as soon as possible.
- **Refunds will not be made for those who are registered but cancel after the deadline/do not attend.**
- Due to some regions school regulations regarding the number of student per room/per bed, we may need to use an additional hotel.
 - The overflow hotel is at the Princess Royale, 5 minutes from the Ashore Resort – **9110 Coastal Highway Ocean City, MD 21842.**
 - **Schools and/or regions that stay here will be determined by the Registrar and Executive Director based on registration lodging numbers. It will not be based on which school or regions register first.**
- MASC does not take personal checks. Students and advisors, who pay in whole or in part, pay the school and then the school issues a single payment to MASC. Individual credit card charges may not be made and personal checks should NOT be mailed to the MASC Registrar.
- **Wednesday, January 31st** last day for substitutions of different genders. Same-gender substitutions **only** may be made after this date.
- **Wednesday, January 31st** last day for cancellation refunds. Accommodations, food, and materials are ordered and paid for based on registrations.

Registration:

1. A *Registration Checklist, Housing Request Worksheet, Workshop Choices* document, and *Registration Worksheet* are provided. MASC strongly advises you to use these items. They contain important information, details, and helpful advice for making registration quick and easy. These are for your benefit; **DO NOT MAIL THESE TO MASC.**
2. Using the chart below, determine the maximum allowable size of your school delegation (this should match the enrollment you designated on your MASC membership application earlier this year). Member schools and the number of your voting delegates is posted on the MASC website at:
<https://mdstudentcouncils.org/index.php/applications/masc-membership-application/>

<u>School Enrollment</u>	<u># of Delegates</u>
0 - 400	5
401 - 800	6
801 - 1200	7
1201 - 1600	8
1601 - 2000	9
2001 - 2500	10
2501 - 3000	11
3001 +	12

Due to space limitations, only students and advisors from schools that are members of MASC may attend Convention. Students who are members of the MASC Executive Board, which includes student members/representatives to local Boards of Education, regional presidents, regional middle school representatives and students appointed to staff positions by the MASC President may be *added* to school delegations and do not count toward the allotted attendance/vote total for the school.

3. Due to space constraints, only one advisor per school is permitted to attend Convention. (Exemptions may be requested from the MASC Executive Director when school/district policies require more adult supervision or if a second advisor is assuming on-site responsibility for another school whose advisor cannot attend.)
4. Students must be able to attend the conference in its entirety. They will not be permitted to arrive late or depart early except in cases of verified emergencies or prior approval by the MASC Executive Director. Students may not drive to the convention. Where applicable, regional advisors will inform schools of transportation details and possible costs.
5. The school principal must sign all *Delegate Contracts* plus one copy of the *Registration Report/Invoice* printed out at the end of the on-line registration process. Regional Advisors who are chaperoning students from their regions should have the school advisor register the student(s) and the principal sign the *Delegate Contract(s)* and *Registration Report/Invoice(s)*. There is a place on the school's registration to list an attending advisor.

Housing:

6. Every attempt will be made to house regions together and advisors in close proximity to their students. Housing will also be done according to their school system's policies.

Miscellaneous Items:

7. MASC is following CDC and Maryland Department of Health Guidelines for Convention. Please refer to the Convention website for the [COVID protocols](#).
8. During the on-line registration process, MASC will gather workshop category preferences for each student attendee. Further information is in the [Workshop Category Choices](#) document.
9. A *Sample Family Letter* is provided with information that you are asked to insert into your own letter to families of your students along with additional information more particular to your school. Include with this letter your own deadlines for returning the *Participant Emergency Information Form*, *Delegate Contract*, *Workshop Choices* document, and payment information (how the students pay the school).

10. In recent years, we have been able to order tee shirts two weeks before the convention due to our relationship with Maryland Print House. Please be sure that you are ordering exactly what your students request. Please bear in mind that these are adult sizes. In addition, please let your students know that they can order MASC spirit wear ahead of time - see number 16.
11. If any member of your delegation wants to pre-file legislation, he/she must complete the *Legislation Form* that is available on-line: <https://mdstudentcouncils.org/index.php/documents/legislation/>
12. If any member of your delegation is interested in running for MASC office, please share with him/her the *Elections Packet* and see that election rules and nomination deadlines are adhered to. <https://mdstudentcouncils.org/index.php/officer-elections/>
13. For on-site check-in, MASC needs arrival times for Wednesday evening. Regional Advisors should provide the expected arrival time to the MASC Executive Director as soon as times are known. On-site check-in starts at 3:00 p.m. Please try NOT to arrive earlier as there is limited space for your students to wait.
14. Advisors, please note that your responsibility at the convention is to chaperone not only the students that you accompany from your school, but also those from your region. Advisors must attend all General Assembly sessions to actively chaperone their students. In addition, advisors will be assigned other chaperoning responsibilities through their region, including but not limited to, chaperoning recreational activities, monitoring hallways and exits, and ensuring students on their sleeping floors adhere to the in-room and lights-out policies. **School and regional advisors who have students presenting workshops are required to chaperone those workshops. Regional advisors may request other advisors from their regions to assist, as it is imperative that we have an adult presence in all student workshops.**
15. MASC spirit wear will also be on sale. You may wish to purchase spirit wear on-line ahead of time and pick it up at the convention, saving shipping charges (<https://mdstudentcouncils.org/index.php/events/spirit-wear/>). MASC merchandise usually sells-out.
16. For a service project, we will again be collecting the un-used toiletries from the hotel rooms. These will be donated to a shelter.
17. Northwood High School – convention logistics and Calvert Association of Student Councils (CASC) – advisor hospitality are the hosts of this event.
18. Questions regarding registration? Please contact Mr. Wayne Perry, MASC Registrar, at wayne.perry@mdstudentcouncils.org. Other questions? Please contact Ms. Nicete Moodie, MASC Executive Director, at Nicete.Moodie@mdstudentcouncils.org or 301-254-9874 or Mrs. Karen Crawford, MASC Assistant Executive Director, at Karen.Crawford@mdstudentcouncils.org or 304-268-6862.