

MASC 2024 Fall Leadership Conference (FLC) Bid Information **Saturday, November 23, 2024**

This annual event is a one-day, drive-in conference on Saturday, November 23, 2024. 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 for on-site check-in from 8:30-9:30 a.m.). If possible, MASC and host staff need to be in the building no later than 7:15 a.m.

Conference Bid:

Schools/regions interested in hosting the Fall Leadership Conference may submit a bid proposal to MASC starting with the August 7, 2024, Executive Board Meeting. The bid should include the following:

- Proposed facility (including building layout, facility use, capacity numbers of cafeteria/auditorium, and cooperation of the staff)
- Budget – include anticipated expenses based on preliminary information about facility costs, food, nurse - use this FLC [Google spreadsheet](#). This includes advisor hospitality, morning and lunch food, optional afternoon snack, decorations, etc. Please list ALL projected 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
- Submission of 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 lunchtimes). **Please submit the posted capacity.**
- A room with a stage and screen that will seat a large group for the general sessions (auditorium preferred - **please submit the posted capacity**). The general session area must have AV equipment (microphones, LCD projector, etc.)
- On-site check-in in an area away from the cafeteria - able to accommodate six to eight tables (only needed in the morning)
- A centrally located area for advisor hospitality (usually a media center)
- A designated area to sell MASC merchandise during lunch in or outside of the cafeteria (must accommodate two 6-foot-long tables and have access to a wall plug)

MASC will also need to know the technology equipment that may be available in the classrooms used for the small group sessions (i.e. Do the presenters need to bring a laptop/dongle or just presentations on a thumb drive? Are there whiteboard – magnetic or not, etc.)



Continued page 2

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 before the event
- Programming is planned by MASC

Responsibilities of the Host Organization:

- Printed limited copies of program information
- Host staff (between 15-20)
- Food (light morning refreshments and lunch – optional afternoon snack)
- Advisor hospitality
- Directional signage and decorations
- Access to a copier/scanner machine
- Nurse (MASC can assist if needed)
- Clear electronic map of the school
- Donations to defray hosting expenses
- 8- 10 students for on-site check-in
- Prep and clean up (**recycling preferred**)
- Keep receipts and invoices for all expenses
- Submit a final conference report, including receipts and invoices (within one month after the event). Include 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 and post
- 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 app (which will be sent to the host electronically for a limited number to be printed), plan all workshops and programs, select student workshop presenters, and plan and execute any training
- MASC will provide a health kit for the nurse and signage to the designated health room

MASC Conference Bid Information

- 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
- The host school/region will receive \$1,500 for hosting this event
- 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

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.

MASC does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information in its programs and activities and provides equal access and a welcoming environment to all groups.

Maryland Association of Student Councils (MASC) is a registered 501(c)(3) non-profit organization.