

2025 MASC CONVENTION: ADVISOR BULLETIN

SCHOOLS MUST BE A MEMBER OF MASC FOR 2024-2025 TO REGISTER/ATTEND

Dates: Tuesday, March 11 – Thursday, March 13, 2025

Location: Roland E. Powell Convention Center (4011 Coastal Highway, Ocean City)

Cost: \$265 per person – Early Bird Registration (Dec. 1- Jan. 10 – payment by Feb. 7, 2025)

\$285 per person – Regular Registration (Jan. 11 – Feb. 7, 2025)

Cost includes: four meals, snacks, tee-shirt, leadership workshops, motivational speaker, convention materials, and entertainment/recreation.

Hotels: Schools/regions reserve their own hotel rooms directly with hotel and assign all rooming. See separate “Hotel Registration Guide” to assist in booking rooms with MASC partner hotels.

Rates listed below include the local tax, but not Maryland Sales Tax (assuming schools are tax exempt). Individual schools or regions will need to provide their Maryland Sales Tax Exemption information to the hotel. Local taxes may apply.

Aloft Ocean City: 4501 Coastal Hwy, Ocean City, MD 21842

\$124.95/night: Double Queen Rooms with pullout sofa- max 6 per room

Doubletree by Hilton, Ocean City Oceanfront: 3301 Atlantic Avenue, Ocean City, MD 21842

\$145.95/night: Oceanfront- Double Queen Rooms with pullout sofa- max 6 per room

\$130.20/night: Ocean View-Double Queen Rooms- max 4 per room

Hilton Suites Oceanfront: 3200 North Baltimore Avenue, Ocean City, MD 21841

\$147.00/night: Double Queen Rooms with pullout sofa- max 6 per room

Check-in for all hotels is 4:00 PM on Tuesday, March 11, 2025.

Check-out for all hotels is 11:00 AM on Thursday, March 13, 2025.

Arrangements may be made to hold luggage for a region/school after 11:00 AM- more details coming

Other Important Dates, Deadlines, and Fees

● **Early Bird Registration Information:**

- OPENS- Sunday, December 1; CLOSSES- 11:59 p.m., Friday, January 10, 2025
- The *Registration Report/Invoice* signed by the principal, must be submitted electronically no later than 11:59 p.m., Monday, January 13, 2025.
- Early bird rates payment due 11:59 p.m., Friday, February 7, 2025.
- If you are unable to include the payment with the invoice (credit card), send the signed invoice, then forward the payment by the February 7, 2025 early bird payment deadline.

● **Regular registration:**

- OPENS- Saturday, January 11, 2025; CLOSSES- 11:59 p.m., Friday, February 7, 2025.
- The *Registration Report/Invoice* signed by the principal, must be submitted electronically no later than 11:59 p.m., Monday, February 10, 2025.
- Payment should be made by March 10, 2025. Payment issues can be addressed with the MASC registrar.

● **Hotel Reservations** may be made starting December 1, 2025 through February 7, 2025.

- Payments are made by schools directly to the hotel.
- It is suggested to book rooms early to group rooms together.
- Follow hotel regulations for cancellation of rooms.

● **Monday, February 10, 2025** is the last day for MASC registration cancellation refunds. Food and materials are ordered/paid based on registrations. MASC convention refunds will not be made for those who register but cancel after the final deadline of Monday, February 10, 2025. MASC has to pay contracts based on registration numbers immediately after February 10, 2025. It is suggested for schools to have substitute students ready.

● 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.

Registration:

- A *Registration Checklist* 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.
- The chart below, determines the maximum allowable voting students in your delegation. This should match the enrollment you designated on your MASC membership application earlier this year. **You may register additional non-voting delegates.** Each school can determine which of their delegates will be voting. 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>	<u>School Enrollment</u>	<u># of Delegates</u>
0 - 400	5	1601 - 2000	9
401 - 800	6	2001 - 2500	10
801 - 1200	7	2501 - 3000	11
1201 - 1600	8	3001 +	12

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's voting delegation and do not count against the allotted vote total for the school.

- It is recommended that schools have a ratio of one advisor per ten students.
- 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.
- 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.

Miscellaneous Items:

- After all registration closes and the signed Registration Report/Invoice is received, MASC will gather workshop category preferences for each student attendee.
- 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*, and, if applicable, payment information (how the students pay the school).
- MASC will order tee shirts for all participants through our partner the Maryland Print House. Please be sure that you are ordering exactly what your students request. Please bear in mind that these are adult sizes.
- If any member of your delegation wants to pre-file legislation, he/she must complete the *Legislation Form* that is available on-line: <https://tinyurl.com/4v5vh9d6>
- 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. Officer election applications open January 20th and close at 11:59 p.m., Friday, February 7, 2025. <https://mdstudentcouncils.org/index.php/officer-elections/>
- For on-site check-in, MASC would appreciate knowing your arrival times for Tuesday (4:00 – 6:30 p.m.). 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 4:00 p.m.
- 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 and monitoring hallways and exits at the Convention Center. **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.**
- MASC spirit wear will also be on sale during recreation both evenings. You can get a sneak peak of items for sale on the MASC on-line store (<https://mdstudentcouncils.org/index.php/events/spirit-wear/>). MASC merchandise usually sells-out.
- Frederick County Association of Student Councils (FCASC) is hosting all convention logistics. Mr. Jeremy Brown, FCASC regional advisor is also the MASC convention coordinator. The Calvert Association of Student Councils (CASC) is hosting the advisor hospitality.
- Questions regarding registration? Please contact Mr. Wayne Perry, MASC Registrar, at wayne.perry@mdstudentcouncils.org. Other questions? Please contact Mrs. Karen Crawford, MASC Acting Executive Director, at Karen.Crawford@mdstudentcouncils.org or 304-268-6862.