



MASC 2025 Fall Leadership Conference (FLC) Bid Information **Saturday, November 22, 2025**

This annual event is a one-day, drive-in conference on Saturday, November 22, 2025. 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 May 17, 2025 Executive Board Meeting. **The [signed Bid Contract](#) must be completed and submitted to the MASC Executive Director before the presentation.**

The bid should include the following:

- Proposed facility (including building layout, facility use, **capacity numbers of cafeteria/auditorium**, and cooperation of the staff). Please note if there are any other activities in the building at the time of the conference.
- Budget – include anticipated expenses based on preliminary information about facility costs, food, first aid station provider. This includes advisor hospitality, morning and lunch food, optional afternoon snack, decorations, etc. Please list ALL projected expenses on this [FLC Google spreadsheet](#).
- 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 attendee - not to exceed \$25
- 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 at least 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 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.)

Conference Planning Committee:

- The MASC Fall Leadership Conference planning committee meets virtually 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 responsibilities
- Executive directors will meet the host advisors to walk the conference areas in the school at least a month before the event
- Programming/schedule is planned by MASC – host advisors should let MASC know available time to get into the building the morning of the conference (preferably one hour before on-site check-in at 8:30 a.m.)

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
- First Aid Station Provider
- Clear digital/electronic map of the school
- Donations to defray hosting expenses
- 8 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
- Provide signage for the First Aid Station
- 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

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- 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
- ***For more information or to express interest in submitting a bid, contact***
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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.