

## **Completing the MASC School Membership Application**

*(Revised August 2025)*

Applying for school membership in MASC is now a completely on-line process. Depending on your school/system protocols, it is now possible to submit a signed application and pay the membership dues without ever printing out anything.

- The process must be completed by an adult advisor authorized by the school administration.
- Membership is not effective until the online application is signed **and** dues are received.

The on-line process is designed to be user-friendly. A flow chart of the process is below, and the following descriptions of each of the steps are provided for your information.

1. Before beginning the on-line process, be aware of the following.
  - a. The application includes fields for an "Additional Advisor," but only the first advisor listed is involved in the actual online application process.
  - b. Know your school's enrollment, i.e. how many students are enrolled in your school for the school year you are applying for.
  - c. Have your principal's name and email address ready to be entered. Check for accuracy!
2. Go to the MASC website at [mdstudentcouncils.org](http://mdstudentcouncils.org) and click on "Join Now" on the right side of the banner at the top of the page.
3. Review the information on the MASC Membership page.
4. Click on the application link "School Advisors/Administrators Only" at the bottom of the page.
5. The application will load in a new tab. Type in the requested information in the fields provided.
  - a. Once you enter the school's name, the region, address, phone, and other fields will populate according to our historical database. If anything has changed, delete what pops up and enter the correct information. **Email the MASC membership coordinator separately so they are aware that changes were made.**
  - b. If your school is not listed, simply fill in the information requested.
  - c. Please note: School Enrollment is a "snapshot" of the official enrollment (or anticipated enrollment if applying before the year begins) on the date of application. When you enter the enrollment, the appropriate dues amount will be displayed.
6. When you have reviewed the information for accuracy, click the "Submit" button.
7. You will see a page acknowledging your submission. At this point, leave the MASC website and open your email program.
8. Open the "MASC Membership Application Instructions" email. Depending on your settings, it may not be in your regular inbox. Look in other places, e.g. trash and spam folders, or do a search on "MASC Membership Office."
9. The email will provide instructions on how to complete the membership process. Please note that the form you completed is automatically sent to the principal's email that you entered. Your principal will be able to review and sign your application then submit it electronically to MASC.
10. You will need to coordinate with your principal as to how the dues payment will be handled.

If you have any questions, contact the MASC Membership Coordinator at  
[jesse.orth@mdstudentcouncils.org](mailto:jesse.orth@mdstudentcouncils.org).

***Remember: Your school is not a member of MASC until your application is electronically approved and signed by your principal, and dues payment are submitted to the MASC Membership Office.***

# Membership Application Flow Chart

