

MASC 2025 Fall Leadership Conference

Registration Checklist

Registration for MASC events is an on-line process that gathers the information about your school's delegation required by MASC and those involved with planning and hosting. It is also required to satisfy state/local safety and security regulations. Accuracy of all information is critical. ***If you do not receive a confirmation email within minutes of submitting your online registration, contact the MASC Registrar.***

MEMBERSHIP and COST – *Fall Leadership Conference* is open to all secondary schools in Maryland regardless of MASC membership status and will cost **\$30 per registrant**. (Note: Cost for *Presenters* is \$25. Do not register *Presenters* until you have been notified by MASC.)

DELEGATION SIZE – Schools may register a delegation of as many students as would like to attend. We recommend no more than 20 students per advisor. All students will be registered as *Delegates* or *MASC Ex.Bd.* All adults will be registered as *Advisors*. (Advisors of *Presenters* will be notified specifically by MASC.)

ATTENDING ADVISOR – All students **must have an attending advisor**. This is typically the school's SGA advisor, but in situations where the SGA advisor is unable to attend, the principal may approve another adult employee of the school or system to be the attending advisor. Please refer to the FAQ document [here](#) or your regional advisor if you have questions about this requirement.

☐ **Before** you register on-line, be sure the following expectations have been met:

- All balances for past events have been resolved.
- All dates, deadlines, and fees are noted.
- Your school administration has authorized you to register a delegation.
- You have coordinated with your administration re: how payment will be handled.
- Permissions for each student have been received as required by your school and/or district.
- If you will not be the attending advisor, you have arranged for a substitute approved by your principal to supervise your delegation at the event.
- You have determined your delegates' workshop choices. This applies to **HS only**. MS workshops will be assigned. HS workshop descriptions are available on the event page [here](#).
- The ***Registration Worksheet*** is filled out providing correct spelling of names and the requested info for each registrant. Do **not** submit the ***Registration Worksheet*** to the MASC registrar.

☐ On-line registration is the sole responsibility of the school advisor whether personally attending or not. **Do not delegate this to a student**. Follow the on-line instructions carefully.

☐ **NEW ONLINE REGISTRATION PROCESS!** Use the registration link provided on the *Fall Leadership page of the MASC website* [here](#). You will be taken to an online form to register your delegation. Using your completed ***Registration Worksheet***, provide the information as prompted, then click the submit button at the top-right of the form. Upon submission:

- A confirmation email is sent to the advisor's email address that you provided. This email will provide instructions for completing your registration. Attached to your email will be a copy of your registration for your optional use.
- At the same time an email is sent to the advisor, an email is automatically sent to the principal's email address that you provided. This email provides instruction for approving your registration. It will contain a link to your form so that the principal can review it and then approve your registration with an electronic signature.
- When the principal clicks on the submit button, the data is sent to MASC and your registration is complete and approved. ***THERE IS NO NEED TO DO ANYTHING ELSE TO COMPLETE YOUR REGISTRATION OTHER THAN PROCESSING PAYMENT ACCORDING TO INSTRUCTIONS PROVIDED.***

☐ Additional information about the new process

- It may be helpful to let your principal know about the new registration process and to let you know if they don't get the principal's email.
- This new process allows the advisor OR the principal to easily pay for your school's registration. Instructions are provided in both emails. Coordinate ahead of time how this will be handled.
- The emails are sent from GoFormz.com uses the following address: <**no-reply@goformz.com**>. If you or your principal does not receive the emails described above within moments of submission:
 - Check trash/junk/spam folders for the <goformz.com> domain. Also, be aware that some email systems have various labels for legit inboxes such as "Updates," "Social," etc. Check in those too.
 - There may be a time delay that your email system uses. Check for it again in a couple hours.
 - If after waiting and searching you and/or your principal can't find your emails, first contact your IT specialist in your school. Sometimes email servers will block certain email address domains. Your IT specialist should know what to do. Invite that individual to contact the MASC Registrar at <wayne.perry@mdstudentcouncils.org>.
- Submissions are totally online and only require hitting the submit button on the forms. The only mailing involved is if your school is paying by check.

- ☐ **Payment for MASC event registration is made by the school, not individual students. Do not send cash or personal checks.** If students are responsible for all or part of the cost, their payments must be processed by the school. The school then pays MASC using a credit card or by mailing a school/district check. Follow the instructions provided in the registration process.
- ☐ **Payment is expected to be received by MASC prior to the event.** It is assumed that payment will be initiated immediately upon approval of your registration.
- ☐ **Participant Emergency Information** forms for students and adults are submitted at check-in at the event. Check them for accuracy and completion, then **alphabetize** them before check-in.
- ☐ **Refunds:** When the principal submits the online registration form, payment of the invoice amount is guaranteed. MASC makes financial commitments based on registration. After the deadline of **Monday, November 10**, much of the money expected has been encumbered. ***There are no refunds for cancellations after this deadline. Appeals for exceptions must be submitted to the MASC Executive Director.***
- ☐ **Changes to Registrations** – Once you have submitted your on-line registration, any changes must be emailed to the MASC Registrar as soon as possible (see email address below). ***IMPORTANT: Substitutions can be made up to check-in at the event.***

Wednesday, October 15	On-Line Registration Opens	<i>Review the information provided on the Fall Leadership Conference page here and use the registration link provided.</i>
Wednesday, November 5	On-Line Registration Closes (11:59 PM)	<i>Registration after this date must be approved by the MASC Executive Director. A Late Fee* may apply.</i>
Monday, November 10	Submission Deadline (11:59 PM)	<ul style="list-style-type: none">• <i>The principal must sign and submit the registration no later than this date.</i>• <i>Coordinate with your principal how payment will be processed. Begin processing payment immediately.</i>• <i>Registrations after this date will require permission from the MASC Exec. Director.</i>• <i>Last day for cancellations and refunds.*</i>
Saturday, November 22	MASC 2025 Fall Leadership Conference	<ul style="list-style-type: none">• <i>One (1) advisor and one (1) student delegation leader comes to On-Site Check-In. All other attendees proceed as directed by the host staff.</i>

**Any appeal of policies, deadlines, or fees must be directed to the MASC Executive Director who will then inform the registrar. The MASC Registrar does not have authority to grant appeals.*

Email signed invoices and direct any questions or changes to Wayne Perry, MASC Registrar, at
wayne.perry@mdstudentcouncils.org

Suggested Plan to Make Registration Easy!

Here is a timeline with ideas collected from advisors across the state that will help you meet all of the registration responsibilities and deadlines easily...and avoid any fees or penalties!

<p><u>Prior</u> to on-line registration</p>	<ul style="list-style-type: none"> • Read the event registration documents at the MASC website, https://mdstudentcouncils.org/index.php/Fall_Leadership_Conference/ where you can review and/or download the information. • Secure permission from your school and/or district administration to participate in this event. • Begin the process to arrange for approved transportation for your delegation. For many schools, this requires coordination with the regional advisor. • Determine which students will make-up your school's delegation. • Create and distribute a cover letter from you with additional forms/materials that are required by MASC and/or your school/district. The cover letter should include necessary information about the event for the student and their family. Establish a deadline date for returning the form(s) as close to the opening of on-line registration as practical. • When you have received all of the forms from all of your students, be sure that each is authorized by your administration to participate. Policies regarding this vary widely across the state. • Use the Registration Worksheet and fill in all the information you've gathered from your students.
<p><u>ASAP</u> before online registration closes <i>Wednesday, Nov. 5</i></p>	<ul style="list-style-type: none"> • Go to the on-line registration site by clicking on the link posted at https://mdstudentcouncils.org/index.php/Fall_Leadership_Conference/ and register your delegation. • Print the final Registration Report/Invoice after Step 3 of the on-line process. • Obtain the signature of your principal/designee on one of these, then keep the other for your record. • Submit the signed Registration Report/Invoice electronically by emailing a scan or photo of the signed form to the MASC Registrar. • Immediately arrange for payment of the amount on the Registration Report/Invoice according to the procedures established by your school/district. Payment must be an official school/district check, or credit card transaction according to the instructions in your Registration Confirmation Email. • If you do not receive a Registration Confirmation Email, first contact your IT specialist in your school. Your IT specialist should know what to do. Invite that individual to contact the MASC Registrar.
<p><u>No later than</u> <i>Monday Nov. 10</i></p>	<ul style="list-style-type: none"> • If you have not already emailed your <u>signed</u> Registration Report/Invoice to the registrar, do so before the submission deadline of Monday, November 10. • <u>Do not submit</u> the Participant Emergency Information form. Keep them to be submitted at check-in at the event.
<p><u>Prior</u> to <i>Saturday, Nov. 22</i></p>	<ul style="list-style-type: none"> • Continue with necessary preparations for your delegation's participation. • Just prior to the event, you will receive instructions on how to retrieve your Check-In Form. Review it carefully and follow the instructions provided. You will bring this form to On-Site Check-in at the event.