



MASC School Membership

Submitting an application for [MASC school membership](#) is an on-line process that must be completed by an adult advisor authorized by the school administration.

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

If you are a multi-level school (e.g., elementary/middle or middle/high) please review the [MASC policy](#) before applying.

Check with your school system's IT to ensure that the GoFormz domain is safe-listed! <@goformz.com> This is the platform for membership applications.



Before beginning the on-line membership application process, you should know the following:

- √ school's enrollment, i.e. how many students are enrolled in your school for this school year.
- √ school's address, main phone number
- √ principal's email
- √ 2nd advisor's email and years serving as an advisor, including the current year. (i.e. if this is the first year serving, you would put "1"). You also will record how many years you have been an advisor – this is cumulative, so if you served in several schools, add them all together.
- √ student council/government president **personal** email. MASC is not able to email to a school issued student email as it is blocked by the school system. MASC will only use this for official MASC business and will not share it. We use a "undisclosed recipients" in the "to" field in an email and put the email address in the blind carbon copy field.

MEMBERSHIP

1) Go to the MASC website at mdstudentcouncils.org and click on "Join Now" on the right side of the banner at the top of the page.



2) Review the information on the MASC Membership page. (*The process automatically indicates whether the school qualifies for the FARMS discount. It's indicated on the form when they enter their school name, so there's no need to check.*) Click on the "MASC Membership Open" graphic in the middle of the webpage.



- 3) Read the instructions on the form.
- 4) The date you start the form is automatically propagated as well as the school's address and phone number.
- 5) On the form, click in the "SchoolName" field. Then in the pop-up, click in the "Enter Value" field. Begin typing your OFFICIAL school name. As you type, schools from our database will appear. Click on yours and several fields on the application will autofill accordingly. If your school does not come up, contact the MASC Membership Coordinator
- 6) Type in the requested information in the fields provided.
- 7) Note: When you enter the enrollment, the appropriate dues amount will be displayed. (*No need to check the box if your school does or does not meet the MASC reduced 60% rate for FARMS as that is automatically propagated.*)
- 8) Be **very careful to type the principal's email correctly!!** We receive a lot of errors in this field (wrong address, typos, typing in the principal's name again instead of the email, etc.)
- 9) When all information is entered, review it for accuracy and then submit it by hitting the 'Submit' button in the upper right-hand corner.



- 10) A confirmation email is sent to the advisor's email address provided. This email includes instructions for completing the registration process.
- 11) At the same time, an email is sent to the principal to verify enrollment and authorize membership. This is done with an electronic signature! No need to download, print, sign, scan, email!

- a. **Let your principal know about the process and to inform you if they don't get the principal's email.** The message may be filtered into a promotions or spam folder. As emphasized above, **check with your school system's IT to ensure that the <@goformz.com> domain is safe-listed!**
- b. This process allows the advisor OR the principal to easily pay for your school's membership. Instructions are provided in both emails. Coordinate ahead of time how this will be handled.

12) Once the principal electronically signs and clicks 'Submit,' the information is transmitted to MASC, and the school's membership or registration is considered approved, pending payment. **FOLLOW UP with the principal! They receive a LOT OF EMAILS so this could be easily missed.**



a. If paying by check, be sure the check is mailed to the correct PO Box listed at the bottom of the form. Payment address for membership is different than the payment address for conferences.

b. If paying by credit card, use the link provided on the MASC membership webpage.

13) 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.

Remember: Your school is not a member of MASC until the application form, electronically signed by your principal, and dues payment are received by the MASC Membership Coordinator (jesse.orth.masc@gmail.com)

Mailing Address for Check Payments:

MASC Membership Office
 Jessie Orth, Coordinator
 P.O. Box 3506
 Hagerstown, MD 21742



SAMPLE FORM



Maryland Association of Student Councils

2026-2027 MASC Membership Application/Invoice

Invoice #: MEM2627-

INSTRUCTIONS: The MASC membership application process entails 3 steps:
 Step 1: Enter the info requested below and submit it by hitting the submit button in the upper right-hand corner. An email will be sent to the advisor with instructions for completing the application process. (You may need to search your inbox/trash/spam folders. If you cannot find it, contact the MASC Membership Coordinator.)
 Step 2: When the online application is submitted in Step 1, a link to it is immediately emailed to the principal for their signature to verify enrollment and authorize membership.
 Step 3: Once the principal signs the online application/invoice and submits it, follow your school/system procedures to pay the invoiced membership dues.

** Required Fields*

Application Date: _____

*Select School: _____ *MASC Region: _____

MASC uses school names as provided to MSDE. If you cannot find your school's official name in the dropdown list, start typing your school's name in the "Find value" box. If it doesn't show up, finish typing the name and click "Done."
 If region is unknown, enter name of county or city.

SCHOOL INFORMATION

*Street Address: _____

*City: _____ *State: _____ *Zip: _____ *Phone: _____

*26-27 Enrollment: _____ According to MSDE data, your school does _____ does not _____ *Dues: \$0.00
 qualify for the free and reduced meals discount.

CONTACT INFORMATION

*Advisor First Name: _____ *Advisor Last Name: _____ *Advisor Email: _____ *Yrs. Exp. (Incl. this yr.) _____

Add'l Advisor First Name: _____ Add'l Advisor Last Name: _____ Add'l Advisor Email: _____ Yrs. Exp. (Incl. this yr.) _____

SGA President First Name: _____ SGA President Last Name: _____ SGA President Email: _____

AUTHORIZATION

*Principal Name: _____

*Principal Email: _____

**TO BE COMPLETED
 ONLINE
 BY PRINCIPAL
 ONLY**

Current enrollment is accurate and MASC membership is approved.
APPROVED

Principal Signature: _____

If paying dues by check: Make payable to "MASC" and mail to: MASC Membership Office, Jesse Orth, Coordinator, P.O. Box 3506, Hagerstown, MD 21742.

If paying dues by credit card: Use the link provided on the MASC Membership page.

Membership is not final until dues AND approved application/invoice are submitted.