

MASC 2026 Fall Leadership Conference

Registration Checklist

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

MEMBERSHIP – *Fall Leadership Conference (FLC26)* is open to all schools for grades 6-12 in the state of Maryland. Your school does not need to be a member of MASC to participate. MASC membership is required for the next 2 statewide events; *Legislative Session* in January, and *Convention* in April.

DELEGATION SIZE and ROLES–

- Each student must be registered as either a *Delegate* or *MASC Ex.Bd.* You will be informed by MASC if you have students who will be a *Presenter* for FLC26. Do not register a *Presenter* before being authorized to do so.
- All attending adults will register as Advisor.
- There is no limit to the size of delegations for FLC26, however, do not exceed a 20:1 student/adult ratio for appropriate supervision.
- If registering more than 20, you'll need to process a 2nd registration.

ATTENDING ADVISOR – All students **must** have an attending advisor that will be on-site for the duration of the event. 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 district to be the attending advisor. Please refer to the FAQ [here](#) or your regional advisor if you have questions about this requirement.

COST – The fee for Fall Leadership Conference is **\$30 for each attendee**. (Authorized *Presenters* are \$25).

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- ☐ **Before** you register on-line, be sure the following expectations have been met:
- All balances due 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 on-site advisor, you have arranged for a substitute approved by your principal to supervise your delegation at the event.
 - 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 instructions carefully.
- ☐ **REGISTRATION PROCESS!** Use the registration link provided on the FLC26 page of the MASC website [here](#) to access the online form to register your delegation. Use the ***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.
 - Simultaneously, an email is sent to the principal's email address you provided. This 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.***

- You will receive 2 emails. One will let you know that your principal signed your registration. The 2nd email will be about the **new** paperless Check-In process and will have a link to your online **Check-In** form to be completed the morning of the event.

❑ Additional information about the new process

- Let your principal know about the new process and to inform you if they don't get the principal's email.
- The emails are sent from GoFormz.com with this address: <**no-reply@goformz.com**>. If you or your principal does not receive the emails 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 checking thoroughly, you or your principal still cannot locate the confirmation emails, contact your school's IT specialist—servers may block email from certain domains. Your IT specialist should know how to resolve this. Invite them to contact the MASC Registrar at wayne.perry@mdstudentcouncils.org for assistance.
- Submissions are totally online and only require hitting the submit button on the forms. *Do not mail anything to MASC unless you are 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, they pay the school. The school then pays MASC using a credit card or by mailing a school/district check. Follow the instructions provided.

❑ Payment is expected to be received by MASC prior to the event. However, we realize that many schools have limited control over this timing. Initiate your payment process immediately upon approval of your registration and you'll be fine.

❑ MASC will no longer collect any emergency forms or student contracts. Your school/district has policies in place for handling emergencies and assuring student compliance with participation expectations.

❑ 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 9**, 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 submitted, any changes must be emailed to the MASC Registrar ASAP (see email address below). ***IMPORTANT: Substitutions can be made up to check-in for the event.***

Wednesday, October 14	On-Line Registration Opens	Go to the Fall Leadership Conference page at https://mdstudentcouncils.org/index.php/Fall_Leadership_Conference/ , review the information there and use the link provided for online registration.
Wed. November 4	*On-Line Registration Closes (11:59 PM)	Any registration after this date must be approved by the MASC Executive Director
Monday, November 9	Submission Deadline (11:59 PM)	• The principal must sign and submit the registration no later than this date. • <i>Last day for cancellations and refunds. *</i>
Saturday, November 21	MASC 2026 Fall Leadership Conference	• Open the Check-In Form email you received when you registered and follow the instructions provided.

**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.*

❑ Check-In for FLC26 will be online! – As noted earlier, as soon as your principal signs your registration, you will receive 2 emails. One of them will have a link to your online **Check-In Form**. ***Be sure to save that email and link*** so that you can easily refer back to it. You won't be able to complete, sign, and submit your **Check-In Form** until early morning on the day of the event. More instruction will be provided.

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!

<u>Prior</u> to on-line registration	• 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/district admin 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 your school/district. The cover letter should include necessary information about the event for the student and their family. Establish a deadline that gives you plenty of time to register. • When you have received the forms from students, be sure that each is authorized by your administration to participate. Policies regarding this vary across the state. • Use the Registration Worksheet and fill in all the information you've gathered.
<u>ASAP</u> (before online registration closes on Wednesday, November 4).	• 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. • Follow the instructions provided in the confirmation email you will receive immediately upon submitting your registration. • If you do not receive a 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 if needed. • Alert your principal that they will also receive an email when you register. They use the link provided in their email to review your registration and then electronically sign the form, after which you are registered. • Immediately arrange for payment of the amount on the Registration Report/Invoice created during the process 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 confirmation email.
<u>No later than</u> Monday, November 9	• Confirm with your principal that your registration was approved, signed, and submitted.
<u>Prior</u> to the event	• Continue with necessary preparations for your delegation's participation. • Just prior to the event, you will receive instructions on how to Check-In online.