

State Convention Checklist

1. Register on-line ---
 - Advisor
 - 3 voting delegates
 - 1 non-voting delegate per school

You may also register a Division Officer or a round table presenter that does not count against your numbers.

2. Request a check for payment from the school. Checks made to MASC.
3. Make hotel reservation for Advisor.
4. Print off the following forms for students in attendance. Forms found on-line at www.massp.org/masc_professional_convention.html

- *Medical Form
- *Safe Environment Form
- *Adventure Education Program - 2 forms – MUST have in order to participate

***Hand in at registration**

5. Print Group Photo form and request check if purchasing picture of group.
 - a. Bring to Convention
6. If wanting to purchase flowers for your students for the ending banquet, print flower form from website and order before convention.

Send or email order by April 1
7. Print State Service Project handout and submit information about your schools participation in the “ Support Our Survivors” State Service Project