



GUIDE BOOK



THE GREAT MASCAR RACE

"REVVING THE ENGINE OF LEADERSHIP"



MASSACHUSETTS SCHOOL
ADMINISTRATORS' ASSOCIATION

MASTUCO.NET



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"Revving the Engine of Leadership"

Guidebook

September 2023

Welcome!

On behalf of the MASC Executive Board and all of the member schools of our association ~ we bid you welcome. We are proud to have your school among our members for the 2023-2024 school year. Belonging to our association provides many benefits for member schools, as well as for individual students and advisors. Our programs and events offer the most cutting-edge strategies in building student leaders throughout the Commonwealth of Massachusetts. We are proud of our strong partnership with the Massachusetts School Administrators Association (MSAA). As you explore our many offerings, please know you are engaging with member schools that are working hard to bring the culture of their respective schools to a whole new level. Additionally, they strive to foster the growth in their student leadership and activities program within their school communities. We welcome you to this dynamic team!

At first glance, this website may seem overwhelming. Begin with the download entitled 2023 - 2024 PROJECTS and ACTIVITIES CALENDAR. MARK EVERY DEADLINE DATE ON YOUR COUNCIL CALENDAR. The next step is to explore our programs and services. Determine your council's eligibility for the various awards. Participate in every program, project or activity which suits the needs and goals of your council. Seek the appropriate level of recognition. Join us at the conferences and summer leadership programs. You will not regret your involvement with the MASC!

The MASC Executive Board provides a challenging, rewarding and educational program of activities for our member schools. We hope that 2023-2024 will live up to your expectations. If you have any questions, feel free to contact any member of the Executive Board.

Once again, "welcome," and we hope that 2023-2024 will be your most successful year.

Sincerely,

Paul Branagan
MASC Executive Director



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September 2023

Dear delegates, advisors, and members of the MASC community:

On behalf of the entire MASCAR team, it is my pleasure to invite you to the 47th MASCAR Cup Series, presented by the Massachusetts Association of Student Councils. Congratulations!

As student leaders, it is easy for us to "take over the wheel" when it comes to planning and executing events in our school communities. We map out our course for the year, highlighting potential challenges we may face, and generating solutions with our team members to ensure we reach the finish line of success by the end of the academic year.

When our drivers fire their engines at the MSAA Building in Franklin, MA for our annual President's Dinner, MASCAR will officially begin a new era, and the future of our organization will be on full display for our schools and its students. As the green flag waves, the presidents of almost 70 Massachusetts student councils will come together to start the 2023-2024 season. Here, we will learn how to forge the initial communication between a driver and their crew. From writing down potential event ideas to having meaningful discussions with other student leaders in our state, this special debut will set us on the right path to reach our finish line by March 2024.

At Officershop, MASCAR is excited to welcome both new and returning race teams to the racetrack at Middleboro High School. A driver can never function without their pit crew, and Officershop is one of the many races to showcase the dynamic teams that work together to uplift their school communities.

Eventually, the checkered flag will wave upon our drivers and racing teams as we reach the finish line of the MASCAR Cup Series in Hyannis, MA. This 3-day leadership conference in March will introduce some of the best student leaders in our Commonwealth to the true meaning of what it means to be a MASCAR driver. Delegates will hear from keynote speakers, participate in workshops, and connect with other student leaders from across Massachusetts. On the final day, as the sun sets on our racing season, a new "champion" will be crowned as our state board at the Hyannis Raceway. Even though you'll be leaving the MASCAR Raceway for a bit, you will be leaving with valuable lessons and memories that will last a lifetime to bring back to your school's racetrack.

So buckle up, everyone. The green flag on the MASCAR 2023-2024 season is about to drop. Get your race tickets. Set your tune-in reminders. And follow the MASCAR action at every turn until we crown our champions at Hyannis Raceway in March.

Best,

Abyssinia Haile
State President
Minnechaug Regional High School



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2023 - 2024 Executive Officers

State Officer

Abyssinia Haile
MASC President
Minnechaug Regional High School

Michael O'Malley
MASC Vice President
Duxbury High School

Talia Bedar
MASC Secretary
Westborough High School

Adult Officers

Paul Branagan
MASC Executive Director
pbranagan@middleboro.k12.ma.us

Peter Smith
MSAA Liaison
psmith@MSAA.net

Vincent Crossman
MASC Assistant Director &
MASC Summer Conf. Co-Director
crossman@mastuco.net

Megan Potenti
Central District MASC
Executive Director
MPotenti@valleytech.k12.ma.us

Linda Francis
Southeastern District MASC
Executive Director
francislindaj@gmail.com

Conor Meehan
Northeastern District MASC
Executive Director
Meehanc@northandoverpublicschools.com

Angela Mass
Western District MASC
Executive Director
angmas1@gpsk12.org

Regional & State Delegates

Jake Dwinell
Central District MASC President
Oxford High School

Vittoria Bergamo Rubim
Northeastern District MASC President
North Andover High School

Avery Burke
Southeastern District MASC President
Rockland High School

Jayla Comes
Western District MASC President
Minnechaug Regional High School

Maddie Davidson
MASC Delegate
Oakmont Regional High School

Makenna Dube
MASC Delegate
North Andover High School

Cristina Chane
MASC Delegate
Middleborough High School

Quinn Mass
MASC Delegate
Greenfield High School



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2023-2024 Projects & Activities

Please check in with your Principal to ensure your school has been registered for Student Council.

September

- President's Dinner Registration Deadline - September 21, 2023
- President's Dinner at MSAA, Franklin, MA - September 28, 2023

October

- Officershop Registration Deadline - October 20, 2023
- Officershop at Middleborough High School - October 28, 2023

November

- Executive Board Nomination Portal Opens - November 6, 2023
- Award Portal Opens - November 6, 2023

December

- Student Election Nominations Due - December 15, 2023

January

- State Workshop Portal Opens - January 8, 2024
- Annual Conference Registration Begins - January 8, 2024
- Commonwealth Awards Nominations Open - January 8, 2024
- Five Star Council Nominations Open - January 8, 2024
- Program Cover Design - January 19, 2024
- Administrator of the Year - January 19, 2024
- Top Ten Project Applications Due - January 19, 2024
- Principals Day - January 19, 2024
- James Rokas Award Applications Due - January 19, 2024
- Henry Sullivan Award Nominations Due - January 19, 2024
- Unsung Hero Award Submissions Due - January 19, 2024
- Unified Bocce at Oakmont Regional HS- January 26, 2024 (4pm-7pm)
- Unified Bocce at Middleborough HS - January 27, 2024 (9am-1pm)
- Unified Bocce at North Reading HS- January 28, 2024 (9am-1pm)

February

- Annual Conference Registration Ends - February 2, 2024
(Unless openings previously exhausted)
- MASC Small Group Workshop Applications Due - February 2, 2024
- Excellence Award Submissions Due - February 2, 2024
- MASC Summer Conference JC/SC Applications Due - February 2, 2024
- Lip Sync/Talent Show Registration Due - February 2, 2024
- SOMA Unified Dance (4pm-6pm)

March

- Annual Conference Final Payment Due - March 1, 2024
- Annual Conference - March 6 - 8, 2024

May

- Summer Leadership Conference Registration Closes - May 31, 2024

June

- Summer Leadership Conference Registration Final Payment Due - June 7, 2024



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Conference Registration Policies

Registration for any conference must be accompanied by a Purchase Order or a check. Checks and Purchase Orders must contain a memo line indicating the purpose for which the money is remitted.

*** Payment must be made in the form of a school issued check or a single bank (cashiers) check.**

Please allow time for your Business Office to process your request, in order to meet registration and payment deadlines. ALL checks must be made payable to: MSAA (not MASC).

Failing to cancel your registration for a conference at least 72 hours in advance will result in a FULL charge of your registration fees.

PLEASE NOTE: The cancellation policy for the Annual Conference specifically states: "Schools are responsible for the occupancy created. If you cancel one person in a room, you are responsible for covering the charges associated with full occupancy of that room. You will be charged in FULL for any rooms that are not cancelled at least 10 days before the conference". There will be no exceptions to this policy.

Membership Dues

An online student activities registration form was emailed to every MSAA high school and middle school principal in Massachusetts. On the form are listed multiple activities, including student council that the principal may elect to join. Once the decision has been made as to which activities your school has elected to sponsor, a check(s) must be made payable to MSAA (Massachusetts Secondary School Administrators' Association) and mailed to the MSAA office at 33 Forge Parkway, Franklin, MA 02038. MSAA will forward to the MASC an updated membership list on a regular basis.

MASC dues are \$110.00 per year for high schools, if the school has at least one administrator that is a full member of the MSAA. MASC member schools are eligible to receive numerous awards, scholarships, and recognition for outstanding achievement. MASC member schools receive our newsletter and all other information relative to state, regional or national awards, conferences, and programs. The two state conferences and the Summer Leadership Training Program provide opportunities and enrichment for high school students and advisors.

If you are unsure of your membership status, please call the Massachusetts School Administrators' Association in Franklin, (508) 541-7997 and ask for Susan Cauley.

Please check with your principal to ensure that he/she has completed the registration process. Schools must be registered for Student Council in order to attend any state conferences/events.



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Behavioral Expectations

(It is expected that each Advisor will read the following aloud to their students.)

1. The Annual Conference usually brings together over one thousand people. Other events include several hundred people. This requires that all attendees maintain proper behavioral standards. The safety of the large number of people in attendance also dictates that any person not doing so be removed from the Conference or event as soon as it is possible to do so.
2. Expectations include, but are not limited to, the following.
 - No attendee shall be in possession of or use any controlled substance.
 - No attendee shall conduct himself or herself in such a way as to damage private or hotel property or disrupt the proceedings and schedule of the Conference or event.
 - All students will obey instructions and directions given by any adult or student staff member and maintain a respectful attitude toward staff members and fellow attendees at all times.
 - No student shall leave the premises of the hotel or site during the Conference or event.
 - Students are reminded that the rules of their own school are also in effect during the event, and will be implemented by the advisor present at the event site.
 - Incidents of actions contrary to these expectations will be reported to the Director for action. Actions of the Director are subject to review by the MSAA Liaison or the MSAA Standing Committee on Student Council.
3. Violation Procedures:
 - Any student possessing or using a controlled substance will be removed from the Conference or event immediately and sent home as quickly as possible. The principal of the school involved shall be notified immediately by the Director. In the absence of the Director, the Assistant Director, MSAA Liaison or school advisor may make such notification. In all such cases the MSAA Liaison will be notified immediately, and is responsible for correct use of procedures. Follow-up disciplinary action will be at the discretion of the school principal.
 - Students failing to meet any of the expectations above will be subject to disciplinary action determined by the Director. Such action may include exclusion from one or more Conference or event activities, restriction under the supervision of the school advisor or dismissal from the Conference or event under the provisions of the preceding paragraph.
 - If on-site disciplinary action is taken, the principal of the school involved shall be notified by the Director in writing about facts of the matter within three days following the close of the Conference or event.
 - Any student dismissed from the conference or any other MASC event shall be ineligible for attendance at MASC events for a period of thirteen months, unless recommended by his or her principal and approved by the Director.
 - The school involved in any dismissal situation shall be considered to be on probation for thirteen months following the date of the event. Schools under probation may attend MASC events, but must notify the Director of action taken to ensure acceptable behavior at each event attended during the probation period.



MASC OFFICERSHOP 2023



Officer Training
& Student Leadership
Development

Saturday, October 28, 2022
Middleborough High School
9am-5pm
\$25 per person



MASC EVENTS

For More Information
Visit MASTUCO.net



PRESIDENTS' DINNER

Starting the year off in September advisors and Student Council Presidents are invited to join us for a dinner to kick-off the upcoming school year. We encourage you to take this opportunity to gather information on the upcoming year, including new initiatives and programs.



OFFICERSHOP

In October, OfficerShop is a training seminar for both advisors and students to participate in practical workshops and discussions with a variety of schools from all over the state.



ADVISOR WORKSHOP

A great professional development opportunity with nationally recognized presenters and trainers. There is an all-inclusive fee for lodging, conference registration, meals and materials. This is a great opportunity to network with advisors from across the Commonwealth.



PRINCIPALS' DAY

This is a day to recognize the principals in your school and show them how much student council appreciates everything that they do. A happy principal makes for an amazing year. Organize some recognition events and show your principal how much the school enjoys having them lead the school.



MASC SUMMER CONFERENCE

The MASC Summer Leadership Conference - Learn the principles of effective leadership through a practical, hands-on approach. Students will have the opportunity to meet and make new friends from all over Massachusetts.

More Information at
MASTUCO.net

MASC SUMMER LEADERSHIP CONFERENCE

JULY 7-11, 2024



The MASC Summer Leadership Conference is designed to teach the principles of effective leadership through a practical, hands-on approach. Students will have the opportunity to meet and make new friends from all over Massachusetts. Attendance at the MASC Summer Leadership Conference will help each student realize their potential as a leader and develop crucial self awareness skills.



MORE INFO VISIT:
WWW.MASTUCO.NET



March
6-8, 2024

MASC

ANNUAL SPRING CONFERENCE

Cutting Edge Leadership Training

The three-day, two-night conference is held at the Resort and Conference Center in Hyannis held each March. For three days students and advisors are engaged with numerous events such as, nationally recognized speakers, workshops, awards, and entertainment—and is a rewarding experience for any student leader.

**FUN
INSPIRING
ENGAGING
MOTIVATING**

This is a conference that students talk about all year and bring back so many ideas to there schools.



Attendees are trained in areas of leadership, while networking with students from across Massachusetts. This is also a chance to celebrate and recognize student achievement.



The Spring Conference features cutting edge small and large group workshops with national presenters which allow all the delegates an opportunity to share ideas and learn new skills.



**GET MORE INFORMATION AT
MASTUCO.NET**



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2024 MASC ANNUAL CONFERENCE

MARCH 6 – 8, 2024

RESORT AND CONFERENCE CENTER AT HYANNIS (IRISH VILLAGE)

The strongest asset of our state association is our Annual Conference. It is the focal point of all of our activities and programs. Each year the Executive Board strives to make the annual conference more memorable than the last. A total of over 1,100 students and advisors have attended annually. They brought back to their schools and communities a wealth of ideas and inspiration, as well as some practical hints about running more effective student councils.

The Resort and Conference Center at Hyannis/Irish Village provides a wonderful location for students and advisors to establish new friendships and foster learning opportunities. The XXXXXXXXXXXX will serve as our associate hotel this year. The M.A.S.C. will provide shuttle service between the hotels.

On the pages that follow, you will find guidelines for registration and a conference registration form. The guidelines have been established to ensure the most beneficial program possible. Complete conference rules will be mailed prior to the conference. Additional program details will be published in the newsletter as soon as the plans are finalized.

If you have not attended, please consider the benefits to be gained from the experience. We guarantee that this conference will be long remembered. Schools should register as soon as possible after registration officially begins capacity is reached quite quickly each year.

All registrations must be accompanied by full payment payable to MSAA and mailed to the MSAA office in Franklin. Registration begins January 8, 2024 and ends at capacity, or February 2, 2024. Final payment must be received or postmarked by March 1, 2024.

Registrations will take place online ONLY. Registration will begin at Noon on January 8, 2024. Please visit the link on the MASC website to register beginning on January 8, 2024.

For planning purposes, the rates for The Resort and Conference Center at Hyannis and the Cape Codder Resort & Spa are as follows:

Rates per Person:	TBD Single	TBD Triple
	TBD Double	TBD Quad

(In the event of changes in HOTEL CHARGES, rates may have to be adjusted)

Payment must be in the form of a school issued check or bank (cashiers) check.

Mail Registration and Payment to:

MASC State Conference Registration

MSAA

Attn: Susan Cauley

33 Forge Parkway

Franklin, MA 02038



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2024 ANNUAL CONFERENCE REGISTRATION GUIDELINES

HOTELS

Two official hotels will be used for the 2024 annual conference, the Resort and Conference Center at Hyannis and the Cape Codder Resort. Transportation will be provided between the two hotels. The conference package plan includes all meals, hotel accommodations, conference registration, and fees.

OCCUPANCIES

To maximize the number of delegates staying at the Resort & Conference Center at Hyannis, ONLY QUAD occupancy for STUDENTS and ONLY DOUBLE or single occupancy for ADVISORS will be accepted. Other configurations will be assigned to the Cape Codder Resort.

If you desire OTHER TYPES of occupancies you MUST send an email request to conference@mastuco.net.

Students MUST stay in the same hotel as their advisor.

NOTE: If you have made a MASC conference room(s) reservation and need to cancel or alter this reservation, contact Susan Cauley at scauley@miaa.net. Please put "Conference Cancellation" in subject line. Otherwise your cancellation will not be honored. Please see the cancellation policy for details.

MAXIMUM NUMBER OF DELEGATES

In order to provide an opportunity for the maximum number of MASC member schools to participate in the conference, the number of student delegates per school has been limited to 12 per school at both hotels.

As a means of recognition as well as an incentive, those schools selected as GOLD COUNCIL OF EXCELLENCE through participation in last year's COUNCIL OF EXCELLENCE AWARD PROGRAM will be allowed to bring 16 students.

For the 2024 Conference, we will be honoring the 2023 Gold Council of Excellence Schools.



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2023 MASC Gold Council of Excellence

Amesbury High School
Attleboro High School
Bishop Stang High School
Blackstone – Millville Regional High School
Blackstone Valley Technical High School
Carver High School
Duxbury High School
Grafton High School
Greenfield High School
Hopedale High School
King Philip Regional High School
Marshfield High School
Middleborough High School
Minnechaug Regional High School

Murdock Regional High School
North Brookfield High School
North Reading High School
Oakmont Regional High School
Oxford High School
Plymouth North High School
Saugus High School
Shrewsbury High School
Silver Lake Regional High School
Tahanto Regional High School
Tantasqua Regional High School
Uxbridge High School
Walpole High School
Ware High School
Westborough High School
Whitman-Hanson Regional High School
Winthrop High School





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CANCELLATIONS

Schools are responsible for the occupancy created. If you cancel one person in a room, you are responsible for covering the charges associated with full occupancy of that room. You will be charged in FULL for any rooms that are not canceled at least 10 days before the conference. There will be no exceptions to this policy. Canceling or altering your MASC room reservations can only be done by email. You must email Susan Cauley at the MSAA Office at scauley@miaa.net Please indicate MASC Conference Cancellation/Change in the subject line.

Please note that MSAA reserves the right to change or alter the schedule at the conference.

CONFERENCE ELIGIBILITY

To attend the conference, to vote, and to have candidates for office, your MASC membership dues MUST be paid. Please refer to membership on the MASC Website, or call Sue Cauley at the MSAA office to find out if your school has registered and paid for Student Council dues.

STUDENT ELIGIBILITY

The major goal of the MASC Annual Conference is leadership development of your most active student council members. Please ensure that your delegation is members in good standing within your respective student council organization representing Grades 9 - 12. We strongly encourage advisors to bring underclassmen to experience this event.

SUPERVISION

An Advisor MUST accompany each delegation and MUST remain in attendance and be available throughout the entire conference. The conference is an extension of the school day. The advisor is responsible for the conduct of his/her students at all conference activities. The advisor must also ensure that all of his/her students attend all sessions.

REGISTRATION TIME FRAME

Online registration begins at Noon on January 8, 2024.

- Please visit the Conference Section of the MASTUCO website to register on January 9th.

ADVISORS PLEASE NOTE: THE RESORT AND CONFERENCE CENTER AT HYANNIS fills very quickly; registrations will officially close on February 2, 2024, or when capacity has been reached.



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PURCHASE ORDER POLICY

A School Purchase Order may be used for initial registration, however a Purchase Order WILL NOT hold the accommodations after March 1, 2024. Payment must be received by March 1, 2024 or your registration may be canceled. Use a copy of your Registration Form as the bill, in order to process payment with your school.

The Massachusetts School Administrators Association and tax exempt number is listed on the registration form. Please start the process early.

CONFERENCE MAILINGS

Shortly before the conference, attending schools will receive a package of materials electronically and through the mail. Included will be details about the conference, information about what to bring and what not to bring, and medical release forms.

STUDENT LED WORKSHOPS

We strongly encourage all registered schools attending the state conference to submit an application to present a student-led workshop during the conference. Student-led Workshops are vital to the success of the MASC State Conference. The application can be found through a link on the MASC Website. The winners of the 2023 Gold Council of Excellence Awards are encouraged to conduct a small group workshop at the 2024 Conference.



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SMALL GROUP WORKSHOP APPLICATION MASC STATE CONFERENCE

Please visit MASTUCO.net for application

Students and advisors who are interested in presenting a workshop at the annual conference in Hyannis must complete and submit this form. Portal opens on January 8, 2024

1. All student presenters are required to register for the conference.
2. Student presenters **MUST** have an ADULT SUPERVISOR/sponsor registered for the conference who must attend their session.
3. Workshop presenters **DO** count towards the school's delegation limit of 12.
4. In order to be considered, completed application forms **MUST** be returned to the MASC by February 2, 2024 (or until workshop capacity is reached).
5. Gold Council of Excellence schools are expected to conduct a workshop.

DEADLINE: February 2, 2024

LIP SYNC/TALENT CONTEST RULES & REGULATIONS

Please visit MASTUCO.net for application

The annual conference has featured a Lip Sync/Talent Show Contest for the past 30 years. The contest provides entertainment for all of the delegates, plus opportunities for participating delegations to work together just for the fun of it. Only songs and acts that are conducive to the atmosphere of a leadership conference should be considered for presentation.

1. All songs and acts will be screened for suitability by the school's advisor before presentation at the conference.
2. Dress/attire **MUST NOT** be obscene, offensive or suggestive. Cross-dressing is not acceptable.
3. Acts **MAY NOT** exceed four minutes in duration.
4. **ONLY** one act per school.
5. Music must be submitted on CD **ONLY**.
6. All CD's must be delivered to the registration table on Wednesday.
7. Delegates must retrieve their CD's immediately following the contest.
8. Acts will be judged on appearance, talent, and originality.
9. A maximum of **TWELVE** acts will be permitted on a first come, first serve basis.
10. **NO** acts may change after inclusion in the program.
11. The deadline for inclusion is February 2, 2024 – or when the limit is reached.

Please note: Any Lip Sync deemed to be inappropriate by MASC will be immediately disqualified.



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STUDENT ELECTION INFORMATION

The election of officers will be held during the annual MASC Conference.

REQUIREMENTS FOR CANDIDACY

- Each candidate **MUST** be from a school which is a current MASC dues-paying member.
- A candidate must submit the official nomination form, which can be found on the MASC Website. A candidate must have complete support and approval to run for MASC Office by the principal, the student council advisor, and the candidate's parent/guardian.
- No present senior may compete for office.
- **DEADLINE:** the completed online nomination form **MUST BE COMPLETED NO LATER THAN DECEMBER 15, 2023.**
- **ANY NOMINATION FORM NOT PROPERLY COMPLETED WILL NOT BE CONSIDERED.**
- A current photo may be submitted through the MASC Website for conference video presentation.
- Please contact Paul Branagan, State Executive Director with any questions/concerns regarding election information.

pbranagan@middleboro.k12.ma.us ~ school phone #: 508-946-2010 x 3102

OFFICES AND DUTIES

The **PRESIDENT** shall:

- Be an official student representative of the MASC
- Preside over MASC Executive Board Meetings and activities
- Represent the MASC at the NASC Conference in June
- Carry out the duties delegated to him/her by the Executive Board
- Present an annual report of the MASC to the Annual Conference

The **VICE PRESIDENT** shall:

- Assume all duties of the President in the event he/she is unable to fulfill his/her office
- Work with the President and accept duties delegated to him/her by the Executive Board

The **SECRETARY** shall:

- Keep accurate minutes of all meetings and distribute them to all members of the Executive Board.
- Conduct all MASC correspondence

SPEECHES

All candidates will present a three minute (maximum) speech at the annual conference on Thursday morning of the MASC Annual Conference.



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ELECTION CAMPAIGNS

All candidates must comply with the restrictions regarding the posting and distribution of campaign materials. Complete details will be mailed to all candidates together with a list of their opponents after the nomination deadline.

ATTENDANCE

Any officer/delegate who misses more than two (2) Executive Board Meetings may be removed from office.

TRANSPORTATION

All elected officers and delegates ARE RESPONSIBLE FOR PROVIDING THEIR OWN TRANSPORTATION. Executive Board Meetings are held at MSAA Headquarters, 33 Forge Parkway, Franklin, MA.

DELEGATES

In addition to elected officers, at least four students will be appointed at large to the Executive Board. All candidates for office will be considered if they indicate their desire to be considered on the nomination form.

ELECTION / PRIMARY

In the event that there are more than TWO candidates for an office, and no one candidate receives a majority of votes, then the first election on Thursday afternoon will serve as a ~PRIMARY~ for that office only. From that "Primary," the top two candidates will have their names placed on a second ballot. The final election will then take place Thursday night at the conclusion of the MASC State Banquet.

Students should be aware of all the RESPONSIBILITIES that go with the acceptance of an MASC office and any students who are sincerely interested in seeking office are encouraged to run. Advisors should encourage any dynamic student member to run. It is a fulfilling and worthwhile experience.

Voting is done on an equal basis for all MASC member schools regardless of size. Each member school will be given THREE (3) ballots that may be cast in any combination. All voting will take place on Thursday afternoon and/or evening at the annual conference.



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2024 MASC ELECTION REGULATIONS

1. Candidates for State Office will be limited to ONE PER SCHOOL.
2. Elections will be held from 3:30 p.m. - 4:00 p.m. through Election Runner on Thursday. Each school will have four (4) votes in the regular election using the electronic voting system called Election Runner.
3. If no candidate receives a majority of votes in the regular election, and if there is a run-off election, it will take place between 9:00 p.m. and 9:30 p.m. on Thursday evening. Each school will have one (1) vote in the run-off election.
 - There will be two candidates in the run-off election (the top two vote getters)
4. The Banquet (Thursday night) will be CAMPAIGN-FREE. No centerpieces or handouts of any kind will be allowed - either placed on the tables or handed to the delegates.
5. There will be a limit of one sign that can be displayed by each candidate. All signs MUST be checked before they are allowed to be placed in the corridors. They must be totally free standing and must contain NO ELECTRICAL component. No signs can be erected before 2:00 p.m. on Wednesday. There will be a lottery for position outside the ballroom at the 2:00 meeting.
6. No fliers, balls, gum, stickers, pins, play dough, etc. (anything that can cause extra cleanup for the hotel staff) are allowed. No flying or bouncing objects or water guns are allowed in the hotel.
7. Campaigning is limited to the BALLROOM area only. No campaigning is allowed in the front lobby of the hotel, especially on Wednesday afternoon. Candidates should NOT BEGIN CAMPAIGNING before the 2:00 p.m. meeting on Wednesday afternoon.
8. All candidates for office will wear CANDIDATE RIBBONS that will identify them at all times as a candidate for office.
9. If a candidate for office desires to make election T-shirts, etc. then the number that can be brought is limited to the total number of delegates from his/her school.
10. Speeches are just that – SPEECHES! They must always be positive in nature. Advisors are responsible for reviewing and critiquing their candidate's speeches prior to the convention. They must not exceed three minutes in length.
11. Candidates are limited to \$400.00 in campaign spending. This limit refers to the VALUE of ALL campaign materials both purchased and donated. Each candidate must submit a typewritten spreadsheet listing all expenditures at the pre-conference meeting on Wednesday afternoon at 2:00 p.m. in HYANNISPORT EAST. This does not include t-shirts.
12. All decisions concerning campaigning and speeches will be decided by the entire adult membership of the MASC Executive Board.
13. If you plan to have any handouts or mailings, for your election campaign, they must be pre-approved by the MASC Executive Board.

Please mail or email Paul Branagan with your request on or before February 10, 2023.

pbranagan@middleboro.k12.ma.us
c/o Middleborough High School,
71 East Grove Street
Middleboro, MA 02346

All election forms and information can be found online at MASTUCO.net



MASC Council of Excellence Award



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"Revving the Engine of Leadership"

Guidebook

2023 - 2024 MASC COUNCIL OF EXCELLENCE AWARD

The MASC Council of Excellence Award Program has been designed to recognize and reward the achievements of outstanding student councils or student government organizations on our state association. This award program has been created from the MASC Excellence Award Program as a way of providing encouragement and support, as well as to provide standards of effective student leadership.

AWARD LEVELS

All awards will be presented during the closing ceremonies at the annual conference.

The MASC Gold Council of Excellence is presented to those student council programs that are deemed to be the most outstanding in our state association. The Gold Council is based on achieving over 46 points on our scoring rubric as determined by the judging committee.

The MASC Silver Council of Excellence is presented to those councils whose programs are among the very best in our state association. The Silver Council of Excellence is based on achieving between 43-45 points on our scoring rubric as determined by the judging committee.

The MASC Council of Excellence is presented to those councils whose student council programs have distinguished their reputation and have demonstrated the value of student council in their school and community. The Council of Excellence is based on the achievement of a score between 40 and 42 on our scoring rubric as determined by the judging committee.

THE SELECTION PROCESS

The attached criteria sheet demonstrates how each school's submission will be judged and the categories that will be considered. Applications must be orderly, neat, and complete and submitted on time. To be considered for judgment, all reports must follow the criteria sheet and must be accompanied by the required letter of endorsement by the Principal.

The judgment of the awards will be made by a committee consisting of student council advisors and principals from schools that did not submit applications. The judgment will correlate to the rubric for the award. The criteria are based on the points given for each category. All of the submitted applications will be placed on display at the annual conference after which they will be made available for return.

To be considered, reports must be submitted so that all materials will be POSTMARKED BY FEBRUARY 2, 2024.



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MASC Council of Excellence Award Book Set-up and Format Criteria

Please follow the directions very carefully as you are completing your submission for the 2023 MASC Council of Excellence Award. If you have any questions regarding the lay-out and format of this award, please send all inquiries to Paul Branagan, MASC Executive Director at pbranagan@middleboro.k12.ma.us. Good luck!

Book Set-up and Format:

- The Application **MUST** be presented in a **THREE-RING BINDER**
- Submit **ONLY** what is asked for outlines in the award indicators. **NO FLUFF!**
- Only **WHITE 8 ½ x 11"** paper will be accepted.
- Each indicator **MUST** not exceed **ONE PAGE** in length (12 font, single spaced)
- The Award must include the following:
 1. Cover Sheets for each indicator
 2. Protective Plastic Pages
 3. Divider Pages for each indicator
- The Award must **NOT** include:
 1. Nametags from conferences or workshops
 2. newspaper articles
 3. thank you letters or other letters of appreciation
 4. decorative displays (except for outside cover)
 5. **NOTHING...UNLESS THE INDICATOR ASKS FOR IT!**

Scope of Award:

- The MASC Council of Excellence Award will recognize programs that have occurred from February 1, 2023 to February 2, 2024. Please adhere to these dates. Projects not within this time frame will **NOT** be judged.

Clarification of Each Indicator:

- There are 32 indicators needed to be met for the MASC Council of Excellence Program. Each indicator will ask for certain pieces of evidence to satisfy the indicator.
 - In some cases, an actual document will be required (ex. Student Council Constitution, Evaluation Tool, Treasurer's Report, etc.)
 - In some cases, a one-page description of the processes of the Student Council (ex. Council Philosophy, Goals, Membership Process, Committee Development, etc.)
 - In some cases, a full summary and description of a project must be included for actual projects and programs that the Student Council coordinates and/or sponsors. For these types of projects the format on the following page is asked to be followed.
- **NOTE:** Please follow the format carefully!



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MASC Council of Excellence Award Project Summary Format:

- This format is for any indicator that is requiring a Student Council to summarize a project or program that is sponsored by the Council.
- The descriptions should be kept to no more than one-page per project.

The Format:

Indicator Number:

Project Title:

Objective of Project:

Summary of the Project:

Finances of Project (if any):

Participation in the Project:

Time Spent on Project:

Evaluation of Project:

How does this project meet the Indicator?

Format Example is located on the following page.

Indicator Number: 15 Spirit and Social Activities

Project Title: Thanksgiving Day Pep Rally

Objective of Project: To celebrate the end of the fall season and the anticipation of the Thanksgiving Day Football Game

Summary of Project: (Give your summary of what happened at the Pep Rally. Highlight the activities, the recognition of students, teachers, programs, etc.)

Finances of Project: The total cost of the project was \$200.00 (you may want to expand on this if necessary)

Participation of the Project: The entire Student Council prepared for the rally through the work of the committees that were established for the event. The entire student body participated in the event during the last hour of the day before the Thanksgiving Holiday break.

Time Spent: Two months of preparation and committee work.

Evaluation of Project: This area is where you completely evaluate the pep rally

How does it meet the indicator? This is very important to show HOW the event meets the indicator that you have selected to represent this activity. Be use detail.



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Procedures:

- Student Council members and advisors affiliated with the MASC collect evidence showing their council meets each of the Indicators on the MASC Council of Excellence.
- The Council officers and advisor prepare materials.
- The Student Council will then meet with their principal where they will present their evidence that shows they have met each standard
- If the principal finds that the Council qualifies as a Massachusetts Council of Excellence, s/he will confirm it with his/her signature. (Failure to attain the signature of the principal will result in disqualification. (No exceptions)
- Following the support of the principal, the Student Council will submit their completed application to the attention of Paul Branagan, State Executive Director at Middleborough High School postmarked by February 2, 2024.

Mail To:

c/o Middleborough High School,
71 East Grove Street
Middleborough, MA 02346

Scoring:

- To be named a Massachusetts Council of Excellence, the student council must:
 1. Meet all required standards and indicators by attaining a total of a minimum of 40 indicator points.
 2. Submit a completed application packet that is neat, organized and follows the directions outlined in the Regulations
 3. Submission includes letter of recommendation of school principal.
- To be named a Massachusetts SILVER Council of Excellence, the student council must:
 1. Meet all required standards and indicators by attaining a total of a minimum of 43 indicator points.
 2. Submit a completed application packet that is neat, organized and follows the directions outlined in the Regulations
 3. Submission includes letter of recommendation of school principal.
- To be named a Massachusetts GOLD Council of Excellence, the student council must:
 1. Meet all required standards and indicators by attaining a total of a minimum of 46 indicator points.
 2. Submit a completed application packet that is neat, organized and follows the directions outlined in the Regulations
 3. Submission includes letter of recommendation of school principal.



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2023 – 2024 MASC COUNCIL OF EXCELLENCE AWARD CRITERIA

- 1. School Biographical Information (SEE ATTACHED) 1 POINT**
 - This form is located in the MASC Council of Excellence section of the MASC Guidebook
- 2. Letter of Endorsement of Student Council President 1 POINT**
 - This letter must be on Letterhead (Student Council preferred)
- 3. Letter of Endorsement of the School Principal 1 POINT**
 - The Application will be disqualified if this letter is not included
 - This letter must be on Letterhead (School preferred)
- 4. Council Philosophy & Mission Statement 2 POINTS**
 - A statement of the development of the philosophy and/or mission statement
 - Evidence must show yearly reflection and assessment of Philosophy and Mission Statement.
 - This section should be NO MORE than ONE PAGE in length.
- 5. Council Goals 1 POINT**
 - A statement of the development of the Goals of the Student Council
 - The Goals MUST be measurable and presented in the bulleted process.
 - Goals must show evidence of yearly reflection and assessment and process of how goals were established for the year.
 - This section should be NO MORE than ONE PAGE in length.
- 6. Governance (Constitution) 1 POINT**
 - A copy of the current Student Council Constitution must be submitted
 - Evidence of yearly approval and ratification of the Student Council Constitution
- 7. Governance (Membership Process) 1 POINT**
 - A statement of the development of a Student Councils Membership
 - Evidence of yearly review of student council membership and the changes needed/warranted to facilitate and maintain active members.
 - This section should be NO MORE than ONE PAGE in length.
- 8. Governance (Meetings) 1 POINT**
 - Schools will have to submit a list of ALL Student Council Meetings for the award year from February 1, 2023 ~ February 2, 2024
 - This section should be NO MORE than ONE PAGE in length and MUST NOT include other meetings outside of general student council meetings.
- 9. Governance (Agendas) 2 POINTS**
 - Schools must submit TWO copies of agendas from Student Council meetings
 - ONE MUST be for an Executive Board Meeting and ONE MUST be for a full Student Council Meeting.
- 10. Governance (Minutes) 2 POINTS**
 - Schools must submit TWO copies of the minutes from the corresponding agendas submitted for award
 - ONE MUST be for an Executive Board Meeting and ONE MUST be for a full Student Council Meeting.
- 11. Governance (Budget or Accounting Report) 1 POINT**
 - A copy of the Treasurer's Report or Budget or Financial Statement for the award year from February 1, 2023 ~ February 2, 2024



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12. Governance (Committee Development)

1 POINT

- A statement of how the Student Council develops their committees. Student Council will have to state how they area managed, evaluated and maintained committees within Student Council.
- Include guidelines for operation, a list of all committees (standing and ad hoc), and a description of the method of chair selection.

13. Governance (Internal Project Evaluation)

1 POINT

- Student Council will have to provide a sample of the evaluation tool that is used for student council projects.
- Evidence of the evaluation tool that is used by Student Council Membership/Committee Chairs to evaluate programming and projects.
- Explain how the evaluation tool is used within the assessment of the Student Council. This explanation should be NO MORE than ONE PAGE in length.

14. School Service Programs

2 POINTS

- Student Council will need to submit evidence of TWO programs that BENEFIT THE ENTIRE SCHOOL COMMUNITY
 1. One example must show the participation of student council working with a diverse population within their school. (Special Education population, Collaborative work with other clubs or activities in their school, etc.)
 2. One example must show the participation of the entire school population (ex. Homecoming Week, Spirit Week, etc.)
 3. EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.

15. Spirit and Social Activities

2 POINTS

- Student Council will need to submit evidence of TWO programs that will IMPROVE SCHOOL SPIRIT AND CLIMATE IN THEIR OWN SCHOOL.
 1. Both examples need to show evidence of spirit activities (ex. Pep Rally, Spirit Recognitions Programs)
 2. A school should attempt to diversify their activities. Choose an event that reaches out to a certain population of students.
 3. EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.

16. Community Service Programs

2 POINTS

- Student Council will need to submit evidence of TWO programs that shows planning and implementation of community service programs in their school
 1. One example MUST show the participation of the entire school community
 2. One example MUST show the participation of the membership of the Student Council only.
 3. EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.

17. Fundraising Programs

1 POINT

- Student Council will need to submit ONE project that raises funds for student-related activities
 1. One example must be provided of a fundraising activity.
 2. EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.



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18. Leadership Training Programs

3 POINTS

- Student Council will need to submit evidence of THREE projects or programs that show their planning and implementation of their leadership training programs
 1. One example will need to be an "in-house" student council (full membership) leadership program
 2. The example will need to be an "in-house" program that focuses on the training of the Student Council Executive Board
 3. One example will need to be a program that focuses on the professional development of the Student Council Advisor (MASC Officershop OR MASC Advisor Workshop)
 4. EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.

19. Communication

1 POINT

- Student Council will need to provide ONE piece of evidence of how they communicate with their membership and the student body as a whole. The student council membership is allowed to practice opportunities to show a variety of communication skills.
 1. One example of Student Council Communication (ex. Student Council Newsletter and/or electronic/social media communication).
 2. If using social media accounts, evidence MUST be provided in a screen shot of the media page used by the student council with examples of posts, tweets, etc.
 3. Provide an explanation how this communication is used that is NO MORE than ONE PAGE in length.

20. Civic-Based Activities

1 POINT

- Student Council will need to submit ONE example of evidence that employs various methods that encourage students to be involved in their community through local and/or state government programming within the town/city/state and increase their awareness of good citizenry and activism
 1. One example of a civic-based activities initiated by the Student Council within the local government within the community.
 2. Examples can include: State/Town Elections, Community/State Forums, Town Meeting Volunteers, Voting Drives, Political Action Work and Student Forums in the community and working with state officials would be acceptable)
 3. EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.

21. Student Voice Activities

2 POINTS

- Student Council will need to submit ONE example of how they seek out opinions of their student body and create opportunities for input for changes within the school community that will attempt to include all students. Also, this indicator can focus on how the student council seeks student voice in ideas and programming for events within the school community. One example of an activity that provides a forum for student opinion and idea exchanges.
 1. One example of an activity/protocol/event of how the student council seeks out opinions of their student body and create opportunities for input for changes within the school community that will attempt to include all students
 2. Open Student Council Meetings would be considered for credit within this indicator. However, simply stating you have an open meeting without evidence that they are used by your greater student body will not be accepted. How do you engage non-student council members to engage in school change?
 3. EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.



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22. Special Olympics ~ Service Project

3 POINTS

- Student Council will need to submit evidence of their participation in the following Special Olympics Program offered in partnership with the MASC and Special Olympics of Massachusetts.
 1. Participation in the MASC Bocce Tournament as a part of a Unified Sports Team OR "Fans in the Stands"
 2. Participation in the Polar Plunge Program in 2023 at the State Conference in March
 3. Participation in Inclusion Programs at your school

23. Inclusive Programming ~ Student Council

2 POINT

- This indicator is to focus on programming that Student Council does to be inclusive of groups within their school community. Provide ONE example of a program that is sponsored/co-sponsored by the Student Council that shows inclusion and acceptance as a hallmark of the work of student council.
 1. Examples include, but not limited to programming with Special Education Students, ELL Students, LGBTQ+ Students, Diversity, Equity & Inclusion work.
 2. EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.

24. Transitional Activities

2 POINTS

- Student Council will need to submit TWO pieces of evidence that shows transitional activities for incoming students into their school
 1. One example of an activity that aids in the transition or incoming students (outreach to the feeder schools)
 2. One example of an activity that is designed to welcome and engage new students to the school community (ex. Orientation Programs, Freshmen Welcome Programs, etc.)
 3. EACH DESCRIPTION IS ALLOWED TO BE NO MORE THAN ONE PAGE IN LENGTH.

25. Evaluation (Membership & Student Body Feedback)

2 POINTS

- Student Council members will need to submit TWO forms of evidence of how effectively they evaluate their programs. (SAMPLES MUST BE PROVIDED)
 1. One example of a completed evaluation that was used by the student council membership and/or committee chairs, executive board
 2. One example of a completed evaluation that was used by the entire student body as a method of analyzing a school-wide activity.
 3. This section should be NO MORE than ONE PAGE in length for the description explaining the evidence in which you have provided.

26. Charities:

2 POINTS

- Student Council will need to submit TWO examples of charities that they planned and implemented that raised money for a charitable cause
 1. One example will be a list of all the charitable programs done throughout the year and the amount raised for the organization or program
 2. One example will be the DESCRIPTION of ONE program planned and implemented by the student council
 3. This section should be NO MORE than ONE PAGE in length for the description explaining the evidence in which you have provided.



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27. Regional Participation

2 POINTS

- Student Council will need to submit evidence of their participation in the following Regional Programs. Evidence must include a list of student council members that attended each conference.
 1. Regional Spring Conference
 2. Regional Fall Conference

28. MASC State Participation

3 POINTS

- Student Council will need to submit evidence of their participation in the following MASC Programs
 1. MASC State Conference
 2. MASC Officershop 2023
 3. MASC Presidents Dinner

29. Workshop Development and Participation

2 POINTS

- Student Council will need to submit evidence of the development and presentation of a workshop on the following levels:
 1. Evidence of a workshop/program presented at local student council event
 2. Regional Workshop Presentation (evidence must be provided)

30. National Participation (NASC)

1 POINT

- Student Council will need to submit evidence of their participation in the following National Programs
 1. NASC National Conference - Not applicable for the 2024 Award
 2. Evidence of Membership with the National Association of Student Councils

31. Completion of Check List and Validation Forms

1 POINT

TOTAL POINTS ONE CAN ATTAIN

50 POINTS

Special Note:

- The updated format might seem like a great deal of NEW stuff. However, when you look at your current programs, you may find plenty of already established programs that could be identified for each of the areas.
- Also, there will **NO REPEATING PROJECTS**. You will only be allowed to use a project ONCE.



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2023 – 2024 MASC COUNCIL OF EXCELLENCE AWARD CHECK-LIST AND VALIDATION RUBRIC

Important Note: This form **MUST** be completed and signed in order to be eligible for the MASC Council of Excellence Award

MASC Indicator	Total Eligible Points~50Pts.	Advisor Initials & Point(s) Awarded	MASC Judging Committee Points Awarded & Comment
School Biographical Form	1 Point		
Letter from Council President	1 Point		
Letter from Principal	1 Point		
Council Philosophy & Mission Statement	2 Points		
Council Goals	1 Point		
Copy of Council Constitution	1 Point		
Copy of Membership Process	1 Point		
List of Council Meetings	1 Point		
Copy of two Council Agendas	2 Points		
Copy of two Council Minutes	2 Points		
Copy of Treasurer's Report	1 Point		
Copy of Committee Process	1 Point		
Copy of Project Eval. Tool	1 Point		
School Serv. Programs (2)	2 Points		
Spirit & Social Activities (2)	2 Points		
Community Service Act. (2)	2 Points		
Fundraising Activity (1)	1 Point		
Leadership Training Act. (3)	3 Points		
Copy of Communication Tool	1 Point		
Civic-Based Activity (1)	1 Point		
Student Voice Activity (2)	2 Points		
Special Olympics (3)	3 Points		
Inclusive Programming (2)	2 Point		
Transitional Activities (2)	2 Points		
Evaluation and Feedback (2)	2 Points		
Charity Programs (2)	2 Points		
Regional Participation (2)	2 Points		
MASC State Participation (3)	3 Points		
Workshop Development (2)	2 Points		
NASC Participation (1)	1 Points		
Completion & Submission of this form	1 Point		

TOTAL POINTS ACHIEVED BY COUNCIL: _____

Student Council President Signature: _____

Student Council Advisor Signature: _____

School Principal's Signature: (MANDATORY) _____

NOTE: All submissions will be read and judged by a committee. If your submission does not meet the criteria noted in the MASC Guidebook, you will not receive the achieved points for that category. Please follow the directions carefully. DO NOT REPEAT PROJECTS!



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SCHOOL BIOGRAPHICAL INFORMATION INDICATOR #1

THIS FORM MUST BE TYPED

School Information:

School Name: _____

School Address: _____

School City & Zip Code: _____

School Phone: _____ Fax: _____

Advisor Information:

Advisor Name: _____

Advisor Phone or School Extension: _____

School Email: _____

Number of Years as Advisor: _____ Number of Co-Advisors: _____

Principal Information:

Principal Name: _____

Principal Phone and School Extension: _____

School Email: _____

School Demographics:

Current Number of Students in School: _____ Grades in School: _____
(ex. 9-12)

Classification (rural, suburban, urban, regionalized, private, technical) _____

Student Council Information:

Number of Active Student Council Members: _____ Number of Officers: _____

Approximate Year that the Student Council was founded: _____

COMMUNITY SERVICE

MASC is a proud Partner of
Special Olympics of Massachusetts

PROUD TO PARTICIPATE IN:

- Unified Recreational Bocce Tournament
- Polar Plunge
- Spread The Word - Inclusion
- Fans in the Stands - State Games

*Special
Olympics
Massachusetts*



Giving Back Through Service



Unified Bocce (3 Events)

Oakmont Regional HS - January 26 (4pm-7pm)
Middleborough HS - January 27 (9am-1pm)
Unified Bocce at North Reading HS - January 28
(9am-1pm)

SOMA Unified Dance (4pm-6pm)





STUDENT AWARDS

- James Rokas Leadership Training Award
- Unsung Hero Award
- Commonwealth Awards
- John Schrader Award

ADVISOR AWARDS

- Henry Sullivan Advisor of the Year
- Administrator of the Year
- Distinguished Service Awards

COUNCIL AWARDS

- Council of Excellence Award Program
- Top Ten Project Awards
- Five Star Council Awards

Celebrate Through Achievement

In an effort to recognize and celebrate the achievements of student councils, student leaders, advisors, and administrators throughout the year, MASC presents several awards at the annual Spring Conference. Submitted applications are required for each award.

Join Us With:



For More Information: MASTUCO.net

