

# 2012 NMASC ANNUAL SPRING CONFERENCE

## How To Pre-Register...7 Steps to Success

To register, a school must be a member of NMASC and District. See membership form from [nmasc.org](http://nmasc.org)

### STEP 1. Registration Documents –

1. First, download “How To Register - 7 Steps to Success” from [nmasc.org](http://nmasc.org) and read it.
2. Download these documents and use as needed:
  - \* NMASC Annual Conference School Pre-Registration Form (See Step 5.)
  - \* NMASC Annual Conference Student Participant Commitment Form (See Step 5.)
  - \* NMASC Annual Conference School Permission Form (See Step 5.)
  - \* NMASC Annual Conference “Rewards” Form (See Step 7.)
  - NMASC Annual Conference Substitute Form (See Step 7.)
3. NMAA Verification of Eligibility Form – download from [nmact.org](http://nmact.org)

### STEP 2. Who May Attend:

1. Member schools may register one voting delegate; up to twelve additional student delegates; current state or district officers, and unlimited advisers. A school may not give its extra spaces to another school.
2. Each school must provide at least one adult to properly supervise its student delegates. If possible, this should be the student council adviser. All adults accompanying the students must be employees of the school or be designated in writing by the school principal as officially representing the school and as being from the same district/cluster as the school. The adult/s must remain at the site of the conference at all times and must be 21 years of age or older.
3. To ensure timely pre-registration, require all students who might be eligible to fill out, get signatures, and return a **Student Participant Commitment Form** up to a month before the planned postmark date. Inform the students and their parents that all of them may not be selected to attend the conference, giving a date that the students who are selected will be announced. For possible substitutions, keep on file the forms submitted by students not selected.

### STEP 3. Getting the Funds:

Request the total funds you will need in plenty of time to mail the registration by the date that you will choose from the options in Step 4. Do not submit a purchase order. Payment in the form of a school check or one money order purchased in the name of the school adviser must be submitted with the required documents. At no time will cash be accepted. Be sure to arrange a specific time with your school bookkeeper or district business office when you will pick up the check so that you can mail it to NMASC. Do not assume that it will be ready or that it has been mailed for you; keep checking with them! Your registration materials and payment must arrive together.

### STEP 4. Fees are determined by cost per person. Total costs and required documents must be submitted together.

#### Determined by Optional Dates To Submit Pre-Registration:

1. Everyone who attends from a school – adviser, driver, parent, others – must pay the registration fee.
2. Postmark date and completed registration documents determine the per person fee. Fees submitted must be in the exact amount required and must be in one school check or a money order purchased in the name of the school adviser. At no time will cash be accepted. Submissions from any other source will be returned, and a \$50.00 per submission handling charge will be assessed.
3. Schools provide all their meals for all day Thursday, and breakfasts for Friday and Saturday.
4. **Option A.** \$60.00 per person, if **postmarked by November 20.**

For Option A, if pre-registration is postmarked by November 20 but is not complete, the missing items must be completed and postmarked by December 20. A handling charge of \$15.00 per person (including adults) must be included with the missing pre-registration items.

**Option B.** \$75.00 per person, if **postmarked between November 21 and December 20.**

For Option B, if the submitted pre-registration is postmarked by December 20 but is not complete, a charge of \$25.00 per person will be assessed to the school. This pre-registration must be completed and all payments received by January 15. Otherwise NMASC has the option of rejecting it and returning the submission.

5. Please cooperate with the pre-registration deadlines. School hosts have said at the end of every conference that the ‘crush’ of last-minute registrations causes them not to be able to make appropriate arrangements for food and facilities. The NMASC Executive Board has set deadlines reasonable for both the schools and the host school.
6. All students and adults who pay fees are considered delegates and will be admitted to any activity at the conference. Per person fees are required for every student and adult (adviser/driver/parent/other relative, etc.). The Registration fee per delegate DOES cover the cost of Friday lunch and Friday sit-down dinner. Fees do not cover costs of travel, lodging, and other expenses.

**STEP 5. Prepare the Registration:**

1. Complete and submit in one envelope. The **originals of all materials must be submitted.** *Make copies of all registration materials* to keep for your files, and bring them to the conference with you.
2. Required materials and fees:
  - \* **NMASC Annual Conference Pre-Registration Form for each school.**
  - \* **NMASC Annual Conference Student Commitment Form for every student.**
  - \* **NMASC Annual Conference School Permission Form, signed by administrator and attending adviser/s.**
  - \* **Funds in the exact amount required** in one school check, or a money order purchased in the name of the school adviser. Any other form of payment will not be accepted.

**STEP 6. Mail Completed Registration by Option Postmark Date:**

Failure to submit as described in Step 5 will result in additional charges or return of materials, in which case a school will not be allowed to register on-site. Please take care of your responsibility in this process, and meet the stated deadlines so that your school can attend.

**STEP 7: “Rewards” Registration – Substitutes Registered – Refunds – NMAA Eligibility Form:**

1. **“Rewards” Registration.** “Rewards” Registration and funds for “Rewards” **may not** be submitted with the annual conference pre-registration form. “Rewards” registration may be submitted only after the school has received written confirmation from NMASC that it is eligible. To be entitled for “Rewards,” a school must have submitted a completed registration postmarked by November 20. Use the “Rewards” registration form and mail to reach NMASC by January 15 to add up to 2 students for a fee of \$60.00 per person. Use procedure for submission in Step 5. Registration will be returned and “Rewards” students may not attend conference unless this criteria is met. Refunds for “Rewards” registration may not be requested, but substitutions will be accepted.
2. **Substitutions.** Submit Substitute form and student participant commitment form/s. Use submission procedure in Step 5. If substitutions are received by NMASC by January 15, cost is \$35.00 per substitute, except that **no charge will be made for the first two substitutes listed on the form.** If substitutions are made after January 15, cost is \$50.00 per person for every substitution, and paperwork and funds must be hand-carried to conference registration. Substitutions made at registration without payment will increase the charge to \$100.00 per person.
3. **Refunds.** Refunds will be made, if written request by the adviser is received by NMASC by February 1. Refunds will be mailed within one month after conference. Overpayment will be refunded, if written request by adviser is received by February 1. Overpayments may not be credited to another source, nor can a registration fee paid for one delegate be used to pay the substitution fee for another delegate.
4. **NMAA Verification of Eligibility Form.** Download the form from [nmact.org](http://nmact.org); complete it according to directions and mail before the conference begins to: NMAA, 6600 Palomas NE, Albuquerque NM 87109.

NMASC and West Mesa High School are very excited and really, really, really hope that your school will attend. FAQs about hotels, conference schedule, on-site registration, etc., will be on the website and distributed at district conferences.