



MCJC Bus and Attendance Count Registration Deadlines for General Assembly Meetings

SGA advisors, MCJC staff, SGA presidents, MCJC liaisons or other appointed school student leaders must complete the **on-line bus and attendance registration** prior to a MCJC General Assembly. The Field Trip Office will group the schools by location and the Student Affairs Office will notify schools of the bus groupings. **The strict RSVP deadlines** are listed below and on the SGA calendar. On the calendar, **be sure to look at the MCJC RSVP deadlines and not the MCR deadlines.**

So the host school may prepare, schools are asked to register their attendance count (how many students are attending and how many students will be purchasing lunch) four days prior to the general assembly.

Links: <http://www.montgomeryschoolsmd.org/departments/studentaffairs/sga/mcjc/ga.shtm>

On-line registration for a bus by 4:00pm	On-line registration to report attendance and lunch count by 4:00pm	Date of the MCJC General Assembly
9/26/11	10/11/11	10/14/11
11/22/11	12/7/11	12/12/11
1/24/12	2/6/12	2/9/12*
3/5/12	3/19/12	3/22/12
4/27/12	5/10/12	5/15/12

* combined general assembly with The Montgomery County Regional Student Government Association

NOTE – Schools may send a full delegation of voting members (see new membership chart for upgraded votes per school). If you want to send additional students, check with the Student Affairs Office so we can be sure that there is room at the general assembly

Suggestion: Advertise all of the MCJC meetings at the beginning of the year. Have officers and representatives sign-up to attend (students do not need to be a member of your SGA in order to attend - this is an excellent opportunity to involve other students!) Create a list that has one permanent member (not necessarily the president, but possibly your school's MCJC Liaison) and rotate the other officers/representatives/interested students. Give out all of the permission forms and have the permanent member collect them several days before the registration deadline and give them to the advisor. Have students on “stand by” in case someone is sick or has to cancel at the last minute.

A School Attendance Sheet with a copy of the permission forms **MUST** be brought to the general assembly and turned in at registration. They are needed in case of emergencies. The original permission forms should be given to the attendance secretary, as these students should be recorded as participating on a field trip, not recorded as an absence from school.

Other Dates

- MCJC Advance- Sept. 16-17 (overnight- Smith Center: for MCJC executive board members)
- MCJC Executive Board Meetings: 7:00-8:30 p.m. Central Office Cafeteria (CESC 850 Hungerford Drive, Rockville) Oct. 4, Nov. 1, Nov. 29, Jan. 4, Feb. 2, Mar. 6, May 2, June 12* (first mtg of new 2012-2013 executive board)
- Board of Education Meeting with Student Leaders:(7:00-9:00pm) December 8, 2011
- SMOB Nominating Convention March 1
- Election Officials’ Training: April 10 or 18 (6:30-8:30pm) CESC Auditorium
- MASC Convention: March 28-30, 2012 (Ocean City, MD)
- SMOB Election April 25, 2012
- Special Elections Committee - 5:30-6:30pm CESC cafeteria: Oct 4, Nov 2., Nov. 28, and Mar 5:
 - 6:30-8:30 Student Affairs Office: Feb. 23, late March/Early April (TBD), May 10