



## MCR Bus and Attendance Count Registration Deadlines for General Assembly Meetings

SGA Advisors or MCR staff, SGA presidents, MCR liaisons or other appointed school student leaders must complete the **on-line bus and on-line attendance registration** prior to an MCR 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 MCR RSVP deadlines and not the MCJC 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/mcr/ga.shtm>

**Students may not drive to general assemblies\*\***

On-line registration for a bus by 4:00pm	On-line registration to report attendance and lunch count by 4:00pm	Date of the MCR General Assembly
Sept. 9, 2011	Sept. 21, 2011	Monday, Sept. 26, 2011
Oct. 20, 2011	Nov. 3, 2011	Tuesday, Nov. 8, 2011
Nov. 22, 2011	Dec. 5, 2011	Thursday, Dec. 8, 2011
Jan. 24, 2012	Feb. 6, 2012	Thursday, Feb. 9, 2012*
Feb. 28, 2012	March 12, 2012	Thursday, Mar. 15, 2012
April 12, 2012	April 26, 2011	Monday, April 30, 2012

\* combined general assembly with The Montgomery County Junior Councils

**NOTE – Schools may send a full delegation of voting members plus an equal number of observers. If you want to send additional students, check with the Student Affairs Office so we can be sure that there is room on the bus.**

\*\*Students who have internships and the four elected MCR officers are the ONLY students who may drive to the general assemblies. These students **MUST** completed MCPS driving form. An administrator and parent/guardian must sign the form. **Other students may not ride in the car with this student.** A copy of the form should be given to the attendance secretary at the school and a copy brought to the general assembly. Driving permission form is found on the MCR general assembly web site.

Suggestion: Advertise all of the MCR 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 MCR 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**
- MCR Advance- Sept. 1, 3:30-8:30pm Central Office Cafeteria (CESC 850 Hungerford Drive, Rockville)
  - MCR Executive Board Meetings: 7:00-8:30 p.m. Central Office Cafeteria (CESC 850 Hungerford Drive, Rockville) See Oct. 5, Nov. 2, Nov. 28, Jan. 5, Feb.1, Mar. 5, Apr. 11, May 3, June 11
  - 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)
  - Voter Registrar Training (High School only) April 11, 2012 (Board of Elections – 3:00-4:00pm; CESC 6:00-7:00pm)
  - 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