



MCR Bus and Attendance Count Registration Deadlines for General Assembly Meetings

New Procedures!

MCR staff, advisors, SGA presidents, MCR liaisons or other appointed school student leaders must complete the **on-line bus and attendance count* registration** prior to a 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) 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 3:00pm	On-line registration to report attendance and lunch count by 3:00pm	Date of the MCR General Assembly
9/9/09	9/22/2009	9/25/2009
10/13/09	10/26/2009	10/29/2009
12/2/09	12/14/2009	12/17/2009
2/2/10	2/16/2010	2/19/2010
3/1/10	3/11/2010	3/16/2010
4/6/10	4/19/2010	4/22/2010

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. 3, 3:00-8:30pm 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) Oct. 1, Nov. 5, Dec. 2, Jan. 7, Feb. 4, Mar. 11, Apr. 8, May 6, June 3
- Board of Education Meeting with Student Leaders:(7:00-9:00pm) December 1, 2009
- SMOB Nominating Convention March 4, 2010
- MASC Convention: February 24-26, 2010 (Ocean City, MD)
- Voter Registrar Training (High School only) April 7, 2010 (Board of Elections – after school)
- Election Officials' Training: High School - April 7-8, 2010
- SMOB Election April 28, 2010 (PLEASE - get this on your school calendar NOW - especially MS...during the MSA Science testing window)
- Special Elections Committee (evening mtgs 7:00-8:30pm): Oct. 22, Nov. 19, Jan. 28, Feb. 23, (Nom. Conv. Mar. 4), Mar. 18, Apr. 20 (3:00-5:00pm Board of Elections), Apr. 28 (Election Day 2:00-6:00pm, Board of Elections), May 13.