



Can you host a Montgomery County
Region General Assembly?
Information Below

Please consider hosting a Montgomery County Region (MCR) general assembly for this year. The meeting is from 10:30 a.m. – 12:45 p.m. (registration begins around 10:00 a.m. when buses begin to arrive). **Host schools will need to schedule a time to serve lunch to the delegates between 12:20 – 12:45 p.m. It is possible to sell pizza, chips, and sodas to the students if time in the cafeteria cannot be arranged.** The dates of our scheduled General Assemblies are on the web (<http://tpilot.mcps.k12.md.us/tpilot/schools/sga/MCRhostGA.tp3>) - no user ID is needed, just click on “request.”

If you wish to host a general assembly, complete the on-line application (see above) with the chosen date(s). The school principal, business manager (facilities coordinator), and advisor must sign the form. It needs to be returned by Pony to the Student Affairs Office, Lakelands Park MS. If your school is planning to host a general assembly, the SGA advisor must be in the general assembly area supervising or have another staff member in his/her place (professional leave is provided).

An advisor’s checklist for hosting a MCR general assembly is below. This should be helpful in your decision to host a meeting. Please be assured that the Student Affairs Office pays for a full-day, professional leave substitute coverage for this event.

If you have any questions or concerns, please call e-mail Karen_L_Crawford@mcpsmd.org. I look forward to working with you this year.

Karen L. Crawford
Coordinator for Student Affairs

Student Affairs Office

www.montgomeryschoolsmd.org/departments/studentaffairs

HOSTING A MCR MEETING

10:30 a.m. - 12:45 p.m. Registration 10:00 - 10:30 a.m.

ADVISOR'S CHECKLIST

(The final delegate count will be emailed several days before the meeting, but generally, you will need to prepare for approximately 150–175 students for fall meetings and 90–120 for spring meetings.)

- _____ Clear the date on the school's master calendar (there are no longer snow dates for any General Assembly)
- _____ Reserve the auditorium (must be able to have full lights on during the meeting and the ability to turn them down for presentations). If your auditorium lights are low, please arrange for spotlights, etc. to light the stage area and area in front of the stage.
- _____ Buy, set up, serve and clean up morning refreshments (a separate table away from registration/name tags) - assign students to serve at the refreshment table (usually two students) and also to keep students from taking seconds until all buses have arrived and all students have been served.
- _____ Decide on a lunch arrangement (must serve lunch to delegates between 12:20–12:45 p.m.). This may be during a regular lunch-time in your school cafeteria, a special lunch time in the school's cafeteria, or the SGA selling pizza, chips, drinks, etc., to the delegates to eat in the media center, cafeteria, outside, etc. Try to keep the lunch cost to no more than \$3.00. At least two weeks before the general assembly, send the lunch menu and cost to the Student Affairs Office so it may be advertised when requesting the number of delegates that are requesting to purchase lunch at the meeting.
- _____ Table with 1-2 students to collect the school's Attendance Sheet as students arrive. Each school should come with a completed Attendance Sheet with attached student permission forms. The Student Affairs Coordinator will bring extra sheets for schools that do not have a completed form.
- _____ Table with 1-2 students to have every student complete a name tag and pick up handouts (please provide name tags and markers for writing...the Student Affairs Coordinator will bring handouts)
- _____ Table with 1-2 students to "pre-pay" for lunch...have a stamp, sticker, or ticket to give to a students who pre-buy lunch. Pre-selling lunch tickets helps the lunch line move quickly at the end of the meeting.
- _____ Auditorium Set Up – the stage will need a head table with 4 seats and a microphone on the podium (do not block the screen). We also will need 2 standing floor microphones at the front of each aisle. **If possible, please have a computer/LCD projector/speakers for use during our program.** If this is not possible, the Student Affairs Office will bring a computer/LCD projector/speakers (please notify ahead of time and provide a tall cart and extension cord for the equipment). **Please block off sides and back of the auditorium as we want delegates to sit front and center!**
- _____ Please have student greeters to direct students from buses to the meeting (expect buses to begin arriving at approximately 10:00 a.m.). These greeters will need to complete a bus arrival chart to be turned in to Student Affairs Coordinator when all buses have arrived. The Student Affairs Coordinator will provide the bus chart.
- _____ Please have one student at the auditorium door during General Assembly to direct students to restrooms.
- _____ Please invite your principal and SGA president to give an opening welcome. We would also love to have a "club performance" at the beginning of the meeting. They would be allowed approximately five-ten minutes to perform.
- _____ The meeting is over at 12:15-12:20 p.m. and lunch should be finished by 12:45 p.m. Buses will take students back to their home schools.
- _____ Please be sure to have a clean-up committee to clean up the auditorium. Unfortunately, even these student leaders will leave trash. Please have containers for recycling paper and commingled materials.

If you are able to provide the stipulated items above....then please apply to host a general assembly!

- _____ Go on-line to register for a date your school would like to host (there is no user ID, just click on "request." (<http://tpilot.mcps.k12.md.us/tpilot/schools/sga/MCRhostGA.tp3>). Print the application before pressing the "submit all responses" button. Have the application signed by the advisor, principal, and business manager (facilities coordinator) then return the form by Pony to the Student Affairs Office, Lakelands Park MS.

Please email Karen_L_Crawford@mcpsmd.org if you have any questions.