



## *Advisor Code of Ethics*

**Advisor:** \_\_\_\_\_ **School:** \_\_\_\_\_

Individual conduct and appearance is an important aspect of Career and Technical Education. At SkillsUSA's conferences and activities this phase of the education program becomes apparent. Since being a good example is one method of teaching, and students participating in SkillsUSA's conferences are impressionable, this Code of Ethics has been set for adult advisors. It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times.

1. The term "advisor" refers to the chapter advisor and all other chaperones and adults attending SkillsUSA conferences.
2. The advisor is responsible for all registrations and ensuring that all fees are paid for and all forms submitted by the respective deadlines. The advisor understands that late fees will be assessed for registrations received after the deadline.
3. Advisors are role models for students. As such, they are responsible for acting in a manner that sets a positive tone for the conference.
4. Advisors are responsible for their students' actions. An advisor must take the appropriate disciplinary steps as defined in the SkillsUSA Michigan Code of Conduct.
5. It is highly recommended that advisors meet personally with a parent/guardian prior to registering students for activities to explain the SkillsUSA Michigan Code of Conduct.
6. Advisors must be available to their students and other advisors 24 hours per day. This responsibility begins from the time parents/guardians leave students with the advisor until the time they pick them up after the conference.
7. Proper supervision is essential for successful management of conferences. Listed below are the minimum student to advisor ratios for conferences. Failure to comply with these guidelines will result in the chapter registration not being processed. An ideal chaperone situation would be to have both a male and female chaperone responsible for each chapter. All advisors/chaperones attending the conference or activity must pay the appropriate registration fees. The minimum number of adults are required to be at the conference location for the entire conference.
  - Regional and/or Fall Leadership Conference: At least one (1) advisor must attend for the first twenty (20) students, at least two (2) advisors must be registered and attend for chapters with twenty-one (21) or more students registered.
  - State Leadership Conference and Skills Championships: One (1) advisor is required for the first ten (10) students. (At eleven (11) students – two (2) adults are required.) Then an additional adult is required for every twelve (12) additional students.
  - National Leadership Conference and Skills Championships: One (1) advisor is required for the first five (5) students. (At six (6) students – two (2) adults are required.) Then an additional adult is required for every eight (8) students.
8. Advisors are assigned job duties during conferences and activities. It is the responsibility of the advisor to promptly carry out his or her job duties.
9. Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
10. Advisors are expected to explain all competition procedures and policies to their students, including but not limited to cancellation and substitution policies.



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- 11. Advisors shall keep an agenda for each student in order that they may be reached at any time during the conference. Advisors are responsible for knowing the whereabouts of all of their students at all times. Each local advisor should establish procedures with his/her students prior to the conference in order to meet this responsibility.
- 12. Advisors must have with them at the conference, completed and signed Participant Code of Conduct Forms for all students attending.
- 13. Advisors will enforce curfew. Local advisors are responsible for room checks to ensure that their students are in the assigned rooms at curfew. Advisors will not hold student meetings or provide food for students after curfew.
- 14. The local principal and/or designated administrator will be contacted in emergency situations if the local advisor cannot be located within a reasonable amount of time or is unable to give proper amount of supervision.

By signing this Code of Ethics, the advisor agrees to abide by the points set forth in this document. Additionally, the advisor agrees to abide by the judgment set down by SkillsUSA Michigan and/or SkillsUSA’s Board of Directors giving an explanation of circumstances and decision. Additionally, any violation could result in either sending the students, or in some cases, the entire chapter home, or the advisor-to-student ratio being increased for a designated period of time. This form is required in order to attend all recognized SkillsUSA conferences and activities and must be signed by the advisor and their administrator.

I have read the Advisor Code of Ethics and agree to comply with these guidelines.

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Advisor Name (print) \_\_\_\_\_ School \_\_\_\_\_

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Advisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisors’ Cell phone or pager number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

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Administrator’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**In case of emergency, the following school administrators should be contacted:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

School Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_

Evening/Emergency Contact numbers: \_\_\_\_\_ Evening/Emergency Contact numbers: \_\_\_\_\_

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*Please fax completed form to 734-487-4329*