**Lead Advisor Checklist**

**October**

- Sign up for New Advisor Workshop (NAW)
  - Register advisors for NAW by due date
    - NAW is for advisors that have been involved in SkillsUSA 2 years or less
- Have advisors sign up for the Technical Committees (TC) by October 1
  - Advisors MUST have a business and industry representative in order to be on a TC
- Intent to Compete Form (ITC)
  - Turn in Intent to Compete form by October 31

**October/November**

- Sign up for Fall Leadership Conference (FLC)
  - Register students and advisors for FLC by due date
    - Savings for registering by Early Registration deadline
  - Pay for FLC (check or credit card)
    - Submit appropriate paperwork to school business office
    - Fill out Request for Payment Deadline Extension if needed
  - Arrange for transportation
  - Get Participant Code of Conduct Forms from all participants
  - Get any other paperwork needed by school (i.e., permission slips, etc.)
November

- Initial registration students and advisors as SkillsUSA members
  - Register a certain number of members (a combination of students and advisors) to be eligible for incentives (see Advisor Update for incentive details)
  - You do not need to register all members now

December

- Have a local competition (if necessary)

January

- Final registration students and advisors as SkillsUSA members
  - All students and advisors **MUST** be members of SkillsUSA Michigan by January 15 in order to participate in regional, state and national competitions and/or conferences.
  - Payment for all members **MUST** be received at the National Office by March 1 at the latest!
  - If you have any questions/concerns about this deadline, please contact Tammy Brown

January/February

- Regional Competitions
  - Register students and advisors for Regionals by due date
    - Fill out the Regional Registration Form and submit to the Regional representative
  - Pay for Regionals by due date
    - Submit appropriate paperwork to school business office
    - Students will **NOT** be allowed to compete at Regionals if they have not paid their regional fee!
  - Arrange for transportation
  - Get Participant Code of Conduct Forms from all participants
  - Get any other paperwork needed by school (ie permission slips, etc.)
February

- Nominations for Advisor of the Year are due February 15
- **IMPORTANT** - Turn in a Direct to State Conference online form by February 15 to the State Office for all students who are competing at States but did not have a regional contest
  - If your student competed at Regionals, then the regional contest coordinator will turn in the Regional Qualifiers Ranking Sheet

March

- Applications for State Officer Candidate are due March 8
- State Conference (SC)
  - Register students and advisors for SC by due date
    - Savings for registering by Early Registration deadline
  - Register for SC hotel by due date
    - Hotel registration opens first Monday in March
  - Pay for SC
    - Submit appropriate paperwork to school business office
    - Payments for SC registration and hotel registration are separate!
    - Fill out Request for Payment Deadline Extension if needed
  - Arrange for transportation
  - Get Participant Code of Conduct Forms from all participants
    - Turn in a copy of all the forms at States
  - Get any other paperwork needed by school (ie permission slips, etc.)
  - Have Parent Meeting to go over details
  - Have Student Meeting about schedule, dress, food, expectations, responsibilities (voting delegates need to know when and where, etc.)
  - At State Conference Check in –
• Have a plan –
  • One advisor Drop off code of conduct and pick up school packet
  • Other advisors organize students to take state leadership test upon arrival.

• National Leadership and Skills Conference (NLSC)
  □ Register students and advisors for NLSC by due date – there are two of them:
    • State Registration - Fill out the NLSC Registration Form and email only to the State Office
    • National Registration - Register online at http://www.skillsusa-register.org/Login.aspx
  □ Pay for NLSC by due dates
    • NLSC Registration – paid to State Office
    • Follow up with your business office to make sure everything is paid on time
  □ Get any other paperwork needed by school (ie permission slips, etc.)
  □ Have Parent Meeting to go over details
  □ Have Student Meeting about schedule, dress, food, expectations, responsibilities (voting delegates need to know when and where, etc.)