



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
 - Fill out the FLC Form and email to State Office
 - 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 Deadline Extension if needed
 - Arrange for transportation
 - Get Participant Code of Conduct Forms from all participants
 - Get any other paperwork needed by school (ie permission slips, etc.)

November

- Initial registration students and advisors as SkillsUSA members
 - Register members at <http://www.skillsusa-register.org/Login.aspx> by November 15
 - 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
 - Register members at <http://www.skillsusa-register.org/Login.aspx> by January 15
 - All students **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
- Applications for State Officer Candidate are due February 15
- **IMPORTANT** - Turn in a Direct to State Conference 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

- State Conference (SC)
 - Register students and advisors for SC by due date
 1. Fill out the SC Registration Form and submit via email only to the State Office
 1. Faxes will not be accepted!
 - 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!
 - Arrange for transportation
 - Get Participant Code of Conduct Forms from all participants
 - Send or fax a copy of all forms to the State Office or
 - 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 health forms and 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:
 1. State Registration - Fill out the NLSC Registration Form and email only to the State Office
Faxes will not be accepted!
 2. 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.)