



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
 - Register at <http://www.skillsusa-register.org/>
 - 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 (ie permission slips, etc.)

November

- Initial registration students and advisors as SkillsUSA members
 - Register members at <http://www.skillsusa-register.org/> 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/> by January 15
 - 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 State Director

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 1
- State Conference (SC)
 - Register students and advisors for SC by due date
 - Register at <http://www.skillsusa-register.org/>
 - 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 a Code of Conduct Forms from all participants
 - Make copies – each advisor should keep a copy with them at all times, and a copy will get turned into conference headquarters.

- 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.)

April

- At State Conference –
 - Have a plan –
 - One advisor will go to conference headquarters and drop off Code of Conduct forms and pick up registration packet
 - Other advisors check in a hotel front desk and 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.)