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 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 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
    - 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 at the 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](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.)