



## *Advisor Checklist for the State Conference*

- Complete Intent to Compete form
- Register student at for Membership by January 20 at <https://www.skillsusa-register.org/Login.aspx>
- Compete and qualify at Regional Competition
- Register for State Competition by annual deadline
- Make sure you and your contestants read the guidelines for each contest. They are posted on our website at <https://miskillsusa.org/competition-overview/contests/>
- Check the contest webpage weekly before the State Conference, to see if any changes affect you or your students
- Check and verify student Resumes, collect copies, and put in a folder
- Administer the Online Test(s) for your students during the posted online testing window.
- Handout any Field Trip Forms from your school that to be signed
- Collect signed Code of Conduct Forms from all students. Make copies so all advisors/chaperones have a copy. You will hand in the original when you arrive at the conference.
- Verify contestant dress codes for meetings, competition, and school guidelines
- Have students pack tools and supplies needed for contest (advisor to verify)
- Meet with students about schedule, dress, food, expectations, responsibilities (voting delegates need to know when and where.)
- Develop a communication plan with the students – How will you contact them? How will they contact you? Phone? Locations? Times? (Each advisor should chaperone no more than 10 students)
- Transportation details – review with students
- State Conference Check in – Have an arrival plan. Perhaps one advisor or chaperone handle unloading luggage and checking into the hotel, while another advisor heads to the conference headquarters on the second floor of the Amway to drop off the Code of Conduct forms and pick up school registration materials.
- Read the conference program – times, schedules and locations of all meetings, contests, activities, transportation, contact information for conference headquarters is in the program.



- Get to the sessions EARLY – Best seating goes fast. If you want to sit as a group (and you should) you need to plan to meet and come as a group. (CELL PHONES MUST HAVE RINGERS ON SILENT)
- Listen closely at the opening session for contest changes, locations, and times.
- Review transportation with students and last-minute contest preparation. Have a breakfast plan for students.
- FOLLOW CURFEW – Get the students in their own rooms – lights out and TV off!
- Plan to be early to contests. The buses will get you there on time if you plan the time.
- Students will need a lunch plan – some sites may not have lunch counters. Consider sending snacks in case lunch becomes a problem.
- ATTEND the ADVISORS MEETING – A lot of important business gets done and without being there you are out of the loop.
- Students will be releasing energy after the contests are done. Make sure they are supervised and controlled. In the past, we have sent students home in the middle of the night on Saturday that would have won medals on Sunday. The student will be disqualified if sent home for violation of the Code of Conduct.
- Make sure your students adhere to the dress code for sessions, contests, and casual time.
- You must stay for the entire award ceremony.
- You also need to check out of the hotel before the award ceremony.
- If you had students in any events that have materials to be returned (photography, etc.) be sure to stop in at the Awards Rooms to pick those up. We will not mail materials.
- Winners proceed to the Award Room after exiting the stage.
- If you have a first-place winner that cannot attend the National Conference, be sure to fill out a Qualifier Not Attending form for each contest (if you have multiple students), so we can give the second-place winner the opportunity to attend.
- The National Conference deadlines approach very quickly after the State Conference. Be sure to follow all the deadlines, and the registration process. The chapter information packet was with your State Conference registration materials, and posted on our website.