**SkillsUSA Washington**

**State Leadership &**

**Skills Conference**

****

**April 17-19, 2014**

**Tacoma, Washington**

**“Registration”**

**SkillsUSA Washington Leadership & Skills Conference**

Please check the appropriate boxes as you complete the registration process. This will insure proper registration of your chapter’s delegation at the State Conference. Registration deadlines will be strictly enforced.

**Action Due Date**

**Conference Invite:**

Received State Conference registration packet and Invitation List from March 11, 2014

SkillsUSA Washington.

**Hotel Reservations:**

Booked hotel reservations with the approved conference hotels. Have March 28, 2014

Submitted a rooming list to the hotel using the provided forms.

**Registration & Competitive Event Application:**

Submitted contest registrations in accordance with directions on March 28, 2014

Contestant Invitation List.

**NLSC Form 1:**

I have two copies of the NLSC Form 1 for each student. They have March 28, 2014

Been signed and will be brought to the conference. One will be turned

In at the check-in office. The other will be submitted at the Skills

Contest Site.

**Advisor Acknowledgement Form:**

Has been sent to: bruce.mcburney@skillsusawashington.org or mailed March 28, 2014

to: SkillsUSA Washington, P.O. Box 2698, Olympia, WA 98507. Forms/

Applications are enclosed in this packet.

**State Officer Candidate & Courtesy Corp Applications:**

Have been sent to: bruce.mcburney@skillsusawashington.org or March 28, 2014

Mailed to: SkillsUSA Washington, P.O. Box 2698, Olympia, WA 98507.

Applications are enclosed in packet.

**Registration Materials:**

I will pick-up my registration packet at conference check-in (Hotel April 17, 2014

 Murano Pavilion) April 17, 2014 between 12:00 & 3:00 PM.

**Resume Submission:**

Each contestant is required to submit a one page resume (bring extra April 17, 2014

copies for leadership contests). Submit resumes at Contest Orientations

at the Hotel Murano Pavilion by 6:30 PM on April 17th.

**National SkillsUSA Leadership & Skills Conference**

**Registration Deadline:** May 2, 2014

The NLSC “Intent to Attend Form” and information packet will be given to

Contestants immediately following the announcement of medalists.

**“TENTATIVE”**

**SkillsUSA Washington**

**Leadership & Skills Conference**

**“Soar with your Strengths”**

**April 17-19, 2014**

**Tacoma, Washington**

**Thursday, April 17th**

12:00 - 3:00 PM Conference Check-In Hotel Murano Pavilion

3:15 - 5:00 PM **Opening Session** Hotel Murano Pavilion

5:00 – 5:30 PM Leadership Contest Orientations Hotel Murano & Pavilion

5:45 – 6:30 PM Technical Contest Orientations Hotel Murano

7:00 – 9:00 PM Conference Check-In Reopens Hotel Murano Pavilion

7:00 – 10:00 PM Professional Testing Hotel Murano

 11:30 PM Curfew

**Friday, April 18th**

 7:00 AM Buses Depart for Technical Contests Hotel Murano

8:00 AM – 1:00 PM Technical Skills Contests See Contest Site Listing

12:00 – 2:00 PM Box Lunches Contest Sites

12:30 – 1:30 PM Leadership Judge Lunch & Orientation Hotel Murano

1:00 – 2:00 PM Set-up Chapter Displays & Bulletin Boards Hotel Murano

2:30 – 6:00 PM Leadership Contests Hotel Murano & Conv. Ctr.

2:00 – 3:00 PM Workshop #1 Hotel Murano & Conv. Ctr.

3:00 – 4:00 PM Workshop #2 Hotel Murano & Conv. Ctr.

4:00 – 5:00 PM Workshop #3 Hotel Murano & Conv. Ctr.

8:00 – 10:30 PM Friday Night Activity (Ice Cream Social Hotel Murano

 & Game Night)

 11:30 PM Curfew

**Saturday, April 19th**

7:00 – 9:00 AM Advisor Breakfast & Regional Meetings Marriott Hotel

7:30 – 8:30 AM Quiz Bowl Test Convention Center

8:00 – 11:00 AM Community Service Project Convention Center

9:00 – 10:30 AM Health Knowledge Bowl Convention Center

9:00 – 11:00 AM State Delegate Session Convention Center

9:00 AM – 12:00 PM Quiz Bowl Convention Center

9:00 – 10:00 AM Workshop # 4 Convention Center

10:00 – 11:00 AM Workshop # 5 Convention Center

1:00 – 3:00 PM **Closing Session & Awards Program** Convention Center

 3:00 PM Depart for Home



March 1, 2014

TO: SkillsUSA Washington Advisors

FROM: Bruce McBurney, Executive Director

RE: 2014 SkillsUSA Washington State Leadership & Skills Conference (SLSC)

**Please read this registration packet carefully. Changes take place annually. Do not rely on**

**previous experience for registration procedures. We are using new registration procedures this year, so pay careful attention to information in this document.**

SkillsUSA Washington members are invited to Tacoma, Washington this year for the annual State Leadership & Skills Conference. Your contest host this year is Bates Technical College and Clover Park Technical College.

*This letter contains information that all participants at the State Leadership & Skills Conference (SLSC) will need. Please follow the instructions and meet all deadlines! Your cooperation is appreciated.*

**Registration Deadline – March 28, 2014**

**NO EXCEPTIONS**

**REGISTRATION:**

Registration fee is $100 for all contestants, advisors and chaperones. Registration for Courtesy Corp and observers will be $60. **Make checks/purchase orders payable to SkillsUSA Washington. Purchase order or payment must be on file with the SkillsUSA Washington Office prior to picking up your schools contest materials at check-in.** **Registration fees are non-refundable.**

The registration fee includes conference contest materials, insurance, workshops, transportation, Friday night activities and Friday lunch. **Lodging, personal expenses and all other meals are your responsibility.**

**A new registration system will be incorporated this year. Instructions for its use will be attached to the State Conference Invitation List. We have separated from the previous Skills SOS Internet Registration System. This new process will incorporate all persons attending the State Conference (advisors, contestants, delegates, observers and chaperones).**

Conference registration packets will be available for advisors to pick-up at the Conference Check-In at the Murano Hotel Pavilion on Thursday, April 17 from 12:00 – 3:00 PM and from 7:00 – 9:00 PM. Students will not be allowed to pick-up conference materials or be in the check-in area. Registration materials will only be released upon acknowledgement of materials received: NLSC Form 1, Advisor Acknowledgement, Participant Verification and Contestant Resumes.

The registration form, your payment or purchase order and the Advisor’s Acknowledgement Form are to be postmarked by March 28, 2014, and must be sent to SkillsUSA Washington, P.O. Box 2698, Olympia, WA 98507. Upon completion of registration an invoice will be generated and sent to you for processing in your school district.

If your payment and your Advisor Acknowledgement form are not postmarked by March 28, we will assume your students will not be attending or competing and they will be dropped from the contestant list. Please notify bruce.mcburney@skillsusawashington.org or via phone at: (360) 923-1741 as soon as possible if you know a student is not going to compete.

**CONTESTANT RESUMES:**

All contestants must submit a typed one-page resume at the contest orientation on April 17. Resumes will be a part of each contestant’s final score for each of the contests that they are participating in. This is a completed score that will be added to each contest for each contestant. Students who do not submit a one-page typed resume will be deducted the points possible from the contests final score.

**HOTEL ACCOMODATIONS:**

SkillsUSA Washington will be using the following approved hotels **(these are the ONLY approved conference hotels).** All participants requiring lodging must stay at an approved conference hotel. All reservations must be made by contacting the hotel directly and are not complete until the hotel has received the provided rooming list. All reservations are subject to availability. Please be sure to get your purchase order completed in a timely manner so that you can bring a check with you to the conference or have the check mailed immediately following the conference. If you need further infor-mation regarding hotel accommodations, contact the SkillsUSA Washington Office.

Hotel Murano Courtyard by Marriott

1320 Broadway Plaza 1515 Commerce Street

Tacoma, WA 98402 Tacoma, WA 98402

(253) 238-8000 (253) 591-9100

Rate: $129.00 + Tax Rate: $129.00 + Tax

 

Both hotels are offering a flat rate of $129.00 + Tax for 1-4 occupants. Please note that this year a complimentary breakfast is not included in the rate.

**WASHINGTON STATE LEADERSHIP & SKILLS CONFERENCE (SLSC):**

Posted on the SkillsUSA Washington Website is the list of eligible contestants for the WSLSC called **“Washington State Leadership & Skills Conference Invitation List.”** Contestant eligibility is determined by the formula outlined in the SkillsUSA Washington Policies and Procedures guidelines. Contestants are listed by contest, region, name, and school. Should an eligible contestant withdraw from a contest, an alternate from that region will be chosen and allowed to compete. Alternates are listed for all contests, designated by the work “Alternate,” to assist in your conference registration. Alternates must be properly registered for the conference to compete if there is a “no show.” Please notify the SkillsUSA Washington office at (360) 923-1741 or bruce.mcburney@skillsusawashington.org before March 28, 2014 with any contest withdrawals.

Please refer to the 2013-2014 SkillsUSA Championships Technical Standards and its supplements for all contestant rules and details. Review these with your contestants prior to the SkillsUSA State Championships. If you need a copy of the Technical Standards, contact the SkillsUSA Washington State Office.

**LEADERSHIP CONTEST ANNOUNCEMENTS:**

Notebooks must be submitted between 7:00 & 9:00 PM Thursday, April 17 at the conference check-in room in the Hotel Murano Pavilion for those leadership contests requiring said notebooks. They will be evaluated by a panel of judges. Notebooks that have not completed 80% of the requirements will not be allowed to compete on Friday. Promotional Bulletin Boards & Chapter Displays are to be set-up in their designated room on Friday, April 18 between 1:00 & 2:00 PM. Chapter Displays, Promotional Bulletin Boards, and Notebooks must be picked up by 8:00 PM on Friday, April 18.

**LEADERSHIP/OCCUPATIONAL CONTESTANT TIMES:**

On April 17, once advisors receive their conference registration materials, it is their responsibility to sign up their Leadership contestants for their contest times. Contestant numbers and name badges will be provided in the registration materials. Each advisor/contestant is responsible for checking to be sure he/she is signed up for a contest time slot. The time slot sheets will be removed from the Pavilion foyer after 9:00 PM on April 17.

**DONATIONS & PRIZES:**

SkillsUSA Washington solicits prizes and donations for all contest areas. Local advisors and interested persons are encouraged to solicit prizes and donations for presentation to contestants at the Awards Program. Located on the website is the official SkillsUSA Sponsorship form. Please disburse to those who are interested in Sponsoring Ski8llsUSA Washington.

**SKILLSUSA WASHINGTON PROFESSIONAL TEST & REQUIRED ID:**

The SkillsUSA Washington Professional Test will be administered in the Hotel Murano from 7:00-10:00 PM on Thursday, April 17, 2014. The test “will not” be administered on-line this year. **All contestants and State Officer Candidates must take the SkillsUSA Professional Test.** The test will account for 5% of the total score in each of the Leadership competitions. PLEASE make sure your students understand that the test is not used as a tie-breaker, but is included in their overall score. For technical skill competitors, the professional test will be used as a tie-breaker. The test must be taken prior to competitions on April 18. The questions from the test are taken from the Leadership Handbook and PDP Levels 1 & 2, which can be purchased from National SkillsUSA.

All contestants must have proof of identity (**Picture ID**) to check-in for competition. . Suggested types are valid driver’s license, Washington State Identification Card, ASB card, or valid passport. ID will be required at contest sites before sign-in. Students not having two ID’s must have two SkillsUSA advisors verify their identity to the contest host. To avoid problems, please have your students arrange to bring their identification and carry it with them at all times.

**SkillsUSA Technical Skills Contest Written Tests**

Technical Skills Contests will have their written test during the contest unless otherwise stated during contest orientation. Please make sure your students are aware of this procedure.

**DELEGATE ASSEMBLIES & VOTING DELEGATES:**

Delegates from each SkillsUSA Chapter will meet between 9:00 & 11:00 AM on Saturday, April 19. At this meeting, State Officer Candidates will be introduced and campaign speeches given. State delegates will be discussing upcoming activities and constitutional amendments.

We will be electing state officers for next year’s State Officer Team on an open State Ballot. Each region is entitled to two officers on the State Officer Team (total of ten officers). All State Officer Candidate Application Forms, letters of recommendation and school transcripts are to be sent to the SkillsUSA Washington Office by March 28, 2014. The 2014-15 State Officer Application can be downloaded from the SkillsUSA Washington Website.

The number of voting delegates will be in the state program at conference. Please select your voting delegates prior to the conference and prepare them for participation in their State Delegate Meeting. Each chapter is allocated one delegate per eleven members or portion thereof with a maximum of six delegates. Voting delegates will be identified by a ribbon attached to their name badges. Submissions to the agenda for the State Delegate Session must be made in writing and sent to the State Director. Revisions or amendments to the State Constitution must be submitted to the SkillsUSA Washington State Office prior to the State Conference.

**NATIONAL LEADERSHIP CONFERENCE & SKILLSUSA CHAMPIONSHIPS:**

The SkillsUSA Conference will be held in Kansas City Missouri, June 23-27, 2014. Information will be available at the State Conference. All participants attending Nationals will need to be registered online by May 2, 2014 at [www.skillsusa.org](http://www.skillsusa.org). All inquiries should be directed to SkillsUSA Washington at: bruce.mcburney@skillsusawashington.org. This is SkillsUSA’s 50th Annual Conference and final conference in Kansas City. In 2015 we move to Louisville, Kentucky.

**DRESS CODE:**

Be sure to read the following dress code requirements. All students and advisors are to be in official dress or the specified option at opening session, delegate meetings, workshops and awards ceremony. Anyone not wearing the required dress will not be allowed entrance to the events listed above. **Please remember that we have allowed the SkillsUSA Washington Polo Shirts as Official Dress in Washington State only.** Shirts and other apparel may be purchased at the conference.

**Check the dress requirements for the specific contests so that your students will not be penalized for dress incorrectly.** Activity Night Dress Code: We are asking advisors to review the code of conduct and appropriate dress for activity night. Students dressed inappropriately will be asked to change.

**DRESS STANDARDS:**

Advisors and student members shall wear official SkillsUSA dress or the specified option at all business meetings, opening & closing sessions, delegate sessions and other public gatherings.

**Women (Students & Advisors)**

**Official Dress:** White blouse, SkillsUSA polo shirt, SkillsUSA blazer or Washington or National jacket/sweater; black skirt/slacks; black sheer or skin-tone seamless nylons; black dress flats or heels.

**Specified Option:** Those persons who do not possess official dress shall wear a solid color dress, skirt/slacks, and blouse or sweater, dress shoes or heels.

**Men (Students & Advisors)**

**Official Dress:** White shirts, SkillsUSA polo shirt, black solid tie, SkillsUSA blazer or Washington/ National jackets/sweater, black slacks, black socks, black dress shoes.

Unless otherwise specified, **ONLY** the approved attire will be worn at official functions.

Skills contest attire shall be worn at other functions.

Hats are not to be worn during an official meeting or with official dress.

Jeans, cutoffs, tank tops, inappropriate t-shirts or revealing clothing shall not be worn at SkillsUSA activities and will cause you to be turned away at the door.

The objective of the SkillsUSA dress standards is to project a sharp, professional image to business, industry, and the general public. Each advisor and student has a responsibility to project the best image possible.

**ADVISOR BREAKFAST MEETING:**

An Advisor Breakfast Meeting will be held on Saturday, April 19, at 7:00 AM in the Marriott Hotel. It is vital that all advisors attend this meeting as important association information will be discussed. Advisors who haves items for the agenda should contact SkillsUSA Washington at (360) 923-1741 or bruce.mcburney@skillsusawashington.org and add agenda items. Regional advisor meetings are scheduled in the same room right after the Advisor Meeting, and you should contact your Regional Coordinator to have regional items put on the agenda.

**STATE COURTESY CORP:**

Enclosed with this registration packet is an application form for those students interested in being a part of the SkillsUSA Washington State Courtesy Corp. The Courtesy Corp students will assist the state officers and the conference staff at the information booths, as runner for contests, workers in headquarters, etc. If you have students interested in the Courtesy Corp activity, please have them fill out the enclosed application and mail it to SkillsUSA Washington by March 28, 2014.

**ADVISOR OF THE YEAR NOMINATION:**

SkillsUSA Washington is now taking nominations for Advisor of the Year. If you know of an advisor that should be nominated to represent your region and possibly Washington State, please fill out the nomination form found at the SkillsUSA Washington Website: [www.skillsusawashington.org](http://www.skillsusawashington.org). Nominations can be submitted by students and/or advisors. Nominations are due by March28, 2014.

**ADVISOR ACKNOWLEDGEMENT FORM**

**THIS PAGE IS TO BE INITIALED IN EACH SPACE AFTER REVIEW, THEN SIGNED & RETURNED NO LATER THAN MARCH 28, 2014**

**\_\_\_\_\_\_ I understand that there will be no changes or refunds for changes made after March 28, 2014, to my registration.**

**\_\_\_\_\_\_** I understand that there is a $5 charge to my students, payable up front for any lost or misplaced name badge.

**\_\_\_\_\_\_** **I understand that if my student fails to pick up his/her medal(s) or prize(s) and wishes to receive them that the student will be responsible for shipping/handling charges associated with the items, payable prior to shipping.**

**\_\_\_\_\_\_** I understand my registration must be submitted by March 28, 2014.

**\_\_\_\_\_\_ I understand that the SkillsUSA Professional test accounts for 5% of the overall score per contest for leadership competitions and further understand that all Technical Skill Contest tests will be administered during the contest.**

**\_\_\_\_\_\_** I understand any grievances must be filed with the State Office within one (1) hour of the end of the contest. Grievances filed after that time will not be reviewed.

**\_\_\_\_\_\_ I understand tool lists will be posted on the website by March 21, 2014, and will not be sent to the individual schools. Lists will be updated on a regular basis as needed and updated by March 28, 2014.**

**\_\_\_\_\_\_** I hereby affirm I have read and explained “Code of Conduct” and “Dress Standards” with my students and that I will be notified if a student is not adhering to the standards.

**\_\_\_\_\_\_ My chapter members participating in the SkillsUSA Washington Leadership and Skills Conference agree to abide by the rules. I have had each student and the respective parent/guardian sign the consent form (NLSC Form 1), and I will bring TWO copies to the conference.**

**\_\_\_\_\_\_** As a role model/advisor, I agree to set a positive example for my students.

I further understand that as an advisor, I accept responsibility for the supervision of my students at all times.

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Advisor Signature Principal/Vocational Director Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name School Address School Phone

Please Note: Reference WAC 180-44-060

Teachers using habit forming drugs (without valid prescriptions) or use of alcoholic beverages on school premises or at school-sponsored activities off school premises shall constitute sufficient cause for dismissal or non-renewal of contract.

**Send to: SkillsUSA Washington, PO Box 2698, Olympia, WA 98507. Postmark Date: March 28, 2014**

**SkillsUSA STATE CONFERENCE**

**ADVISOR/CHAPERONE RESPONSIBILITIES**

1. Advisors are to make sure all students abide by the rules, practices, and procedures of the SkillsUSA organization.
2. Advisors will be informed and responsible for the activities and whereabouts of their students at all times.
3. Advisors shall stay at the designated hotel while attending the conference with students.
4. Advisors are not permitted in bars, night clubs, etc.
5. No alcohol or illegal drugs in any form shall be possessed by advisors at any time or under any circumstances.
6. Advisors shall be registered and shall attend the workshops, committee meetings, etc., unless specifically excused.
7. Curfew, as shown on the agenda, shall be absolutely enforced by each advisor.
8. There will be no smoking by advisors in the presence of students, during the general sessions, official business and banquets.
9. Advisors will conduct themselves in a professional manner and maintain a neat and well-groomed appearance.
10. Leaving the conference prior to the conclusion will only occur in case of emergency.
11. Rule infractions by any student(s), observed by advisors (regardless of program), shall be handled as if the student(s) were a part of that advisor’s program.
12. Anytime advisors are working with a student or students in a hotel room, the door must remain open.
13. Advisors should check the student rooms before check out.

**SkillsUSA Washington Conference Code of Conduct**

The sponsoring school district is responsible for the conduct, safety, welfare, and liabilities incurred by students attending SkillsUSA activities. The following are designed to protect the interests of all parties involved in SkillsUSA activities.

1. The term ”conference participant” shall mean any SkillsUSA student member and/or attendee at a state leadership conference or workshop.
2. Conference participants shall abide by rules, practices, and procedures of the Washington State Association of SkillsUSA at all times from the time they leave home until the time they return home.
3. Conference participants shall keep their adult advisors informed of their activities and whereabouts at all times.
4. Conference participants shall stay at the designated hotel, not with friends or relatives, while attending the conference; except that the participants from the host city may be assigned to their accommodations by their school district advisor.
5. Conference participants shall not use their own car(s) or ride in cars belonging to others during the conference unless authorized by their school district or advisor.
6. Only conference participants shall be in attendance at the conference and related program activities.
7. Conference participants are not permitted in bars, night clubs, etc.
8. No alcohol or illegal drugs in any form shall be possessed by conference participants at any time under any circumstances.
9. Conference participants shall respect and abide by the authority vested in the Executive Council, advisors and other authorized conference representatives.
10. All conference participants shall be registered and shall attend the workshop, contest, committee meetings, etc. for which they are registered, and shall attend all scheduled business sessions and other activities unless specifically excused by their director.
11. Curfew, as shown in the agenda, shall be absolutely enforced by each chapter’s advisor.
12. Conference participants will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor or room door is visibly open.
13. There will be no use of tobacco products during general sessions, official business sessions, or banquets.
14. Conference participants violating and ignoring any of the above rules may subject their entire delegation to being unseated, its candidates being disqualified, and any honors or offices being cancelled and withdrawn from members of the delegation, and the entire delegation being sent home. Rule infractions will be acted upon by the SkillsUSA Washington Board of Corporate Officers.
15. Conference participants will conduct themselves in a professional manner and maintain a neat and well-groomed appearance. The SkillsUSA Washington Board of Corporate Officers is empowered to request participants to conform to the high standard of SkillsUSA or remove themselves from the conference.
16. The cost of defacing any public or private property will be assumed by the participating individual(s) or associated chapter.

**SkillsUSA Washington**

**Hotel Reservations Request**

**Reservation Deadline – March 28, 2014**

**Fill Out Form Completely**

**Hotel:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone/Fax:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Arrival Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Departure Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hotel Murano Courtyard by Marriott**

**1320 Broadway Plaza 1515 Commerce Street**

**Tacoma, WA 98402 Tacoma, WA 98402**

**(253) 238-8000 (253) 591-9100**

**Rate: $129.00 + 13.5% Tax + $1.50 CB Fee Rate: $129.00 + 13.5% + $1.50 CB Fee**

**TOTAL DUE=**

**Room charge x no. of days x no. of nights x 13.5% tax + $1.50 =**

Form of Payment: Purchase Order # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cash or Check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Credit Card Exp. Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you want to share rooms with another school, please prearrange with that school. Forms from both schools must indicate the shared accommodations.

**Payment, Purchase Order, or Credit Card Number Must be attached to guarantee reservation.**

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|  | **Name** |  **M/F** | **Accommodations** |
| **Room 1** |  |  | **Single** |
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|  |  |  | **Double** |
|  |  |  |  |
| **Room 2** |  |  | **Single** |
|  |  |  |  |
|  |  |  | **Double** |
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| **Room 3** |  |  | **Single** |
|  |  |  |  |
|  |  |  | **Double** |
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|  | **Name** |  **M/F** | **Accommodations** |
| **Room 4** |  |  | **Single** |
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|  |  |  | **Double** |
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| **Room 5** |  |  | **Single** |
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| **Room 6** |  |  | **Single** |
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| **Room 12** |  |  | **Single** |
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| **Room 13** |  |  | **Single** |
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| **Room 14** |  |  | **Single** |
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**WELCOME!**

**Future Leaders Ahead**

**SkillsUSA Courtesy Corps 2014**

**What is Courtesy Corps?**

Volunteer students, like you, who come to the state leadership conference and help keep the conference running smoothly. This includes: setup and tear down of ceremonies, ushering at the ceremonies, helping with workshops, and helping with competitions.

**Why should I participate in Courtesy Corps?**

Courtesy Corps is a good opportunity to start your path into leadership or even to fine tune your leadership skills. Participating in the Courtesy Corps is also a good way to receive community service hours (which look great on college scholarship applications). You will also receive perks such as a reduced registration fee if not competing in a competition as well as special recognition for your hard work.

For more information, contact SkillsUSA Washington.

Office Phone: (360) 923-1741

bruce.mcburney@skillsusawashington.org

**Future Leaders Ahead!**

**SkillsUSA Courtesy Corps 2014**

I grant permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to participate in the State SkillsUSA Washington Conference as a Courtesy Corps participant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Parent or Guardian**

I recommend this applicant serve on the SkillsUSA Washington Courtesy Corps for the SkillsUSA Washington Leadership Conference.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of SkillsUSA Advisor**

I have read the requirements and duties of a SkillsUSA Washington Courtesy Corps member and believe myself to be qualified. I will abide by the rules set by SkillsUSA Washington governing my conduct.

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**Signature of Applicant Date**

Application should be forwarded and questions addressed to:

SkillsUSA Washington

Courtesy Corps Committee

P.O. Box 2698, Olympia, WA 98507

Phone: (360) 923-1741 Fax: (360) 698-9536

**Application for SkillsUSA Washington Courtesy Corps**

**Student Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: WA Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shirt Size: \_\_\_\_\_\_\_\_ (Small, Medium, Large or X-Large)

Why do you want to attend the SkillsUSA Washington Leadership & Skills Conference and serve as a Courtesy Corps member?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Number of years in SkillsUSA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you compete in any competitions at State and what are they (if any)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you attended a State Conference before: Yes \_\_\_\_ No \_\_\_\_**

**Qualifications for Courtesy Corps:**

1. Individuals must be willing to work and help create a successful conference.
2. Must receive signed recommendation and support from SkillsUSA advisor.
3. Individuals must complete the official application form for nomination and obtain the signatures of a parent or guardian and SkillsUSA advisor.
4. Must be available to participate throughout the duration of the conference.

**SkillsUSA Washington POLO Shirts**

SkillsUSA Polo Shirts and SkillsUSA Washington Polo Shirts are acceptable for dress at the state conference. However, if a student qualifies for National Competition, then only the SkillsUSA Polo Shirt will be acceptable for some contests. Official dress is always acceptable. If you have any questions concerning official dress, contact the SkillsUSA State Office at: (360) 923-1741.

SkillsUSA Washington Polo Shirts will be available for sale at the SkillsUSA Washington Store at the State Conference. Polo shirts are $20. Other items such as t-shirts, and pins, etc. will also be available. Be sure to check out the storel

**State Qualifiers:**

SkillsUSA Washington members who have qualified for state competition in technical, leadership or occupationally related contests will have their names posted on the SkillsUSA Washington website by March 7, 2014. The list will contain the names of the qualifiers in these contests. Please check the list very carefully for your student’s name. Register the student promptly for the State Conference by the postmark deadline of March 28, 2014. Registration information is being posted to the SkillsUSA Washington Website ([www.skillsusawashington.org](http://www.skillsusawashington.org)) and being made available through Regional Coordinators. There are two documents for registration (instructions & registration).

**Selection Process:**

Students were selected for competition at the state level based upon the formula in the SkillsUSA Washington Policies & Procedures. A new amendment to this rule allows for each region to take its top three placements before the weighting takes effect. In most skill contests, there will be 15-20 positions for contestants. The number of positions may vary in several contests due to equipment, work stations, and space. State competition is for the most qualified.

**Alternates:**

In the event a contestant on the enclosed list does not register for the conference by the deadline, alternates will be notified and given the option to compete in the state contest. Alternates designated by **Alternate** for all regions will be selected as cancellations occur in those regions. Only alternates will be allowed to compete if there is a cancellation. The alternate, however, must be properly registered.

**Contest Guidelines:**

Students may compete in competitions under the following guidelines.

***State:***

Students may compete in one technical skill contest, one individual leadership contest, one team leadership contest, one occupationally related contest and one team occupational contest. Students who fail to comply with this rule will automatically be removed from the contest(s) in question.

***National:***

Students may compete in only one contest. If they place first in two events at state, they will have to choose the national contest in which they want to compete.