  
April 4, 2015

TO: National Conference Attendees

FR: Terri Lufkin, Executive Director

RE: 2015 National Leadership & Skills Conference (NLSC)

The information in this document is important to everyone planning to attend the National SkillsUSA conference held in Louisville, Kentucky from June 22-26, 2015.

**Read carefully, and fill out all forms completely - ALL DEADLINES ARE FINAL!**

**DEADLINES**

**May 1, 2015 NLSC Registration & Personal & Liability Release Forms:** All registrations **must** be completed for everyone attending the SkillsUSA NLSC at:

[**www.skillsusa-register.org**](http://www.skillsusa-register.org)

**How to Pay: Purchase Orders** for SkillsUSA National Leadership and Skills Conference (NLSC) are due to the state office by 5/1. Make checks payable to:

SkillsUSA Washington

P.O. Box 2698

Olympia, WA 98507

Please fax to (360) 586.9321 or scan and email to tlufkin@comcast.net

***\*Registration fees do not go to National SkillsUSA.***

***\*Credit cards accepted with 3.75% fee. Call 360-904-8578 for details.***

Registration fees include competition registration, hotel and entrance to Kentucky Kingdom Thursday, June 25th. Students will have a pre-paid ticket to the zoo. You are responsible for all other expenses.

* + - **Students: $550 – 4 to a room**
    - **Advisors: $700 – 2 to a room**
    - **Advisor Single Room: $1,200 (Prior approval required-limited number).**

Please make sure you include all information. Liability Release Forms are required of **everyone** attending the NLSC, not just contestants. If an attendee is less than 18 years old, a parent or guardian must sign the forms. Once completed please forward a copy of the forms to [tlufkin@comcast.net](mailto:tlufkin@comcast.net) or fax the forms to 360.586.9321. It is recommended your students bring their insurance card and of a copy of the parent’s insurance card in case medical attention is required. SkillsUSA does not have this information. If you have questions, contact me at (360) 904-8578 or [tlufkin@comcast.net](mailto:tlufkin@comcast.net).

**WHERE DO I MAIL COPIES OF THE NLSC liability FORM 1 and PAYMENTS?**

SkillsUSA Washington

P.O. Box 2698

Olympia, WA 98507

Fax: (360) 586-9321 **or scan/email to tlufkin@comcast.net**

**June 5, 2015 SkillsUSAStore** orders should be placed soon. If you need clothing or equipment to meet National SkillsUSA requirements you should order it now to assure arrival prior to leaving for the NLSC. The order can be placed online at: [www.SkillsUSAStore.org](http://www.SkillsUSAStore.org).

**FREQUENTLY ASKED QUESTIONS AND INFORMATION**

**HOW MUCH WILL REGISITRATION COST IF I NEED TO ARRIVE EARLY?**

* Students arriving prior to June 21st pay an additional $45.00 per night
* Adults/Advisors arriving prior to June 21st pay an additional $120 per night for a single room or $60 if a double is shared with 2 adults/advisors.

**WHAT DOES THE PRICE INCLUDE?**

The price includes registration, fees and taxes, hotel accommodations, recreational activities and transportation to these events. **It does not include airfare or ground transportation in Louisville, any meals or incidentals you might incur on the trip.** SkillsUSA Washington will take care of hotel arrangements and submitting supplemental registration materials.

**WHERE WILL WASHINGTON BE STAYING?**

Baymont Inn – Airport South

6515 Signature Drive, Louisville, KY 40213

502-968-4100

<http://tinyurl.com/mbfa7ps>

**WHAT ARE THE ROOM ACCOMODATIONS?**

SkillsUSA allocates a set number of rooms we cannot modify or exceed. Each double room will have four (4) students in it. Each single room will have two (2) advisors in it. There are a limited number of rollaways available by request. If you would like to share a room with a particular advisor, please let me know. If you would like a single room (if available), the registration cost will be $1,400 instead of $700. You must contact me for approval and rooms are limited. Hotel has a breakfast and free wi-fi.

**WHEN WILL WE ARRIVE AND LEAVE?**

You will need to make travel arrangements to arrive in Louisville, Kentucky on either Sunday, June 21st, or Monday, June 22nd, 2015. Our first and **mandatory** meeting is **June 22nd at 6:30 PM.**  Please make sure your travel arrangements have you at the hotel by then. The return flight should be booked for any time on Saturday, June 28th, 2015.

**WHICH AIRPORT SHOULD I ARRIVE AT?**

You should book your flight into Louisville, Kentucky International (airport code SDF). American, US Airways, Delta, United and Southwest all have flights to Louisville. Louisville International Airport is located 10 minutes away from the city of Louisville, Kentucky.

**HOW WILL I GET AROUND LOUISVILLE?**

From the airport, you can either rent a car (adult chaperones only) or take the complimentary shuttle. Check out <http://skillsusa.org/events-training/washington-leadership-training-institute/car-rental/> for discounts on car rentals. The Baymont Inn is minutes from downtown and the Kentucky Fair and Exposition Center.

**CAN I WEAR MY SKILLSUSA WASHINGTON POLO AS OFFICIAL DRESS?**

**NO!** The SkillsUSA Washington Polo Shirt is **only** good as official dress at the local and state level. At the National Conference, you **must** follow the guidelines set forth as official dress. They are as follows:

**WOMEN:** Red SkillsUSA blazer or sweater, white business like blouse, which may or may not include a collar (collar may not extend onto the lapel of the blazer); black skirt or slacks; black shoes; and clear seamless hose.

**MEN:** Red SkillsUSA blazer, sweater, or windbreaker; white dress shirt; straight black tie; black trousers; black socks; and black or cordovan shoes.

Please note: VERY few contests will allow the **NATIONAL** SkillsUSA Polo as official dress – see the official contest technical standards to see if your contest qualifies. New Black Carhartt jackets are acceptable official dress. Names must be covered for competitions.

**OPENING & CLOSING CEREMONIES**

We need to portray a professional image to business, industry, education and government representatives attending the opening and awards sessions at the National Leadership and Skills Conference. Official SkillsUSA dress or proper business attire (as described previously) should be worn to the opening and awards ceremonies. It is critical that students who come on stage during these ceremonies for any reason be dressed in official SkillsUSA attire or in professional business attire. Students not wearing official dress or business attire **will not be allowed on stage.** Jeans, shorts, tee shirts, tank tops or tennis shoes are not allowed. This rule will be enforced and any awards earned will be presented back stage if the student is not dressed properly.

**GOJO SPONSORED COMMUNITY SERVICE PROJECT**

Students attending NLS have the opportunity to give back by donating their time for a community service project on Friday, June 26th. GOJO Industries, Inc. is sponsoring this opportunity for 300 volunteers. Registration will be provided between May 1- May 15th. All volunteers must be registered online. For questions, please contact Byekwaso Gilbert at bgilbert@skillsusa.org.

If you have questions, please give me a call.

We look forward to seeing you at Nationals.

**Terri Lufkin, Executive Director**

**SkillsUSA Washington**

**tlufkin@comcast.net**

**360-904-8578 (Cell/text)**