Guide for
SkillsUSA Texas Advisors

Updated April 15, 2019
Registration must be completed by May 4, 2019

Actual hotel reservations will be completed through the State Office and the housing bureau in Louisville. Making reservations through the hotel will create duplicate reservations. Once you have clicked on the “submit registration” button on the national web site an invoice will be created. If you don’t see hotel information you have not reserved a room for your conference stay.

All registration fees and hotel fees are included in these prices. Payment is due June 1, 2019.

Rates are as follows for SkillsUSA Texas at The Galt House, Louisville, KY

<table>
<thead>
<tr>
<th>Rooming Choice</th>
<th>5 Nights Arrive Monday Depart Saturday</th>
<th>Extra Hotel Nights per night for the room regardless how many you have in the room You should only add extra rooms to one person in the room.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$1252.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Double</td>
<td>$818.00</td>
<td>$196.00</td>
</tr>
<tr>
<td>Triple</td>
<td>$655.00</td>
<td>$196.00</td>
</tr>
<tr>
<td>Quad</td>
<td>$573.00</td>
<td>$196.00</td>
</tr>
<tr>
<td>Quint (If Available)</td>
<td>535.00</td>
<td>$196.00</td>
</tr>
<tr>
<td>Sext (If Available)</td>
<td>490.00</td>
<td>$196.00</td>
</tr>
</tbody>
</table>

This includes all registration fees and your hotel room. If you are staying more than five nights we can add that to your registration or you can call the hotel direct for those extra nights. State Registration fees include, one meal, state trading pins, state t-shirt, refreshments at State meeting on Monday evening, spirit items for opening session.

Parking is 18.00 per night for self parking, Valet parking is 28.00 per night both + 9.5% tax.

NLSC On-line registration

The information collected during this process is for the state and national office. The information gathered is necessary and required for registration. Advisor information may be made available to our business partners.

All participants must use the online registration at www.skillsusa-register.org. You need the information on the liability form to register your students. A hard copy of this form may be found on the national web page under conference tab.

Personal Liability and Medical Release Forms

1. Copy or download a copy of this form from the national registration site and send it home to be completed.
2. Have parents or guardians review, sign and send back to you. If the student has insurance please be sure that the student has an insurance card when they travel.
3. The information on the form must then be completed online by the advisor.

Register online at www.skillsusa-register.org
Make Check Payable to: SkillsUSA Texas
P O Box 1388
Mabank, TX 75147-1388

If you have questions call the state office at 800-444-2297 or 903-887-4013.
Email us at: janet@skillsusatx.org or amy@skillsusatx.org
2019 Condensed Agenda
(Tentative — Subject to Change)
Kentucky Exposition Center
Louisville, Ky.

Saturday, June 22
8 a.m.-9 a.m. Leverage, Activate and Engage Registration
9 a.m.-4 p.m. Leverage, Activate and Engage (This is a pre-conference activity and is not mandatory. You will register online when you register for NLSC conference. If you choose to attend you must arrive on Friday, June 21st to attend the Saturday morning session. Therefore, choose extra room nights for your stay)

Sunday, June 23
8:30 a.m.-4 p.m. Leverage, Activate and Engage

Monday, June 24
8:30 a.m.-3 p.m. Leverage, Activate and Engage
1 p.m.-6 p.m. SkillsUSA Store Grand Opening.

8:00 pm - 10:30 pm Texas Delegation Meeting - Galt House Hotel. Students must be in official dress for their competition.

Tuesday, June 25
7:30 a.m.-12 p.m. SkillsUSA Store
7:30 a.m.-5 p.m. National Officer Candidate Events
9 a.m.-12 p.m. TAG Tuesday (Delegates)
9 a.m.-4 p.m. Contestant Orientation Meetings
10 a.m.-5 p.m. SkillsUSA TECHSPO
10 a.m.-5 p.m. SkillsUSA Championships Open to Registered Attendees
10 a.m.-5 p.m. Display Event and Exhibit Setup/Notebook Check-in
7:00 pm Opening Ceremony
Wednesday, June 26

7:30 a.m.  International Degree Interviews
7:30 a.m.  Leadership Contestants Report to Contest Area
7:30 a.m.-5 p.m.  SkillsUSA Store
7:45 a.m.  Advisors Continental Breakfast
8 a.m.-5 p.m.  SkillsUSA Championships Open to the Public
8 a.m.-5 p.m.  SkillsUSA TECHSPO
8:30 a.m.-9:45 a.m.  A Call to Action: Advisors Session
9 a.m.-3 p.m.  Kentucky Blood Center Blood Drive (tentative)
9 a.m.-5 p.m.  Models of Excellence Interviews
9:30-11:30 a.m.  Delegate Kick-off Session — Middle School, High School and College/Postsecondary
10 a.m.-4 p.m.  SkillsUSA University
11:30 a.m.  Delegates: Lunch on Your Own — Middle School, High School and College/Postsecondary
12:45 p.m.  Delegate Business Meeting — Middle School, High School and College/Postsecondary
2:30 p.m.  SkillsUSA Corporate Meeting
3:45 p.m.-5:15 p.m.  Meet the Candidates Session — High School and College/Postsecondary
6 p.m.-9 p.m.  Models of Excellence Dinner
7 p.m.  Champions Night at Louisville Bats (President's Volunteer Service Award winners recognized)

Thursday, June 27

7:30 a.m.  Contestants Report to Contest Area
7:30 a.m.-4 p.m.  SkillsUSA Store
8 a.m.  Leadership Contests Finals
8 a.m.-5 p.m.  SkillsUSA Championships Open to the Public
8 a.m.-5 p.m.  SkillsUSA TECHSPO
9 a.m.-1 p.m.  All Delegates Tour the Competition Floor — Lunch on your own
9 a.m.-3 p.m.  Kentucky Blood Center Blood Drive
10 a.m.-4 p.m.  SkillsUSA University
1:30 p.m.  Delegate Business Meeting — High School and College/Postsecondary
4 p.m.  Meet the Candidates Session — College/Postsecondary
4:45 p.m.  Meet the Candidates Session — High School
5:30 p.m.  National Officer Candidate Vote — College/Postsecondary
6:30 p.m.  Primary Vote: Regional Vice Presidents (if needed) — High School
6 p.m.-7 p.m.  Chapters of Distinction Reception Registration
6 p.m.-10 p.m.  SkillsUSA Night at Kentucky Kingdom
7 p.m.-9 p.m.  Chapters of Distinction Celebration (no admittance once program begins)

Friday, June 28

7 a.m.-1:30 p.m.  Community Service Project
8 a.m.  SkillsUSA Championships Move-out
9 a.m.  State SkillsUSA Directors Breakfast
9 a.m.-1 p.m.  SkillsUSA University
10 a.m.  State Directors Business Meeting
10 a.m.-3 p.m.  Meet the Employer
10 a.m.  Delegate Business Meeting — High School
10:30 a.m.-1:30 p.m.  ASTS Business Meeting and Teachers Luncheon
12:45 p.m.  Meet the Candidates Session — High School
2:15 p.m.  Final National Officer Candidate Vote — High School
5 p.m.  Awards Ceremony
2019 National Leadership and Skills Conference
What’s New?

Awards Ceremony Passes Sold Online
SkillsUSA Awards Ceremony pass sales are changing. The new procedure will be through the SkillsUSA website, and sales will begin June 3. Visit: https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/
Select the link for Awards Ceremony ticket sales.

The advance purchase will be $10 each, plus a service fee. A credit card is required for online purchase. Buyers will be required to either download the admission ticket, which contains a barcode, onto their smartphones, or print out a paper copy of the ticket(s) to be admitted to Friday evening’s awards at Freedom Hall. No on-site ticket sales will be available. The number of tickets for sale is limited due to seating availability at Freedom Hall. Buy early; once all seats are sold, ticket sales will cease. There will be parking fees at the entrance of the Kentucky Exposition Center (KEC). For more information on parking: https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/registration-and-logistics/parking/

Full Program Available on Conference App
A condensed version of the NLSC program will be included in the annual Awards and Recognition book. Books will be distributed as part of the registration appointment. In addition, there will be a PDF of the entire NLSC program available for attendees to print from the national conference website by June 1. The SkillsUSA National Leadership and Skills Conference official program and all the details will be available through the conference app — also available by June 3.
**Business Center**
There will be a SkillsUSA business center located in KEC South Wing Lobby B100 and open Tuesday-Friday, 8 a.m.-4 p.m. There will be fees associated to give access to photocopy service and for those who wish to have access to print from jump drives or the internet. There will be a 20-minute time limit per person.

**Champions Night with PVSA Recipients**
*Wednesday, June 27, 2019 — at Louisville Bats, Slugger Stadium*
This year's Champions Night will be a baseball game between the Louisville Bats and the Toledo Mud Hens. First pitch is at 7 p.m., but there will be several pregame activities that are devoted to SkillsUSA beginning at 6:30 p.m. The ticket is included with every paid registrant and will provide the following: admission to game, free baseball hat and $5 loaded value on the ticket good for any of the concession stands inside the stadium. The game ticket is good only for Wednesday, June 26. For stadium information, including weather policies, visit: https://www.milb.com/louisville/

Continuing a new tradition for Champions Night, recognition of our President’s Volunteer Service Award honorees will be included. Details will be shared with state SkillsUSA directors who have PVSA honorees registered to attend the conference.

**Meet the Employer Event Returns! New Location: South Wing C**
*Friday, June 28, 2019 — From 10 a.m.-3 p.m., SkillsUSA hosts Meet the Employer in East Hall of KEC. Over 50 employers from every sector will be on site to promote career opportunities with their companies. All NLSC attendees are invited to stop by to interact with eager potential employers. Students are required to bring copies of their resumes. Admission is free for NLSC attendees. More information can be found here: https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/meet-employer/
Contest Name Changes
Residential Systems Installation and Maintenance (Name Change — Internet of Things/Smart Home)

Demonstration Contests
Barbering
Collision Damage Appraisal
Cybersecurity
Maintenance and Light Repair — Automotive

Technology Demonstration Contest
EMT Tech

Text2Give Campaign
Leading up to and throughout NLSC, we will conduct a Text2Give campaign to benefit the SkillsUSA Hope Fund. Going forward, our individual giving focus will be to benefit this student scholarship fund. It will assist students in need with education related costs and/or emergency basic items to benefit students' ability to continue their education, as well as help chapters in need due to natural disaster. We will advertise the availability of scholarships to state SkillsUSA directors and advisors. Students will be eligible based on need and merit by referral of our state directors/advisors. The scholarship application will be available electronically and will not be advertised on our website.

Career Essentials Certified Teacher Training
Teachers have a first-time opportunity to attend a SkillsUSA University training track to become a Career Essentials Certified Teacher. Teachers will earn the certification by completing training segments on the topics of the SkillsUSA Framework, project-based learning, the SkillsUSA Career Essentials: Experiences courses and integrating the teaching of career readiness skills into a career and technical education classroom. Multiple sessions of each segment will be offered to accommodate the variety of schedules teachers may have, but teachers seeking certification will need to attend each of the sessions the establish this training track of SkillsUSA University.

Career Essentials Suite Booth
Come check out the new and updated SkillsUSA Career Essentials suite resources in our booth in the KEC North Wing Lobby. Stop by and try demonstration materials for the following project-based hybrid courses that will help your students develop their employability skills:

- Career Essentials: Experiences, exploratory course (ages 12-14)
- Career Essentials: Experiences, fundamental course (ages 14-16)
- Career Essentials: Experiences, advanced course (ages 17-19)
- Career Essentials: Experiences, adult learner course (ages 20+)
State Hotel: The Galt House

Other States at The Galt House:
- Alabama
- Florida
- Maine
- Maryland
- Massachusetts
- Michigan
- South Carolina

Louisville
The Galt House
The Galt House

Louisville
The Galt House

Louisville
Louisville Slugger Museum
Mohammad Ali Center
Louisville Bats
Louisville Trolley Map
Churchill Downs
Louisville Zoo
Hotel to KEC
Kentucky Exhibition Center

Louisville
State Association Housing Policy (Approved January 2010)
All SkillsUSA state associations must conduct housing arrangements for the annual National Leadership and Skills Conference through the SkillsUSA official housing bureau. This policy was effective at the 2010 SkillsUSA National Leadership and Skills Conference. Each state association will be required to sign a letter of agreement supporting this policy at the June meeting the same year of the lottery.

State Delegation Hotel Reservations
All reservations must be made through the SkillsUSA registration system at www.skillsusa-register.org by May 4, 2019.

Unless otherwise arranged directly with the hotel, all of your state’s room bills will be placed on one master folio in the name of your state association. Upon checkout, the state association director will pay for all charges with cash, check or credit card. Exceptions include, meals, room service, parking, Internet, in room movies. Parking fees are the responsibility of the school. Parking paid for online is for self parking only. If you do not add parking as part of your registration on-line you will be responsible for these charges along with any charges other than your room and tax for room.

Helpful information links for conference:

• Â Hotels: http://skillsusa.org/events-training/national-leadership-and-skills-conference/registration-and-logistics/hotel/

• Â Parking Info: http://skillsusa.org/events-training/national-leadership-and-skills-conference/registration-and-logistics/parking/
National House of Delegate Sessions

Overview
SkillsUSA is a student-run organization, whereby student members are charged with the responsibility of governing the affairs associated with the student constitution. States are entitled to student voting delegates to represent the views of their state association within the structure of the National House of Delegates. The number of voting delegates is in proportion to the state's membership.

There are two houses of national delegates: college/postsecondary and high school. Each National House of Delegates conducts business sessions during the SkillsUSA National Leadership and Skills Conference by implementing parliamentary procedure. Nearly 600 young adults who are geographically diverse and hold various leadership roles in their local SkillsUSA chapter, come together to conduct the business of SkillsUSA.

Duties and responsibilities of the National House of Delegates include:

- Enact bylaws, rules and regulations necessary for carrying out the affairs and activities of the organization
- Elect national officers of the organization
- Act upon items of business as requested by the National Executive Council and Board of Directors

National Voting Delegate Guide can be found on SkillsUSA website:
https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/delegate-sessions/

National Officer Candidate Application can be found on SkillsUSA website:
https://www.skillsusa.org/membership-resources/students/national-officer-selection-process/

National Officer Candidate Events — KEC South Wing
Tuesday, June 25, 2019
8 a.m.-8:30 a.m. National Officer Candidate Orientation Meeting — C205
8:45 a.m.-10 a.m. National Officer Candidate Written Exam — C205
10:15 a.m. Results of Written Exam — C205
10:45 a.m. Campaign Material Review for advancing candidates — C204
11 a.m. Interviews for advancing candidates — C205

Delegate Events — KEC South Wing
Wednesday, June 26, 2019
9:30 a.m.-11:30 a.m. Delegate Kick-off Session: MS, HS and C/PS to attend — C202/203
11:30 a.m. Lunch on your own — MS, HS and C/PS
12:45 p.m.-3:45 p.m. Delegate Business Meeting: MS — C205, HS — C202/203, C/PS — C201
3:45 p.m.-5:15 p.m. Meet the Candidates Session: HS — C204, C/PS — C201
Thursday, June 27, 2019
9 a.m.-1 p.m. Delegates Tour the Competition Floor: MS, HS and C/PS — Lunch on your own
1:30 p.m.-4 p.m. Delegate Business Meeting: C/PS — C201
1:30 p.m.-4:30 p.m. Delegate Business Meeting: HS — C202/203
4 p.m.-5:15 p.m. Meet the Candidates Session: C/PS — C201
4:45 p.m.-6:15 p.m. Meet the Candidates Session: HS — C204
5:30 p.m. National Officer Candidate Vote: C/PS — C205
6:30 p.m. Primary Vote, Regional Vice Presidents (if needed): HS — C205

Friday, June 28, 2019
10 a.m.-12:30 p.m. Delegate Business Meeting: HS — C202/203
12:45 p.m.-2 p.m. Meet the Candidates Session: HS — C204
2:15 p.m. Final National Officer Candidate Vote: HS — C205

Announcement of the 2019-2020 national officers will be made during the Awards Ceremony at Kentucky Exposition Center (KEC) Freedom Hall, Friday, June 28 beginning at 5 p.m. National officer candidates will be assigned specific seats on the floor or near the stage in Freedom Hall. Section and seat information TBD.

TAG Tuesday (the ultimate delegate training experience)
Delegate training gets ramped up a notch with TAG Tuesday. This training leads conference delegates on a quest to “Train, Act, Grow” (TAG) from their leadership experiences. It helps students engage more, give more and be better delegates for their state associations. There is no registration fee for attending TAG Tuesday, but preregistration is required. Register attendees on the national registration site.

TAG Tuesday, June 25, 2019/Crowne Plaza Hotel
- 9 a.m.-9:30 a.m. TAG Tuesday registration
- 9:30 a.m.-3 p.m. TAG Tuesday (middle school and high school schedule)
- 9:30 a.m.-4 p.m. TAG Tuesday (college/postsecondary schedule and high school students are encouraged to sign up for afternoon interviews as well)

Leadership training for middle school and high school delegates builds on servant leadership, member recruitment and creating an atmosphere of teamwork. Their day will conclude with a hands-on, experiential activity that will enhance their leadership abilities.

College/postsecondary delegates will have an opportunity to focus on skills to kick-start their careers: successful networking, marketing themselves, interviewing skills and creating personal and professional success. Training concludes with live interviews with business leaders who offer feedback on résumés and interviewing techniques. High school members who would like this experience may also sign up within the TAG registration system.
Activate, Leverage and Engage Conferences

**Activate** is a two-and-a-half-day leadership conference that will help SkillsUSA members find their “start button” through hands-on, high-energy and motivational programming. Activate is open to all SkillsUSA student leaders and focuses on developing the following framework skills: leadership, communication and teamwork.

Activate will be held June 22-24, 2019, at the Kentucky Exposition Center in Louisville, Ky. The cost of the Activate conference is $165 per participant. Register attendees on the national registration site.

**Leverage** is an intensive, two-and-a-half-day leadership experience open to SkillsUSA’s state officers and focuses on developing the following framework skills: leadership, professionalism and professional development. It provides state officers with high-energy leadership training that focuses on individual leadership skill development, building teams and communicating effectively. State officers will practice facilitation techniques that will take their skills to the next level at your Fall Leadership Conference. Count on Leverage to have a lasting impact on your state officer team.

Leverage will be held June 22-24, 2019, at the Kentucky Exposition Center in Louisville, Ky. The cost of the Leverage conference is $165 per participant. Register attendees on the national registration site.

**Engage** is a professional development training conference designed to help teachers better understand and use leadership development materials and interactive resources available through SkillsUSA. Teachers will help their chapters grow through the latest information and tools in classroom management, student motivation, employability, leadership development and teaching strategies. The two-and-one-half-day program is taught by experts within youth leadership development as well as by guest presenters.

Engage will be held June 22-24, 2019, at the Kentucky Exposition Center in Louisville, Ky. The cost of the Engage conference is $165 per participant. Register attendees on the national registration site.
<table>
<thead>
<tr>
<th>HOTEL</th>
<th>State Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC Marriott</td>
<td>Tennessee High School</td>
</tr>
<tr>
<td>Sure Stay Plus, Best Western (formerly LaQuinta)</td>
<td>Maine</td>
</tr>
<tr>
<td>Baymont AP South</td>
<td>Wyoming</td>
</tr>
<tr>
<td>Best Western Louisville East</td>
<td>Colorado</td>
</tr>
<tr>
<td>Breckinridge Inn</td>
<td>Mississippi</td>
</tr>
<tr>
<td>Brown Hotel</td>
<td>Pennsylvania</td>
</tr>
<tr>
<td>Radisson (formally Clarion)</td>
<td>Utah, Puerto Rico, Virgin Islands</td>
</tr>
<tr>
<td>Comfort Inn &amp; Suites AP/Expo (Phillips Lane)</td>
<td>Oregon, District of Columbia</td>
</tr>
<tr>
<td>Comfort Suites Paramount</td>
<td>Wisconsin College/PS, Washington College/PS</td>
</tr>
<tr>
<td>Courtyard Marriott AP</td>
<td>Wisconsin High School</td>
</tr>
<tr>
<td>Crowne Plaza</td>
<td>Iowa</td>
</tr>
<tr>
<td>Drury Inn and Suites (Blairwood)</td>
<td>Washington High School</td>
</tr>
<tr>
<td>Drury Northeast</td>
<td>Ohio</td>
</tr>
<tr>
<td>Embassy Suites Downtown</td>
<td>North Carolina Overflow</td>
</tr>
<tr>
<td>Fairfield Inn Downtown</td>
<td>Rhode Island, New Jersey Overflow</td>
</tr>
<tr>
<td>Four Points by Sheraton Airport</td>
<td>Tennessee College/PS</td>
</tr>
<tr>
<td>Galt House Hotel</td>
<td>Alabama, Arkansas, Maryland, Massachusetts, Michigan, South Carolina, Texas High School</td>
</tr>
<tr>
<td>Hampton Inn Airport</td>
<td>Nevada</td>
</tr>
<tr>
<td>Hampton Inn Clarksville</td>
<td>Kansas</td>
</tr>
<tr>
<td>Hampton Inn Downtown</td>
<td>Vermont, Montana</td>
</tr>
<tr>
<td>Hilton Garden Inn AP</td>
<td>Arizona</td>
</tr>
<tr>
<td>Hilton Garden Inn Downtown</td>
<td>West Virginia</td>
</tr>
<tr>
<td>Hilton Garden Inn North East</td>
<td>Ohio</td>
</tr>
<tr>
<td>Holiday Inn Airport Fair &amp; Expo</td>
<td>Idaho</td>
</tr>
<tr>
<td>Holiday Inn Express Downtown</td>
<td>Indiana</td>
</tr>
<tr>
<td>Holiday Inn Hurstbourne</td>
<td>Georgia College/PS</td>
</tr>
<tr>
<td>Holiday Inn Express Louisvile Airport &amp; Expo</td>
<td>Minnesota</td>
</tr>
<tr>
<td>Home2Suites Airport</td>
<td>Tennessee College/PS</td>
</tr>
<tr>
<td>Home2 Suites Nulu</td>
<td>Louisiana College/PS</td>
</tr>
<tr>
<td>Horseshoe Hotel</td>
<td>California</td>
</tr>
<tr>
<td>Hyatt</td>
<td>Nebraska, Missouri</td>
</tr>
<tr>
<td>Louisville Marriott East</td>
<td>Illinois</td>
</tr>
<tr>
<td>Marriott Downtown</td>
<td>Oklahoma, Virginia, Missouri Overflow</td>
</tr>
<tr>
<td>Omni Hotel</td>
<td>Florida, Georgia High School</td>
</tr>
<tr>
<td>Ramada Limited</td>
<td>Tennessee College/PS</td>
</tr>
<tr>
<td>Residence Inn AP</td>
<td>New Hampshire</td>
</tr>
<tr>
<td>Sheraton Riverside</td>
<td>Texas College/PS</td>
</tr>
<tr>
<td>Springhill Suites AP</td>
<td>Connecticut, South Dakota</td>
</tr>
<tr>
<td>Springhill Suites DT</td>
<td>New Jersey</td>
</tr>
<tr>
<td>The Seelbach Hilton</td>
<td>North Carolina</td>
</tr>
</tbody>
</table>
Accident Medical Insurance
For Registered Conference Participants

Accident medical insurance is included in the registration fee paid by all registered participants of the NLSC activities. This insurance is provided on an excess basis, which means the injured person’s primary insurance (i.e., health insurance, Medicare, etc.) must pay its portion first, and then any remaining balance may be submitted to this insurance for consideration.

This insurance will pay a benefit for loss due to an injury caused by a covered accident up to the maximum benefits allowed by the policy. *Any treatment resulting from illness is not provided by this insurance coverage.*

**How to File a Claim**
If you suffer an injury resulting from an accident during the dates of the NLSC, *it is your responsibility* to report the incident immediately to the SkillsUSA conference headquarters in KEC East Wing, Room E1. The SkillsUSA staff will provide you with a medical claim form, which, if practical, should accompany the injured to the treatment center for completion by the medical staff.

*Claims for injuries will only be considered if the completed medical claim form is submitted to and received by SkillsUSA within 30 days of the injury.* SkillsUSA will forward the claim to the insurance company for processing and review.

NOTE: Final approval of payment for submitted claims is determined by the insurance company and *not* by SkillsUSA. The first expense relating to the injury must be incurred within 60 days of the accident, and services for subsequent treatment, if needed, must be received *within one year* from the date of the accident. Expenses incurred after one year from the date of the accident are not covered, even if the service is a continuing one or one that was necessarily delayed beyond the one-year mark.

*Copies of itemized bills must accompany claim forms.*
Name Badges

a. Name badges must be worn to be admitted to any functions.
b. If a registrant loses his or her name badge, a replacement can be purchased for $10.
c. Please do not attach pins directly to name badges, as it interferes with the scanners being able to read the name badge.

Awards Ceremony Tickets, Opening Ceremony and Parking

a. Awards Ceremony Tickets. SkillsUSA Awards Ceremony ticket sales are sold online. For pricing information and the link to purchase, go to: https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/registration-and-logistics/faq/. Select the link for Award Ceremony ticket sales.

• Buyers will be required to either download the admission ticket, which contains a barcode, onto their smartphones, or print out a paper copy of the ticket(s) to be admitted to Friday evening's awards at Freedom Hall.
• On-site ticket sales will be available for purchase until seats are sold out. The number of tickets for sale is limited due to seating availability at Freedom Hall.
• Buy early; once all seats are sold, ticket sales will cease.

b. Opening Ceremony. Tickets are not sold for the Opening Ceremony. All attendees must pay the conference registration fee if attending the Opening Ceremony, as a name badge will be required to be admitted.

c. Parking. KEC parking information can be found at: https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/registration-and-logistics/parking/

Advisor/School Registration Instructions

Cut and paste the information in this section to communicate the registration process to your advisors/schools. NOTE: The following volunteer groups will register for the conference at: https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/registration-and-logistics/register/

• Alumni (with national office approval)
• Championships Management Team
• Conference Management Team
• Courtesy Corps
• Judges (registered with national office)
• National Education Team
• National Contest Technical Committee Members
• Support Tech (Setup Help)
• https://w3.smartreg.com/webreg/SKILLSUSA19/
Paid NLSC Participants — Register contestants, parents or anyone requiring a badge for entry to the opening session, competition floor, awards ceremony or bus transportation for your state online at: www.skillsusa-register.org/Login.aspx. Use your advisor login and password to enter site. Do not provide students or parents with website log-on information, as they should not be entering information. Only the advisor, school personnel or state director should be registering participants. Below is a short description of the registrant types.

Registrant Types

• **Contestant:** Any student competing in a contest. This includes interview contestants for American Spirit, Chapter Display, Promotional Bulletin Board, Occupational Health and Safety, and Outstanding Chapter.

• **Advisor:** Teachers accompanying any student; includes contestants and observers.

• **Observer:** A parent, student who is backup to a competitor, guest, model for Esthetics and Nail Care, or any other attendee who needs a badge for entrance into all the events — Opening Ceremony, competition floor, Awards Ceremony — and bus transportation with your state delegation.

• **Children 10 and under:** Free registration. NOTE: Tickets for amusement parks or any other event that does not include entrance with a badge is not included as part of the child’s free registration. Most items can be purchased separately at conference.

• **Models of Excellence:** Registrants who have achieved the highest honor of the Chapter Excellence Program and will be interviewing as Models of Excellence during NLSC. These chapters were notified that they qualified for this honor by the national headquarters’ Office of Education. Only register as a Model of Excellence if you were contacted by the SkillsUSA national headquarters.

c. **Register for Conference** — Log on to: www.skillsusa-register.org/Login.aspx. Click the Conference tab > “My Registrations” > Watch Video on far-right side or follow the Steps 1-2-3 at the top of the registration website. NOTE: The system will only accept conference registration for contestants if they have paid their membership dues and were registered as members by the March 1 national deadline.

• **Registrants from a Previous Conference:** If registering from a prior conference, use the “Look Up Previous Registration” button at the bottom of the screen and click the register button next to the name. NOTE: This feature will only work if all membership invoices are paid for your school.

• **Liability Form:** Once the name is registered; click the “FORM” button that is displayed to the left of the name and ensure all fields are completed. It is critical to provide accurate birth dates for contestants, onsite emergency contacts for all participants, and complete the special needs and food allergies sections if applicable. We recommend you print the Conference Registration Form and have the participant verify the information is accurate.

  o **blank Liability Form** can be printed ahead of time and given to the participant to fill out. Click the tab Conference > “Blank” > “NLSC1 Form.” The form should then be returned to the advisor or designated school person to enter the data on our website as mentioned above.

  o **Liability Consent** — Ensure that the Liability box on the bottom of the Conference Registration Form is checked. If someone requires medical attention, it is important that we have this information to provide medical attention in case of emergencies.
• **Models for Nail Care/Esthetics:** Register models as an observer. Models and assistants *should not* register as contestants.

• **Home Addresses:** You must provide a home address for contestants. Contest awards and corporate gifts are mailed to home addresses.

• **Emergency contact information is required for all participants.**

**Name Badges**

• Name badges must be worn to be admitted to any functions.

• If a registrant loses his or her name badge, a replacement can be purchased for $10.

• Please do not attach pins directly to name badges, as it interferes with the scanners being able to read the name badge.

**Drop and Refund Policy** — Schools are responsible for paying for all registrants that cancel after the registration deadline. Drops made after the deadline are not eligible for a refund/credit.

**Commonly Asked Questions and Answers**

• **How can I print a report of my NLSC registration?** Click “Conference” > “Export to Excel.” You may also select the following reports from the Conference tab: Fee Summary, Fees Per Program, Fee Details or Registration Summary.

• **Where do we send our money?** Money collected for all registration fees should be sent to the state SkillsUSA director. The national headquarters collects conference fees from the state association office. Payment instructions will print on the Fee Summary.

• **Why can’t I view all my school's participant records?** To view all records of your school participant(s), you must own them (you created the record). If you are responsible for registering everyone, we can give you “rights” to all the records. Please call your state SkillsUSA director to change user rights or call 800-355-8422.

• **Why can’t I get the record to save?** Example of problem: Look for red typed script of the problem. The system will tell you. Example: Birth date **Date of birth must be entered as:** MM/DD/YYYY (with a 4-digit year).

• **Why can’t I enter my participant in a contest?** To enter a contest, you must select the Registration Type > Contestant.

• **What is the Submit button?** This button is only used if your state is using the online system for invoicing. Your registration is complete upon adding the names to the conference registration website. To be sure, you can always click submit even if your state is not using the online invoicing. If you do not see an invoice created online after you submit contact your state association as they most like are using a different invoicing method.

• **Who do I call regarding my state delegation costs, registration, hotel and transportation questions?** These calls should be directed to your state SkillsUSA director. For contact information, please view paperwork provided to you by your state director or go to: [www.skillsusa.org/about/state-directors/](http://www.skillsusa.org/about/state-directors/)

• **What is the deadline to register for the conference?** Your state SkillsUSA director will provide information for registration deadlines.
Exceptions to the March 1 Deadline

Policy of the SkillsUSA Board of Directors
The following is a statement of policy related to the March 1 policy and procedure for exceptions that will be considered by the national director of education and/or board of directors.

1. The March 1 deadline date will remain in effect. The March 1 policy is as follows:

   Contestants, candidates and voting delegates, in order to participate in the National Leadership and Skills Conference including SkillsUSA Championships, must be active members of SkillsUSA whose dues have been received in the SkillsUSA national headquarters by midnight of March 1.

2. If an active member has paid dues but, through no fault of his/her own, the dues were not received in the SkillsUSA national headquarters prior to March 1, then an exception may be granted when his/her membership is verified by the following procedure:

   Step 1: Provide an official school receipt showing national dues paid, date paid, signature of agent receiving dues, and the receipt number.
   Step 2: Provide chapter or section minutes, or some other documentation, verifying (a) attendance at chapter or section meetings; and (b) participation in local SkillsUSA activities in addition to attendance only.
   Step 3: Provide statement from persons (e.g., chapter advisor, local administrator, supervisor, etc.) related to the case explaining why errors occurred and if the situation can be avoided in the future.
   Step 4: Provide copy of rosters lost or missing, including additions, accompanied by the appropriate amount of dues to the SkillsUSA national headquarters.
   Step 5: Follow normal procedure for business coming to the SkillsUSA national headquarters. Local or state association business must be channeled through the state association director and/or state corporate member in writing and complying with announced due dates. Materials provided by local or state association must be accompanied by a letter from the state association director and/or state corporate member requesting desired action.

3. Extenuating circumstances considered not to be controllable by a member are:
   a. Clerical error by persons other than the involved active member (Forgetting or neglecting to submit membership by the March 1 deadline is not considered a clerical error.)
   b. Teacher strikes where schools were closed for extended lengths of time during February
   c. Extremely severe weather where schools are closed for extended lengths of time during February

4. The SkillsUSA Office of Education director may grant exceptions when all the above requirements verifying memberships have been documented properly and submitted to the national headquarters. This does not alter the present policy of a direct appeal to the board of directors from a state association director and/or state corporate member. Submit all requests to Pduncan@skillsusa.org who will verify all required documentation is provided and will collect and forward to the Office of Education director for consideration.
OFFICIAL CONTESTS = 99/TOTAL COMPETITIONS = 103

3D Visualization and Animation
Action Skills
Additive Manufacturing
Advertising Design
American Spirit
Architectural Drafting
Audio/Radio Production
Automated Manufacturing Technology
Automotive Refinishing Technology
Automotive Service Technology
Aviation Maintenance Technology
Barbering (Demonstration Contest)
Basic Health Care Skills (HS only)
Broadcast News Production
Building Maintenance
Cabinetmaking
Career Pathways Showcase
Carpentry
Chapter Business Procedure
Chapter Display
CNC Milling Specialist
CNC Technician
CNC Turning Specialist
Collision Damage Appraisal (Demonstration Contest)
Collision Repair Technology
Commercial Baking
Community Action Project
Community Service
Computer Programming
Cosmetology
Crime Scene Investigation
Criminal Justice
Culinary Arts
Customer Service
Cybersecurity (Demonstration Contest)
Dental Assisting
Diesel Equipment Technology
Digital Cinema Production
Early Childhood Education
Electrical Construction Wiring
Electronics Technology
Employment Application Process
Engineering Technology/Design
Entrepreneurship
Esthetics
Extemporaneous Speaking
Firefighting
First Aid/CPR
Graphic Communications
Graphics Imaging — Sublimation
Health Knowledge Bowl
Health Occupations Professional Portfolio
Heating, Ventilation, Air Conditioning and Refrigeration
Industrial Motor Control
Information Technology Services
Interactive Application and Video Game Development
Internetworking
Job Interview
Job Skill Demonstration A (Middle School)
Job Skill Demonstration Open (Middle School)
Maintenance and Light Repair (High School Only Demonstration Contest)
Major Appliance and Refrigeration Technology
Marine Service Technology
Masonry
Mechatronics
Medical Assisting
Medical Math
Medical Terminology
Mobile Electronics Installation
Mobile Robotics Technology
Motorcycle Service Technology
Nail Care
Nurse Assisting
Occupational Health and Safety
Opening and Closing Ceremonies (Middle School)
Outstanding Chapter (Middle School)
Photography
Pin Design (State Conference) (Middle School)
Plumbing
Power Equipment Technology
Practical Nursing
Prepared Speech
Principles of Engineering/Technology
Promotional Bulletin Board
Quiz Bowl
Related Technical Math
Residential Systems Installation and Maintenance (Name Change to: Internet of Things/Smart Home)
Restaurant Service
Robotics: Urban Search and Rescue (Middle School)
Robotics and Automation Technology
Screen Printing Technology
Sheet Metal
Team Engineering Challenge (Middle School only)
TeamWorks
Technical Computer Applications
Technical Drafting
Telecommunications Cabling
Television (Video) Production
T-shirt Design
Web Design
Welding
Welding Fabrication
Welding Sculpture

Previous (and current) Demonstration Contest:

Name change:

Middle School added:

New Demonstration Contest:

Rev. 1/22/19
SkillsUSA Publicity
For 2019 National Competitors and Delegates

Please photocopy this page, and download the sample news releases. Your efforts help gain positive public attention for SkillsUSA, schools, training programs and individual students.

Winners List and Winners Photos
SkillsUSA will post the list of SkillsUSA Championships winners on the SkillsUSA website on Friday, June 28, at 5 p.m. SkillsUSA will post winners photos on the website two weeks after the national conference. These are high-resolution and downloadable, taken both on stage and behind stage.

Individual Press Release (One Student)
A press release is a great way to keep students, teachers, administrators, parents and the media informed about the 2019 SkillsUSA National Leadership and Skills Conference (NLSC). Your trip to national conference will interest everyone who knows you. It also brings positive attention to your program and school. The sample SkillsUSA press release can be downloaded and personalized. Then, send the release to local newspapers and TV/radio stations a few weeks before your trip — especially if you are still raising funds to attend. Be sure to follow up to ensure it was received and to see if more information is needed.

Combined Press Release (Group of Students from Your School)
If several students from your school will be attending NLSC, develop one press release for the whole group. The sample SkillsUSA press release can be downloaded and personalized. Be sure to include all students who are competing, serving as voting delegates, receiving an individual honor, representing the school in the Models of Excellence program or running as candidates for national office. List all advisors or support staff who are attending, too.

Public Relations and Publicity During NLSC
SkillsUSA’s Office of Communications runs the Media Room at NLSC and conducts a major public-relations effort during conference. We invite consumer and business media to cover the SkillsUSA Championships. We also assist on-site journalists with credentials, meetings with contestants, contest tours or whatever else is needed. The SkillsUSA Media Kit is also posted online by June 1 to assist you with your media relations. Consult your conference program for the Media Room location. We are open to the public, so come by and say hello.

Media Relations Following NLSC
After NLSC, SkillsUSA emails press releases to hometown and state newspapers for SkillsUSA Championships winners, Skill Point Certificate recipients and newly elected national officers. SkillsUSA generally gets a lot of national media attention from these releases, but your local public relations efforts will ensure that your students are recognized in your community.

When you return home, you should follow up on your local story, too. Prepare a final press release about your trip and send it — or better yet, bring it personally — to local editors. List any awards received by your students, or quotes from students on their experience. Photos of your group at conference will add interest and catch an editor’s eye. Or, invite local media to interview your winners and take their own photos.
Sending Press Releases via the SkillsUSA Advocacy Site
If you don’t have emails or know your local media contacts, use the fill-in press release
template on the SkillsUSA advocacy web page. The template is editable, and you can send a
release to five media outlets at one time. Click on the appropriate heading, enter your ZIP
code, and follow the prompts to complete and send your press release.

SkillsUSA releases to customize and send through our website:
www.cqrcengage.com/skillsusa

Download sample SkillsUSA NLSC press releases

Download SkillsUSA NLSC press releases by trade area: www.skillsusa.org/events-
training/national-leadership-and-skills-conference/press-kit/

NLSC Community Service Project

On Friday, June 28, SkillsUSA will host a community service project. The project will involve
more than 400 volunteers at several projects throughout the Louisville area. Projects may be
assigned by specific needs and skill sets required.

Registration for the service project will once again be added to the conference management
system. We ask that state SkillsUSA directors not register students who serve as delegates or
who have contest debriefings on Friday morning. As a reminder, the list of Friday contest
debriefings will be posted on the conference management site.

Check for details in the Executive Update and on our website.
Managing Your Conference Delegation

Conduct
It is the responsibility of the state SkillsUSA director to ensure that each state registered conference attendee (student competitors, advisors, voting delegates, state officers and observers) is aware of the Code of Conduct, hotel courtesies, official SkillsUSA attire and conference program. It is also the responsibility of the state SkillsUSA director to ensure that all state registered conference attendees follow the rules established, attend all meetings and conduct themselves in a professional manner indicative of SkillsUSA standards.

The state SkillsUSA director should establish a plan for ensuring the proper conduct of his or her state’s registered conference attendees and assign advisors, or responsible adult chaperones, to monitor the involvement of registered conference attendees during the conference, attendance at meetings and general conduct. This should include orientation meetings with the states registered conference attendees periodically during the conference, room checks, hotel monitors, emergency procedures, reporting system to the state SkillsUSA director and disciplinary action to be taken in case of misconduct.

SkillsUSA and its state associations have developed an excellent record of good conduct at national conferences over the years. This is primarily due to the enforcement of the Code of Conduct, the state SkillsUSA directors taking the important responsibility of orienting their state’s registered conference attendees and assisting other states as needed. This past record must be maintained, and the state SkillsUSA directors’ role in the conduct of the registered conference attendees is most important. If your state needs assistance in this area, the national staff is willing to discuss this with you to work out a plan.

If a member of your states registered conference attendees violates the Code of Conduct, the following procedures should be followed:

1. The violation should be reported to a member of the national staff.
2. Conference attendees violating the Code of Conduct will be referred to their state SkillsUSA director for appropriate action.
3. In the event the state SkillsUSA director requires assistance, a committee composed of national staff and the board of directors will recommend action.
4. A report of the situation and the action taken will be forwarded to the local school following the conference.

State associations will be directly responsible for the conduct of their registered conference attendees. The term “registered conference attendees” means any SkillsUSA member, including adults.
Airport Information
For more information on air travel and security, visit: www.tsa.gov/traveler-information/prohibited-items

Hotel Courtesies
SkillsUSA members have a nationwide reputation of high standards to uphold. Keep in mind it is our good reputation that enables you to take pride in your organization. The following is a list of hotel courtesies and suggestions to which your students should give serious consideration:

• Registered conference attendees should register properly in the hotel

• Registered conference attendees should tip the bellhop when he/she takes bags to rooms (about $1 per bag) and when he/she answers room service (15% of price).

• Registered conference attendees should tip for meals (15% of price).

• Registered conference attendees will not open hotel windows or throw objects out of the windows (an offense subject to police action).

• Registered conference attendees should also be considerate of other guests in the hotel.

• Registered conference attendees should consider the stay in their hotel room as being a guest in someone’s home and should conduct their behavior in the same manner. Keep the sleeping room neat and clean at all times.

• Registered conference attendees are expected to respect and obey hotel security procedures and safety regulations including fire alarms, cleared stairwells, security doors and lighting, and posted notices must be followed at all times.

• Code of Conduct and rules established by hotel must be followed at all times.

• Hotels may charge for any call from rooms, either to another room in the hotel or outside.
Hotel Safety
In addition to observing all hotel security and safety procedures, identify the nearest exit on the floor of both the hotel sleeping room and state meeting room. In the event of a hotel fire or emergency evacuation, hotel elevators will not operate. To obtain additional emergency information for state hotels, visit the following webpage:

The name of the county where the hotel is located is listed, and when available, the hotel emergency plans can be downloaded.

Dress Code
Registered conference attendees traveling as a group should remember they are representing SkillsUSA and forming a public impression of the organization. When traveling, registered conference attendees are not required to wear official SkillsUSA attire, but they are encouraged to wear clothing with the SkillsUSA logo — for example, an embroidered polo shirt with khaki slacks.

At all times, whether traveling or during the conference, registered conference attendees’ overall appearance should be clean and neat. Their attire should be appropriate for the occasion. Contestants must follow the clothing requirements in the official technical standards for the contests. During formal events, such as the Opening and Awards ceremonies, official SkillsUSA attire or professional attire is required.

• Official SkillsUSA Attire
  Women: Red SkillsUSA blazer or black jacket, white blouse (collarless or small-collared), knee length black dress skirt or black dress slacks, black sheer (not opaque) or skin-tone seamless hose and black shoes
  Men: Red SkillsUSA blazer or black jacket, white dress shirt, solid black tie, black dress slacks, plain black socks and black dress shoes

• Opening and Awards Ceremonies Attire
  SkillsUSA official attire, professional attire or SkillsUSA Championships work clothing is required. The dress code for award winners will be strictly enforced. Photos of medalists and industry supporters are used in general, trade and SkillsUSA publications. It is important that all members demonstrate their professionalism by looking the part. Therefore the national Board of Directors has ruled that all contestants receiving medals at the ceremony must be dressed in official SkillsUSA attire* (see description directly above) or official SkillsUSA Championships work clothing. Winners who are dressed inappropriately will not be allowed on stage. Other attire, jeans, T-shirts, sneakers, boots and sandals are not allowed. Please leave behind any cameras, purses and hats
**Name Badges and Pins**

While SkillsUSA encourages registered conference attendees to develop their potential through association with individuals from all states, including the trading of state pins, we must be mindful to present ourselves as professionals especially when wearing official SkillsUSA attire. The following information should be used as the guide when wearing official SkillsUSA attire. For your information, pin towels are available for purchase in the SkillsUSA Alumni booth.

Name badges should be centered at the widest portion of right lapel of the red blazer. Conference pin, SkillsUSA emblem pin or President’s Volunteer Service Award (PVSA) pin should be centered ½ inch below the officer badge/pin.

Officer pins should be centered on the left lapel. The top of the pin aligns with widest portion of the lapel.

Any Statesman’s Award and Professional Development Program pins should be worn side-by-side and centered ¼ inch above the SkillsUSA blazer breast pocket. Only one Statesman’s Award and one Professional Development Program pin should be worn — those representing the highest degree attained.

---

**Opening and Awards Ceremony Seating**

All registered participants are expected to attend the Opening Ceremony and Awards Ceremony. The Opening Ceremony is open to registered participants only. Awards Ceremony passes for friends and family not registered for the conference are available beginning June 3 through a new procedure on the SkillsUSA website: 
https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/

Sign-language interpretation is provided in Freedom Hall during both ceremonies. Please consult your NLSC program for special seating for those needing sign-language interpretation.

State delegations have assigned seating during the Opening and Awards ceremonies. Assigned seating at Freedom Hall in Louisville will be made after registration is completed in May.
Special Items

Graphic Communications
The Graphic Arts Education and Research Foundation (GAERF®) will provide $250 travel stipends to Graphic Communications contestants (first-place high school and college/postsecondary) only. Recipients must be enrolled in or recently graduated from a related/relevant occupational training program and must compete in the national Graphic Communications contests. No preregistration is necessary, as participation in each contest will be determined by contest registration. A GAERF representative will present checks to the students during the contest orientation meeting.

Graphics Imaging — Sublimation/Screen Printing Technology
The Specialty Graphic Imaging Association (SGIA) will also provide a $250 travel stipend to the Graphics Imaging – Sublimation and Screen Printing Technology contestants (first-place high school and college/postsecondary). Recipients must be enrolled in or recently graduated from a related/relevant occupational training program and must compete in the national Graphics Imaging – Sublimation (GIS) and Screen Printing Technology (SP) contests. No preregistration is necessary, as participation in each contest will be determined by contest registration. A SGIA representative will present checks to the students during respective contest orientation meetings.

Student Leadership Development Scholarship — Activate and Leverage Training
Robert L. Flint, former Caterpillar executive and SkillsUSA board president (1998-99) provided funds to the SkillsUSA Foundation Inc. for this scholarship worth $1,300. The purpose of the scholarship is to provide support for top students who have insufficient chapter, school or community resources to participate in national-level SkillsUSA leadership training. It will help support expenses for SkillsUSA Activate and Leverage training held in Louisville over three days prior to NLSC, including registration, materials, meals, lodging and spending money. This amount also covers the cost for the student to remain in Louisville and experience the full week of the SkillsUSA National Leadership and Skills Conference. Transportation from home to the event and back is not included.

Only state SkillsUSA directors may submit applications for scholarship candidates. Each state association, including both high school and college/postsecondary associations in applicable states, may submit one application. The application is available on the state directors’ website.

Clothing Offers
As in years past, Carhartt Inc. will no longer be providing complimentary jackets to all SkillsUSA state and national officers and new state SkillsUSA directors. Sorry!

National Courtesy Corps
Students, instructors and alumni requesting to serve on the National Courtesy Corps (NCC) must be current SkillsUSA members. Each chapter sending students must also send an advisor who will assist with supervision of his/her students as well as serve as an NCC member. Courtesy Corps members will register online at the following website:
https://w3.smartreg.com/webreg/SKILLSUSA19/

All applicants under the age of 18 must have the approval of their parent or guardian. The NCC Registration, Personal and Liability Release Form 1 must be completed online as part of your registration.
SkillsUSA will accept applicants whose NCC Form 1 is received in the national headquarters by June 1. Upon receipt, an acknowledgement of approval and instructions will be sent to each applicant. National conference registration fees for the NCC are waived. In addition, meals and housing expenses are also provided. The only cost to NCC members is transportation to and from Louisville.

All NCC members will be housed at the University of Louisville. No participants will be allowed to stay in hotels with their state delegations.

NCC members are not allowed to compete, judge contests, run for office, participate in any state activities (during work hours), or perform any duties other than those assigned by the NCC Management Committee. NCC members will arrive on Saturday, June 22, for orientation. NCC members typically work eight-hour days beginning on Sunday, June 24, through the Awards Ceremony on Friday, June 28, and returning home Saturday, June 30, after breakfast. Finally, NCC members must agree to abide by the SkillsUSA Code of Conduct.

**State Pin Collection**

Along with the state pins requested by SkillsUSA’s alumni association, please provide an additional nine pins (the change is to include the middle school competitors) from each state association for pin sets to be given to the medal winners of the national Pin Design (State Conference) contest. Please identify this as a separate donation.
Special Needs Contestant Information

If you have registered a contestant who will require the assistance of another person at the orientation meeting and during the competition, please complete the information below and submit this form with the official contestant registration form. (Examples: a dyslexic student requiring a reader, a deaf student requiring a signer, etc.)

Please note we can provide sign language specialists, but not translators. If there is a language barrier, we will try and assist; however, the state association will have to bear the cost.

Fill out this form online

Note: Please specify medical needs such as diabetes, food allergies, wheelchair, etc.

The assistance for those with hearing impaired issues are for the orientations, beginning of the contest and or the debriefing. If they are needed for longer intervals for the entire day, we will work with state SkillsUSA directors on an individual basis.

We do not cover interpreters; if they are needed, we will come to an agreed arrangement.

Please complete the information requested and return this form by June 1 to:

SkillsUSA Championships
14001 SkillsUSA Way
Leesburg, VA 20176-5494
703-777-8999 (FAX) or email to: dworden@skillsusa.org