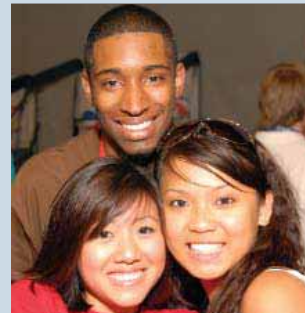


Alumni Guide

A guide for organizing
alumni activity at the local,
state or national levels

**SkillsUSA Alumni &
Friends Association**





The Alumni Coordinating Committee was organized in 1984 to oversee and promote the activities and contributions of the millions former SkillsUSA members. This group is directed and assisted by the SkillsUSA National Headquarters Staff. For questions about the alumni program, please contact any member of the Alumni Coordinating Committee, or call SkillsUSA at 703-777-8810 or e-mail anyinfo@skillsusa.org.

For a list of Coordinating Committee members and the latest SkillsUSA Alumni information, go to: www.skillsusa.org/supporters/alumni.shtml.

SkillsUSA
P.O. Box 3000
Leesburg, VA 20177-0300
Phone: 703-777-8810
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Alumni Guide

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About the SkillsUSA Alumni

SkillsUSA was organized in 1965 as the Vocational Industrial Clubs of America (VICA) to serve youth enrolled in career and technical programs nationwide. Since that time, membership has grown from a few thousand members to more than 300,000 members annually.

Through the years, former members organized and began contributing to SkillsUSA programs. In 1984, the Alumni Coordinating Committee was formally organized to oversee the activities and contributions of millions former SkillsUSA members. The Alumni program is managed by the SkillsUSA National Headquarters staff with guidance from the Alumni Coordinating Committee. This group of elected volunteers meets regularly to plan and carry out a variety of Alumni programs.

Although the names and faces have changed over the years, the Alumni has always maintained an ongoing effort to help identify key volunteers for state and national events. These volunteers are necessary to run many SkillsUSA activities, such as judging local, state or national contests, serving as members of contest technical committees, and speaking to various groups about SkillsUSA and how it benefits the individual. Alumni members enjoy helping the next generation of students prepare to enter the workforce, just as they were once helped.

To help develop an effective plan of action, this booklet answers many typical questions of potential Alumni members:

- Why would I want to be an Alumni member?
- What will I get out of participating?
- How much time do I have to invest?
- How are Alumni activities funded?
- How do I get an Alumni group started?
- Can an individual participate alone?
- How are alumni members recognized?

Mission and Purposes of the SkillsUSA Alumni Association

The SkillsUSA Alumni & Friends Association mission is as follows: To help promote the SkillsUSA in terms of time, talent, and financial resources at all levels (local, district, state and national).

The purposes of the SkillsUSA Alumni & Friends Association are:

- To provide leadership and support for the high school and college/postsecondary divisions of the SkillsUSA at the local, district, state, and national levels,
- To further the goals and purposes of SkillsUSA,
- To promote and create an esteem in education for trade, industrial, technical, and health occupations,
- To assist in the leadership, citizenship and character development of individual SkillsUSA members,
- To foster a deep respect for the dignity of work and provide recognition and prestige for trade, industrial, technical and health occupation,
- To encourage the pursuit of continuous education, consistent with the needs of the individual in his or her chosen occupation,
- To instill an interest in the democratic process and promote active involvement in democratic activities which affect our work, school, communities and the American way of life,
- To encourage financial and moral support to vocational education from the corporate and private sector.



Why Establish a Local SkillsUSA Alumni Chapter?

For Alumni members, becoming a local chapter supporter gives them the opportunity to renew acquaintances, to build networks with others in the working community, and to give back to SkillsUSA what the organization has given to them

Local Alumni can play an important role in helping instructors to maintain an active SkillsUSA chapter within their technical program. Managing a local chapter takes time and energy. Technical teachers are increasingly expected to meet a variety of state and national standards, integrate new technology and helps students meet challenging graduation requirements. These challenges can make it difficult to also run a quality SkillsUSA chapter. However, a little help from volunteers can make all the difference in the program, and provide students with the extra support they need to run a quality program of work.

Alumni can provide experience and expertise to the local SkillsUSA program. Roles can include serving as a local program advisory committee member, a job placement coordinator, a volunteer at local or state conferences, a contest judge, or as a guest speaker. Alumni are interested in helping because were once students in the same program. They know the challenges of organizing activities. Moreover, many Alumni have gained new insight from their own career experiences and are willing to share their knowledge, time and expertise with former instructors. It feels good to give back to your former program.

SkillsUSA Alumni members can also serve at the state or national level in a variety of roles. The level of involvement depends upon the individual and his or her interests.

SkillsUSA Alumni and the Youth Development Foundation

The Youth Development Foundation of SkillsUSA, Inc. (YDF) was incorporated in 1967 accept donations supporting the national mis-

sion—related activities of SkillsUSA. Today, all SkillsUSA Alumni & Friends Association funds are deposited in a restricted account with the Youth Development Foundation at the SkillsUSA National Headquarters.

Alumni Membership

The SkillsUSA Alumni & Friends Association is an organization of former active, collegiate and professional SkillsUSA members and friends of SkillsUSA affiliating with SkillsUSA, Inc., either through a chartered state association or through direct membership. Membership is currently more than 5,000 registered members. The classes of membership recognized by the SkillsUSA Alumni & Friends Association are:



- **Active Membership** – Former student or professional members at the high school or college/postsecondary level may register as Alumni members. There is no charge for membership, but it must be renewed each year. To join, complete a membership application online at: www.skillsusa.org/supporters/alumnijoin.shtml
- **Lifetime Membership** – Active registered members may join as a Lifetime Member for a one-time donation of \$150 per person. To download a Lifetime Membership form, go to: www.skillsusa.org/supporters/alumni.shtml
- **Honorary Life Membership** – Individuals who have made significant contributions to the development of SkillsUSA and technical education whose membership has been improved by the Alumni Coordinating Committee or by their state association. Honorary Life Membership does not require

the payment of dues. The official membership year runs September 1 through August 31. However, members may join at any time during the year, and membership is considered current until the same time next year. Each member receives an Alumni membership card and a decal window cling.

Where Do Alumni Funds Go?

Each local, district, and state association is responsible for setting its own Alumni dues.

At the national level, dues to the SkillsUSA Alumni & Friends Association, if they are charged, are set by two-thirds vote of the SkillsUSA Alumni Coordinating Committee. Currently, there is no charge for membership in the Alumni at the national level.

Because of this, any funds designated to the SkillsUSA Alumni & Friends Association are considered to be a donation. All funds are deposited with the treasurer of the Youth Development Foundation into the SkillsUSA Alumni fund, which is a restricted account within the Youth Development Foundation account.

Lifetime membership dues and financial contributions go toward providing scholarships, sponsoring programs at the national level, administration of the organization and any other project that the committee decides to support.

The Alumni Organization Structure

The structure of the SkillsUSA Alumni & Friends Association is as follows:



Alumni Coordinating Committee: Each of the five SkillsUSA regions has an official representative who is elected by active Alumni members within that region. These five representatives, together with an elected Alumni Executive Chair and an appointed Executive Secretary, make up the Alumni Coordinating Committee. This committee works with the national headquarters staff to direct the efforts of the Alumni Association and is responsible for reporting to the SkillsUSA staff and its Executive Director, as well as to the Board of Directors, as requested.

State Alumni Representatives: State associations may appoint or elect one or more persons to be in charge of all Alumni activities within the state. This person is responsible for recruiting Alumni members, maintaining lists of volunteers and coordinating Alumni activity at state events. The State Alumni Representative reports directly to the state association director, and to the Alumni Coordinating Committee. The State Alumni Representative may also serve as a key volunteer.

Regional Alumni Representatives: Larger states or those with a large number of Alumni members may decide to appoint regional or district Alumni representatives. These liaisons report to the state Alumni leader or to the state association director. Their role is to help recruit local Alumni members in their area, and coordinate volunteers for state events as needed.

Local Alumni Chapters: Any interested group of former SkillsUSA members can form chapters in their local communities and work to carry out goals and objectives that are consistent with the national organization.

Local Alumni Members: Any interested former SkillsUSA member can join the SkillsUSA and Friends Alumni Association.

How to Organize a Local SkillsUSA Alumni Chapter

Any group of former members may charter and form a local Alumni chapter. To do so, simply fill out a chapter roster and submit it to

SkillsUSA National Headquarters.

Local Alumni chapters are free to organize their own activities and to participate in local, state or national events as appropriate. Chapters may elect their own officers and set their own program of work for the year.

Starting a new SkillsUSA Alumni Chapter is not difficult. It does, however, take some planning and groundwork. Here are some recommended steps to establish a new local Alumni chapter:

- A former member or a current SkillsUSA chapter advisor contacts former or graduating SkillsUSA members to determine interest and gain support for a local Alumni association.
- The interested members form an organizing committee and elect a chairman to serve until the chapter is underway and a president is elected.
- The committee plans an organizational meeting and invites potential members to attend. They should publicize the meeting in the community paper or through other networks. If possible, they should also invite a current student or adult member to attend the meeting and provide testimony and an update on the local SkillsUSA program.
- A group representative can contact the national headquarters to request brochures, a DVD or other materials for the meeting.
- The organizing committee drafts a local Alumni constitution, following the suggested constitution and bylaws in this manual.
- At the organization meeting, the chairman calls the meeting to order, makes introductions and gives an overview of the goals and purposes of an Alumni group.
- If the interested members agree, the organizing committee presents the suggested chapter constitution. If there are suggestions for changes, the chairpersons may refer these to a volunteer constitutional committee for

alteration, and the meeting is adjourned or recessed until a time that the group can vote on the revised constitution.

- Once a chapter constitution is adopted, the chairperson calls for election of officers and leads the discussion of their duties and responsibilities. When chosen, the president-elect proceeds to conduct the election of the other officers.
- The chapter kicks off a membership drive in the local community.
- An assigned secretary and the president complete the Petition for Charter. The Petition for Charter, the Membership Roster, and any local or state dues are sent to the State SkillsUSA Director or designated State Alumni Chairman. Registered Alumni members names and contact information should be forwarded to the national headquarters to be added to the national Alumni database.
- The president appoints committees so the chapter can begin to plan for future projects. Committees might include Finance Committee, Project Committee, Leadership Committee, Human Resources Committee and Public Relations Committee.
- Appoint someone to secure any necessary equipment or materials for conducting meetings.
- Be sure to coordinate with the SkillsUSA state association director in order to be sure your work supports the state and meets its needs for time and talent at state events such as the Fall Leadership or Spring State Conference.

Suggested Local Alumni Chapter Committees

Each local Alumni group is independent and may organize and run a program of work as desired. However, the Alumni group is most helpful to the local active chapter when the committees are based upon the national SkillsUSA program of work.

By developing similar programs of work at the local and state levels, members are provided the opportunity for increased involvement at various levels throughout the national organization.

The Human Resources Committee is responsible for identifying prospective members to further the efforts of the SkillsUSA Alumni & Friends Association. The committee can also help identifying people to serve on local program advisory committees, giving assistance in job placement of SkillsUSA graduates in their industry, and so on.

Human Resource Committee Activities might include:

- Judging local contests
- Helping instructor with job placement
- Helping with community service projects
- Conducting membership campaigns
- Serving as local or state Alumni liaison
- Serving on a program advisory committee
- Assisting with state conference
- Visiting local chapters as a guest speaker
- Volunteering at SkillsUSA national conference
- Helping prepare students for competition
- Serving on Alumni Coordinating Committee

The Finance Committee is responsible for identifying and coordinating Alumni fundraising activities. The Finance Committee can recommend fund-raising activities to help meet the financial obligations of the local association. The committee should also work closely with the treasurer or finance chairman in assuring a sound budget for the association to work from. Activities might include telethons, raffles, draw-

ings, pin or shirt sales. Furthermore, the group might work with local SkillsUSA chapters to help raise funds for travel and activities.

Finance Committee Activities might include:

- Helping to raise funds for the local chapter
- Assisting with raffles or ticket sales
- Helping to sponsor travel for students
- Helping with car washes, rummage sales, etc.
- Helping to raise/pay local student dues
- Helping with concessions or special events

The Projects Committee is responsible for identifying and coordinating projects that enhance the SkillsUSA chapter. The Projects Committee can select activities that appropriately fall within reach of the group's budget. Projects might include providing scholarships for local SkillsUSA members; helping to run seminars and conferences, helping with publicity campaigns for SkillsUSA, conducting community service projects with the local chapter.

Project Committee Activities might include:

- Provide Scholarships for College
- Purchase Equipment
- Provide Chapter Materials
- Sponsor Awards Programs
- Provide Travel Scholarships
- Develop Training Materials
- Help Sponsor Students to Nationals

The Leadership Development

Committee is responsible for assisting the instructor in providing leadership development opportunities for SkillsUSA members. Some activities this committee might undertake are assisting in the training and installation of SkillsUSA officers, helping with the Professional Development Program; helping coordinate a local SkillsUSA Leadership Day or developing a



speakers bureau for potential presentations to the local chapter. Leadership Committee Activities might include:

- Help initiate new SkillsUSA members
- Assist with local officer election and installation
- Assist with local officer training
- Assist in selecting delegates for state conference
- Serve as a guest speaker
- Assist at state conference as needed

The Public Relations Committee is responsible for helping to publicize the activities of the local chapter. The Public Relations Committee can help write press releases or take photos at local events, call local reporters to suggest SkillsUSA news stories, help with grant writing, assist with outreach to local industry partners.

Public Relations Activities might include:

- Produce Local PSAs or program videos
- Create a local SkillsUSA chapter brochure
- Write press releases
- Take photos at community service events
- Provide chapter materials
- Help highlight contest winners in local media

Suggested Local Alumni Involvement

SkillsUSA local Alumni groups or individual members can support their former technical school program in many ways. It is best to set up a meeting with the school administrator or the instructor to determine needs, and then volunteer to help. Here are a few suggestions for local involvement:

- Stop by early in the year to talk about your career
- Help with the SkillsUSA membership campaign
- Be a guest speaker for a Career Day
- Come in to teach a technical update
- Help coach students for competition
- Serve as a local contest organizer or judge
- Register as a substitute teacher
- Become a full-time instructor in your trade

area

- Validate Professional Development Program (PDP) activity completion for students
- Help present PDP recognition or other awards
- Offer to mentor or tutor students
- Offer a job-shadowing experience
- Donate materials or equipment to the program
- Sponsor students for state or national travel
- Serve on the program advisory committee
- Help organize a Leadership Day or special event
- Help with end of year SkillsUSA Banquet

Suggested State Alumni Involvement

At the state level, SkillsUSA Alumni chapters or individual members can support their former state association in so many ways. It is best to set up a meeting with the state association director during the summer or early in the school year to determine needs, and then volunteer to help. Here are a few suggestions for state involvement:

- Volunteer as an office assistant to state director
- Assist state director during state conference
- Serve on a state organizational committee such as PR, transportation, general sessions or contests
- Serve as a contest technical committee member
- Serve as a contest judge
- Host a state-level event at your work site
- Serve as a workshop presenter
- Help manage state exhibits

National Alumni Activities

SkillsUSA Alumni chapters or individual members can support the national organization in many ways. Thousands of volunteers are needed for national conference, and there are a variety of roles. Contact national headquarters at 800-321-8422 in early spring to determine if help is needed at nationals (by March or April at the latest). Here are a few suggestions for national involvement:

- Run for Alumni Coordinating Committee
- Volunteer at national conference
- Work in the Alumni booth at nationals
- Serve on the VIP escort team
- Work on a special Alumni event at nationals
- Work in Alumni headquarters at nationals
- Help coordinate a meal function at nationals
- Help with membership recruitment effort
- Serve as an intern at national headquarters
- Be a guest speaker at an event

Alumni Recognition Awards

The SkillsUSA Alumni & Friends Association recognizes the efforts of those who individually contribute of their time, talent, or finances toward fulfilling the ongoing objectives of the Association. Service awards, certificates of service and other recognition are determined and awarded by the Alumni Coordinating Committee and national headquarters staff. Generally, these awards are presented during an event at the SkillsUSA National Leadership and Skills Conference. To nominate yourself or another person for an Alumni service award or other recognition, contact any Alumni Coordinating Committee member or the national headquarters staff.

Financial Contribution Recognition

Any individuals who contribute financially to the SkillsUSA Alumni Fund may be recognized by the Youth Development Foundation or by the



Alumni Coordinating Committee. Donations to the Alumni fund are always welcome and these are used to support the work of the national Alumni Association. To donate, use the Lifetime Membership or Donation Fund or contact the national headquarters.

SkillsUSA Alumni & Friends Merit Scholarships

The SkillsUSA Alumni & Friends Association offers two annual merit-based \$500 scholarships to qualifying students.

The scholarships recognize the qualities in SkillsUSA students for whom the SkillsUSA Alumni & Friends Association support, including leadership, commitment to community service, improving the image of career and technical education, and improving the image of his/her chosen occupation.

The official application and full details are available at: www.skillsusa.org/supporters/alumnischolar.shtml.

SkillsUSA Alumni & Friends Outstanding Chapter Contest Scholarships

The SkillsUSA Alumni & Friends Association annually awards school scholarships to the winners of the national Outstanding Chapter competition at the high school and college/postsecondary levels as follows:

- 1st place, \$ 250 to the winning school
- 2nd place, \$150 to the school
- 3rd place, \$100 to the school

SkillsUSA Alumni & Friends National Conference Fundraisers

The primary fund-raising of the SkillsUSA Alumni & Friends Association takes place during our annual SkillsUSA National Leadership and Skills Conference.

Fund-raisers may vary from year to year and are

determined by the Alumni Coordinating Committee.

Typical fundraisers include conference pin sales, sale of Alumni clothing or special items, the Alumni 5K Champions Race, sale of Harley-Davidson bike raffle tickets, and Alumni lifetime memberships. Any new Alumni fund-raising suggestions are always welcome and may be shared with any member of the Alumni Coordinating Committee or national headquarters staff.



APPENDIX

SkillsUSA Alumni & Friends Association Constitution and Bylaws

Duties and Responsibilities of Regional Representatives

Duties and Responsibilities of the Executive Chair

Alumni Annual Membership Form

Alumni Lifetime Membership or Donation Form

Alumni & Friends Merit Scholarship Application

Alumni Recruitment/Sign Up Flier

SkillsUSA Alumni Resources

Alumni Membership Promotional Flier

SkillsUSA Alumni & Friends Association Constitution and Bylaws

ARTICLE I - NAME, COLORS, EMBLEM and MOTTO

SECTION 1. The official name of this organization shall be the “SkillsUSA Alumni & Friends Association.”

SECTION 2. The colors and the emblem shall be the same as those adopted by SkillsUSA, Inc., and listed in the SkillsUSA Leadership Handbook.

SECTION 3. The motto of The Association will be: “SkillsUSA: The Journey Continues.”

ARTICLE II – MISSION

The mission of The Alumni & Friends Association shall be “to help promote SkillsUSA in terms of time, talent, and financial resources at all levels (local, district, state and national).”

ARTICLE III - PURPOSES

SECTION 1. Purposes of the Alumni & Friends Association:

To assist in the professional, leadership, citizenship and character development of individual Association members.

Service to our members:

- To provide a professional network for our members.
- To encourage the pursuit of continuous education, consistent with the needs of the individual in his or her chosen occupation.
- To instill an interest in the democratic process and promote active involvement in democratic activities which affect our employers, schools, communities and nation.
- To encourage financial, in-kind and moral support of the Association from individuals, corporations, foundations and civic leaders.
- To further the goals and purposes of the SkillsUSA organization.
- To conduct Alumni programs with fiscal responsibility and maintain a positive fund balance in the Alumni accounts.

Service to current SkillsUSA students:

- To provide role models and an Outstanding Career Achievement Award recipient to act as an inspiration for current SkillsUSA members.
- To provide leadership, mentoring and volunteer services for the secondary and college/postsecondary divisions of the SkillsUSA at local, district, state, and national levels.
- To provide volunteer support for the National Leadership and Skills Conference and the SkillsUSA Championships. To create and promote esteem within the education community for trade, industrial, technical, and health occupations
- To foster a deep respect for the dignity of work and provide recognition and prestige for trade, industrial, technical and health occupations students.

- To identify and publicize examples of alumni whose leadership, professional achievement and service to community can serve to inspire current SkillsUSA students.

ARTICLE IV - ORGANIZATION

SECTION 1. The Alumni & Friends Association is an organization of dues-paying former students, professional members and friends of SkillsUSA, Inc., affiliating with The Association through direct registration of membership.

SECTION 2. The administration and authority of the Alumni & Friends Association's affairs are to be vested in the Executive Director of SkillsUSA, Inc.

SECTION 3. In accordance with the policy of SkillsUSA, Inc., all chartering authority resides within the National SkillsUSA organization and SkillsUSA State Associations.

ARTICLE V - MEMBERSHIP

SECTION 1. The classes of membership recognized by the Association shall be:

- Annual Membership: Former students, educators and other friends of SkillsUSA, who meet the annual requirement for membership into The Alumni & Friends Association.
- Honorary Life Membership: Individuals who have made significant contributions to the development of the Association and career and technical education whose membership has been approved by the Alumni Coordinating Committee. Such membership shall not require the payment of annual dues.
- Lifetime memberships: Individuals may purchase a Lifetime Membership for a one-time fee of \$150 per person.

SECTION 2. Alumni & Friends Association membership shall be open to all eligible persons without regard to race, color, creed, sex or national origin.

ARTICLE VI - ALUMNI COORDINATING COMMITTEE

SECTION 1. The Alumni Coordinating Committee will comprise the following voting and ex officio members:

Voting Members:	Executive Chair Region I Representative Region II Representative Region III Representative Region IV Representative Region V Representative
Ex Officio Members:	SkillsUSA National Staff State SkillsUSA Directors' Representative to the Committee Executive Secretary

SECTION 2. The Alumni Coordinating Committee shall have a minimum of three (3) meetings per year.

SECTION 3. A quorum shall be defined as no less than four (4) Voting Members of the Coordinating Committee.

SECTION 4. The executive secretary shall be appointed by the executive chair and shall serve at the pleasure of the executive chair.

SECTION 5. In the event of a mid-term vacancy of any voting member of the Coordinating Committee, the remaining members will appoint a successor for the remainder of the affected term.

SECTION 6. A Coordinating Committee member may be removed for just cause by a unanimous vote of the remaining voting members of the Coordinating Committee.

ARTICLE VII - NOMINATION AND ELECTION TO THE COORDINATING COMMITTEE

SECTION 1. Nominations to the Alumni Coordinating Committee are to be submitted by each candidate, before April 15 of each appointment year, to the SkillsUSA National Headquarters.

SECTION 2. Appointments shall be for two (2) years. Regions I, III, V shall be appointed in odd-numbered years, while Regions II, IV and the Executive Chair shall be appointed in even-numbered years.

SECTION 3. The election of the Alumni Coordinating Committee shall be by the process described in Article IX.

SECTION 4. All ballots shall be tallied at the annual meeting.

SECTION 5. All nominees to the Alumni Coordinating Committee must have been an Annual, Lifetime or Honorary Life Member at least one year prior to the nomination.

SECTION 6. The election of the Executive Chair shall be open to all Annual, Lifetime and Honorary Life Members, whereas the five (5) regional representatives must reside within their region for which they are running. They will be elected by the majority of votes cast within their regions.

ARTICLE VIII - MEETINGS

SECTION 1. The Association shall hold an annual meeting to be determined by the Coordinating Committee.

SECTION 2. A special meeting of the Association may be called by the Executive Chair or by a quorum of the Coordinating Committee with a minimum of thirty (30) days written notice, given with the purpose of the meeting included in the notice.

ARTICLE IX - VOTING

SECTION 1. Only Annual and Lifetime members will be allowed to vote.

SECTION 2. Each region shall be entitled to one electoral vote for each 10 annual members up to 8 total (see chart on next page.)

Annual/Lifetime Members Votes

1-10	1
11-20	2
21-30	3
31-40	4
41-50	5
51-60	6
61-70	7
71-up	8

SECTION 3. All regional electoral votes shall reflect the simple majority of the popular vote within that region.

SECTION 4. The regional representative shall break ties of the popular vote within a region.

SECTION 5. All Annual and Lifetime members can vote only once by mail.

ARTICLE X - FINANCES

SECTION 1. The SkillsUSA National Office, in consultation with the Alumni Coordinating Committee, shall determine whether to charge dues for the Association's members.

SECTION 2. Each State Association will be responsible for setting its own Alumni dues.

SECTION 3. Those State Associations that collect dues for the state-level Association shall be responsible for the appropriate use of those funds within their state.

SECTION 4. All membership must be submitted to the Association by a membership application or letter requesting membership. All funds submitted to the Association shall be considered as a donation.

SECTION 5. All Association funds shall be deposited with the treasurer of the Youth Development Foundation.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the constitution and bylaws and any special rules of order the Association may adopt.

ARTICLE XII - AMENDMENTS TO THE CONSTITUTION AND BYLAWS

SECTION 1. The process described in Article IX, subject to the approval of the Executive Director of SkillsUSA, Inc, may amend the constitution and bylaws.

SECTION 2. Constitutional and Bylaw amendments must be submitted in writing at least 90 days prior to the Annual Meeting to the SkillsUSA national office for distribution to member states.



Alumni Coordinating Committee

Duties and Responsibilities of Regional Representatives

All Regional Representatives shall be expected to:

- Officially register as an Annual or Lifetime member of the SkillsUSA Alumni & Friends organization.
- Update State SkillsUSA Directors in your region on a quarterly basis, on or about September 1, December 1, March 1 and June 1.
- Contact State Alumni Liaisons in your region, at least quarterly.
- Implement a membership recruitment drive within your assigned region.
- Attend the SkillsUSA state conference within the state in which you reside
- Volunteer to attend or assist with SkillsUSA state conferences in other states within your region.
- Serve as a mentor for local or state Alumni members, officer candidates or recent graduates.
- Host or attend alumni meetings within your state or region.
- Attend all National Alumni Coordinating Committee meetings, as requested.
- Submit quarterly reports to the Alumni Coordinating Committee Executive Chair and Alumni Program Manager, as requested.
- Maintain a Calendar of SkillsUSA Events for states within your region.
- Help recruit qualified Alumni volunteers to support the SkillsUSA National Conference, as requested.
- Abide by the SkillsUSA Code of Conduct while participating in all official SkillsUSA activities at the local, state or national level.



Alumni Coordinating Committee

Duties and Responsibilities of the Executive Chair

The Executive Chair of the SkillsUSA Alumni Coordinating Committee shall be expected to:

- Officially register as an Annual or Lifetime member of the SkillsUSA Alumni & Friends organization.
- Coordinate and communicate with all regional representatives of the Alumni Coordinating Committee
- Coordinate and communicate with the SkillsUSA alumni program manager.
- Ensure that SkillsUSA State Association Directors within each region are updated on a quarterly basis, on or about September 1, December 1, March 1 and June 1.
- Plan and implement efforts to recruit new Alumni members nationwide, working with the Alumni Coordinating Committee and with the SkillsUSA alumni program manager.
- Attend the SkillsUSA state conference within the state in which you reside
- Volunteer to attend or assist with SkillsUSA state conferences in other states, as possible
- Serve as a mentor and point of contact for new Alumni Coordinating Committee members, and for any new alumni members who join the association.
- Host or attend any scheduled alumni meetings in the state where you reside.
- Work with alumni program manager to plan Alumni Coordinating Committee meetings.
- Work with the national staff and the Alumni Coordinating Committee to draft the goals of the alumni organization for the next fiscal year, for approval by the executive director.
- Work with the SkillsUSA Alumni program manager to maintain a national Calendar of Alumni Events and a detailed Report of Alumni Activity, and be prepared to report on progress at strategic planning sessions, board meetings or other meetings as necessary.
- Abide by the SkillsUSA Code of Conduct while participating in all official SkillsUSA activities at the local, state or national level.



Our Mission:

“To help promote SkillsUSA in terms of time, talent and financial resources at all levels — the local, district, state and national.”

Annual Membership

Want to continue being involved with SkillsUSA? Join the SkillsUSA Alumni and Friends Association and be a part of the grassroots network. Fill out this form and send it to SkillsUSA at the address below. Membership is free!

First and Last Name: _____

E-mail Address: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Home Telephone Number: (_____) _____ Cell: (_____) _____

Work Telephone Number: (_____) _____ Fax: (_____) _____

Current Occupation: _____

Job Title: _____

School You Attended: _____

Trade Area: _____

Chapter City: _____ Chapter State: _____

High School Graduation Year: _____ College/Postsecondary Graduation Year: _____

SkillsUSA (or VICA) Advisor’s Name: _____

What is your current relationship to SkillsUSA? (✓ [check] those that apply)

Instructor Student (HS) Student (C/PS) B&I Partner Friend Other

SkillsUSA Honors and Awards

SkillsUSA Offices Held: _____ Year: _____

Did you win a medal in a SkillsUSA competition? Yes No

If yes, what contest? _____

At what level? Local District Regional State National

Other awards: _____

Are you still involved in SkillsUSA activities? Yes No

Would you be interested in serving on a technical committee? Yes No

At what level? Local District Regional State National

Would you be interested in serving as a judge? Yes No

At what level? Local District Regional State National

Employability Skills

Have you completed any levels of the *Professional Development Program*? Yes No

If yes, what level did you complete? (1–5) _____

Have you completed the *Career Skills Education Program (CSEP)*? Yes No

Would you be willing to allow us to share your information with our business and industry partners? Yes No

Please mail completed form to:

SkillsUSA Alumni
14001 SkillsUSA Way
Leesburg, VA 20176

Phone: 703-777-8810
E-mail: anyinfo@skillsusa.org



Dear Alumnus:
*"To help promote SkillsUSA
 in terms of time, talent and
 financial resources at all
 levels — the local, district,
 state and national."*

Lifetime Membership or Donation

Want to continue being involved with SkillsUSA? Join the SkillsUSA Alumni and Friends Association and be a part of the generous network. Fill out this form and send it with your check to SkillsUSA at the address below.

First and Last Name: _____

E-mail Address: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Home Telephone Number: (_____) _____ Cell: (_____) _____

Work Telephone Number: (_____) _____ Fax: (_____) _____

Current Employer: _____

Job Title: _____

School You Attend: _____

Trade Area: _____

Chapter City: _____ Chapter State: _____

High School Graduation Year: _____ College/Postsecondary Graduation Year: _____

SkillsUSA (or VICA) Advisor's Name: _____

What is your current relationship to SkillsUSA? (check those that apply)

Instructor Student (HS) Student (C/PS) BSI Partner Friend Other

SkillsUSA Honors and Awards

SkillsUSA Office Held: _____ Year: _____

Did you win a medal in a SkillsUSA competition? Yes No

If yes, what medal? _____

At what level? Local District Regional State National

Other awards: _____

Are you still involved in SkillsUSA activities? Yes No

Would you be interested in serving on a technical committee? Yes No

At what level? Local District Regional State National

Would you be interested in serving on a judge? Yes No

At what level? Local District Regional State National

Employability Skills

Have you completed any levels of the Professional Development Program? Yes No

If yes, what level did you complete? (1-5) _____

Have you completed the Career Skills Education Program (CSEP)? Yes No

Would you be willing to share us to share your information with our business and industry partners? Yes No

Payment

Please check one:

Lifetime Member: \$150 (One-time Payment)

Donation Only: \$ _____ annual.
 [I do not wish to join at this time, but would like to make a contribution to the Alumni Fund.]

Please mail this form and your check payable to "Youth Development Foundation of SkillsUSA Inc." to:

ALUMNI FUND
 Youth Development Foundation of SkillsUSA Inc.
 P.O. Box 100532
 Atlanta, GA 30384-0532

Thanks for your support!

Accounting Use Only	
Date received	_____
Check No.	_____
Check amount	_____
Lifetime \$	_____



SkillsUSA Alumni & Friends Merit Scholarship

The SkillsUSA Alumni & Friends Association is offering two annual merit-based \$500 scholarships to qualifying students. The \$500 scholarships will recognize the unique qualities of SkillsUSA students including leadership, commitment to community service, improving the image of career and technical education, and improving the image of his/her chosen occupation.

The scholarship winners will be announced during the annual SkillsUSA National Leadership and Skills Conference in Kansas City in June.

The competition is open to all current SkillsUSA members who will be attending a college/postsecondary school in 2010-2011.

Scholarship applicants will be judged on the following criteria:

- Leadership within SkillsUSA at the local, state or national level
- Commitment to service to his or her community
- Contributions to improving the image of his or her chosen occupation and career and technical education.
- Answers to the three essay questions
- The nominee's progress through the *Professional Development Program (PDP)*

A Judging Committee will review the nominations and select the national winners. An award check will be made payable directly to the college/postsecondary school upon receipt of a copy of the student's tuition invoice for the 2010-2011 year.

Candidates can nominate themselves. All applications must include two letters of recommendation from any of the following individuals: instructors; SkillsUSA advisors; or State Association Director. Applications must be postmarked by **May 15, 2010**.

If you have questions, please contact SkillsUSA at 703-777-8810 or anyinfo@skillsusa.org.



Alumni Merit Scholarship Application

Applicant's Name _____

Home Address _____

City _____ State _____ Zip _____

Home Telephone Number (____) _____

Applicant's E-mail Address _____

Name of Applicant's Current School _____

Applicant's Occupational Training Program _____

Name of Applicant's SkillsUSA Advisor or Instructor _____

School Address _____

City _____ State _____ Zip _____

Advisor's Telephone Number (____) _____

Advisor's E-mail Address _____

Is this student a current SkillsUSA member? (membership will be verified) ____ Yes ____ No

What levels of PDP has this student completed? _____

Does this student presently intend to continue his/her education in a college/postsecondary school in the summer or fall of 2010? ____ Yes ____ No

To the SkillsUSA student applicant:

Please attach to this application on a separate paper your answer to each of the following questions. Answer each question separately. Have your SkillsUSA advisor/instructor sign and date the document.

1. How have you provided leadership to the SkillsUSA organization within your school or state?
2. In what ways have you promoted your chosen occupational specialty and/or career and technical education?
3. In what way have you enhanced the quality of life for fellow citizens in your community?

I hereby attest that all the information contained in this application form and its attachments is accurate and true to the best of my knowledge.

SkillsUSA Advisor/Instructor Signature

Date

Please return this completed form and attachments by **May 15, 2010** to: SkillsUSA Alumni Scholarship, SkillsUSA, 14001 SkillsUSA Way, Leesburg, VA 20176.

Sign-up today!
Free Membership



SkillsUSA Alumni and Friends Association

SkillsUSA Alumni & Friends Association mission is to help promote SkillsUSA in terms of time, talent and financial resources at all levels – local, district, state and national.

How to sign-up:

1. Visit; www.skillsusa.org
2. Go to the Supporter tab, Click on “**Alumni**”
3. Click on “**Get free membership in the SkillsUSA Alumni & Friends Association**”
4. Click on “**Alumni Registration Form**”
5. Click “**Submit**”

Alumni membership benefits:

- Downloadable membership card
- Quarterly Alumni e-mail newsletter
- Link to SkillsUSA Champions online magazine
- Online Alumni forum
- Opportunity to network with former SkillsUSA members
- Opportunity to participate in SkillsUSA conferences



SkillsUSA Alumni Resources

Each local or state alumni group should be aware of all SkillsUSA resources, educational materials and basic supplies. This will make it easy for your group to help support a variety of local, state or national activities.

SkillsUSA Online Resources

SkillsUSA offers free online resources to help instructors or volunteers manage SkillsUSA activities, plan meetings, train local officers and conduct fund-raising efforts. Visit the Chapter Management section at: www.skillsusa.org/educators/chapmanage.shtml.

Online Training on SkillsUSA

SkillsUSA offers free online training to help instructors or volunteers learn more about SkillsUSA and implement the program. Visit the SkillsUSA Advisor Essentials Training Library: www.championsforchange.org/changeinprogress.html

Alumni Coordinating Committee

For a list of Alumni Coordinating Committee members, go to: www.skillsusa.org/supporters/alumni.shtml.

Alumni Support

For help with alumni efforts, contact SkillsUSA at 703-777-8810 or e-mail anyinfo@skillsusa.org.

Educational Materials Catalog

SkillsUSA offers educational materials videos that support a well-rounded program in our SkillsUSA Educational Materials Catalog. Each alumni group should have the following as reference for running local activities. To request a catalog, call 800-321-8422, or shop online at www.skillsusa.org/store

SkillsUSA Leadership Handbook

Advisor's Success Kit (ASK) CD-ROM

SkillsUSA Championships Technical Standards

The Professional Development Program (PDP) Workbooks, Levels 1-4

SkillsUSA Champions magazine

SkillsUSA Supplies

The SkillsUSA Supply Service offers chapter supplies, SkillsUSA banners, American flag, SkillsUSA ceremonial emblems, a treasurer's book, a secretary's book and a SkillsUSA scrapbook. You can also order blazers or competition clothing from the catalog. Also included are award and recognition items, mugs, pens, T-shirts and SkillsUSA logo items. To order supplies or SkillsUSA clothing, call 800-401-1560 or shop online at: www.skillsusastore.org



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FAX: 703-777-8999
E-mail: anyinfo@skillsusa.org
www.skillsusa.org/supporters/alumni.shtml