



## **Eligibility Requirements**

Applicants must be current student/professional members during the school year preceding the National Leadership and Skills Conference. If you have not yet paid your SkillsUSA membership dues, please go to <http://www.skillsusa.org/downloads/PDF/memberkit/profmember.pdf> and download Form 28. To check for state dues, go to <http://www.skillsusa.org/downloads/PDF/memberkit/deadlines.pdf>. For questions or if you prefer to pay over the phone by credit card—MasterCard or VISA, please call 800-355-8422. Student members must have a school instructor/SkillsUSA advisor accompany them. This individual must also join the NCC and work alongside his/her student(s) in performing the duties of the NCC members. (It is preferred that the accompanying instructor/SkillsUSA advisor is from the same school as his/her student(s); however, the instructor/SkillsUSA advisor can be from any school within the state.)

## **Responsibilities**

- Must be registered and on site by 5 p.m. Wednesday afternoon.
- Maintain the National Courtesy Corps Headquarters and an Information Booth
- Assist with national officer interviews and delegate sessions
- Assist with special activities including the Opening Ceremony, Awards Ceremony, Ribbon-cutting Ceremony and other VIP events
- Assist with the set-up and tear-down of the SkillsUSA Championships
- Assist with the SkillsUSA Championships National Technical Committee needs
- Assist with preparing the stage and displaying medallions for the Awards Ceremony
- Assist with the collection and distribution of contest awards
- Assist with security, including name badge checks at all entries prior to the opening of the contest areas to the public, early entry of contestants on Monday and Tuesday and tool box check-in
- Work hours are typically 8 a.m. to 5 p.m. daily and two evenings during the week
- Members must request permission from the NCC management committee to spend time away from Park University (campus).

## **Benefits/Expenses**

- Conference registration fee is waived
- Sleeping rooms provided
- All meals beginning Wednesday night through the following Thursday morning
- Certificate of participation
- Pass to SkillsUSA night at Worlds of Fun Amusement Park or other event.
- T-shirts and polo shirts (contingent upon industry support)
- NCC members must pay for their own transportation to and from Kansas City; any parking expenses for those who drive; snacks; in-room movies; telephone calls; souvenirs; and, any other personal expenses.

## **Housing**

Sleeping rooms will be provided at Park University in nearby Parkville, Missouri. All participants must stay at this designated campus for NCC members every night during their stay. Room assignments are

determined by the NCC management committee. Generally, participants from the same school (gender considered) will be housed together. Accommodations may be two to four per room, depending on space availability. Instructors/advisors are assigned two per room. Married participants will be assigned a room together.

### **Dress Code/Personal Items**

All clothing must provide appropriate coverage that would be required in an actual job setting. Neat and clean jeans, khakis or Dockers-style pants or shorts (conservative length) may be worn. No skirts will be allowed. All participants will be given five T-shirts for daily wear and another shirt(s) for the opening and closing ceremonies (contingent upon industry support). The shirts are to be worn with black Dockers-style or black dress pants provided by the NCC member. Participants should wear comfortable shoes throughout their stay—no sandals, open weave, open toes or heels, or flip/flop style shoes will be allowed during work hours. No hats or baseball-style caps are allowed to be worn during work hours. It is recommended that participants bring a fanny pack or pocket wallet he/she can keep with them at all times—there is no secure place to leave purses and backpacks during work hours. Participants should wear a watch—not knowing the time will not be an acceptable excuse for being late or missing assignments/events. **Most importantly, make sure you bring either an original, current medical insurance card or a copy and keep it with you at all times during the National Leadership and Skills Conference.**

### **NCC Participants May NOT:**

- Compete in any SkillsUSA Championships contest
- Serve as a model or assistant for any SkillsUSA Championships contestant
- Serve as a judge for any SkillsUSA Championships contest
- Campaign or run for national office
- Participate in delegate sessions as a voting delegate
- Participate in the community service project(s) on Wednesday (unless assigned to assist by the NCC Management Committee)

### **NCC Participants MUST:**

- Be approved by his/her state association director
- Be current SkillsUSA members
- Agree to abide by the National Code of Conduct Agreement as stated on the back of the NCC Form 1
- Agree to the terms of the SkillsUSA Personal Liability and Medical Release Form guidelines as stated on the back of the NCC Form 1
- Agree to the Photography and Sound Release guidelines as stated on the back of the NCC Form 1
- Abide by the NCC curfew—11 p.m. to 6 a.m.

### **Registration/Deadline Date**

All applicants must complete the information requested and submit the SkillsUSA NLSC Form 1 by mail, email or fax to their state association director for his/her approval. To download the form, go to <https://www.smartreg.com/webreg/SKILLSUSA12/>. For the name and address of your state association director, go to <http://www.skillsusa.org/about/dir4.shtml>. All applicants under the age of 18 must have the approval of his/her parent or guardian. The appropriate box on the front of the NLSC Form 1 must be checked. SkillsUSA will accept the first **150** eligible applicants whose NLSC Form 1 is received in the national office by **May 15**. Upon receipt, an acknowledgement of approval and instructions will be sent to each applicant either electronically or hard copy by mail.