



SkillsUSA

CHAMPIONS
at WORK

2011-2012 Membership Kit

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SkillsUSA[®]
Champions at Work

WHY SHOULD YOUR STUDENTS JOIN SKILLSUSA?

"The changes that I see take place in students in the matter of one year. I see students who say they would never have spoken in front of 500 people ... or who say, 'I would have never had the opportunity to speak to my U.S. representative or senator, or compete against the best students in the country in my trade or travel out of the state' ... The opportunity that SkillsUSA gives students is amazing!"

**Brad Harris, CAD instructor,
Buckeye Hills Career Center, Rio Grande, Ohio**

What is SkillsUSA?

SkillsUSA is a national, nonprofit student organization serving more than 300,000 students enrolled in career and technical training programs at public high schools and colleges.

Our Membership

SkillsUSA has more than 17,000 school sections in 54 state and territorial associations. We served more than 300,000 members in 2010-11. More than 16,000 instructors and administrators join as professional members. Our students are known in their schools and communities as leaders and skilled professionals in training.

Why Should Your Students Participate?

SkillsUSA's programs provide opportunities to learn and practice leadership and employability skills. Students will learn to manage their time, communicate effectively and work as part of a team. SkillsUSA is also an effective classroom management tool where students learn to take on a leadership role. In addition, SkillsUSA can help you achieve many of the requirements called for by your state education agency or meet requirements for Perkins funding.

What Do Students Gain from Their SkillsUSA Participation?

When your students pay their SkillsUSA membership dues for the school year, they receive these opportunities:

- A chance to learn and practice employment skills and leadership skills that will result in greater confidence
- Opportunities to compete in the SkillsUSA Championships at the local, regional, state or national levels
- Opportunities for local, state or national scholarships and honors
- Job contacts and networking opportunities within the industry
- Recognition from peers, teachers and community leaders
- Opportunities to attend state or national leadership conferences
- Chances to travel, meet new people and develop meaningful friendships
- *SkillsUSA Champions* magazine four times a year

MEMBER BENEFITS

As members of SkillsUSA, students and teachers receive the following additional benefits:

Free Teacher Incentives

Register at least 20 student members plus one or more professionals by Nov. 15, 2011, and you will receive a brand new **SkillsUSA guide for improving chapter meetings**. (total value: \$15). Instructors who submit a roster with 100-percent membership plus one or more professionals will also receive a **SkillsUSA Program of Work calendar** (value: \$5.95).

Deadline: Your roster must be **submitted online** by Nov. 15, 2011, to receive these free items!

SkillsUSA Magazine Subscription

All SkillsUSA members receive a subscription to *SkillsUSA Champions*, the official magazine of our organization. Submit your roster by Nov. 15, 2011, to receive all four issues.

Scholarships and Opportunities

Please review the Educational Programs, Scholarships and Chapter Recognition Opportunities booklet in this kit for more than \$1 million in student scholarships. All student members can enter the National Conference Pin Design Contest. Any member of both the National Technical Honor Society and SkillsUSA can apply for a \$1,000 scholarship. All students or teachers who participate in community service are eligible to apply for the President's Volunteer Service Award. Many scholarships are offered for national winners of the SkillsUSA Championships, including some full college tuition awards.

Members Only Section of website

Visit the Members Only section of the SkillsUSA website to view information/offers for our members only.

Go to: www.skillsusa.org/members

Login ID: **skillsusa**

Password: **motivated**

Car Rental Discounts

SkillsUSA professional members are eligible for discounts from major car rental companies (see back of the professional membership card for details). Professional membership cards are mailed separately in the fall.

Other SkillsUSA Member Benefits and Programs

Be sure to review all materials and offers in this membership mailing, and check the website at www.skillsusa.org/join for additional member benefits and programs!

For the latest news and program updates, visit: www.skillsusa.org

To join the SkillsUSA Active Advisor email list, send a request to anyinfo@skillsusa.org

MEMBERSHIP ENROLLMENT INSTRUCTIONS



Before You Get Started

Online training videos are now available to help you navigate the SkillsUSA membership enrollment system.

Visit: www.skillsusa-register.org/TrainingVideos.htm

How to Join SkillsUSA

Register students and professional members quickly and easily on our website. Using online registration makes it easier to register for state or national conference later in the year. Should you need assistance, our membership staff is available to help. Call: 800-355-8422.

To register electronically, follow the steps on the Online Registration Flier in this Membership Kit.

1. Before you begin, obtain a purchase order number or a credit card (VISA, MasterCard or American Express). You may submit a check with your invoice.
2. Prepare your list of students and professional members.
3. Log in at www.skillsusa-register.org. Type in your email address and password, then go to the Membership tab. If you are a New User: click Create Login. Select your state, select your school, and enter your email address and password. Click Create Login.

Once logged in, please follow the instructions posted online for entering your membership. A membership registration PowerPoint presentation is on the login page.

New Chapter (school): If you are a new chapter and your school is not shown in the drop-down list of schools for your state, call national headquarters at 800-355-8422 or email Judy Garrison at jgarrison@skillsusa.org to request that your school be added to the database (provide advisor name, school name, address and phone number). Students may enter members into the database, but do not share your password with students.

Note: When finished entering your members, click the button that says **Submit to National Office**. This completes online registration and allows the national headquarters to download your membership into our national database.

Payment Requirement and Options

By submitting membership online, you are agreeing to pay the stated SkillsUSA membership fees. Student membership runs annually from September to August. Professional membership is for one year from date of registration. Services begin when membership is submitted.

If paying by check: please send a copy of your membership invoice (roster) with the check.

If using a purchase order: enter PO number in Payment Option box on the website. Then, submit your Purchase Order and a copy of your membership invoice (roster) to your school accounting office for payment. Please follow up to be sure your invoice is paid. Note: payments for all membership submitted should be received in order for your students to be eligible for district, state or national competitions or to serve as national voting delegates or national officer candidates. **After March 1, no purchase orders are accepted; all membership must be prepaid by credit card or check.**

If paying by VISA, MasterCard or American Express: enter your credit card information as requested. There is no need to mail anything to the national office. You can print a copy of your invoice from the registration site for your records.

Submitting the Roster

Membership payments are mailed to the SkillsUSA headquarters. After completing online registration, print a copy of your membership invoice (roster). Mail this with a check or money order to SkillsUSA. We will process the roster, begin member services and send dues to the state association.

- Record student dues as they are paid, and issue receipts
- Keep one copy of all materials for your records
- Include both state and national dues, and meet deadlines
- You may pay by credit card, check or money order
- If using a purchase order, submit the invoice to your school office for payment to SkillsUSA
- Make all checks payable to SkillsUSA
- Comply with all school financial policies

Mail a copy of your membership invoice and payment to:

SkillsUSA Inc.
Attn: Membership
14001 SkillsUSA Way
Leesburg, VA 20176-5494

National Dues and Deadlines

National Dues: \$8 per student; \$14 per professional

State Dues and Deadlines: See Pages 4–7

Full Membership Services Deadline: Nov. 15, 2011

Rosters submitted by Nov. 15 receive all member services for the 2011-12 school year, including four issues of *SkillsUSA Champions* magazine and free teacher items. Student membership runs from September to June each year.

National Membership Deadline: March 1, 2012

Rosters must be submitted by March 1 for students to be eligible for national competition.

You must meet both the state and national deadlines to compete at the state or national level.

STATE DUES AND DEADLINES

ONLINE REGISTRATION:

ALL states request local SkillsUSA chapters to join online at:

www.skillsusa-register.org

This allows you to view and update your membership at any time during the school year.

Std.—Student **Prof.**—Professional

ALABAMA

Myron Laurent 334-353-4522

Email: mlaurent@alsde.edu

	High School	College/PS
Std.	\$5.00	\$5.00
Prof.	\$5.00	\$5.00

State deadline: Feb. 15, 2012

ALASKA

Ray Jensen 907-355-4558

Email: rnj@mtaonline.net

	High School	College/PS
Std.	\$11.00	\$11.00
Prof.	\$10.00	\$10.00

State deadline: March 1, 2012

ARIZONA

Carrie O'Grady Wolf 602-542-5565

Email: carrie.ograde@azed.gov

	High School	College/PS
Std.	\$7.00	\$7.00
Prof.	\$7.00	\$7.00

State deadline: March 1, 2012

ARKANSAS

Jeremy Brevell 501-682-1271

Email: jeremy.brevell@arkansas.gov

	High School	College/PS
Std.	\$5.00	\$5.00
Prof.	\$5.00	\$5.00

State deadline: March 1, 2012

CALIFORNIA

Clay Mitchell 916-445-5568

Email: cmitchel@cde.ca.gov

	High School	College/PS
Std.	\$5.00	\$5.00
Prof.	\$5.00	\$5.00

State deadline: Feb. 17, 2012

COLORADO

Tony Raymond 720-858-2794

Email: tony.raymond@cccs.edu

	High School	College/PS
Std.	\$8.50	\$8.50
Prof.	\$8.50	\$8.50

State deadline: Feb. 3, 2012

CONNECTICUT

Heidi Balch 860-807-2138

Email: heidi.balch@ct.gov

	High School	College/PS
Std.	\$2.00	\$2.00
Prof.	\$2.00	\$2.00

State deadline: March 1, 2012

DELAWARE

Dale Derrickson 302-857-3320

Email: dderrickson@doe.k12.de.us

	High School	College/PS
Std.	\$.50	\$0
Prof.	\$0	\$0

State deadline: March 1, 2012

DISTRICT OF COLUMBIA

Ed Roebuck 202-741-5522

Email: ed.roebuck@dc.gov

	High School	College/PS
Std.	\$2.00	\$2.00
Prof.	\$2.00	\$2.00

State deadline: Feb. 14, 2012

FLORIDA

Tyler Kercher 850-284-8534

Email: tyler.kercher@gmail.com

	High School	College/PS
Std.	\$7.50	\$7.50
Prof.	\$7.50	\$7.50

State deadline: March 1, 2012

Students' home addresses required

GEORGIA HIGH SCHOOL

Gayle Silvey 770-914-6288

Email: gsilvey@skillsusageorgia.org

	High School	College/PS
Std.	\$6.00	\$6.00
Prof.	\$6.00	\$6.00

State deadline: March 1, 2012

GEORGIA COLLEGE/POSTSECONDARY

Cassie Palmer 404-679-1643

Email: cpalmer@tcsg.edu

	College/PS	College/PS
Std.	\$5.00	\$5.00
Prof.	\$5.00	\$5.00

State deadline: March 1, 2012

Students' home addresses required

GUAM

Barbara Leon Guerrero 671-735-5519

Email: barbara.leonguerrero@guamcc.edu

	High School	College/PS
Std.	\$5.00	\$5.00
Prof.	\$6.00	\$6.00

State deadline: Feb. 17, 2012

HAWAII

Gilbert Chun 808-203-5532

Email: gilbert.chun@notes.k12.hi.us

	High School	College/PS
Std.	\$4.00	\$4.00
Prof.	\$4.00	\$4.00

State deadline: Jan. 30, 2012

IDAHO

Irene Vogel 208-334-3216

Email: ivogel@pte.idaho.gov

	High School	College/PS
Std.	\$12.00	\$12.00
Prof.	\$8.00	\$8.00

State deadline: March 1, 2012

Students' home addresses required

ILLINOIS

Donald Bauc 708-479-8422

Email: ilskillsusa@aol.com

	High School	College/PS
Std.	\$8.00	\$8.00
Prof.	\$12.00	\$12.00

State deadline: Feb. 15, 2012

Students' home addresses required

INDIANA

Brenda Rosentreter 574-226-0728

Email: brenda.skillsusa@gmail.com

	High School	College/PS
Std.	\$7.00	\$7.00
Prof.	\$7.00	\$7.00

State deadline: Dec. 9, 2011

Students' home addresses required

IOWA

Dale Schumacher 515-979-0514

Email: iowaskillsusa1@aol.com

	High School	College/PS
Std.	\$7.50	\$7.50
Prof.	\$13.00	\$13.00

State deadline: March 1, 2012

KANSAS

Ann Wick 785-296-1067

Email: awick@ksde.org

	High School	College/PS
Std.	\$5.00	\$5.00
Prof.	\$5.00	\$5.00

State deadline: Feb. 1, 2012

Questions? If you have questions while completing your membership registration, call SkillsUSA at 800-355-8422, Monday to Friday from 8 a.m. to 5 p.m. Eastern time, or send an email to Susan Trent at strent@skillsusa.org.

KENTUCKY

Steve Phillippi 502-564-5059
Email: steve.phillippi@ky.gov

	High School	College/PS
Std.	\$5.00	\$5.00
Prof.	\$5.00	\$5.00

State deadline: Jan. 31, 2012

Students' home addresses required

LOUISIANA HIGH SCHOOL

Larry Rabalais 225-492-2249
Email: skillsusala@yahoo.com

Std.	\$7.50
Prof.	\$7.00

State deadline: March 1, 2012

Students' home addresses required

LOUISIANA COLLEGE/POSTSECONDARY

Jimmy Sawtelle 225-922-1412
Email: jsawtelle@lctcs.edu

State deadline: March 1, 2012

MAINE

Don Jalbert 207-795-4144 ext. 2305
Email: djalbert@lewistonpublicschools.org

	High School	College/PS
Std.	\$7.50	\$7.50
Prof.	\$7.50	\$7.50

State deadline: March 1, 2012

MARYLAND

Charles Wallace 410-767-8872
Email: cwallace@msde.state.md.us

	High School	College/PS
Std.	\$3.00	\$3.00
Prof.	\$3.00	\$3.00

State deadline: Jan. 31, 2012

MASSACHUSETTS

Karen Ward 508-230-1273
Email: kward@maskillsusa.org

	High School	College/PS
Std.	\$4.50	\$4.50
Prof.	\$2.00	\$2.00

State deadline: Feb. 15, 2012

MICHIGAN

Tammy Brown 734-487-3888
Email: tbrown51@emich.edu

	High School	College/PS
Std.	\$6.00	\$6.00
Prof.	\$6.00	\$6.00

State deadline: Jan. 15, 2012

**State Dues and Deadlines
 and State Conference Dates**
 For the latest information, go to:
www.skillsusa.org/about/dir4.shtml

MINNESOTA

Jennifer Polz 763-560-1932
Email: skillsusaminnesota@comcast.net

	High School	College/PS
Std.	\$6.00	\$6.00
Prof.	\$6.00	\$6.00

State deadline: Feb. 3, 2012

MISSISSIPPI

Barbara Varnell 601-576-5010
Email: bvarnell@mde.k12.ms.us

	High School	College/PS
Std.	\$5.00	\$5.00
Prof.	\$8.00	\$8.00

State deadline: Feb. 2, 2012

MISSOURI

Paul Light 573-751-4460
Email: paul.light@dese.mo.gov

	High School	College/PS
Std.	\$3.00	\$3.00
Prof.	\$3.00	\$3.00

State deadline: Feb. 1, 2012

MONTANA

Don Michalsky 406-444-4452
Email: dmichalsky@mt.gov

	High School	College/PS
Std.	\$5.50	\$6.00
Prof.	\$5.50	\$6.00

State deadline: March 1, 2012

Students' home addresses required

NEBRASKA

Greg Stahr 402-471-0898
Email: greg.stahr@nebraska.gov

	High School	College/PS
Std.	\$6.50	\$6.50
Prof.	\$6.50	\$6.50

State deadline: Feb. 15, 2012

NEVADA

Michael Pointer 775-856-3768
Email: mmpointer@earthlink.net

	High School	College/PS
Std.	\$5.00	\$5.00
Prof.	\$5.00	\$5.00

State deadline: March 1, 2012

NEW HAMPSHIRE

Lynda Demers 603-742-8348
Email: nhskillsusa@yahoo.com

	High School	College/PS
Std.	\$6.00	\$10.00
Prof.	\$10.00	\$10.00

State deadline: Feb. 1, 2012

Students' home addresses required

NEW JERSEY

Peter Carey 908-526-1200, ext. 8627
Email: pcarey@raritanval.edu

	High School	College/PS
Std.	\$6.00	\$6.00
Prof.	\$10.00	\$10.00

State deadline: Jan. 15, 2012

NEW MEXICO

Saundra Castillo 575-973-2427
Email: saundra.castillo@regionix.org

	High School	College/PS
Std.	\$7.50	\$7.50
Prof.	\$13.00	\$13.00

State deadline: Feb. 1, 2012

Students' home addresses required

NEW YORK HIGH SCHOOL

Bruce J. Potter 716-772-2433
Email: bpotter56@rochester.rr.com

Std.	\$5.00
Prof.	\$5.00

State deadline: March 1, 2012

NEW YORK COLLEGE/POSTSECONDARY

Craig Clark 607-587-3102
Email: clarkcr@alfredstate.edu

Std.	\$9.00
Prof.	\$9.00

State deadline: March 1, 2012

Students' home addresses required

NORTH CAROLINA HIGH SCHOOL

Glenn Barefoot 919-807-3887
Email: hglenn.barefoot@gmail.com

Std.	\$6.00
Prof.	\$6.00

State deadline: March 1, 2012

NORTH CAROLINA COLLEGE/POSTSECONDARY

Peyton Holland 919-807-3902
Email: peytonwholland@gmail.com

Std.	\$6.00
Prof.	\$6.00

State deadline: Feb. 1, 2012

NORTH DAKOTA

Clark Molter 701-328-3183
Email: cmolter@nd.gov

	High School	College/PS
Std.	\$5.00	\$5.00
Prof.	\$5.00	\$5.00

State deadline: Feb. 15, 2012

Students' home addresses required

OHIO

Mike Cowles 614-466-8782

Email: mike.cowles@ode.state.oh.us

	High School	College/PS
Std.	\$7.50	\$7.50
Prof.	\$10.00	\$10.00

State deadline: March 1, 2012**OKLAHOMA**

Darren Gibson 405-743-5143

Email: dgibs@okcareertech.org

	High School	College/PS
Std.	\$4.00	\$4.00
Prof.	\$7.00	\$7.00

State deadline: Feb. 1, 2012**OREGON**

Sally Carlson 503-385-4637

Email: sally.carlson@wesd.org

	High School	College/PS
Std.	\$6.00	\$6.00
Prof.	\$6.00	\$6.00

State deadline: March 1, 2012**PENNSYLVANIA**

Jeri Widdowson 814-238-0380

Email: skillsusapennsylvania@comcast.net

	High School	College/PS
Std.	\$5.00	\$5.00
Prof.	\$5.00	\$5.00

State deadline: Feb. 1, 2012**PUERTO RICO**

Millie Pérez 787-356-1076

Email: coordinadoravocacional@yahoo.com

	High School	College/PS
Std.	\$0	\$0
Prof.	\$0	\$0

State deadline: January 30, 2012**Students' home addresses required****RHODE ISLAND**

Joshua Klemp 401-825-2316

Email: jklemp@ccri.edu

	High School	College/PS
Std.	\$4.00	\$8.00
Prof.	\$14.00	\$14.00

State deadline: Feb. 1, 2012**SOUTH CAROLINA**

Jackie Clarkson 843-364-0095

Email: jclarkson6@aol.com

	High School	College/PS
Std.	\$7.00	\$7.00
Prof.	\$10.00	\$10.00

State deadline: March 1, 2012**SOUTH DAKOTA**

Randy Doescher 605-995-7199

Email: randy.doescher@mitchelltech.edu

	High School	College/PS
Std.	\$3.00	\$3.00
Prof.	\$6.00	\$6.00

State deadline: Feb. 24, 2012**TENNESSEE HIGH SCHOOL**

Carol Myers 865-594-6044

Email: carol.myers@tn.gov

	High School
Std.	\$6.00
Prof.	\$8.00

State deadline: Feb. 3, 2012**Students' home addresses required****TENNESSEE COLLEGE/POSTSECONDARY**

Carl Creasman 423-506-7501

Email: mrskillsusa@comcast.net

	College/PS
Std.	\$4.00
Prof.	\$6.00

State deadline: Feb. 10, 2012**Students' home addresses required****TEXAS HIGH SCHOOL**

Janet Conner 903-887-4013

Email: janet@skillsusatx.org

	High School
Std.	\$7.50
Prof.	\$14.00

State deadline: Feb. 1 2012**TEXAS COLLEGE/POSTSECONDARY**

Stacy Scott 210-394-8580

Email: stacyreneescott@hotmail.com

	College/PS
Std.	\$9.00
Prof.	\$12.00

State deadline: March 1, 2012**UTAH**

Richard Wittwer 435-865-3938

Email: rwittwer@swatc.edu

	High School	College/PS
Std.	\$6.50	\$8.00
Prof.	none	none

State deadline: Feb. 17, 2012**VERMONT**

Jane Donahue-Holt 802-864-8429

Email: jdonahue@bsdvt.org

	High School	College/PS
Std.	\$8.00	\$8.00
Prof.	\$10.00	\$10.00

State deadline: Feb. 1, 2012**Students' home addresses required****VIRGIN ISLANDS**

Anton Doos 340-690-9521

Email: awdusvi@gmail.com

	High School	College/PS
Std.	\$10.00	\$15.00
Prof.	\$16.00	\$16.00

State deadline: Dec. 16, 2011**Students' home addresses required****VIRGINIA**

David Rathbone 540-818-9816

Email: drathbone@nr.edu

	High School	College/PS
Std.	\$4.50	\$4.50
Prof.	\$4.50	\$4.50

State deadline: Dec. 31, 2011**WASHINGTON HIGH SCHOOL**

Bruce F. McBurney 360-923-1741

Email:

bruce.mcburney@skillsusawashington.org

or bmcburney@wavecable.com

High School

Std. \$8.00

Prof. \$8.00

State first semester deadline:

Dec. 2, 2011

State second semester deadline:

Feb. 3, 2012

WASHINGTON**COLLEGE/POSTSECONDARY**

Bob Monroig 425-922-7255

Email: bob.monroig@frontier.com

College/PS

Std. \$8.00

Prof. \$8.00

State deadline: Feb. 19, 2012**WEST VIRGINIA**

Paul A. Lovett 304-558-6314

Email: plovet@access.k12.wv.us

High School College/PS

Std. \$2.00 \$2.00

Prof. \$2.00 \$2.00

State deadline: March 1, 2012**Students' home addresses required**

Rosters must be submitted online by the state deadline. If you have questions, please call your state association director at the number listed above. If you can't reach your state director, please call the national membership office at: 800-355-8422.

WISCONSIN HIGH SCHOOL

Brent Kindred 608-266-2683
Email: brent.kindred@dpi.wi.gov
High School
Std. \$5.00
Prof. \$3.00
State deadline: Feb. 15, 2012

WISCONSIN COLLEGE/POSTSECONDARY

Dale Drees 920-735-2489
Email: drees@fvtc.edu
College/PS
Std. \$6.50
Prof. \$8.50
State deadline: Feb. 15, 2012

WYOMING

Toni Decklever 307-426-4007
Email: skillsusawyoming@gmail.com
High School College/PS
Std. \$7.00 \$7.00
Prof. \$6.00 \$6.00
State deadline: February 20, 2012

Membership Payments

Please note: All SkillsUSA membership payments are now received at the SkillsUSA headquarters in Leesburg, Va.

Be sure to use the correct address:

**SKILLSUSA INC.
Attn.: MEMBERSHIP
14001 SKILLSUSA WAY
LEESBURG, VA 20176-5494**

FAQ: FREQUENTLY ASKED QUESTIONS ABOUT SKILLSUSA MEMBERSHIP

Who must pay SkillsUSA membership dues?

All SkillsUSA members, including professional members, must pay membership dues (both state and national).

What are the dues and deadline for my state?

See Pages 4-7 for dues, deadlines and contact information.

What is the national membership deadline?

Membership must be **submitted online** by midnight on March 1, 2012, to be eligible for competition.

Can I send in membership after the deadline?

SkillsUSA accepts national membership after March 1, but students joining after their published state deadline may not compete or run for office for that school year.

Do I have to join online?

All state associations prefer you join online: www.skillsusa.org/join/

If joining by mail, must I send a check with my roster?

You may pay by check or enclose a purchase order. If you use a purchase order, you must submit payment within 40 days.

Can dues be refunded or transferred?

No. Substitution of student or adult memberships is not allowed. You may not drop one person from the membership roster and replace that name with another. Keep receipts of when and how much students pay, in case membership payment at the local level needs to be verified due to clerical error.

How do I add students to my membership roster?

Add students online.

Who can participate in SkillsUSA competitions?

Students may compete at the state level if they are registered members and meet all requirements, which may include competing at the local/regional level. Only state first-place winners who are approved by the state may compete at nationals.

Should all SkillsUSA advisors join as professionals?

Yes, all advisors and school administrators should join as professional members to receive individual copies of *SkillsUSA Championships* magazine and other materials.

What is "100-percent membership"?

The term 100-percent membership means that all students enrolled in your training program are dues-paying members.

SkillsUSA Training Programs and Chapters

The recommended SkillsUSA structure is a **classroom training program**, which is one technical program with classroom officers and a calendar of activities as part of the instructional program. A campus might have one classroom training program or several. All the training programs within a school are called a **SkillsUSA chapter**. Each instructor should join as a professional member and manage the training program as the **SkillsUSA advisor**.

SKILLSUSA MATERIALS AND RESOURCES

Each local chapter should establish a reference library of SkillsUSA educational materials and basic supplies. This will make it easy for the chapter to run a variety of activities.

Educational Resources Catalog

In our SkillsUSA Educational Resources Catalog, we offer educational materials and videos that support a well-rounded program. Each chapter should have the following:

***SkillsUSA Leadership Handbook
Advisor's Success Kit (ASK): Tools for SkillsUSA Chapter
Management CD-ROM
SkillsUSA Championships Technical Standards
Professional Development Program (PDP)***

SkillsUSA Supplies

The SkillsUSA Store catalog offers the equipment needed to run a chapter: a gavel, SkillsUSA banner, American flag, SkillsUSA ceremonial emblem, a treasurer's book, a secretary's book and a SkillsUSA scrapbook. Chapter members can also order blazers or competition clothing from the catalog. Also included are award and recognition items, mugs, pens, T-shirts and a variety of SkillsUSA logo items.

How to Introduce SkillsUSA To New Students and Parents

SkillsUSA has developed a script to help instructors more easily explain SkillsUSA to new students at the start of the school year. It is posted online so teachers can download it and then personalize it as desired:
www.skillsusa.org/educators/chapmanage.shtml

SkillsUSA Fact Sheet:

www.skillsusa.org/about/factsheet.shtml

Information for Parents:

www.skillsusa.org/supporters/parents.shtml

Sample Letter to Send Home to Parents:

www.skillsusa.org/educators/chapmanage.shtml

Fundraising

Need help raising funds for your chapter? Find tips and vendors at: www.skillsusa.org/educators/frresources.shtml

Still Have Questions?

Call the Membership Office:
Phone: 800-355-8422, Monday to Friday,
Hours: 8 a.m. to 5 p.m. Eastern time
Membership Fax: 703-777-1306
Email: anyinfo@skillsusa.org
Web: www.skillsusa.org

SkillsUSA Catalogs

To request a catalog or place an order:

SkillsUSA Educational Resources Catalog

14001 SkillsUSA Way
Leesburg, VA 20176-5494
Telephone: 800-321-8422 or 703-777-8810
Email: Keith.Ashby@skillsusa.org
Order online: www.skillsusa.org/store

SkillsUSA Store

22923 Quicksilver Drive, Suite 107
Sterling, VA 20166
Telephone: 703-956-3723
Business Hours: 8 a.m. to 5 p.m., Monday-Friday
Email: skillsusastore@egroup-inc.com
Order online: www.skillsusastore.org

Online Training for New Advisors

SkillsUSA offers free online training to help instructors learn more about SkillsUSA and implement the program. Visit the **SkillsUSA Advisor Essentials Training Library:**
www.skillsusa.org/educators/change2.shtml

New Advisors Website

In addition, information for new advisors can be found at:
www.skillsusa.org/educators/newadvisors.shtml

Need More Membership Kits?

All membership materials are posted on the SkillsUSA website at: www.skillsusa.org/join/joinbymail.shtml. This is an easy way to share SkillsUSA materials with others. To receive additional packets by mail, call 800-355-8422 or email your request to anyinfo@skillsusa.org.

SkillsUSA Website

The SkillsUSA website is an excellent source of information on programs, opportunities and training sponsored by the national organization. Go to: www.skillsusa.org.

- **Information for teachers:** www.skillsusa.org/educators/index.shtml
- **Chapter basics:** www.skillsusa.org/educators/chapmanage.shtml
- **Downloadable logo art:** www.skillsusa.org/about/logos.shtml
- **State websites:** www.skillsusa.org/about/dir4.shtml
- **SkillsUSA Championships:** www.skillsusa.org/compete/skills.shtml

Membership Payments

Please note: All SkillsUSA membership payments are now received at the SkillsUSA headquarters in Leesburg, Va. Be sure to use the correct address:

SKILLSUSA INC.
14001 SKILLSUSA WAY
LEESBURG, VA 20176-5494