



September 2011

You are invited to join SkillsUSA under the **Total Participation Plan**. That means your entire classroom, school or school district can join SkillsUSA on a single contract that covers national dues, state dues and employability skills training materials for students.

I believe that *all* students should be given the opportunity to learn key employability skills – the essential work and personal skills that will prove invaluable to students, no matter what their future occupation. Your affiliation through the Total Participation Plan means you've made a commitment to SkillsUSA to integrate the Professional Development Program (PDP) into your training program. This curriculum is available in a workbook format or as an online program.

If you have questions about finalizing your TPP contract, please contact Susan Trent at [strent@skillsusa.org](mailto:strent@skillsusa.org) or at 1-800-355-8422 or 703-737-0619.

**Please note the changes to the 2011-12 contract as terms have changed.**

**Deadlines and payment conditions and obligations:** All Total Participation Plan (TPP) contracts must be submitted to the state association director by December 1, 2011 to meet the national deadline of December 31, 2011. TPP additions for the second semester must be submitted to the national office by March 1, 2012. Refer to the state director directory on our Web site: <http://skillsusa.org/about/dir4.shtml>.

To receive full services from SkillsUSA (including *SkillsUSA Champions* and the membership incentive) contracts must be submitted by November 17, 2011.

Purchase of Educational Resources is mandatory under the TPP contract and materials will be invoiced upon receipt of the contract. **Please note: the TPP contract is not valid nor are members accepted until full payment is received for affiliation, materials fees and professional fees.**

If specific materials are not ordered when the contract is submitted, the purchaser will receive a SkillsUSA materials credit for SkillsUSA education materials. That credit will be in effect until July 1, 2012. After that date, the credit will expire.

Purchase and use of the Professional Development Program (PDP) is recommended for TPP membership. However, if the TPP classroom, institution or school district has sufficient quantities of PDP materials available to conduct the program in the chapter(s), other educational materials may be selected from the *SkillsUSA Educational Resources Catalog* for this school year. Items may be chosen from the catalog at the marked catalog price. This includes the Skill Connect Assessments, which are available at the member price of \$10 per assessment. Excluded from the selection in the catalog are the Quiz Bowl Timing Tools (page 14) and the OSHA training course, CareerSafe (page 7) and automotive assessments. The contract must specify the purchase of educational resources or assessments.

As you plan for the 2012-13 Total Participation Plan contract, please note that the educational resources fee will increase from \$2.75 per student to \$3.95 per student. A complete schedule of next year's fees can be found at <http://www.skillsusa.org/join/tpp.shtml> under most popular downloads.

Conducting a full SkillsUSA program provides all students the opportunities they need to acquire valuable skills for the future. I appreciate your support of SkillsUSA, and I hope you will have a great school year!

Sincerely,

Timothy W. Lawrence  
Executive Director



**2011-12 TOTAL PARTICIPATION PLAN CONTRACT**

**1 Enrollment and Contact Information**

**Date:** \_\_\_\_\_

**Please type or print neatly**

Contact Person: \_\_\_\_\_

Contact Person's Telephone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

School/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Invoice Information:** (This person will be sent the invoices for payment.)

Check if contact person name above should receive invoice. If information is different from contact person above, complete information below: Send invoice to the following: (Only complete if different from the contact person.)

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

School/Institution/Agency \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SkillsUSA Membership Classification:**

Below, please list the total number of members in each category who are joining SkillsUSA on this contract.

- High School (students)** \_\_\_\_\_
- College/postsecondary (students)** \_\_\_\_\_
- Professional (instructors or administrators)** \_\_\_\_\_

**2 The TPP Agreement**

By enrolling in the Total Participation Plan, I agree to the following:

- **I agree to pay all affiliation fees as outlined in this contract, and to purchase the required Professional Development Program materials to support my program.** I will order additional materials as necessary for all enrolled students to progress through PDP as outlined in the Total Participation Plan Goals and Guidelines.

***If I do not need PDP materials at this time, I will substitute an order of equivalent value for approved SkillsUSA Educational Resources or Skill Connect Assessments.***

- **I will implement the SkillsUSA program with all eligible trade, industrial, technical and health students.** I will form a local SkillsUSA chapter where officers will be elected and a program of work will be planned and carried out.
- **I agree that our school will register at least one professional member per occupational area.** I understand that professional members receive incentives, mailings and critical contest updates via mail or email, and these may be missed if I fail to register our professional members.
- **I will ensure that instructors and administrative staff understand SkillsUSA programs and the proper use of SkillsUSA materials.** If we need training at our school in order to integrate SkillsUSA and PDP into our program, I will contact the state or national office and arrange for the necessary training.
- **I am submitting a list of all eligible students and professional members.** For further instructions, see Number 4 – Prepare your Membership Lists.
- **Fees:** Our affiliation fees include enrollment and the required PDP materials, educational resources or assessments. (See next page.)
- **Multiple School Enrollments:** Please submit a separate list for each school.

**Be sure your school can comply with all of the above terms and conditions before completing this contract.**

### **3 Order Your REQUIRED Educational Resources or Skill Assessment Materials**

**If ordering Professional Development Program materials, please complete order form below.**

For PDP Online licenses, please provide email addresses for instructors and list how many licenses go to each instructor.

Instructions and licenses will be issued by email after your order is received.

### **Professional Development Program (PDP) Order Form**

<b>PDP WORKBOOKS</b>	<b>QTY.</b>	<b>PRICE</b>	<b>TOTAL</b>
<b>PDP Starter Kit Student Workbook</b>		<b>\$2.75</b>	
<b>PDP Level 1 Student Workbook</b>		<b>\$2.75</b>	
<b>PDP Level 2 Student Workbook</b>		<b>\$2.75</b>	
<b>PDP Level 3 Student Workbook</b>		<b>\$2.75</b>	
<b>PDP Level 4 Student Workbook</b>		<b>\$2.75</b>	
<b>PDP Level 5 Student Workbook</b>		<b>\$2.75</b>	
<b>PDP Instructor’s Guide CD</b>		<b>\$24.95</b>	
<b>PDP – SkillsUSA Knowledge (Instructor’s Guide)</b>		<b>\$5.00</b>	
<b>PDP – SkillsUSA Knowledge Student Workbook</b>		<b>\$2.75</b>	
<b>SUBTOTAL</b>			
<b>PDP ONLINE</b>	<b>QTY.</b>	<b>PRICE</b>	<b>TOTAL</b>
<b>PDP Online Starter Kit</b>		<b>\$5.00</b>	
<b>PDP Online Level 1</b>		<b>\$5.00</b>	
<b>PDP Online Level 2</b>		<b>\$5.00</b>	
<b>PDP Online Level 3</b>		<b>\$5.00</b>	
<b>PDP Online Level 4</b>		<b>\$5.00</b>	
<b>PDP Online Level 5</b>		<b>\$5.00</b>	
<b>MATERIALS TOTAL</b>			<b>\$</b>

<p><b>BOOKS</b> The purchase of the workbooks or online program is required for ALL Total Participation Contracts. <b>If you do not need PDP books at this time, see substitution policy.</b></p> <p><b>QUANTITY</b> The total number of PDP levels or workbooks must equal the total number of students enrolling under this contract. Books can be any PDP level.</p> <p><b>MEMBERSHIP</b> We are not able to process your membership without an</p>
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**OPTIONAL SUBSTITUTION OF OTHER SKILLSUSA EDUCATIONAL RESOURCES**

Some schools are required to purchase curriculum materials on a particular buying cycle, or at a different time of year than the membership cycle. If your school already has Professional Development materials in stock, you may still join under the Total Participation Plan by choosing one of the following:

Option #1: Order other SkillsUSA Educational Resources that equal the value of the PDP materials you would have purchased. View the SkillsUSA Educational Catalog at [www.skillsusa.org/store](http://www.skillsusa.org/store) or email [Rhodge@skillsusa.org](mailto:Rhodge@skillsusa.org) for a catalog by mail. Please include your name and address in the email.

Option #2: Order Skill Connect Assessments that equal the value of the PDP materials you would have purchased. View all the available assessments at [www.worforcereadysystem.org](http://www.worforcereadysystem.org) (Automotive assessments are not eligible for purchase through Total Participation Plan.)

**Prepare Your Lists**

**4 Prepare Your Student Lists**

When providing student/professional membership lists you may send them in one of the following formats:

1. Type each individual name on the SkillsUSA Web site: [www.skillsusa-register.org](http://www.skillsusa-register.org). Enter student and professional members by trade area.
2. For individual names to upload to SkillsUSA Website: Login with your password to [www.skillsusa-register.org](http://www.skillsusa-register.org) - click the Membership tab – “Upload Membership.” Print and read the instructions. Create Excel file and fill **all fields**. Send list only to [support@skillsusa-register.org](mailto:support@skillsusa-register.org). All names will be listed on the SkillsUSA Web site. This choice is only available for membership of 100 or more members.

**5 Total Your Contract and Select A Payment Option**

**TOTAL MATERIALS ORDER.** Amount equals \$2.75 per student. Choose one of the following: Orders cannot be split between Option #1 and Option #2.

**Option #1 - Professional Development Program and other Educational Resources.**

View the SkillsUSA Educational Catalog at [www.skillsusa.org/store](http://www.skillsusa.org/store) or email [Rhodge@skillsusa.org](mailto:Rhodge@skillsusa.org) for a catalog by mail. Please include your name and address in the email. \$ \_\_\_\_\_

**Option #2 - Skill Connect Assessments.** View all the available assessments at [www.worforcereadysystem.org](http://www.worforcereadysystem.org) (Automotive assessments are not eligible for purchase through the Total Participation Plan.) ..... \$ \_\_\_\_\_

**SHIPPING AND HANDLING:** Minimum shipping and handling is \$7.95. (There are no charges of items delivered online, including assessments.) Shipping and handling charges apply to all orders. For orders up to \$500, add 10%. For orders over \$500, add 8%. Alaska, Guam, Hawaii, Puerto Rico and the Virgin Islands, add 20%..... \$ \_\_\_\_\_

**TOTAL PARTICIPATION PLAN AFFILIATION FEE (STUDENTS)**

See Fee Schedule..... \$ \_\_\_\_\_

**PROFESSIONAL AFFILIATION FEE:** Professional membership for TPP schools.

\$14 per member plus state dues..... \$ \_\_\_\_\_

**CONTRACT GRAND TOTAL**..... \$ \_\_\_\_\_

**Shipping Instructions:**

- Ship my Professional Development Program books right away
- Please ship my Professional Development Program books on the following dates:

Shipping instructions for School Districts: (On separate paper, list each school name and address, contact person and the quantity of books to be shipped to each school.)

**Payment Information:** (Please check one)

- Purchase Order # \_\_\_\_\_  Check - (Please enclose check made payable to National SkillsUSA)
- Credit Card (circle one): MasterCard; VISA or American Express. For security reasons, we will call you for credit card information. Person to contact for credit card information: \_\_\_\_\_
- Daytime phone number for card holder ( ) \_\_\_\_\_

**6 Sign Contract And Mail To Your State Office**

- Please sign this contract in the space provided below.
- Enclose your check (payable to SkillsUSA), purchase order or credit card contact information to cover both affiliation fees and materials (invoice will be mailed to either contact person or invoice contact).
- Mail contract to your state office and postmark by December 1, 2011. For your state director information, go to: <http://skillsusa.org/about/dir4.shtml>

**NOTE: The state association director must approve the contract. Incomplete contracts cannot be processed.**

**I have read and fully understand and agree to the terms set forth in this contract.**

**Contact Person’s Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**7 State Association Director Approval**

As the state association director, I certify that the school(s) named in this contract is eligible to join SkillsUSA through the Total Participation Plan. This school has demonstrated its desire to run SkillsUSA as an integrated, educational program within the classroom, school or district. They have agreed to use the Professional Development Program to support student training and development through SkillsUSA’s applied methods.

**State Association Director:**

- Keep one copy of each contract for your state association records.
- All contracts that do not meet the stated requirements will be returned to the state office. Membership is per school year (September to June) and member services begin once the national office processes the contract.

**I have carefully reviewed this contract, and I certify that it meets ALL stated requirements.**

**State Association Director’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MAILING TO NATIONAL OFFICE**

**State Association Director:** Forward one copy of the TPP contract and any enclosures to:  
**SkillsUSA, Attn: Membership, 14001 SkillsUSA Way, Leesburg, VA 20176-5494**

SkillsUSA will invoice the school directly and all payments should be sent to:  
**SkillsUSA Inc., Attn: Membership, 14001 SkillsUSA Way, Leesburg, VA 20176-5494**



**2011-12 FEE SCHEDULE**  
***SkillsUSA Total Participation Plan***

NO. OF STUDENTS	AFFILIATION FEE	MATERIALS FEE *	PROFESSIONALS (TEACHERS) **	TOTAL COST
Up to 50	\$225	<p align="center"><b>\$2.75</b> Per student (PDP Workbook)(s) or <b>\$5.00</b> Per student (PDP Online)</p> <hr/> <p align="center"><i>or</i> <b>\$2.75</b> Per student (for other approved Educational Resource materials or assessments)</p>	<p align="center"><b>\$14.00</b> National Dues Per Professional + <b>State Dues</b> Per Professional</p> <p>(for state dues go to <a href="http://www.skillsusa.org">www.skillsusa.org</a> search Membership Kit Instruction Book Look for your state dues beginning on page 4)</p>	<p align="center"><b>TOTAL SCHOOL COST</b></p>
51 - 99	\$395			
100 - 150	\$640			
151 - 250	\$1,312			
251 - 350	\$1,750			
351 - 500	\$2,185			
501 - 650	\$2,750			
651 - 750	\$3,045			
751 - 1,000	\$3,770			
1,001 - 1,250	\$4,425			
1,251- 1,650	\$5,340			
1,651- 2,000	\$5,900			
2,001- 3,500	\$6,500			
3,501- 5,000	\$7,550			
5,001 - 7,500	\$8,600			
7,501 - 10,000	\$9,955			
10,001- 12,000	\$11,555			

**\* Example:** If joining 250 members, the minimum purchase you must make is \$687.50 in materials (which equals \$2.75 per member).

**\*\* Note:** The TPP plan requires at least one registered professional member per occupational area within each school.