



ADVISOR CHECKLIST

Basic Steps to a Successful Chapter

Congratulations! You've made the decision to become a SkillsUSA advisor. You are starting on a journey that is bound to offer many rewards for you and your students.

There are a few basic steps to follow when starting a chapter. Most of the resources you need are right on the SkillsUSA Web site (www.skillsusa.org) and available at no charge, while other chapter materials are available for purchase.

Among the most important things to remember are to help your students to learn an effective planning process for carrying out activities, and to **let students take the lead** on planning and carrying out your events. They will learn and grow as they carry out their calendar of events. Everything doesn't have to be perfect to be a wonderful learning opportunity.

Get Started

If you are a new advisor in a school that does not already have a SkillsUSA chapter, here are the basic steps to follow in starting a new chapter:

- **Have a membership kit mailed to you** by calling 800-321-8422, or download membership forms and materials at: www.skillsusa.org/join/
- **Meet with your school administrator**, and request permission to start a SkillsUSA chapter. It is a good idea to have a few brochures on hand to explain program basics and benefits to students, instructors and the school. Our brochure *Be a Champion with SkillsUSA* covers all the benefits of the program for schools, instructors and students and is available for purchase in the *SkillsUSA Educational Resources Catalog* (online at: www.skillsusa.org/shop)
- **Contact your state SkillsUSA office**, and request to be placed on the state mailing list. Find out about any upcoming activities or deadlines. If you are starting a new chapter, complete an application for charter (the form is available online at: www.skillsusa.org/downloads/PDF/form9.pdf)
- **Identify one or more SkillsUSA leaders** (technical instructors, a career counselor or another interested person within the school) to help with the new chapter

- **Gain support from other faculty members**, and involve students from other programs
- **Explain SkillsUSA to the Industry Advisory Council** supporting your technical program. Ask for their support to serve as guest speakers, contest judges, etc.

FREE ONLINE TRAINING at:

<http://www.skillsusa.org/educators/change2.shtml>

For an understanding of SkillsUSA, review the free online training modules “What is SkillsUSA?” and “What’s in It for My Local Community?” For help in setting up an advisory committee, review the online module “Advisory Committees.”

Membership Recruitment and Sign-ups

If you are an advisor starting a SkillsUSA section within your classroom at a school that already has SkillsUSA, here are the basic steps to follow:

- Stir up student interest in your program (use the sample script available online)
- Invite students from another training program, another school or your state SkillsUSA officers to speak to your students about SkillsUSA
- Hold a kickoff event (show a SkillsUSA video), and be sure to make the meeting fun
- **Collect membership dues**, and submit dues and membership to the national headquarters. You may use the roster in the membership kit, download a roster from the Web site, or join electronically at: *www.skillsusa-register.org/Login.aspx*
- Establish a bank account for the chapter
- Decide how to pay for membership (individuals can pay, the school can help, or you can hold a fundraiser to pay the annual member dues for the chapter)
- Elect classroom officers
- Elect schoolwide officers, if your chapter is schoolwide

FREE ONLINE TRAINING at:

<http://www.skillsusa.org/educators/change2.shtml>

For help in setting up a chapter and conducting a membership drive, review the online modules “Steps to Start a Chapter” and “Membership Drive.” For help in electing officers, review the online module “Officers and Elections.”

Program of Work

- Establish your SkillsUSA program of work, and create a calendar of activities
- Form a committee for each area. See the *SkillsUSA Leadership Handbook* for details
- Have the chapter officers appoint a chairperson for each committee
- Activities should be student-driven with support from the advisor

FREE ONLINE TRAINING at:

<http://www.skillsusa.org/educators/change2.shtml>

For help in developing a program of work, review the online module “Program of Work.”

For help in conducting chapter meetings, review the online module “Chapter Meetings.”

For help in conducting leadership activities and community service projects, review the online modules “Community Service” and “Leadership Development.”

Integration of SkillsUSA Into the Technical Program

Integration of SkillsUSA into the technical program should be teacher driven. Select activities according to the program of work and what students are learning:

- Integrate SkillsUSA activities into ongoing classroom activities and lessons
- Integrate SkillsUSA employability activities using the Professional Development Program
- Prepare students for competition in the SkillsUSA Championships through study and practice
- Determine if you will have a local (school) contest. If so, announce the rules and date
- Invite your advisory council to help plan the event, conduct contests and serve as judges
- Complete registration for students going on to regional state and national events
- Close out the year with a chapter banquet, and invite administration, industry and parents
- Review all activities and see how they can be improved. Begin planning for next year

FREE ONLINE TRAINING at:

<http://www.skillsusa.org/educators/change2.shtml>

For help in setting up local SkillsUSA Championships, please review the online module “SkillsUSA Championships.” For help in next year’s planning, please review the online module “Self Evaluation and Action Planning.”

New Advisor Resources

A **New Advisor's Starter Kit** is available in the *SkillsUSA Educational Resources Catalog*. This kit includes the following chapter resources:

- One Leveraging Your Leadership with Parliamentary Procedure Kit.
- One 2013-2014 SkillsUSA Championships Technical Standards CD Package.
- One Advisor's Success Kit (ASK).
- One National Leadership and Skills Conference Awards Ceremony DVD.
- One Chapter Materials Design Studio.
- Seven SkillsUSA Leadership Handbooks. Sold separately on this page.
- One Week of Champions DVD.
- One What is SkillsUSA? DVD.
- One Professional Development Program Instructor's Guide.
- Seven SkillsUSA Student Pocket Guides.
- Seven Be a Champion with SkillsUSA brochures.

The above items are also available for purchase individually. These SkillsUSA materials are available from our *SkillsUSA Educational Resources Catalog*. To order these publications, visit: www.skillsusa.org/store/

SkillsUSA ceremonial emblems, banners, official clothing, awards and other items are available from the SkillsUSA Store. To order, visit: www.skillsusastore.org

Web Resources

Our Web site at www.skillsusa.org has many resources for chapters. Here are a few key resources for you and your students to explore.

About SkillsUSA

www.skillsusa.org/about/index.shtml

Chapter Management Basics

www.skillsusa.org/educators/chapmanage.shtml

New Advisor Overview

www.skillsusa.org/educators/newadvisors.shtml

Online Registration and Membership Materials

www.skillsusa.org/join/joinonline.shtml

www.skillsusa-register.org/Login.aspx

Professional Development Program

www.skillsusa.org/educators/pdp.shtml

www.pdponline.org/

SkillsUSA Merchandise and Publications

www.skillsusa.org/store/

SkillsUSA Championships Competitive Events Program

www.skillsusa.org/compete/skills.shtml

National Program of Work

www.skillsusa.org/educators/chapmanage5.shtml

Other SkillsUSA Programs

www.skillsusa.org/educators/programs.shtml

List of State Association Directors

www.skillsusa.org/about/dir4.shtml