



## 2018-19 Campus Affiliation College/PostSecondary

Contracts are no longer available in paper form. **Campus affiliation agreements will be available on the membership website.** Instructions on how to access the agreement are included with this document.

NO. OF STUDENTS	STUDENT Affiliation		PROFESSIONAL Affiliation		TOTAL COST
1 to 100	Not Eligible				
101 to 200	\$1,840				
201 to 375	\$3,360				
376 to 500	\$4,285				
501 to 750	\$6,300				
751 to 1,000	\$8,140				
1,001 to 1,250	\$9,845	+			
1,251 to 1,500	\$11,425		<b>\$20.00</b>		
1,501 to 2,000	\$14,500		+		
2,001 to 5,000	\$25,000		<b>State Affiliation</b>	=	Student Affiliation
5,001 to 8,000	\$32,000		For state affiliation see: <a href="http://bit.ly/CampusAffiliation">http://bit.ly/CampusAffiliation</a>		+ Professional Affiliation
8,001 to 11,000	\$35,000		Minimum of one professional for every 25 students		
11,001 to 14,000	\$39,000				
14,001 to 20,000	\$50,000				
20,001 to 35,000	\$78,750				

**PAYMENT IS DUE** to the SkillsUSA national office **no later than 30 days** of the invoice date or at time the agreement is approved online by the national office. SkillsUSA will email an invoice to the contact on the agreement once approved. The invoice will also be available online. **The Campus Affiliation Agreement is not valid nor are members accepted until full payment is received for both student and professional affiliations.** Students and professionals added to the SkillsUSA website any time after the initial agreement is signed are subject to additional billing.

DEADLINES	Action Needed	Description and Instructions
<b>Nov. 15</b>	<b>Affiliation Incentives</b>	To receive full services from SkillsUSA (including <i>SkillsUSA Champions</i> and professional affiliation incentives) agreements must be submitted and all students and professionals must be registered online within the <u>SkillsUSA website</u> .
<b>Dec. 15</b>	<b>Due to State Association Directors</b>  <b>All first semester</b> students and professionals registered online.	All Campus Affiliation agreements must be submitted and approved by the State Director online.  <b>All first semester</b> students and professionals must be registered online within the <u>SkillsUSA website</u> .
<b>Dec. 31</b> State Assoc. Directors	<b>Online agreement due</b> to National office online.	State Directors should approve and submit all Campus Affiliation agreements online.
<b>Jan. 31</b>	<b>All second semester</b> students registered online.	<b>All second semester</b> students and professionals must be registered online within the <u>SkillsUSA website</u> .



## 2018-19 Campus Affiliation College/PostSecondary

### Campus Plan Agreement

Be sure your school can comply with all of the terms and conditions before completing the agreement online.

#### By submitting an affiliation plan online, you agree to:

- I agree to register all students enrolled in a training program SkillsUSA services and to pay the appropriate student and professional affiliation based on the affiliation requirements.
- Our campus will have one SkillsUSA advisor that is a paid professional for each 100 students designated by the institution and approved by the administration to work with SkillsUSA.
- I agree to implement the SkillsUSA program to all eligible trade, industrial, technical and health sciences students.
- I agree to provide opportunities for eligible students to compete in local, state or national skill and leadership and skills competitions and to participate in leadership training and conferences through SkillsUSA.
- I agree to provide or arrange for any necessary training for affiliated professionals. I will ensure instructors and administrative staff understands SkillsUSA programs and have access necessary training materials.

#### Steps to create an online agreement:

1. Launch to: <http://www.skillsusa-register.org>
2. Create a logon to the registration website if you do not already have one by clicking the button *Create Login*.
  - a. In the creation process select the school/organization name that the affiliation will be created under.
3. Next logon using your email address (username) and password you created for your username.

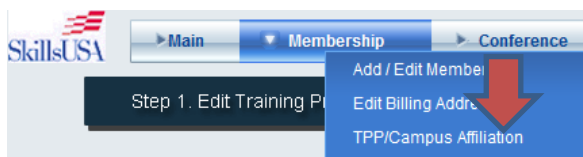
Login to register SkillsUSA Members or to register for a Conference Event.

Email address:

Password:

[Don't have a login yet? Click here to create a new login.](#)

4. At the top of the screen click the menu *Membership>TPP/Campus Affiliation*



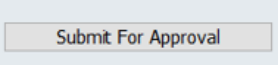
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5. Click the button *Clone Agreement from Last year* or *Create New Affiliation*
  - a. Clone Agreement copies contact information, billing, all schools on plan and number of members based on actual students and professionals registered previous year. Update each field with changes for this year's agreement.
  - b. New Agreement provides a blank agreement in which you will complete with estimated students and professionals on the agreement.
6. Click the *Edit* button in upper left corner to complete or update the contact and billing information.
7. In the *Schools on Affiliation* section click the *Edit* button and complete the Estimated students and professionals for both first and semester members. *i. e columns Est. Student and Est. Professionals.*
  - a. *NOTE:* Cloned agreements will be pre-filled with last year's member counts.
8. The *Edit* button will turn to *Update* when in editing mode. Click *Update* once completed.

**Schools on this Affiliation**

School	Est. Studer	Est. Profesi	Act. Stu	Act. Pro	Rst In	EDIT/Delete
<a href="#">Any School</a>	500	6	0	0	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<b>Totals:</b>	500	6	0	0		

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9. If multiple schools are on the agreement; at the bottom of the screen, select the school(s) from the drop-down menu and click the button *Add School*. Complete the step above to add the estimated number of members.
10. Click button *Review Fees* and verify student and professional count.
11. Click the button  to complete the agreement.
12. Once you complete the agreement you will not be able to make changes. The SkillsUSA State Director will approve and accept the affiliation agreement online. You will receive notification via email when the State Director has approved. **Once you receive the notification your school will be able to submit members.**
13. The State Director will submit the agreement for final approval to the national office. Once approved you will be emailed an invoice for the affiliation agreement. Please forward to your accounting department. Payment is due 30 days from invoice date.
  - a. Note: invoices are accessible online in the affiliation detail screen of your agreement and in the add/edit screen of the registration website.
14. To revisit the site with the agreement details and invoice return to the registration website> *Membership>TPP/Campus Affiliation.*