



2021-22 Campus Affiliation College/PostSecondary

The Campus plan for Colleges includes student and professional affiliation. See the chart below to determine the total cost. A single school or multiple schools in a district or state can be on the same plan. Use the total number of student members between multiple schools to determine the student affiliation. Each school must meet the minimum number of members found in the Campus Plan Agreement section.

NOTE: You must have a **school administrator username** in the membership registration system to create the affiliation agreement online. Contact Patty Duncan at pduncan@skillsusa.org to set-up an admin username.

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

DEADLINES	Action Needed	Description and Instructions
Nov. 15	Affiliation Incentives	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> .
Dec. 01	Due to your State Association Director. All first semester students and professionals registered online.	All Campus Affiliation agreements must be submitted and approved by the State Director online. All first semester students enrolled in your schools CTE program and all professionals should be registered as members online within the <u>SkillsUSA membership website</u> .
Dec. 15 State Assoc. Directors	Online agreement due to National office online.	State Directors should approve and submit all Campus Affiliation agreements online.
Jan. 31	All second semester students registered online.	All second semester students enrolled in your schools CTE program and all professionals should be registered as members online within the <u>SkillsUSA website</u> .



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Campus Plan Agreement

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

By submitting an affiliation plan online, you agree to:

- register all eligible students and professionals within the SkillsUSA website. All students must be joined as members if they are enrolled in a career and technical class that SkillsUSA serves and is allowable by state policy.
- register at least 101 students per school and at least one professional for every 25 students. Your school (s) are responsible for ensuring member names are accurate and not duplicated. Once members are joined in the system drops and cancellations are not permitted. Your school is liable for paying for all registered members including duplicate member names.
- ensure that instructors and administrative staff understand SkillsUSA programs and the proper use of SkillsUSA materials. You agree to provide or arrange for any necessary training for affiliated professionals and will contact the state or national office and arrange for the necessary training.
- implement the SkillsUSA program to all eligible trade, industrial, technical and health sciences students and provide opportunities for eligible students to compete in local, state or national skill and leadership and skills competitions and participate in leadership training and conferences through SkillsUSA. If my school does not register members or participate in SkillsUSA events after the agreement is signed, I understand my school remains liable for payment.

I understand that:

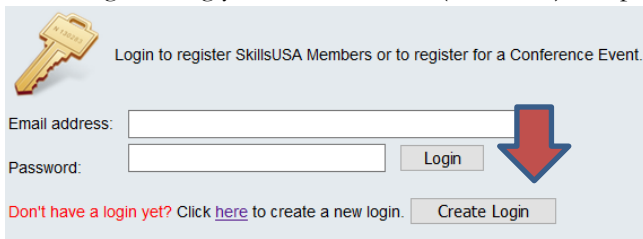
- professionals receive incentives, affiliation mailings and critical contest updates via mail or email, and these may be missed if I fail to register our professionals by the specified deadlines. Students must be registered within the SkillsUSA website to qualify for future competitions, and SkillsUSA programming.
- this is an institutional affiliation; therefore, all benefits are provided only to individuals registered as part of this affiliation. The affiliation and all the benefits cease immediately once an individual departs the institution for any reason.
- affiliation pricing includes student and professional affiliation. I agree that once I sign and submit the affiliation plan that my school will pay the appropriate student and professional affiliation based on the agreement. Members that are joined over the agreed student or professional count are subject to additional billing charges. Billing may take place during the year or after the national March membership deadline.
- **PAYMENT IS DUE** to the SkillsUSA national office no **later than 30 days** of the invoice date. SkillsUSA will generate an automated invoice and email to the contact on the agreement once the agreement is approved. The invoice will also be available online and will be mailed each month until paid.

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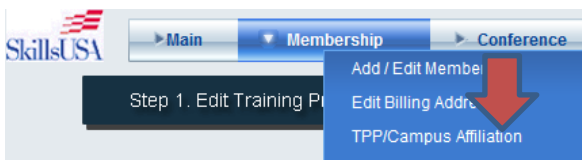
Steps to create an online agreement:

You must have a **school administrator username** in the membership registration system to create the affiliation agreement online. Contact Patty Duncan at pduncan@skillsusa.org to set-up an admin username.

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.
 - b. Contact Patty Duncan at pduncan@skillsusa.org to set-up an admin username.
3. Next logon using your email address (username) and password you created for your username.



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



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. Update as needed.



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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
Any School	500	6	0	0	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Totals:	500	6	0	0		

Records per page: 100
Records: 1 - 1 of 1 - Pages:

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.
- 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.*

Questions on the Affiliation plan? Contact Patty Duncan at pduncan@skillsusa.org