



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 our Customer Care Team <CustomerCare@skillsusa.org or Patty Duncan at pduncan@skillsusa.org to set-up an admin username.

NO. OF STUDENTS	STUDENT Affiliation		PROFESSIONAL Affiliation		TOTAL COST
1 to 100	Not Eligible				
101 to 200	\$1,840		\$20.00 + State Affiliation For state affiliation see: http://bit.ly/CampusAffiliation Minimum of one professional for every 25 students		Student Affiliation + Professional Affiliation
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	+			
1,501 to 2,000	\$14,500				
2,001 to 5,000	\$25,000				
5,001 to 8,000	\$32,000				
8,001 to 11,000	\$35,000				
11,001 to 14,000	\$39,000				
14,001 to 20,000	\$50,000				
20,001 to 35,000	\$78,750				

DEADLINES	Action Needed	Description and Instructions
Nov. 15	Affiliation Incentives	To receive full services from SkillsUSA (including student benefits and professional affiliation incentives) the Campus plan must be created online, and all students and professionals must be registered online within the SkillsUSA website .
Dec. 01	Due to your State Association Director. All first semester students and professionals registered online.	All Campus Affiliation agreements must be submitted for approval online within the SkillsUSA membership website . All first semester students enrolled in your schools CTE program, and all professionals should be registered as members online within the SkillsUSA membership website .
Dec. 15 State Assoc. Directors	Online agreement due to National headquarters online.	State Directors should approve and submit Campus plans online within the SkillsUSA membership website .
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 SkillsUSA website .



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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 creating and submitting an affiliation plan online, you understand and 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) should ensure member names are correct and not duplicated. Once members are joined in the system drops and cancellations are not allowed. 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 implement or arrange for any necessary training for affiliated professionals and will contact the state or national headquarters and arrange for the necessary training.
- implement the SkillsUSA program to all eligible trade, industrial, technical and health sciences students and offer 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 your school does not register members or take part in SkillsUSA programs or events after the agreement is signed, you understand your school is still liable for payment.
- professionals receive incentives, affiliation mailings and critical contest updates via email, and these may be missed if your school does not register professionals by the specified deadlines. Students must be registered within the SkillsUSA website by your states membership deadline to qualify for SkillsUSA competitions, scholarships, and 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. There are no refunds or credit given for members not joined that were included in the estimate member count or who elect not to participate in SkillsUSA during the school year.
- **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 and billing email on the agreement once the agreement is approved. The invoice will also be available online and will be emailed each month until paid. Ensure the billing email is included in the contact and billing section.



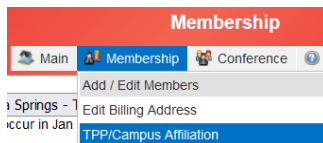
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Steps to create an online agreement:

NOTE: You must have a school administrator username in the membership registration system to create the affiliation agreement online. Contact Customer Care customercare@skillsusa.org or Patty Duncan at pduncan@skillsusa.org to set-up an admin username if you do not already have one.

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 agreement will be created under.
 - b. Contact Customer Care or Patty Duncan 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, and includes multiple schools on the plan from previous year if you have a district or state plan. **You will need to complete the estimated number of student and professional members your school will have for the year.**
 - b. New Agreement provides a blank agreement in which you will complete all information to include billing, contact information and schools on the plan along with estimated students and professionals.
6. Click the *Edit Contact & Billing* button in upper left corner to complete or update contact 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.*
8. The *Edit* button will turn to *Update* when in editing mode. Click *Update* once completed.

Schools on this Affiliation

School	Est. Students	Est. Profession:	Act. Stu.	Act. Prof	Rst Im	EDIT/Delete
SkillsUSA Beta Test School (Leesburg)	3007	128	0	0	0	Edit Delete
Totals:	3007	128	0	0		

Records per page: 200 Records: 1 - 1 of 1 - Pages: << 1 >>

(These Actual Counts include ALL Students & Professionals, regardless of whether they have SUBMITTED yet.
Need To add another school to this TPP or Campus Affiliation? Choose a school then click ADD:



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9. If multiple schools need to be 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 for all schools on the plan.

Need To add another school to this TPP or Campus Affiliation? Choose a school then click ADD:

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SkillsUSA Beta Test School - Leesburg - TPP:NAT

10. Click button *Review Fees* and verify student and professional count and for an estimate of the affiliation.


Fees for this Affiliation

	Counts	Fees
Estimated Total Students:	3007	\$25,000.00
Estimated Total Professionals:	128	\$3,840.00

(This could show a negative value if you order more than required)

Grand Total:

\$28,840.00

Invoice Professionals Separately? 

11. Click the button to complete the agreement. An invoice will be generated based on the calculations on this screen. Professionals are considered part of this affiliation plan and the default is the cost will appear on the same invoice as the student affiliation. If you prefer the professional invoice to be separate from the student affiliation invoice, **check the box *Invoice Professionals Separately* before submitting.**

12. Once you complete the agreement you will not be able to make changes. The SkillsUSA State Director will approve 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 join members.**

13. The State Director will submit the agreement for final approval to the national headquarters. Once approved you will be emailed an invoice for the Campus affiliation agreement. Please send the invoice to your accounting department as 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 or 703-737-0635.