



State Leadership and Skills Conference

April 16-18, 2010

Causeway Bay Hotel, Lansing

Please read everything carefully and follow all instructions. Failure to do so may result in your school not being registered for the conference!

General Instructions

- Only one registration per school will be accepted.
- All individual registrations for your school must go through your Lead Advisor.

Due Dates

All registrations, forms and payment must be received **prior** to the date indicated.

- March 8, 2010 – School Hotel Reservations Open (First day that school housing lists will be accepted by the State Office)
- March 16, 2010 – Early Registration Due and Final Day for Housing Lists
- March 26, 2010 – Final School Hotel Reservations Due
- April 1, 2010 – Changes, Refund Requests and Regular Registration Due
- April 12, 2010 – Final Hotel Cancellations Due (A \$25 fee will be assessed for hotel rooms **NOT cancelled** by this date)
- ***Absolutely no registration changes, refund requests or registrations will be accepted after April 1, 2010.***

Regional Contestant Forms

The Regional Contestant Ranking Sheet or a Regional Qualifier Direct to States Form is **REQUIRED** for all contests so that we know what contestants have qualified for States. An accurate contestant count is necessary for contest supply orders, contest site set-up, conference registration, etc. One of these forms **MUST** be filled out for all regional contests (including those contests going directly to States) and for both HS and CPS divisions. ***I cannot stress the importance of these forms enough!*** These forms are on the web site at <http://www.miskillsusa.org/forms.html>.

- ***This form must be signed by the contest coordinator and faxed to your regional representative no later than 2 days after your contest.***
- ***Failure to submit this form to your regional representative will result in those students NOT being allowed to compete at the State Conference!***
- ***If we receive a State Conference registration for a contestant NOT on the appropriate Regional Contestant Ranking Sheet or Regional Qualifier Direct to States Form, he/she will NOT be allowed to compete!***
- ***NO EXCEPTIONS!***

Request for Deadline Extension

Because SkillsUSA Michigan realizes that some schools have a long lead time to have a check issued for payment, we have developed this procedure for schools to request a two week payment extension. Schools requesting a payment extension need to complete and submit this form at least **two weeks prior to the payment deadline**. A new form must be submitted for each conference for which an extension is requested.

Registration Packet

Each school must complete and submit the following to the state office *prior* to your chosen due date.

- State Conference Registration Form (please send in as soon as it is completed)
- Participant Code of Conduct and Medical Treatment Authorization Form for each person attending the conference
- Registration Fee payment for the *entire amount*

Participant Code of Conduct and Medical Treatment Authorization Form

With your registration, each person attending the conference **must** submit a Participant Code of Conduct and Medical Treatment Authorization Form. Failure to turn in a Participant Code of Conduct and Medical Treatment Authorization Form for each person attending the conference will disqualify the person (whose form is missing) from conference activities, including competition. Please make a copy of these forms to submit to our office. The originals are to remain with you or the Lead Advisor at the conference.

Please make sure that all persons attending the conference are familiar with the Participant Code of Conduct. The Participant Code of Conduct is for the protection of you, your students, your school, and SkillsUSA Michigan. *A copy of this form need to be in all participants' name tag. This will allow for easy access to medical information in case of an emergency.*

Registration Fee

All registrations must be made on electronically on the new registration form available on our web site at <http://www.miskillsusa.org/sc.html>. Paper registration forms will not be accepted. The registration fee **must** be submitted to the state office *prior* to your chosen due date. Please be aware of the due dates and corresponding registration fee! Make checks payable to SkillsUSA Michigan.

- Early Registration Fee (payments received by March 16, 2010) - The conference registration fee is \$65.00 for each person attending the conference. This includes all students, delegates, advisors, administrators, and special guests. If your registrations, forms and payment are not received by March 16, 2010, you will be responsible for paying the difference between the Early and Late Registration Fees and your school will be invoiced accordingly.
- Regular Registration Fee (between March 16, 2010 and April 1, 2010) - The conference registration fee is \$80.00 for each person attending the conference. This includes all students, delegates, advisors, administrators, and special guests.
- Purchase Orders - SkillsUSA Michigan accepts purchase orders, but they need to be processed so the payment *arrives* by the deadline date to receive the early registration fee.
- Credit Card Payments – SkillsUSA Michigan accepts credit cards as payment. Please use the charge card form that is available at <http://www.miskillsusa.org/forms.html>. These payments are processed within 24 hours (if received during business hours) and the receipt is mailed within 48 hours.

Your school is responsible for the **full amount** of registration fees owed as per the initial registration. Any monies owed to the State Association must be paid in full prior to registering at the conference. Failure of making full payment at this time will result in the school being put on probation and therefore prohibiting members from attending official association functions, including the current year's National Conference. This probation will remain in effect until the monies are paid in full.

Housing Reservations

The hotel registration is separate from the State Conference registration and reservations are made on a separate form. *The hotel charges are NOT included in the State Conference registration fee.*

Please review the following process in order to make your housing reservations for the 2010 State Championship for SkillsUSA Michigan to be held in Lansing. This process has been developed by the Greater

Lansing Convention and Visitors Bureau (GLCVB) to help the Host Hotels reduce the number of changes and cancellations that they have experienced over the past few years.

1. Student housing is based on four (4) to a room. If a chapter does not have multiples of four (4) people of the same sex, it will be the chapter's responsibility to fill a room by contacting other chapters, or absorb the additional cost (per person) for occupancy less than four (4). Chapters must house the majority of their delegation in quad rooms so SkillsUSA Michigan can ensure that there will be adequate room for all registrants. Students will not be permitted to be in a single room.
2. If you make arrangements with another school to fill a quad room, please include the name of the school the student is from, after his/her name, on the form. Be sure that both schools include the mixed room on their registration form. One school should be designated as responsible for prepayment of the shared room. The other school(s) should then pay the designated school.
3. Advisors should plan to be assigned to a double (2-person) room. Please indicate the name and school of the individual you want to room with, so the hotel can properly match you up. Remember to check with your intended roommate first. Each year, reservations are received where an advisor did not confirm with the second advisor. Also, remember to **register your spouse** if they will be staying with you during the conference.
4. Schools should check our web site at <http://www.miskillsusa.org/sc.html> to decide which hotel they prefer to stay.
5. Schools can begin registering for hotels on March 8, 2010 after all regional competitions have taken place. Hotel registrations received before March 8, 2010 will be entered in the hotel system on March 9, 2010. Reservations will be processed in the order in which they were received. All participants from the same school must register at the same time. You must have a rooming list of qualified students in order to proceed with your reservations. **Housing reservations will not be accepted without a rooming list.**
6. Reservations for all official conference hotels must be made via the State Office beginning March 8, 2010. If you make a reservation on your own at an official conference hotel, there will be a penalty. Chapters that make their own reservation at an official conference hotel only slow down the process for other schools.
7. Fill out housing form, noting your order of preference for the hotels with rooming blocks for the SkillsUSA event. If you do not list your preferred hotels, you will be placed in the next available hotel.
8. The state office will assign your hotel based on the order received, priority of hotels selected and the hotel's room availability. ***There will be no switching hotels once you have been assigned, so please choose carefully.*** Once your reservation has been processed and accepted by the hotel (approximately 6 business days), the hotel will send you a confirmation so you can send your payment directly to your assigned hotel. Once the school receives the confirmation, all changes should be made directly with the hotel.
9. Once notified of your hotel, all rooms must be paid in full directly to the hotel, by April 12, 2010. Do not send your hotel payment to the State Office.
10. Please remember to complete the SkillsUSA Michigan Tax Exempt Certification (included with your registration forms) and send it with your hotel selection form and housing list.

11. Cancellations made after 6:00 p.m. on Monday, April 12, 2010 will incur a \$25 fee per room cancellation fee. This fee will be assessed by the hotel.

12. **Special requests are based upon the availability at the time the housing form and full payment are received at the hotel.** Hotel rooms will be assigned on a first received basis.

We hope that this streamlined process will work to everyone's advantage and give an equal opportunity for room blocks at their favorite hotels.

The official conference hotel list is posted on our web site at <http://www.miskillsusa.org/sc.html>.

An interactive map is available at:

http://www.communitywalk.com/2010_skillsusa_michigan_state_conference_april_1618_2010/map/403300

Supervision

The Advisors Council has determined that there should be adequate supervision for the students provided by each school.

- One (1) adult is responsible for every ten (10) students attending the conference. Please be sure to register the appropriate number of advisors from your school.
- Each school will decide which advisors are to be responsible for which students.
- Accountability for any student's misconduct will be the direct responsibility of the advisor in charge of his/her designee.
- Advisors should have available at all times the name, address, and phone number of the parents/guardians of each student they are responsible for.

State Conference Tentative Agenda

Friday, April 16, 2010

- | | | |
|-------------------|--|--------------------|
| • 1:00 pm-7:00 pm | Conference Registration (all schools) | Causeway Bay Hotel |
| • 1:00 pm | Hotel Check In | Assigned Hotels |
| • 1:30 pm | State Officer Candidate Interviews | Causeway Bay Hotel |
| • 2:00 pm-5:30 pm | Leadership Test (for all contestants) | Causeway Bay Hotel |
| • 7:30 pm | Opening General Session | Causeway Bay Hotel |
| • After session | Final Leadership Test (for those who did not take it earlier) | Causeway Bay Hotel |

Saturday, April 17, 2010

- | | | |
|-----------|-------------------------------|--------------------|
| • 8:00 am | Contests Conducted | Various Locations |
| • 4:30 pm | Delegate Meeting | Causeway Bay Hotel |
| • 6:30 pm | Advisor Meeting | Causeway Bay Hotel |
| • 2:30 pm | Afternoon Activity (optional) | |
| • 7:30 pm | Evening Activity (optional) | |

Sunday, April 18, 2010

- | | | |
|--------------------|----------------|--------------------|
| • 8:00 am-12:00 pm | Awards Program | Causeway Bay Hotel |
|--------------------|----------------|--------------------|

Available Contest Spots Lottery

Available contest spots, not filled by the approved number of regional qualifiers, are filled by a contest lottery, as determined by the State Director. The procedure by contest is as follows:

- All regions are put in a hat and regions are drawn based on the number of available spots.

- The winning region's Regional Contestant Ranking Sheet is then consulted and the next available competitor is then contacted.
- If there is no available competitor from a winning region, then the procedure starts over.

Approved Alternate List

Students who did NOT qualify to compete at States but are attending the State Conference may be eligible to be on the Approved Alternate List. Students accepted for the Approved Alternate List must be approved by the State Director before the State Conference and have met the following criteria. Only students on the Approved Alternate List will be allowed to compete at States as determined by the State Director.

- Competed at Regionals in that contest.
- Are registered as an alternate for a team event and must indicate what team they are an alternate for. These alternates are only allowed to substitute for a competitor of the indicated team.

Competitor Meals

The day of the competition, competitors are encouraged to bring with them snacks and/or lunch to the contest site, as they may not be able to leave the contest site until the contest is finished.

State Conference Map

An interactive map of all State Conference contest sites and hotels will be available at http://www.communitywalk.com/2010_skillsusa_michigan_state_conference_april_1618_2010/map/403300.

Transportation

SkillsUSA Michigan will provide transportation from the official conference hotels to the Opening General Session on Friday evening and most events on Saturday. Transportation is NOT provided on Sunday and is your responsibility.

State Officer Application

Being a state officer is one of the highest honors a student can achieve in SkillsUSA Michigan. If you have a student who wants to run for a state office, please have them complete and submit the State Officer Application by March 5, 2009. The State Officer Application is available on our web site at <http://www.miskillsusa.org/forms.html>.

State-wide Food Sculpture Contest

SkillsUSA supports community service activities and the State Officers are sponsoring a State-wide Food Sculpture Contest. Winning schools will be recognized at the Sunday Morning Awards Program. Detailed information about the State-wide Food Sculpture Contest is available at <http://www.miskillsusa.org/sc.html>.

Friday Check-in

The lead advisor from each attending school will be given their conference materials upon check-in on Friday, April 16, 2010 at the SkillsUSA Michigan headquarters at the Causeway Bay Hotel.

Alumni State Conference T-Shirt Sale

The SkillsUSA Michigan Alumni Association will be selling State Conference T-shirts! These t-shirts are only available on a pre-sale basis for \$10 each. State Conference t-shirts will NOT be sold at the State Conference. You will receive your t-shirt order when you check-in on Friday. Please indicate your t-shirt order on the State Conference Registration Form.

Corrections and/or Changes

After reviewing the conference materials if there are corrections and/or changes, please bring them to the conference headquarters at the Causeway Bay Hotel (formerly Holiday Inn South) before the Opening General

Session on Friday. Corrections will be made Friday evening and if needed, new name badges will be available at the SkillsUSA Michigan headquarters at Lansing Community College-West Campus on Saturday morning.

Contest Information

Contest information for each event will be available on our web site by the first part of March at <http://www.miskillsusa.org/contests.html>. The web site contains important information about each contest, including what each competitor needs to bring to the contest. Please check back frequently for contest updates as they are posted all the way up to States.

Dress Code

The State Conference Dress Code was approved by the Advisor Council in July 2008. The Advisor Council will be on hand at each meeting to determine if a student is properly dressed before he/she will be allowed on the stage. This dress code applies to both students and advisors.

Friday Night General Session and Saturday Delegate Meeting: *School-logo attire or SkillsUSA Michigan attire is required. A SkillsUSA blazer, sweater or windbreaker is encouraged but not required.* Business attire is **NOT** allowed.

- Women: School-logo collared shirt, dress pants or skirt no shorter than 2" above the knee, skin-tone seamless hose, and close toed dress shoes OR white collared shirt, black pants or skirt no shorter than 2" above the knee, skin-tone seamless hose, and close toed dress shoes.
- Men: School-logo collared shirt, dress pants, dress socks, and dress shoes OR white collared shirt, black pants, black socks, and dress shoes.

Sunday Morning Awards Ceremony: *SkillsUSA Michigan attire or appropriate National Competition clothing is required. A SkillsUSA blazer, sweater or windbreaker is encouraged but not required.* Business attire and school-logo attire are **NOT** allowed. Please see <http://www.miskillsusa.org/forms.html> for the National Competition Clothing list.

- Women: White collared or collarless shirt (with or without school/SkillsUSA logo), black pants or skirt no shorter than 2" above the knee, skin-tone seamless hose, and close toed dress shoes OR appropriate National competition clothing.
- Men: White collared shirt (with or without school/SkillsUSA logo), black pants, black socks, and dress shoes OR appropriate National competition clothing.

Social and Free Time: Neat casual clothing is acceptable. Shoes must be worn when in public areas. Items not acceptable include hats, bathing suits (unless at the pool), and suggestive attire. Shirts must have sleeves and no bare mid drift. Skirts and shorts must be at least finger tip length.

Awards Presentation Procedure

SkillsUSA Michigan and the Advisor' Council has also changed the State Conference awards presentation procedure beginning in 2009. At the State Conference Awards Ceremony on Sunday, the Advisors' Council will be on hand to determine if a student is properly dressed before he/she will be allowed on the stage. If a student is determined to be not properly dressed (as outlined above), then the student will be instructed to go to the right of the stage to receive their award. Improperly dressed students will not be allowed to stand in front of the stage to receive their medallions (as in previous years). Pictures may be taken on the awards podium after the completion of the awards ceremony.

Industry Awards Procedure

In an effort to conserve time and resources, the industry awards will be announced and distributed as follows:

- Announcement - Before the Awards Ceremony begins, recognition will be given to the industry award donors on the large screen and again when the contest is announced.
- Program – Industry award donors will also be recognized in the State Conference program.

- Distribution - The industry awards will be given to the winners in a separate room outside of the ballroom. After the winners receive their medal and plaque on stage and have had their picture taken in the hallway, they will need to go to the industry awards room and show their plaque to claim their industry award. They must show their plaque in order to receive their industry award.

For an industry award donor to receive recognition at the State Conference, the new Industry Awards Form must be filled out completely and sent in to the State Office by **April 1, 2010**. This form is available at <http://www.miskillsusa.org/forms.html>.

Resume

All competitors will be required to submit a one-page, type-written resume. The resume will be turned in at the contest sites. A penalty of 5% will be assessed for failure to submit a resume. A sample resume worksheet is available on our web site at <http://www.miskillsusa.org/forms.html>. The resume will be turned in at the contest site.

SkillsUSA Leadership Test

All competitors will be required to take the SkillsUSA Leadership Test on Friday afternoon anytime between 2:00 pm and 5:30 pm. This test is only used as a tie-breaker. A study guide for this test is available on our web site at <http://www.miskillsusa.org/forms.html>.

Special Needs Request Form

SkillsUSA Michigan is committed to providing equal access to all persons in admission to, access to, or operation of its programs or services. Individuals with disabilities or needing accommodations must complete and submit a Special Needs Request Form to the state office with your registration. This form is available on our web site at <http://www.miskillsusa.org/forms.html>. SkillsUSA Michigan is not responsible for providing special accommodations if this form is not submitted.

Official Voting Delegates

Each chapter will be allowed to have official voting delegates at the Delegate Meeting. All delegates must be registered for the state conference. They may be students that are already attending the conference in another capacity (competitor, observer, alternate, etc.). Only students with a delegate or alternate ribbon on their name tag will be admitted to the Delegate Meeting on Saturday afternoon and therefore, be allowed to vote for the state officers and on state business.

The number of official voting delegates is based on your chapter's membership as of January 15, 2010. The chart of official voting delegates will be available on the web site at <http://www.miskillsusa.org/sc.html>.

Advisor Meeting

All advisors are asked to attend the Advisor Meeting on Saturday night. This meeting is conducted by the Advisors Council.

Saturday Afternoon Activity at The Summit

New for 2010! There is going to be a State Conference Saturday Afternoon Activity! Open ice skating will be at The Summit (site of the Construction Contests) from 2:30 pm to 4:20 pm (times are subject to change). Cost is \$5 for Adults, \$4 for Students/Seniors/Children and \$2 for skate rental. Transportation will be provided from LCC-West Campus free of charge. The Summit also has video games and concessions available. ***Students must be supervised by an advisor!***

Saturday Evening Activity at Celebration! Cinema

The State Conference Saturday Evening Activity is a movie outing at Celebration! Cinema, near the Causeway Bay Hotel. All movie vouchers are \$7.50 per person and include transportation to and from your hotel and a movie of your choice. Movie vouchers must be pre-ordered by **April 1, 2010**. ***All movie vouchers must be***

pre-ordered, they will NOT be available at the State Conference. The Saturday Evening Activity Order Form is available on our web site at <http://www.miskillsusa.org/sc.html>.

Sunday Morning Awards Program

- Transportation will be your responsibility.
- Breakfast will not be provided.
- Pictures of the medalists from each event will be taken immediate after leaving the awards podium. The pictures will be posted on the web site at <http://www.miskillsusa.org/sc.html>.
- With the new Industry Awards Procedure, the Sunday Morning Awards Program might be finished earlier than in previous years.

Non-Discrimination Policy

The policy of SkillsUSA Michigan is that no person shall, on the basis of race, color, national origin, ancestry, age, gender, marital status, weight, sexual orientation, sex or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity or in employment.

SkillsUSA Michigan will not discriminate on the basis of race, color, creed, national origin, ancestry, age, gender, marital status, weight, sexual orientation, or disability. Any student requiring an accommodation as a result of a disability should contact the chapter advisor to arrange such accommodation.



State Conference Registration Instructions

April 16-18, 2010

Early Registration Deadline March 16, 2010!

No registrations will be accepted after April 1, 2010

Download the Excel file from our website at: <http://www.miskillsusa.org/forms.html>

Important Notes:

- The tabs at the bottom of the Excel worksheet represent the various forms required for registration.
- If you submit your registration with missing or incomplete information, it will not be accepted as valid and you will be informed! Until the complete information is submitted, you may incur late registration charges!

Instructions:

1. Start with the **Blue 'Registration'** tab to list all of your school's participants - including adults! In the first column, select the type of room this is: Single, Double, Triple or Quad Room. Group roommates together, so the hotel knows how to assign rooms.
2. Choose the contest for each student participant from the drop-down list. Refer to the **Green "Contests"** tab for a complete list of the contests available at the State Conference.
3. For all team contests, each team within a contest for your school must have a unique number or letter for the Team Identifier. Make certain that teammates have the same identifier as their partner!
4. If you wish to add t-shirts (for an additional cost; these are NOT included in registration), choose the t-shirt size for each participant. **Please note: There will NOT be t-shirts available for sale at the conference!** These will be added to your total on the Yellow 'Invoice' tab.
5. Go to the **Yellow 'Invoice'** tab and provide the requested information, which is highlighted in yellow. Totals of participants will automatically fill in from the registration tab.
 - If you wish to add on social tickets to your registration (for an additional cost), enter the number desired.
Please note: There will NOT be additional tickets for sale at the conference!Print out this page to remit for payment to your bookkeeper/secretary/accounts payable department.
6. Go to the **Aqua 'Hotel Registration'** tab and provide the requested information, which is highlighted in yellow. We need your arrival date, and the number of rooms needed for your school. Don't forget to rank your desired hotels in order, number 1 being your first choice. We will make every attempt to place you in your desired hotel, but we make no guarantees of placement. If you have any special requests (non smoking rooms, handicapped accessible, etc.) please note that in the space provided. The hotels make no guarantees, but will make every effort to accommodate you.
7. Go to the **Orange "Tax Exempt Form"** tab and provide the requested information, highlighted in yellow. We must receive this information in order not to charge you sales tax on the hotel rooms. If you do not have a Tax Exempt Number, then you may fax a copy of your letter or certificate to our offices: 734-487-4329.
8. Save the entire file as "your school name" and email to Ann Day at: aday7@emich.edu

Note: for any changes in registration, please do NOT update and email this file! Changes must be submitted using the Excel **REGISTRATION CHANGES** form, which can be downloaded from our website:

<http://www.miskillsusa.org/forms.html>

*Please direct any questions about the registration process to Ann at 734-487-3888
or aday7@emich.edu*

Sample of Registration Tab:

SC [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Acrobat

Themes Colors > Fonts > Effects > Margins Orientation Size Print Breaks Background Area > Print Titles

Gridlines View Print Sheet Options

Headings View Print Sheet Options

Bring to Front Back Selection Pane Arrange

Width: 1 page Height: 6 pages Scale: 75% Scale to Fit

A1

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Lead Advisor: Eve McGee
School: Riverdale High School

| Room | Room Type | Gender | Last Name | First Name | Classification | Contest | Team | T-Shirts |
|------|-------------------|--------|------------|------------|----------------|-------------------------------|------|-----------|
| #1 | Double (2 people) | Female | McGee | Eve | Advisor | | | |
| | Double (2 people) | Male | McGee | Sidney | Guest | | | |
| #2 | Triple (3 people) | Male | Zuko | Danny | Contestant | Automotive Service Technology | A | L (\$10) |
| | Triple (3 people) | Male | Kenickie | Ken | Contestant | Automotive Service Technology | A | L (\$10) |
| | Triple (3 people) | Male | Smith | Sonny | Contestant | Automotive Service Technology | A | XL (\$10) |
| #3 | Quad (4 people) | Female | Olsson | Sandy | Model | Cosmetology | B | |
| | Quad (4 people) | Female | Conn | Didi | Contestant | Cosmetology | B | |
| | Quad (4 people) | Female | Rizzo | Betty | Contestant | Customer Service | | |
| #4 | Quad (4 people) | Female | Maraschino | Marty | Contestant | Television (Video) Production | | |
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| #5 | | | | | | | | |
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| #6 | | | | | | | | |
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| #7 | | | | | | | | |
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Remember - ALWAYS select a unique team identifier any time a participant is in a team event!

T-Shirts ARE NOT included in the registration price! This is an additional cost!

Sample Only

Sample of Invoice Tab:



State Conference Registration Invoice

April 16-18, 2010

School: **Riverdale High School**

Lead Advisor: **Eve McGee**

Email: **mrsmcgee@riverdale.com**

School Phone: **734-555-5555**

Cell Phone: **313-555-5555**

Date: **8/19/2009**

EARLY REGISTRATION DEADLINE IS MARCH 16, 2010

Registration Fees (both students and adults):

\$65.00 Early Registration - Payments and forms must be received by March 16, 2010

\$80.00 Regular Registration - Payments and forms received between March 16 & April 1, 2010

Numbers fill in automatically from the participants listed on the registration worksheet.

Number of Students: 7 x \$67.50 = \$472.50
 Number of Adults: 2 x \$65.00 = \$130.00

Optional Items at Additional Cost:

Number of Regular Sized T-shirts: 3 x \$10.00 = \$30.00
 Number of Oversized T-shirts: 0 x \$12.00 = \$0.00

Enter the Number of Social Tickets (if desired): 9 x \$7.50 = \$67.50

This completed form will serve as your invoice. Total Amount Due: \$682.50

PAYMENT DEADLINE IS APRIL 1, 2010!

We also accept credit cards!

Download the form at http://miskillsusa.org/forms/Charge_Card_Payment_Form.pdf

Make check payable to: **SkillsUSA Michigan**

Mail payment to: **SkillsUSA Michigan
 Eastern Michigan University
 Ypsilanti, MI 48197**

Advisors: By typing your name below, you hereby acknowledge that a Permission & Medical Treatment Authorization form will be brought to the conference for each participant attending. All participants must have read and signed the Participant Code of Conduct and Medical Treatment Authorization Forms, and understand and agree to the Dress Code. These forms are available for download at: <http://www.miskillsusa.org/forms.html>

Eve McGee
 Lead Advisor's Name

9/1/2009
 Date

| State Office Use Only | | | |
|-----------------------|--|-------------------|--|
| Registration Rcvd | | Payment Rcvd Date | |
| Master File | | Payment Amt Rcvd | |
| QuickBooks | | Memo | |
| Access | | | |

Sample of Hotel Registration Tab:


SkillsUSA Hotel Registration Form
 MICHIGAN
State Conference

April 16-18, 2010

| | |
|--------------------------------------|--------------------------------|
| School: Riverdale High School | Address: 1234 Main Street |
| Lead Advisor: Eve I. Gae | City/St/Zip: Anytown, MI 48000 |
| School Phone: 734-555-5555 | Cell Phone: 313-555-5555 |

REGISTRATION DEADLINE IS MARCH 16, 2010

Check in: after 3:00pm Check out: prior to Noon

Arrival Date: **Thursday, April 15** All rooms check out on **Sunday, April 18**

| | Number of Rooms | | Rate | Total |
|--------------------|-----------------|---|------|----------|
| Single (1 person): | 0 | x | 3 | 0 |
| Double (2 people): | 1 | x | 3 | 3 |
| Triple (3 people): | 1 | x | 3 | 3 |
| Quad (4 people): | 1 | x | 3 | 3 |

Please rank the order of your preferred hotel:

You must rank all the hotels listed below. If you do not, then you will be assigned the next available hotel.

- | | |
|----------|---|
| 1 | Causeway Bay Hotel (formerly Holiday Inn South) - Conference HQ |
| 4 | Holiday Inn Lansing West |
| 2 | Hampton Inn West |
| 3 | Country Inn & Suites |
| 5 | Fairfield Inn West Lansing |
| 6 | Residence Inn Lansing West |
| 7 | Best Western Lansing West |

The hotel charges are NOT included in the State Conference Registration fee.
 Your assigned hotel will bill you separately for your hotel.

Comments/Requests for the Hotel Staff:

Notice to Hotel: Please pre-register rooms and place students on the same floor, close to their advisor. All folios are to be marked "Cash in Advance". Rooms are to be prepaid by check. Keys are to be pre-packaged, by school, prior to check-in. Only the advisor may pick-up keys for a chapter. Thank you.

Sample of Tax Exempt Tab:



Certificate to be executed when tax exempt sale is made to an exempt institution or agency

The undersigned hereby certified that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named in the space provided below, and that the consideration for this purchase comes from the funds of the designated institution or agency. In the event this claim is disallowed, the transferee promises to reimburse the seller for the amount of tax involved. This certificate must be completed and submitted.

Riverdale High School

Name of Exempt Organization

734-555-5555

Phone Number

00-10 0000

Exempt Number

1234 Main Street, Anytown Michigan 48000

Organization Address (Street Address, City, State, Zip)

Accountant

Title of Official

April 16-18, 2010

Date of Function

By typing your name below, you agree that the information provided is true and valid under Michigan law.

My name here

(Electronic) Signature of Official

9/1/2009

Date

**If you do not have a Tax Exempt number, then you must fax a copy of your tax exempt letter/certificate to:
734-487-4329*