



State Leadership and Skills Conference

April 20-22, 2012

Best Western Plus Lansing (formerly 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 5, 2012 – School Hotel Reservations Open (First day that school housing lists will be accepted by the State Office)
- March 20, 2012 – Early Registration and Payment Due
- March 27, 2012 – Final Hotel Registration Due
- April 5, 2012 – Changes, Refund Requests and Regular Registration Due
- April 13, 2012 – State Contest Resumes Due at <http://www.skillsusa.net/newresume/>
- April 16, 2012 – 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 5, 2012.***

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 that are Direct 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. The form is available at <http://www.miskillsusa.org/forms.html>.

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 (students, advisors, observers, guests, etc.)
- Registration Fee payment for the **entire amount**

One Contest Per Student

A student can compete in only one state contest.

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. The form is available at <http://www.miskillsusa.org/forms.html>.

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 electronically on the 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 20, 2012) - The conference registration fee is \$60.00 for each person attending the conference (students, advisors, observers, guests, etc.). If your registrations, forms and payment are not received by March 20, 2012, 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 20, 2012 and April 5, 2012) - The conference registration fee is \$75.00 for each person attending the conference (students, advisors, observers, guests, etc.).
- 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 SkillsUSA Michigan State Leadership and Skills Conference 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 5, 2012** after all regional competitions have taken place. Hotel registrations received before March 5, 2012 will be entered in the hotel system on March 6, 2012. Reservations will be processed in the order in which they were received. Final hotel registrations are due **March 30, 2012**. 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. **NEW POLICY!** Reservations for all hotels must be made via the State Office beginning **March 5, 2012**. All schools **MUST** make their State Conference housing reservations through the State Office. Any schools making housing reservations on their own and **NOT** going through the State Office, no matter what hotel is being used, **will be charged an additional \$15 per registered participant**. This new policy effective starting in 2012 is in place in order to keep the registration fee affordable, since the hotels do not charge or discount meeting rooms fees because we are using the guest rooms.
7. Fill out the 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 16, 2012. 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 16, 2012 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 will be posted on our web site in Fall 2012.



State Leadership and Skills Conference

April 20-22, 2012

Best Western Plus Lansing (formerly Causeway Bay Hotel), Lansing

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 20, 2012

- | | | |
|-------------------|--|---------------------------|
| • 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 | Best Western Plus Lansing |
| • 2:00 pm-6:30 pm | Leadership Test
(for all students) | Best Western Plus Lansing |
| • 7:30 pm | Opening General Session | Best Western Plus Lansing |
| • After session | Final Leadership Test
(for those who did not take it earlier) | Best Western Plus Lansing |

Saturday, April 21, 2012

- | | | |
|-----------|--------------------|---------------------------|
| • 8:00 am | Contests Conducted | Various Locations |
| • 4:15 pm | Delegate Meeting | Best Western Plus Lansing |
| • 8:00 pm | Advisor Meeting | Best Western Plus Lansing |
| • 8:00 pm | Social | Best Western Plus Lansing |

Sunday, April 22, 2012

- | | | |
|--------------------|----------------|---------------------------|
| • 8:00 am-12:00 pm | Awards Program | Best Western Plus Lansing |
|--------------------|----------------|---------------------------|

Available Contest Spots Lottery

Available high school 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:

- 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. Contestant lunches are not provided by SkillsUSA Michigan but may be provided by the contest technical committee.

State Conference Map

An interactive map of all State Conference contest sites and hotels will be available at

http://www.communitywalk.com/2012_skillsusa_michigan_state_conference_april_2012_2012/map/1313654.

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 Friday for the Leadership Test and on Sunday for the Awards Program 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 2, 2012**. 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 at the SkillsUSA Michigan headquarters at the Best Western Plus Lansing (formerly Causeway Bay Hotel). You will need to check-in before your students take the Leadership Test.

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.

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 Best Western Plus Lansing (formerly Causeway Bay Hotel) 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 week in 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.

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 all participants (students, advisors, observers, guests, etc.).

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 (any color) or white collared or collarless 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 or white 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 non-white school-logo shirts 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 2010. 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, 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, 2012**. This form is available at <http://www.miskillsusa.org/forms.html>.

Resume

NEW POLICY! All competitors are required to submit a one-page resume online at <http://www.skillsusa.org/compete/updates.shtml>. All resumes must be posted by **April 13, 2012**. Please make sure to post it to the correct contest. A penalty of -50 points will be assessed for failure to submit a resume or failure to post it to the correct contest. A sample resume worksheet is available on our web site at <http://www.miskillsusa.org/forms.html>. For 2012 only, if a competitor did not post their resume by **April 13, 2012**, a hard copy of the resume will be accepted at the contest site.

SkillsUSA Leadership Test

All students will be required to take the SkillsUSA Leadership Test on Friday afternoon anytime between 2:00 pm and 6:30 pm. This test is also used as a tie-breaker for competitors. The students with the top ten scores on the Leadership test will be recognized at the Sunday Awards Ceremony. A study guide for this test is available on our web site at <http://www.miskillsusa.org/forms.html>.

Appointments can be made for the SkillsUSA Leadership Test on the registration form available at <http://www.miskillsusa.org/sc.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 voting delegate or alternate delegate 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 16, 2012. The chart of official voting delegates is 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.

Student Service Corps

The Student Service Corps is a group of students that volunteer at the State Conference to help with conference activities, such as the Friday Leadership Testing, Saturday contest activities, the Opening Session and the Award Ceremony. These students will earn Community Service hours they can use towards

their graduation requirement. Please have interested students fill out and submit the application form by **March 27, 2012**. The form is available on the web site at <http://www.miskillsusa.org/forms.html>.

Saturday Evening Social

The State Conference Saturday Evening Social “SkillsUSA Dance-Sing Revolution” will be at the Best Western Plus Lansing (formerly Causeway Bay Hotel). The State Officers have a fun night planned for all with Wii and Karaoke contests. There is no charge to participate in this activity and for transportation to and from your hotel. All costs are included in the registration fee.

Sunday Morning Awards Program

Information on the Sunday Morning Awards Program is as follows:

- Transportation will be your responsibility.
- Breakfast will not be provided.
- Pictures of the medalists in each contest will be taken
- The pictures will be posted on the web site at <http://www.miskillsusa.org/photo.htm>.

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 20-22, 2012

Early Registration Deadline March 20, 2012!

No registrations will be accepted after April 5, 2012

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

Important Notes:

- The tabs at the bottom of the worksheet represent the various forms required for registration.
- Registration forms will not be processed if you submit it with missing or incomplete information.

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.
 - ➔ If you are not planning on staying at one of our hotels, then please choose "No Hotel" in this column.
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 for sale at the conference!** These will be added to your total on the Yellow 'Invoice' tab.
3. Go to the **Yellow 'Invoice'** tab and provide requested information, which is highlighted in yellow. Totals of participants will automatically fill in from the registration tab.
 - ➔ If you wish to make a Leadership Test appointment, please indicate so here. All efforts will be made to accommodate your requested time.Print out this page to remit for payment to your bookkeeper/secretary/accounts payable department.
4. Go to the **Aqua "Hotel Registration"** tab and provide the requested information, which is highlighted in yellow. We need your arrival date, 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 (nonsmoking rooms, handicapped accessible, etc.) please note that in the space provided. The hotels make no guarantees, but will make every effort to accommodate you.
5. Go to the **Orange "Tax Exempt Form"** tab and provide the requested information, highlighted in yellow. We must receive this information in order to be exempt from state sales tax on the hotel rooms.
6. Save the entire file as "your school name" and email to: registration@miskillsusa.org

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 contact the office with any questions: 734-487-3888 or registration@miskillsusa.org

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 Area Page Setup

Print Breaks Background Print Titles

Gridlines View Print Sheet Options

Headings View Print Sheet Options

Bring to Front Back Selection Pane Arrange

Bring to Front Back Selection Pane Arrange

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

A1

Lead Advisor: **Eve McGee**
 School: **Riverdale High School**

Room Type	Gender	Last Name	First Name	Classification	Contest	Team	T-Shirts Additional Price
Room #1	Double (2 people)	McGee	Eve	Advisor			
	Double (2 people)	McGee	Sidney	Guest			
Room #2	Triple (3 people)	Zuko	Danny	Contestant	Automotive Service Technology	A	L (\$10)
	Triple (3 people)	Kenickie	Ken	Contestant	Automotive Service Technology	A	L (\$10)
	Triple (3 people)	Smith	Sonny	Contestant	Automotive Service Technology	A	XL (\$10)
Room #3	Quad (4 people)	Olsson	Sandy	Model	Cosmetology	B	
	Quad (4 people)	Conn	Didi	Contestant	Cosmetology	B	
	Quad (4 people)	Rizzo	Betty	Contestant	Customer Service		
Room #4	Quad (4 people)	Maraschino	Marty	Contestant	Television (Video) Production		
Room #5							
Room #6							
Room #7							
Room #8							

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 Fee (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:


Hotel Registration Form
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		Occupancy	Total
Single (1 person):	0	x	<u>3</u>	<u>0</u>
Double (2 people):	1	x	<u>3</u>	<u>3</u>
Triple (3 people):	1	x	<u>3</u>	<u>3</u>
Quad (4 people):	1	x	<u>3</u>	<u>3</u>

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*