

## Advisor Check-sheet for State Conference

- Intent to Compete form (All forms are at <http://www.miskillsusa.org/forms.html> )
- Compete at Locals
- Register student at Nationals (January 15)
- Compete and qualify at Regional Competition
- Register for State Competition by deadline  
(March 16 early registration, March 26 final)
- Read guidelines for each state contest at [www.miskillsusa.org](http://www.miskillsusa.org)  
(Have contestant read also)
- Check the site weekly before the championships to see if any changes effect you or your students
- Check and verify student Resumes, collect copies and put in a folder
- Give study guides for State Leadership test (ALL STUDENTS)
- Get student Field Trip Forms prepared and signed in advance
- Get Medical Release Forms and Code of Conducts signed and collected in folder
- Verify contestant dress codes for meetings, competition, and school guidelines
- Have students pack tools and supplies needed for contest (verify)
- Meet with students about schedule, dress, food, expectations, responsibilities (voting delegates need to know when and where.)
- Develop a communication plan with the students – How will you contact them, how will they contact you? Phone? Locations? Times? (Each advisor should chaperone no more that 10 students – do your job)
- Transportation details – review with students
- State Conference Check in – Have a plan, one advisor Drop off health forms and code of conduct and pick up school packet, other advisors organizes students to take state leadership/written test upon arrival of Name Tag.
- Read the conference program – times, schedules and locations of all meetings, contests, activities, transportation, contact information for State Director is all in the program.
- Get to the meetings EARLY – Best seating goes fast. If you want to sit as a group (and you should) you need to plan to meet and come as a group.  
(CELL PHONES OFF FOR MEETINGS)
- Listen closely at the opening session for contest changes for location and times

- Review transportation with students and last minute contest preparation (have a breakfast plan for students)
- FOLLOW CURFEW – Get the students in their rooms – lights out and TV off! (I have collected cell phones and regular phones from the rooms in the past)
- Plan to be early to contests. The buses will get you there if you plan the time. (Students will need a lunch plan – The Summit and LCC-West Campus have a café, but other sites may not. Consider sending snacks in case lunch becomes a problem)
- ATTEND the ADVISORS MEETING – A lot of important business gets done and without being there you are out of the loop.
- Students will be releasing energy after the contests are done. Make sure they are supervised and controlled. (We have had to send students home in the middle of the night on Saturday that would have won medals on Sunday. The student forfeits their medal if sent home for violation of the code of conduct)
- Official Dress required – (dress code is a white shirt, black pants and dress shoes, official dress would be nice but not necessary.) You must stay for the entire award ceremony, and you need to check out of the hotel before the award ceremony, you will have a packet in the office for your school with certificates, and some contest paperwork, only one advisor needs to pick up the packet.
- First place winners and their advisor need to stay after the awards ceremony for a meeting with important deadlines, costs, and guidelines for Nationals (20-30 minutes)
- Deadlines are important..... all of them. We know you are busy, but.....