

Advisor Check-sheet for National Leadership and Skills Conference (NLSC)

- Submit Qualifier Not Attending Nationals Form ASAP (if necessary)! This will give the state director time to contact the next person in line.
- Do Online Conference Registration at <http://www.skillsusa-register.org> the week after States. Be sure to list all people going to NLSC. Each person must be registered individually. Be sure to fill out all information requested, including emergency and medical info. Go to the blue tabs at the bottom of the page.
 - o Contestants
 - o Other students (must be a SkillsUSA member)
 - o Advisors
 - o Guests (spouse, children, parents, etc.)
- Fill out and submit SkillsUSA Michigan registration form at <http://www.miskillsusa.org/nc.html>, one form per school the week after States. Be sure to list all people going to NLSC.
 - o Contestants
 - o Other students (must be a SkillsUSA member)
 - o Advisors
 - o Guests (spouse, children, parents, etc.)
- Do Online Travel/Hotel Registration with Michigan's travel agent for your entire school the week after States.
 - o Be sure to list all people going to NLSC.
 - Contestants
 - Other students (must be a SkillsUSA member)
 - Advisors
 - Guests (spouse, children, parents, etc.)
 - o All people that are registered via the online registration MUST stay at the assigned Michigan hotel.
 - o Be sure to register people using their legal name and birthdate, a must due to travel restrictions.
 - o Airports and cities are first come, first serve, so register early! Only so many seats are held in each airport.
- ❖ **REMINDER – All three registrations above must match *EXACTLY* in names and number of people!**
 - o Any changes must be done via both the state office and the Michigan's travel agent.
- Copy and send/fax all participants medical cards (front and back) to the State Office.
- Pay the registration fee for all participants to the State Office.
- Pay the \$300 travel/hotel deposit per person to Michigan's travel agent.
- Pay the remaining travel/hotel balance to the Michigan's travel agent.
 - o Your tickets and airline information WILL NOT be sent to you until your school is paid in full!
- Sign up for the Timberland Pro Community Service Day (if desired).
- Order a rental car (if needed). Transportation to all events will be provided to all registered participants.
- Order additional trading pins (if desired).

- ❑ Give all advisor's cell phone number to the State Office. At NLSC, all advisors will receive a cell phone list with all advisor's cell phone numbers.
- ❑ Check the Technical Standards for your contest for the following:
 - Tools/equipment that you need to bring with you to NLSC.
 - If you need to ship something (display, tool box, etc.), make arrangements way in advance. Shipping info is here: <http://www.skillsusa.org/events/nlscshipping.shtml>
 - If you are shipping items directly to the hotel, check with them regarding their policies and shipping details.
 - Contest clothing requirements – order what you need before you go to NLSC at <http://www.skillsusastore.org/skillsusa/welcome.asp>.
 - Any other contest related things you must do before you go.
- ❑ Check for contest updates weekly at <http://www.skillsusa.org/compete/updates.shtml> before NLSC to see if any changes affect you or your students.
- ❑ All participants (students and adults) MUST have the SkillsUSA official dress for the Opening and the Awards Sessions. Blazers can be purchased at <http://www.skillsusastore.org/skillsusa/productthumbnails.asp>
 - Women: Red SkillsUSA blazer or windbreaker; white blouse (collarless or small-collared), black dress skirt or black dress slacks, black sheer (not opaque) or skin-tone seamless hose, and black shoes.
 - Men: Red SkillsUSA blazer or windbreaker, white dress shirt, solid black tie, black dress slacks, plain black socks and black dress shoes.
- ❑ Upload each contestants resume at <http://www.skillsusa.net/newresume/> by June 1
- ❑ If your student has been awarded a travel scholarship, they must do the following in order to get it. After all items below have been verified, then the travel scholarship check is sent to the school, not the student.
 - Send a thank you letter to the donor by June 1.
 - Send a copy of your thank you letter to the State Office by June 1.
 - Fill out and fax back the official form to the State Office (if applicable).
 - Attend NLSC.
- ❑ For special needs students, fill out and fax the NLSC Special Needs form to the State Office.
- ❑ Have a meeting with the parents to go over the schedule, flight info, hotel info, etc.
 - Give all your students the NLSC packing list at <http://www.skillsusa.org/downloads/PDF/NLSC/planning.pdf>
 - Do not forget to tell them that if their child needs to be sent home, it will be at their expense. Some advisors get the parent's credit card number before they go to NLSC, just in case.
- ❑ Check with the hotel regarding other charges, such as shipping packages and parking
- ❑ Call your airline before you leave regarding their policy on tool boxes, they might give you a break.
 - Get a letter that you can use for this purpose from the State Director.
- ❑ Check the airline's web site for information on fees and policies, as they are all different.