

## SkillsUSA Utah Leadership and Skills Conference Advisor Checklist 2023

- Register yourself as a professional member of SkillsUSA. (Required to obtain access to the national technical standards and many other critical resources to successfully prepare your students for competition.) <https://www.skillsusa.org/membership-resources/join/>
  - [Membership Walkthrough](#)
- Register your students as MEMBERS of SkillsUSA. (This process must be completed prior to the SkillsUSA Utah **membership deadline of 11:59 pm on February 15.**) Please, please, please triple check your membership registrations to verify that you clicked the “SUBMIT” button for all student and professional members that will be participating this year. There are currently 230 “UNSUBMITTED” SkillsUSA student memberships in Utah. <https://www.skillsusa.org/membership-resources/join/>
  - [Membership Walkthrough](#)
- It is strongly recommended that you consider registering multiple “alternate contestant” students as members of SkillsUSA prior to the membership registration deadline. This is critical to prevent disqualification of competition “teams” when one or more students may not be able to attend the state/national conference. Every member of a “team competition event” must be a properly registered member of SkillsUSA.
- Make immediate arrangements to pay the student and professional membership dues as soon as possible. Payment may be made by credit card or check. Membership dues must be paid to the national SkillsUSA office prior to the state conference, as shown on the membership dues invoice.
- Register yourself (and any other advisors from your school attending the state conference) as state conference attendees. (Most school policies have a 1:10 ratio of advisor to student)
  - [Conference Registration Walkthrough](#)
- Register every student contestant in the appropriate SkillsUSA Utah Leadership and Skills Conference competition or event. Each student contestant must have a valid, unique, verifiable email address, preferably a personal email address. Student school email addresses usually become invalid at the end of each academic year! This is critical for communication directly to the students, and to allow the students to take any/all online tests.
- Assist the students as they collect the required tools, equipment, materials and resources for their respective competitions.
- Make immediate arrangements to pay the advisor and student conference registration fees, and any “special contest materials” fees as soon as possible. Conference registration fees must be paid prior to the state conference to maintain student eligibility.
- Make immediate arrangements for travel, hotels, and food during the state conference. These arrangements are the responsibility of the individual school or district. It is the

advisors' responsibility to get each student contestant to their respective competition event on time and prepared to compete.

- Review the SkillsUSA national Technical Standards for each contest. Share this information with each student contestant.
- Review the SkillsUSA contest clothing requirement for each contest. Make immediate arrangements to obtain the required contest clothing for each student contestant, such as official red blazers, blue work shirts, white polo shirts, welding shirts, khaki shirts, etc. from the official SkillsUSA Store. Black dress pants, white dress shirts, black ties, black dress shoes, navy blue work pants, khaki work pants, work shoes/boots, etc. may be purchased from any retail source, such as Walmart or CAL Ranch.
- Check the "[Contest Status Sheet](#)" to verify the location and time of each contest event.
- Check the "[Contest Updates](#)" site often for all new and revised competition information provided by each contest Technical Committee.
- Check the [SkillsUSA Utah website](#) and the 2023 SkillsUSA Utah leadership and Skills Conference (ULSC) app (when operational) for the conference agenda, information, and contest updates.
- Make arrangements for each student contestant to take the online SkillsUSA Professional Development Test, prior to Tuesday, March 21st. Online testing schedules and details will be provided soon.
- Some state conference competitions may require the student contestant to take an online "contest specific" knowledge test, prior to or during the state conference event. These online testing schedules and details will be provided soon. Some competitions might require an in person written test instead.
- Verify that every student contestant has prepared a professional one page resume to be submitted prior to or during the state conference pre-contest meeting. Note: Some technical chairs may request that these resume's be submitted electronically prior to the pre-contest meeting, while others may prefer a paper copy during the pre-contest meeting. Refer to the specific contest update. We recommend that every contestant take a paper copy resume' to the contest, just in case.
- Verify that every student, advisor and state conference participant from your school has signed and submitted the "2023 SkillsUSA ULSC participation agreement" prior to the state conference. (This document will be available soon on the state website.)
- As you encounter the many business, industry, and education professionals that have volunteered a significant amount of time and resources to provide quality state conference competitive events, please take the time to thank them for their service.
- Please find an opportunity to thank your school and district administrators for their support of our SkillsUSA Utah students and advisors.

- As stated earlier, check the SkillsUSA Utah state website often for updates to conference information.