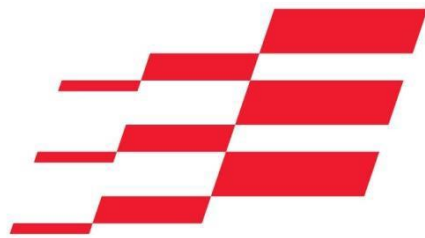


**SkillsUSA Florida
Leadership & Skills Conference
Pensacola, FL**



SkillsUSA

Champions *at* Work®

**Courtesy Corps
Contestant Application Packet**

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Introduction to Courtesy Corps

Courtesy Corps is about working together with others to accomplish a common goal. For SkillsUSA it's about working as a team member to produce a flawless State and National Conference.

At the Florida SkillsUSA Conference it's about assisting with work station setup at the contest site, assisting people to get where they need to be without delay, delivering meals to contest sites, and running errands. It's also about showing people you are having fun while getting your job done. We do have fun as well as work hard. Courtesy Corps are always the first to arrive and the last to leave.

The reward for doing an outstanding job at the Florida State Conference is to be picked to attend the National SkillsUSA Conference in Louisville, KY, in June. This is an honor as all expenses are paid for you, including air fare, room, and meals. As a part of the national courtesy team, you will be assigned different tasks each day. These jobs have a wide range of duties: setting up, moving, taking down, guarding, or just waiting for the next duty. There are also many extra perks to the Courtesy Corps including seeing the 388,000-sq. ft. of space be filled with equipment and exhibits for SkillsUSA contests, receiving free stuff, and attending evening functions with other SkillsUSA members from all over the nation. You will return home on Saturday with much more than you came with, all at no expense to you, including new friendships and lifelong memories.

We look forward to working with you this year as part of the Florida SkillsUSA Courtesy Corps.

Steve Bowman
SkillsUSA Florida Volunteer Service Coordinator

State Courtesy Corps Job Description

State courtesy corps is the elite group of high school and college/postsecondary students, advisors, alumni, and chaperones selected to represent their local delegation. These individuals are afforded the opportunity to build a network of industry and educational resources while gaining skills, acquiring leadership qualities, developing friendships, and having fun in the setup, operation, and teardown of the SkillsUSA Florida Championships.

Be Prepared to Have the Time of Your Life

- Meet and work with people from across the state.
- Work side by side and network with corporate sponsors, educators and dignitaries in a variety of technical areas.
- Perform jobs with little or no direct supervision while making mature choices and demonstrating responsible behavior; follow directions and be cooperative under all circumstances.
- Work harder than you have ever worked before and enjoy it.
- Perform tasks that may seem major or menial, but make all State contests fair for everyone.
- Work as a team member and be a positive role model for SkillsUSA.
- Be where you're supposed to be - when you're supposed to be there - On-time!
- Develop friendships that will last a lifetime.

Responsibilities of the State Courtesy Corps

- Assist with set-up, operation, and tear down of the SkillsUSA Championships.
- Assist with special activities, i.e. Opening General Session, Awards Ceremony, and other duties as assigned.

Criteria for Courtesy Corps:

- Think quickly
- Talk directly with people eye-to eye
- Make things happen
- Tell people “No” when necessary
- Work long hard hours and with little praise
- Complete tasks with little or no instruction
- Pick up already started tasks and complete them
- Stay in touch always (Phone and Email)
- Be prompt (First to arrive and last to leave)
- Be physically active (walking, standing, lifting, etc.)
- **CAN ATTEND ALL EVENTS!!!!**

Mandatory Attendance

State Leadership/Skills Championships

Pensacola, FL

Arrive: April 7, 2019*

Depart: April 10, 2019*

***Leadership team will travel to Pensacola on April 6th, 2019**

***Contestants would be required to travel to Pensacola with their schools.**

National Leadership & Skills Championships

Louisville, KY

Arrive: June 21, 2019

Depart: June 29, 2019

If chosen to be on the Florida State Courtesy Corps Team, all travel will be covered by SkillsUSA Florida

Dress Code

All clothing must provide appropriate coverage that would be required in an actual job setting.

- Neat and clean shorts, jeans, or Dockers-style pants may be worn.
- All participants will be given T-shirts for daily wear.
- Participants must wear comfortable closed-toe shoes throughout their stay. No sandals, open weave, open toes or heels, or flip/flop style shoes will be allowed during work hours.
- No hats or baseball-style caps can be worn during work hours.
- It is recommended that participants bring a fanny pack or pocket wallet he/she can keep with them always. There is no secure place to leave purses and backpacks during work hours.
- All Participants should have some way to keep time, not knowing the time will not be an acceptable excuse for being late or missing assignments/events.

State Contestant Checklist

- ☐ **State Questionnaire**
- ☐ **Application Form (page 8)**
- ☐ **Completed Acknowledgement and Signature Sheet (page 9)**
- ☐ **National Courtesy Corps Code of Conduct (page 13)**
- ☐ **Copy of photo ID which includes DOB (Driver License or Passport)**
- ☐ **JPG, personal, photo if available**
- ☐ **Two letters of recommendation**
- ☐ **One-page essay as to why you feel serving on the Courtesy Corps, both state and national, would help you personally, and how you plan to integrate the experience into the advancement of your local chapter.**
- ☐ **All medications must be disclosed and, if under the age of 18, a parent/guardian must present medication to advisor for security and distribution**
- ☐ **Most importantly, make sure you bring either an original or a copy of your current medical insurance card and keep it with you at all times during the Conference**

Completed application packet should be scanned and emailed **prior to March 15th, 2019** to:

volunteer@skillsusafl.org

If unable to send electronic copy, completed packet must be **post marked by March 15th, 2019** to:

**Stephen Bowman
Orange Technical College
Mechatronics Program
2900 W. Oak Ridge Rd
Orlando, FL 32809**

Forms received after the deadline or missing forms and/or signatures will result in disqualification.

Florida SkillsUSA Questionnaire

1. How do you feel that you can benefit from being selected as a state courtesy corps member?

2. How will you improve the courtesy corps team if selected?

3. Have you ever work in a volunteer situation and if so, please tell us about this time and the experience that you got from it?

4. Do you have any leadership skills prior to this conference, and if so please tell us about these skills?

5. What does ethical values mean to you?

6. Please explain what this means to you “The willful act of putting other people before yourself.”

(Attach additional sheets of paper as needed)

Application Package

State and National Leadership and Skills Conference

(Please print legibly in blue/black ink or type.)

Program Level (please check box) High School College/Postsecondary Advisor

Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone (_____) _____ E-mail Address _____

Age _____ Gender (please check box) Male Female

T-shirt Size _____

Emergency Contact Name: _____

Home Phone _____ Work Telephone _____

School Name _____

School Address: _____

City: _____ State: _____ Zip: _____

School Telephone Number: _____

Principal/Director: _____

Vocational Instructor's Email: _____

Current (Overall) Grade Point Average: _____ Trade Area Enrolled: _____

Chapter SkillsUSA Advisor: _____

Advisor's Telephone Number: _____

Advisor's Email: _____

State Courtesy Corps Acknowledgement and Signature Form

As a SkillsUSA Courtesy Corps State Team Member, you will attend the Florida State Skills and Leadership Conference and, through your hard work and dedication, possibly earn a position on the team representing Florida on the National Courtesy Corps in Louisville, KY.

By signing below, I certify that if selected, I will attend all mandatory events and meetings that may be necessary to fulfill the duties as a member of the Florida SkillsUSA Courtesy Corps Team. Understand that transportation and lodging for the Florida SkillsUSA Conference located in Pensacola, FL, will be at the responsibility of the student in conjunction with their school. I also have the required GPA of 2.0 or above.

Print Applicants Name: _____ Phone Number: _____

Signature: _____ Date: _____

Parent/Guardian (if under the age of 18 or still in High School)

I grant permission for my child to be a candidate at the SkillsUSA Florida Conference and to compete for a space on the SkillsUSA National Courtesy Corps Team at the SkillsUSA National Leadership and Skills Conference in Louisville, KY.

Print Parent/Guardian Name: _____ Phone Number: _____

Signature: _____ Date: _____

Technical Teacher/Instructor

I recommend the above-named student as a contributing member of their program and attest that he/she maintains a GPA of 2.0 or above in their program of choice.

Print Teacher/Instructor Name: _____ Phone Number: _____

Signature: _____ Date: _____

SkillsUSA Advisor

I recommend this individual as a competitor for the SkillsUSA Florida Courtesy Corps Team and for the SkillsUSA National Leadership and Skills Conference. My school will be held responsible for transportation, food, and lodging of my student to, from and at the Conference in Pensacola, FL, April 7th – 10th, 2019.

Print Advisor Name: _____ Phone Number: _____

Signature: _____ Date: _____

Contact Information

Mr. Steve Bowman
SkillsUSA Florida Volunteer Services Coordinator
Orange Technical College
volunteer@skillsusaf1.org
stephen.bowman2@ocps.net
2900 W Oak Ridge Rd.
Orlando, FL 32809
Work (407)251-6069
Cell (352)455-3819

National Courtesy Corp Eligibility Requirements:

Applicants must be current student/professional members during the school year preceding the National Leadership and Skills Conference. Student members must have a school instructor/SkillsUSA advisor accompany them. This individual must also join the NCC and work alongside his/her student(s) in performing the duties of the NCC members. (It is preferred that the accompanying instructor/SkillsUSA advisor is from the same school as his/her student(s); however, the instructor/SkillsUSA advisor can be from any school within the state.)

Responsibilities

- Must be registered and on site by 5 p.m. Friday afternoon.
- Maintain the National Courtesy Corps Headquarters and an Information Booth
- Assist with national officer interviews and delegate sessions
- Assist with special activities including the Opening Ceremony, Awards Ceremony, Ribbon-cutting Ceremony and other VIP events
- Assist with the set-up and tear-down of the SkillsUSA Championships
- Assist with the SkillsUSA Championships National Technical Committee needs
- Assist with preparing the stage and displaying medallions for the Awards Ceremony
- Assist with the collection and distribution of contest awards
- Assist with security, including name badge checks at all entries prior to the opening of the contest areas to the public, early entry of contestants on Wednesday and Thursday and tool box check-in
- Work hours are typically 8 a.m. to 5 p.m. daily and two evenings during the week
- Members must request permission from the NCC management committee to spend time away from University of Louisville Campus during off time.

Benefits/Expenses

- Conference registration fee is waived
- Sleeping rooms provided
- All meals beginning Friday night through the following Saturday morning
- Certificate of participation
- Pass to SkillsUSA night and other event.
- T-shirts (contingent upon industry support)
- NCC members must pay for their own transportation to and from Louisville, KY; any parking expenses for those who drive; snacks; telephone calls; souvenirs; and, any other personal expenses.

Housing

Sleeping rooms will be provided at University of Louisville. All participants must stay at this designated campus for NCC members every night during their stay. Room assignments are to be determined by the NCC management committee. Generally, participants from the same school (gender considered) will be housed together. Accommodations are two people per room. Married participants will be assigned a room together.

Dress Code/Personal Items

All clothing must provide appropriate coverage that would be required in an actual job setting. Neat and clean jeans, khakis or Dockers-style pants or shorts (conservative length) may be worn. No skirts will be

allowed. All participants will be given five T-shirts for daily wear and another shirt(s) for the opening and closing ceremonies (contingent upon industry support). The shirts are to be worn with black Dockers-style or black dress pants provided by the NCC member. Participants should wear comfortable shoes throughout their stay—no sandals, open weave, open toes or heels, or flip/flop style shoes will be allowed during work hours. No hats or baseball-style caps are allowed to be worn during work hours. It is recommended that participants bring a fanny pack or pocket wallet he/she can keep with them at all times—there is no secure place to leave purses and backpacks during work hours. Participants should wear a watch—not knowing the time will not be an acceptable excuse for being late or missing assignments/events. **Most importantly, make sure you bring either an original, current medical insurance card or a copy and keep it with you at all times during the National Leadership and Skills Conference.**

NCC Participants May NOT:

- Compete in any SkillsUSA Championships contest
- Serve as a model or assistant for any SkillsUSA Championships contestant
- Serve as a judge for any SkillsUSA Championships contest
- Campaign or run for national office
- Participate in delegate sessions as a voting delegate
- Participate in the community service project(s) on Friday (unless assigned to assist by the NCC Management Committee)

NCC Participants MUST:

- Be approved by his/her state association director
- Be current SkillsUSA members
- Agree to abide by the National Code of Conduct Agreement.
- Agree to the terms of the SkillsUSA Personal Liability and Medical Release Form guidelines.
- Agree to the Photography and Sound Release.
- Abide by the NCC curfew—11 p.m. to 6 a.m.

National Courtesy Corps Code of Conduct

National Courtesy Corps is designed to be a learning/working experience. As a member of the Corps, we want every individual to have an enjoyable experience with every attention to safety and comfort. All members are expected to conduct themselves in a manner best representing the nation's greatest student organization. The SkillsUSA Code of Conduct, while covering the daily functions of leadership and skill events, does not provide guidelines narrow enough to cover all possible situations that could occur during the week-long stay at the National Leadership and Skills Conference in Louisville, KY.

In an effort to provide a safe and secure environment, the following guidelines, in addition to the National SkillsUSA Code of Conduct, will apply to all National Courtesy Corps members (high school and college/postsecondary students as well as advisors/chaperones).

- All National Courtesy Corps sleeping rooms, headquarter facilities, and Kentucky Exposition Center are NON-smoking areas.
- Smoking must be done outside of the buildings during non-curfew hours. Smokers MUST be of legal age to purchase tobacco products.
- Curfew for members is from 11:00 pm to 6 am unless otherwise specified by the NCC Management Team. Please respect others by being as quiet as possible prior to and during curfew hours.
- Members of the opposite sex will not be allowed in the same sleeping room (spouses excluded) at any time. Members will spend each night in the room to which they are assigned.
- Consumption of ANY alcoholic beverage or use of illegal drugs is strictly prohibited.

In the event of an infraction of the NLSC or National Courtesy Corps Code of Conduct or any law, the National Courtesy Corps Management Team will review the issues and determine the severity of the discipline. In all cases, the State SkillsUSA Director will be notified of the disciplinary action. Such discipline may result in the National Courtesy Corps member being sent to their state delegation and placed in the custody/care of their state SkillsUSA director for the remainder of the conference. Individuals removed from the National Courtesy Corps will be required to return all items given to them by the National Courtesy Corps and will be responsible for reimbursement of all expenses incurred (i.e., transportation, lodging, and meals).

I have read, understand and agree to the above National Courtesy Corps Code of Conduct and Requirements. I will apply myself for the purpose of learning and uphold at all times the finest qualities representing SkillsUSA and the National Courtesy Corps.

Print National Courtesy Corps Applicant's Name

National Courtesy Corps Applicant's Signature

Date