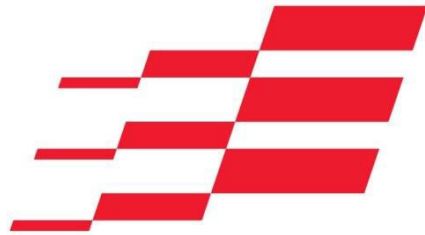


SkillsUSA Florida
State Leadership & Skills Conference
Jacksonville, FL



SkillsUSA

Champions *at* Work®

Courtesy Corps
Contestant Application Packet

Table of Contents

Introduction to Courtesy Corps	1
State Courtesy Corps Job Description	2
Mandatory Attendance Dates	3
Dress Code	3
Candidate Requirement Checklist	4
State Courtesy Corps Acknowledgement and Signature Form	5
Contact Information	6
National Courtesy Corps Information	7
National Courtesy Corps Code of Conduct	9
COVID-19 Acknowledgment Form	10

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 State Leadership and Skills 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 Leadership and Skills Conference in Atlanta, GA, 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 1 million 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 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.)
- **Must be able to attend ALL events!!**

Mandatory Attendance

State Leadership & Skills Conference

Jacksonville, FL

Arrive: April 18, 2022 *

Depart: April 21, 2022 *

*Leadership team will travel to Jacksonville on April 17th, 2022

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

National Leadership & Skills Conference

Atlanta, GA

Arrive: June 18, 2022

Depart: June 25, 2022

If chosen to be on the Florida State Courtesy Corps Team at NLSC, all travel, meals, and accommodations 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.

Candidate Requirement Checklist

- ☐ State Questionnaire (online)
- ☐ Application Form (online)
- ☐ Completed Acknowledgement and Signature Sheet
- ☐ National Courtesy Corps Code of Conduct
- ☐ 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
- ☐ COVID-19 Acknowledgement Form. Requires parent/guardian signature for students under the age of 18.

Completed application packet should be scanned and emailed **prior to March 27th, 2022** to:

volunteer@skillsusaf.org

If unable to send electronic copy, completed packet must be **post marked by March 20th, 2022** 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 can result in disqualification from the competition and result in you not being eligible for the National Courtesy Corp.

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, have the opportunity to earn a position on the team representing Florida on the National Courtesy Corps in Atlanta, GA.

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 State Leadership and Skills Conference located in Jacksonville, 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 State Leadership and Skills Conference and to compete for a space on the SkillsUSA National Courtesy Corps Team at the SkillsUSA National Leadership and Skills Conference in Atlanta, GA.

Print Parent/Guardian Name: _____ Phone Number: _____

Signature: _____ Date: _____

*******CTE Teacher/Instructor/SkillsUSA Advisor**

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 Jacksonville, FL on April 18th – 21st, 2022.

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 Corps Information

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, June 18, 2022.
- 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 designated housing or activities during off time.

Benefits/Expenses

- Conference registration fee is waived
- Sleeping rooms provided
- All meals beginning Saturday 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 any parking expenses for those who drive; snacks; telephone calls; souvenirs; and any other personal expenses. Transportation to and from the event is provided.

Housing

Sleeping rooms will be provided at Georgia State University. 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 (appropriate length) may be worn. Skirts are not

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 Atlanta, GA.

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 Georgia World Congress 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 illicit or 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



STATE STAFF COVID-19 ACKNOWLEDGEMENT

SkillsUSA Florida State Staff represent the organization at the local, state, and national levels, and may participate in events around the state and country. In-person events are offered pursuant to local government orders permitting such gatherings. SkillsUSA Florida requires state staff, including state officers, Regional Coordinators, State Director, State Officer Trainer, Courtesy Corps Coordinator, or any other individual traveling/attending at the expense of SkillsUSA Florida to comply with safety precautions specified by federal, state, and local governments, as well as current CDC guidelines. Any person disclosing or exhibiting symptoms of COVID-19, or knowingly exposed to the disease, will be refused admittance to the in-person event. Any person refusing to comply with required safety protocols will be required to leave the event at their own expense. State Staff must complete this form as acknowledgement and acceptance of the following terms and conditions:

- I will not travel/attend if I knowingly have been exposed to anyone testing positive or exhibiting symptoms of COVID-19 (based on current CDC guidance). I will not travel/attend if any member of my household has been exposed or tested positive within 10 days of the event.
- I will not travel/attend if I have myself tested positive or presented any of the symptoms of COVID-19 listed below. I will not enter the event if I am experiencing any signs or symptoms of COVID-19. I acknowledge that common symptoms of COVID-19 include:
 - Fever (temperature of 100.4 or higher)
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- I will immediately isolate myself and leave the event and notify SkillsUSA Florida staff if I, or someone I have been in close contact with, is exposed to COVID-19, exhibits COVID-19 symptoms, or receives a positive COVID-19 test result.
- I expressly agree to fully comply with appropriate COVID-19 health and safety measures and protocols set for attendance at the event, including adhering to CDC guidelines and applicable state and local requirements related to the wearing of face masks, temperature checks, maintaining appropriate social distance, and other requirements.
- I expressly agree to submit proof of complete vaccination or a negative COVID-19 test with specimen collected within 48 hours of attending any event on behalf of SkillsUSA Florida. If I am unable to acquire a test locally, I will alert the state office at least 5 days prior to the event, who will provide me with an FDA-approved test at no cost to me. I understand that I must have proof of vaccination,

or a negative COVID-19 test result with specimen collected within 48 hours of an event or travel to participate.

- While in attendance at the event, I will make every effort to always maintain CDC-recommended hygiene procedures, including following the guidelines for frequent handwashing (or suitable hand sanitizer), avoiding touching my eyes, nose, and mouth in public places, and covering coughs or sneezes with a tissue or inside my elbow.

ASSUMPTION OF RISK

The COVID-19 virus continues to spread through person-to-person contact and other means, and people can reportedly spread the disease without showing symptoms. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness, or even death. Therefore, by choosing to participate in the event(s), you may be exposing yourself or increasing your risk of contracting or spreading COVID-19, despite safety precautions. In exchange for participating in the event, I hereby willingly accept the associated risk of contracting or spreading COVID-19.

WAIVER OF LIABILITY

I hereby release and waive my right to bring a suit against Florida SkillsUSA Inc and SkillsUSA Inc, and, including but not limited to, its officers, directors, managers, officials, trustees, agents, employees, volunteers, and/or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to my participation in the in-person event. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, based on claims of negligence.

State Staff Printed Name

State Staff Signature

Parent/Guardian Printed Name *(if under the age of 18)*

Parent/Guardian Signature