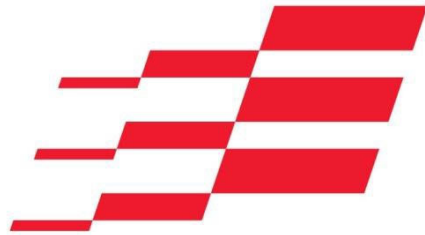


**SkillsUSA Florida**  
**Courtesy Corps**  
**State Leadership & Skills Conference**  
Jacksonville, FL



**SkillsUSA**  

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**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
Liability and Release Form	10
Code of Conduct Form	11
Photography and Sound Release	12

## **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 10, 2023\*

Depart: April 13, 2023\*

\*Leadership team will travel to Jacksonville on April 9, 2023

\*Courtesy Corps Members would be required to travel and stay with their schools in Jacksonville.

### **National Leadership & Skills Conference**

**Atlanta, GA**

Arrive: June 16, 2023

Depart: June 24, 2023

\*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
- ☐ Liability and Release Form

**Leadership Team:** Completed application packet should be scanned and emailed **prior to October 15, 2022.**

**Courtesy Corps Members:** Completed application packet should be scanned and emailed **prior to March 6, 2023.**

**Submit all documents to:** [volunteer@skillsusaf.org](mailto:volunteer@skillsusaf.org)

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, I will attend the Florida State Skills and Leadership Conference and, through my 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 Florida SkillsUSA Courtesy Corps Team Member. I understand that I will travel and stay with my school during the state conference, unless I am selected for the Leadership Team. 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 participate in Courtesy Corps 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. If my student is selected as a Courtesy Corps Member, 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 10-13, 2023.*

Print Advisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Contact Information**

Mr. Steve Bowman  
SkillsUSA Florida Volunteer Services Coordinator  
[volunteer@skillsusaf1.org](mailto:volunteer@skillsusaf1.org)  
Cell: (352) 455-3819

Mrs. Jessica Graber  
SkillsUSA Florida State Director  
[jgraber@skillsusaf1.org](mailto:jgraber@skillsusaf1.org)  
Cell: (850) 284-8534



# **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 16, 2023.
- 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.

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Print National Courtesy Corps Applicant's Name

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National Courtesy Corps Applicant's Signature

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Date

## LIABILITY AND RELEASE FORM

I hereby release Florida SkillsUSA Inc., its representatives, agents and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending any SkillsUSA conference, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of SkillsUSA representatives, agents or employees. I voluntarily assume all risk and danger relating to the conference, whether occurring prior to, during or after the event.

I voluntarily authorize the SkillsUSA conference medical services coordinator or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the named person as deemed necessary in medical judgment. Parents/guardians of participant will allow emergency medical treatment to be administered as needed. Any further treatment will require parental/guardian consultation.

I agree to indemnify and hold harmless SkillsUSA Inc., Florida SkillsUSA Inc., and its medical services coordinator and/or and designees for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the named person arising from medical procedures or treatment rendered in good faith and according to accepted medical standards.

I understand that SkillsUSA has implemented preventative health and safety measures at this conference to help reduce the spread of COVID-19. I understand SkillsUSA cannot guarantee that conference attendees will not be exposed to or infected by COVID-19. As a conference participant, I acknowledge the contagious nature of COVID-19. By attending this conference, I voluntarily assume the risk and responsibility for any possible exposure or infection.

I have read and understand the SkillsUSA Code of Conduct. I agree to follow all policies, procedures and practices as stated. I understand that this is an educational activity and I will apply myself for the purpose of learning at all times and uphold the finest qualities of SkillsUSA members.

SkillsUSA is not responsible or liable for any issues related to my participation in any in-person, hybrid or virtual SkillsUSA contest including: technology issues or interruptions, malfunctions or failures; personal injury; illness; or damage to school property or individual property.

Adult supervision of students is required at all times when operating power or hand tools; using cutting devices and knives; or handling sharp objects. SkillsUSA is not responsible or liable for any injuries or issues.

Print Applicants Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Students under the age of 18 require Parent/Guardian signature*

## CODE OF CONDUCT

This SkillsUSA state conference is designed to be an educational function, and all plans are made with that objective in mind. SkillsUSA wants every participant to have an enjoyable experience with careful attention paid to both safety and comfort. All conference participants are expected to conduct themselves in a manner best representing SkillsUSA as a member of the nation's greatest career and technical education student organization.

For everyone to receive the maximum benefits from participation, SkillsUSA's "Code of Conduct," as established by its national board of directors, must be followed at all times.

Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate.

1. I will act with integrity and not engage in cheating or plagiarism, allow students to submit that is not their own, provide assistance to students where prohibited, or prevent any member or participant from acting with integrity. I will abide by the posted Rules for Observers in contest areas.
2. I will treat others with dignity and respect. Discrimination and bullying will not be tolerated under any circumstances.
3. I will not consume alcohol or illicit drugs, or abuse prescription medication during the conference.
4. I will report any incident or injury, no matter how large or small, to SkillsUSA Florida staff.
5. I will not participate in one-on-one counseling with a student in private.
6. I will not share a sleeping room with a student who is not my ward or blood relative.
7. I will not cause any damage to hotel rooms, property, or other items that do not belong to me. Before check out, I will ensure hotel rooms are in good condition.
8. I will be courteous to other hotel guests and will not run in the halls, slam doors, or otherwise disturb other guests on hotel property.
9. I will not use the pool or participate in water activities.

Print Applicants Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Students under the age of 18 require Parent/Guardian signature*

## PHOTOGRAPHY AND SOUND RELEASE

By participating in Courtesy Corps, I grant SkillsUSA Inc and Florida SkillsUSA Inc and its production companies permission to photograph me, videotape me or make audio recordings of my voice, separately or in combination, and give permission to SkillsUSA Inc and Florida SkillsUSA Inc to use these photos, videos or sound recordings without seeking further permission.

I understand that my name may not appear with my photo, video or sound recording when used.

Further, I relinquish to SkillsUSA Inc and Florida SkillsUSA Inc all rights, title and interest in any photographs, videos or sound recordings of me and I grant SkillsUSA Inc and Florida SkillsUSA Inc the exclusive right to exhibit, publish, give or transfer photographs, videotape or audio recordings to any individual, business and industry partner, publication, media outlet or governmental agency, or their assignees, without payment or other consideration to me.

My agreement to participate or perform under camera, lighting and stated conditions is voluntary. I waive all personal claims, causes of action or damages against SkillsUSA Inc and Florida SkillsUSA Inc and its employees or volunteers arising from such a performance or appearance.

NOTE: I understand that audio or videotaping of conference speakers by conference participants is not permitted.

Print Applicants Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Students under the age of 18 require Parent/Guardian signature*