



Courtesy Corps Program Guide and Application

COURTESY CORPS PROGRAM GUIDE AND APPLICATION

TABLE OF CONTENTS

INTRODUCTION	1
CANDIDATE REQUIREMENT CHECKLIST	2
IMPORTANT DATES AND DEADLINES.....	2
STATE COURTESY CORPS INFORMATION.....	3
ELIGIBILITY	3
WHAT TO EXPECT	3
COURTESY CORPS PARTICIPANTS MAY NOT:	3
COURTESY CORPS PARTICIPANTS MUST:	3
COURTESY CORPS REQUIREMENTS.....	4
HOUSING	4
DRESS CODE.....	4
SKILLSUSA FLORIDA CODE OF CONDUCT	5
STATE COURTESY CORPS ACKNOWLEDGEMENT FORM	6
LIABILITY AND RELEASE FORM	7
PHOTOGRAPHY AND SOUND RELEASE.....	8
SKILLSUSA FLORIDA CONTACT INFORMATION	9
NATIONAL COURTESY CORPS INFORMATION	10
ELIGIBILITY	10
WHAT TO EXPECT	10
PARTICIPATION BENEFITS	10
NCC PARTICIPANTS MAY NOT:	10
NCC PARTICIPANTS MUST:	11
HOUSING	11
DRESS CODE.....	11
NATIONAL COURTESY CORPS CODE OF CONDUCT	12

INTRODUCTION

Dear Courtesy Corps Candidate,

We are so excited you want to be part of Courtesy Corps! This program guide will outline everything that is expected of you as a part of the team, including the difference between Leadership Team and Courtesy Corps Members, what you can expect to do, and all the required forms you need to complete.

Courtesy Corps are the boots on the ground during the SkillsUSA Florida State Leadership and Skills Conference, being the first to arrive and last to leave. During your time as Courtesy Corps you will learn how to work together to accomplish a common goal. SkillsUSA is about building a community and network. Your main goal is to ensure a smooth SkillsUSA Florida State Leadership and Skills Conference (SLSC) for our members.

The work of Courtesy Corps encourages life-changing experience for other SkillsUSA members and Courtesy Corps team alike. Your daily tasks will vary depending on the needs of the event, but may include contest setup and breakdown, delivery of materials, escorting VIPs, and more. You'll have the chance to get an inside look of our competitions, along with the chance to network with business and industry members.

The Courtesy Corps team works hard, but has a lot of fun too! The team also participates in conference activities like Champions Night and Closing Ceremony, and works closely with State Staff, the State Officer team, and many others.

One of the rewards for your efforts is the chance to be selected to attend the National Leadership and Skills Conference in Atlanta, Georgia as the National Courtesy Corps Team! This is an all-expenses-paid experience, including travel, meals and rooming.

Be sure to review this packet thoroughly and reach out with any questions. We look forward to seeing what you bring to the team and your state!

SkillsUSA Florida State Staff Volunteer@skillsusaf1.org

CANDIDATE REQUIREMENT CHECKLIST

- State Application (online -)
- Completed Acknowledgement Form
- Completed State Code of Conduct
- National Courtesy Corps Code of Conduct
- Copy of photo ID which includes DOB (Driver License or Passport)
- JPG, headshot photo, if available
- Two letters of recommendation
- All medications must be disclosed and, if under the age of 18, a parent/guardian must present medication to an advisor for security and distribution.
- Liability and Release Form

Scan and submit all documents to: volunteer@skillsusaf.org, or upload with your online application.

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.

IMPORTANT DATES AND DEADLINES

Leadership Team Applications Due: November 15, 2023

Leadership Team Notifications: Week of November 27, 2023

Leadership Team Training (virtual) - REQUIRED:

- December 12, 2023, 7 PM
- January 9, 2024, 7 PM
- February 13, 2024, 7 PM
- March 12, 2024, 7 PM

Courtesy Corps Member Applications Due: March 4, 2024

Courtesy Corps Member Notifications: No later than March 11, 2024

State Leadership & Skills Conference Jacksonville, FL - REQUIRED

Arrive: April 14, 2024*

Depart: April 17, 2024*

**Leadership team must arrive in Jacksonville by the morning of April 13, 2024, and will be housed by the State office, limited spots are available. All other Courtesy Corps Members must travel and stay with their schools at SLSC.*

National Leadership & Skills Conference Atlanta, GA – BY INVITATION

Arrive: June 22, 2024

Depart: June 28, 2024

**Selected students will receive complimentary travel, meals, and accommodations.*

STATE COURTESY CORPS INFORMATION

ELIGIBILITY

State courtesy corps is an elite group of high school and college/postsecondary students, advisors, alumni, and chaperones selected to serve state members at the State Leadership and Skills Conference. 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. Applicants must be current student/professional members during the school year preceding the State Leadership and Skills Conference. SkillsUSA Florida will provide approved chaperone(s) to supervise the Leadership Team and state participants. In some cases, a school or district may require that student members must have a school instructor/SkillsUSA advisor accompany them. This individual must also join the Courtesy Corps team and work alongside his/her student(s) in performing the duties.

WHAT TO EXPECT:

- 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.
- 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.

COURTESY CORPS 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
- Participate in delegate sessions as a voting delegate
- Participate in the community service project(s) (unless assigned to assist)

COURTESY CORPS PARTICIPANTS MUST:

- Be current SkillsUSA members
- Agree to abide by the Code of Conduct.
- Agree to the terms of the SkillsUSA Personal Liability, Photography and Sound Releases.
- Abide by the Courtesy Corps curfew—11 p.m. to 6 a.m.

COURTESY CORPS REQUIREMENTS

- Think quickly.
- Communicate clearly and effectively.
- Make things happen and ask for help when needed.
- Work long, hard hours.
- Complete tasks with minimal 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.)
- Attend ALL required events and meet deadlines.

HOUSING

Leadership team members will be provided housing from SkillsUSA Florida at the Hyatt Regency Jacksonville. Students will be roomed up to 4 students per room, with room assignments determined by State Staff (gender considered). Advisors will be roomed alone, unless otherwise discussed with State Staff. Courtesy Corps Members must travel to the state conference and stay with their school.

DRESS CODE

- All clothing must provide appropriate coverage that would be required in an actual job setting.
- Neat and clean shorts midthigh or longer, athletic leggings, jeans, joggers, or similar workpants. No distressed jeans/pants, or jeans/pants with holes.
- All participants will be given T-shirts for daily wear. No holes or midriff may be made or shown.
- Participants must wear comfortable, athletic 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 that can be kept 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.
- Participants are expected to keep a current copy of their insurance card on them at all times.
- Participants must always have a cell phone and maintain contact with Courtesy Corps Advisors.
- Piercings may be worn, provided they do not pose a safety hazard. Large facial piercings must be replaced with smaller jewelry or removed. Additional jewelry may not be worn, except for a watch and basic wedding band.
- Avoid perfumes or heavy scents.
- Outside of work hours, participants must adhere to the dress code of their school/ district.

SKILLSUSA FLORIDA CODE OF CONDUCT

APPLICANT NAME: _____ **SCHOOL:** _____

As members of SkillsUSA, students and advisors are expected to conduct themselves in a manner consistent with the rules and expectations of SkillsUSA Florida, their school and district, and event venues, as well as any applicable federal and state laws. All students participating in SkillsUSA Florida events must complete the Student Code of Conduct and agree to the rules listed below. Students under age 18 must have this form signed by parent/legal guardian. Failure to abide by these rules may result in penalties or expulsion from the event without refund, and/or exclusion from future events, as well as any additional action from your school or district.

The rules listed here are a minimum standard of behavior for middle school, high school, and college/postsecondary students. Check with your advisor for any additional requirements of your school/district.

By participating in a SkillsUSA event, I understand that I must adhere to the following rules:

1. I will treat others with dignity and respect. Discrimination and bullying will not be tolerated under any circumstances. Behavior such as sharing racist images, making sexist comments or unwanted sexual advances, or physical violence of any kind will result in immediate dismissal from the conference, disqualification from competition, and permanent ban from future SkillsUSA Florida activities.
2. I will adhere to the dress code and code of conduct established by my school or district.
3. I will adhere to all established curfews and lights-out rules. I will be in my own sleeping room at curfew, except in the case of emergencies.
4. I will act with integrity and not engage in cheating or plagiarism, submit work that is not my own, or prevent another member from acting with integrity.
5. I will not consume alcohol or illicit drugs, or abuse prescription medication.
6. I will report any incident or injury, no matter how large or small, to my advisor and/or SkillsUSA Florida staff.
7. I will not participate in one-on-one counseling with an adult/advisor in private.
8. I will not share a sleeping room with an adult/advisor who is not my parent or legal guardian.
9. If I am under the age of 18, I will obtain written permission from my parent/legal guardian to participate in the event by having them sign this Code of Conduct form, in addition to any forms required by my school or district. I will provide them with the address of the hotel and conference facilities, and contact phone numbers, as needed.
10. I will not cause any damage to hotel rooms, property, or other items that do not belong to me.
11. I will not leave the hotel/conference grounds without notifying my advisor.
12. I will be courteous to other hotel guests, and will not run in the halls, slam doors, play in elevators, or otherwise disturb other guests on hotel property.
13. I will not use the pool or participate in water activities or enter areas that are not publicly accessible.

Signature: _____ Date: _____

Print Parent/Guardian Name: _____ Phone Number: _____

Signature: _____ Date: _____

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

STATE COURTESY CORPS ACKNOWLEDGEMENT FORM

APPLICANT NAME: _____ SCHOOL: _____

PARTICIPANT ACKNOWLEDGEMENT:

As a SkillsUSA Courtesy Corps State Team Member, I will attend the Florida SkillsUSA State Skills and Leadership Conference and, through my hard work and dedication, could earn a position on the Florida Courtesy Corps Delegation to 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 my duties as a part of the Florida SkillsUSA Courtesy Corps Team. 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 certify that I have the required overall GPA of 2.0 or above.

Signature: _____ Date: _____

PARENT/GUARDIAN ACKNOWLEDGEMENT (high school students and/or under age 18)

I grant permission for my child to participate in Courtesy Corps at the SkillsUSA Florida State Leadership and Skills Conference. Additionally, I *(circle one)* **do / do not** give permission for my student 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: _____

SKILLSUSA ADVISOR ACKNOWLEDGEMENT:

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. I recommend this individual as a competitor for the SkillsUSA Florida Courtesy Corps Team and for the SkillsUSA National Leadership and Skills Conference. I understand that my school is responsible for travel and lodging at the state conference, unless my student is selected as a Leadership Team Member.

Print Advisor Name: _____ Phone Number: _____

Signature: _____ Date: _____

LIABILITY AND RELEASE FORM

APPLICANT NAME: _____ **SCHOOL:** _____

I hereby release Florida SkillsUSA Inc., 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 participants 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.

Signature: _____ Date: _____

Print Parent/Guardian Name: _____ Phone Number: _____

Signature: _____ Date: _____

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

PHOTOGRAPHY AND SOUND RELEASE

APPLICANT NAME: _____ **SCHOOL:** _____

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.

Signature: _____ Date: _____

Print Parent/Guardian Name: _____ Phone Number: _____

Signature: _____ Date: _____

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

SKILLSUSA FLORIDA CONTACT INFORMATION

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NATIONAL COURTESY CORPS INFORMATION

ELIGIBILITY

Applicants must be current student/professional members during the school year preceding the National Leadership and Skills Conference. SkillsUSA Florida will provide an approved chaperone to supervise the state delegation to NLSC. In some cases, a school or district may require that 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.

WHAT TO EXPECT

- Be registered and onsite in Atlanta by 5 p.m. Saturday, June 23, 2024. *NOTE: Florida delegation members traveling via team bus will depart on Friday, June 22, arriving same day.
- Maintain the National Courtesy Corps Headquarters and 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 and 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 contest areas to the public, early entry of contestants 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.

PARTICIPATION BENEFITS

- Conference registration, transportation to and from Atlanta, room and board, and all meals
- Certificate of participation
- Access to SkillsUSA Champions Night and other events and activities
- 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.

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)

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.

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 determined by the NCC management committee, in cooperation with the State Office (gender considered). Accommodations are suite style, with two people per room sharing a bathroom/suite space with two other people. Married participants will be assigned a room together.

DRESS CODE

- All clothing must provide appropriate coverage that would be required in an actual job setting.
- Black dockers or similar workpants, or black dress pants must be worn. No distressed jeans/pants, or jeans/pants with holes.
- All participants will be given five T-shirts for daily wear, and another shirt(s) for opening and closing sessions. No holes or midriff may be made or shown.
- Participants must wear comfortable, athletic 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 that can be kept 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.
- Participants must have a cell phone on their person at all times and maintain contact with the state office and Courtesy Corps Advisors consistently.
- Participants are expected to keep a current copy of their insurance card on them at all times.
- Piercings may be worn, provided they do not pose a safety hazard. No other jewelry be worn, except for a watch and basic wedding band.
- Outside of work hours, participants are expected to adhere to the dress code of their school or

NATIONAL COURTESY CORPS CODE OF CONDUCT

APPLICANT NAME: _____ **SCHOOL:** _____

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).

ACKNOWLEDGEMENT

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.

Signature: _____ Date: _____

Print Parent/Guardian Name: _____ Phone Number: _____

Signature: _____ Date: _____

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