



SkillsUSA Florida Advisor Roadmap and Reference Guide

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How to Use This Guide

- New advisor? Start with [Part 1](#) and complete the First 30 Days checklist.
- Looking for specific information? Jump to [Part 2](#).
- Need a deadline or quick link? Visit [Part 3](#).

Part 1: Start Here

Welcome to SkillsUSA Florida

Hello, SkillsUSA Advisor! Whether you were “volun-spired” to take this on or volunteered for the position, we are so glad you are here! You are about to embark on one of the most rewarding experiences you can have as an educator. SkillsUSA fell into my lap as a first-year teacher, taking on a chapter that had been around for 40 years, and the experience completely blew me away. Blown away, and overwhelmed.

Now, more than a decade later, it is no less exciting to see our students in action, and I’m committed to ensuring that our Advisors feel supported on their SkillsUSA journey. I have the honor and privilege of working with students, teachers, and industry all over the state, and one thing is clear: SkillsUSA students have a leg up on their peers. Now we are more focused than ever on ensuring that our Advisors have the tools they need to be successful - when our Advisors are successful, our students are successful.

This organization has a LOT to offer, and it can feel incredibly overwhelming. My best advice to you, especially if you are a new(er) teacher, is to set yourself up with a 3-year plan on what you will take on. Whatever the path looks like, we are here to support you every step of the way.

We don’t want SkillsUSA to become just “one more thing” on your already very full plate. We want you to feel supported and encouraged, and to see the value SkillsUSA brings to not only your students, but also to you as an educator. You’ll have the chance to meet some of the best CTE educators in the state, and learn and grow in ways you never imagined.

Welcome to SkillsUSA Florida! Please don’t ever hesitate to reach out if there is anything we can do to support you or your students. I’m so excited to meet you and look forward to another awesome year!

In SkillsUSA Spirit,

Jessica Graber

SkillsUSA Florida State Director

850-284-8534

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What is a SkillsUSA Chapter, and What Does a SkillsUSA Advisor Do?

A SkillsUSA chapter is based at a middle school, high school, or college/postsecondary educational institution that offers career and technical education. Each chapter is led by one or more SkillsUSA Advisors, who serve as mentors, facilitators, and guides for their student members. SkillsUSA chapters are most successful when students are empowered to take on leadership roles in their chapter, including organizing the chapter, running meetings, and handling other logistics. The Advisor guides them along the way, celebrating successes and unpacking failures.

In simplest terms, the Advisor is responsible for the official business of the chapter - adding events to school calendars, completing required paperwork, collecting money, etc. On a larger scale, they serve as coaches for competition preparation, implement the SkillsUSA Framework in everyday classroom activities, and connect with business and industry leaders.

SkillsUSA offers a vast array of resources to support Advisors at the chapter level, including online and in-person professional development, networking opportunities, and curriculum resources. Use this guide to get off on the right foot and answer any questions you have.

The SkillsUSA Year-at-a-Glance

State-Level Resources Available

AUGUST 1:

- Advisor Roadmap and Reference Guide (this document)
- [SkillsUSA FL Championships Roadmap and Reference Guide](#)
 - [Including Official Competition List and State Championships Schedule](#)
- [State General Regulations for Competition](#)
- [Branding Design Contest Standards](#)
- [Florida-Only Competition Technical Standards](#)
- National Competition Technical Standards
- [Courtesy Corps Program Guide](#)
- [State Officer Program Guide](#)
- [Regional Officer Program Guide](#)
- [Fall Leadership Conference Guide](#)
- [Social Media Ambassadors](#) and [Glam Squad](#) Information

NOVEMBER 1:

- State Leadership and Skills Conference Guide
- National Leadership and Skills Conference Info Sheet

MARCH 1:

- National Leadership and Skills Conference Guide

Overview of Events

EVENT	WHO	WHEN & WHERE	COST
Fall Leadership Conference • Maximize – Students • Chapter Management Institute (CMI) – Advisors	Students Advisors	November 9-11, 2026 1 PM Mon - 2 PM Wed Lake Yale Conference Center 39034 CR 452 Leesburg, FL 34788	Single room: \$350 per person Double room: \$300 per person • Based on room occupancy • Registration, meals, and hotel are included. • Meals provided: dinner Mon through lunch Wed
Advisor Meeting and Planning Session (AMPS)	Advisors	November 10, 2026 10 AM - 3 PM Lake Yale Conference Center 39034 CR 452 Leesburg, FL 34788	No cost • Lunch is provided • Hotel room nights not available
State Leadership and Skills Conference (SLSC)	Students Advisors	April 26-29, 2027 Hyatt Regency Jacksonville Riverfront 225 East Coastline Dr Jacksonville, FL 32202 Marriott Jacksonville Downtown 245 Water St Jacksonville, FL 32202 ADDITIONAL LOCATIONS: Prime Osborn Convention Center Tulsa Welding School Tom Bush Collision Center	REGISTRATION: \$175 per person HOTEL OPTIONS: Hyatt - \$209/night Marriott - \$149/night OTHER INFO: Included Meals: lunch for contestants on competition day; Transportation is provided between venues.
National Leadership and Skills Conference (NLSC)	Students Advisors	June 21-25, 2027 Atlanta, GA CONTESTS: Georgia World Congress Center 285 Andrew Young International Blvd NW Atlanta, GA 30313 HOTEL: TBA	5-NIGHT / 6-NIGHT PACKAGES Single - \$1,750 / \$2,010 Double - \$1,100 / \$1,230 Triple - \$920 / \$1,015 Quad - \$805 / \$875 • Estimated cost for budgeting purposes only. • Final prices will be released in the NLSC27 Info Sheet. • Hotel, registration, and state fees included.

What To Do in Your First 30 Days as an Advisor

- ☐ **Contact the Customer Care Team.** They are available year-round by phone at 844-875-4557 and by email at customercare@skillsusa.org, and get you started by signing you up for an account on our registration website, helping you access member benefits, and explaining your next steps. They can also send you a Membership Kit with great information to help you this year, including posters and quick-access guides.
- ☐ **Talk to your Administration.** Administration support will be vital to your chapter's success and engagement. Meet with them to discuss any available funding, impacts on students' schedules, and any other significant details. If you need support getting your Administration on board, let us know!
- ☐ **Send in your Chapter Charter Application and Chapter Bylaws** to info@skillsusafl.org. There's no need to reinvent the wheel when it comes to your bylaws - use these templates:
 - [Chapter Charter Application](#)
 - [Middle School](#) / [High School](#) / [College/Postsecondary Bylaws Templates](#)
- ☐ **Fill out the Chapter Information Form** with [vital contact information](#) for your chapter's Lead Advisor, Administration, and Bookkeeper.
- ☐ **The SkillsUSA Florida state office will reach out** to provide state-level resources, introduce you to your Regional Coordinator, and schedule a meeting with you. For your first 3 years as an Advisor, you'll receive additional personalized support and resources from the state office.
- ☐ **Plan to attend a virtual Advisor meeting** or watch a recording of a past meeting. They are a primary source of information related to the state association and SkillsUSA Florida activities. All meetings are recorded and shared on our website, along with the slide deck. Check out the [schedule here](#). *(Even better if you can attend the Advisor Meeting and Planning Session in person!)*
- ☐ **Review the [Year at a Glance](#).** Check out all the opportunities to get engaged, including conferences, competitions, and leadership events. You'll also find basic cost information to help with budgeting.
- ☐ **Decide how you want to participate this year.** Each school has different scheduling options, administrator support, funding, and CTE program participation. There are a million ways to run a successful SkillsUSA chapter, and there is no one-size-fits-all solution. Think about what you want your first year to be: are you diving in headfirst, or are you only focused on competitions? Do you have just a few students, or will your whole class be participating? [Check out this 3-Year Plan as a jumping-off point.](#)
- ☐ **Identify interested students.** If you have a few students who stand out and want to get involved, that's the perfect place to start! Bring them together to host a recruitment activity and make plans for your chapter. You only need 6 students and 1 professional member to be eligible for competition, so it's okay to start small!
- ☐ **Schedule your first meeting.** Find a meeting schedule that works for your school. Meetings allow members to participate in the decision-making process, elect chapter officers, and determine the events and activities they want to engage in. It also gives them a chance to get to know each other, practice for competitions, and celebrate their successes. Advertise through your school channels - morning announcements, school news programs, newsletters, posters, etc.

Top 10 Things Every Advisor Should Know (and Do!)

1. **SkillsUSA is designed to be advisor-led, but student-driven.** We want students to take ownership of their learning. It can be nerve-wracking to see them fail, but some of our greatest lessons come when something doesn't work out. It's important we give them a safe space to make mistakes.
2. **SkillsUSA is about the students.** Each and every member has value, and we want them to feel encouraged and hopeful about their future. Treat all students and advisors with respect, and set the example of professionalism and integrity that is expected of SkillsUSA members.
3. **Go to the Advisor Meetings.** It's worth mentioning again - We host several [meetings throughout the year](#) to help you prepare and support your efforts. Try to attend live when you can!
4. **Learn about the contests offered.** Most are based on technical skills, but some are based on leadership skills, such as interviewing, public speaking, and a variety of projects and presentations. Don't sleep on the leadership contests - they are another great way for students to shine.
5. **Review the Technical Standards.** These are the outlines of national competitions, and the same standards are used for state contests, only on a smaller scale. Review the Technical Standards on SkillsUSA Pathful (available to both student and professional members). Be familiar with the information included in these standards, and encourage students to do the same.
6. **Check the Contest Updates page.** Because the Technical Standards are for national competitions, we publish any changes to the state contest on our website at skillsusafl.org/updates. These can include any pre-conference information, supply lists, resume upload information, testing information, and more.
7. **Make sure your students have what they need for competition.** We never want a student to walk away discouraged, and showing up without the right tools or equipment will rattle anyone from the start. Help set them up for success by reviewing supply lists, practicing interview skills, and emphasizing the skills in the SkillsUSA Framework.
8. **Don't be afraid to ask for help.** Our team is here for you! Reach out to Jayde Alioto at jaydea@skillsusafl.org or 352-322-3345 with any questions or to set up a time to meet.
9. **Refer to the conference guides for most questions.** The guides are designed to be exhaustive and helpful in planning each event.
10. **Mark your calendar with deadlines.** These can sneak up on you quickly, and many are firm. If you need an extension, be sure you reach out as soon as you know so we can do our best to accommodate. Same for payments - we know how school purchasing systems can be; if you are facing issues, let us know!

SkillsUSA Basics: Framework, Program of Work, and Chapter Excellence Program

SkillsUSA is America's proud champion of the skilled trades. **Our mission is to empower students to become skilled professionals, career-ready leaders, and responsible community members.**

- The [SkillsUSA Framework](#) defines our mission
- The [Program of Work](#) is the Framework put into action
- The [Chapter Excellence Program](#) is one way we measure student success

The SkillsUSA Framework: What Students Learn in SkillsUSA

The SkillsUSA Framework defines our mission and illustrates how students fulfill it. The Framework outlines 17 Essential Elements that are in demand with employers and essential to career success. SkillsUSA programming is designed to intentionally develop these skills and prepare students for their future careers.

How to Use the Framework in your Chapter:

The [Framework Integration Toolkit](#) contains resources to help teach each Essential Element.

- Lesson plans for each Essential Element, plus additional classroom activities
- Accompanying motion-graphic videos, worksheets, and any other resources needed to execute the lesson
- Suggestions on how to implement the Framework into regular classroom activities

The Program of Work: What a Chapter Does During the Year

The SkillsUSA Framework defines our mission, and the Program of Work is how we put it into practice. The six areas of the Program of Work are a chapter management tool that can help advisors empower students to take control of their chapter and their learning. **By engaging in activities in each area, chapter members can realize the full benefits of SkillsUSA participation.**

How to Use the Program of Work in Your Chapter:

- Plan and implement events that provide work-based learning experiences
- Work on committees and allow students to take ownership of their learning
- Develop their Framework skills
- Celebrate successes and unpack failures

[Program of Work Toolkit](#) and Program of Work Activity Guides provide detailed instructions for implementing six different on-campus activities for the school year. The first guide is prescriptive, providing step-by-step procedures and suggestions. Each guide is less prescriptive than the previous one, so that chapter officer teams can learn and grow each year and help train the next class for leadership roles in your chapter and beyond.

Chapter Excellence Program: How Chapters are Recognized

The Chapter Excellence Program (CEP) provides guidance for building a successful chapter and honors chapter achievement relative to the SkillsUSA Framework. It works alongside the Program of Work, ensuring students receive the most robust experience possible. Instead of focusing on the number of events each year, CEP focuses on the resulting development. Quality Chapters and Chapters of Distinction are recognized at SLSC in April. Applications are due by March 1 and can be completed online at [register.skillsusa.org](https://www.skillsusa.org/register).

Quality Chapter

The first level of recognition honors chapters for achieving essential standards of excellence. To earn the Quality Chapter award, chapters must:

- Register students and advisors and pay membership dues
- Elect chapter officers and conduct well-planned, regularly scheduled chapter meetings
- Complete a projected chapter budget and program of work (list of planned activities for the year)
- Conduct at least one activity within each of the three framework components

Chapter of Distinction

The second level of achievement is the Chapter of Distinction Award. Winners may earn bronze, silver, or gold levels of this award. To earn the Chapter of Distinction Award, chapters must:

- Conduct chapter officer training
- Conduct a chapter recruitment activity (i.e., membership drive, middle school presentation)
- Engage members in committees to conduct chapter activities
- Prepare to participate in the State Leadership and Skills Conference
- Complete and record three Chapter Activities
- Complete at least seven of the Chapter of Distinction indicators listed in the application

Models of Excellence

Chapters earning a gold “Chapter of Distinction” award are eligible for national selection as a Models of Excellence chapter. Eight chapters are chosen to represent the components of the SkillsUSA Framework (Personal, Workplace, and Technical Skills). A panel of judges evaluates activities based on goals, plan of action, results, evaluation, and the Framework. Selected schools will participate in interviews with industry partners at NLSC, and one winner will be chosen for each component. The National Models of Excellence award is the highest honor a chapter can receive.

To earn Level 3 Models of Excellence, a chapter must:

- Complete Level 1, Quality Award, and Level 2, Chapter of Distinction
- Receive a Gold Chapter of Distinction award and be submitted by the state director for consideration as a national Model of Excellence.

Download the application or schedule a FREE one-on-one coaching session with an expert:

<https://www.skillsusa.org/programs/chapter-building/chapter-excellence-program-cep/>

2025-2026 Chapter Excellence Program Award Recipients

Chapters of Distinction

GOLD - Marchman Technical College, New Port Richey, FL

SILVER - The Villages High School, The Villages, FL

BRONZE - Charlotte Technical College, Port Charlotte, FL

BRONZE - Dunedin High School, Dunedin, FL

Quality Chapters

Charlotte Technical College, Port Charlotte, FL

Dunedin High School, Dunedin, FL

Frank H. Peterson Academies of Technology, Jacksonville, FL

Marchman Technical College, New Port Richey, FL

The Villages High School, The Villages, FL

Part 2: Advisor Reference Guide

Membership Registration and Chapter Information

Membership Registration

1. (New Chapters) Complete your [chapter charter](#)
2. (All Chapters) Complete the [Chapter Information Form](#)
3. Register for membership!

Chapter Information Form

- Required prior to registering members
- Submit contact information (phone/email) for:
 - Lead Advisor (main point of contact for the school)
 - School Administrator
 - Bookkeeper/School Finance Contact
 - District Finance Contact (if district funds will be used)
- If no information has changed from the previous year, advisors can select that option without completing the information again.
- Complete the form here: <https://form.jotform.com/241896486613065>

Why Join SkillsUSA?

- Access to SkillsUSA Pathful, an online platform for career exploration, live sessions with industry experts, virtual job shadowing, and career planning resources.
- Access to the official SkillsUSA Technical Standards
- Advisors gain access to curriculum resources to help teach the SkillsUSA Framework.
- Students are eligible to compete in the [SkillsUSA Championships](#)
- Networking opportunities with peers and business and industry leaders
- Access to scholarships and grants
- Leadership development opportunities
- State-level support in chapter development
- A variety of professional development opportunities

Membership Dues

(State + National membership dues)

- Students - \$16/ per person
- Professionals - \$35/ per person
- Reduced student fees are available with [affiliation plan](#)

**SkillsUSA Basics: Framework,
Program of Work, and Chapter
Excellence Program**

➡ Need a refresher? [Learn more
in Part 1 of this guide.](#)

Minimum Membership Requirements

To be eligible for competition, to run for state or national office, to serve as a delegate, or to participate in Courtesy Corps, chapters must:

- Register at least one professional and 6 students for membership
- Submit membership online by February 1 or prior to the regional registration deadline
- Pay membership dues by March 1

Registration Links

- Submit membership or event registration: register.skillsusa.org
- For students to enter membership information: skillsusa-register.org/join

Membership Invoicing and Payment

Once membership is submitted, the system will generate an invoice in a pop-up window, and will also email it to you. This invoice is paid to the national office in Reston, VA. A link to pay by credit card is included on the invoice.

Important Reminders

- Meet with other instructors at your school to designate a Lead Advisor to handle all registrations.
- Please do not share your login information with students.
- By entering and submitting information on this website, the school accepts responsibility for all invoices.
- Delete any unneeded registrations before the published deadlines to avoid any unnecessary fees.
- If you are submitting a [Total Participation Plan or College Campus Affiliation](#) agreement, wait to submit membership until your application has been received, processed, and approved.
- ***If you have trouble navigating the registration site, contact the Customer Care Team at 844-875-4557.***

Event Payment Information

*To pay state and national event fees (Fall Leadership Conference, State Leadership and Skills Conference, National Leadership and Skills Conference), **Checks, Credit Cards, and ACH/Wire transactions are accepted.***

Download our current W-9 on our website at skillsusafl.org/resources.

Check Payments

There is no fee to pay by check.

Make checks payable to: SkillsUSA Florida

Mail to: SkillsUSA Florida

4446 Hendricks Ave, PMB 229

Jacksonville, FL 32207

ACH/Wire Payments

To pay via ACH/Wire, there is no fee when initiated from your bank. Contact the State Office for more information.

Credit Card Payments

Subject to a 2.5% administrative fee

VISIT: <https://square.link/u/D0gKSQZj>

- Use the same link for all regional, state, and national events. Do not use it for membership.
- Enter your school name and invoice number.

Affiliation Membership

These affiliation plans offer a reduced membership cost for a chapter if the school registers all students in on-campus CTE programs. Schools may also be eligible to use Perkins or CAPE funding, depending on your school and district. Learn more at <https://www.skillsusa.org/join/how-to-join/>.

Apply online by logging into your account at [register.skillsusa.org](https://www.skillsusa.org/register). All submissions must be approved by the advisor, the administration, the State Director, and National staff before members can be registered.

Total Participation Plan

- For middle school, high school, or a combination of high school and college/postsecondary
- Minimum 25 student members
- Register at least 1 Professional member per 100 students
- Join all of the students enrolled in designated CTE programs at a school
- Affiliation Fee (based on sliding scale) + Educational Resources Credit (\$5.95/student)
- Educational resources credit can be used to purchase a variety of SkillsUSA curriculum resources:
<http://www.skillsusastore.net>

Campus Affiliation Plan

- For college/post-secondary campuses, or college/postsecondary campuses with high school enrollment
- Minimum 100 students
- Register 1 Professional member per 25 students
- Join all of the students enrolled in designated CTE programs at a school
- No educational resources credit

Important Dates for TPP and College Campus Affiliation:

- December 1, 2026: Deadline to submit plan agreements
- December 15, 2026: Deadline to register all first semester students and professionals
- January 31, 2027: Deadline to register all second semester students and professionals

The SkillsUSA Championships

The SkillsUSA Championships showcase the technical and leadership skills needed for career success. Competitions are based on national standards established by business, industry, and education partners, and align closely with Florida CTE Curriculum Frameworks. Championships are held at the regional, state, and national levels. Information about the national championships can be found at <https://www.skillsusa.org/competitions/skillsusa-championships>.

SkillsUSA Florida Championships Roadmap and Reference Guide

Review the [Championships Roadmap](#) for details on SkillsUSA contests, including eligibility, attire, standards and competencies, written exams, and more.

Student Leadership Opportunities

Courtesy Corps

- **Purpose:** Provide logistical support at SLSC and help ensure that the conference runs smoothly onsite
- **Who It's Ideal For:** Students looking for a leadership experience but are not competing; students interested in event management and logistics; Advisors looking to engage in the organization in a new way
- **Application Deadline:** Leadership Team: October 2, 2026; Courtesy Corps Team: March 1, 2026
- **More Information:** <http://skillsusafl.org/slsc/courtesy-corp/>
- **Contact:** Jayde Alioto, jaydea@skillsusafl.org, 352-322-3345

Regional Officer Candidates

- **Purpose:** Support regional competitions and events, and develop leadership and communication skills
- **Who It's Ideal For:** developing leaders, students considering a State Officer position
- **Application Deadline:** September 15, 2026
- **More Information:**
<https://www.skillsusafl.org/wp-content/uploads/2026/08/Regional-Officer-Program-Guide-2026-2027.pdf>
- **Contact:** Jayde Alioto, jaydea@skillsusafl.org, 352-322-3345

State Officer Candidates

- **Purpose:** Advocate for career and technical education (CTE) and SkillsUSA, develop leadership, teamwork, and adaptability/flexibility, and support SkillsUSA Florida at local, state, and national events
- **Who It's Ideal For:** self-motivated student leaders with a passion for learning and personal development
- **Application Deadline:** February 1, 2027
- **More Information:** <https://www.skillsusafl.org/about/state-officers/>
- **Contact:** Tyler Sahlin, leadership@skillsusafl.org

Glam Squad

- **Purpose:** Support the State Officers with hair and makeup for Opening and Closing Ceremonies at SLSC.
- **Who It's Ideal For:** Cosmetology students; open to competitors and non-competitors
- **Application Deadline:** March 1, 2027
- **More Information:**
<https://www.skillsusafl.org/wp-content/uploads/2026/08/SkillsUSA-Florida-Glam-Squad-2027.pdf>
- **Contact:** Jayde Alioto, jaydea@skillsusafl.org, 352-322-3345

Social Media Ambassadors

- **Purpose:** Manage and contribute to SkillsUSA Florida's social media channels during SLSC
- **Who It's Ideal For:** Students in any CTE program with a passion for social media and marketing
- **Application Deadline:** March 1, 2027
- **More Information:**
<https://www.skillsusafl.org/wp-content/uploads/2026/08/Social-Media-Ambassador-2027.pdf>
- **Contact:** Jayde Alioto, jaydea@skillsusafl.org, 352-322-3345

Conferences, Events, and Advisor Meetings Overview

[*Check out the Year-at-a-Glance for pricing and logistical information!*](#)

Fall Leadership Conference: Maximize and CMI

The Fall Leadership Conference is our members' first official state event each year. Over 3 days, students and advisors gather for training to develop skills like leadership, teamwork, and planning, organizing, and management.

MAXIMIZE: Students work in small "conference chapter" groups, form committees, and compete in the annual Battle of the Chapters. They also participate in skill-building sessions to develop teamwork, communication, and planning, organizing, and management, and have the opportunity to earn the SkillsUSA Florida Statesman Award.

CHAPTER MANAGEMENT INSTITUTE (CMI): Advisors spend time networking with each other to share best practices. Sessions include learning more about implementing SkillsUSA in the classroom, using SkillsUSA Pathful and other resources, and establishing and growing a chapter.

[*Download the Conference Guide here*](#)

Advisor Meeting and Planning Session

Advisors gather for AMPS each fall to learn more about the upcoming year and SkillsUSA programming, and to participate in the Annual Advisor Business Meeting. There is ample opportunity to network with other educators, provide feedback to the state association, and help support competition development.

Regional Events

Each region across the state runs a little bit differently. Your Regional Coordinator can provide more information on any fall leadership events, advisor meetings, and other activities. In February, regional competitions take place in each geographic region.

State Leadership and Skills Conference (SLSC)

The State Leadership and Skills Conference is Florida's premier CTE event and is home to the SkillsUSA Championships. The top CTE students and teachers gather to compete in more than 100 technical and leadership competitions. Business and industry partners facilitate and judge each contest to help ensure students learn the most relevant skills for their future careers and have the chance to connect with potential employers.

National Leadership and Skills Conference (NLSC)

Gold medalists at the state level are invited to represent our state at the National Leadership and Skills Conference. With competitors from all 50 states plus Puerto Rico, the US Virgin Islands, and Washington, DC, NLSC brings together the best of the best middle school, high school, and college/postsecondary CTE students.

Advisor Virtual Meeting Schedule

SkillsUSA Florida hosts virtual and in-person advisor meetings related to upcoming events and programming. Additional meetings will be added as needed. Each meeting will last no more than 1 hour, with plenty of time for questions. If two meetings are offered, the same material and Zoom links are used for both presentations.

Meetings are always recorded, and the recording, along with the slide deck and any supplemental materials, will be shared on our website at skillsusafl.org/resources, typically no later than the Friday following the meeting. Sign up is not required - you can copy and paste the meeting info into your calendar, or use the link below to have the Zoom information emailed to you. You can also use the online form to submit specific questions in advance of the meetings. Live participation is encouraged!

➡ [Use this link](#) to schedule a one-on-one Zoom meeting or phone call with the State Director!

MEETING TOPIC	DATE(S) AND TIME(S)	REGISTRATION AND ZOOM LINKS
Advisor Back-to-School Meeting	September 15 at 6 PM ET September 16 at 10 AM ET	REG: https://form.jotform.com/231865493229162 ZOOM: https://us02web.zoom.us/j/88485948374
Preparing for Competition as an Advisor	December 9 at 6 PM ET December 10 at 10 AM ET	REG: https://form.jotform.com/261765712992165 ZOOM: https://us02web.zoom.us/j/82313441796
SLSC27 Orientation for Advisors	February 2 at 6 PM ET February 3 at 10 AM ET	REG: https://form.jotform.com/231865211111140 ZOOM: https://us02web.zoom.us/j/82313441796
SLSC27 Town Hall for Advisors	April 13 at 6 PM ET	REG: https://form.jotform.com/261766002729156 ZOOM: https://us02web.zoom.us/j/89360240069
NLSC27 Delegation Meeting	May 6, at 6 PM ET	<i>Zoom credentials will be provided to qualified medalists.</i>

State Awards and Recognition

Members and chapters are encouraged to submit a nomination for outstanding individuals and organizations that contribute to our organization's success. **All nominations are due February 28, 2027.**

Advisor of the Year (advisors) - A SkillsUSA chapter is only successful with the support of an Advisor who has dedicated themselves to career and technical education by intentionally integrating the SkillsUSA Framework and ensuring students can articulate the skills they have developed. <https://form.jotform.com/213626182510145>

Cornerstone Award (administrators) - This award recognizes and celebrates the cooperative relationships between school administrators and SkillsUSA chapters. The success of each chapter relies on the collective efforts of many dedicated school administrators, who have unselfishly committed their professional and civic talents. <https://form.jotform.com/213626470840151>

Distinguished Service Award (business and industry partners) - This award recognizes and celebrates the outstanding contributions of organizations, agencies, businesses, and other groups to SkillsUSA and career and technical education at the state level. <https://form.jotform.com/213625947637163>

Hall of Champions Award - This award recognizes those who have dedicated their lives at the state level to helping youth develop the components of the SkillsUSA Framework necessary for success in a changing world. Their legacy will continue far beyond their career. <https://form.jotform.com/213625680675159>

Pillars of Success Award (volunteers) - The award recognizes the achievements of volunteers who have contributed time, talent, and financial support to the SkillsUSA state association. Their generous support serves as one of the pillars of success for SkillsUSA. <https://form.jotform.com/213626035485052>

Regional Leadership Award - Each Regional Coordinator gives this award to an individual, chapter, business, or organization to recognize stakeholders who have made the highest meritorious contributions to the improvement, promotion, development, and progress of SkillsUSA Florida in their region. **Selected by Regional Coordinators.**

Rookie Advisor of the Year - Recipients of this award must be within their first 4 years as a SkillsUSA Advisor, have made outstanding contributions toward innovative, unique, and novel programs, and have shown a professional commitment in their careers with SkillsUSA Florida. <https://form.jotform.com/222435344249152>

Todd Mann Service Award (students) - The award recognizes individual students for meritorious contributions to the promotion, development, and progress of SkillsUSA Florida, reflecting the fundamental principles and purposes of our organization. <https://form.jotform.com/213626652521149>

Special Accommodation and Student Support

SkillsUSA strives to maintain an inclusive and equitable educational environment for all members. Please submit any accommodation request in writing at least 2 weeks before the event so we can make the necessary adjustments. For Championships, accommodations are not offered that would constitute a competitive advantage. Additional time for hands-on tasks is only permitted in specific contests: Action Skills, Community Action Project, and Employment Application Process.

ADA and educational accommodations, as well as dietary restrictions, can be indicated on any event registration using the online registration platform. To share additional context or information, email jgraber@skillsusafl.org.

[Fill out this form online](#) to request any accommodations.

Important Contacts and Information

NAME	TITLE	EMAIL	PHONE
Jessica Graber	State Director	jgraber@skillsusafl.org	850-284-8534
Jayde Alioto	Assistant State Director	jaydea@skillsusafl.org	352-322-3345
Tyler Sahlin	State Officer Trainer Region 1 Coordinator	leadership@skillsusafl.org	850-304-3821
Cory Jeffords	Courtesy Corps Advisor	volunteer@skillsusafl.org	
Adina McCall	Region 2 Coordinator	region2@skillsusafl.org	904-240-7516
Melissa Allers	Region 3 Coordinator	region3@skillsusafl.org	407-518-4580
Kellyann Haudricourt	Region 4 Coordinator	khaudric@pasco.k12.fl.us	727-967-3721
Jennifer Messina	Region 5 Coordinator	jennifer.messina@browardschools.com	954-552-5437
VACANT	Region 6 Coordinator	region6@skillsusafl.org	
TJ Thoss	Board of Directors Chair	thosst@skillsusafl.org	321-594-9949
General Comments, Questions, or Concerns		info@skillsusafl.org	850-284-8534

Find Us on Social Media

Facebook: facebook.com/SkillsUSAFlorida

Instagram: @skillsusaflorida

Part 3: Quick Reference

[Annual Calendar](#)

[Deadline Cheat Sheet](#)

[Who Do I Contact?](#)

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[Three-Year Plan for New Advisors](#)

Annual Calendar

2026

August 1	Information Releases: • Branding Design Contest Standards • Advisor Roadmap & Resource Guide (<i>this document!</i>) • FLC26 Conference Guide • Championships Roadmap & Reference Guide • 2026-2027 Courtesy Corps Program Guide • 2027-2028 State Officer Program Guide	
August 1	Fall Leadership Conference Registration Opens (Maximize & CMI)	
August 1	Advisor Meeting & Planning Session (AMPS) Registration Opens	
August 4-7	State Directors' Association Conference	New Orleans, LA
September	Regional Leadership Training Workshops (RLTW)	Varies by Region
September 7	Labor Day - State & National Offices Closed	
September 12	Board of Directors Meeting	Virtual
September 15-16	Advisor Back to School Meeting	Virtual
September 26-30	Washington Leadership Training Institute (WLTII)	Arlington, VA
October 2	Courtesy Corps Leadership Team Applications Due	
October 12	Indigenous Peoples' Day - State & National Office Closed	
October 9	Fall Leadership Conference Registration Deadline (Maximize & CMI)	
October 15	Branding Design Contest Submissions Due	
October 23	Branding Design Contest Final Revisions Due	
October 23	Fall Leadership Conference Payment Due	
November 1	Information Releases: SLSC27 Conference Guide, NLSC27 Conference Info Sheet	
November 9-11	Fall Leadership Conference (Maximize & CMI)	Leesburg, FL
November 10	Advisor Meeting & Planning Session (AMPS) & Business Meeting	Leesburg, FL
November 15	Early Membership Deadline to Receive Free Benefits	
November 25-27	Thanksgiving Holiday - State & National Offices Closed	
December 1	Affiliation plan agreements due (Total Participation & Campus Affiliation)	
December 2-5	ACTE CareerTech VISION 2026	New Orleans, LA
December 9-10	Contest Prep Meeting for Advisors	Virtual
Dec 21 - Jan 3	Winter Break - State & National Offices Closed	

2027		
January 15-16	Board of Directors & SLSC27 Tech Chair Meetings	<i>Jacksonville, FL</i>
January 18	Martin Luther King Day - State & National Offices Closed	
February 1	State Officer Applications Due to the State Office	
February 1	Membership Deadline to Qualify for State Contests	<i>Regional deadlines vary</i>
February 1-5	SkillsUSA Week	
February 2-3	SLSC27 Orientation for Advisors	<i>Virtual</i>
February 15	Presidents' Day - State & National Office Closed	
February 28	State Awards & Recognition Nominations Deadline	
March 1	Payment Deadline for Membership Dues	
March 1	Information Release: NLSC27 Conference Guide (full version)	
March 1	Chapter Excellence Program (CEP) Applications Due	
March 8-10	CTE Day on the Hill (tentative)	<i>Tallahassee, FL</i>
March 15	National Pin & T-shirt Design Challenge Entries Due	
March 22	SLSC27 Registration Deadline	
March 22	SLSC27 Hotel Reservation Deadline	
April 2	Courtesy Corps Orientation Meeting - required	<i>Virtual</i>
April 5	Courtesy Corps Member Paperwork Deadline	
April 12	SLSC27 Payment Due to State Office	
April 13	SLSC27 Town Hall	<i>Virtual</i>
April 26-29	State Leadership & Skills Conference (SLSC27)	<i>Jacksonville, FL</i>
May 6	NLSC27 Delegation Meeting	<i>Virtual</i>
May 7	NLSC27 Registration & Hotel Reservations Due	
May 15	Board of Directors Meeting	<i>Virtual</i>
May 31	Memorial Day - State & National Offices Closed	
June 1	NLSC27 Payment Due	
June 18-26	State Officers & Courtesy Corps travel to NLSC	
June 19-21	Leverage - NLSC Pre-Conference	<i>Atlanta, GA</i>
June 21-25	National Leadership & Skills Conference (NLSC27)	<i>Atlanta, GA</i>

Deadline Cheat Sheet

- **Membership**
 - Early Deadline for Extra Benefits: November 15, 2026
 - Affiliation Plan Agreements due: December 1, 2026
 - Deadline to be eligible for competitions, officer positions, & Courtesy Corps: February 1, 2027
 - State Officer Applications due: February 1, 2027
 - State Awards & Recognition Deadline: February 28, 2027
 - Payment deadline: March 1, 2027
 - Chapter Excellence Program Applications due: March 1, 2027
- **Fall Leadership Conference - November 9-11, 2026**
 - Registration Deadline: October 9, 2026
 - Payment Deadline: October 23, 2026
 - Advisor Meeting & Planning Session Registration Deadline: October 30, 2026
- **State Leadership & Skills Conference - April 26-29, 2027**
 - Registration Deadline: March 22, 2027
 - Hotel Deadline: March 22, 2027
 - Payment Deadline: April 12, 2027
 - Online Testing & Pre-Conference Uploads Deadline: April 16, 2027
- **Courtesy Corps**
 - Leadership Team Application Deadline: October 2, 2026
 - Team Member Deadline: March 1, 2027
 - Final paperwork due: April 5, 2027
- **National Leadership & Skills Conference - June 21-25, 2027**
 - Registration Deadline: May 7, 2027
 - Hotel Deadline: May 7, 2027
 - Payment Deadline: June 1, 2027
 - Pre-Conference Uploads Deadline: June 3, 2027 at 5 PM ET
 - Online Testing Deadline: June 17, 2027 at 5 PM ET

Who Do I Contact?

Jessica Graber	State Director	850-284-8534 jgrabber@skillsusafl.org	• Business Partnerships & Development • SkillsUSA Florida Championships • Business Operations • Budget Controls, Purchasing & Invoicing • Event Planning, Contracting, & Logistics • CareerExpo Coordination • Vendor Relations & Management • Volunteer Training & Management • Grant Compliance
Jayde Alioto	Associate State Director	352-322-3345 jaydea@skillsusafl.org	• Student Leadership Programs • Advisor Training & Support • New Chapter Development • State Officer Planning & Support • Courtesy Corps Planning & Support • Alumni Support • Production of Ceremonies • Event Support & Execution
TJ Thoss	Board of Directors Chair	thosst@skillsusafl.org	• Board of Directors Affairs • SkillsUSA Florida Championships Scoring
Tyler Sahlin	State Officer Trainer	leadership@skillsusafl.org	• State Officer Training & Development
Customer Care	General Inquiries	customercare@skillsusa.org	• Registration assistance • Website inquiries • Chapter Guidance and Support

Resource Directory and Quick Links

SkillsUSA FL Website: <https://skillsusafl.org>

SkillsUSA Website: <https://skillsusa.org>

Register for membership and events: <https://register.skillsusa.org>

Contact Customer Care: 844-875-4557, customercare@skillsusa.org

View all resources published throughout the year: <https://skillsusafl.org/resources>

Championships Roadmap and Resource Guide:

<https://www.skillsusafl.org/wp-content/uploads/2026/08/Championships-Roadmap-2026-2027.pdf>

Chapter Information Form: <https://form.jotform.com/241896486613065>

Request special accommodations or dietary restrictions: <https://form.jotform.com/212435080058045>

Approved Chaperone Form:

<https://www.skillsusafl.org/wp-content/uploads/2023/08/Chaperone-Certification-and-Volunteer-Screening-Form.pdf>

Sign up for the Tuesday Times Newsletter: <https://skillsusafl.myflodesk.com/tuestimes>

Make a payment by credit card: <https://square.link/u/D0gKSQZj>

Make changes to your registration after the deadline: <https://form.jotform.com/240994041296158>

Bias Reporting Form: <http://form.jotform.com/223326176041044>

View more information about:

- State Officers: <https://skillsusafl.org/about/state-officers>
- Courtesy Corps: <http://skillsusafl.org/slsc/courtesy-corp/>
- Regional Events: <https://skillsusafl.org/regions>
- SLSC: <https://skillsusafl.org/slsc>
- NLSC: <https://NLSC.skillsusa.org>

Contest By Cluster Summary -

<https://www.skillsusafl.org/wp-content/uploads/2026/08/Contest-by-Cluster-Summary-2026-2027.pdf>

Contest List:

<https://www.skillsusafl.org/wp-content/uploads/2026/08/Contest-Schedule-For-Fall-Release-For-Fall-Release.pdf>

SkillsUSA Acronyms and Glossary

- ☐ **ACTE** - Association for Career and Technical Education
- ☐ **Advisor** - the educator or school professional who is in charge of facilitating the chapter. This word can be used interchangeably with “teacher” in most cases.
- ☐ **AMPS** - Advisor Meeting and Planning Session; annual meeting of advisors focused on yearly updates and operational information, like calendars and resources. Also includes the Annual Advisor Business Meeting
- ☐ **CEP** - Chapter Excellence Program; SkillsUSA’s recognition program for chapters
- ☐ **Chapter** - a group of SkillsUSA members affiliated with a school. Chapters can consist of a variety of CTE programs.
- ☐ **CMI** - Chapter Management Institute; advisor training at the Fall Leadership Conference
- ☐ **CTE** - Career and Technical Education
- ☐ **CTSO** - Career and Technical Student Organization (includes SkillsUSA, FFA, DECA, FBLA, etc)
- ☐ **FACTE** - Florida Association for Career and Technical Education
- ☐ **FLC** - Fall Leadership Conference; includes Maximize and the Chapter Management Institute
- ☐ **Framework** - 3 components and 17 essential elements that define our mission
- ☐ **GWCC** - Georgia World Congress Center; main venue of NLSC
- ☐ **Maximize** - Student training at the Fall Leadership Conference
- ☐ **MOE** - Models of Excellence; the highest award in the Chapter Excellence Program
- ☐ **NCC** - National Courtesy Corps
- ☐ **NLSC** - National Leadership and Skills Conference; home of the SkillsUSA Championships
- ☐ **Perkins** - federal grant that funds CTE programs nationwide. It is distributed to states, and states determine how funds are allocated. Also known as the “Strengthening Career and Technical Education in the 21st Century Act,” or “Perkins 5/V”
- ☐ **POCC** - Prime Osborn Convention Center; the primary location of the SkillsUSA Championships
- ☐ **Program of Work** - 6 categories of activities that outline the most robust SkillsUSA experience for students
- ☐ **RLSC** - Regional Leadership and Skills Conference; home of the Regional Championships
- ☐ **SLSC** - State Leadership and Skills Conference; home of the State Championships

Three-Year Plan for New Advisors

	Primary Goal:	Focus Areas:	Success Looks Like:
<u>Year 1:</u> <u>Build Your Foundation</u>	Learn the program and establish a successful chapter.	● Recruit & retain members ● Establish a chapter & elect officers ● Attend Fall Leadership Conference ● Attend SLSC ● Take students to compete ● Pursue Quality Chapter recognition ● Learn the SkillsUSA Framework and Program of Work ● Build relationships with your Regional Coordinator and neighboring advisors	● Students participate in chapter meetings. ● Students attend at least one conference. ● Your chapter has a leadership team. ● You understand the annual calendar & competitive events.
<u>Year 2:</u> <u>Grow Your Chapter</u>	Move from participation to intentional chapter development.	● Develop a comprehensive Program of Work ● Pursue Chapter of Distinction recognition ● Increase membership ● Strengthen officer leadership ● Introduce students to regional & state leadership opportunities ● Expand community service and employer engagement	● Students are leading chapter activities. ● Your chapter has a recognizable presence in your school. ● Your Program of Work drives chapter activities. ● Membership & participation continue to grow.
<u>Year 3+:</u> <u>Lead & Leave a Legacy</u>	Build a sustainable, high-impact chapter and develop future leaders.	● Pursue Models of Excellence recognition ● Develop Regional Officer candidates ● Develop State Officer candidates ● Mentor new advisors ● Build business & industry partnerships ● Host regional events & leadership activities ● Expand alumni involvement ● Create long-term chapter sustainability	● Students are leading at the regional & state levels. ● Your chapter is recognized for excellence. ● Industry partners actively support your program. ● Leadership transitions happen smoothly from year to year.