



NATIONAL LEADERSHIP & SKILLS CONFERENCE

ATLANTA | JUNE 2023



State Association Best Practices

Suggested Meetings During NLSC

1. Meet with hotel staff to discuss details to be included on agenda of the state orientation meeting.
2. Meet with state officers to finalize plans for state orientation meeting.
3. Meet with other state association directors (if applicable) to plan hotel advisors' meeting.
4. Hold state orientation planning meeting and consider including the following topics:
 - a. Discuss "Why you are attending NLSC".
 - b. Review the SkillsUSA NLSC Code of Conduct (Note: this applies to both high school and college/postsecondary attendees).
 - c. Review NLSC dress code.
 - d. Check name badges for accuracy and share the procedure for lost name badges.
 - e. Check competitor clothing after meeting (refer to the current SkillsUSA Championships Technical Standards) and share the hours and location of SkillsUSA Store. Review penalty points for not having proper clothing and safety items.
 - f. Review "Hotel Courtesies and Hotel Safety" Also discuss telephone charges, swimming pool hours and safety, damage charges to hotel rooms and hotel Wi-Fi access.
 - g. Review city safety (let your advisor know where you are at all times), restaurant locations (tipping) and closest medical facility.
 - h. Review curfew.
 - i. Discuss required meetings/functions:
 - i. Competitor meetings.
 - ii. Delegate meetings for all candidates, voting delegates and alternates.
 - iii. General Sessions: No backpacks allowed in arena. Inform participants of seating arrangements.
 - iv. State meetings (meal functions, etc.).
 - j. Emergency numbers, how to contact state director, location of state headquarters in hotel, posting of messages in hotel. Consider using mass text message system with advisors such as: www.remind.com.
 - k. Trading pins and other state items (T-shirts/hats) — cost and who to contact for items.
 - l. Be sure to visit SkillsUSA TECHSPO, SkillsUSA University sessions and other conference opportunities.
 - m. Introduce state officers, national officer candidates and anyone from state receiving special recognition (i.e., Advisor of Year, Community Service participants, PVSA winners, Gold Chapter of Distinction, Models of Excellence).
5. Meet separately with advisors
 - a. Review role of advisors at NLSC (keeper of medical releases).
 - b. Review general responsibilities for both college/postsecondary and high school:
 - i. Daily meeting with assigned students.
 - ii. Dress code, conduct "check".

- iii. Competition meetings.
- iv. Night meeting, curfew (applies to both divisions).
- v. Prior to hotel checkout review and pay for any outstanding room charges.
- vi. Discuss travel home arrangements.
- c. Meet with other states delegation advisors staying in your hotel to discuss mutual assistance during conduct/curfew checks.

Items to Order in Advance

Most states provide their attendees with state spirit items, state pins and state T-shirts as part of their registration fee. You may also need polos or other clothing for your state officer team. Kim DeVenuto at Centricity, our official SkillsUSA merchandising partner, can help state directors locate or produce the perfect state items at the best price: contact Kim at kdevenuto@centricitynow.com or 703-674-5465.

- **Spirit items:** Most states provide their attendees with spirit items for the Opening Session and/or Awards Session. These spirit items include hats, light up items or anything else that is fun to show off state spirit. Order spirit items early so they have time to arrive before NLSC.
- **State T-shirts:** Most state associations provide attendees a state T-shirt as part of their registration fee. Often the state T-shirt is the first place-winning design from the State Leadership and Skills Conference. Order state T-shirts in plenty of time for the conference.
- **State trading pins:** Conference attendees love to trade state pins! This is usually the winning pin design from the State Leadership and Skills Conference. States either sell the pins to their state attendees or include some pins as part of their registration fee; conference participants trade pins and have a great time collecting pins from across the country. Order these early!
- **NLSC schedule:** A tentative conference schedule is on the SkillsUSA website. Insert your state-specific information, then share this schedule with your attendees.
- **NLSC forms:** Double-check that all forms that must be returned to the national headquarters have been completed and returned by the due date.

- **What to pack:** SkillsUSA red blazer and other official attire. Bring at least two pairs of comfortable shoes, SkillsUSA polos and other comfortable clothing. Leave room in your suitcase for SkillsUSA TECHSPO giveaways and conference memorabilia.
- **Stay organized:** Create a State SkillsUSA Director NLSC Binder with this information:
 - State Director Schedule
 - Conference Schedule
 - State Officer, Delegates and Advisor Assignments/Schedules
 - Travel Arrangements
 - Rooming Lists
 - Important Emails/Documents
 - State Crisis Team List
 - Who-to-Call List
 - Advisor Cellphone List
 - Advisor Updates and Contest Meeting Information

Prepare and ship to your state hotel:

- Package of state pins
- Small bags for selling pins to state attendees (prepackage any pin pre-orders)
- Printed NLSC registration forms in envelopes marked by school (give to chapter advisors as part of state orientation)
- Spirit items
- State pins
- State T-shirts
- Envelopes for the additional materials you will receive at your on-site registration appointment (several envelopes per school may be needed for name badges, lanyards, ribbons and other handouts)
- Paper clips and rubber bands are helpful for sorting and preparing your registration materials to be distributed to each chapter.
- School labels: You may find it very helpful in the sorting and packaging process to have several sets of preprinted school labels