

Exceptions to the March 1 Deadline

Policy of the SkillsUSA Board of Directors

The following is a statement of policy related to the March 1 policy and procedure for exceptions that will be considered by the national director of education and/or board of directors.

1. The March 1 deadline date will remain in effect. The March 1 policy is as follows:

Contestants, national officer candidates and voting delegates, in order to participate in the National Leadership and Skills Conference including SkillsUSA Championships, must be active members of SkillsUSA whose dues have been received in the SkillsUSA national headquarters by midnight of March 1.

2. If an *active member has paid dues but, through no fault of his/her own*, the dues were not received in the SkillsUSA national headquarters prior to March 1, then an exception may be granted when his/her membership is verified by the following procedure:

- Step 1: Provide an official school receipt showing national dues paid, date paid, signature of agent receiving dues, and the receipt number. (Handwritten receipts are not considered an official receipt)
- Step 2: Provide chapter or section minutes, or some other documentation, verifying (a) attendance at chapter or section meetings; and (b) participation in local SkillsUSA activities in addition to attendance only.
- Step 3: Provide statement from persons (e.g., chapter advisor, local administrator, supervisor, etc.) related to the case explaining why errors occurred and if the situation can be avoided in the future.
- Step 4: Provide copy of rosters lost or missing, including additions, accompanied by the appropriate amount of dues to the SkillsUSA national headquarters.
- Step 5: Follow normal procedure for business coming to the SkillsUSA national headquarters. Local or state association business must be channeled through the state association director and/or state corporate member in writing and complying with announced due dates. Materials provided by local or state association must be accompanied by a letter from the state association director and/or state corporate member requesting desired action.

3. Extenuating circumstances considered not to be controllable by a member are:
 - a. Clerical error by persons other than the involved active member (*Forgetting or neglecting to submit membership by the March 1 deadline is not considered a clerical error.*)
 - b. Teacher strikes where schools were closed for extended lengths of time during February
 - c. Extremely severe weather where schools are closed for extended lengths of time during February

Schools/Advisors should work directly with their State SkillsUSA Director to submit all required documentation mentioned above. The State SkillsUSA Director will submit the exception request to the national headquarters. The SkillsUSA Office of Education director may grant exceptions when all the above requirements verifying memberships have been documented properly and submitted to the national headquarters. This does not alter the present policy of a direct appeal to the board of directors from a state association director and/or state corporate member.