



# NATIONAL LEADERSHIP & SKILLS CONFERENCE

ATLANTA | JUNE 2023



## National Courtesy Corps Nomination Form

SkillsUSA needs more than 120 National Courtesy Corps (NCC) members for the National Leadership & Skills Conference (NLSC) to make sure the event runs smoothly. The work of this group supports the technical committees and is deeply appreciated. This is a great opportunity for students to network with industry partners and experience the national conference.

NCC members receive free conference registration plus housing, local transportation, meals and entertainment. Each member is given several free shirts to wear during the week. All NCC participants are housed at Georgia Tech's Woodruff North Residence Hall in Atlanta. This campus is about 8-10 minutes from the Georgia World Congress Center. NCC members are responsible for their own transportation to and from Atlanta and should arrive on Saturday, June 17, by 4 p.m., so they can start to work in the contest areas on Sunday, June 18. Departure is on Saturday, June 24. For more information, [Download the Courtesy Corps eligibility requirements](#)

Advisors must supervise their participating students. SkillsUSA will provide individual schedules for students and advisors listing work assignments and breaks. Questions can be directed to [Tracy Whitehead](#). NCC candidates should work with their chapter advisor to seek approval of their state SkillsUSA director.

### Timeline for National Courtesy Corps candidates:

- **March 1:** [Nomination Form](#) opens.
- **May 16:** All NCC nominations are due.
  - **May 18:** State SkillsUSA directors will receive list of eligible candidates based on the available open positions.
  - **May 22:** Deadline for state SkillsUSA directors to confirm final approval of NCC participant list.
- **May 24:** Candidate status notification will be sent to each NCC nominee.
  - This will include an online acceptance form and attendee information if a position on Courtesy Corps is available
- **May 26:** Deadline for participants to complete acceptance form.
- **June 17:** Participants report to GA Tech Woodruff North check-in by 4pm
- **June 18-23:** SkillsUSA Championships support activities as assigned
  - Work hours are typically 7 a.m. to 5 p.m. daily plus three evenings during the week
- **June 24:** Departure, participants must be checked out by noon



## National Courtesy Corps

### Standard Operating Procedures

1. National Courtesy Corps eligibility, roles, responsibilities:  
<https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/national-courtesy-corps/>
2. NCC candidates should work with their local chapter advisor to seek approval of their state director. For the name and address of your state association director, go to: <https://www.skillsusa.org/about/state-directors/>

### 3. Timeline for candidate process

Date or Deadline	Description
March 1	Nomination form opens: <a href="https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/national-courtesy-corps/">https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/national-courtesy-corps/</a>
May 17	NCC nomination deadline
May 18	SkillsUSA state directors will receive list of eligible candidates based on the available open positions
May 22	Deadline for SkillsUSA state directors to confirm final approval of NCC participant list
May 24	Candidate status notification will be sent to each NCC nominee, if a position on Courtesy Corps is available the candidate will receive: <ul style="list-style-type: none"> <li>• Online application acceptance form</li> <li>• National Courtesy Corps Code of Conduct Forms</li> <li>• Logistical documents: travel, housing, packing, schedule information</li> </ul>
May 26	Deadline for participants to complete acceptance form

4. The state delegation participant list must identify an adequate number of chaperones, that complies with a minimum of 1 to 15 student ratio.
5. NCC participants who meet eligibility and are endorsed by the state director will receive a welcome packet that includes policy and contact information. Each participant must confirm their position by completing an online [acceptance form](#).
  - Delegates can also be contestants, but schedules must not conflict. Only state directors will be able to select delegates on the national registration site.

6. Housing arrangements will be determined in consultation with the state director and applicable school leadership, in accordance with SkillsUSA national policy.
  - a. SkillsUSA will work with students who communicate specific housing requests to determine necessary supportive measures. This may require further work with the state director and LEA administration. Final placement of students in Courtesy Corps housing will ensure the safety and privacy of students.
  - b. Once the state's delegation of candidates has been determined a recommended allotment of rooms will be offered.
  - c. State directors will provide the NCC committee with their list of participant names identifying room assignments.
7. [NCC Code of Conduct Form](#): each registered attendee must sign a SkillsUSA [NCC Release form](#), and for participants under age 18, it must include a parent or guardian signature. This signed form will be turned in to NCC staff on the first day as part of their onsite registration.
  - d. Contact Card: emergency contact information
8. Chaperones must have copies of the medical release form with them for all their attendees in case of an emergency.
  - e. (Medical information, emergency contacts, state/school specific requirements for out of state travel)
  - f. Prescription and over the counter medicine procedures: school districts are reminded to follow their own district medication policy; it is the responsibility of the parent/guardian or adult student to provide the medication to accompany the student on the field trip



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## National Courtesy Corps Code of Conduct

**Participant:** 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. SkillsUSA is proud of its members and knows that by signing this Code of Conduct you are reaffirming your dedication to be the best possible representative of your state.

**Parent/Guardian** (*if participant is under age 18*): Please read this Code of Conduct. Sign the bottom of this form to show your intent to support the implementation of the Code of Conduct regarding your child.

As a member of SkillsUSA attending the National Courtesy Corps program, I agree that:  
(Please initial)

- I will follow the official conference rules and regulations as outlined in the [SkillsUSA Conference Code of Conduct Agreement](#).
- I will participate in all aspects of the courtesy corps program and follow the daily schedule.
- I will adhere to the specified courtesy corps conference dress code.
- My conduct shall be exemplary at all times.
- I will follow instructions from ANY advisor, adult supervisor, and/or program staff.
- I will, always, respect all public and private property, including the dorm in which I am housed.
- I will not enter any dorm room other than the one to which I am assigned. I understand that I am assigned a dorm room for the sole purpose of overnight accommodation.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- I will assume personal responsibility for any equipment I use, and I will pay for any loss or breakage.
- I will not engage in bullying, harassment or acts of bias against others including threatening words or behavior; menacing, hazing, taunting or intimidation; the use of lewd, profane or vulgar language; verbal or physical abuse of others; or other unwelcome behavior against others related to one's identity.
- I will not engage in any behavior that might be deemed sexual harassment which includes, but is not limited to, verbal, written or physical statements or actions to or about others.

**Failure to meet these standards:**

I understand that if, for any reason, I am in violation of any of the rules of the conference/program, I may be brought before the appropriate disciplinary committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is implemented. I further realize that the severity of the penalty may increase with the severity of the violation, including being immediately sent home at my own expense.

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**Participant Commitment:**

I, \_\_\_\_\_, have read and understand the SkillsUSA NCC Code of Conduct above. I agree to abide by it for the safety and enjoyment of myself and of other participants. I understand the consequences of failing to meet these guidelines.

Name of Participant: \_\_\_\_\_ State: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

**If participant is under age 18:** I understand that parents or guardians will be contacted in case of serious sickness or accident. However, in the event of an emergency that requires immediate attention I hereby give permission to the physician selected by the SkillsUSA management staff to secure proper medical treatment for my child named above.

Name of Parent or Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_