



ADVISOR CHECKLIST

Basic Steps to a Successful Chapter

Congratulations! You've made the decision to become a SkillsUSA Advisor. You are starting on a journey that is bound to offer many rewards for you and your students. There are a few basic steps to follow when starting a chapter. Many of the resources you need can be found right here on the SkillsUSA Web site while others are available for purchase.

One of the most important things to remember is to help your students to learn an effective planning process for carrying out activities, and to let students take the lead on planning and carrying out your events. They will learn and grow as they carry out their calendar of events.

If you are a new advisor in a school that does not already have a SkillsUSA Chapter at your school, here are the basic steps to follow in starting a new chapter:

- **Obtain a Membership Kit** by calling 800-321-8422 or visit www.skillsusa.org/roster.html to download membership forms and materials for the current school year.
- **Meet with the School Administrator** to request permission to start a new program and to gain support for the SkillsUSA chapter (it's a good idea to have a few brochures on hand to explain program basics and benefits to students, instructors and the school). Our basic brochure, *Be a Champion with SkillsUSA* covers all the benefits of the program for schools, instructors and students.
- **Contact your state office** and request to be placed on the state mailing list. Find out about any upcoming activities or deadlines. If you are starting a new chapter, complete an application for charter.
- **Identify one or more SkillsUSA leaders** (technical instructors, a career counselor or another interested person within the school) to help with the new chapter.
- **Gain support from other faculty members** if you plan to involve students from other training programs
- **Explain SkillsUSA to the Industry Advisory Council** that supports your program, and ask for their support and involvement as the chapter develops by serving as guest speakers, contest judges, etc.

If you are an advisor starting a chapter in your classroom in a school that already has SkillsUSA Chapters in your school, here are the basic steps to follow in starting a new chapter:

- **Stir up student interest in the chapter**
 - Invite students from another school or state officers to speak to the training programs about SkillsUSA
 - Hold a kickoff event (show the *Week of Champions* video) and be sure to make

the meeting fun.

- **Collect membership dues** and submit dues and membership roster to the national office
 - Establish a bank account for the chapter
 - Complete and submit a SkillsUSA membership roster (you may use the roster in the Membership Kit, download a roster from the web or join electronically at
 - Help students decide how to pay for membership (do individuals pay, can the school help, or will you hold a fundraiser to pay the annual member dues for the chapter?)

- **Establish a student leadership structure**
 - Elect classroom officers
 - Elect school-wide officers, if your chapter is school-wide

- **Establish your SkillsUSA Program of Work and Create a Calendar of Activities**
 - Activities should be student-driven with support and help from the advisor. See the *SkillsUSA Leadership Handbook* for details on how to set up and run the chapter. Your committees should be student-led and they will plan and carry out the work of the chapter in the following seven areas. Conduct at least one activity in each area during the course of the school year:
 - Professional Development
 - Community Service
 - Employment
 - Ways and Means
 - SkillsUSA Championships
 - Public Relations
 - Social Activities

- **Create teams or committees of members to organize each activity**
 - Form a group for each component of the Program of Work
 - Have Chapter President appoint a chair for each group.

- **Hold meetings, plan activities and your chapter has begun!**
 - Integrate SkillsUSA activities into ongoing classroom activities and lessons
 - This aspect of the program should be teacher driven. Select activities according to the program of work.
 - Integrate SkillsUSA employability activities using PDP
 - Use the SkillsUSA Professional Development Program for high school students. You can teach the whole program or select activities and competencies that fit best with your curriculum.
 - Prepare students for competition in the SkillsUSA Championships
 - Determine if you will have a local (school) contest. If so, determine and announce the rules, the date and any awards; invite industry advisory council members to help plan the event, conduct contests and serve as judges.
 - Complete registrations for students to move on to regional events, state events and national events, as appropriate
 - Help students prepare for any events they enter

- Consider leadership events as well as technical skill competitions.
- **Close out the year** with a chapter appreciation banquet to recognize those who helped you during the year. Invite your school administrators or parents, if possible.
- **Review all activities** and see how they can be improved. Begin planning for next year.

New Advisor Resources

A **New Advisors' Starter Kit** is available in the SkillsUSA Educational Materials Catalog for \$139.95 (savings of 25 percent). This kit includes the follow chapter resources:

- One *ASK: Advisor's Success Kit 2004 CD-Rom* electronic encyclopedia
- One *A Week of Champions* DVD
- Five *Be a Champion with SkillsUSA* brochures
- One *Planning Calendar*
- Seven copies of the *SkillsUSA Leadership Handbook* for your chapter officers
- One *Instructor's Guide—Professional Development Program*
- One *SkillsUSA Championships Technical Standards book*

The above items are also available for purchase individually. These SkillsUSA materials are available from our SkillsUSA Educational Materials Catalog. Visit www.skillsusa.org/store/ to order these publications.

SkillsUSA ceremonial emblems, banners, official clothing, awards and other items are available from the SkillsUSA Supply Service. Visit <http://65.67.252.129/su/index.html> to order.

Web Resources

Our web site at www.skillsusa.org has many resources for chapters. Here are a few key resources for you and your students to explore:

About SkillsUSA

<http://www.skillsusa.org/about/index.shtml>

Chapter Management Basics

<http://www.skillsusa.org/educators/chapmanage.shtml>

New Advisor Overview

<http://www.skillsusa.org/educators/newadvisors.shtml>

Online Registration and Membership Materials

<http://www.skillsusa.org/join/joinonline.shtml>

<http://www.skillsusa-register.org/Login.aspx>

Professional Development Program

<http://www.skillsusa.org/educators/pdp.shtml>

<http://www.pdponline.org/>

SkillsUSA Merchandise and Publications

<http://www.skillsusa.org/shop/>

SkillsUSA Championships competitive events program

<http://www.skillsusa.org/compete/skills.shtml>

National Program of Work

<http://skillsusa.org/educators/chapmanage5.shtml>

Other SkillsUSA Programs

<http://skillsusa.org/educators/programs.shtml>

List of State Association Directors

<http://skillsusa.org/about/dir4.shtml>

For additional Assistance:

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