

# SLC Registration Checklist

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Checklist Items	Due Date	Description
_____ National Membership Deadline	Feb 15	Print roster, make check payable to SkillsUSA and mail to: SkillsUSA, Inc. Attn. Membership Dept 14001 SkillsUSA Way Leesburg, VA 20176-5494 *Pay by credit card for faster processing*
_____ Hotel Registrations	Mar 31	
_____ State Registration Deadline	Feb 21	Only register students for contests offered on the Contest Eligibility Guide. Contestants must be <b>PAID</b> National members to be able to register for State.
_____ Drops/Substitutions	Mar 1	Only substitutions will be allowed after March 1. Drops will not be refunded after this date.
_____ PDP/Career Essentials Achievements	Mar 1	Send Excel list of students and level achieved. (first name, last name, school)
_____ Academic Achievement Awards (1 <sup>st</sup> semester grades)	Mar 8	Send Excel list of students. (first name, last name, school)
_____ Outstanding SkillsUSA Advisor Nomination Form	Mar 8	email application to <a href="mailto:greg.stahr@nebraska.gov">greg.stahr@nebraska.gov</a> Visit website for Award Form
_____ Jake Duncan Outstanding Leadership Award	Mar 8	email application to <a href="mailto:greg.stahr@nebraska.gov">greg.stahr@nebraska.gov</a> Visit website for Award Form
_____ \$500 State Scholarship Application	Mar 8	email application to <a href="mailto:greg.stahr@nebraska.gov">greg.stahr@nebraska.gov</a> Visit website for Award Form
_____ Advisor Service Pin	Mar 8	email application to <a href="mailto:greg.stahr@nebraska.gov">greg.stahr@nebraska.gov</a> Visit website for Award Form
_____ State Officer Candidate Application	Mar 8	email application to <a href="mailto:greg.stahr@nebraska.gov">greg.stahr@nebraska.gov</a> Visit website for Application Form
_____ Board of Directors Declaration of Candidacy	Mar 8	Email application to <a href="mailto:greg.stahr@nebraska.gov">greg.stahr@nebraska.gov</a> Visit website for Candidacy Form
_____ Print and Pay Invoice	Mar 23	Send invoice and check payable to <b>SkillsUSA Nebraska</b> and mail to:  <b>Grafton Associates</b> <b>Attn: Denise Winters</b> <b>5935 S 56<sup>th</sup> Street, Ste A</b> <b>Lincoln, NE 68516</b>
_____ Responsibility Release & Chapter Permission Form	Apr 2	Email this REQUIRED FORM to <a href="mailto:greg.stahr@nebraska.gov">greg.stahr@nebraska.gov</a> Visit website for Release Form
_____ Medical Release, Personal Liability, Code of Conduct, Photo/Sound Release	Apr 2	This REQUIRED FORM and copies of every student's insurance card are to remain with the chapter advisor(s) for use if needed during the conference