



*Courtesy
Corps
Application
2018*



STATE COURTESY CORPS

State courtesy corps is the elite group of high school and college/postsecondary students, advisors, alumni and chaperones selected to represent their local delegation. These individuals are afforded the opportunity to build a network of industry and educational resources while gaining skills, leadership qualities, developing friendships and having fun in the setup, operation and teardown of the SkillsUSA Maine Championships.

This is a competition and you will be competing for one of three spots on the national courtesy corps team from Maine.

Requirements:

- Two letters of recommendation
- One page essay as to why you feel serving on the Courtesy Corps, both state and national, would help you personally, and how you plan to integrate the experience into the advancement of your local chapter.
- State Courtesy Corps General Information Sheet
- National Registration, Personal and Liability Release Form (NLSC 1 Form)

The above requirements must be returned by February 9th to:

Mr. Hal Casey
State Director
c/o Eastern Maine Community College
354 Hogan Rd
Bangor, Maine 04401

Be Prepared to Have the Time of Your Life

- Meet and work with people from across the state.
- Work side by side and network with corporate sponsors, educators and dignitaries in a variety of technical areas.
- Perform jobs with little or no direct supervision making mature choices and demonstrating responsible behavior; follow directions and be cooperative under all circumstances.
- Work harder than you have ever worked before and enjoy it.
- Perform tasks that may seem major or menial, but make all State contests fair for everyone.
- Work as a team member and be a positive role model for SkillsUSA.
- Be where you're supposed to be - when you're supposed to be.
- Develop friendships that will last a lifetime.

Responsibilities of the State Courtesy Corps

- Assist with set-up, operation and tear down of the SkillsUSA Championships.
- Assist with special activities, i.e. Opening General Session, Awards Ceremony and other duties as assigned.

Dress Code

State Courtesy Corps requires all contestants to be in black pants on both Thursday and Friday, you will be provided with a state t-shirt to wear. In addition, all clothing must provide appropriate coverage that would be required in an actual job setting. ***Note: State Courtesy Corps has a No Hats policy.***

Schedule

At least one week before the conference start you will receive an email containing the Courtesy Corps Schedule for the conference and the contact information for the Courtesy Corps Advisor. You will need to report to the United Technologies Center by 2 pm on the first day of the conference.

State Courtesy Corps General Information Sheet

Full Name: _____

Email: _____ T-Shirt Size: _____

Present Year in School: _____

Home Address: _____

City: _____ Zip Code: _____

Parent(s)/ name(s): _____

Home Telephone Home: _____

School Name: _____

School Address: _____

City: _____ Zip Code: _____

School Telephone Number: _____

Director: _____ Teacher: _____

Trade Area: _____

Chapter SkillsUSA Advisor: _____

If there is an emergency, who should we contact:

Name Relationship: _____

Home Telephone: _____ Work Telephone: _____

Name of Family Doctor: _____

Medical Insurance Company: _____

Policy Number: _____



Form
NCC1

APPLICATION FORM
National Leadership and Skills Conference

(Please print in black ink or type.)

Program Level (please check box) High School College/Postsecondary Advisor

Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone () _____ E-mail Address _____

Age _____ Gender (please check box) Male Female

T-Shirt Size (please check box) Medium Large X-Large XX-Large XXX-Large

School Name _____

SkillsUSA Advisor _____

School Address _____

City _____ State _____ Zip _____

School Telephone () _____

Parent's or Guardian's Name _____

Parent's/Guardian's Address (if different from above) _____

City _____ State _____ Zip _____

Home Phone () _____ Work Telephone () _____

Choose the Plan you would like to participate under.

Plan A XX Stay with National Courtesy Corps (Plan A includes lodging and all meals)

Plan B _____ Stay with our state delegation at: _____

(Name of Hotel)

<p>(Complete for PLAN B Only)</p> <p>Plan B includes lunch daily, Monday breakfast, three evening meals and a \$120 "Corps Scholarship" to help defer expenses. Make check payable to: _____</p> <p style="text-align: center;">(School or State Association)</p> <p>Mailing Address _____</p> <p>City _____ State _____ Zip _____</p>	<p>To</p>
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Complete the Application Process:

1. Complete and sign the National Courtesy Corps Application Form (NCC 1).

a) Obtain approval and signatures from the following individuals

- Your parent or guardian (if under age 18)
- Your Lead SkillsUSA Advisor
- Your Technical School Administrator
- Your State SkillsUSA Director

2. Complete the National Registration/Personal and Liability Release Form (NSLC 1) Form

As parent/guardian, I grant permission for _____ to be a member of the National
(Applicant's Name)

Courtesy Corps during the SkillsUSA National Leadership and Skills Conference in Kansas City, Missouri.

Signature of Parent or Guardian/Date

I recommend this individual as a member of the National Courtesy Corps for the SkillsUSA National Leadership and Skills Conference. My school will be responsible for transportation of the student to and from Kansas City, Missouri.

Signature of Local SkillsUSA Advisor/Date

I recommend this individual as a member of the National Courtesy Corps at the SkillsUSA National Leadership and Skills Conference in Kansas City, Missouri.

Signature of State SkillsUSA Director /Date

NATIONAL COURTESY CORPS CODE OF CONDUCT

National Courtesy Corps is designed to be a learning/working experience. As a member of the Corps, we want every individual to have an enjoyable experience with every attention to safety and comfort. All members are expected to conduct themselves in a manner best representing the nation's greatest student organization.

The SkillsUSA Code of Conduct, while covering the daily functions of leadership and skill events, does not provide guidelines narrow enough to cover the possible situations that could be found during the week-long stay at the National Leadership and Skills Conference in Kansas City.

In an effort to provide a safe and secure environment, the following guidelines, in addition to the National SkillsUSA Code of Conduct, will apply to all National Courtesy Corps members (high school and college/postsecondary students as well as advisors/chaperones).

- All National Courtesy Corps sleeping rooms, headquarter facilities and Bartle Hall facilities are NON-smoking areas.
- Smoking must be done outside of the buildings during non-curfew hours. Smokers MUST be of legal age to purchase tobacco products. (Legal age in Missouri is 18.)
- Curfew for members is from 11:00 pm to 6 am unless otherwise specified by the NCC Management Team. Please respect others by being as quiet as possible prior to and during curfew hours.
- Members of the opposite sex will not be allowed in sleeping rooms (spouses excluded) at any time. Members will spend each night in the room of the hotel to which they are assigned.
- Consumption of ANY alcoholic beverage or use of illegal drugs is strictly prohibited.

In the event of an infraction of the NLSC or National Courtesy Corps Code of Conduct or any law, the National Courtesy Corps Management Team will review the issues and determine the severity of the discipline. In all cases, the State SkillsUSA Director will be notified of the disciplinary action. Such discipline may result in the National Courtesy Corps member being sent to their state delegation and placed in the custody/care of their state SkillsUSA director for the remainder of the conference. Individuals removed from the National Courtesy Corps will be required to return all items given to them by the National Courtesy Corps and will be responsible for reimbursement of all expenses incurred (i.e., lodging, meals).

I have read, understand and agree to the above National Courtesy Corps Code of Conduct and Requirements. I will apply myself for the purpose of learning and uphold at all times the finest qualities representing SkillsUSA and the National Courtesy Corps.

National Courtesy Corps Member Signature

Date

Send the Application Form and National Registration/Personal and Liability Release Form by April 15 to:
Courtesy Corps, SkillsUSA, P. O. Box 3000, Leesburg, VA 20177-0300/Fax: (703) 777-8999.

COURTESY CORP TRAVEL CONSENT FORM

This form consents participation in SkillsUSA Maine-sanctioned activities during the 2018-2019 school year as a member of the **SkillsUSA Maine Courtesy Corps Team**.

State Director: Mr. Hal Casey

State Courtesy Corps Advisor: Mr. Matt LaJoie

Officer: _____ Division: **HS PS** (circle one)

Address: _____

Home Phone: _____

Parent's Name: _____

Cell Phone: _____

Alternative Adult: _____

Bus. Phone: _____

The above-named student has my consent to travel to and/or from each event participated in by this organization during this school year including all errands and activities related to duties of and assignments made to members of the Maine Courtesy Corps team. The mode of transportation may be air travel, commercial van, or a private vehicle driven by SkillsUSA Maine State Staff, a parent, or the above-named.

Courtesy Corps members, even though off-campus, are still subject to all of their sending school and SkillsUSA Maine rules and regulations and when participating in Courtesy Corps activities. I understand that any student who does not conduct himself/herself properly may be (i) sent home at the parent's expense, (ii) prohibited from participating in future activities of SkillsUSA Maine, and (iii) subjected to other appropriate disciplinary measures.

I agree to, and hereby, release SkillsUSA Maine and its Board of Directors, State Staff, sponsors and volunteers from all legal responsibility from liability resulting from any activities of this organization, including liability caused by or related to the negligence of any such party.

In case of emergency, I give my approval and authorization for first aid treatment and any medical treatment by local physicians and/or hospital including surgical procedures. I agree to accept responsibility for payment of all charges incurred during this medical treatment.

Signature of State Officer: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____