

Dear SkillsUSA Advisor, (SkillsUSA 2023-2024 #13)

**Item #1: ACTION ITEM! Membership Reminder - Deadline is Today!**

This is a reminder to submit your SkillsUSA Maryland membership information by **January 31, 2024, 11:59 pm**. Students planning to participate in regional conferences and the State Championship **must be members** of SkillsUSA. When you finish the online membership process be sure to press the “Submit” button and delete any previous year’s membership information before logging out.

**For schools using block (fall/spring semester) schedules ONLY:**

Chapters currently welcoming new spring semester members will have until February 15, 2024, to add new members to their 2023-24 membership rosters. Chapters using a block (semester) schedule must submit Fall semester membership information by the regular January 31 deadline.

**How to Register Members Electronically**

Register students and professional members quickly and easily on the SkillsUSA National website. Using online registration makes it easier to register for state or national conferences later in the year.

**To register electronically, follow these steps:**

1. Before you begin, obtain a purchase order number, a credit card (MasterCard or VISA) or a check number in order to pay for your membership.
2. Prepare your list of students and professional members.
3. **Login at [www.skillsusa-register.org](http://www.skillsusa-register.org)**. Type in email address and password, then go to the Membership tab. If you are a New User: Click Create Login. Select your state, select your school and answer the questions to create your password.

Membership Kit: <https://www.skillsusa.org/membership-resources/membership-kit-2/>  
Quick Start Guide for registering members: <https://www.skillsusa.org/wp-content/uploads/2020/08/MembershipReg-Quick-Start-Guide-2020.pdf>

**New Chapter (school):** If you are a new chapter and your school is not shown in the drop-down list of schools for your state, complete the new school form at: <https://www.skillsusa-register.org/rpts/CreateNewSchool.aspx>. (Provide advisor name, school name, address and telephone number).

**Note:** Once you click the *Join Now* button on the confirmation and accept to pay page an automated invoice will generate for traditional membership. Print and submit to your accounting department for payment. Total Participation Schools will not receive invoices for individual members.

**Payment Requirements & Options**

By submitting membership online, you are agreeing to pay SkillsUSA membership fees. The current year membership registration begins August 1, and services will begin when members are registered. You may pay for membership by using a credit card, check or purchase order.

If paying by check, send a copy of your roster with your check. If using a purchase order, enter the PO number in the Payment Option box on the Web site. If paying by VISA or

MasterCard, click the link on the invoice for credit cards or the pay now link found on the screen where you registered members; invoice button. No additional action is need if paying by credit card.

For assistance or questions regarding the registration process contact SkillsUSA Hotline Operators at [\(844\) 875-4557](tel:8448754557) or e-mail Hotline Operators at [operators@skillsusa.org](mailto:operators@skillsusa.org).

### **Item #2: Keep Developing Your Chapter Excellence Program Applications!**

Encouraging all chapters to continue working on CEP applications with the goal of first reaching Level 1 “Quality Chapter” status and then moving on to achieve award levels (3 levels) recognizing student involvement and chapter success. The first two levels are acknowledged by the SkillsUSA Maryland state association and the third level is recognized nationally. Each level is designed to give chapters a benchmark for success and future improvement, leading to stronger chapters and more involved and prepared students. The more a chapter applies the SkillsUSA Framework, the greater the chance for CEP honors.

We challenge all Maryland chapters to become CEP Models of Excellence! CEP chapters will be recognized at the 51st Annual State Championship Awards Ceremony, Saturday, April 13, 2024. Visit this link to learn more: <https://www.skillsusa.org/programs/chapter-excellence-program/>

### **Item #3: Finalize Your SkillsUSA Week Plans**

It’s time to finalize your plans for SkillsUSA Week, Feb. 5-9! Whether you honor school staff with a thank-you breakfast, invite a partner to speak at a chapter meeting or make a presentation to a community group, members can grow their skills and demonstrate that SkillsUSA is an important factor in their personal and professional development. To get started, download the [SkillsUSA Week Program Guide](#).

Advisors and chapter leaders can utilize the new SkillsUSA Week Activity Sets to bring greater member engagement. Have your SkillsUSA Week committee or chapter officers review the activities now and select a few to implement. [Download the Activity Sets](#).

The [SkillsUSA Week shirt](#) makes a great gift for hard-working advisors, dedicated supporters or chapter officers, and shipping is free!

The [SkillsUSA Advocacy Site](#) offers two editable letter templates to promote your chapter to the media or write to elected officials. After SkillsUSA Week, [be sure to share your stories, photos or links](#), and we may feature your chapter in the [SkillsUSA Champions digital magazine](#) or on social media.

State directors and chapter advisors can request a virtual national officer visit during SkillsUSA Week. National officers can join your students for 15 minutes to provide greetings or share SkillsUSA Framework stories. The deadline has been extended to complete the [SkillsUSA Week Virtual National Officer Request Form](#) to Feb. 1. National officers are available on a first-come, first-served basis.

#### **Item #4: Honor Your Champion With a National Award: Nominations Still Open**

If you would like to nominate someone for national recognition by SkillsUSA as an Honorary Life Member, Outstanding Career and Technical Educator or for the Hall of Champions award, please [complete the online applications](#). Be sure to notify your nominee and provide all requested information. The deadline is Feb. 14. If you have questions, contact [Laura Rauch](#).

#### **Item #5: SkillsUSA Advisor and Student Feedback Needed**

SkillsUSA is eager to hear advisor and student feedback to assess their needs and preferences. We have prepared a [brief survey for advisors](#) to assess your needs at the local level. Your opinions will be instrumental in shaping the future initiatives of our organization and ensuring that we provide the best possible support for our members.

SkillsUSA has also prepared a [brief survey for your students](#). Given the importance of representing the diverse perspectives of our members across different states, we kindly request your assistance in distributing this survey to your student members if your local policies allow. Student input will significantly contribute to our understanding of regional variations and enhance the overall effectiveness of our initiatives.

The surveys should take no more than 10 minutes to complete. Your support is highly valuable to us, and we sincerely thank you in advance for your collaboration. Responses will remain confidential, and the information collected will be used solely for the purpose of enhancing our organization's offerings. We appreciate your commitment to SkillsUSA and look forward to hearing your valuable feedback.

#### **Item #6: Take Up the Challenge! NLSC Pin and T-shirt Design**

SkillsUSA is offering the 2024 National Leadership & Skills Conference (NLSC) Pin and T-shirt Design Challenge to all dues-paying student members. The winning designs will become the official T-shirt and pin design for the 2024 NLSC. Entries must be received by March 1 at 12 a.m. ET, and winners will be announced on March 8. [Rules and submission links can be found on the SkillsUSA Website](#).

#### **Item #7: Presidential Honors for Selfless Service**

At the 2024 National Leadership & Skills Conference (NLSC), SkillsUSA will recognize advisors, students and registered alumni for their community service through the President's Volunteer Service Award (PVSA). To qualify, SkillsUSA members must submit a record of their service hours. With SkillsUSA's focus on community service, you may have already met the requirements. For details on how to apply, [visit the website](#). Applications must be received by March 31, for recognition at the 2024 NLSC.

#### **Item #8: Create a Business Partner Pipeline with the Framework Integration Toolkit**

The Framework Integration Toolkit has everything you need to ensure career readiness within your classroom, training program and chapter. Getting connected with business and industry partners is made easier with the Business Partner Outreach and Preparation Guide. The 24-page guide assists with business partner outreach and includes resources for preparation, student

activities and exercises and evaluation for measuring student growth. Professional members can access the Toolkit in [SkillsUSA Absorb](#).

### **Item #9: Spring SkillsUSA Professional Development Offerings**

Take your SkillsUSA knowledge to the next level with SkillsUSA's Professional Development offerings. Sessions include new advisor training, the Chapter Excellence Program, how to apply for scholarships and more. Visit our [training webpage](#) and sign up now for the sessions that interest you. All sessions are free and open to any SkillsUSA advisor.

### **Item #10: Share Your Success with SkillsUSA**

The [SkillsUSA Champions digital hub](#) provides members with new content frequently, from inspiring features to stories about the great work chapters and partners are doing. If your students need ideas for new chapter activities, the online magazine is a great resource for your officer team. To submit a story idea, send us the details through our ["Submit a Story"](#) link.

### **Item #11: Need Assistance with SkillsUSA?**

Connect with the SkillsUSA Customer Care Team for expert guidance on launching a new chapter, registering members, building student engagement or growing your chapter. For help, call 844-875-4557 from 8 a.m.-5 p.m. ET on Monday, Wednesday and Friday or 8 a.m.-7 p.m. ET on Tuesday and Thursday. You can also email at [customercare@skillsusa.org](mailto:customercare@skillsusa.org). Additionally, we offer a 15-minute virtual training session on member registration; fill out [this form](#) to register. Count on us to support your chapter every step of the way!

### **Item #12: Address Change for the SkillsUSA National Office Reminder**

Effective immediately, the National Headquarters of SkillsUSA has a new official mailing address. Please update your accounting records for any invoice payments, correspondence or other mail coming to SkillsUSA headquarters via USPS, FedEx or UPS.

Please note this address is for national office payments only; your state office mailing address will remain the same unless you are notified otherwise.

SkillsUSA  
673 Potomac Station Dr.  
PMB #809  
Leesburg, VA 20176

To ensure timely membership payments, we recommend using electronic payment by credit card and e-check. You can access the link to pay directly from each invoice you receive. Please reach out to SkillsUSA's Customer Care Team at 844-875-4557 or [customercare@skillsusa.org](mailto:customercare@skillsusa.org) if you need help or have further questions.

[Download the W9 form with the new address.](#)



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