



SkillsUSA

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**Champions *at* Work**®

SkillsUSA Missouri  
Courtesy Corps 2023  
Contestant Application Packet

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# Introduction to Courtesy Corps

Courtesy Corps is about working together with others to accomplish a common goal. For SkillsUSA it's about working as a team member to produce a flawless State and National Conference.

At the State Leadership and Skills Conference, it's about assisting with work station setup at the contest site, assisting people to get where they need to be without delay, delivering meals to contest sites, and running errands. It's also about showing people you are having fun while getting your job done. We do have fun as well as work hard. Courtesy Corps are always the first to arrive and the last to leave.

The reward for doing an outstanding job at the Missouri State Conference is to be picked to attend the National Leadership and Skills Conference in Atlanta, GA, in June. This is an honor as all expenses are paid for you, including air fare, room, and meals. As a part of the national courtesy team, you will be assigned different tasks each day. These jobs have a wide range of duties: setting up, moving, taking down, guarding, or just waiting for the next duty. There are also many extra perks to the Courtesy Corps including seeing the 1 million sq. ft. of space be filled with equipment and exhibits for SkillsUSA contests, receiving free stuff, and attending evening functions with other SkillsUSA members from all over the nation. You will return home with much more than you came with, all at no expense to you, including new friendships and lifelong memories.

We look forward to working with you this year as part of the Missouri SkillsUSA Courtesy Corps.

Reese Cardenas  
SkillsUSA Missouri  
Volunteer Service Coordinator

# State Courtesy Corps Job Description

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, acquiring leadership qualities, developing friendships, and having fun in the setup, operation, and teardown of the SkillsUSA Missouri Championships.

## **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 while 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 there - On-time!
- 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.

## **Criteria for Courtesy Corps:**

- Think quickly
- Talk directly with people eye-to eye
- Make things happen
- Tell people "No" when necessary
- Work long hard hours and with little praise
- Complete tasks with little or no instruction
- Pick up already started tasks and complete them
- Stay in touch always (Phone and Email)
- Be prompt (First to arrive and last to leave)
- Be physically active (walking, standing, lifting, etc.)
- Must be able to attend ALL events!!

# Mandatory Attendance

State Leadership & Skills Conference  
Linn, Missouri

Arrive: March 30, 2023  
Depart: April 1, 2023

- \* Leadership team will be required to travel to Linn on March 29, 2023
- \* Courtesy Corps Members would be required to travel and stay with their schools.

National Leadership & Skills  
Conference Atlanta, GA

Arrive: June 16, 2023  
Depart: June 24, 2023

- \* If chosen to be on the Missouri State Courtesy Corps Team at NLSC, all travel, meals, and accommodations will be covered by SkillsUSA Missouri.

## Dress Code

All clothing must provide appropriate coverage that would be required in an actual job setting.

- Neat and clean shorts, jeans, or Dockers-style pants may be worn.
- All participants will be given T-shirts for daily wear.
- Participants must wear comfortable closed-toe shoes throughout their stay. No sandals, open weave, open toes or heels, or flip/flop style shoes will be allowed during work hours.
- No hats or baseball-style caps can be worn during work hours.
- It is recommended that participants bring a fanny pack or pocket wallet he/she can keep with them always. There is no secure place to leave purses and backpacks during work hours.
- All Participants should have some way to keep time; not knowing the time will not be an acceptable excuse for being late or missing assignments/events.

# Candidate Requirement Checklist

Gather the following documents as early as possible in your application preparation process. You will upload and attach these documents in PDF format only as part of your online application. Only ONE file is allowed per upload area on the application.

- State Questionnaire (online)
- Application Form (online)
  - State Courtesy Corps Acknowledgement and Signature Form
  - Video/Recorded Voice/Photography Release Form
  - National Courtesy Corps Code of Conduct
  - Internet Code of Conduct
  - Medical Liability Release Form
  - Two letters of recommendation
  - Copy of photo ID which includes DOB (Driver License or Passport)
  - Headshot (shoulders up)
  - 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
  - All medications must be disclosed and, if under the age of 18, a parent/guardian must present medication to advisor for security and distribution
  - Most importantly, make sure you bring either an original or a copy of your current medical insurance card and keep it with you at all times during the conference

Once you have all the information gathered, you are ready to begin the application process [HERE](#)

Leadership Team: Completed application packet should be scanned and emailed by January 15, 2023.

Courtesy Corps Members: Completed application packet should be scanned and emailed by March 3, 2023.

\*Forms received after the deadline or missing forms and/or signatures can result in disqualification from the competition and result in you not being eligible for the National Courtesy Corp.

# National Courtesy Corps Information

## National Courtesy Corp Eligibility Requirements:

Applicants must be current student/professional members during the school year preceding the National Leadership and Skills Conference. Student members must have a school instructor/SkillsUSA advisor accompany them. This individual must also join the NCC and work alongside his/her student(s) in performing the duties of the NCC members. (It is preferred that the accompanying instructor/SkillsUSA advisor is from the same school as his/her student(s); however, the instructor/SkillsUSA advisor can be from any school within the state.)

## Responsibilities

- Must be registered and on site by 5 p.m. Friday, June 16, 2023.
- Maintain the National Courtesy Corps Headquarters and an Information Booth
- Assist with national officer interviews and delegate sessions
- Assist with special activities including the Opening Ceremony, Awards Ceremony, Ribbon-cutting Ceremony and other VIP events
- Assist with the set-up and tear-down of the SkillsUSA Championships
- Assist with the SkillsUSA Championships National Technical Committee needs
- Assist with preparing the stage and displaying medallions for the Awards Ceremony
- Assist with the collection and distribution of contest awards
- Assist with security, including name badge checks at all entries prior to the opening of the contest areas to the public, early entry of contestants on Wednesday and Thursday and tool box check-in
- Work hours are typically 8 a.m. to 5 p.m. daily and two evenings during the week
- Members must request permission from the NCC management committee to spend time away from designated housing or activities during off time.

## Benefits/Expenses

- Conference registration fee is waived
- Sleeping rooms provided
- All meals beginning Saturday night through the following Saturday morning
- Certificate of participation
- Pass to SkillsUSA night and other event.
- T-shirts (contingent upon industry support)
- NCC members must pay for any parking expenses for those who drive; snacks; telephone calls; souvenirs; and any other personal expenses. Transportation to and from the event is provided.

## Housing

Sleeping rooms will be provided at Georgia State University. All participants must stay at this designated campus for NCC members every night during their stay. Room assignments are to be determined by the NCC management committee. Generally, participants from the same school (gender considered) will be housed together. Accommodations are two people per room. Married participants will be assigned a room together.

## Dress Code/Personal Items

All clothing must provide appropriate coverage that would be required in an actual job setting. Neat and clean jeans, khakis or Dockers-style pants or shorts (appropriate length) may be worn. Skirts are not

allowed. All participants will be given five T-shirts for daily wear and another shirt(s) for the opening and closing ceremonies (contingent upon industry support). The shirts are to be worn with black Dockers-style or black dress pants provided by the NCC member. Participants should wear comfortable shoes throughout their stay—no sandals, open weave, open toes or heels, or flip/flop style shoes will be allowed during work hours. No hats or baseball-style caps are allowed to be worn during work hours. It is recommended that participants bring a fanny pack or pocket wallet he/she can keep with them at all times—there is no secure place to leave purses and backpacks during work hours. Participants should wear a watch— not knowing the time will not be an acceptable excuse for being late or missing assignments/ events. Most importantly, make sure you bring either an original, current medical insurance card or a copy and keep it with you at all times during the National Leadership and Skills Conference.

**NCC Participants May NOT:**

- Compete in any SkillsUSA Championships contest
- Serve as a model or assistant for any SkillsUSA Championships contestant
- Serve as a judge for any SkillsUSA Championships contest
- Campaign or run for national office
- Participate in delegate sessions as a voting delegate
- Participate in the community service project(s) on Friday (unless assigned to assist by the NCC Management Committee)

**NCC Participants MUST:**

- Be approved by his/her state association director
- Be current SkillsUSA members
- Agree to abide by the National Code of Conduct Agreement.
- Agree to the terms of the SkillsUSA Personal Liability and Medical Release Form guidelines.
- Agree to the Photography and Sound Release.
- Abide by the NCC curfew—11 p.m. to 6 a.m.



# State Courtesy Corps Acknowledgement and Signature Form

As a SkillsUSA Courtesy Corps State Team Member, I will attend the SkillsUSA State Skills and Leadership Conference and through my hard work and dedication, have the opportunity to earn a position on the team representing Missouri on the National Courtesy Corps in Atlanta, GA.

By signing below, I certify that if selected, I will attend all mandatory events and meetings that may be necessary to fulfill the duties as a Missouri SkillsUSA Courtesy Corps Team Member. I understand that I will travel and stay with my school during the state conference, unless I am selected for the Leadership Team. I also have the required GPA of 2.0 or above.

Print Applicants Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parent/Guardian (if under the age of 18 and/or in High School)**

I grant permission for my child to participate in Courtesy Corps at the SkillsUSA Missouri State Leadership and Skills Conference and to compete for a space on the SkillsUSA National Courtesy Corps Team at the SkillsUSA National Leadership and Skills Conference in Atlanta, GA.

Print Parent/Guardian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **CTE Teacher/Instructor/SkillsUSA Advisor**

I recommend the above-named student as a contributing member of their program and attest that he/she maintains a GPA of 2.0 or above in their program of choice.

Print Teacher/Instructor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SkillsUSA Advisor**

I recommend this individual as a competitor for the SkillsUSA Missouri Courtesy Corps Team and for the SkillsUSA National Leadership and Skills Conference. If my student is selected as a Courtesy Corps Member, my school will be held responsible for transportation, food, and lodging of my student to, from and at the conference in Linn, MO on March 30-April 1, 2023.

Print Advisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ 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 all possible situations that could occur during the week-long stay at the National Leadership and Skills Conference in Atlanta, GA.

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 Georgia World Congress Center 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.
- 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 the same sleeping room (spouses excluded) at any time. Members will spend each night in the room to which they are assigned.
- Consumption of ANY alcoholic beverage or use of illicit or 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., transportation, lodging, and 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.

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**Print National Courtesy Corps Applicant's Name**

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**National Courtesy Corps Applicant's Signature**

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**Date**

## Video/Recorded Voice/Photography Release Form

I hereby give and grant to the Missouri Department of Elementary and Secondary Education and the Office of College and Career Readiness, SkillsUSA Missouri, SkillsUSA Nationals and the State of Missouri, its representatives, agents, volunteers, servants and employees the absolute and unconditional right to use, publish, display, electronically distribute and/or reproduce in any manner, video/recorded voice/photographs that positively promotes the image and benefits of Career and Technical education through educational materials, trade materials and/or the Missouri Department of Elementary and Secondary Education and Office of College and Career Readiness, SkillsUSA Missouri, SkillsUSA Nationals and the State of Missouri, its representatives, agents, volunteers, servants and employees.

I hereby waive any right to inspect or approve the finished video/recorded voice/photographs or any finished materials, copy or other matter which may be used in conjunction with or the manner in which any of the same are used, reproduced, published, or displayed.

My agreement to participate or perform under camera, lighting and stated conditions is voluntary. I waive all personal claims, causes of action or damages against SkillsUSA and its employees or volunteers arising from such a performance or appearance.

I further release SkillsUSA Missouri and the Missouri Department of Elementary and Secondary Education and Office of College and Career Readiness from any liability whatsoever that may occur or be produced in the taking, reproducing, publishing, showing, or displaying of said video/recorded voice photographs, and agree that SkillsUSA Missouri and the Missouri Department of Elementary and Secondary Education shall be the owner of the photographs and all rights to them, may copyright the video/recorded voice/photographs in its own name, and may grant to others permission to use them.

I further understand that I am not to receive payment for said video/recorded voice/photographs and that these video/recorded voice/photographs will not discredit or distort my person in any way.

State Officer Candidate's Legal Name: \_\_\_\_\_

Candidate's Home Address: \_\_\_\_\_

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Signature of State Officer Candidate	Printed Name	Date
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Missouri State Officer Candidate Current Membership Status (Check One):

SECONDARY       POSTSECONDARY/COLLEGIATE

If the above-named person is a minor, the parent/guardian shall consent to the above authorization and release by signing below.

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Signature of Parent/Guardian	Printed Name	Date
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## Internet Code of Conduct

As a SkillsUSA Missouri State Officer, you are a public figure. You represent your school, SkillsUSA Missouri State Association and SkillsUSA Nationals. As you post content to personal and public web pages, for example Facebook, Instagram, Twitter, YouTube, or other websites, please keep in mind that people you do know (including future employers or admissions officers) have the ability to review and archive your personal, yet public information that you post. These personal sites are now being used as a point of reference to your personal site. Be sure that your personal materials, including comments, photographs, video, or audio files would not embarrass you if they were viewed by a SkillsUSA staff member, business partner, or teachers.

You will be given a SkillsUSA Missouri email address for any SkillsUSA correspondences. As part of your responsibility as a State Officer to make sure that you check your email on a daily basis as many opportunities will often be offered via email.

As a State Officer of SkillsUSA Missouri, you make a promise to represent SkillsUSA Missouri with the most respect. This means that during your term of office, any content you post on the World Wide Web where SkillsUSA is mentioned on the site will be reviewed by your Local Chapter Advisor, parent and/or State Officer Trainer.

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As a SkillsUSA Missouri State Officer, I promise that my email address used for SkillsUSA business must be reviewed by an authorized adult such as my Local Chapter Advisor, parent and/or State Officer Trainer. I understand that the websites that I use will be monitored and I may be asked to remove any material deemed inappropriate by my Local Chapter Advisor, parent, and/or State Officer Advisor.

If I fail to do so and post inappropriate or unapproved material, I will be placed on probation as a State Officer and subject to the consequences as a State Officer for violating the State Officer Code of Conduct.

I have read and understand the information in this document. I agree to abide by this policy for the duration of the office I have been elected or appointed for SkillsUSA Missouri.

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Signature of State Officer Candidate

Printed Name

Date

I have read and I understand the State Officer Internet Code of Conduct. I agree to support the guidelines and the above-named student to the best of my ability.

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Signature of Parent/Guardian

Printed Name

Date

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Signature of Chapter Advisor

Printed Name

Date

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Signature of Career Center Director/Principal

Printed Name

Date

## Medical Liability Release Form

### PLEASE TYPE OR PRINT ALL INFORMATION

State Officer Candidate's Legal Name: \_\_\_\_\_

Parent/Guardian's Legal Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian/Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

State Officer Candidate's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Alternate/Emergency Contact: \_\_\_\_\_

Alternate/Emergency Contact Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Local Chapter Advisor: \_\_\_\_\_ School Name:

State Officer Candidate is covered by group or medical insurance:                      Yes                      No

If yes, complete the following information:

Name of Insured: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Group # \_\_\_\_\_ Policy # \_\_\_\_\_

Please completely describe any medical condition which may recur or be a factor in medical treatment:

a. Allergies \_\_\_\_\_ e. Physical Handicap \_\_\_\_\_

b. Convulsions \_\_\_\_\_ f. Medicine Reactions \_\_\_\_\_

c. Blackouts \_\_\_\_\_ g. Disease of any kind \_\_\_\_\_

d. Heart/lung problems \_\_\_\_\_ h. Other (Be specific) \_\_\_\_\_

If currently taking medication(s), please provide the following information:

Name of medication(s) \_\_\_\_\_ Physician/Phone Number \_\_\_\_\_

Name of medication(s) \_\_\_\_\_ Physician/Phone Number \_\_\_\_\_

**LIABILITY RELEASE.** I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during any and all SkillsUSA activities. I hereby release the SkillsUSA Nationals, the National Staff, State and Local SkillsUSA Associations, and any designated individual in charge of the SkillsUSA group or specific activity from any legal or financial responsibility with respect to my personal or my State Officer Candidate/child's participation in or contact with any known element associated with an activity including competitive events.

**PARENT/GUARDIAN:** Please check one of the following and sign your name.

I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

I do not give permission for medical treatment until I have been contacted.

\_\_\_\_\_  
Signature of Parent/Guardian                      Printed Name                      Date

\_\_\_\_\_  
Signature of State Officer Candidate                      Printed Name                      Date

\_\_\_\_\_  
Signature of Chapter Advisor                      Printed Name                      Date

\_\_\_\_\_  
Signature of Career Center Director/Principal                      Printed Name                      Date

## Contact Information

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