

NOTICE: We have completed another highly successful State Conference for 2008 with over 1,400 registered Students and Advisors from around the state. We are leaving this information here for those who are curious about the 2008 Illinois SkillsUSA State Conference. The information will be changed prior to the 2009 State Conference.

2/27/08

Illinois SkillsUSA
State Conference Online Registration
From Larry Huck

State Conference Registration Closes at Midnight
March 21, 2008

Please read this entire instruction set before beginning any of your registration.

- Every person representing your school that is attending the Conference must be registered for the Conference.
- A **\$70.00** fee must be paid for each person registered for the State Conference (except for “Freshman Observers”). Phone Larry Huck if you think you might have someone to register as a Freshman Observer.
- Non-members (except for one-time chaperones) must be submitted to your online National SkillsUSA Membership Roster before you register them for the State Conference. For help submitting non-members to your Membership Roster, refer to the Illinois SkillsUSA website, “Instructions & Help” > “Online Membership Registrations / Rosters”. Please see that all membership fees are taken care of immediately after submitting your members.
- Suggestion: Before starting your State Conference online registrations, prepare an organized, accurate list of each of the members that you will be registering to attend the State Conference. That list should include the name of the contest(s) in which each member will compete. If you did not include each member’s complete Home Address, Home Phone Number, and Date of Birth when you submitted your Membership Roster online, you should add those items to the organized list mentioned above.
- If you are not familiar with all the contests or their names, go to the Illinois SkillsUSA website, click on “Registration Forms”, and print “7.0 Illinois SkillsUSA Contests – Codes – Etc.”.
- **If you registered people correctly (including Home Address, Home Phone #, and Date of Birth) for the Qualifying Exams, the State Conference Registrations work exactly the same way, except:**
 - Only enter every person attending the conference one time. Contestants can be entered into more than one contest simply by repeatedly using the “Add Contest” button.
 - Every person attending is registered as either an “Advisor” or a “Contestant”.
 - REMEMBER that every person’s registration must include their Home Address, Home Phone #, and D. of B.
 - **Use the “Add Contest” button to register participants for activities such as Ribbon Cutting and Parade of Schools, Voting Delegate and Alternate Voting Delegate, Current State Officer and State Officer Candidate, etc. All these are listed alphabetically along with the contests.**
- Included after these instructions is the two-sided 7.7 Conference Registration form **which is to be completed and submitted for every person registered for the conference.**
 - Follow all the instructions at the top of the 7.7 form, **including photocopying the 2 pages back-to-back so that you end up with a form on one side and the required reading material on the other side.**
 - For accuracy/consistency you should complete the top four cells of the 7.7 form before making copies for all your participants.

VERY IMPORTANT - MUST DO – REMEMBER THIS !

TURN IN ONE TOTALLY COMPLETED “7.7 Illinois Individual Information Conference Registration Form” FOR EACH OF YOUR PARTICIPANTS WHEN YOU “CHECK IN” AT THE STATE CONFERENCE. STUDENTS FOR WHICH YOU DO NOT HAVE THIS COMPLETED AND SIGNED FORM SHOULD NOT BE ALLOWED TO ATTEND THE CONFERENCE.

- ⇒⇒ **IMPORTANT:** Print the “Registration Summary” available on the “Conference” tab drop-down menu on the “Registration Information” page of the online system. **Have everybody involved check it to see that his or her portion is correct.** If something is wrong, correct it before the registration deadline. There will be no confirmations mailed to you to verify your registration.

⇒⇒ Print the “Fee Summary” available on the “Conference” tab drop-down menu. If all looks correct, mail it to Larry Huck along with a school check in the amount of your registration fee.

Larry’s address is: Larry D. Huck, Registration Consultant
1506 Hadley Drive
Batavia, IL 60510

★ Continue reading these instructions if you have students involved in any of the following contests or activities:

Action Skills category contests / Team type contests (two or more people working together) / Carpentry / Cabinetmaking / Diesel Equipment / Chapter Display / Promotional Bulletin Board / Occupational Health & Safety / Essay / Personal Narrative contests / SkillsUSA Courtesy Corp / State Officer Candidate

- ◆ In the box below is a listing of forms which must be submitted by Fax or U.S. Mail. **Faxing is preferred.**
- ◆ **The Faxed or Post Marked Deadline Date is March 21, 2008.**
- ◆ **The forms are all available** on the Illinois SkillsUSA web site at <http://www.illinoiskillsusa.org/> Follow the instructions on each form. Email or phone Larry Huck if you have any doubts or questions.

Complete this Checklist to Assure a Correct Fax-in / Mail-in Registration

⇒ Please Fax or Mail the following registration items in an organized manner with all similar forms grouped together and in the order presented in this checklist. All the forms may be downloaded from the Illinois SkillsUSA web site.

⇒ **Faxes are preferred, for up to 20 pages.**

- “Action Skills Contests Contestant Verification Form” #7.7.2** must be submitted for every contestant competing in this category. Follow the instructions on the form carefully.
- C** **“Team Competition Registration Form” #7.8** (This form must be submitted any time two or more
- H** **“Proof of Training Certification....”(The appropriate form must be submitted for each of the following contests)**
- E** **...Carpentry and TeamWorks Contests” #7.9**
- C** **...Cabinetmaking Contest” #7.10**
- K** **...Diesel Equipment Contest” #7.11**
- L** **“Certification for Chapter Display Contest” #7.12** (Submit a form for each display entered.)
- I** **“Certification for Promotional Bulletin Board Contest” #7.13** (Submit a form for each board entered.)
- S** **“Certification for Occupational Health & Safety Contest” #7.19** (Submit a form for each entry)
- T** **“Internet Homepage / Website Certification Form” #9.14.3 and color copy of first page**
(Mail to my Larry Huck, as described on page 9.14.2.of your Advisor’s Handbook.)
- Essay contest and Personal Narrative contest entries** (Mail the original essay and/or personal narrative and TWO photocopies of each to Larry Huck.)
- State Officer Candidate forms #4.9.5 & #7.17.2 and Two Letters of Recommendation**
- SkillsUSA Courtesy Corp Application #8.5.5 and a Typed Resume**

Larry’s Fax Number is: (630)761-9957

Illinois Individual Information Conference Registration Form

NOTES TO ADVISOR: **The 7.7.1 page must be photocopied to the back of this form before it is distributed to be completed.**
This form is required of every conference participant, including advisors and chaperones.
With the required signatures and all other information completed, this form must be submitted by you upon your arrival at a conference.
 Completing the top four cells of this form before photocopying and distributing it will simplify the form's completion for everyone.
 This form is not a substitute for completing your registration of a member through the SkillsUSA on-line registration system.
 You may find that this form is helpful in acquiring the required on-line registration information.

INSTRUCTIONS: **Read all 7.7.1 information on the back of this form before completing the form. Clearly print the required information.**
This form must have the required signatures to be valid and for the person named on the form to attend the conference.

1

Complete
This
Entire
Section

Name of advisor responsible for this participant:		Name of participant's school:	
Check One: <input type="checkbox"/> High School (Secondary) Division <input type="checkbox"/> College / Postsecondary Division		School Telephone Number (area code required): ()	
Participant's First and Last Name:		Parents' / Guardians' Names (if participant is under 18):	
Participant's Home Address:		Parents' / Guardians' Telephone Number (area code required): ()	
City:	State:	Zip Code:	
Home Telephone with area code: ()	Cell Phone with area code: ()		
Age:	Date of Birth (MM / DD / YY):	Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female	
E-mail Address:			

2

Complete this section to indicate the contest(s) and / or other activities you wish to be involved in at the **State Conference**.
 Complete this section for the **Fall and State** conference to indicate that you are an Advisor, Officer Candidate, Voting Delegate, etc.
 Use the "7.0 Illinois Association of SkillsUSA CONTESTS, ETC. & CODES" sheet for the **correct** contest & activity names & codes.
 Do **not** specify contests for the Fall Conference. Contests are determined at the Fall Conference.

CODE: _____

CODE: _____

CODE: _____

CODE: _____

3

REQUIRED
Emergency
Contact
and
Medical
Information

Name of Person to Contact in Event of Emergency:	Participant: When did you last have a tetanus shot?
Contact Person's HOME Telephone Number with area code: ()	Participant: Do you have a history of Allergies? <input type="checkbox"/> No <input type="checkbox"/> Yes Heart Conditions? <input type="checkbox"/> No <input type="checkbox"/> Yes Diabetes? <input type="checkbox"/> No <input type="checkbox"/> Yes Asthma? <input type="checkbox"/> No <input type="checkbox"/> Yes Epilepsy? <input type="checkbox"/> No <input type="checkbox"/> Yes Rheumatic Fever? <input type="checkbox"/> No <input type="checkbox"/> Yes Other Existing Medical Conditions? <input type="checkbox"/> No <input type="checkbox"/> Yes <u>Describe Existing</u> <u>Conditions Here:</u>
Contact Person's WORK Telephone Number with area code: ()	
Contact Person's CELL Telephone Number with area code: ()	
Name of Family Physician and Phone Number: ()	
Participant: Are you taking medication? <input type="checkbox"/> NO <input type="checkbox"/> YES----Please describe medication below: Medications:	

I have read and completely understand the "7.7.1 Personal Liability and Medical / Photography and Sound Release Statements and Code of Conduct Reminder". By signing below I agree to abide by it in its entirety and accept the conditions of the agreements and completely release Illinois SkillsUSA and National SkillsUSA as stated on the 7.7.1 page; and, my signature below signifies that this form has been fully and accurately completed.

4

SIGNATURES
REQUIRED

_____ Participant's Signature Parent's / Guardian's Signature _____

This form must be completed and turned in or the participant will not be allowed to attend.

7.7.1

Personal Liability and Medical / Photography and Sound Release Statements and “Code of Conduct” Reminder

Illinois Association of SkillsUSA

Photocopy this Statement onto the backside of every 7.7 form before it is filled out.

Personal Liability and Medical Release:

I hereby agree to release Illinois SkillsUSA, its representatives, agents, servants, and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the Illinois SkillsUSA Conference, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of Illinois SkillsUSA representatives, agents, servants, and employees.

I do voluntarily authorize the Illinois SkillsUSA Medical Services Coordinator and assistants and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the named person as deemed necessary in medical judgement. Parents/guardians of the named person will allow emergency medical treatment to be administered as needed. Any further treatment will require parental/guardian consultation.

I agree to indemnify and hold harmless Illinois SkillsUSA and said medical Services Coordinator and assistants and/or designees for any and all claims, demands, actions, rights of action, and/or judgements by or on behalf of the named person arising from or on account of said procedures and/or treatments rendered in good faith and according to accepted medical standards.

PHOTOGRAPHY AND SOUND RELEASE:

I hereby grant Illinois SkillsUSA permission to make still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by Illinois SkillsUSA permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to Illinois SkillsUSA all rights, title, interest in, and income from the finished sound or silent motion pictures, still pictures, and/or sound recordings, negatives, prints, reproductions, and copies of the originals, negatives, recording duplicates and prints, and further grant Illinois SkillsUSA the right to give, sell, transfer, and/or exhibit the same to any individual, business firm, publication, television station, radio station or network, or governmental agency, or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting, and stated conditions is voluntary and I do hereby waive all personal claims, cause of action, or damages against Illinois SkillsUSA its representatives, agents, servants, and employees thereof, arising from a performance or appearance.

NOTE: Any person under legal age must have a parent or guardian sign the release. If you are age 18 or older, please indicate.

CODE OF CONDUCT REMINDER: Be sure that you understand the “Code of Conduct”. Any person violating these rules may be sent home at his/her own expense and/or may have to forfeit their awards. Any person violating these rules may cause other members from their school to be sent home and/or to have to forfeit their awards. Any person violating these rules may disqualify their school from participating in future Illinois SkillsUSA conferences. Having read and understood completely the “Code of Conduct” of Illinois SkillsUSA, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing Illinois SkillsUSA.