New Advisors:
Recruitment and Starting a Chapter

✔ Stir up student interest in the new chapter

Invite students from another school or state officers to speak to the training programs about SkillsUSA. If you wish for a visit from the SkillsUSA Minnesota State Office or the State Officers please call **952-567-8035** or send an e-mail to executive.director@mnskillsusa.org to request an appointment.

Hold a kick off event (show the Week of Champions DVD) and be sure to make the meeting fun.

✔ Establish a student leadership structure

- Elect classroom officers.
- Elect school-wide officers, if you chapter is school-wide.
- Form committees to help with the program of work.

✔ Integrate SkillsUSA activities into ongoing classroom activities and lessons

- This aspect of the program should be teacher driven. Use the SkillsUSA Professional Development Program (for high school students) or Career Skills Education Program (for college/postsecondary students) to teach employability skills. You can teach the whole program or select activities and competencies that fit best with your curriculum.

✔ Collect membership dues and submit dues and membership roster to the national office

- Establish a bank account for the chapter.
- Complete and submit a SkillsUSA membership roster. Join online at www.skillsusa-register.org/Login.aspx
- Help students decide how to pay for membership (Do individuals pay, can the school help, or will you hold a fundraiser to pay the annual member dues for the chapter?).

✔ Prepare students for competition in the SkillsUSA Championships

- Determine if you will have a local (school) contest. If so, determine and announce the rules, the date and any awards; invite industry advisory council members to help plan the event, conduct contests and serve as judges.
- Complete registrations for students to move on to regional events, state events and national events, as appropriate
- Help students prepare for any events they enter. See contest descriptions at www.skillsusa.org/competitions/skillsusa-championships/contest-descriptions/
- Consider leadership events as well as technical skill competitions
- Keep on top of the latest contest updates
- Close out the year with a chapter appreciation banquet to recognize those who helped you during the year. Invite your school administrators or parents, if possible.
- Review all activities and see how they can be improved. Begin planning for next year.

✔ Checklist for New Chapters

Here are the basic steps to follow to start a new chapter:

- Obtain a Membership Kit by calling 800-321-8422 or download membership forms and materials for the current school year at www.skillsusa.org/membership-resources/membership-kit-2/membership-kit-downloads
- Meet with the School Administrator to request permission to start a new program and to gain support for the SkillsUSA chapter (it's a good idea to have a few flyers on hand to explain program basics and benefits to students, instructors and the school). Our administrative flier, www.skillsusa.org/wp-content/uploads/2018/07/SkillsUSA_Admin_Flier_2018.pdf covers all the benefits of the program for schools, instructors and students.
- Contact your state office and request to be placed on the state mailing list. Find out about any upcoming activities or deadlines. If you are starting a new chapter, complete an application for charter.
- Identify one or more possible SkillsUSA leaders (technical instructors, a career counselor or another interested person within the school) to help with the new chapter.
- Gain support from other faculty members if you plan to involve students from other training programs
- Explain SkillsUSA to the Industry Advisory Council that supports your program, and ask for their support and involvement as the chapter develops by serving as guest speakers, contest judges, etc.