Courtesy Corps Information

TO: District Advisors and Advisors of students who have registered for Courtesy Corps

FROM: Darren Gibson, SkillsUSA Oklahoma State Director

RE: COURTESY CORPS for the **2014** State SkillsUSA Oklahoma Leadership & Skills Championships

The SkillsUSA Oklahoma State Leadership & Skills Championships involve a lot of behind the scenes work by a large number of individuals. Each year the District Advisors and the incoming and outgoing District officers are asked to serve as the Courtesy Corps for the conference. Our Courtesy Corps coordinator are Kaitlyn Teague, Indian Capital Technology Center – Muskogee and Byekwaso Gilbert, SkillsUSA National Staff.

District Advisors please contact your District Officers! At least 8 individuals are needed from each district to serve. If your 2013-14 officers are unable to participate in Courtesy Corps, you may substitute with students from your school or newly elected District officers.

All Courtesy Corps members must attend the first orientation meeting on Sunday, April 27 at 11:00 a.m. in the Remington Room at the Doubletree Hotel. All Courtesy Corps students will receive an official t-shirt to wear as their "uniform" for conference. All students should plan to wear black pants or skirts with their new Courtesy Corps shirt, EXCEPT for the students assigned to the skill contests held at the Tulsa Convention Center. These students may wear jeans with their shirts.

PLEASE NOTE: Students serving on the Courtesy Corps must be available (but may not be required) to work all three days of the conference, including Sunday until after the delegate session ends and on Monday until after the skill contest area is completely disassembled. The initial orientation meeting will allow these students to select the areas that they would be most interested to help with. Each student will be expected to attend all of the "briefing" meetings to receive their next assignments and designated time off. Please reference the schedule below for posted Courtesy Corps meetings.

DAY & TIME	LOCATION
Sunday - 11:00 a.m.	Remington Room, Downtown Doubletree
Sunday - 6:30 p.m.	Windsor/Geneva Room, Downtown Doubletree
Sunday - immediately following the delegate session	Remington Room, Downtown Doubletree (if needed)
Monday - 7:45 a.m.	Remington Room, Downtown Doubletree
Monday - 6:00 p.m.	Arena Floor, Convention Center
Tuesday - 8:00 a.m.	Arena Floor, Convention Center

Each District Advisor may bring 2 to 4 additional students to work as Courtesy Corps – especially in the skill contest area at the convention center. **THESE STUDENTS CANNOT BE ENTERED IN A LEADERSHIP OR SKILL CONTEST.** These students must be available (but may not be required) to work on Sunday, Monday and on Tuesday morning – depending on the level of help needed during each session. These students CAN serve as voting delegates on Sunday night at 8:00pm.

Courtesy Corps members will not have to pay the \$50 registration fee; however, they must be registered for the conference on each school form. This is extremely important to make sure we have enough t-shirts for all workers. Students who serve as Courtesy Corps members must be dependable. Please explain to your students that their waived \$50 registration fee will be charged if the student fails to work or to check in at assigned times during the conference. (If you have not registered the students you are bringing to the state conference and registration has closed, please call our office immediately).

Please provide copies of the attached "Courtesy Corps Letter of Understanding" for each student and see that the proper signatures are obtained. Students should bring these forms with them to the first briefing meeting on Sunday morning. Thanks again and we'll see you in May!

If you have any questions, please call the SkillsUSA Oklahoma office at (405)743-5143.

COURTESY CORPS LETTER OF UNDERSTANDING

As a member of the courtesy corps, I will work diligently during the State SkillsUSA Conference to fulfill my job assignments. Furthermore, I understand and agree to the following terms:

- > I will attend the orientation meeting and all briefing meetings for my assignments as listed in the conference program. I will assist the Oklahoma SkillsUSA staff throughout the entire conference and will be assigned "free time" each day as well.
- I will dress neatly and wear official SkillsUSA wear or Courtesy Corps T-shirts. My appearance reflects pride and confidence in myself.
- I will be in my assigned room and quiet at curfew. I will refrain from using the telephones after curfew except in an emergency situation. I will not have boys in girls or girls in boys' rooms, unless an advisor is present.
- I will keep my assigned advisor informed of my whereabouts at all times.
- > I will refrain from loud, boisterous talk, swearing and horseplay.
- I will refrain from possessing, consuming and/or being in contact with alcoholic beverages or illegal drugs.
- I will refrain from smoking while in SkillsUSA wear and on job assignments.
- > I will surrender my vehicle keys to my advisor upon arrival at our housing site and realize that my keys will be returned at the conclusion of the conference.
- I will show respect for the dignity of others through courtesy and friendliness.
- I will uphold the ideals stated in the SkillsUSA Creed, Pledge, Motto, and Constitution and be an enthusiastic, responsible leader.
- > I hereby agree to conduct myself in such a manner that will bring credit to my family, school, community, SkillsUSA Chapter, Oklahoma SkillsUSA and myself. I realize it is an honor to participate in this activity and view this as another opportunity in which I can contribute to SkillsUSA and my personal development.

I have read, understand and will abide by the above-mentioned terms. I understand that e

if I fail to live up to these terms, I will be sent home at my own expense and I will I responsible for my conference registration of \$50.00.
(Signature of Courtesy Corps Member) (Date)
(Instructor's Signature) (Date)