

New Advisors: Recruitment and More

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 763-560-1932 or send an e-mail to skillsusaminnesota@comcast.net 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 (you may use the roster that was mailed to you in the Membership Kit, [download a roster from the web](#) or [join online](#) .
- 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 (click here for a list of contests)
- 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.
- 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 brochures on hand to explain program basics and benefits to students, instructors and the school). Our basic brochure, Be a Champion with SkillsUSA 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.