



STATE LEADERSHIP & SKILLS CONFERENCE
APRIL 19-21, 2018
SPRINGFIELD, ILLINOIS

REGISTRATION CHECKLIST

Visit <http://skillsusaillinois.org/educators/state-conference-registration/> for more information.

By February 15 – Membership Registration Deadline

- ___ 1. Registered ALL chapter members as members of SkillsUSA & SkillsUSA Illinois.

By March 16 – State Conference Registration Deadline

- ___ 2. Registered all SkillsUSA Illinois State Leadership & Skills Conference attendees for the conference using the SkillsUSA Registration Site.

Starting March 16 – State Conference Hotel Registration

- ___ 3. Contacted Hotel to book rooms in the “SkillsUSA Illinois, Inc. Room Block”.
- ___ 4. Completed Hotel Reservation Forms and send them to the hotel.
- ___ 5. Checked how to guarantee rooms. Send or requested payment for hotel.

By March 23 – State Conference Paperwork Deadline

- ___ 6. Submit the Action Skills Forms if applicable. The form can be found on the SLSC Registration of the SkillsUSA Illinois website.
- Action Skills Contests: Submitted Action Skills Verification Form.
 - Submission link: tinyurl.com/SLSC18ActionSkillsForm
 - Team Contest forms have been eliminated, please ensure all students are registered for the correct team in the registration site. If registering an alternate only, please make sure they are registered as an observer. Students can only serve as alternate for one team in per contest.
 - Carpentry/TeamWorks Contests Proof of Training Certification Forms have been eliminated. TeamWorks competitors will need to present their OSHA Certification card prior to competition. To take the OSHA Certification test, go to: www.careersafeonline.com.
- ___ 7. Final Conference Registration Form: Complete Conference Registration Form at <http://tinyurl.com/SLSC18RegistrationSurvey>.
- ___ 8. Essay Contests: Submitted Essay or Personal Narrative Essay entries to the submission link provided in the Contests’ Directions.
- ___ 9. Requested/sent/made payment to SkillsUSA Illinois, Inc. via website or school check sent to: SkillsUSA Illinois, Inc., P.O. Box 1029, Pekin, IL 6155-1029.

Continuously

- ___ Instructed students to check Championships page of website to check for Contest Updates.
- ___ Read email updates from SkillsUSA Illinois.
- ___ Reached out for assistance or questions.

Questions about registration or contests?

Contact Chris Anderson at canderson@skillsusaillinois.org or 224-612-0099.