

<b>Nevada Association of SkillsUSA</b>	<b>Section:</b> PROGRAM <b>Subject:</b> STATE SKILLS CHAMPIONSHIPS <b>Title:</b> GRIEVANCE PROCEDURE	
	<b>Effective:</b> July, 1996 Procedure revised July, 2008 Form revised July, 2010	#201

**POLICY**

SkillsUSA Nevada will only recognize grievances filed by a professional member or person in charge of a chapter delegation.

Problems are to be considered in the following manner:

1. The SkillsUSA advisor or contestant will file a written statement describing the situation in question and the violation of the official contest regulation(s).
2. The written statement must be signed by the person in charge of the chapter delegation and, if appropriate, other persons involved, including the student(s). The written statement must be filed in the designated conference office at the conference site.
3. If the problem cannot be solved after consultation with conference chair and/or state director, the conference coordinating committee will officially rule on the validity of the grievance and will decide on its disposition.
4. Each grievance will be followed by a written response from the state director as soon as possible after the state conference.

*The State SkillsUSA Championships Grievance Report follows.*

**Nevada Association of SkillsUSA**

**Section:** PROGRAM  
**Subject:** STATE SKILLSUSA CHAMPIONSHIPS  
**Title:** CONTEST APPROVAL

**Effective:** July, 1996 Page 1 of 1  
Revised Jan. 24, 2009

#202

### **POLICY**

All contests shall be approved by the Board of Directors. The following procedures for implementing a new/additional contests shall be followed:

1. A written proposal shall be submitted describing the need for the new/additional contest(s). The proposal must include the following:
  - contest description and parameters
  - rationale based on industry trends
  - an estimate of the number of career and technical education programs and students to be served
  - demonstration of local support to organize, manage and judge the event
2. The written proposal must be submitted by October 1 of the school year in which the contest will be conducted
3. The Board will review the proposal and approve, reject or request modifications to the proposal.
4. Notification of the contest must be sent to each chapter by January 10. The notification must include all contest rules and requirements. If the new contest is approved by National SkillsUSA, the SkillsUSA Championships Technical Standards will be used.
5. A nationally-approved contest may be added to the state conference by a majority board vote.

**Nevada Association  
of SkillsUSA**

**Section:** PROGRAM  
**Subject:** NEVADA SKILLSUSA CHAMPIOSHIPS  
**Title:** CONTEST ELIMINATION

**Effective:** July, 2010

#203

**POLICY**

The following procedures shall be followed to eliminate contests from active status:

1. Contests that have had five (5) or fewer contestants for a period of two (2) consecutive years shall automatically be suspended.
2. Contests suspended will be listed and sent as a survey to all advisors in October. If pre-enrollment numbers are higher than 5, the board may choose to reactivate the contest or keep it on the suspended list.
3. A contest that has been suspended for two (2) consecutive years shall be eliminated.
4. A contest that has been eliminated must adhere to the Board of Directors Policy # 202 to have the contest reinstated.
5. The Board of Director's may waive the suspension of a contest for one (1) year if the numbers are fewer than five (5) and there are extenuating circumstances.

**Nevada Association  
of SkillsUSA**

**Section:** PROGRAM  
**Subject:** STATE SKILLS CHAMPIONSHIPS  
**Title:** CONTESTANT ELIGIBILITY

**Effective:** August, 2003 (revised)

#204

**POLICY**

To be eligible to compete in the SkillsUSA Championships, all students must be official members of SkillsUSA by the national membership deadline or an earlier published state membership deadline imposed by SkillsUSA Nevada for that program year.

If an active member has paid dues but through not fault of his/her own, the dues and/or membership roster was not received at the National Office prior to the national deadline (March 1 or the first working day thereafter) or the published state deadline, an exception may be granted when his/her membership is verified by the following procedure:

- Step #1: Provide documentation (i.e., school receipt) showing the national and state dues were paid on time.
- Step #2: Provide chapter meeting minutes or other documentation verifying the student's attendance at meetings and/or participation in chapter activities.
- Step #3: Provide statements from persons related to the case explaining why errors occurred and how they may be avoided in the future.
- Step #4: Provide copies of roster lost or missing.
- Step #5: Materials provided by the local school/college must be accompanied by a letter form the local administrator requesting desired action

*Secondary contestants are students enrolled in one or more programs related to technology, the health industry, trades or industry and are earning credit toward a high-school diploma/certificate or its equivalent. Secondary students enrolled in dual-credit or Tech Prep programs must compete in the secondary division.*

*Postsecondary contestants are students enrolled in one or more programs related to technology, the health industry, trades or industry and are earning credit towards a postsecondary degree/certificate during the academic year of the state conference. Postsecondary contestants may compete for only two years in the same contest.*

**POLICY**

The following procedure will be used to break ties for state-level competitions, where eligibility for a medal position is determined.

1. In the event of a tie score, the high score on the Professional Development Test (Knowledge Test) will break the tie.
2. If the score remains tied after the results of the Professional Development Test are tallied, the contestant(s) with the high score on the technical (skill) written test will prevail.
3. If the scores remains tied after the results of the technical (skill) written test are compared, the primary competencies on the contest rating scale will be ranked according to how they were previously prioritized. The contestant with the highest score on the first prioritized competency will prevail. The remainder of the competencies will be considered in prioritized order as needed.

In the event the contest technical committee is unavailable to oversee step #3 of this tie-breaker procedure, the conference executive committee, consisting of the state director and two or more board members, may prioritize the competencies and determine the medal winner(s).

**Nevada Association  
of SkillsUSA**

**Section:** PROGRAM  
**Subject:** STATE SKILLS CHAMPIOSHIPS  
**Title:** RESOLVING CONTEST ERRORS

**Effective:** July 31, 2001

#207

**POLICY**

The following policy is to be followed by SkillsUSA Nevada to resolve errors made in state contests:

Take action based on principle. When an error in scoring is clearly documented at any time prior to the National Leadership and Skills Conference (NLSC), the real winner (the one with the highest documented score) will receive the appropriate state medal. If it is the gold medal, he/she will represent the State at the National SkillsUSA Championships. This is not to imply that the student who thought he/she was the winner would be embarrassed in any way or that his/her medal would be taken away.

<b>NEVADA ASSOCIATION OF SKILLSUSA</b>	<b>Section:</b> PROGRAM	
	<b>Subject:</b> STATE SKILLS CHAMPIONSHIPS	
	<b>Title:</b> SCHOLARSHIPS	
	<b>Effective:</b> August, 2002 Revised November, 2007	#208

**POLICY**

All scholarships to be awarded to contestants or place winners of the Nevada SkillsUSA Championships must be approved by the Department of Education, whereby the granting institution is accredited with the recognized accrediting body serving the institution's geographic region;

All institutions granting scholarships at the state level will be required to annually submit an application prior to the SkillsUSA Championships.

The application should include criteria for evaluation, such as:

- 1) Offering institution's contact information
- 2) Criteria for awarding the scholarship
- 3) Cost to the student for tuition, fees, supplies, room & board, etc.
- 4) Annual dollar value of the scholarship offered
- 5) Duration of the institution's training program
- 6) Required student performance standards for retaining the scholarship
- 7) Campus locations, curricula and start dates for which the scholarship may be accepted.

Scholarships offered to Nevada SkillsUSA Championships students must provide the student with substantial relief, such as 50 percent, from the costs of tuition and fees.

Institutions offering scholarships must provide an awards packet for each scholarship offered that will be presented to the contestant(s) after the awards ceremony.

In the event that the place winner designated for the scholarship does not accept the offer, the next highest place winner will be eligible to accept the same offer. The institution is not required to offer that scholarship to a contestant who finishes below the bronze medal level.

**Nevada Association  
of SkillsUSA**

**Section:** PROGRAM  
**Subject:** STATE SKILLSUSA CHAMPIOSHIPS  
**Title:** DISTRIBUTION OF STATE CONTEST  
RESULTS

**Effective:** January 24, 2009

#209

**POLICY**

It is the policy of SkillsUSA Nevada to provide results of student performance in state contests. The minimum standard to follow shall be to provide contestant rankings showing points earned compared to points possible. The rankings shall be made available to chapters as soon as possible after each state conference and shall be disclosed only to advisors. The rankings will show only contestant numbers with the points earned. Student names will be disclosed only on request.

Except in the case where a contestant number is misaligned with contest results, the results of the rankings as posted are final and may not be challenged. Any challenge to a contest that may impact the results must be filed in accordance with the established grievance policy.



**Nevada  
Association  
of SkillsUSA**

**Section:** PROGRAM  
**Subject:** STATE CONFERENCES - GENERAL  
**Title:** STUDENT CODE OF CONDUCT

**Effective:** March, 1997 Page 1 of 3

#230

**POLICY**

The following document reflects the code of conduct approved by the Nevada Association for student participants attending state conferences or other state association-sponsored activities.

# ***Nevada Association of SkillsUSA***

## **Personal Liability and Medical Release, Code of Conduct and Photo/Sound Release Form**

Student Name: \_\_\_\_\_ School/College: \_\_\_\_\_

Advisor:  
\_\_\_\_\_

Home Address:  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone  
No: \_\_\_\_\_

NOTE: All persons under legal age must have a parent and/or guardian sign this form. If you are not under legal age, please indicate so on the parent/guardian signature line. **All student participants must sign this form. The signature signifies that the medical information is correct and that the provisions of the Personal Liability/Medical Release, Code of Conduct (see reverse side), and Photography and Sound Release (see reverse side) are agreed to.**

I hereby agree to release the Nevada Association of SkillsUSA from liability for any injury to above-named person resulting from any cause whatsoever while attending Association-sponsored events, including travel to and from the conferences, meetings or other sponsored events, except those injuries and/or damages resulting from willful acts of such representatives of the Association.

I do voluntarily authorize the state director, conference chairpersons, or other advisor or designee to administer and/or obtain routine or emergency medical treatment for the above-named person as deemed necessary.

I agree to hold harmless the Nevada Association of SkillsUSA, the state director, the conference chairpersons, and all assistants and advisors for any and all claims and/or judgements by or on behalf of the above-named person arising from or on account of medical procedures and/or treatment administered in good faith and according to accepted medical standards.

\_\_\_\_\_  
Participant Signature                      Date                      Parent/Guardian Signature                      Date

Participants: Check here if you are over 18 and can sign for yourself:

### **MEDICAL INFORMATION**

1. Known drug allergies \_\_\_\_\_
2. Last tetanus administration received \_\_\_\_\_
3. History of heart condition, diabetes, asthma, epilepsy, or rheumatic fever \_\_\_\_\_  
\_\_\_\_\_
4. Medication currently taking \_\_\_\_\_
5. Physical restrictions \_\_\_\_\_
6. Other conditions \_\_\_\_\_

7. Name of hometown physician and telephone number \_\_\_\_\_

8. Closest relative's name, address, and phone number \_\_\_\_\_

9. Insurance company name and plan number \_\_\_\_\_

10. Insurance company address \_\_\_\_\_

11. If you do not have medical insurance, please sign here \_\_\_\_\_

Form D

Duplicate this form as needed

### CODE OF CONDUCT

The State Leadership Conference, Nevada SkillsUSA Championships and all other official events and activities are designed to be educational functions and all plans are made with that objective. These functions are the two primary events sponsored each year by the Nevada Association; the functions are approved by the Department of Education and every school district and community college in the State.

The Nevada Association of SkillsUSA wants every participant to have an enjoyable experience, one that helps them grow personally and professionally. All participants will be expected to conduct themselves in a manner best representing the Association and their local chapters at these important functions. In order that everyone receives the maximum benefits from their participation, the "Code of Conduct" must be followed at all times.

Please note that attendance at the state conferences is not mandatory. By volunteering to participate, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our student members, they *are* the organization, and know that by agreeing to this Code of Conduct you are simply reaffirming your dedication to be the best representative possible of your school/college.

1. I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not remain in the sleeping room of the opposite sex unless the door is completely open at all times, unless the person is my spouse.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel/motel to which I am assigned without the express permission of my advisor.
7. My conduct shall be exemplary at all times.
8. I will keep my advisor informed of my whereabouts at all times.
9. I will, when required, wear my name badge.
10. I will respect official SkillsUSA dress and not smoke while wearing it.
11. I will attend, and be on time for, all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times.

### Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference, I may be subject to appropriate disciplinary measures. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the Code of Conduct will be grounds for disqualification, immediate removal from office or competition and relinquishment of awards and recognition. In addition, the violator may be sent home at his/her own expenses. Notification of the violation and the action taken will be sent to the participant's school and parents/guardians.
2. Violations of Items 7 through 12 will, at a minimum, result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's school and parents/guardians. Repeated violations of items 7 through 12 may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud member of SkillsUSA that I agree to these rules of conduct by signing my name on the other side of this page.

### **PHOTOGRAPHY AND SOUND RELEASE**

I hereby grant SkillsUSA Nevada to make still or motion pictures and sound recordings, separately or in combination, and also give other entities authorized by SkillsUSA Nevada permission to use the pictures and/or sound recordings as deemed necessary for promotional and/or educational purposes. Further, I so hereby relinquish to SkillsUSA Nevada all rights, title, interest in, and income from the finished sound recordings, still photos, and/or video recordings, and all originals, negatives, recording duplicates and prints, and give SkillsUSA Nevada 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, causes of action, or damages against SkillsUSA and the employees/representatives thereof, arising from a performance or appearance.

**Nevada Association of SkillsUSA**

**Section:** PROGRAM  
**Subject:** STATE CONFERENCES - GENERAL  
**Title:** CONFERENCE REGISTRATION FEES

**Effective:** March, 1997 Page 1 of 1  
Revised Jan. 24, 2009

#231

**POLICY**

Registration fees for state conferences will be set by the Board of Directors

Any increases or decreases to existing state conference registration fees, at or after the time this policy is enforced, must be approved by a majority vote of the Board.

Any conference registration fee increase must be justified as necessary to maintain the financial health of the organization.

**Waivers**

Conference registration fees may be waived for officially-designated conference coordinators; state officers; courtesy corps members.

**Variations**

Students competing in state contests scheduled in other locations who are not attending the conference will pay a registration fee equal to the fee paid by students competing in regional contests.

**Nevada Association  
of SkillsUSA**

**Section:** PROGRAM  
**Subject:** STATE CONFERENCES - GENERAL  
**Title:** REGISTRATION FEE REFUND POLICY

**Effective:** JANUARY 27, 2001

#232

**POLICY**

Conference registration fees will be reimbursed according to the following criteria:

Fifty percent (50%) of the registration fees will be reimbursed for deletions that are done more than seven (7) days prior to the day the conference officially commences.

Name substitutions are permissible at no cost to the registrant.

**NEVADA ASSOCIATION  
OF SKILLSUSA**

**Section:** PROGRAM  
**Subject:** STATE CONFERENCES - GENERAL  
**Title:** AWARDS & RECOGNITION

**Effective:** January, 2002  
**Revised:** July, 2010

#233

**POLICY**

The Nevada Association of SkillsUSA has established categories for awards and recognition:

1. Membership Increase
2. Membership Growth (Growth rate for chapters with 25 or more members)
3. Community Service
4. Business and Industry Service
5. Advisor of the Year
6. John Wadsworth/Kelly Whited Memorial Scholarship

Medals are given to the first-, second- and third-place finishers in regional and state competitions.

Additionally, outstanding service awards may be issued to organizations, businesses, institutions or individuals on an as-needed basis as determined by the state director.

**Board Policy #233  
Awards & Recognition**

**“LIFETIME ACHIEVEMENT AWARD”**

This award is presented to an individual/business that has demonstrated unconditional support and/or leadership through their involvement in our state. Nominations for the “Lifetime Achievement Award” will be sent to the State Director to be submitted to the Nevada SkillsUSA Board of Directors for approval.

**Criteria:**

1. An individual or business that has provided support/services/...for no less than 15 years.
2. Support may be defined as donation of materials/supplies/time, etc. for regional and/or state activities.

**Nomination Process:**

1. Submit name of individual/business to be recognized (include address/contact person if applicable/ phone number).
2. One page description of the contribution individual/business has made to the Nevada Association of SkillsUSA and the number of years served.
3. Letter of recommendation from nominator.

**Submit Application To:**

Nevada Association of SkillsUSA  
4688 Hydepark Ct.  
Reno, NV 89502

**Deadline for Application:**

**April 2, 2012**



**Nevada Association of SkillsUSA**

**Section:** PROGRAM  
**Subject:** STATE OFFICERS  
**Title:** STATE OFFICER CONTRACT

**Effective:** March, 1997 Page 1 of 2  
Revised January, 2008

#240

**POLICY**

The following document reflects the contract for state officers approved by the Board of Directors.



**Nevada State Officer Candidate Application – High School Division**

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

School: \_\_\_\_\_

Advisor: \_\_\_\_\_

**Requirements:**

1. Be a SkillsUSA member in good standing with the local chapter and State Association
2. Must not be a senior the year you are elected
3. Complete Levels S-1 – S-3.5 in the PDP SkillsUSA Student Workbook
4. Possess a minimum of a 2.5 grade point average on your high school transcript, as verified by a certifying letter from your high school principal or other designated administrator

**Submit the following items (attach them to this application in the order listed).**

1. A one-page personal resume
2. Letters of recommendation from the SkillsUSA advisor of the chapter and a school administrator of the school in which the student is enrolled, including verification of completion of Levels S-1 to S-3.5 in the PDP SkillsUSA Student Workbook.
3. A signed State Officer Contract
4. A written statement (1 page maximum) describing why you want to run for a state officer position and what you feel you can contribute in terms of student leadership to help SkillsUSA Nevada.

**Students whose complete applications are submitted by the due date will be eligible to run for office, and will be so notified. State officer candidates will be interviewed by the screening committee at the State Conference. Following a successful interview, candidates will be eligible to campaign for office. Candidates must be available to attend the delegate sessions and be prepared to give short campaign speeches to the delegates. Campaign instructions and delegate session schedules will be sent to all candidate applicants. Candidates must wear formal SkillsUSA attire while attending and participating in conference sessions.**

**Students who are elected to represent the State Association must commit to the following:**

1. Wear appropriate SkillsUSA dress while performing officer duties and responsibilities.
2. Fully participate in all meetings and training sessions to prepare for state officer duties.
3. Maintain full academic and citizenship eligibility requirements.
4. Commit to plan, attend and participate in the fall Leadership Conference, the Nevada SkillsUSA Championships, and other events as scheduled.
5. Demonstrate a willingness to elevate the quality of SkillsUSA Nevada.
6. Represent the State Association as designated by the president and State SkillsUSA Director.

Applications must be received at the address below by **April 2, 2012**:

**SkillsUSA Nevada**

**Attn: Mike Pointer  
4688 Hydepark Ct.  
Reno, NV 89502**

## **Nevada Association of SkillsUSA State Officer Contract**

As a state officer of the Nevada Association of SkillsUSA, you have a great responsibility to represent our organization. Your conduct should be exemplary at all times because you will be meeting students, advisors, administrators and industry representatives and will be looked upon by your peers as setting a standard for all members. When you sign the State Officer Contract, it should be with the understanding your obligations are important and so are the rewards of serving your fellow members. The Nevada Association is proud of all our students and by signing this contract you are simply reaffirming your dedication to the ideals of SkillsUSA.

As a state officer, I agree to adhere to the following rules and regulations:

1. I will, at all times, respect all public and private property.
2. When traveling, I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not remain in a sleeping room of the opposite sex unless the door is completely open at all times, unless the person is my spouse.
5. I will refrain from the use of alcoholic beverages and drugs (unless I have been ordered to take certain prescription drugs by a licensed physician, at which time I will always have the orders of the physician on my person).
6. I will not leave the hotel/motel to which I am assigned without the express permission of the assigned national staff person; and, should I receive such permission, I will leave a written notice of where I will be.
7. I will respect the office to which I am elected by exhibiting appropriate behavior throughout my tenure as a state officer.
8. Any personal content I post on a website, such as MySpace, Facebook, or You Tube, may be reviewed by authorized adults and any content deemed inappropriate will be removed.
9. I will forfeit my office if I quit school, am suspended or expelled.
10. I will respect all authority.
11. I will keep the assigned advisor and/or state or national staff person informed of my whereabouts at all times.
12. I will respect the official SkillsUSA dress by not smoking while wearing it.
13. I will attend all activities which I am assigned and be on time.
14. I will adhere to the dress code at all times required.
15. I will attend the following functions: (1) state officer in-state meetings and training sessions (3-5 per year); (2) national or regional training institutes, if applicable (4-8 days); (3) State Leadership Conference (2-4 days); (4) State Conference (4 days); and (5) others as assigned.
16. I will forfeit my office if I change my residence from the state I was elected in after the beginning of the school year.
17. I will maintain above average grades and submit transcripts if requested.
18. I will attend school each day it is in session, unless I am on an assignment for SkillsUSA or ill. I will make up all work missed in classes.
19. I will accept all SkillsUSA assignments and understand I am to carry out those assignments to the best of my ability.

I agree that if, for any reason, I am in violation of this contract, I may be brought before the appropriate committee or board for an analysis of the violation, and I further agree to accept the penalty imposed on me, with the understanding all such actions are explained to me and further I realize the severity of the penalty may increase with the severity of the violation, even to the extent of being sent home immediately at my own expense when traveling, or removed from office.

### **Violations and Penalties**

1. Violations of Items 1-10 may be grounds for disqualification and suspension from office. If infraction occurs while traveling, the violator may be sent home at his/her own expense. Proper notification of the violation and action taken will be sent, as appropriate, to the State Department of Education, SkillsUSA Nevada Board of Directors, school and parents/guardians.
2. Violations of Items 11-19 will result in a warning and a reprimand. Repeated violations may result in disqualification and removal from office. Proper notification of the violation and action taken will be sent, as appropriate, to the State Department of Education, SkillsUSA Nevada Board of Directors, school and parents

or guardians. Violations of various items may result in the officer being sent home at his/her own expense when traveling.

I understand the penalties stated above will be imposed if I violate the rules of conduct. I agree to these rules and penalties for their violation by my signature below.

Student Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

I have read the State Officer Contract and will provide support to the above named student to the best of my ability.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_ School Administrator Signature: \_\_\_\_\_

**Nevada Association  
of SkillsUSA**

**Section:** PROGRAM  
**Subject:** STATE OFFICERS  
**Title:** NATIONAL OFFICER CANDIDATE  
ELIGIBILITY

**Effective:** July 2005

#242

**POLICY**

To be eligible to apply for a national office, students must have served as a state secondary/postsecondary officer. Once elected, and with the required endorsements from the local chapter and state association, the student may submit an application to National SkillsUSA to campaign for a national office.

Exceptions to this policy would require board approval.

**Nevada Association  
of SkillsUSA**

**Section:** PROGRAM  
**Subject:** LOCAL CHAPTER AFFILIATION  
**Title:** TOTAL PARTICIPATION PLAN

**Effective:** August, 1997  
Revised July, 2007

#250

**POLICY**

Local SkillsUSA Chapters may enroll membership in the state and national organizations by participating in the Total Participation Plan. Participating chapters must abide to the provisions of the contract.

Participation in the Total Participation Plan will be reviewed by the Board each year.

<b>Nevada Association of SkillsUSA</b>	<b>Section:</b> OPERATION	
	<b>Subject:</b> ACCOUNTING PROCEDURES	
	<b>Title:</b> FINANCIAL RECORDS & AUDITS	
	<b>Effective:</b> January, 2002	#301
	<b>Revised:</b> July, 2006	
	October, 2006	
	January, 2007	

**POLICY**

The state director [or another person so designated by the Department of Education] is designated as the custodian of financial accounts and records for the Nevada Association of SkillsUSA.

The State Association Financial Standards on the following pages will govern the use, management and oversight of all Association funds.



## State Association Financial Standards

1. An annual budget is approved by the Board of Directors of the Nevada Association of SkillsUSA, hereafter referred to as the State Association.
2. *Financial reports are provided to the Board of Directors at each scheduled meeting showing income, expenses and budget variations.*
3. *A complete annual financial report, audited by the State of Nevada at least every two years, is provided to the Board of Directors and the national office of SkillsUSA.*
4. All funds raised under the collective name of Nevada Association of SkillsUSA are to be used by the said organization for the purposes of SkillsUSA.
5. The State Association shall report all receipts and disbursements to the national office for reporting to the IRS no later than October 15.
6. Funds are maintained under state association policy approved by the Board of Directors, to include at minimum:
  - a. Establishment of bank accounts by resolution of the Board of under the state association's federal ID#.
  - b. Reporting as described in #3 above.
  - c. Invoice approval process designated by state director or designee initial on all invoices.
  - d. Require two signatures on all checks.
  - e. Opening and reviewing of all bank statements is completed using two individuals (excludes person responsible for actual check writing process) on a set pattern of rotation.
  - f. All financial books are kept according to commonly accepted accounting standards.
7. No funds can be transferred to another organization or entity for use without express written approval by the Board of Directors, and in such case, that entity must be a SkillsUSA entity with the same purposes as the State Association. In such cases, a "combined" report of the two entities will be submitted to the national office for IRS reporting.
8. If the State Association makes solicitations for charitable contributions, it shall meet the "Standards for Charitable Solicitations of the Council of the Better Business Bureau, Inc."
9. The State Association will abide by Nevada state laws for non-profit organizations.
10. The State Association will maintain appropriate bonding and liability insurance (coverage is provided through the national office's group policy for an annual fee).

11. Establishment of a strict policy limiting the use of and authority for the use of credit cards that include the following stipulations:
  - a. All purchases using the credit card must be for the sole purposes of the organization and not personal.
  - b. All receipts must be turned in to the person responsible for the accounting function of the organization within fourteen (14) days of the purchase with a written explanation.
  - c. Someone other than the cardholder must review all purchases regularly and compare monthly billing with the credit card receipts for validity.
  - d. Any and all abuses of the use of the credit card must be reported to the Board of Directors immediately.
12. The Board of Directors forbids any and all use of organization funds, whether cash or checks, for personal use or any use other than the expressly for the benefit of the organization.
13. All financial records must be open for inspection by a professional member, board member and/or state education agency personnel that has a direct interest in or supervises the operation of the organization.
14. The State Association shall adhere to all procedures required by the State of Nevada and Department of Education related to fiscal management and reporting.
15. For reporting purposes, the fiscal year for the State Association shall commence on July 1 and conclude on June 30.

Transactions for any fiscal year must be recorded prior to the submittal of the Annual IRS Reporting Form to National SkillsUSA. After the submittal of the Annual IRS Reporting Form to National SkillsUSA, transactions will be recorded in the current fiscal year regardless of the date the activity took place.

**Nevada Association  
of SkillsUSA**

**Section:** OPERATION  
**Subject:** ACCOUNTING PROCEDURES  
**Title:** SCHOLARSHIP DISBURSEMENTS

**Effective:** January, 2005

#302

**POLICY**

The following provisions shall apply to the disbursement of scholarships:

- all scholarships shall be awarded to meet their intended use;
- flow-through scholarship funds shall be awarded according to the criteria approved by the donor;
- payments for educational scholarships shall be made payable both to the student and institution of high education where the student is attending;
- payments for educational scholarships must be used to offset the direct educational costs incurred by the student, to include but not limited to tuition, fees, books, and student housing.

**Nevada Association of SkillsUSA**

**Section:** OPERATION  
**Subject:** NONDISCRIMINATION  
**Title:** NONDISCRIMINATION

**Effective:** August, 1997

#320

**POLICY**

In compliance with federal, state and local rules, laws and regulations, SkillsUSA Nevada shall not discriminate on the basis of sex, age, race, color, national origin, religion or handicap in the educational programs and/or the activities the Association operates. SkillsUSA Nevada shall serve all students and strive to eliminate any barriers to full participation by all students.