



Scope of Work for the

Nevada Association of SkillsUSA Registration/Scoring Manager

The Nevada Association of SkillsUSA will employ a registration/scoring manager to assist the Association in coordinating, managing and supervising registration, as well as managing all contest scoring processes, for the following events in the 2015-16 program year: Regional Competitions and the State SkillsUSA Championships.

The terms of this contract will cover the time period of August 1, 2015 - May 1, 2016. Compensation in the amount of \$2,500 will be provided to the contractor upon completion of the contract:

Specific responsibilities include the following:

1. Serve as a member of the conference coordinating committee and attend all coordinating committee and contest organizational meetings.
(Transportation to and from these meeting sites is the responsibility of the SkillsUSA organization when travel over 50 miles is required.)
2. Develop and maintain participant databases for each event.
 - i. Manage all registration, of the following events:
 1. Regional Competitions
 2. State SkillsUSA Championships
 - ii. Provide verification to each participating chapter of their registration status prior to the event start date, to the extent possible.
3. Manage and supervise all on-site conference registration for the State SkillsUSA Championships.
4. Act as the Scoring Team Coordinator; establish a "Scoring Team" prior to the State SkillsUSA Championships; coordinate and conduct the scoring of contests at the State SkillsUSA Championships.
5. Provide contest results for publication/distribution (format to be determined in collaboration with the Nevada State Director) from the State SkillsUSA Championships within 15 days of the conclusion of the event.
6. Develop the PowerPoint presentation to be used at the Awards Ceremony at the State SkillsUSA Championships and assist with the presentation of the PowerPoint during the Awards Ceremony.
7. Receive and account for the registration information for Regional Skills Competitions and State SkillsUSA Competition. Provide contestant information to contest chairs.
8. Prepare/print name badges and participant recognition certificates. Cost of printing will be paid through the State Association via contract with a local printer. Incidental costs for materials and supplies may be reimbursed if approved by the Nevada State Director.

9. Perform and oversee all related services necessary to carry out the responsibilities outlined in this agreement.
10. Provide written follow-up and debriefing information regarding registration processes, contest results and other administration processes to formulate plans for future conferences.

We, the undersigned, agree to the terms outlined in this scope of work.

Contractor

Date

Nevada SkillsUSA Director

Date