

September 12, 2017

MEMORANDUM

TO: Lead Advisors

FROM: Sindie Read, State Director
Nevada Association of SkillsUSA

SUBJECT: 2017 State Leadership Conference Registration Packet

The registration materials for the 2017 State Leadership Conference are attached. The information in this packet is sent only to the lead advisor(s) at each chapter. Please read the information immediately and disseminate all pertinent information to other advisors as needed. Thank you for your cooperation.

The purpose of the annual Leadership Conference is to provide training to local chapter officers. Each chapter is encouraged to send a student officer team to this interactive, hands-on leadership conference. Focus Training will provide keynote presentations and leadership development workshops for students. The Leadership Conference will take place at the Great Basin College, Elko NV on **November 2 – 4, 2017**.

Item #1: Tentative Conference Agenda*

A tentative conference agenda is enclosed; please make travel arrangements to arrive prior to the 5:30 p.m. registration time. Students and advisors attending will also need time to eat dinner prior to the start of the conference. The conference center's address is shown below:

Great Basin College
1500 College Parkway
Elko, NV 89801

Item #2: Conference Registration and Personal Liability/Code of Conduct Forms

Registration for the Fall Leadership will be on the national website this year (See attachment for instructions). **The registration fee is \$60.00 per person, which includes Lunch and Dinner on Friday;** checks/money orders must be payable to the **Nevada Association of SkillsUSA**. The due date for on-line conference registration is **Monday, October 9th**.

A Personal Liability, Medical Release, Code of Conduct, and Photography/Sound Release form (**Form D**) must be completed by each participant, advisors included. Please review the code of conduct and photo/sound release (back side of the form) with all students. Their signature on the liability form indicates they agree to the provisions outlined in code of conduct and photo/sound release.

The registration form, liability forms and payments must be submitted by **October 12th**.

Send Form D to:

(Please scan and email Form D or FAX to :)

Marni Mast

EMAIL: marni.skillsusa@gmail.com

FAX: 775-861-1299

Send Checks to:

Nevada Association of SkillsUSA

P.O. Box 3613

Sparks, NV 89432

Phone: 775-327-3945

Item #3: Dress Code

The dress code for all conference activities other than the conference social is formal SkillsUSA attire or business dress. All students and advisors are expected to follow the dress code. Please talk to students in advance about dressing professionally for the Leadership Conference.

Item #4: Lodging Arrangements

There are no room blocks. I have listed the names of some hotels in Elko; you will need to contact them directly to make arrangements for your lodging.

Item #5: Social / Community Service Project

Information on the social and the community service project will be sent to all chapters on October 13TH.

Additional information about the Leadership Conference will be e-mailed to lead advisors in October and posted on the Association web site at www.nvskillsusa.org. Please contact me at (775) 327-3945 or sread@washoeschools.net if you have any immediate questions about this year's Leadership Conference.

Conference Registration Due Date: October 9th	Conference Registration Payment	Hotel Reservations
Registration Manager: Marni Mast EMAIL: marni.skillsusa@gmail.com FAX: 775-861-1299	Mail payments to: Nevada Association of SkillsUSA P.O. Box 3613 Sparks, NV 89432 Phone (775) 742-3652 Fax: (775) 861-4415 E-mail: sread@washoeschools.net Make checks payable to: <u>Nevada Association of SkillsUSA</u>	OakTree Inn <u>775-777-2222</u> 95 Spruce Road High Desert Inn <u>775-738-8425</u> 3015 Idaho St Holiday Inn Express <u>775-777-0990</u> 3019 Idaho St Super 8 <u>775-738-8488</u> 1755 Idaho St Travelodge <u>775-753-7747</u> 1785 Idaho St

**Send Conference Checks to: Nevada Association of SkillsUSA
Attn: Sindie Read
P.O. Box 3613
Sparks, NV 89432**

* A complete conference agenda will be e-mailed to all participating chapters by late October.