



**Iowa Courtesy Corps Program Guide and
Application Information**
2024-2025

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INTRODUCTION

Dear Courtesy Corps Candidate,

We are so excited you want to be part of the Courtesy Corps! This program guide will outline everything expected of you as a part of the team, including the difference between the Leadership Team and Courtesy Corps Members, what you can expect to do during the event, and all the required preparation and forms you need to complete.

Courtesy Corps are the boots on the ground during the SkillsUSA Iowa State Leadership and Skills Conference, being the first to arrive and last to leave. During your time as Courtesy Corps, you will learn how to work together to accomplish a common goal. SkillsUSA is about building a community and network. Your main goal is to ensure a smooth SkillsUSA Iowa State Leadership and Skills Conference (SLSC) for our members.

The work of Courtesy Corps encourages life-changing experiences for other SkillsUSA and Courtesy Corps team members alike. Your daily tasks will vary depending on the event's needs but may include contest setup and breakdown, delivery of materials, escorting VIPs, and more. You'll have the chance to get an inside look at our competitions and network with business and industry members.

The Courtesy Corps team works hard but has a lot of fun, too! The team also participates in conference activities like Champions Night and Closing Ceremony and works closely with State Staff, the State Officer team, and many others.

One of the rewards for your efforts is the chance to be selected to attend the National Leadership and Skills Conference in Atlanta, Georgia, as part of the National Courtesy Corps Team! This is an all-expenses-paid experience, including travel, meals, and rooming. During the State Conference, State Staff will evaluate your performance to determine who will represent Iowa at NLSC, and the selected delegation will be announced during the Closing Ceremony on April 11th, 2025.

Be sure to review this packet thoroughly and reach out with any questions. We look forward to seeing what you bring to the team and your state!

PROGRAM CONTACT INFORMATION

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HOW TO PARTICIPATE IN COURTESY CORPS

1. Determine if you are [interested in participating](#) as part of the Leadership Team or as a Courtesy Corps Member. All participants at SLSC are evaluated for the National Courtesy Corps (NCC).
 - a. **Leadership Team** - all expenses are paid to SLSC, including registration and hotel. Pre-conference meetings and training are required. Application/ selection occurs in the fall.
 - b. **Courtesy Corps Member** - students register and stay with their school during SLSC and pay reduced registration (\$50). Application/ selection is after regional contests.
2. Review the Online Application information and gather the required information and signatures.
3. Review the National Courtesy Corps (NCC) information provided in this packet. Discuss with your parent/guardian, advisor, and/or school administration about attending the national conference as part of NCC. *The deadline to accept your invitation is approximately one week after notification.* Be sure to find out if your school requires an additional chaperone for this out-of-state, overnight trip.
4. Submit your application and forms [by the deadline](#).

ONLINE APPLICATION INFORMATION

Collect the information below before beginning. *Applications received after the deadline or missing forms and/or signatures can result in disqualification.*

https://docs.google.com/forms/d/e/1FAIpQLSemrFzjq3fWY_kUcNzZzGpUf1RIF6SmwsWAYsY-SubXlpMeQ/viewform?usp=header

- Personal Information:
 - Name, School, and Division (*middle school, high school, college/postsecondary*)
 - Participant type (*student, advisor, parent, admin, other*)
 - Gender (*male, female, non-binary, other*) and Date of Birth
 - T-shirt size
 - Cell phone number and Email (*not school email – Gmail, Hotmail, yahoo, etc.*)
 - Current overall GPA and Trade/CTE program area
 - Home address
- School Information:
 - School address and phone number
 - Principal/ Director name, phone number, and email
 - Chapter Advisor name, phone number, and email
- Emergency Contact and Medical Information
 - At least one emergency contact, including name, phone number, email, and relationship
 - Prescribed medications, including dosage and frequency
 - Physical restrictions, disabilities, food allergies, or dietary restrictions
 - Insurance information (*company, policy number, group number, primary policyholder*)
- Long Answer Questions (3-5 sentences minimum):
 - How would you benefit from being part of Courtesy Corps? What positive attributes do you bring to the team, and how will you use them during SLSC?
 - Have you ever worked as a volunteer before? Share your experience.
 - Describe a situation where you had to act as a leader.
 - **Leadership Team Applicants Only:** What does it mean to be a servant leader? How does Courtesy Corps engage in servant leadership?
- Signature Pages – upload as one file or multiple files. PDF, DOC, and ZIP files are accepted. Email completed forms to
 - [Courtesy Corps Acknowledgment Form](#)

- [SkillsUSA Iowa Code of Conduct](#)
- Are you interested in attending NLSC as part of NCC? (Yes, No, Maybe)

IMPORTANT DATES AND DEADLINES

Leadership Team Applications Due:

Leadership Team Notifications:

Leadership Team Training (virtual) - REQUIRED:

Courtesy Corps Member Applications Due: February 28, 2025

Courtesy Corps Member Notifications: No later than March 5, 2025

REQUIRED ORIENTATION - ALL PARTICIPANTS (virtual): March 11, 2025, 7 PM ET

State Leadership & Skills Conference (SLSC), Des Moines, IA – REQUIRED

Arrive: April 10, 2025*

Depart: April 12, 2025

**The Leadership team must arrive in Des Moines by April 10, 2025, Courtesy Corps Members must travel and stay with their schools.*

National Leadership & Skills Conference (NLSC), Atlanta, GA – BY INVITATION

Arrive: June 20, 2025

Depart: June 28, 2025

NATIONAL COURTESY CORPS SELECTION PROCESS

The Iowa Delegation of NCC will be announced during the Closing Session of SLSC on April 12, 2025. Selected participants will receive an information packet with forms, deadlines, and additional NLSC information. Review [the National Courtesy Corps Information](#) before SLSC to determine if you would participate if accepted and if your school requires additional supervision.

May 1: Selected students are announced during the SLSC Closing and Awards Ceremony. The Delegation will receive their information packet.

May 8: Submit all NCC forms via email to statedirector@skillsusaiowa.org to indicate your acceptance of the invitation from the state association.

- **NOTE:** A background check form is required if a participant is 18 or older by June 1, 2025.
- If a position is available, the candidate will receive an email from the national office and must indicate their acceptance through the response request provided in their email notification. A welcome packet will be shared with the acceptance email.

May 16: Deadline for ALL participants to submit their acceptance response by responding to their acceptance email from the national office. NOTE: This is separate from state office communications. **Be sure to check your email after the May 8 deadline for the acceptance email!**

NOTE: All NCC participants must be registered online with the national office. The SkillsUSA Iowa State Office will complete any online registrations, rooming lists/ assignments, and other similar logistical details required for the delegation.

STATE COURTESY CORPS INFORMATION

WHAT IS COURTESY CORPS?

State Courtesy Corps is an elite group of high school and college/postsecondary students, advisors, alumni, and chaperones selected to serve state members at the State Leadership and Skills Conference. These individuals are afforded the opportunity to build a network of industry and educational resources while gaining skills, acquiring leadership qualities, developing friendships, and having fun in the setup, operation, and teardown of the SkillsUSA Iowa Championships. Both students and professional members are encouraged to apply!

The Leadership Team is responsible for managing the team, serving as the main point of contact in various assigned areas, and other significant duties to help lead and organize the team. Qualified applicants are self-motivated, responsible, trustworthy, and act with integrity. These individuals may be interested in a future career in logistics, event management or planning, construction management, or customer service, or may just want to be involved with the state conference from a unique perspective. The Leadership Team arrives a day early to assist with load-in, and are the last to leave when the conference is over. All expenses are paid for the Leadership Team, including hotel, meals, travel, and any other related expenses. Students need to supply only their own spending money. There are no age restrictions or prior SkillsUSA experience needed to apply for the Leadership Team.

Courtesy Corps Team Members are just as important as the Leadership Team, but may be students who did not qualify for competition at the regional level, are new to SkillsUSA, or not quite ready for competition. Selected Team Members will register and stay with their schools, paying a reduced registration cost of \$50. Meals are provided for Team Members while they are working, and they will travel with their school.

Both Leadership Team and Courtesy Corps Team Members are eligible to participate in the National Courtesy Corps.

ELIGIBILITY

Applicants must be current students or professional members during the school year preceding the State Leadership and Skills Conference. SkillsUSA Iowa will provide approved chaperone(s) to supervise the Leadership Team and state participants. Sometimes, a school or district may require that student members have a school instructor/SkillsUSA advisor accompany them; they must also join the Courtesy Corps team and work alongside his/her student(s) in performing the duties. In return, SkillsUSA Iowa will provide housing and meals for the advisor for a reduced registration fee of \$50.

GENERAL REQUIREMENTS

- Think quickly and communicate clearly.
- Make things happen and ask for help when needed.
- Work long, hard hours with lots of standing.
- Complete tasks with minimal instruction.
- Pick up tasks that have already been started and complete them.
- Stay in touch always (by phone and email).
- Be prompt (first to arrive and last to leave).
- Be physically active (walking, standing, lifting, etc.)
- Attend ALL required events and meet deadlines.

WHAT TO EXPECT

- Be onsite in Jacksonville by 6 PM on April 28. **Leadership Team arrives by 8 AM on April 27.*
- Maintain the Conference Help and Assistance Desk (CHAD)
- Assist with activities, including the Opening Ceremony, Awards Ceremony, Meet the Employer, state officer elections and delegate sessions, etc
- Assist with the set-up and tear-down of the SkillsUSA Iowa Championships
- Assist with preparing the stage and displaying medallions for the Awards Ceremony, and the collection and distribution of contest awards
- Assist with security, including name badge checks at all entries before the opening of contest areas to the public, early entry of contestants, and toolbox check-in
- Work hours may include shifts during the following hours: Tuesday and Wednesday: 6 AM to 6 PM, Thursday: 6 AM to 1 PM, with appropriate breaks for meals and rest. *(Leadership Team Only: Sunday and Monday: 6 AM to 8 PM)*

COURTESY CORPS PARTICIPANTS MAY NOT:

- Compete in or serve as a model, assistant, or judge for any SkillsUSA Championships contest
- Participate in delegate sessions as a voting delegate. Participants **may** campaign for State Office.
- Participate in the community service project(s) (unless assigned to assist)

COURTESY CORPS PARTICIPANTS MUST:

- Be current SkillsUSA registered and paid members
- Agree to abide by the State Code of Conduct and submit any required permission/ release forms
- Abide by the Courtesy Corps curfew—11 PM to 5 AM

HOUSING

The Leadership Team will be provided housing from SkillsUSA Iowa. Students will be roomed up to 4 students per room, with room assignments determined by State Staff.

Courtesy Corps Members must travel to the state conference and stay with their school. The cost of the hotel is the responsibility of the school.

DRESS CODE AND PERSONAL ITEMS

All clothing must provide body coverage and be appropriate for a job setting. Neat and clean jeans, khakis, or Dockers-style pants or shorts (no more than 3 in above the knee) may be worn. Skirts are not recommended due to the nature of the work performed. Clothing should be selected with safety in mind. Participants will be working with lumber, nails and screws, heavy items, etc. All clothing must be clean and free from holes and adhere to the dress code of their school/ district.

All participants will be given t-shirts for daily wear, with appropriate pants supplied by the member. Shirts may not be altered prior to or during work assignments, including removing sleeves, cutting, tying, adding names or personal messages, etc. Piercings may be worn if they do not pose a safety hazard. Large piercings must be replaced with smaller jewelry or removed. A plain wedding band and watch may be worn. No other jewelry is allowed. Avoid perfumes or heavy scents, and maintain good personal hygiene. Participants must wear comfortable closed-toe shoes (non-skid and no open-toe or open-heel) and are encouraged to wear a fanny pack or pocket wallet. A packing list will be provided to selected candidates.

Participants must have a phone or watch; not knowing the time is not an acceptable excuse for being late or missing assignments/events. Participants must bring and carry with them a current medical insurance

card and provide a cell phone number where they can be reached during the conference.

NATIONAL COURTESY CORPS INFORMATION

ELIGIBILITY

Each applicant must be a current student, professional, or alumni member during the school year immediately preceding the National Leadership & Skills Conference (NLSC).

Student members must be accompanied by a state-approved chaperone who must also reside at the Georgia Tech facility. SkillsUSA Iowa will provide an approved chaperone to supervise the state delegation to NLSC. If a school or district requires student members to have an additional advisor/ chaperone accompany them, school-appointed chaperones must travel via charter bus with the delegation and participate fully in the NCC program by registering and working alongside their student(s), performing similar duties. Registration deadlines for advisors are the same as for students. All participants over the age of 18 must complete a background check.

Any participant unwilling to perform the following responsibilities will be responsible for reimbursing SkillsUSA for all expenses, including travel, meals, sleeping room costs, registration, and activity fees.

RESPONSIBILITIES

- The Iowa Delegation will depart on the morning of Friday, June 20, 2025, and travel to Atlanta via charter bus, arriving the same day. Selected participants must provide their own transportation to meet the bus at designated stops. Additionally, all NCC students and chaperones must:
 - Reside at the assigned Georgia Tech campus housing in Atlanta
 - Report on time for provided transportation to and from GWCC facility
- NCC will assist the conference management team with events and functions during NLSC. For safety and security, the conference management team will receive all work order requests for processing. Once approved, participants will be scheduled for work assignments that may include (but are not limited to):
 - Set-up and tear-down of the SkillsUSA Championships.
 - Opening storage crates and delivering materials, tables, chairs, and equipment to the appropriate competition areas.
 - Assist SkillsUSA Championships with national technical committee requests.
 - Assist with the collection and distribution of competition awards.
 - Special activities as assigned for the opening and awards sessions, receptions and other events. (e.g., ushers, safety monitors, etc.)
 - Assist with maintaining the National Courtesy Corps headquarters and information booth.
 - Preparing the school medallions and prize distribution for the awards session
 - Assist conference management team backstage during the awards session.
 - Work hours are typically 7 AM to 5:30 PM daily and three evenings during the week.
 - Members may request permission to spend time away from the team during non-working NCC hours. (e.g., attend a state-sponsored activity/ celebration event)

BENEFITS

- NLSC registration fee waived, and travel to and from Atlanta provided via charter bus
- Sleeping rooms and all meals provided
- Certificate of participation and verification letter of volunteer service hours
- Shirts for each workday (contingent upon industry support)

EXPENSES

NCC members must pay for their own parking expenses, snacks, souvenirs, or other personal expenses.

HOUSING

Sleeping rooms will be provided at Georgia Tech University. All participants must stay at the assigned Georgia Tech campus housing in Atlanta each night of the conference. Participants must bring their own linens - twin XL mattress sheets, blanket, pillow, and towels. Room assignments are determined by the NCC management committee in collaboration with the designated chaperone and state director. Depending on space availability, housing accommodations may be for two to four students per room, and instructors/advisors may be assigned one or two people per room. Married participants will be assigned a room together.

DRESS CODE AND PERSONAL ITEMS

All clothing NCC members wear must provide body coverage and be appropriate for a job setting. Neat and clean jeans, khakis, or Dockers-style pants or shorts (conservative length, no more than 3 inches above the knee) may be worn. Skirts are not recommended due to the nature of the work performed. All participants will be given six shirts: one per conference workday (contingent upon industry support). The shirts are to be worn with appropriate pants supplied by the NCC member. Shirts may not be altered in any way prior to or during work assignments. This includes removing sleeves, cutting, tying, adding names or personal messages, etc. During work hours, participants must wear comfortable closed-toe work shoes (non-skid and no open-toe or open-heel). It is recommended that participants wear a fanny pack or pocket wallet to keep with them, as there is no secure place to leave room keys, purses, or backpacks during work hours. A packing list with details of required clothing and regulations will be provided in the welcome packet to eligible candidates.

Participants must have a phone or watch; not knowing the time is not an acceptable excuse for being late or missing assignments/events. Participants must bring and carry with them a current medical insurance card. Participants must provide a cell phone number where they can be reached during the conference. Any students without a phone will be posted in work areas near the Courtesy Corps headquarters. Cell phones are allowed on the floor if they do not become a distraction.

PARTICIPANT RESTRICTIONS

The NCC program is a full-time commitment, and members are not permitted to sign up for other NLSC programs and/ or serve in a role for any other state/ school obligations. Participants CAN NOT:

- Drive golf carts or forklifts
- Compete in any SkillsUSA Championships competitions
- Serve as a model or assistant for any SkillsUSA Championships competitor
- Serve as a judge or NET for any SkillsUSA Championships competition
- Campaign or run for national office, or participate in delegate sessions as a voting delegate
- Participate in the community service project(s) on Friday (unless assigned)

PARTICIPANT REQUIREMENTS

Participants MUST:

- Be approved by their state association director
- Abide by the NCC curfew of 11 PM to 6 AM
- Stay in their assigned Georgia Tech campus housing
- Report on time for provided transportation to and from GWCC facility each day
- Read and sign the required forms, including the SkillsUSA Courtesy Corps Participant Code of

Conduct Agreement and SkillsUSA Conference Registration, Personal and Liability Release Form.

- **NOTE:** Forms will be provided to selected applicants in their information packet received at SLSC. Forms must be completed and brought to the conference. A scanned copy of the completed forms must be emailed to volunteer@skillsusafl.org by May 8, 2025.

STATE COURTESY CORPS ACKNOWLEDGEMENT FORM

APPLICANT NAME: _____ **SCHOOL:** _____

PARTICIPANT ACKNOWLEDGEMENT

As a part of the SkillsUSA Courtesy Corps State Team, I will attend the Iowa SkillsUSA State Skills and Leadership Conference and, through my hard work and dedication, could earn a position on the Iowa Delegation to the National Courtesy Corps in Atlanta, GA.

By signing below, I certify that if selected, I will attend all mandatory events and meetings necessary to fulfill my duties as a part of the Iowa SkillsUSA Courtesy Corps Team. I understand that I will travel and stay with my school during the state conference unless I am selected for the Leadership Team. I certify that I have the required overall GPA of 2.0 or above.

Signature: _____ Date: _____

PARENT/GUARDIAN ACKNOWLEDGEMENT (high school students and/or under age 18)

I grant permission for my child to participate in Courtesy Corps at the SkillsUSA Iowa State Leadership and Skills Conference. I have provided the appropriate emergency contacts, and certify that information is correct to the best of my knowledge.

Additionally, I (*circle one*) **do / do not** permit my student to be considered for the SkillsUSA National Courtesy Corps Team at the SkillsUSA National Leadership and Skills Conference in Atlanta, GA.

Print Parent/Guardian Name: _____ Phone Number: _____

Signature: _____ Date: _____

SKILLSUSA ADVISOR ACKNOWLEDGEMENT

I recommend the above-named student as a contributing member of their program and attest that they maintain a GPA of 2.0 or above. I recommend this individual as a competitor for the SkillsUSA Iowa Courtesy Corps Team and the SkillsUSA National Leadership and Skills Conference. I understand that my school is responsible for travel and lodging at the state conference unless my student is selected as a Leadership Team participant.

Print Advisor Name: _____ Phone Number: _____

Signature: _____ Date: _____

SKILLSUSA Iowa CODE OF CONDUCT

As members of SkillsUSA, students and advisors are expected to conduct themselves in a manner consistent with the rules and expectations of SkillsUSA Iowa, their school and district, and event venues, as well as any applicable federal and state laws. All students participating in SkillsUSA Iowa events must complete the Student Code of Conduct and agree to the following rules. Students under 18 must have this form signed by a parent or legal guardian. Failure to abide by these rules may result in penalties or expulsion from the event without refund, and/or exclusion from future events, as well as any additional disciplinary action from your school or district.

The rules listed here are a minimum standard of behavior for middle school, high school, and college/ postsecondary students. Check with your advisor for any additional requirements of your school/district.

By participating in a SkillsUSA event, I understand that I must adhere to the following rules:

1. I will treat others with dignity and respect. Discrimination and bullying will not be tolerated under any circumstances. Behavior such as sharing racist images, making sexist comments or unwanted sexual advances, or physical violence of any kind will result in immediate dismissal from the conference, disqualification from competition, and permanent ban from future SkillsUSA Iowa activities.
2. I will adhere to my school or district's dress code and code of conduct.
3. I will adhere to all established curfews and lights-out rules. I will be in my sleeping room at curfew, except in case of emergencies.
4. I will act with integrity and not engage in cheating or plagiarism, submit work that is not my own, or prevent another member from acting with integrity.
5. I will not consume alcohol or illicit drugs or abuse prescription medication.
6. I will report any incident or injury to my advisor and/or SkillsUSA Iowa staff, no matter how large or small.
7. I will not participate in private one-on-one counseling with an adult/advisor.
8. I will not share a sleeping room with an adult/advisor who is not my parent or legal guardian.
9. If I am under 18, I will obtain written permission from my parent/legal guardian to participate in the event by having them sign this Code of Conduct form, in addition to any forms required by my school or district. I will provide them with the address of the hotel and conference facilities, as well as contact phone numbers.
10. I will not cause any damage to hotel rooms, property, or other items that do not belong to me.
11. I will not leave the hotel/conference grounds without notifying my advisor.
12. I will be courteous and not run in halls, slam doors, play in elevators, or disturb other hotel guests.
13. I will not use the pool, participate in water activities, or enter areas not publicly accessible.

Applicant Name (Print)

Applicant Signature

Parent/Guardian Name (Print)

Parent/Guardian Signature

**Students under the age of 18 require a Parent/Guardian signature*