Letter

to Parents\Guardians

Parents/Guardians of State Officer:

Attached you will find a  permission form, potential itinerary, and other related materials for upcoming trips your student may attend over the course of their term as a State Officer.   It is important that you review these documents in their entirety and have your student return with your signatures where required.  There will not be a formal parent meeting held for this trip, however if you have any questions in regard to the trip please feel free to contact Karmen Warner, SkillsUSA Executive Director at 360-608-3826 or [director@skillsusawashington.](mailto:director@skillsusawashington.com)org.

Karmen Warner and the director of State Officer Development will oversee students for all SkillsUSA Washington State officer travel.  The safety and supervision of our students is our number one priority.  Given the nature of the conferences, student competitions, and overnight stays, we also expect our students to conduct themselves professionally and in alignment with their school and district policy as well as the SkillsUSA Washington Code of Conduct. No matter what time of year (month, day) these trips may fall, it is still considered a school event.  As such, all school, district and conference rules still apply.

A student’s high school advisor may or may not be present during these events. Regardless of this, your student is under the supervision of SkillsUSA Washington. At no time should your student leave with their high school advisor without getting permission from a SkillsUSA Washington Chaperone. There are very few situations this would happen, e.g. a celebratory dinner after closing ceremonies so your student could celebrate success with other students from their home school.

Although all chaperones will always be available, Ms. Warner, Ms. Atkin and Ms. Lufkin will not directly supervise students at all times.

Attached you will find the following documents:

* ***Parent Permission for Participation***

* ***Travel Information***

* ***Student Rules & Expectations***

* RETURN a copy of your **Drivers License/State ID and Medical Insurance Card.  \*Only provide If you are attending without a host school.**

Sincerely,

Karmen Warner

**SkillsUSA Washington**

**Parent Permission for Participation**

**SKILLSUSA – State Officer Travel**

Please have formed signed and returned to Karmen Warner

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** has my consent and authorization to participate in any activities requiring travel and lodging for the **State Officer Travel** during the 2023-2024 year.

I authorize qualified emergency medical professionals to examine, and in the event of injury or serious illness, administer emergency care to the above-named student.  I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment.

In the event it becomes necessary for the school staff in charge to obtain emergency care for my student, neither she/he nor the SkillsUSA Washington assumes any financial liability expenses incurred because of the accident or injury, illness and/or unforeseen circumstances.

Although I understand that SkillsUSA Washington and their corresponding Staff will make every reasonable effort to provide a safe environment, I am fully aware of the special dangers and risks inherent in participating in this activity, including physical injury, death, or other consequences arising or resulting from the activity.

 Parent/Guardian Name Home Phone

Work # Cell#

Address

Medical Conditions, medication information (including overnight medication) or allergies SkillsUSA Washington personnel should be aware of:

In the event of an emergency, I wish the following person be notified in case I cannot be contacted:

Name / Relation Phone

Name / Relation  Phone

Special notice to parent/guardian: In case of emergency, every effort will be taken to reach you or the emergency contact.  If unable to contact you or the above-listed emergency contact, the signature below will authorize the SkillsUSA Washington representative to arrange necessary medical or hospital care.

*Being fully informed of these risks, I hereby consent to the student participating in the activity****.  I have reviewed the entire attached packet and understand all expectations for students attending this trip.  I understand that even though the conference takes place during the summer, it is still considered a school event – my student must comply with all staff directions and follow all school and conference rules at all times.  I understand if my student violates any expectations outlined in the packet, School District  Handbook, or SkillsUSA Washington Code of Conduct that discipline consequences will be applied and I may be required to provide alternative transportation for my student as my student may be sent home early at their own expense.***

Signature of Parent/Guardian Date

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Signature of Student Date

**What Should I Bring?**

* State-Issued Photo ID
* Copy of your medical insurance card.
* Phone / electronics / headphones / chargers.
* Appropriate change of clothing/ event.
* Personal items (toothpaste, deodorant, etc.)
* Meal Money
* Spending Money – gifts, souvenirs, etc.

**What Should I NOT Bring?**

* Items prohibited on airplanes (liquid containers over 2oz, flammables, sharp objects, weapons, pocket knives)
* Any item prohibited by school rules – if you can’t bring it to school, don’t bring it on the trip!

**DRESS CODE DESCRIPTIONS \* Each Conference and individual travel will have specific dress code requirements. Please note the agenda for each individual event.**

 SkillsUSA has very strict dress code guidelines. You will be wearing Official Dress for several days.  It is highly recommended that you bring two pairs of everything needed for your official attire.

**Casual Dress**

* Shorts, jeans (no rips/tears), nice t-shirt (plain or limited design), polo shirts, etc.

**Official Dress –**

Copied from the SkillsUSA Website:

* Official attire for women: Official red blazer, windbreaker-style jacket or sweater; black dress slacks or skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer; black sheer or skin tone hose and black shoes.
* Official attire for men: Official red blazer, windbreaker-style jacket or sweater; black dress slacks; white dress shirt; plain black tie with no pattern or a SkillsUSA black tie. Black socks and black shoes.

**Referencing link on website:**

https://resources.finalsite.net/images/v1637019018/ccboecom/ojsq3ubrabx1tgyfxcqr/SkillsUniform.pdf

**STUDENT RULES & EXPECTATIONS**

1. All school rules apply at all times during the trip.  Students who violate rules may be sent home early at their own expense.

1. Follow SkillsUSA Conference and event rules at all times (including hotel room rules, conduct, and curfew hours).  Students are not permitted to enter hotel rooms of students of the opposite gender.

1. Conduct yourself with professionalism at all times.  You represent SkillsUSA Washington, your School, your program, the State of Washington… and ***yourself!***

1. If you leave the conference area or hotel for any reason other than competition, you must travel in pairs and notify your chaperone.