

# 2008-09 SkillsUSA TOTAL PARTICIPATION PLAN CONTRACT

## 1. Enrollment Information

Name: \_\_\_\_\_ School/Institution: \_\_\_\_\_

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

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

Daytime Telephone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SkillsUSA Membership Classification:** Please list the total number of members in each category who are joining SkillsUSA on this contract.

- High School** (students) \_\_\_\_\_
- College/postsecondary** (students) \_\_\_\_\_
- Professional** (instructors or administrators) \_\_\_\_\_

### Type of Affiliation:

- Classroom/School Affiliation**
- School District Affiliation**

## 2. The TPP Agreement

By enrolling in the Total Participation Plan, I agree to the following:

- **I agree to pay all affiliation fees as outlined in this contract, and to purchase the required Professional Development Program materials to support my program.** I will order additional materials as necessary for all enrolled students to progress through PDP as outlined in the Total Participation Plan Goals and Guidelines. *If I do not need PDP materials at this time, I will provide a detailed inventory list signed by my school administrator AND substitute an equivalent order of approved SkillsUSA educational materials.*
- **I will implement the SkillsUSA program with all eligible trade, industrial, technical and health students.** I will form a local SkillsUSA chapter where officers will be elected and a program of work will be planned and carried out.
- **I agree that our school will register at least one professional member per occupational cluster.**
- **I will integrate SkillsUSA into my program, and participate in the Professional Development Program.** I will involve all eligible students. I will provide opportunities for students to participate in SkillsUSA leadership training, conferences or to compete in local, state or national competitions, as appropriate.
- **I will ensure that instructors and administrative staff understand SkillsUSA programs and the proper use of SkillsUSA materials.** If we need training at our school in order to integrate SkillsUSA and PDP into our program, I will contact the state or national office and arrange for the necessary training.
- **I am submitting two copies of my list of all eligible students.** Lists are grouped by occupational area, and are numbered and totaled. Included with the lists is my signed contract, which replaces the SkillsUSA membership roster, along with two copies of the Professional Membership form. SkillsUSA will accept any school-generated enrollment list such as a Microsoft Excel spreadsheet or file, a computer printout, a photocopy of an attendance or roll book. Students must be listed by training area. Each student name must be **numbered** and the **total number** of students must be indicated for each training area. A grand total of all members must be provided.
- **Fees:** Our affiliation fees include enrollment and the required PDP materials (purchased separately—see next page).
- **District enrollment:** If enrolling as a district, please submit a separate list for each school.

***Be sure your school can comply with all of the above terms and conditions before completing this contract.***

# TOTAL PARTICIPATION PLAN

## 3. Order Your **REQUIRED PDP Materials**

To enroll in SkillsUSA on this Total Participation Plan contract, the school **MUST** purchase **Professional Development Program materials**. The cost of these educational materials is in addition to the program fees. This allows all students to participate in PDP as outlined in the Total Participation Plan Goals and Guidelines. The SkillsUSA advisor is asked to track student progress on a regular basis.

**To learn more about PDP, see the separate PDP Flier (enclosed)**

For PDP Online licenses, please provide e-mail addresses for instructors, and list how many licenses go to each instructor. Instructions and licenses will be issued by e-mail after your order is received.

### Professional Development Program (PDP) Order Form

PDP WORKBOOKS	QTY	PRICE	TOTAL
PDP Starter Kit Student Workbook		\$2.75	
PDP Level 1 Student Workbook		\$2.75	
PDP Level 2 Student Workbook		\$2.75	
PDP Level 3 Student Workbook		\$2.75	
PDP Level 4 Student Workbook		\$2.75	
PDP Instructor's Guide CD		\$24.95	
PDP — SkillsUSA Knowledge (Instructor's Guide)		\$5.00	
PDP — SkillsUSA Knowledge Student Workbook		\$2.75	
<b>SUBTOTAL:</b>			
<b>SHIPPING:</b> <i>Shipping applies to all printed material orders. For orders up to \$500.00, add 10%. For orders over \$500.00, add 8%.</i>			
PDP ONLINE	QTY	PRICE	TOTAL
PDP Online Starter Kit		\$5.00	
PDP Online Levels 1 and 2		\$5.00	
PDP Online Levels 3 and 4		\$5.00	
PDP Online Level 5		\$5.00	
PDP Online Learning Management System – free with 15 + students		\$30.00	
<b>MATERIALS TOTAL</b>			

#### BOOKS

The purchase of the workbooks or online program is required for ALL Total Participation Contracts. If you do not need PDP books at this time, see substitution policy, below.

#### QUANTITY

The total number of PDP levels or workbooks must equal the total number of students enrolling under this contract. Books can be any PDP level.

#### MEMBERSHIP

We are not able to process your membership nor officially register your SkillsUSA members until your publications order has been received. It is required in order to complete your TPP membership contract.

### OPTIONAL SUBSTITUTION OF OTHER SkillsUSA EDUCATIONAL MATERIALS

Some schools are required to purchase curriculum materials on a particular buying cycle, or at a different time of year than the membership cycle. If your school already has Professional Development Materials in stock that were purchased this year, you may still join under the Total Participation Plan by doing the following things:

1. Include with your contract a copy of your publications order or SkillsUSA invoice, or a letter signed by a school administrator that lists your current PDP inventory by quantity and book title. You must have at least one book per student in inventory that was purchased during the current school year (August 2008 to present).

#### AND

2. Substitute an order for other SkillsUSA educational materials that equals the value of the PDP materials you would have purchased. Include this order with your contract (view the SkillsUSA Educational Materials Catalog at [www.skillsusa.org/store](http://www.skillsusa.org/store) or call 800-321-8422 for a catalog by mail—we are happy to bill you for purchases).

**Example: If joining 250 members, you must purchase \$687.50 in materials (which equals \$2.75 per member).**

# TOTAL PARTICIPATION PLAN

## 4. Prepare Your Student Lists

When providing student lists, you may send us a computer printout or a photocopy of your roll books or e-mail an Excel spreadsheet to Susan Trent at [strent@skillsusa.org](mailto:strent@skillsusa.org). Please make sure each list has the school name, instructor's name and training program on it. Please number the list of students and provide a total by list. This enables us to have accurate records by trade area. Enrollment figures by trade area often determine contest needs.

To upload class lists to the SkillsUSA Web site, go to: [www.skillsusa-register.org](http://www.skillsusa-register.org). Login with your password and click the Upload Membership tab.

Number each student, beginning with "No. 1" for each list.

Loudoun Technology Center Carpentry James Smith, Instructor		
Student ID	Student Name	Grade Level
1. 4356	Ambrose, Lorena	11
2. 4861	Becker, Michael	11
3. 4782	Coates, Jacob	12
4. 5621	Cole, Heidi	11
5. 6739	Davis, Amanda	12
6. 8361	Garrison, Luke	12
7. 7251	Geller, Monica	12
8. 5432	Hedron, John	11
9. 2492	Jackson, Kathleen	11
10. 4794	Main, Steve	12
11. 9876	Newman, Paul	11
12. 6310	Rogers, Ted	12
13. 4657	Mathew, Aldo	12
<b>Total Number of Students:</b>		<b>13</b>

← List the name of your school, instructor and the trade area.

← Total the number of students in trade area.

## 5. Total Your Contract and Select a Payment Option

**TOTAL PDP OR MATERIALS ORDER** Complete the materials order (previous page), and list total materials cost here.

If substituting an order of other educational materials, enclose your SkillsUSA order form..... \$ \_\_\_\_\_

**SHIPPING AND HANDLING** Standard shipping fees apply to all shipments. Add 8% for shipping on orders over \$500.00;

for orders less than \$500.00 add 10% of total. Call 800-321-8422 if you would like to know exact shipping costs for your order..... \$ \_\_\_\_\_

**TOTAL PARTICIPATION PLAN AFFILIATION FEE** See schedule..... \$ \_\_\_\_\_

**PROFESSIONAL AFFILIATION FEE** Complete the roster and list total fees (include both state and national)..... \$ \_\_\_\_\_

**CONTRACT GRAND TOTAL:**..... \$ \_\_\_\_\_

### Shipping instructions:

- Ship my Professional Development Program books right away**
- Please ship my Professional Development Program books on the following date:** \_\_\_\_\_

Shipping Instructions for School Districts: On separate paper, list each school name and address, contact person and the quantity of books to be shipped to each school.

### Payment:

**Purchase Order:** Bill my school — purchase order attached. Purchase Order No. \_\_\_\_\_  
You will be invoiced. Make sure the invoice you receive is forwarded to your accounting office. Please do not send a check with this contract.

**Credit Card:** Type of credit card (check one):  Mastercard  VISA

Card number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Name on credit card: \_\_\_\_\_

Signature of card holder: \_\_\_\_\_

Daytime phone number for card holder: \_\_\_\_\_

Credit card billing address, if other than school: \_\_\_\_\_

# TOTAL PARTICIPATION PLAN

## **6. Sign Contract and Mail to Your State Office**

- Please sign this contract in the space provided below
- Enclose your purchase order to cover both affiliation fees and materials (invoice will be mailed)
- Enclose two copies of a numbered student list with total number of student indicated
- Enclose two copies of the completed professional membership form (instructor list)
- Mail all materials to your state office (address list enclosed), and postmark by Dec. 31.

***Note: Don't jeopardize student membership by sending in an incomplete contract. Contracts that do not meet all stated requirements will not be processed.***

**I have read and fully understand and agree to the terms set forth in this contract.**

**School Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **7. State Association Director Approval**

As the state association director, I certify that the school named in this contract is eligible to join SkillsUSA through the Total Participation Plan. This school has demonstrated their desire to run SkillsUSA as an integrated, educational program within the classroom, school or district. They have agreed to use the Professional Development Program to support student training and development through SkillsUSA's applied methods.

### **State Director:**

- Please review student lists to be sure they are neatly recorded, numbered and totaled by trade area.
- Keep one copy of each contract and all related materials for your state association records.
- ALL contracts must include a purchase of PDP materials. If the school substitutes a purchase of other SkillsUSA educational materials, they must include a letter detailing the current PDP inventory, signed by a school administrator.
- All contracts that do not meet the stated requirements will be returned to the state office to resolve.
- Membership is not valid until the contract is received and approved by the national office. Membership is per school year (September to June) and member services begin once the contract is processed by the national office.

**I have carefully reviewed this contract and I certify that it meets ALL stated requirements.**

State Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **NEW FOR 2008-09**

**STATE DIRECTOR:** Forward one copy of the TPP contract, student list and professional membership roster to:  
**SkillsUSA Membership, P.O. Box 3000, Leesburg, VA 20177**

SkillsUSA will invoice the school directly and all payments should be sent to our lockbox address:  
**SkillsUSA Inc., P.O. Box 100491, Atlanta, GA 30384-0491**

### **Free materials for SkillsUSA Professionals!**

Because we are committed to helping schools run successful SkillsUSA programs, we will send a SkillsUSA banner (value: \$25) and a free SkillsUSA Activity Planning Calendar (value: \$5.95) to every professional member who joins under the Total Participation Plan! **Deadline:** contracts must be postmarked by December 31, 2008 to receive these free materials.

# 2008-09 FEE SCHEDULE

## *SkillsUSA Total Participation Plan*

### Classroom/School Affiliation

A classroom is defined as a group of students who attend a training program at the same time, with the same instructor.

An institution is defined as students attending school on one campus or students at a multi-campus institution.

**A Professional Development Program workbook or an online license is required for each student.**

No. of Students	Affiliation Fee		Materials Fee		Professionals (Teachers)*		Total
up to 50	\$225		<b>\$2.75</b> Per student (workbook)  or  <b>\$5.00</b> Per student (PDP online)		<b>\$14.00</b> National Affiliation  +  <b>State Affiliation</b> (See State Information Sheet)		<b>TOTAL SCHOOL COST</b>
51 to 99	\$395	+				=	
100 to 150	\$640						
151 to 250	\$1,312						
251 to 500	\$2,185						
501 to 750	\$3,045						
751 to 1,000	\$3,770						
1,001 to 1,250	\$4,425						
1,251 to 1,650	\$5,340						
1,651 to 2,000	\$5,900						

\* Note: The TPP plan requires at least one registered professional member per occupational cluster within each school.

### School District Affiliation

A school district is defined as all eligible schools or programs within a single school district.

**A Professional Development Program workbook or an online license is required for each student.**

No. of Students	District Fee		Materials Fee		Professionals (Teachers)*		Total Cost
2,000 to 3,500	\$6,500		<b>\$2.75</b> Per student (workbook)  or  <b>\$5.00</b> Per student (PDP online)		<b>\$14.00</b> National Affiliation  +  <b>State Affiliation</b> (See State Information Sheet)		<b>TOTAL SCHOOL COST</b>
3,501 to 5,000	\$7,550	+				=	
5,001 to 7,500	\$8,600						
7,501 to 10,000	\$9,955						
10,001 to 12,000	\$11,555						

\* Note: The TPP plan requires at least one registered professional member per occupational cluster within each school.

**DEADLINE: Total Participation Plan contracts must be postmarked by December 31.  
Additions for second semester enrollments must be submitted by March 1.**

# THE SkillsUSA TOTAL PARTICIPATION PLAN

## What is the Total Participation Plan?

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The SkillsUSA Total Participation Plan (TPP) allows eligible students who are enrolled in technical, skilled and service occupations, including health occupations, to participate in SkillsUSA as an integral part of their education. This plan focuses on delivering a full SkillsUSA program to all eligible students in a classroom, on a campus or in a school district. This plan also focuses on the development of essential employability, participative and attitude development skills as called for in the U.S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) Report.

Under the Total Participation Plan, all students are SkillsUSA members. You simply sign up your whole class or all students at your school in SkillsUSA-related programs using a scaled classroom/institution affiliation fee.

A major component of the Total Participation Plan is the delivery of employability skills to all of your students through the Professional Development Program (PDP). When you sign up to participate in the Total Participation Plan, you make a commitment to integrate SkillsUSA and PDP into your curriculum.

## How Does the Total Participation Plan Work?

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The Total Participation Plan offers three options:

- A. You can affiliate as a classroom.** All students in your classroom become SkillsUSA members. The school pays a flat affiliation fee that includes curriculum materials. All students can participate in PDP and are eligible for SkillsUSA activities and competitions. There is no need to collect individual fees.
- B. The entire institution affiliates.** All students enrolled in eligible career and technical, skilled and service occupations, including health occupations programs join SkillsUSA under an institution agreement and an affiliation fee based on student enrollment. The administrator agrees to promote SkillsUSA as an integral part of the technical curriculum and encourages all SkillsUSA students to actively participate in PDP using the books provided through the program.
- C. The entire school district affiliates.** All students enrolled in eligible technical, skilled and service occupations, including health occupations programs, join SkillsUSA under a district agreement based on student enrollment. SkillsUSA and PDP are integrated into the curriculum.

## What are the Benefits of the Total Participation Plan?

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SkillsUSA offers the Total Participation Plan to selected states with the following benefits:

- **Eliminate fee collection.** One affiliation plan covers all eligible students in one training program at a single campus. Because there are no individual fees, affiliation costs may be paid by the school under curriculum or activity fees in accordance with local or state policy.
- **Eliminate the membership roster form for students.** Advisors can submit their student lists by occupational area (numbered and totaled) without having to complete a membership roster.
- **Save money on curriculum.** Schools receive a discount on PDP student workbooks as part of the program.
- **Grant immediate contest eligibility.** Under TPP, all eligible preparatory students enrolled in SkillsUSA are eligible to compete in local, regional, state or national SkillsUSA contests as long as they meet individual contest requirements.
- **Receive materials designed for the technical educator.** SkillsUSA provides all professional members with teacher's packets, program ideas and professional newsletters.
- **Participate in quality training.** SkillsUSA offers top-notch state and national leadership and skill conferences.
- **Benefit from industry partnerships.** SkillsUSA works to develop meaningful industry partnerships at the national, state and local levels to benefit students in all public career and technical education programs.
- **Have your programs represented at the national level.** SkillsUSA represents the interests of all career and technical students to the federal governments, and by serving on skills standards committees and CTE policy and advisory boards.

# GOALS AND GUIDELINES

## *SkillsUSA Total Participation Plan*

The following is a list of objectives for schools or districts participating in the Total Participation Plan under the classroom, institution or district agreement. These guidelines represent the standards your school should seek to achieve while participating in the Professional Development Program. They are broad enough to accommodate any school in any situation:

**A. Exploratory (one-hour/semester program):**

Complete the PDP Starter Kit  
Begin PDP Level 1

**B. All multi-hour career and technical education or tech-prep programs:**

Complete the PDP Starter Kit  
Complete Levels 1 and 2 during the first year  
Complete the PDP SkillsUSA Knowledge Workbook during a one or two-year program

**C. All career or technical education program completers (one or two-year training program):**

Complete the PDP Starter Kit  
Complete Levels 1, 2, 3 and 4  
Complete the PDP SkillsUSA Knowledge Workbook

**D. Practice of PDP skills and time to complete PDP assignments:** A schoolwide SkillsUSA chapter or classroom section should be organized and managed in such a way that students have an opportunity to practice their PDP skills and are given time during class to complete PDP workbook assignments. Students are encouraged to complete PDP assignments using the following methods:

1. As integrated learning activities connected to academic classes
2. As team assignments done outside of school time
3. As homework

**E. Business and industry involvement:** Invite industry representatives into your school at the appropriate times to be contest judges, speakers, program evaluators or award presenters.

**F. Materials for all students:** Each student should be provided with a PDP workbook at the appropriate level.

**G. An annual evaluation of the program's success and of the goals:** Eligibility of the institution for continued participation in the Total Participation Plan is dependent upon evaluation by the state or national office.

### **About the Professional Development Program** *Available two ways—in textbooks or online!*

The SkillsUSA Professional Development Program helps students develop the skills to take them from the classroom to the workplace. The curriculum integrates occupational, employability and leadership skills into one package. There is also a unit focused completely on SkillsUSA knowledge, which is helpful for SkillsUSA officers or SkillsUSA Championships competitors. The PDP is a self-paced program that can be used individually or with a group. It teaches communication and management skills, teamwork, networking, workplace ethics, job interviewing and more. The curriculum is flexible enough to use in a variety of programs. Students learn by doing activities related to their future occupation, and make industry contacts that will help them get a job when they are ready for employment. There are 5 levels, plus a Starter Kit and a Special Projects Level. Students work at their own pace and earn certificates as they complete each level of the program. The end result is a stronger skill set and greater self-awareness. The Instructor's Guide includes all of the information necessary to conduct the program. PDP can be used to meet school requirements and to create a school-based work force learning program as emphasized in recent legislation.