

# 2025 SkillsUSA Indiana State Leadership and Skills Conference

## IMPORTANT CONFERENCE REGISTRATION INFORMATION

**\* PLEASE READ CAREFULLY\***

### 1. CONFERENCE REGISTRATION FEES AND DEADLINES

All chapters and students must be state and national members in order to participate.

- **Membership is still accepted after the December deadline, but members will NOT be eligible to compete in a Skill or Leadership Contest.**

**Early Registration February 12<sup>th</sup>- February 28<sup>th</sup>  
(2/12- opens 8:00 am- 2/28- 11:59 pm)**

#### **\$115.00 Registration Fee for Competitors**

- Middle School students
- High School Students
- Post-Secondary Students
- State Officers (if entering a competition)

#### **\$70.00 Registration Fee for:**

- Advisors/Observers
- Employment Project Participants
- State Officer Candidates

#### **Registration Fee for Competitors Includes:**

- \* Conference T-Shirt
- \* Insurance
- \* Conference Materials and Supplies
- \* Busing to Competition Off-Sites (other than Fairgrounds)

#### **Registration Fee for ALL others Includes:**

- \* Conference T-shirt

**PRICE INCREASE ON REGULAR REGISTRATION- \$125.00 Registration Fee for EVERYONE**

**Regular Registration March 1<sup>st</sup> - March 7<sup>th</sup>  
(3/1- 12:00 am; 3/7- closes 6:00 pm)**

### 2. CONFERENCE CANCELLATIONS and REFUNDS **\*PLEASE READ CAREFULLY\***

#### **Cancellations/Refunds**

- **All cancellations must be in writing.** \*\*Refund form on state website
- Cancellations for a full refund will be accepted **until 4:00 pm on March 2, 2025.**
- Cancellations received between **March 3, 2025 and March 7, 2025,** will receive a refund of 50% of the registration fee.
- No refunds for conference registration will be made if **received after March 7, 2025.**

### 3. HOTEL INFORMATION – **FORMS ARE DUE NO LATER THAN MARCH 12, 2025**

SkillsUSA Indiana will be assigning each school to hotels in the order they are received to the office. Hotel information below:

**Hampton Inn Greenfield** - 2271 William Way, Greenfield, IN 46140

\$188/room includes all taxes    Parking: No charge on property

**Comfort Inn & Suites North Greenfield** - 178 E Martindale Dr, Greenfield, IN 46140

\$191/room includes all taxes    Parking: No charge on property

**Country Inn & Suites by Radisson, Indianapolis East** - 7610 Old Trails Rd, Indianapolis, IN 46219

\$180/room includes all taxes    Parking: No charge on property

**Fairfield Inn & Suites by Marriott Greenfield** - 2253 William Way, Greenfield, IN 46140

\$193/room includes all taxes    Parking: No charge on property

**Hilton Garden Inn NW Indy** – 6930 Intech Blvd, Indianapolis, IN 46278

\$193/room includes all taxes    Parking: No charge on property

## **Holiday Inn Express & Suites Greenfield** - 321 Barrett Dr, Greenfield, IN 46140

\$181/room includes all taxes    Parking: No charge on property

## **Residence Inn Carmel** - 11895 N Meridian St, Carmel, IN 46032 **(MAX PER ROOM IS 3)**

\$174/room includes all taxes    Parking: No charge on property

## **Springhill Suites Carmel** - 11855 N Meridian St, Carmel, IN 46032

\$174/room includes all taxes    Parking: No charge on property

*Hotel Registration forms can be found on the State Conference Page of the Website and in this document. Follow the instructions listed.*

### **4. GENERAL CONFERENCE INFORMATION**

- Registration will begin at 9:00 am and end at 12:00 pm on Friday, April 11, 2025, in the **West Pavilion (Indiana State Fairgrounds)**. There will be **NO** registration on Saturday morning.
- **\*\*Leadership contests will begin at 3:00 pm in the Arts Building**
- **Testing:**
- All students will take the Professional Development test, 50 questions. There is a Professional Development Study Guide on the state website for all to use. This Study Guide will only guide you to what you will need to know but the competitors will need to look up the information from the Study Guide on the national website.  
Most contests will have an assessment test that the students will all take. These assessment tests will be provided by the national office and will be taken one time only through the portal being used for the State Leadership & Skills Conference. Both tests must be proctored by an adult individual that is not the teacher/instructor and not involved in the contest. All students, instructors and proctors will need to fill out and submit the Integrity form for contests and exams. This form will be on the state website and once signed after the tests and competitions will need to be submitted on the portal per student. There is a window that will be open for all test taking. **THIS IS THE ONLY TIME STUDENTS CAN TAKE THESE TESTS!**
- The Community Service Project will take place on Saturday morning. (More information to follow)
- It is the recommendation from the Board of Directors that **ALL** participants stay overnight to experience the entire conference. **WE WILL FOLLOW ALL SCHOOL MANDATES ON THE NUMBER OF STUDENTS PER ROOM.**

### **5. CONFERENCE REGISTRATION PROCESS AND PAYMENTS**

All Registrations will be completed on the National Website: [www.skillsusa.org](http://www.skillsusa.org)

#### **Online Registration Process**

- Go to the login page you used to register your students as members <http://www.skillsusa-register.org/Login.aspx>
- Enter your login ID and password just as you did to become a member.
- Now click on the right side “click here for conference” button.
- From the drop-down list choose the student you want to register
- Click (Register Member) this will automatically populate the participant fields.
  - Double check this information and it **WILL** appear exactly like this on the award certificates.
- Go to the **REG. TYPE** box and select the type of registrant (most of you will select contestant or observer (models use this))
- Select a Shirt Size – **If no shirt is selected, participant will receive an XL shirt.**
- Now click the add contest button at the bottom (if you don’t enter contestant in the reg. type field it will not allow you to enter the contestant.)
- Select the contest your student will participate in. (take note of any special instructions).
- Click the details and emergency tabs. **MUST INCLUDE ADVISOR -Please fill in as much information as possible.**
- Check the appropriate permission boxes and then click (save registration)
- Do this for every student you wish to register.
- Print the NLSC1 form have students (and their parents if under 18) Sign the form.
- Bring a copy- Advisors are asked to keep these forms on hand with **EMERGENCY and MEDICAL INFORMATION** and keep a copy on file at your school.
- Read the statement about the Release form and check the appropriate box – be sure you have a parent signature on file if a student is under 18.
- Finally - **Click the “Submit” button!**

**Mail a copy of the *INVOICE* along with the payment to Kelley Baker**

This will be your confirmation that everyone has registered properly. If a person(s) is not on the summary, they will not have a name tag and/or competition number when they arrive.

## **Registration Payments**

Registration and hotel fees are due by ***March 21, 2025***

\*\* Checks Payable to:  
**SkillsUSA Indiana**

\*\* Registration fees/forms should be sent to:  
**SkillsUSA Indiana- SLSC  
P O Box 34689  
Indianapolis, IN 46234**

Registration forms can be sent to: [kelly.skillsusa@gmail.com](mailto:kelly.skillsusa@gmail.com)

**\*\*\*NO FOOD CAN BE BROUGHT INTO THE HOTEL FOR LARGE GROUPS...  
SCHOOLS CANNOT SET UP IN LOBBY TO FEED CONTESTANTS. YOU MAY  
CONTACT THE HOTEL AND MAKE ARRANGEMENTS WITH THEIR CATERING  
DEPARTMENT BUT NO OUTSIDE FOOD IS ALLOWED\*\*\***

CONTINUE ADDITIONAL INFORMATION

SkillsUSA Indiana PARKING Pass Form  
(can fill out online or email see below)

School: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Number of ***school vehicles*** transporting students to Conference:  
(Vital information for parking passes to be given, does NOT include parents for the Awards Ceremony)

Number of Buses: \_\_\_\_\_

Advisors accompanying students on bus:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Car(s): \_\_\_\_\_

Advisors accompanying students in car(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*Students driving on their own and parents will NOT be given passes

Fill out online: <https://forms.gle/mH4FG6Nt5dVjZo6J9>

or

Email to Karla Moore NO LATER than *March 12th*  
or schools will be responsible for parking fees.

[karla@skillsusaindiana.org](mailto:karla@skillsusaindiana.org)

# SkillsUSA Indiana SLSC HOTEL RESERVATION

**A MUST DUE DATE March 12, 2025-** This form is used to make your hotel reservation! Hotel assignments will be on a 1<sup>st</sup> come/1<sup>st</sup> serve basis. Invoices will be sent to schools after assignments are completed.

School Name & Address:

Advisor (s):

  
  

Advisor (in charge) Email:

Phone:

Hotel Package	# of rooms	Total Costs for Room Type
Number of <b>QUAD</b> room registrants		\$ Invoice sent to school
Number of <b>TRIPLE</b> room registrants		\$ Invoice sent to school
Number of <b>DOUBLE</b> room registrants		\$ Invoice sent to school
Number of <b>SINGLE</b> room registrants		\$ Invoice sent to school

Total rooms:

**TOTAL HOTEL PACKAGE COSTS:**

\$

**CONFERENCE REGISTRATION-** Enter payment total from invoice:

\$

**\*TOTAL AMOUNT DUE TO SKILLSUSA INDIANA BY March 21, 2025:**

\$

**One check can be written for the conference registration and hotel package costs. Prices include all sales tax.**

## Form 2

Using this spreadsheet, enter the names of all people staying together in each room for your group. Email Form 2 to [kelley.skillsusa@gmail.com](mailto:kelley.skillsusa@gmail.com)

**Hotel Form due ASAP but no later than MARCH 12, 2025**

**Payment for REGISTRATION AND HOTELS ARE DUE BY MARCH 21, 2025.**

**CHECKS MADE PAYABLE TO: SkillsUSA Indiana and mailed to PO Box 34689, Indianapolis, IN 46234**

ROOM	ROOM TYPE? Q, T, D, S	ROOM OCCUPANTS- LIST NAMES OF PEOPLE GROUPED TOGETHER IN EACH ROOM
1		
2		
3		
4		
5		
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# 2025 Indiana State Leadership and Skills Conference Advisor CHECK-OFF LIST

## REGISTRATION:

- *Early Bird registration begins February 12<sup>th</sup> at 8:00 am*
- *Early Bird registration ENDS February 28<sup>th</sup> at 11:59 pm*
- *Regular registration begins March 1st at 12:00 am*
- *ALL REGISTRATION CLOSES MARCH 7<sup>th</sup> AT 6:00 PM!!*

## Due NO LATER than *March 12, 2025*

- Hotel rooming list-email to [kelly.skillsusa@gmail.com](mailto:kelly.skillsusa@gmail.com)
- HARD DEADLINE (hotels assigned first come/first serve basis)

## Due NO LATER than *March 12, 2025*

- Parking Pass form (for fairgrounds) online or email to [karla@skillsusaindiana.org](mailto:karla@skillsusaindiana.org)

## Due NO LATER than *March 21, 2025*

- All State registration and Hotel fees are due to the SkillsUSA Office
  - Make checks payable to: *SkillsUSA Indiana*
  - Mail to: *SkillsUSA Indiana*  
*PO Box 34689*  
*Indianapolis, IN 46234*
- All Special Needs forms due by email [kelly.skillsusa@gmail.com](mailto:kelly.skillsusa@gmail.com)