

# SkillsUSA North Carolina

## Courtesy Corps Student Information Packet

### State Leadership & Skills Conference – 2026 Pilot

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#### What Is the Courtesy Corps?

The SkillsUSA North Carolina Courtesy Corps is a **select group of student members** who support the behind-the-scenes operations of the State Leadership & Skills Conference. Courtesy Corps members help ensure the conference runs smoothly by assisting with setup, logistics, support for judges and staff, and breakdown activities.

This is a **service-focused, operational role**. Courtesy Corps members do not compete in contests and are selected based on reliability, professionalism, and willingness to support the conference team where needed.

Participation in Courtesy Corps offers students a unique opportunity to see how a large-scale SkillsUSA event operates and to contribute in a meaningful way to the success of the conference.

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#### Why Courtesy Corps Matters

As the SkillsUSA North Carolina State Conference has grown in size and complexity, so has the need for dependable support during critical points of the event. Courtesy Corps members play an important role in helping staff and volunteers focus on decision-making and problem-solving by taking on essential operational tasks.

Courtesy Corps participation also aligns directly with the **SkillsUSA Framework**, particularly in the following areas:

**SkillsUSA Framework Spotlight: Adaptability**

Courtesy Corps members must respond to changing needs throughout the conference, adjust quickly to new assignments, and remain flexible in a fast-paced environment.

**SkillsUSA Framework Spotlight: Work Ethic**

Courtesy Corps members demonstrate dependability, responsibility, and follow-through by committing to long workdays and completing tasks that are essential—but often unseen.

**SkillsUSA Framework Spotlight: Critical Thinking & Problem Solving**

Courtesy Corps members help identify needs, anticipate challenges, and

support solutions by assisting staff and responding thoughtfully to real-time situations.

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## What Courtesy Corps Members Do

Courtesy Corps members support the execution of conference operations and standard operating procedures. Tasks vary by day and location but may include:

- Assisting with conference setup and breakdown
- Organizing and staging materials and supplies
- Supporting registration and information areas
- Running materials, meals, and water to judges, contest chairpersons, and staff
- Assisting with signage, banners, and wayfinding
- Supporting Opening and Awards sessions

Courtesy Corps members work from **assigned task lists and daily instructions**.

When not assigned to a fixed task, members may serve as runners or float support to ensure continuous coverage and minimize staff bottlenecks.

**Courtesy Corps members may not compete in SkillsUSA contests.** This role is strictly separate from competitive participation.

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## Time Commitment & Scheduling (High-Level)

Courtesy Corps participation is a **multi-day commitment**, designed to accommodate different school travel schedules while ensuring coverage during key conference periods.

- **Tuesday (arrival by noon)** – Optional, but strongly encouraged  
Early setup and logistics support. Students who participate on Tuesday gain deeper exposure to the inner workings of the conference, including how competition areas are prepared and organized before most attendees arrive.
- **Wednesday** – Required  
Two shift options are available to accommodate school arrival times:
  - Morning–Afternoon shift (8am-5pm)
  - Midday–Evening shift (12pm-9pm - includes Opening Session support)
- **Thursday** – Required (8am-5pm)  
Competition-day support and conference breakdown.
- **Friday** – Optional  
Awards ceremony support.

Final assignments, schedules, and locations are determined by conference staff based on operational needs.

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## Physical & Practical Expectations

Courtesy Corps work is active and hands-on. Members should expect:

- Significant walking throughout large venues
- Standing for extended periods
- Assisting with setup tasks that require flexibility and movement
- Lifting and carrying boxes (such as t-shirts and supplies)

Banners and signage are generally lightweight, but setup may require reaching, bending, or working in tight spaces. Students should consider these expectations before applying.

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## Who Should Apply

Courtesy Corps is selective. Approximately **8–10 students** will be chosen for the 2026 pilot.

Applicants should be:

- Reliable and punctual
- Comfortable working behind the scenes
- Willing to take direction and adapt as needs change
- Able to commit to required days and shifts

Students must have:

- **Advisor endorsement**, confirming reliability and commitment
  - **School administration approval** to participate
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## What Students Gain From Courtesy Corps

Courtesy Corps participation provides students with:

- Conference registration is at no cost
- Meals provided while working
- Courtesy Corps t-shirts
- State Conference t-shirt
- Verified service hours
- SkillsUSA recognition

- Preferred consideration for National Courtesy Corps (where timelines and eligibility allow)

Students may also:

- Add Courtesy Corps service to resumes and job applications
  - Request advisor verification of the employability skills demonstrated
  - Reference real-world experience supporting a large-scale professional event
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## Application & Selection Timeline

Courtesy Corps participation is by application only.

Complete application here: <https://forms.gle/onWzqKFJxcMSRXq7A>

- Applications will open in early 2026
- Selection decisions will be made by **early March**

Applicants will be notified directly and provided with additional details regarding schedules, assignments, and required forms.

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## Questions?

For questions about the Courtesy Corps pilot or application process, please contact:

### **Brandi Bragg**

Courtesy Corps Coordinator

SkillsUSA North Carolina

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*The Courtesy Corps pilot is designed to support conference operations while providing a meaningful, skill-building experience for students. Participation requires commitment, professionalism, and flexibility.*