



SkillsUSA
New York State
Grievance Form and Procedures

Date _____

Time _____

In order for a grievance to be officially entered and processed by the Grievance Committee, the following procedures must be followed.

- 1. THE CONTESTANT MUST COMPLETE THIS FORM AND PRESENT ALL GRIEVANCES.**
- All grievances must be completed on a copy of this form. Forms may be obtained from the Contest Chairperson, Site Coordinator, Grievance Committee or copied from the New York Technical Standards the day of the contest.
- The protestor's officially registered club advisor must authorize all grievances.
- The contestant must present all the facts as briefly as possible.
- The contestant must submit the grievance to the committee members at their posted location by 6:00 P.M. on the day of the contests.
- Protestor's: Please plan to stay at the grievance site until your complaint is settled.
- A written report will be submitted to the Board of Trustees and a copy will be forwarded to the official advisor of the club submitting the grievance, the Board, and the NYSSC Committee.

SkillsUSA New York Championships Statement of Protest

Name of official club advisor: _____

Phone/ Cell Number: _____

Name of SkillsUSA club and mailing address: _____

Name of student protesting: _____

Title of Contest: _____ **Date:** _____

Contest Chairperson(s): _____

Contest location: _____

Protest description: _____

Where can protestor be reached if further information is needed?

Hotel _____ Room Number _____