

## Procedure for Filing a Grievance/Resolution

1. Advisor completes written report **prior to completion of the competition.**
  - a) All grievance reports and suggestions for improvements properly filed will be reviewed by the SkillsUSA Texas Grievance Committee or assigned representatives.
  - b) In order to present to the SkillsUSA Texas Grievance Committee a petition for grievance, a teacher must complete and present to the Committee member a SkillsUSA Texas Suggestion and Resolution Report.
  - c) The advisor must submit on the form the rule from the National Technical Standard or the Texas Regulations that was not followed.
  - d) Submission of the Resolution Report will be made in a timely manner during specified times at the registration booth or designated appointee for off-site competitions.
2. Advisor completes report to be submitted to:
  - a) Grievance Committee
3. Grievance Member presents
  - a) to Committee
4. Grievance Committee evaluates and recommends action
  - a) Action will then be considered for improvement or resolution properly presented to the SkillsUSA Texas Grievance Committee. (See procedures for proposed SkillsUSA Changes or Resolutions)
  - b) Results of grievance or resolution will be posted at the registration booth or in tabulation.
5. Grievance Committee Member reports grievance or change to
  - a) Executive Director or State Conference Director
  - b) Technical Chair if appropriate
  - c) Upon evaluation of the grievance report, the SkillsUSA Texas Grievance Committee will notify the teacher filing the report of the actions taken.
6. Recommendations for changes are submitted to
  - a) SkillsUSA Texas Executive Director for changes approval/disapproval
7. If recommendations are approved, changes are
  - a) Implemented.
  - b) If disapproved, no action is taken.

**RESOLUTION REPORT FORM - FRONT**  
**SkillsUSA TEXAS SKILL & LEADERSHIP CHAMPIONSHIP**

<b>Time Submitted</b>		<b>Contest Location</b>	
<b>District Number</b>		<b>Chapter Number</b>	
<b>Name of Contest</b>			
<b>Contestant Name</b>		<b>Contestant/Team Number</b>	
<b>Person Filing Resolution</b>		<b>Cell Number:</b>	

Please describe the incident in question and the **SkillsUSA Texas Skill Championship Regulation(s)** or the **SkillsUSA Standard** regulation(s) you feel were not followed. Please be specific. Give page and rule number.

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**Signature - Chapter Advisor**

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**Suggestive Correction Action**

Please give your suggestions for corrective action. Please be specific.

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Signature - Chapter Advisor

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School Name

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Chapter Number

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School Address

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Advisors Cell Phone Number

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Advisor's Email Address