**SkillsUSA West Virginia Policy for Collecting Past Due Accounts**

A lead advisor at the chapter is tasked with registering chapter members, and advisors for membership and conferences using the SkillsUSA national organization registration site. The site provides a generated invoice for all membership and conference fees.

If an invoice for membership or a SkillsUSA conference is NOT paid within 30 days the West Virginia state director and/or the SkillsUSA West Virginia board treasurer will contact the lead advisor to remind the advisor the funds are past due and due. If payment is not received within 60 days the West Virginia state director and/or SkillsUSA West Virginia board treasurer will contact the lead advisor, financial secretary of the school and the principal to request payment of the past due account. If payment is not received within 90 days the West Virginia state director and/or SkillsUSA West Virginia Board Treasurer will present the outstanding invoice to the West Virginia Board of Directors for further action by the president and/or a corporate member of the board.

Note: In addition, the SkillsUSA national office has a separate policy for collecting outstanding membership dues.