



2015
NATIONAL LEADERSHIP & SKILLS
CONFERENCE
JUNE 22-26, 2015

CONFERENCE INFORMATION PACKET

Louisville
CONVENTION & VISITORS BUREAU


SkillsUSA
C O L O R A D O



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INTRODUCTION

This Conference Information Packet was developed to help advisors prepare for SkillsUSA's 2015 National Leadership and Skills Conference (NLSC), June 22-26, 2015 in Louisville, KY. The packet contains information regarding registration, housing, transportation, payments, forms, etc.

The state staff hopes this information will assist in guiding you through the registration process. Certainly, questions will arise, and you should feel free to contact our staff for additional help.

It is recommended that you and anyone assisting in the preparation for the NLSC be thoroughly familiar with this guide before attempting to follow any of its procedures. The packet is broken down into sections, which are self-contained and may be handled separately. However, since a number of the procedures in each section are similar or coincide with those in other sections, it is recommended the advisor follow the steps below:

1. **Follow the checklist in the back of this guide.** You may want to remove the checklist and place it in a prominent location on your desk for easy reference.
2. **Take note of due dates for forms.** A list of forms to be filled out and mailed is included with this guide. The dates for processing these forms should be indicated in your office calendar.
3. **Follow the procedures outlined in each section of the guide.** Each section of this guide is self-explanatory, and the sample forms included in each section should assist you in filling out the official forms, some enclosed with the guide.
4. **Rely on our staff for help.** The staff at the SkillsUSA Colorado state office will be more than happy to help you with any registration issues you may face. Please contact Tony Raymond at 720-858-2794 or tony.raymond@cccs.edu with any questions.



Kentucky Exposition Center
Louisville, Ky.

2015 Condensed Agenda
(Tentative — Subject to Change)

Saturday, June 20

8 a.m. – 10 a.m. – Leverage, Activate & Engage registration
10 a.m. – 5:15 p.m. – Leverage, Activate & Engage
1 p.m. – 5 p.m. – Conference Registration

Sunday, June 21

8:30 a.m. – 5:15 p.m. – Leverage, Activate & Engage
10 a.m. – 6 p.m. – Conference Registration
9 a.m. – SkillsUSA Championships move-in
1-4 p.m. – ASTS Business Meeting

Monday, June 22

8:30 a.m. – 3 p.m. – Leverage, Activate & Engage
9 a.m. – SkillsUSA Championships move-in
9 a.m. – State Directors' Meeting
9 a.m. – noon – Alumni Roundtable
2 p.m. Contest Chairs' Meeting

Tuesday, June 23

7:30 a.m. – SkillsUSA Championships move-in
8 a.m. – 4 p.m. – TECHSPO & Career Fair
8:30 a.m. – 4:45 p.m. – TAG Tuesday (Delegates)
9 a.m. – Noon – Advisor of the Year Interviews
10 a.m. – 2 p.m. – National Officer Candidate Procedure
11 a.m. – 6 p.m. – Contestant Orientation Meetings
12 p.m. – 6 p.m. – Set up display event, exhibits and check in notebooks
2 p.m. – Joint Delegate Session
7 p.m. – Opening Ceremony

Wednesday, June 24

7:30 a.m. – Leadership contestants report to contest area
7:30 a.m. – 8:45 a.m. – President’s Volunteer Service Award Breakfast
7:45 a.m. – Teachers’ Continental Breakfast
8:30 a.m. – 9:45 a.m. – A Call to Action Teachers’ Session
8 a.m. – 5 p.m. – SkillsUSA Championships (open to the public)
8 a.m. – 4 p.m. – TECHSPO & Career Fair
9 a.m. – 4 p.m. – Delegate Meetings
9 a.m. – 5 p.m. – Chapter Excellence Program Interviews
10:30 a.m. – 4 p.m. – SkillsUSA University
2:30 p.m. – SkillsUSA Corporate Meeting
6 p.m. – 9 p.m. – Chapter Excellence Dinner
7:30 p.m. – 8:30 p.m. – 100% Advisors Reception

Thursday, June 25

7:30 a.m. – Contestants report to contest area
8 a.m. – Leadership contests finals
9 a.m. – 4 p.m. – SkillsUSA Championships (open to the public)
8 a.m. – 4 p.m. – TECHSPO & Career Fair (indoor exhibits close at 3 p.m.)
10 a.m. – 2 p.m. – SkillsUSA University
1 p.m. – Meet the Candidates/Delegate Assembly Business Mtg.
6:30 p.m. – 10 p.m. – “SkillsUSA Night” at Kentucky Kingdom
7 p.m. – 9 p.m. – Chapter Distinction/100% Advisor Reception

Friday, June 26

7:30 a.m. – State Directors’ Breakfast
8 a.m. – SkillsUSA Championships Move-out
8:30 a.m. – State Directors’ Business Meeting
9 a.m. and 1 p.m. – SkillsUSA University
10:30 a.m. – Delegate Assembly Business Mtg./Meet the Candidates
10:30 a.m. – 1:30 p.m. – ASTS Business Meeting and Teachers Luncheon
6 p.m. – Awards Ceremony



NATIONAL HOUSE OF DELEGATE SESSIONS

SkillsUSA is a student-run organization, whereby student members are charged with the responsibility of governing the affairs associated with the student constitution. States are entitled to student voting delegates to represent the views of their state association within the structure of the National House of Delegates. The number of voting delegates is in proportion to the state's membership.

There are two houses of national delegates: one for college/postsecondary students and one for high school students. Each National House of Delegate sessions conducts business over a three-day period as part of the SkillsUSA National Leadership and Skills Conference. These are conducted as business meetings implementing parliamentary procedure. Approximately 600 young adults, who are geographically diverse, hold various leadership roles in their local SkillsUSA chapter, come together to conduct the business of SkillsUSA.

Duties and responsibilities of the National House of Delegates include:

- Enact bylaws, rules and regulations necessary for carrying out the affairs and activities of the organization
- Elect National officers of the organization
- Act upon items of business as requested by the National Executive Council and Board of Directors.

National Voting Delegate Guide can be found on SkillsUSA website.

<http://skillsusa.org/events-training/national-leadership-and-skills-conference/delegate-sessions/>

National Officer Application can be found on SkillsUSA website.

<http://skillsusa.org/about/national-officers/>

Constitutional Amendments – IMPORTANT

There are several constitutional amendments that will be presented in both the High School House of Delegates and the College/Postsecondary House of Delegates during their June business meetings in Louisville. Click here to view the proposed amendments online: www.skillsusa.org/wp-content/uploads/2015/04/proposed-amendments-2015.pdf.



LEADERSHIP TRAINING OPPORTUNITIES

TAG TUESDAY (the ultimate delegate training experience)

Delegate training just got ramped up a notch with TAG Tuesday! TAG Tuesday will lead delegates on a quest that will allow them to Train, Act and Grow from their leadership experiences so that their ability to engage more, give more and ultimately become a better delegate for their state is key. There is no registration fee for attending TAG but pre-registration is required. Three tracks are available; high school state officer, high school and middle school chapter member and college/postsecondary state officer or member. Register attendees on the national registration site.

Leadership training for middle school and high school delegates will build upon creating successful partnerships, opportunities to get involved, managing your reputation and essentials of creating an effective organization. Middle school and high school delegates will conclude their day with a hands-on, experiential activity that will impact and enhance their leadership ability.

College/postsecondary delegates will have an opportunity to focus on individual skills that will kick start their careers; successful networking, creating a marketable you, resume writing, interview skills, and balancing personal and professional success. The college/postsecondary training will conclude with interviews conducted by business leaders who will offer individual feedback on resumes and interviewing techniques.

Tuesday, June 23, 2015

9 a.m. – 9:30 a.m. Train. Act. Grow. Registration
9:30 a.m. – 3 p.m. Train. Act. Grow. (middle school and high school schedule)
9:30 a.m. – 4 p.m. Train. Act. Grow. (college/postsecondary schedule)
10 a.m. – 2 p.m. National Officer Candidate Procedure

Wednesday, June 24, 2015

9:30 a.m. – 11 a.m. Delegate Training – Overview of Delegate session and process
11 a.m. – 12:50 p.m. Lunch (on your own)
1 p.m. Delegate Session
2:15 p.m. Meet the Candidates -- Ballot *posted by 2:30 pm (West Hall A and Headquarters)*
3 p.m. Joint Delegate Session



TRAINING OPPORTUNITIES – CONTINUED

Thursday, June 25, 2015

1 p.m. Business Meeting

2 p.m. Meet the Candidates

3:30 p.m. Regional Primary Vote - *Final ballot posted by 7:00 pm (West Hall A and Headquarters)*

Friday, June 26, 2015

10:30 a.m. Business Meeting

11:15 a.m. Meet the Candidates

12 p.m. Final Ballot Voting

National Officers for 2015-16 school year are announced at the Award Ceremony

ACTIVATE

Activate is a ground-breaking, two-and-a-half-day leadership conference to help SkillsUSA members find their “start button” through action-oriented, high-energy and motivational programming. Activate is open to all SkillsUSA student members. During the course of the conference, chapter leaders will discover how to ignite the leader in them and how to maximize their potential. Participants will spend time learning what motivates them and how to motivate others. They will take a look at what it means to present a positive image – and the effects that image can have not only on themselves, but also on their school, SkillsUSA and career and technical education. Participants will be led through a series of self-discovery, hands-on training which will include the following topics:

- values and character
- maximizing strengths and talents
- goal setting
- time management
- responsibility and self-discipline
- image projection
- leadership characteristics
- leading without a title
- teamwork and building trust
- conflict resolution
- respecting others
- communication
- serving others and planning a service project



TRAINING OPPORTUNITIES – CONTINUED

Students will complete the course feeling empowered with the necessary tools for success, which include their individual playbook of strategies.

The cost of the Activate conference is \$165 per participant. Register attendees for Activate on the national registration site. For more information on Activate, visit <http://skillsusa.org/events-training/national-leadership-and-skills-conference/trainingopportunities/activate-student-leader-training/>.

LEVERAGE

Leverage is an intensive, two-and-a-half-day leadership experience open to high school and college/postsecondary state officers. It provides state officers with high energy, leadership training that focuses on individual leadership skill development, building teams and communicating effectively through elevator speeches, keynote addresses and workshops. Officers will learn in a way that's fun and unique to the SkillsUSA experience.

For SkillsUSA to succeed in its mission, it is absolutely essential that state officers are well equipped for the task at hand. To that end, it offers this interactive, multi-day leadership experience to provide structured officer training that is then transferred to thousands of members nationwide. All Leverage content is application driven and research based and offers unique opportunities for officers to gain experience in:

- Understanding their role and responsibilities
- Discovering personal leadership skills and abilities
- Appreciating team dynamics and diversity
- Applying communication techniques through elevator speeches, keynotes and workshop facilitation
- Learning how to teach, coach and potentially affect 300,000 members

The cost of the Leverage conference is \$165 per participant. Register attendees for Leverage on the national registration site. For more information on Leverage, visit: <http://skillsusa.org/events-training/national-leadership-and-skills-conference/trainingopportunities/leverage-state-officer-training/>.



TRAINING OPPORTUNITIES – CONTINUED

ENGAGE

Engage is the teacher-training program from SkillsUSA that empowers teachers to grow their chapters through the latest information and tools in employability, leadership development and teaching strategies. This two-and-one-half-day professional development training conference is designed to help teachers better understand and use the many leadership development materials and interactive resources available through SkillsUSA. The program is taught by experts within youth leadership development as well as by guest presenters.

Advisors will dive deep into the world of chapter operations and discover how to use chapter activities as classroom teaching tools. Answers will be revealed on how to successfully engage students in chapter meetings, committees, recruitment, fundraising, public relations and the entire program of work. Teachers will gain the latest techniques involved in giving clear directions, questions, processing and accessing student achievement.

Engage will focus on new educational resources being launched by SkillsUSA at the National Leadership and Skills Conference. New products will be unveiled during the training, and each workshop will be led by the author of that product. Participants will unpack the new resources and share best practices on how to implement these tools for the greatest impact in their chapters. Teachers participating in Engage will receive a set of all the new resources as a part of the training.



NLSC REGISTRATION PROCEDURES

ONLINE REGISTRATION

ALL state associations are required to use the online registration for NLSC. This is the same system you used when registering for our state conference. Advisors will log onto the website at www.skillsusa-register.org to begin the registration process. You should be able to transfer information from the state conference into the national registration.

The NLSC Registration, Personal and Liability Release Form (which includes medical information) is REQUIRED by ALL persons attending the NLSC, not just students. If a student is under the age of 18, a parent or guardian MUST check the box at the bottom of the form indicating that the information is correct! All online registration needs to be completed through the national site by May 15, 2015.

Advisors should have a copy (front and back) of the parent's/guardians' health insurance card. If no insurance is available, it should be indicated on the form by checking the appropriate box. The advisor or other school official designated for entering the information into the registration system should make sure that the appropriate boxes are checked. The registrant should thoroughly read and complete the form and should make a copy of the completed form. This copy should be in the possession of the registrant at all times! Advisors should also have a copy from each of the registrants from their school. *All information must be completed (including medical and emergency information) or no name badge will be issued.*



REGISTRATION INSTRUCTIONS

PLEASE NOTE:

Students and Parents are prohibited from using the registration website.

All state associations are *required* to use the online registration system for NLSC.

VOLUNTEER GROUPS

The following "Volunteer" NLSC groups register at this site:

<https://w3.smartreg.com/webreg/SKILLSUSA14>

- Alumni
- Conference Management Team
- Contest Set-up Helpers
- Courtesy Corps
- Judges
- National Education Team
- National Contest Technical Committee Members

This booth will now be located outside the SkillsUSA headquarters office beginning this year.

REGISTRATION

In order to compete at the National Leadership and Skills Championships, members must have been bona fide SkillsUSA members (registered with National SkillsUSA and all dues paid) by March 1, 2015. There are no exceptions to this rule.



CONFERENCE EXPENSES

To assist you as you make your conference plans, the chart below lists expenses for NLSC registration fees and hotel costs.

CONFERENCE		TOTAL
National Registration Fee/per person (ALL conference attendees must pay the registration fee if they are to attend any SkillsUSA function, including opening/closing ceremonies)	\$140.00	
State Registration Fee/per person	\$25.00	
Total NLSC Registration Fee/Per Person		\$165.00
HOTEL/LODGING		
Room Rates Per Night (Up to 4 persons per room.) Price includes the applicable taxes which everyone, even nonprofits, are required to pay.	\$155.00/night	\$155.00/room/night

A few reminders before you begin registration:

- For team contests, each team member must be registered individually.
- The interview contestants for American Spirit, Chapter Display, Promotional Bulletin Board, Occupational Health and Safety, and Outstanding Chapter must be registered as contestants.
- Advisors should:
 - Ensure that all contestants are bona fide members of SkillsUSA (registered with the National SkillsUSA office and have all dues paid by March 1, 2015).
 - Verify that contestants have received instruction and demonstrated knowledge of the operation and safe use of the tools and equipment they will be using in their respective contests.
 - Complete all information on the registration form.
 - Ensure that for special needs contestants the SPECIAL NEEDS CONTESTANT form (included in this document) is completed and turned in.



REGISTRATION INSTRUCTIONS

To register your students, go to:

<http://www.skillsusa-register.org/Login.aspx>

Enter your login information (it should be the same as it was for the state conference. If you have trouble, there is online help available.)

Once you're into the system, click on CONFERENCE, and then on MY REGISTRATIONS, just like you did for the state conference, to enter your students.

Registering

When registering you can use the New Registrant button or the Lookup Previous Registration button (if you have registered for a prior conference that has been archived). Please follow Steps 1 -2 -3 that the online registration system will guide you through.

Prior Registrant from a Conference

If registering from a prior conference use the Lookup Previous Registration and register. Click on the FORM button that is displayed to the left of the name. This feature will allow you to print the Conference Registration Form. Give this form to the participant so they can update it with any new information. If there are no changes, the registration is complete other than adding their contest information (if they are competing) and ensuring that emergency contact information is complete.

New Registrant

To print a blank Conference Registration Form from the website, go to Conference Tab and click on Blank Conference Registration Form. Make copies of the form for as many participants as you have – provide this form to all participants –they should complete all information. The form should then be returned to the advisor or designated school person to enter the data on our website.

Reminder

Please note that we no longer use a separate code for nail care and esthetics models. Models and assistants no longer need to be identified with a contestant badge.



REGISTRATION INSTRUCTIONS - CONTINUED

Home Addresses

You must provide a home address. Contest awards and corporate gifts are mailed to home addresses.

Emergency Information

Emergency contact information is required for all participants. ***PLEASE NOTE: This year, medical information is not being collected by SkillsUSA. Advisors must collect the information required by a school/district and must keep it with them at all times. DO NOT send this information to SkillsUSA or the SkillsUSA Colorado state office. Make sure you have this information available for EVERYONE attending the conference!***

Ensure that the appropriate box on the bottom of the Conference Registration Form is checked:

"I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, and Photography and Sound Release agreements, and, by checking the box below, do hereby agree to abide by these in their entirety, accept the conditions of the agreements and completely release SkillsUSA's national and state associations."

If someone requires medical attention, it is important that we have this information and appropriate box checked.

Insurance Coverage and Information

This section explains the basic insurance coverage included with the registration fee paid by a conference participant and how to go about filing a claim in case of an accident. ***NOTE: This is "secondary" coverage, which means claims will go to the primary carrier (if applicable) for payment first. Any treatment resulting from an illness is not covered by SkillsUSA.***



REGISTRATION INSTRUCTIONS - CONTINUED

Insurance Claims

In cases where injuries resulting from an accident have been sustained during the dates of the NLSC, a medical claim form must be picked up at the SkillsUSA registration office in **East Wing, Room E1**. This form should accompany the patient to the treatment center so the attending physician(s) can provide pertinent information related to the case. If a form cannot be completed at the time of treatment, then the information must be submitted at a later date (claim forms can be submitted up to 30 days following the incident.)

All medical claim forms for injury resulting from an accident should be completed and returned to the SkillsUSA registration office during the NLSC or mailed to the SkillsUSA National Leadership Center in Leesburg, VA. Copies will then be forwarded to the insurance company for processing and payment.

Copies of itemized bills must accompany claim forms!



CONFERENCE & HOTEL INFORMATION

Registration for the SkillsUSA National Leadership and Skills Conference is **\$165** per person for all participating individuals and guests. This fee includes name badge, lanyard, program, SkillsUSA Night ticket, bus transportation schedule, and entrance to all conference events and Awards and Recognition booklet.

No individual tickets are sold for the Opening Ceremony on Tuesday, June 23. Only registered conference participants will be admitted. However, the entire opening ceremony will be broadcast live via the Internet and are accessible via the SkillsUSA website at www.skillsusa.org.

Tickets to the awards session on Friday, June 26, are available for \$10 each on a limited basis. Purchase them at SkillsUSA Headquarters in KEC by Friday, June 26, at 4 p.m.

Also, individual tickets for SkillsUSA Night on Thursday, June 25, may be purchased in conference headquarters in KEC for \$20. Note: The name badge is very important! Each conference participant's name badge will contain a bar code on the same side as the participant name. The badge will come with a larger badge holder. The badge design will allow tracking of participants when determining attendance to conference functions, contest meetings and competition events for security purposes. The badge holder, combined with the badge itself, is the official entry credential for SkillsUSA conference participants. To ensure proper use of the new badge design, participants should not attach pins, stickers or other types of interference to the name badge or bar code during the conference. The conference name badge is your entry to all functions and must be worn at all times. If a badge is lost, please report to room our headquarters in KEC for a replacement.

Your state association director will be given all state registration information and material. Conference participants need to obtain this material (items such as your name badge, program and conference information) from the state association director at your state delegation's first meeting on Monday, June 22 at the delegation's hotel.



Competitions

The contest floor will be open to the public beginning on Tuesday June 23rd from 11 a.m. – 5 p.m. During this time, there will be orientations going on and a few preliminary contest events.

Wednesday June 24th from 8 a.m. to 5 p.m. - Limited competition will begin.

Thursday June 25th all competitions begin at 8 a.m. They will close promptly at 5 p.m.

See official program for exact times and details.

Admission is free and open to the public at the times listed above. No access will be allowed to anyone other than credentialed personnel prior to the start times listed.

SkillsUSA Night at the Zoo

This year, there will not be a Champions night. Instead, SkillsUSA has organized an event at the Louisville Zoo. This social event will be on Wednesday, June 24. **The cost is \$5 per person** and includes round-trip transportation from each assigned state hotel. If you are interested in attending this event, please contact Tony Raymond, SkillsUSA Colorado State Director, at tony.raymond@cccs.edu or 720-858-2794.

Payment will be completely separate from the national conference registration fees.

Tickets will be distributed at the delegation meeting on June 22.

SkillsUSA Night – Kentucky Kingdom

SkillsUSA partner Carhartt is sponsoring a special beach party for SkillsUSA Night at Hurricane Bay, inside Kentucky Kingdom (see: www.kentuckykingdom.com) on Thursday, June 25. The beach party will include all water and pool access, music, prizes and a special presentation by the sponsor. The party will begin at 6 p.m. and conclude at 8 p.m. There is no additional charge for admission. Each paid conference registrant receives a ticket to Kentucky Kingdom that will be honored for admission to the beach party. Kentucky Kingdom hours for SkillsUSA Night are from 5:30 p.m.-10 p.m.

Tickets for non-registered attendees are \$20.



Awards Ceremony

The Awards Ceremony will be on Friday, June 26, starting at 6:00 p.m. Tickets for non-registered attendees is \$10. There is no charge for children age 10 and younger. To purchase tickets, go to Room E1 in the East Wing of the Kentucky Exposition Center. Times will be posted outside the door. You may also purchase tickets at the door.

Housing:

Per SkillsUSA, ***ALL*** state associations will conduct housing arrangements for the NLSC through the SkillsUSA Housing Bureau. All state registered participants **MUST** be housed in the same hotel assigned by SkillsUSA. What that means for you is that ***all housing reservations and payments must be submitted to the SkillsUSA Colorado State office.***

The conference registration fees should be submitted along with your hotel payment to the state office no later than May 30, 2015. Please make checks payable to SkillsUSA Colorado. We can accept credit cards for payment.

To make a credit card payment, please go to: www.ctsoadvisor.com/skillsusa. Scroll down to the PAY NOW link on the right side of the screen. Click on it and follow the onscreen prompts.

The Group Room Reservation Form is included in this document. Please copy it as many times as necessary for your chapter, and send it to the STATE OFFICE no later than ***May 15, 2015***. You can email it to Tony Raymond at tony.raymond@cccs.edu or fax it in to (720) 858-3141. **ALL hotel reservations will be made by SkillsUSA Colorado State Office.** Please write clearly when doing your rooming list. ***Please, DO NOT contact the Best Western East to make your own hotel reservations. It is the responsibility of the SkillsUSA Colorado state office to handle all hotel reservations for our state delegation.***

The Colorado delegation will be staying at the Best Western East, 9802 Bunsen Way, Louisville, KY 40299. SkillsUSA will provide shuttle bus transportation to conference events.

Hotel Reservations for Parents and Guests

If you wish your parents and guests to stay at the conference hotel with the Colorado delegation, please include them on your housing sheets. Otherwise, have them follow this link to make hotel reservations:

<https://aws.passkey.com/event/12575624/owner/2639/home>



FREQUENTLY ASKED QUESTIONS

Q: When is registration due?

A: The deadline for registration is May 15, 2015. . If you do not have your students registered by May 15, they will NOT compete at the National Conference in June.

Q: What is the deadline for room reservations?

A: Room reservation forms are due to the state office by **May 15, 2015**.

Q: How can I print a Report of my NLSC registration? How much do we owe?

A: After logging into the registration system, click the Conference Tab, then Fee Summary, Fees Per Program, Fee Details, Registration Summary, or Export to Excel. The Fee Summary will show the amount due.

Q: Where do we send our money?

A: Money collected for all registration fees should be sent to:

SkillsUSA Colorado
c/o Tony Raymond, State Director
9101 E. Lowry Blvd.
Denver, CO 80230

The national office collects conference fees from the state association office. Payment instructions will print on the Fee Summary.

Q: Why can't I view all my school's participant records?

A: To view all records of your school participant(s) you must own them (created the record). If you are in charge of registering everyone, we can give you "rights" to all the records. Please call your state director to change user rights or call 800-355-8422 or email jgarrison@skillsusa.org or strent@skillsusa.org

Q: Why can't I get the record to save?

A: The system will tell you there's a problem by using red type (like this: Birth date **Date of birth must be entered as: MM/DD/YYYY (with a 4-digit year).**)

Q: Why can't I enter my participant in a contest?

A: To enter a contest you must select the Registration Type – Contestant. If you have not selected contestant, it will not allow you to enter a contest.

Q: What is the Submit Button?

A: The submit button will inform your state director that your registration is complete.



Q: Who do I call regarding my state delegation costs, registration, hotel, and transportation questions?

A: These calls should be directed to Tony Raymond, tony.raymond@cccs.edu, or 720-858-2794.

Q: When is payment due?

A: ALL PAYMENTS (registration and hotel) are due to the state office by **May 30, 2015**. The national office collects payment from the state association office. You can pay by credit card. To pay by credit card, go to www.ctsoadvisor.com/skillsusa. Scroll down and click on the PAY NOW button on the right side of the screen.

Q: Where can I get more information?

A: The first stop is to contact your state director – Tony Raymond at tony.raymond@cccs.edu or (720) 858-2794.

Another source of information would be the SkillsUSA website. Conference information is now available and easy to access for all participants at the following link:

<http://skillsusa.org/events-training/national-leadership-and-skills-conference/>. On the right side of the screen are links to:

- Car Rental
- Parking Information
- Shipping Information
- FAQ's
- Tentative Agenda
- Training Opportunities
- Delegate Sessions
- And more!



ADDITIONAL INFORMATION

Colorado Delegation Meetings

There are two scheduled meetings of the Colorado Delegation. Both will occur at the delegation hotel. ***The first meeting is mandatory;*** it will occur on **Monday, June 22 at 6:30 p.m.** It is at this meeting that advisors and contestants receive their name badges and other conference related materials, including schedules and last minute information regarding contests, orientations, bus schedules, etc. All advisors and contestants should plan accordingly to attend this meeting. The second meeting is the delegation celebration and will be held on **Friday, June 26 at approximately 9:00 p.m.** (after the awards ceremony). At this meeting, advisors and contestants will have the opportunity to review scoring sheets. A pizza dinner will be provided.



GENERAL RULES AND REGULATIONS

Advisors and students are reminded to refer to the Official SkillsUSA Championships Technical Standards 2015-2016 and SkillsUSA Championship Updates (<http://skillsusa.org/competitions/skillsusa-championships/contest-updates/>) for specific requirements and critical updates for contestants and organization of contests.

Shipping Information

The official shipping company for the Skills USA National Leadership and Skills Conference is YRC Freight. All shipments must be made by using YRC Freight, if you use another carrier you will need to pay a drayage charge of \$50 per hundred weight, no exceptions. Please use the shipping label located here: <http://skillsusa.org/wp-content/uploads/2015/03/Shipping-Label.doc>

YRC will start receiving freight on May 1 and all freight needs to be received no later than June 16.

If, for any reason, you are unable to meet these required dates, or if you have other questions, please contact YRC Exhibit Services at 800-531-3976. They will make every effort to comply with your needs. A representative will be onsite to assist you with your shipping needs at the end of the competition on Thursday, June 25.

Note: For lightweight package shipments (70 lbs. or less), please use United Parcel Service (UPS) and ship them directly to your hotel. Mark the package(s), "Hold for Arrival" and your name. Please do not ship to YRC Freight.



Official Contest Names

On the following pages is a list of SkillsUSA Championships official contest names and abbreviations, followed by a number of competitors allowed in each contest. You must register the total number of team members required. An exception is granted only in the case of an emergency whereby one team member had to drop out within five (5) days of the competition. No exception will be granted for Automated Manufacturing Technology, Audio/Radio Production, Broadcast News Production, Television (Video) Production, and Web Design teams. If a team member drops out, a substitute must be registered to complete the team, or they will be disqualified.

Contest Updates, Clarifications and Corrections

Please visit <http://www.skillsusa.org/compete/updates.shtml> to review any contest updates, rules, clarification and corrections. This is imperative to avoid any potential disqualification.

Displays and Notebooks

Displays and notebooks are denoted by an asterisk (*). All of these contests require an interview student to be selected in advance of the competition. Only the interview student is the competitor – all other students must be registered as "OTHER."

Models

Models participating in Action Skills and Job Demonstration are NOT contestants and must be registered as "OTHER."

Résumé Requirement

All competitors must create a one-page *hard copy* résumé and submit this to the technical committee chair at the contest orientation. Failure to do so will result in a 10 point penalty. Competitors can bring a résumé to the contest on the day of competition; however, the penalty will remain in effect.

OFFICIAL CONTESTS = 93/TOTAL COMPETITIONS = 100
(With Contest Codes and Number of Allowed Competitors)

- 3-D Visualization and Animation: **VA** – 2
 Action Skills: **AS** – 1
 Additive Manufacturing ★: **AMF** – 2
 Advertising Design: **ADV** – 1
 American Spirit: **AM** – 1-3
 Architectural Drafting: **AD** – 1
 Audio/Radio Production: **RAP** – 2
 Automated Manufacturing Technology: **MFG** – 3
 Automotive Refinishing Technology: **ART** – 1
 Automotive Service Technology: **AST** – 1
 Aviation Maintenance Technology: **AMT** – 1
 Basic Health Care Skills (*HS only*): **CARE** – 1
 Broadcast News Production: **TVN** – 4
 Building Maintenance: **BLMT** – 1
 Cabinetmaking: **CM** – 1
 Career Pathways Showcase:
Arts and Communications Cluster: CPSA – 3
 -Arts, Audiovisual Technology and Communications
-Business, Management and Technology Cluster:
CPSB – 3
 -Business Management and Administration
 -Finance Services
 -Information Technology
 -Marketing, Sales and Services
Health Services Cluster: CPSC – 3
 -Health Science
Human Services Cluster: CPSD – 3
 -Government and Public Administration
 -Law, Public Safety and Security
 -Education and Training Services
 -Human Services
 -Hospitality and Tourism
Industrial and Engineering Technology Cluster: CPSE
 – 3
 -Architecture and Construction
 -Manufacturing
 -Science, Technology and Math
 -Transportation Distribution and Logistics
Natural Resources/Agriculture/Food Cluster: CPSF – 3
 -Agricultural, Food and Natural Resources
 Carpentry: **C** – 1
 Chapter Business Procedure: **CBP** – 6
 Chapter Display: **DIS** – 1-3
 CNC Milling Specialist ♦: **CNCM** – 1
 CNC Technician ♦: **PMT** – 1
 CNC Turning Specialist ♦: **CNCT** – 1
 Collision Repair Technology: **CRT** – 1
 Commercial Baking: **CB** – 1
 Community Action Project ★: **CAP** – 2
 Community Service: **CS** – 3
 Computer Programming: **CP** – 1
 Cosmetology: **CO** – 1
 Crime Scene Investigation: **CSI** – 3
 Criminal Justice: **CJ** – 1
 Culinary Arts: **CA** – 1
 Customer Service: **CUS** – 1
 Dental Assisting: **DA** – 1
 Diesel Equipment Technology: **DET** – 1
 Digital Cinema Production: **VPD** – 2
 Early Childhood Education: **PRE** – 1
 Electrical Construction Wiring: **ECW** – 1
 Electronics Technology: **ET** – 1
 Employment Application Process: **EAP** – 1
 Engineering Technology/Design: **ENG** – 3
 Entrepreneurship: **ENTR** – 4
 Esthetics: **EST** – 1
 Extemporaneous Speaking: **ES** – 1
 Firefighting: **FF** – 1
 First Aid/CPR: **CPR** – 1
 Graphic Communications: **GC** – 1
 Graphics Imaging - Sublimation ★: **GIS** – 1
 Health Knowledge Bowl: **BOWL** – 4
 Health Occupations Professional Portfolio: **HOPP** – 1
 Heating, Ventilation, Air Conditioning and Refrigeration:
HVAC – 1
 Humanoid Robotics ★: **HR** – 2
 Industrial Motor Control: **MOTR** – 1
 Information Technology Services ♦ **CMT** – 1
 Interactive Application and Video Game Development ★: **IAGD** – 4
 Internetworking: **WORK** – 1
 Job Interview: **JI** – 1
 Job Skill Demonstration A: **JSDA** – 1
 Job Skill Demonstration Open: **JSDO** – 1
 Major Appliance and Refrigeration Technology:
MAT – 1
 Marine Service Technology: **MT** – 1
 Masonry: **M** – 1
 Mechatronics: **MECH** – 2
 Medical Assisting: **MA** – 1
 Medical Math: **MM** – 1
 Medical Terminology: **MTM** – 1
 Mobile Electronics Installation: **MEI** – 1
 Mobile Robotics Technology: **MRT** – 2
 Motorcycle Service Technology: **MST** – 1
 Nail Care: **NAIL** – 1
 Nurse Assisting: **NA** – 1
 Occupational Health and Safety – Single: **OHSS** – 1-3

Occupational Health and Safety – Multiple: **OHSM** – 1-3
 Opening and Closing Ceremonies: **OCC** – 7
 Outstanding Chapter: **OUT** – 1-3
 Photography: **P** – 1
 Pin Design (State Conference): **PIN** – 1
 Plumbing: **PLB** – 1
 Power Equipment Technology: **PET** – 1
 Practical Nursing: **PN** – 1
 Prepared Speech: **PS** – 1
 Principles of Engineering/Technology: **PT** – 1
 Promotional Bulletin Board: **BB** – 1-3
 Quiz Bowl: **QUIZ** – 5
 Related Technical Math: **RTM** – 1
 Residential Systems Installation and Maintenance: **RSI** – 1
 Restaurant Service: **FBS** – 1
 Robotics: Urban Search and Rescue ★♦ **USR** – 2
 Robotics and Automation Technology: **RAT** – 2
 Screen Printing Technology: **SP** – 1
 Sheet Metal: **SM** – 1
 Team Engineering Challenge (for Middle School Students)★: **ETC** – 3
 TeamWorks: **TW** – 4
 Technical Computer Applications: **TECH** – 1
 Technical Drafting: **TD** – 1
 Telecommunications Cabling: **CAB** – 1
 Television (Video) Production: **TV** – 2
 T-shirt Design: **TSD** – 1
 Web Design: **WEB** – 2
 Welding: **W** – 1
 Welding Fabrication: **WF** – 3
 Welding Sculpture: **WS** – 1

★ Denotes Demonstration Contest
 ♦ Denotes New Contest Name



SPECIAL ITEMS

Advertising Design/Graphic Communications/Screen Printing Technology

The Graphic Arts Education and Research Foundation (GAERF®) will provide \$250 “travel stipends” to all advertising design, graphic communications and screen printing technology contestants (first-place high school and college/postsecondary). Recipients must be enrolled in or recently graduated from a related/relevant occupational training program and must compete in the national Advertising Design (AD), Graphic Communications (GC) or Screen Printing Technology (SP) contests. No pre-registration is necessary, as participation in each contest will be determined by contest registration. A GAERF representative will present checks to the students during respective contest orientation meetings.

Graphics Imaging-Sublimation/Screen Printing Technology

The Specialty Graphic Imaging Association (SGIA) will also provide a \$250 travel stipend to the Graphics Imaging-Sublimation and Screen Printing Technology contestants (first-place high school and college/postsecondary). Recipients must be enrolled in or recently graduated from a related/relevant occupational training program and must compete in the national Graphics Imaging-Sublimation (GIS) and Screen Printing Technology (SP) contests. No pre-registration is necessary, as participation in each contest will be determined by contest registration. A SGIA representative will present checks to the students during respective contest orientation meetings.

TeamWorks

Bosch Power Tools, IRWIN Industrial Tool Company, Lowe’s Companies, Inc., and State Farm Insurance Companies will provide “travel scholarships” to each of the four-member team TeamWorks competitors. Again, this year, the stipend will be based on **per team** and **location** and **not per individual**. Stipends will be provided as follows:

- **\$300** per team for the following states: AR, **CO**, IA, KS, MO, NE, NM, OK

Please complete the information requested on the form included in this guide and return it to Karen Beatty at the national office by May 15. Checks will be issued to the state association directors by mid-June.



Student Leadership Development Scholarship - Activate and Leverage Training

Robert L. Flint, former Caterpillar executive and SkillsUSA board president (1998-99) provided funds to the SkillsUSA Foundation, Inc., for this scholarship worth *\$1,300*. The purpose of the scholarship is to provide support for top students who have insufficient chapter, school or community resources to participate in national level SkillsUSA leadership training. It will help support expenses for SkillsUSA Activate and Leverage Training held in Louisville over three days prior to NLSC, including registration, materials, meals, lodging and spending money. This amount also covers the cost for the student to remain in Louisville and experience the full week of the SkillsUSA National Leadership and Skills Conference. Transportation from home to the event and back is not included.

Only SkillsUSA state association directors may submit applications for scholarship candidates. Each state association, including both high school and college/postsecondary associations in applicable states, may submit **ONE application**.

Go to <http://skillsusa.org/events-training/national-leadership-and-skillsconference/training-opportunities/> for more information on this training opportunity. Checks will be issued to the state association directors by mid-June.



National Courtesy Corps

Students and instructors requesting to serve on the National Courtesy Corps (NCC) must be current SkillsUSA members. Each chapter sending students must also send an advisor who will assist with supervision of his/her students as well as serve as an NCC member.

All participants must be approved by his/her state association director. Courtesy Corps members will register online at the following Website: <https://w3.smartreg.com/webreg/SKILLSUSA15/>. All applicants under the age of 18 must have the approval of his/her parent or guardian.

The NCC Registration, Personal and Liability Release Form 1 must be completed with appropriate signatures and submitted by the state association director. SkillsUSA will accept the first 150 eligible applicants whose NCC Form 1 is received in the national office by June 2.

Upon receipt, an acknowledgement of approval and instructions will be sent to each applicant. NLSC registration fees for the NCC are waived. In addition, meals and housing expenses are also provided. The only cost to NCC members is transportation to and from Louisville.

All NCC members will be housed at the University of Louisville. No participants will be allowed to stay in hotels with their state delegations.

NCC members are not allowed to compete, judge contests, run for office, participate in any state activities (during work hours), or perform any duties other than those assigned by the NCC Management Committee. NCC members will arrive on Saturday, June 20th, for orientation. NCC members typically work eight-hour days beginning on Sunday, June 21, through the Awards Ceremony on Friday, June 26th, and returning home Saturday, June 27, after breakfast. Finally, NCC members must agree to abide by the SkillsUSA Code of Conduct.



Alumni Sponsored Community Service Project

SkillsUSA is excited to once again join in partnership with GOJO Industries for this year's Community Service Day during the National Leadership and Skills Conference. GOJO is the leading global producer and marketer of skin health and hygiene solutions.

The Community Service Day on Friday will start with a "sendoff" event at 7:30 a.m. in Kentucky Exposition Center's South Wing C Lobby. The goal is to involve 400 students and advisors.

This year, community service registration is part of the conference registration site, and only state association directors can register students. If you are interested, please contact your state director.

This year, volunteers will have several options to lend their talents:

Brightside: Brightside works to unite people in clean and green activities to beautify the city and foster community pride. Volunteers will assist in planting trees and shrubs to help make Louisville a sustainable city.

Habitat for Humanity — Metro Louisville: Building homes means essential building blocks for families and communities, especially when coupled with strong relationships and healthy neighborhoods. The volunteers will assist at construction sites or at construction center.

Metro Parks: Volunteers will participate in the beautification of the Louisville Metro Parks by applying mulch, removing weeds and possibly painting and cleaning at community centers.

Olmsted Conservancy: Volunteers will remove invasive plants in the woodlands, applying mulch around trees and weeding in landscaped areas.

Water Step: This nonprofit organization provides safe water to communities in developing countries. Volunteers will help clean out its storage space and help with sorting donations.

Youth Build: Volunteers will participate in street cleanup, landscaping on the Youth Build campus and wiffle ball field, and work in a rain garden, vegetable garden and outdoor learning classroom.

The deadline for registration is **May 15**. If you have questions concerning the Community Service Day, please contact Byekwaso Gilbert at bgilbert@skillsusa.org.



mikeroweWorks Scholarship

The mikeroweWORKS Foundation is offering a number of scholarships of up to \$1,000 for SkillsUSA member students to attend the National Leadership and Skills Conference in Louisville, Ky., June 22-26. This is the fifth consecutive year the mikeroweWORKS Foundation, in partnership with SkillsUSA, has offered scholarships for SkillsUSA members who compete and place first in their state's SkillsUSA Championships and who otherwise would not be able to attend the national championships for financial reasons. All SkillsUSA students who meet these competition criteria are welcome to apply. The mikeroweWORKS Foundation scholarship program provides assistance to eligible students who are pursuing an education in a vocational or similar trade-related program. This year, the mikeroweWORKS Foundation has a priority focus on high-school and college/postsecondary students who are working toward careers in manufacturing, construction, automotive, engineering and STEM-related trade occupations.

Scholarships will be awarded based on a student-written narrative describing the need for the scholarship, how the student has benefited through participation in SkillsUSA and why the student chose his or her particular trade or technical skill. Applicants are also required to provide a recommendation written by his or her SkillsUSA advisor or the state association director in support of the financial need.

Applicants need to apply online at: www.skillsusa.org/membership-resources/scholarshipsfinancial-aid/the-mikeroweworks-foundation-competitor-scholarship/.

Scholarship applications *must be* received by **Friday, May 29** (midnight EDT).



2015 Student Leadership Development Scholarship

Leadership development for students is at the core of SkillsUSA. Through a structured SkillsUSA leadership training program, students have the opportunity to prepare for leadership roles as the future leaders of America's technical work force. SkillsUSA leadership activities help mold character, citizenship and the employability skills required for a highly skilled 21st Century workplace.

The SkillsUSA Student Leadership Development Scholarship was established in 2007 with financial support from Robert L. Flint, former Caterpillar executive and SkillsUSA board president (1998-99). SkillsUSA administers the scholarship fund, with advisory support from Mr. Flint and a panel comprised of scholarship fund donors. The purpose of the scholarship is to provide support for top students who have insufficient chapter, school or community resources to participate in national level SkillsUSA leadership training.

In 2014-2015, the scholarship will provide financial support for eight students who are recognized for having strong leadership potential and who would greatly benefit from national leadership training, but do not have the sufficient resources to participate. Only SkillsUSA state association directors may submit applications for scholarship candidates. Each state association, including both high school and college/postsecondary associations in applicable states, may submit **ONE application**. State Directors should solicit the lead chapter advisors for nominations, and then choose one nominee's application to submit to the SkillsUSA national office. Once nomination applications are received at the SkillsUSA National Leadership Center, a panel of SkillsUSA staff and leadership trainers will evaluate the applications and select the top candidates. The donor advisory committee will review the finalists' applications and determine the winners.

Scholarships will be awarded in the following amounts:

\$1,300 Scholarship – To support expenses for SkillsUSA Activate and Leverage Training held in Louisville, Kentucky over three days in June each year. This amount covers registration, materials, meals, lodging (four nights, double room), shuttle bus transportation from hotel to training site daily and \$50 spending money. This amount also covers the cost for the student to remain in Louisville and experience the full week of the SkillsUSA National Leadership and Skills Conference. Transportation from home to the event and back is not included. Go to <http://skillsusa.org/events-training/nationalleadership-and-skills-conference/training-opportunities/> for more information on this training opportunity.



\$800 Scholarship – To support expenses for the Washington Leadership Training Institute (held in Washington, D. C. over four and one-half days in September each year.) This amount covers registration, lodging (four nights, double room), all meals, bus transportation to all conference activities (including two trips to Capitol Hill and one trip to the SkillsUSA National Leadership Center and \$50 spending money. Transportation from home to the event and back is not included. Go to <http://skillsusa.org/events-training/washington-leadership-training-institute/> for more information on this training opportunity.

If you are interested in this opportunity, please contact Tony Raymond, tony.raymond@cccs.edu or 720-858-2794.



Hotel Courtesies, Safety, Dress Code, Planning, Packing

SkillsUSA members have a nationwide reputation of high standards to uphold. Keep in mind it is our good reputation that enables you to take pride in your organization. The following is a list of hotel courtesies and suggestions to which registrants should give serious consideration:

- Registrants should tip the bellhop when he/she takes them to their room(s) – about \$1 per bag and when he/she answers room service – about 15% of price.
- Participants should tip for meals – about 15% of price
- Participants will not open hotel windows or throw objects out of the windows (an offense subject to police action)
- Participants should always be considerate of other guests in the hotel.
- Participants should consider their stay in their hotel room as being a guest in someone's home and should conduct their behavior in the same manner, keeping their sleeping rooms neat and clean at all times.
- Participants are expected to respect and obey hotel security procedures and safety procedures including fire alarms, cleared stairwells, security doors and lighting, and posted notices must be followed at all times.
- Code of Conduct and rules established by chaperone(s) and/or hotel rules must be followed at all times.
- Hotels may charge for any call from rooms, either to another room in the hotel or outside.

Hotel Safety

In addition to observing all hotel security and safety procedures, participants should identify nearest exits on the floor of both sleeping room and state meeting room. In the event of a hotel fire, or emergency situation, hotel elevators will not operate. To obtain additional emergency information for state delegation hotels, visit:

<http://skillsusa.org/events-training/national-leadership-and-skills-conference/registration-and-logistics/hotel/>



Dress Code

Registrants traveling as a group should remember they are representing SkillsUSA and forming a public impression of the organization. When traveling, registrants are not required to wear official SkillsUSA attire, but they are encouraged to wear clothing with the SkillsUSA logo – for example, an embroidered polo shirt with khaki slacks.

At all times, whether traveling or during the conference, registrants' overall appearance should be clean and neat. Their attire should be appropriate for the occasion. Contestants must follow the clothing requirements in the official technical standards for their contests. During formal events such as the opening and awards ceremonies, official SkillsUSA attire is required.

Dress Code for Award Winners to be Strictly Enforced

Photos of medalists and industry supporters are used in trade and SkillsUSA publications. It's important that all members demonstrate their professionalism by looking the part. Therefore, the national Board of Directors has ruled that all contestants receiving medals at the ceremony must be dressed in **official SkillsUSA attire or SkillsUSA Championships work clothing**. Winners who are dressed inappropriately will not be allowed on stage. Other attire, jeans, T-shirts, sneakers, boots and sandals are not allowed. Please leave behind any cameras, purses, hats and other "spirit items," including blinking lights, glow sticks, etc.

As defined in the SkillsUSA Championships Technical Standards, official attire begins with the red blazer or windbreaker. For women, it also includes a white blouse [collarless or small-collared], black dress skirt or black dress slacks, black sheer [not opaque] or skin-tone seamless hose, and black shoes. For men, official attire includes the blazer plus a white dress shirt, solid black tie, black dress slacks, plain black socks, and black dress shoes.



Pins and Name Badges

While SkillsUSA encourages delegates to develop their potential through association with individuals from all states, including the trading of state pins, they are reminded that they need to be mindful to present themselves as professionals, especially when wearing official SkillsUSA attire. The following information should be used as a guide when wearing official SkillsUSA attire.

How to Wear Pins on Official SkillsUSA attire

- *Statesman's Award and PDP Pins:* Students are to be quite proud of themselves as they earn PDP awards. Encourage students to show what they have accomplished by wearing their PDP pins. It is your/student's choice as to whether they earn pins for completing each PDP degree. Pins can be worn on the official SkillsUSA blazer or on other SkillsUSA clothing. Statesman's awards and PDP pins should be worn side by side and centered 1/4-inch above the SkillsUSA blazer breast pocket. The Statesman's Award pin goes on the left. If only one pin is worn, it should be centered about 1/4-inch above the breast pocket. Only one Statesman's Award and one PDP pin should be worn – those representing the highest degree attained.
- *Name Badges/Conference Pins:* Name badges should be centered at the widest portion of the right lapel. Conference pins should be centered 1/2-inch below the officer badge/pin.
- *Officer Pins:* Officer pins should be centered on the left lapel. The top of the pin aligns with the widest portion of the label. The year is centered vertically to the right of the officer pin. The officer guard dangles from the chain.



Students: Be prepared for a great trip to Louisville and the SkillsUSA National Conference! Ensuring a good experience means being prepared! Here are few items to consider in preparing for the National Conference:

- Be sure you know your travel schedule and trip details. If in doubt, check with your advisor well before departure day.
- If you are a SkillsUSA contestant or delegate, check to be sure you have the proper work uniform, SkillsUSA official attire for the Awards Ceremony, and all tools or equipment specified for your contest. If you need clothing or tools, acquire these items well ahead of time.
- Rules and requirements are different for national events than for state events and can change year to year. Be sure you have the latest rules for your contest.
- Visit the National SkillsUSA website at www.skillsusa.org for the latest SkillsUSA contest updates and conference information.
- If you would like a copy of the rules for any contest, purchase them online from www.skillsusa.org/store/

Planning and Packing - Tips for Students

Take the time to think through what you will need, and then pack accordingly.

- Leave your itinerary with family
- Tag your luggage inside and out
- Bring a calling card or a cell phone
- Bring your cell phone charger
- Have your advisor's cell phone number
- Carry your medical insurance card
- Bring a list of family phone numbers
- Leave expensive jewelry at home
- Bring an alarm clock
- If you take prescription medicine, bring a supply with you
- Bring some extra cash for emergencies
- Bring two pairs of comfortable shoes
- Write down your schedule for the week including any meetings, contest times, state meetings, etc.
- Reminder:** No backpacks or large tote bags are allowed at the opening/closing ceremonies.



CONFERENCE REGISTRATION, PERSONAL AND LIABILITY RELEASE FORM

Read the other side of this form. Then, complete the *entire* form. Type or print clearly.

- Participants must wear their name badge *at all times* during the conference.
- They should also carry a copy of their medical insurance card at all times.

1 Complete this entire section.

Participant's home address is required. Do not use school address as home address.

Email address is required. Pre-conference information will be sent electronically.

SkillsUSA State Association:			Parents' /Guardians' Names (if participant is under age 18):		
Check one: <input type="checkbox"/> High School Division (Secondary) <input type="checkbox"/> Middle School Division <input type="checkbox"/> College/Postsecondary Division			Parents' Telephone Number (area code required): ()		
Participant's Name (First, Last) as it should appear on name badge:			Name of SkillsUSA Advisor for participant's occupational area:		
Participant's HOME Address:			School where participant's occupational training/trade area is taught:		
City:	State:	ZIP Code:	Mailing Address of above school:		
HOME Telephone (area code required): ()	CELL Phone (area code required): ()	City:	State:	ZIP Code:	
Age:	Date of Birth (MM/DD/YY):	Check one: <input type="checkbox"/> Male <input type="checkbox"/> Female	School Telephone Number (area code required): ()		
EMAIL address (to receive important instructions/contest updates before conference):			Participant's T-shirt Size: <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> 1X <input type="checkbox"/> 2X <input type="checkbox"/> 3X <input type="checkbox"/> 4X <input type="checkbox"/> 5X		

2 Contestants only, complete this section.

All others, complete this section.

Check: <input type="checkbox"/> Contestant	Contest Abbreviation: _____ and Name (from cover sheet) in which competing:
Graduation Year:	Occupational Training/Trade Area in which contestant is enrolled:
Check one: <input type="checkbox"/> Advisor (Teacher) <input type="checkbox"/> State Association Director <input type="checkbox"/> Delegate <input type="checkbox"/> State Association Director's Spouse/Child	<input type="checkbox"/> Observer (Student, Family, Child, Other, Etc.) _____

3 Complete this on-site emergency contact/ADA information.

Name of Teacher/Adult chaperoning participant at conference:	Check "Yes" if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA). We will contact you for further information. <input type="checkbox"/> Yes
ON-SITE Telephone Number of teacher/adult chaperone (area code required): ()	

4 Check the appropriate box to signify the participant's agreement.

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, the Release of Personal Information Through Lead Retrieval System statement, and the Photography and Sound Release agreement, and, by checking the box, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state associations.

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, the Release of Personal Information Through Lead Retrieval System statement, and the Photography and Sound Release agreement, and, by checking the box, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state associations. I have provided all necessary medical information to the adult chaperoning my child at this event so that this person may act on my behalf in case of a medical emergency.

**PARTICIPANTS —
CHECK HERE IF YOU ARE *OVER AGE 18*
AND ATTEST:**

**PARENT/GUARDIAN —
CHECK HERE TO ATTEST FOR PARTICIPANT
(MANDATORY IF PARTICIPANT IS *UNDER AGE 18*)**

THIS COMPLETED FORM MUST BE TURNED IN OR PARTICIPANT WILL NOT BE ALLOWED TO ATTEND.

SkillsUSA

Personal Liability and Medical Release Form

I hereby agree to release SkillsUSA Inc., its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the SkillsUSA National Leadership and Skills Conference, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees. I voluntarily assume all risk and danger relating to the conference, whether occurring prior to, during or after the event.

I do voluntarily authorize the SkillsUSA National Leadership and Skills Conference medical services coordinator, assistants and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the named person as deemed necessary in medical judgment. Parents/guardians of participant will allow **emergency medical treatment** to be administered as needed. Any further treatment will require parental/guardian consultation.

I agree to indemnify and hold harmless SkillsUSA Inc. and said medical services coordinator and/or assistants and designees for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

Having read and understood completely the "Code of Conduct" of SkillsUSA Inc., I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing SkillsUSA.

Audio- or videotaping of conference speakers is not permitted.

NOTE: All persons under legal age must have a parent or guardian check this form (see other side). If you are age 18 or older, please indicate that on other side of this form. Otherwise, this form will be returned for parent/guardian approval. All participants must check this form.

Release of Personal Information Through Lead Retrieval System

Each participant name badge at SkillsUSA's National Leadership and Skills Conference will include a barcode that includes personal information.

I understand that by giving my verbal permission to vendors and staff associated with the conference, this information will be used for follow-up after the conference. Personal information will include name, e-mail address, mailing address, training program and contest area, where appropriate.

By checking the box on the other side, I acknowledge my understanding of this statement.

Code of Conduct Agreement

SkillsUSA's National Leadership and Skills Conference is designed to be an educational function, and all plans are made with that objective. It is SkillsUSA's most significant meeting of the year, with thousands of students attending from all over the nation. It is approved as a major educational activity by the National Association of Secondary School Principals and the Association for Skilled and Technical Sciences.

SkillsUSA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing SkillsUSA as the nation's greatest student organization.

For everyone to receive the maximum benefits from participation, SkillsUSA's "Code of Conduct," as established by its national board of directors, must be followed at all times.

Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. SkillsUSA is proud of its students and knows that by signing this "Code of Conduct" you are simply reaffirming your dedication to be the best possible representative of your state.

1. I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not enter any hotel room other than the one to which I am assigned. I understand that I am assigned a hotel room for the sole purpose of overnight accommodation.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel/motel without the express permission of my advisor or state association director. Should I receive permission, I will leave a written notice of where I will be.
7. My conduct shall be exemplary at all times.
8. I will keep my advisor or state association director informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect official SkillsUSA attire and not smoke while wearing it.
11. I will attend, and be on time for, all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times.

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference, I may be brought before the appropriate disciplinary committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the "Code of Conduct" will be grounds for immediate removal from office and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's state department of education and parents or guardians. The participants from the participant's state could be disqualified as well.
2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's state department of education and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud and meaningful member of SkillsUSA that I agree to these rules of conduct by attesting to the statement on the other side of this page.

Photography and Sound Release

By my attendance at the conference, I hereby grant SkillsUSA's national headquarters permission to make still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by SkillsUSA's headquarters permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary. I understand that my name may or may not appear with my photo, sound picture or sound recording.

Further, I hereby relinquish to SkillsUSA's national headquarters all rights, title, interest in and income from the finished sound or silent motion pictures,

still pictures and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints, and further grant SkillsUSA's national headquarters the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network, or governmental agency, or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary. I do hereby waive all personal claims, causes of action or damages against SkillsUSA's national headquarters and the employees thereof arising from a performance or appearance.



CONFERENCE REGISTRATION, PERSONAL AND LIABILITY RELEASE FORM

Read the other side of this form. Then, complete the *entire* form. Type or print clearly.

- Participants must wear their name badge *at all times* during the conference.
- They should also carry a copy of their medical insurance card at all times.

1 Complete this entire section.

Participant's home address is required. Do not use school address as home address.

Email address is required. Pre-conference information will be sent electronically.

SkillsUSA State Association:			Parents' /Guardians' Names (if participant is under age 18):		
Check one: <input type="checkbox"/> High School Division (Secondary) <input type="checkbox"/> Middle School Division <input type="checkbox"/> College/Postsecondary Division			Parents' Telephone Number (area code required): ()		
Participant's Name (First, Last) as it should appear on name badge:			Name of SkillsUSA Advisor for participant's occupational area:		
Participant's HOME Address:			School where participant's occupational training/trade area is taught:		
City:	State:	ZIP Code:	Mailing Address of above school:		
HOME Telephone (area code required): ()	CELL Phone (area code required): ()	City:	State:	ZIP Code:	
Age:	Date of Birth (MM/DD/YY):	Check one: <input type="checkbox"/> Male <input type="checkbox"/> Female		School Telephone Number (area code required): ()	
EMAIL address (to receive important instructions/contest updates before conference):			Participant's T-shirt Size: <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> 1X <input type="checkbox"/> 2X <input type="checkbox"/> 3X <input type="checkbox"/> 4X <input type="checkbox"/> 5X		

2 Contestants only, complete this section.

All others, complete this section.

Check: <input type="checkbox"/> Contestant	Contest Abbreviation: _____ and Name (from cover sheet) in which competing:	
Graduation Year:	Occupational Training/Trade Area in which contestant is enrolled:	
Check one: <input type="checkbox"/> Advisor (Teacher) <input type="checkbox"/> State Association Director <input type="checkbox"/> Observer (Student, Family, Child, Other, Etc.) _____ <input type="checkbox"/> Delegate <input type="checkbox"/> State Association Director's Spouse/Child		

3 Complete this on-site emergency contact/ADA information.

Name of Teacher/Adult chaperoning participant at conference:	Check "Yes" if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA). We will contact you for further information. <input type="checkbox"/> Yes
ON-SITE Telephone Number of teacher/adult chaperone (area code required): ()	

4 Check the appropriate box to signify the participant's agreement.

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, the Release of Personal Information Through Lead Retrieval System statement, and the Photography and Sound Release agreement, and, by checking the box, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state associations.

PARTICIPANTS —
CHECK HERE IF YOU ARE *OVER AGE 18*
AND ATTEST:

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, the Release of Personal Information Through Lead Retrieval System statement, and the Photography and Sound Release agreement, and, by checking the box, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state associations. I have provided all necessary medical information to the adult chaperoning my child at this event so that this person may act on my behalf in case of a medical emergency.

PARENT/GUARDIAN —
CHECK HERE TO ATTEST FOR PARTICIPANT
(MANDATORY IF PARTICIPANT IS *UNDER AGE 18*)

THIS COMPLETED FORM MUST BE TURNED IN OR PARTICIPANT WILL NOT BE ALLOWED TO ATTEND.

SkillsUSA

Personal Liability and Medical Release Form

I hereby agree to release SkillsUSA Inc., its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the SkillsUSA National Leadership and Skills Conference, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees. I voluntarily assume all risk and danger relating to the conference, whether occurring prior to, during or after the event.

I do voluntarily authorize the SkillsUSA National Leadership and Skills Conference medical services coordinator, assistants and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the named person as deemed necessary in medical judgment. Parents/guardians of participant will allow **emergency medical treatment** to be administered as needed. Any further treatment will require parental/guardian consultation.

I agree to indemnify and hold harmless SkillsUSA Inc. and said medical services coordinator and/or assistants and designees for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

Having read and understood completely the "Code of Conduct" of SkillsUSA Inc., I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing SkillsUSA.

Audio- or videotaping of conference speakers is not permitted.

NOTE: All persons under legal age must have a parent or guardian check this form (see other side). If you are age 18 or older, please indicate that on other side of this form. Otherwise, this form will be returned for parent/guardian approval. All participants must check this form.

Release of Personal Information Through Lead Retrieval System

Each participant name badge at SkillsUSA's National Leadership and Skills Conference will include a barcode that includes personal information.

I understand that by giving my verbal permission to vendors and staff associated with the conference, this information will be used for follow-up after the conference. Personal information will include name, e-mail address, mailing address, training program and contest area, where appropriate.

By checking the box on the other side, I acknowledge my understanding of this statement.

Code of Conduct Agreement

SkillsUSA's National Leadership and Skills Conference is designed to be an educational function, and all plans are made with that objective. It is SkillsUSA's most significant meeting of the year, with thousands of students attending from all over the nation. It is approved as a major educational activity by the National Association of Secondary School Principals and the Association for Skilled and Technical Sciences.

SkillsUSA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing SkillsUSA as the nation's greatest student organization.

For everyone to receive the maximum benefits from participation, SkillsUSA's "Code of Conduct," as established by its national board of directors, must be followed at all times.

Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. SkillsUSA is proud of its students and knows that by signing this "Code of Conduct" you are simply reaffirming your dedication to be the best possible representative of your state.

1. I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not enter any hotel room other than the one to which I am assigned. I understand that I am assigned a hotel room for the sole purpose of overnight accommodation.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel/motel without the express permission of my advisor or state association director. Should I receive permission, I will leave a written notice of where I will be.
7. My conduct shall be exemplary at all times.
8. I will keep my advisor or state association director informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect official SkillsUSA attire and not smoke while wearing it.
11. I will attend, and be on time for, all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times.

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference, I may be brought before the appropriate disciplinary committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

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GROUP ROOM RESERVATION FORM

Type Key

- S = Secondary (High School) Student
- P = Postsecondary Student
- O = Observer
- A = Advisor/Adult
- X = In Charge

SkillsUSA Colorado

Page _____ of _____

School: _____

Arrival Date: _____/_____/_____

Departure Date: _____/_____/_____

Last Name, First Name	Type	M/F	Accommodations
1.			<input type="checkbox"/> One person, one bed
2.			<input type="checkbox"/> Two people, one bed
3.			<input type="checkbox"/> Two or more people, two beds
4.			<input type="checkbox"/> Rollaway requested
Last Name, First Name	Type	M/F	Accommodations
1.			<input type="checkbox"/> One person, one bed
2.			<input type="checkbox"/> Two people, one bed
3.			<input type="checkbox"/> Two or more people, two beds
4.			<input type="checkbox"/> Rollaway requested
Last Name, First Name	Type	M/F	Accommodations
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Last Name, First Name	Type	M/F	Accommodations
1.			<input type="checkbox"/> One person, one bed
2.			<input type="checkbox"/> Two people, one bed
3.			<input type="checkbox"/> Two or more people, two beds
4.			<input type="checkbox"/> Rollaway requested



SKILLSUSA COLORADO TRADING PINS

You may purchase your SkillsUSA Colorado State Trading Pin through the Colorado State Office. Pins will also be available for sale through the state advisor at the conference. The pins are \$1 each and look like:



PIN ORDER FORM

You may use the form below to order pins, or you can purchase pins during the state delegation meeting at the hotel in Louisville. *There are a limited number of pins, and they will be sold on a first-come, first-served basis.* Your order form must be mailed with a check or money order or credit card to:

SkillsUSA Colorado, Attn: Tony Raymond
 9101 E. Lowry Blvd., Denver, CO 80230

Name:		
School:		
Mailing Address:		
City:	State:	Zip
Phone:	Cell Phone:	
Email Address:		
Number of Pins:	X \$1.00 =	\$
Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card		



Publicity

Here are several news releases you can use to promote SkillsUSA Chapter.

FOR IMMEDIATE RELEASE

For information, contact: **[local advisor's name]**
[phone number]
[Date]

Local Students Attend the SkillsUSA National Leadership and Skills Conference

[Number of students] students from **[school name]** are in Louisville, Kentucky this week as delegates and competitors at the 51st National Leadership and Skills Conference sponsored by SkillsUSA.

During their stay, students participate as competitors or as voting delegates where they elect their national officers for the year and conduct the business of their organization. Students also meet with business and industry representatives and hear from government officials. And, they have fun, too.

Many students are participating as competitors in the SkillsUSA Championships, held on Wednesday, June 24 and Thursday, June 25. More than 6,000 students compete in 100 occupational and leadership skill areas. SkillsUSA programs also help to establish industry standards for job skill training in the classroom.

SkillsUSA is a national organization that serves technical, skilled and service occupation instructional programs in public high schools, career and technical centers and schools and two- and four-year colleges. SkillsUSA annually serves more than 320,000 student members annually, organized into more than 3,900 schools and 54 state and territorial associations (including the District of Columbia, Puerto Rico, Guam and the Virgin Islands).

SkillsUSA helps students discover and grow their career passions. As a nationwide partnership of students, instructors and industry working together, SkillsUSA works to ensure America has a skilled workforce. It helps every student excel. Career and technical education is learning that works for America. SkillsUSA has the active support of more than 600 corporations, trade associations, business and labor unions at the national level. More than 11.5 million people have been annual members of SkillsUSA since its founding as the Vocational Industrial Clubs of America in 1965. SkillsUSA programs teach leadership, citizenship and character development to complement technical skill training. The organization emphasizes respect for the dignity of work, ethics, workmanship, scholarship and safety.

SkillsUSA is recognized by the U.S. Department of Education and is cited as a successful model of employer-driven youth development training program by the U.S. Department of Labor. For more information, go to <http://www.skillsusa.org>.



SAMPLE

FOR IMMEDIATE RELEASE

For information, contact: **[local advisor's name]**
[phone number]

[Date]

Student Team Attends the SkillsUSA National Leadership and Skills Conference

A team of students **[names of students]** from **[name of school]** are competing in the **[name of contest]** at the SkillsUSA Championships. The competition takes place at the Kentucky Exposition Center in Louisville, Kentucky on June **[competition date(s)]**. The team earned the right to compete when they won first place at the **[state]** SkillsUSA Championships this spring. They are accompanied by the SkillsUSA advisor, **[name of advisor]**.

The SkillsUSA Championships, at which more than 6,000 students compete in 100 occupational and leadership skill areas, is held in conjunction with the SkillsUSA National Leadership and Skills Conference, attended by more than 15,000 people.

During their stay, students participate as competitors or as voting delegates where they elect their national officers for the year and conduct the business of their organization. Students also meet with business and industry representatives and hear from government officials. And, they have fun, too.

SkillsUSA is a national organization that serves technical, skilled and service occupation instructional programs in public high schools, career and technical centers and schools and two- and four-year colleges. SkillsUSA annually serves more than 320,000 student members annually, organized into more than 3,900 schools and 54 state and territorial associations (including the District of Columbia, Guam, Puerto Rico and the Virgin Islands).

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SAMPLE

FOR IMMEDIATE RELEASE

For information, contact: **[local advisor's name]**
[phone number]

[Date]

**Local Student is Voting Delegate to SkillsUSA National Leadership and Skills Conference
or
Local Student Competing at the SkillsUSA National Leadership and Skills Conference**

[Name of student], **[age]**, of **[hometown]**, and a student at **[school name]**, is attending the 50th SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky, June 22-26, as a **[delegate or competitor in name of competition]**.

[Name of student] is attending the conference as a delegate. At the organization's business sessions, student delegates represent their state in electing their national officers and conducting the business of their organization.

[Name of student] is competing in the SkillsUSA Championships, held on Wednesday, June 24 and Thursday, June 25. Here more than 6,000 students compete in 100 occupational and leadership skill areas. The SkillsUSA Championships is the national-level competition for public high school and college/postsecondary technical students enrolled in career and technical education programs. SkillsUSA organizes this event, and it is considered the single greatest day of industry volunteerism in America annually at an estimated cost of more than \$36 million. Each SkillsUSA Championships contestant is a state-level gold medalist.

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Advisor Checklist

- All students and advisors registered at NLSC registration site. (May 15, 2015 deadline)
- Hotel Group Reservation Form completed and submitted to state office. (May 15, 2015 deadline)
- Payment of NLSC registration fees and hotel fees sent to the state office. (May 30, 2015 deadline).
- Copies made of all student registration forms and insurance information for students and advisor (student should carry information at all times during the conference).
- Student resumes prepared and copied (to be turned in at contest orientation)
- All travel arrangements completed. (Airline, rental car, school van/bus etc.)
- Pin order form turned in along with check, money order or credit card. Please note: You can use a credit card to pay for trading pins!
- GOJO-Sponsored Community Service Project -- All volunteers must be registered online. Deadline for registration: May 15, 2015. If you have questions, please contact Byekwaso Gilbert at: bgilbert@skillsusa.org.
- Scholarship forms completed and returned to State Director for signature.
- Special Needs Contestant forms completed and returned to State Director for signature (May 10, 2015 deadline)