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Virginia Department of Education
P. O. Box 2120
Richmond, Virginia 23218-2120
Telephone: 804-225-2021

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You may also view Governor Ralph Northam’s Executive Order 1 (EO-1, 2018) (PDF), which specifically prohibits discrimination on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity or expression, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.
SkillsUSA Virginia
Advisor Manual

Developed by
SkillsUSA Virginia Writing Team
and the
CTE Resource Center

in cooperation with
Trade and Industrial Education
Office of Career, Technical, and Adult Education
Virginia Department of Education

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Acknowledgements

Special appreciation is extended to the following individuals for their contributions in compiling this document:

- David Kindle, Wise County Career and Technical Education Center
- Dr. Sidney Delepine, Virginia Beach Career and Technical Education Center
- Everett Foxx, Joseph T. Mastin High School
- Francene Green, Colonial Heights High School
- Joyce Price, Blacksburg High School
- Robert Stringham, Edison Academy
- Shelly Coates, Associate Director, Administration and Finance, SkillsUSA
- Virginia Artis Owens, Lafayette High School
- Pat Richard, former SkillsUSA Virginia Student Specialist
- David Rathbone, former SkillsUSA Virginia Student Specialist
- Dr. Richard Ross, former Trade & Industrial Program Specialist
- Edward Sullivan, former Trade & Industrial Program Specialist
- Deborah Tripp, former SkillsUSA Virginia State Advisor
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This guide was edited and produced by the CTE Resource Center, a grant project of the Virginia Department of Education administered by Henrico County Public Schools, Department of Career and Technical Education. Please send any comments or corrections to the SkillsUSA state advisor.

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Virginia Department of Education

Tricia S. Jacobs, PhD, CTE Coordinator of Curriculum and Instruction
Office of Career, Technical, and Adult Education
Virginia Department of Education
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SkillsUSA Virginia programs are expanding rapidly, with many new chapters being added each year. This organization is for students enrolled in trade and industrial education programs in Virginia’s secondary schools, community colleges, and under the Department of Correctional Education. SkillsUSA Virginia is an affiliate of National SkillsUSA and has adopted the national guidelines and principles with minor changes to incorporate the vision of SkillsUSA Virginia.

**SkillsUSA Virginia’s Vision:** SkillsUSA Virginia is recognized as setting the standard for preparation of students in pathways to technical and industrial careers. All eligible students are involved as active members, and business and industry is in full support of the program of work. The organization is synonymous with quality workers through its employment network. The public understands and values the students and teachers of SkillsUSA Virginia.

**SkillsUSA Virginia’s Mission:** To prepare students enrolled in trade and industrial education and technical programs for successful transition to Virginia’s communities and workforce through a balanced combination of employability, leadership, and academic skills.

The Virginia Department of Education (VDOE) supports the state board’s regulations governing career and technical education (CTE) as stated in 8VAC20-120-160 career and technical education student organizations (CTSOs):

All CTE students shall be provided opportunities to participate in instructional activities of the local organization.

1. A CTSO shall be an integral and active part of each secondary CTE program (grades 9, 10, 11, 12) offered.
2. Each middle school CTE program (grades 6, 7, 8) offered shall include co-curricular instructional activities related to the respective CTSO.
3. Where dues are collected for membership in such organizations, payment of such dues shall not determine a student’s participation in instructional activities of the local organization.

This manual is designed to help instructors develop a strong and meaningful instructional program by using SkillsUSA as a teaching tool.
SkillsUSA is an organization for students enrolled in trade and industrial education programs. Through chapter activities that are planned, initiated, and conducted by SkillsUSA members, the organization promotes social and leadership skills as well as pride in personal workmanship. The chapter brings together students who share common interests, ideals, and purposes. SkillsUSA is an integral part of the trade and industrial education program. Through the activities of the organization, members learn about their roles in the school and community and about the world of work. SkillsUSA students serve others and make vital contributions toward improving the quality of life in today’s world, and more importantly, in helping to shape tomorrow’s world.

SkillsUSA seeks to instill a competitive spirit among its members through participation in local, district, state, and national events. In these programs, students develop personal leadership skills and proficiency in occupational skill achievement. Participation in the total SkillsUSA program, including professional, civic, and social activities, gives SkillsUSA members a strong self-image and prepares them for leadership roles in the world of work.

**History of VICA-SkillsUSA**

1920—The first national organization for students in trade and industrial education—the Future Craftsmen of America—was formed by educators during the early days of public vocational education. Although it held two national conventions, the organization did not have strong industry and labor support and did not survive the Great Depression.

1960—Interest resurfaced for a national organization for trade and industrial students among state supervisors and teacher trainers, including Harry A. Meinert of Illinois; Byrl Shoemaker and Ralph C. Neal of Ohio; J.C. Ruppert of Arkansas; and Joseph Reed and Thomas Bell of Tennessee. Meinert surveyed states with trade and industrial chapters, and at a national conference of head state supervisors of trade and industrial education, reported finding 799 clubs in 18 states. Other early supporters of a national organization included Lowell Burkett of the American Vocational Association (AVA, now the Association for Career and Technical Education [ACTE]), Albert Willis of the National Association of Secondary School Principals, and Lee Chapman of the International Association of Machinists.

At an AVA meeting, a committee was formed to study the issue. Among the members were representatives of the U.S. Office of Education, including Merle E. Strong, John Brown, and A. Webster Tenny, and the National Association of State Supervisors of Trade and Industrial Education (NASSTIE).

1962—The AVA encouraged the U.S. Office of Education to hire a short-term employee to form the national trade and industrial organization.

1963—Interest in the organization grew among AVA advisory groups, which included labor and management representatives.

1964—NASSTIE president-elect Don Pound appointed a new committee of people who had worked with state vocational industrial clubs. It included Harry Meinert, Ralph Neal, and J.C. Ruppert, as well as Chairman Philip Baird of Illinois, Jesse Carrell of Texas, Larry W. Johnson of North Carolina, and Gip Massey of Alabama.

At the 1964 AVA convention, Otto Pragan of the AFL-CIO, John Harmon of the U.S. Chamber of Commerce, and Albert Willis of the National Association of Secondary School Principals spoke in favor of the proposed organization.

1965—The Vocational Industrial Clubs of America, Inc. (VICA) was founded by students and teachers who were serious about their professions and saw the need for more training in the areas of leadership to complement their chosen vocations. In Nashville, Tennessee, 14 states were represented, as VICA chose its name, colors, motto, purposes, and goals. **Larry W. Johnson was appointed the national director.**
1966—VICA membership was 29,534 in 1,074 clubs in 26 chartered states and territories. At the national conference in Little Rock, Arkansas, the organization’s emblem was displayed for the first time, and the first official state charters were presented. The first issue of the VICA magazine was produced.

1968—Plans were announced for the National VICA Center to be located near Washington, D.C. The first national VICA Week was held March 10–16. VICA members were received by President Lyndon B. Johnson in the Cabinet Room of the White House. The students gave the president a handmade gavel and sounding block inscribed: “To Lyndon B. Johnson—America’s Great Educational President.”

1971—The organization conducted its national competition in Roanoke, Virginia, under a new name: the U.S. Skill Olympics.

1973—Medals were first presented at the U.S. Skill Olympics. The International Youth Skill Olympics designated VICA as the nation’s representative to the competition. Membership was more than 150,000.


1977—Contributions topped $56,000 from VICA alumni, friends, and members to purchase the land in Loudoun County where the National Leadership Center now sits.

1978—Ground breaking began for the National Leadership Center in Leesburg, Virginia.

1979—The new National Leadership Center in Leesburg, Virginia, was formally dedicated.

1980—VICA started the Youth Development Foundation committee, composed of top-level business executives and labor officials, to encourage and secure financial support.

1981—The United States hosted the International Youth Skill Olympics for the first time in Atlanta. VICA members joined 274 international contestants from 14 countries in 33 contests.

1982—For the first time, VICA incorporated industry update seminars as part of the National Leadership Conference.

1983—President Ronald Reagan spoke at the National Leadership Conference in Louisville, Kentucky, and said, “American industry as well as American educational institutions should take note of the VICA experience.”

1984—Two important groups of supporters, the ambassadors and the alumni coordinating committee, were organized. Membership hit 3,500,000.

1985—VICA celebrated its 20th anniversary; membership had grown to 12,632 chapters; the U.S. Skill Olympics had grown to 38 competitive events. The first International Skill Olympics Gold Medal was awarded to the United States. Dennis Falls of Arizona brought home the graphic design gold medal.

1986—The board of directors approved a long-range plan and mission statement reflecting partnerships among students, teachers, employers, labor, and other officials. An ex-officio board position was created for the chair of the Youth Development Foundation committee.

1987—The VICA Professional Development Program was created with 6,500 students and teachers involved in level 1 testing.

1988—The board of directors appointed Stephen Denby, then national director of development, as executive director. Efforts began to organize chapters in Ontario, Canada. An independent organization, Skills Canada, grew out of these efforts.

1989—An ex-officio position on the board of directors was created for the State VICA Directors’ Association.
1990—VICA celebrated its 25th anniversary.

1991—Robert Pope won the gold medal for welding in the Amsterdam International Youth Skill Olympics. He made history by receiving the first gold medal in welding for the United States, and by obtaining the most points in any IYSO contest since its beginning.

1992—An ex-officio position was created on the board of directors for the chair-elect of the Youth Development Foundation committee.

1993—The Total Quality Curriculum, which develops skills in Total Quality Management, was released.

1994—A decision was made to change the name of the U.S. Skill Olympics to SkillsUSA Championships—to become effective the following year.

1995—The SkillsUSA Championships were held at the national conference, which became known as the National Leadership and Skills Conference. International skill contests were renamed the International Vocational Training Competitions.

1996—Secretary of Education Richard Riley, Secretary of Labor Robert Reich, and J.D. Hoye, executive director of the U.S. Department of Education’s School-to-Work Office, spoke at VICA’s Washington Leadership Training Institute’s Congressional Breakfast.

1997—Karen E. Ward, corporate member and state association director from Massachusetts, was the first former student member, as well as the first woman, elected to chair the board of directors.

1998—The board of directors voted to change the name of the organization to SkillsUSA–VICA, effective July 4, 1999. Robert L. Flint of Caterpillar, Inc. was the first business representative elected to chair the board of directors. The International Vocational Training Competitions were renamed the World Skills Competition.

1999—The new name, SkillsUSA–VICA, became effective after a week of special activities at the National Leadership and Skills Conference. Nationwide, chapter members began an image campaign in which they spoke to community leaders about the value of skilled employees, their training, and membership in the student organization.

2001—Timothy W. Lawrence, a former student member, became national executive director. Lawrence had also been a classroom instructor at Tazewell County Career and Technical Education Center in Tazewell, Virginia, an industry employee, a state association director, and a member of the board of directors. An ex-officio position on the board of directors was created for the National Association of State Directors of Career and Technical Education Consortium.

2002—The board of directors approved shortening the name of the national organization to SkillsUSA, to be effective in 2004.

2003—An ex-officio position on the board of directors was created for a college/postsecondary representative.

2004—On September 1, the organization’s name officially changed to SkillsUSA.

2005—SkillsUSA celebrated its 40th anniversary at the National Leadership Center in Leesburg, Virginia.

2005—The organization paid off the mortgage on the SkillsUSA National Leadership Center.

2006—A students’ liaison was added to the national board of directors.

2008—SkillsUSA released the first Skills Connect Assessment as part of its new Work Force Ready System.
The board of directors approved changing the name of the Youth Development Foundation of SkillsUSA Inc. to the SkillsUSA Foundation Inc.

The first official SkillsUSA middle school constitution was adopted and the first middle-school chapter charter was presented to Riverside Middle School in Watertown, Wisconsin.

The national board of directors approved a decision to appoint members emeritus, usually former members of the board, who could bring advisor/counsel to the board. The emeritus positions have no voting privilege.

Excerpted from SkillsUSA Leadership Handbook and SkillsUSA website: https://www.skillsusa.org/about/history-brand-resources/
### Facts and Figures

#### Corporate Officers

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
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<tbody>
<tr>
<td>1965–74</td>
<td>George Swartz*</td>
</tr>
<tr>
<td>1974</td>
<td>Mac Gray</td>
</tr>
<tr>
<td>1975–1976</td>
<td>Bill Vaughn</td>
</tr>
<tr>
<td>1976–1991</td>
<td>Ben Baines*</td>
</tr>
<tr>
<td>1991–2002</td>
<td>Lee Ross*</td>
</tr>
<tr>
<td>2000–2002</td>
<td>Joy Goodrich</td>
</tr>
<tr>
<td>2003–2007</td>
<td>Lee Ross</td>
</tr>
<tr>
<td>2007–2008</td>
<td>Jason Clark</td>
</tr>
<tr>
<td>2009–2014</td>
<td>Edward Sullivan</td>
</tr>
<tr>
<td>2015–present</td>
<td>J. Anthony Williams</td>
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* National Board President

#### VICA/SkillsUSA Virginia State Directors/Advisors

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<thead>
<tr>
<th>Year</th>
<th>Name</th>
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<tbody>
<tr>
<td>1965</td>
<td>Warren Overstreet</td>
</tr>
<tr>
<td>1966–1974</td>
<td>Ben Baines</td>
</tr>
<tr>
<td>1974–1978</td>
<td>Mac Canterbury</td>
</tr>
<tr>
<td>1978–1980</td>
<td>Bertha Porter</td>
</tr>
<tr>
<td>1988–1996</td>
<td>Tim Lawrence</td>
</tr>
<tr>
<td>1996–2000</td>
<td>Mark Church</td>
</tr>
<tr>
<td>2000</td>
<td>Sondra Massie</td>
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<tr>
<td>2000–2001</td>
<td>Lee Ross</td>
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<tr>
<td>2001–2006</td>
<td>Pat Richard</td>
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<tr>
<td>2006–2007</td>
<td>Lee Ross</td>
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<tr>
<td>2007–2012</td>
<td>David Rathbone</td>
</tr>
<tr>
<td>2012–2018</td>
<td>Deborah Tripp, CSD</td>
</tr>
<tr>
<td>2018</td>
<td>J. Anthony Williams</td>
</tr>
<tr>
<td>2018–present</td>
<td>Joyce Price</td>
</tr>
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</table>

**Note:** Marcus Wallace (2000 and 2006–2007) served as a special assistant to the state officer team.

#### Professional Development Program: International Degree Level 6 Winners

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
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<tbody>
<tr>
<td>1977</td>
<td>Donna Smith</td>
</tr>
<tr>
<td>1983</td>
<td>Julie Edwards and Roger Wilkerson</td>
</tr>
<tr>
<td>1986</td>
<td>Shannon Brooks and Joyce Price</td>
</tr>
<tr>
<td>1989</td>
<td>Julie Richards</td>
</tr>
<tr>
<td>1992</td>
<td>Jeffrey Coles</td>
</tr>
<tr>
<td>2015</td>
<td>Julianne Rosa</td>
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<td>2016</td>
<td>Rita Yeary</td>
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#### International Occupational Award Winners (World Skills)

<table>
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<tr>
<td>1975</td>
<td>William Carper (Carpentry)</td>
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<tr>
<td>1978</td>
<td>Raymond Coleman (Industrial Wiring)</td>
</tr>
<tr>
<td>1985</td>
<td>John Mihovetz (Precision Machining-Press Tool Making)</td>
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<tr>
<td>1988</td>
<td>Bill Firth (Automobile Mechanics)</td>
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<tr>
<td>1989</td>
<td>Billy Foglia (Advertising Design)</td>
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SkillsUSA Virginia State Leadership Conference and Skills Championships (SLC) and SkillsUSA National Leadership and Skills Conference (NLSC) Locations

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<td>1970</td>
<td>Roanoke</td>
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<td>Roanoke</td>
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<td>1974</td>
<td>Virginia Beach</td>
<td>San Antonio, Texas</td>
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<td>Roanoke</td>
<td>Miami, Florida</td>
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<td>Bristol</td>
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</table>
Purposes of SkillsUSA Virginia

SkillsUSA Virginia’s purposes, as defined by its members, include the following:

- To unite in a common bond all students enrolled in trade and industrial education
- To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities
- To foster a deep respect for the dignity of work
- To assist students in establishing realistic vocational goals
- To help students attain a purposeful life
- To create enthusiasm for learning
- To promote high standards in trade ethics, workmanship, scholarship, and safety
- To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic process
- To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence
- To create among students, faculty members, patrons of the school, and persons in industry a sincere interest in and esteem for trade and industrial education
- To develop patriotism through knowledge of our nation’s heritage and the practice of democracy

Goals of SkillsUSA Virginia

SkillsUSA Virginia is committed to the concept of total development of the individual. To foster the development of citizenship and leadership qualities, it has been necessary to develop programs based on selected goals:

- Acceptance of SkillsUSA activities by the education system as an integral part of the instructional program
- Involvement of every instructor as an advisor to students in carrying out SkillsUSA’s national program of work
- Creation of programs that will motivate members in their training and chapter activities
- Expansion of high-quality leadership training for students, advisors, and partners on the local, state, and national levels
- Expansion of competitive activities
- Addition of print and electronic resources for members and chapters
- Improvement of public relations and civic/community involvement
- Employment of an individual to conduct the duties of the state association director
- Growth of membership in secondary schools and college/postsecondary programs

Excerpted from the SkillsUSA Leadership Handbook.
Benefits of SkillsUSA Virginia

SkillsUSA Virginia offers many benefits for all SkillsUSA advisors, as well as professional and student members. They receive the following benefits and opportunities through the national office. Other benefits and opportunities may be offered by the local chapter and/or state office.

Advisors and Professional Members
- Teacher incentives
- SkillsUSA magazine subscription—SkillsUSA Champions
- Scholarship opportunities
- Discounts—see the link below
- Professional membership cards
  - http://www.skillsusa-register.org/Login.aspx

Students
- SkillsUSA Champions magazine subscription
- Scholarship and award opportunities
- Members-only section of website
- Access to career resources and contact with industry
- Opportunities to compete in SkillsUSA championships at the local, state, and national levels
- Job contacts and networking opportunities
- Opportunity to learn and practice professional and leadership skills
- Recognition from peers, teachers, and leaders within the community
  - http://www.skillsusa.org/membership-resources/students/

School
- Increased student enrollment in CTE
- Increased community awareness of student skills
- Recognition for the school through equipment grants and financial donations
- Support from business and industry
- Media coverage for the school and its programs
Section II: SkillsUSA Symbolism and Ceremony

Like most organizations, SkillsUSA has a certain amount of symbolism and ceremony that is unique to the organization. Through study and practice of the ideals exemplified in the SkillsUSA pledge, creed, motto, emblem, and colors, students gain insight into true meaning and purpose of their organization.

SkillsUSA Pledge

Upon My Honor, I pledge

- To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers
- To base my expectations of reward upon the solid foundation of service
- To honor and respect my vocation in such a way as to bring repute to myself
- And further, to spare no effort in upholding the ideals of SkillsUSA

Meaning of the Pledge (from SkillsUSA Leadership Handbook)

Upon my honor, I pledge: This is a very strong statement. It means you are committed to follow through on your promise.

To prepare myself: Preparation requires self-control. It means effort without immediate reward but with the knowledge that the effort will pay off when the preparation is completed.

By diligent study: Diligence implies something far beyond a quick review of assignments. Diligence means perseverance, concentration, not always taking the easy route, and that learning is lifelong.

And ardent practice: A person of character makes every effort in spite of setbacks or personal loss.

To become a worker: SkillsUSA members take pride in making things happen and in being good workers for their employers.

Whose service: Doing things for others is the basis of many occupations. SkillsUSA members strive to be active in their schools and communities.

Will be recognized as honorable: The result of preparation, work experience, and service is the respect and honor given to SkillsUSA members.

To base my expectations of reward upon the solid foundation of service: This statement reinforces the attitude that you must first serve in order to gain. This attitude is important to success.

To respect my vocation: SkillsUSA members recognize the need to find their vocation and strive to understand its traditions, skills, leaders, and potential.

To bring repute to myself: SkillsUSA members strive to have a good reputation among their peers, fellow workers, teachers, parents, and employers.

To spare no effort in upholding these ideals: This means service to the community, school, and chapter—getting things done and becoming a leader, all with the ideals of SkillsUSA in mind.
SkillsUSA Creed
The word *creed* is defined as a brief statement of belief. This section presents the six parts of the creed that represent your organization. Take a few minutes to think about each statement. Are the statements beliefs that you can accept? Take some time to discuss your attitude toward these beliefs with your classmates.

- **I believe in the dignity of work.**  
  I hold that society has advanced to its present culture through the use of the individual’s hands and mind. I will maintain a feeling of humbleness for the knowledge and skills that I receive from professionals, and I will conduct myself with dignity in the work I do.

- **I believe in the American way of life.**  
  I know our culture is the result of freedom of action and opportunities won by the founders of our American republic, and I will uphold their ideals.

- **I believe in education.**  
  I will endeavor to make the best use of knowledge, skills, and experience that I will learn in order that I may be a better leader in my chosen career and a better citizen in my community. To this end, I will continue my learning now and in the future.

- **I believe in fair play.**  
  I will, through honesty and fair play, respect the rights of others. I will always conduct myself in the manner of the best professionals in my career and treat those with whom I work as I would like to be treated.

- **I believe satisfaction is achieved by good work.**  
  I feel that compensation and personal satisfaction received for my work and services will be in proportion to my creative and productive ability.

- **I believe in high moral and spiritual standards.**  
  I will endeavor to conduct myself in such a manner as to set an example for others by living a wholesome life and by fulfilling my responsibilities as a citizen of my community.

SkillsUSA Motto

“Preparing for Leadership in the World of Work”

Excerpted from the *SkillsUSA Leadership Handbook*.

SkillsUSA Colors
The colors red, white, blue, and gold represent the national SkillsUSA organization.

- **Red** and **white** represent the individual states and chapters.
- **Blue** represents the common union of the states and of the chapters.
- **Gold** represents the individual, the most important element of the organization.
SkillsUSA Logo

On displays, chapter material, casual apparel, and other promotional items, use the SkillsUSA logo as the official symbol of your organization. The logo and instructions for its use can be downloaded at: https://www.skillsusa.org/about/history-brand-resources/logos-and-graphic-standards/

SkillsUSA Emblem

Early in the organization’s history, student members designed the emblem and the symbolism of its parts. All of the following components comprise our emblem. Separately they could be applied to many organizations, but as one unit they represent the fundamental principles and purposes of our organization. The emblem represents SkillsUSA, and today, it is still used in ceremonies and on the official blazer.

- The shield represents patriotism. The shield denotes our belief in democracy, liberty, and the American way of life.
- The gear represents the industrial society. The gear, symbolic of the industrial society, denotes the interdependence and cooperation of the individual working with labor and management for the betterment of mankind.
- The torch represents knowledge. The flaming torch reflects the light of knowledge, which dispels the darkness of ignorance. In the light of the torch, progress will be made toward the vocational goals of the individual.
- The orbital circles represent technology. The circles represent the challenge of modern technology and the training needed to accept and master the challenge of new technical frontiers and the need for continuous education.
- The hands represent the individual. The hands portray a search for knowledge and our desire to acquire a skill. In the process of attaining knowledge and skill, we will develop a respect for the dignity of work and become productive and responsible citizens.

Excerpted from the SkillsUSA Leadership Handbook.
The SkillsUSA Framework illustrates how students fulfill the mission of the organization “to empower members to become world-class workers, leaders, and responsible American citizens.”

**What it does**
- Provides a common language for students to articulate what they gain from SkillsUSA participation to employers, school administrators, parents, and other students
- Assesses student skill development along a learning continuum of awareness, demonstration, and mastery
- Creates a vision for SkillsUSA programs at the local, state, and national levels to ensure quality student-led experiences that build skills in all members

**Why it works**
- Empowers every student to achieve career success
- Delivers a skill set demanded by business and industry but lacking in many employees today
- Ensures that every student member receives a consistent and specific skill set
Section III: Local Section/Chapter Management

It takes many components to organize and manage a local chapter. To get the most out of your chapter, the planning has to start early. SkillsUSA provides the opportunity for your students to learn and practice leadership and employability skills. Within your classroom and through a quality SkillsUSA chapter, students can acquire these skills and be prepared for the world of work.

Why Start a Chapter?

SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA presents opportunities for leadership development and the application of essential skills. As members, your students will be part of America’s largest association of teachers and students involved in trade, technical, and skills service training. SkillsUSA will give you and your students exposure to dynamic resources that will positively influence your school and community.

Value for Your Students

For the majority of students, SkillsUSA is the first professional organization they will join. The experiences and knowledge gained provide an excellent platform for career development and success. SkillsUSA also sets the stage for involvement in other professional and service organizations. Advantages include

- teamwork and leadership development
- reinforcement of employability skills
- a nationally-recognized contest program
- community service opportunities
- access to scholarships
- networking with potential employers.

Value for the Classroom and School

Great teachers are always looking for ways to engage students and build relationships. SkillsUSA provides the tools to do both. In a student-run organization, members feel a sense of empowerment and belonging. SkillsUSA is a motivator for students to put forth their best effort in the classroom, making daily lessons even more relevant to career success. As a SkillsUSA advisor, the activities, projects, and contests provide opportunities for you to build stronger relationships with students. Chapter activities and accomplishments can build a positive image for your program and your school. Benefits include

- recognition for the school within the community
- opportunities to meet educational standards
- development of CTE pathways
- improved recruitment and enrollment
- more graduates equipped with essential skills.

Value for You, the Teacher

SkillsUSA is centered on industry-based technical standards to keep instruction current and relevant. These standards are required for all SkillsUSA competitions, providing an opportunity for students to demonstrate classroom knowledge via the practical application and assessment of skills within various trade areas. Another benefit is the professional development program (PDP). This guide keeps track of student leadership and work skills to help you equip students with the technical and employability traits required by industry. As a chapter advisor, you will have opportunities for professional development current with industry standards to strengthen your instructional program. Benefits to teachers include

- an enhanced technical curriculum
- improved class attitudes
• a way to test and measure student skills
• avenues for local industry support
• opportunities to showcase CTE pathways
• greater administrative support
• professional development and networking.

Value to Industry
SkillsUSA develops both the technical and employability skills American industry is seeking. Through participation in SkillsUSA, members are better prepared for entry and advancement in their careers. Connections are made between industries looking for skilled professionals and SkillsUSA members possessing the personal attributes and skills to be valuable employees. Industry appreciates that SkillsUSA provides
• programs that meet industry needs
• more opportunities to prepare students for employment
• promotion of specific industries
• hands-on application of skills
• ways to support local programs and employers.

Getting Started
SkillsUSA Virginia advisors who are new to their task should familiarize themselves with the history, purpose, and objectives of the organization. This can be accomplished by studying the SkillsUSA Leadership Handbook, which is available from the national SkillsUSA website: www.skillsusa.org/shop. Assistance in getting started is also available from the SkillsUSA Virginia state advisor. A new advisor should also plan to visit several experienced advisors in order to gain specific information on techniques of chapter operation.

Before fall classes begin, the SkillsUSA chapter advisor should meet with the instructors of the various trade and industrial education program areas. Goals of such early meetings are to explain the advantages offered through SkillsUSA, gain teacher support, and assist the section advisors in organizing their work in the total SkillsUSA program. New advisors have many tools [New Advisors’ Membership Kit and Advisor’s Success Kit (ASK)] available through the national SkillsUSA website.

After generating interest in SkillsUSA, proceed to help students form a chapter. You may select a committee to organize SkillsUSA. If this is done, it will be necessary to elect a chairperson to serve until the chapter is chartered.

If your school already has SkillsUSA, it will not be necessary to appoint a committee to form the chapter. The advisor can send a letter to his/her students explaining SkillsUSA and the dues for the organization in August. Therefore, the students will be ready to attend their first meeting when the school year begins.

Suggested ideas of things to do before the first meeting:
• Learn about SkillsUSA.
• Contact national SkillsUSA and request a supply catalog and membership kit.
• Review all available chapter materials.
• Visit other chapters and talk to the sponsors.
• Contact the state advisor.
• Meet with prospective section advisors and discuss the goals.
• Decide upon chapter objectives, and make a tentative list of suggested activities. (Note: Student input into chapter activities can be gained after the election of officers and before the formation of committees.)
• Write a suggested constitution. (This is for a new chapter. If you have an existing chapter, review your current constitution.)

For the first meeting:
• Assemble all Trade and Industrial students at a social meeting.
• Introduce chapter advisor and section advisors.
• Discuss overall chapter objectives, relationship of SkillsUSA to trade and industrial education classes, requirements of a successful chapter, and the advantages for student participation.
• Discuss membership requirements, dues, and local, district, state, and national SkillsUSA structure. Refer to the organizational structure found in the state SkillsUSA constitution.
• Explain the qualifications and duties of the officers and different committees. (Suggestion: Create an officer and committee bulletin board with descriptions of each role. After the officers and committees are elected, you can place their names and pictures on the bulletin board.)
• Introduce the SkillsUSA Leadership Handbook.
• Discuss the meaning of the emblem, creed, pledge, motto, and colors.
• Display posters, decals, blazers, and other chapter materials.
• Show a SkillsUSA promotional video.
• Announce that a slate of officers will be formalized by a nominations and elections committee.
• Appoint a membership committee.
• Appoint a nominations and elections committee.
• Enjoy the social event and get to know many of the students.

After the meeting:
• Have advisors meet to discuss and plan.
• Discuss the agenda for the next SkillsUSA meeting.
• Have students from each section advertise the chapter via posters, classroom visitation, and conversation.
• Discuss details of the future election.
• Expand or add to the goals of the chapter.
• Initiate a plan for SkillsUSA championships.

Start membership drive:
• Publish the time, place, and date for the next general meeting for all trade and industrial education students.
• Show a promotional video.
• Have refreshments, and enjoy a brief social.
• Publicize the membership drive around school. Ask membership committee to provide details about where and when students may join.
• Avoid a long enrollment period for new members. Get the membership list and other information to district, state, and national headquarters promptly.
• Go to: http://www.skillsusa-register.org/ to join SkillsUSA.
• Make every effort to issue membership cards as soon as they are received from national headquarters. Be sure to spell members’ names correctly.

For the second meeting:
• Have the SkillsUSA members meet.
• Cover topics on the agenda prepared during the previous meeting of the sponsors.
• Review qualifications and duties of officers.
• Announce the slate of officers and upcoming election.
• Bring up the points concerning chapter activities and the importance of committee work.
• Call for nominations from the floor for each office. Leave space on the ballot under each office for write-in candidates.
• Adjourn meeting.

After the meeting:
• Prepare the ballot.
• Encourage students to prepare posters and otherwise publicize the election.
• Establish a date, place, and time for speeches.
• Establish a date, place, and time for election.
During and after the elections:
- Oversee the election, check the membership roster for validity of each voter, and preserve the integrity of the election and results.
- Count ballots and verify the results.
- Publish the results and congratulate the winners.
- Secure local newspaper publicity.

Hold an executive council meeting:
- Assist each officer in learning the duties of his or her office.
- Discuss characteristics of leadership.
- Plan calendar and budget.
- Plan the program of work.
- Assist officers in developing a list of committees, and discuss goals for the committees. (Some suggested committees include executive, program of work, finance, public relations, community services, program planning, initiation and installation, membership, safety, and social.)
- Finalize chapter constitution.
- Petition for a school charter and state SkillsUSA charter.
- Develop plans to procure necessary SkillsUSA equipment and materials.

Following the executive council meeting:
- Form SkillsUSA sections for the different occupational areas in the school.
- Conduct nominations and elections.
- Plan budget.
- Plan calendar.
Checklist for Getting Started

Preliminary

_______ Request supply catalog and membership kit from national SkillsUSA.
_______ Order essential SkillsUSA materials and review.
_______ Discuss SkillsUSA with a local outstanding chapter advisor.
_______ Contact the state advisor.
_______ Meet with other chapter advisors.
_______ Prepare a list of objectives and activities to meet objectives.
_______ Write suggested constitution.

First Student Meeting

_______ Hold a social-organizational meeting for trade and industrial education students.
_______ Explain SkillsUSA program.
_______ Appoint membership committee.
_______ Appoint nominations and elections committees.

Advisor’s Meeting

_______ Hold an advisor’s meeting to plan topics and agenda for second all-school meeting.
_______ Plan time and date for next meeting.
_______ Appoint students from each section to advertise the upcoming meeting.

After Advisor’s Meeting

_______ Conduct membership drive.
_______ Issue membership cards.
_______ Send membership list to district and state headquarters.
_______ Plan a second meeting for arranging upcoming election.

Second Student Meeting

_______ Discuss value of committee work with the group.
_______ Discuss qualifications of officers with entire group.
_______ Announce slate of officers.
_______ Call for nominations from the floor.

After Second Student Meeting

_______ Set date and time for candidate speeches.
_______ Set date and time for election.
_______ Prepare ballot.
_______ Oversee the election.
_______ Count ballots and verify results.
_______ Secure newspaper publicity on election.

Executive Council Meeting

_______ Assist officers in learning duties of office.
_______ Discuss leadership characteristics.
_______ Plan calendar and budget.
_______ Plan program of work.
_______ Assist with committee appointments.
_______ Finalize constitution.
_______ Petition for a school and state SkillsUSA charter (if applicable).
_______ Order SkillsUSA equipment and materials.

Following Executive Council Meeting

_______ Form separate SkillsUSA sections.
SkillsUSA Program Survey for Students

Note: Interesting, worthwhile programs at SkillsUSA meetings provide the best means for communication, enlightenment, and entertainment. Good programs help promote chapter goals and boost attendance. Members have a chance to contribute their thinking to enrich the programs. Section advisors may use this form to gain member input.

1. List names of persons (chapter members and non-chapter members) you would like to present a SkillsUSA program. Give examples of subjects that you would like to see included.

________________________________________________________________________________________

________________________________________________________________________________________

2. List guest speakers or special programs that you have observed in other chapters or settings that you think would be appropriate for SkillsUSA.

________________________________________________________________________________________

________________________________________________________________________________________

3. List specific subjects that you would like to have presented at future SkillsUSA meetings.

________________________________________________________________________________________

________________________________________________________________________________________

4. Would you like to present a program to SkillsUSA members? What subject would you like to cover (e.g., hobby, business, fundraiser)?

________________________________________________________________________________________

________________________________________________________________________________________

5. What types of programs should the chapter avoid when planning meetings?

________________________________________________________________________________________

________________________________________________________________________________________

6. Other comments on meetings

________________________________________________________________________________________

________________________________________________________________________________________
SkillsUSA Membership Drive

Your SkillsUSA membership drive should begin immediately upon the opening of the school year. You should strive for 100 percent membership to encourage the maximum number of students to benefit from SkillsUSA activities. Please visit http://www.skillsusa-register.org/. For information on the total participation plan (TPP), contact your state advisor. SkillsUSA activities are an integral part of your program. If last year’s program was successful, you should experience little difficulty in motivating student interest and obtaining maximum student involvement.

The recruitment drive should not be a one-time effort; it must be a continuous effort to be truly successful. The drive to spread information about SkillsUSA should involve as many people as possible. Involve school administrators and guidance counselors by enrolling them as professional members.

When new members have been accepted, they should be formally initiated. A dignified installation ceremony causes new members to feel that they are an important part of the total organization. The ceremony should be held at a time when most of the membership can be present. Invite state officers, district officers, school officials, alumni, and local community officials to be present and take an active part in the ceremony.

Types of Membership

- **Active membership**— This membership type is for students who are in trade and industrial education at either the high school or college/postsecondary level. Students must be enrolled in a coherent sequence of courses or career major preparing them for further education and/or employment, and they must be earning credit toward a diploma/certificate or its equivalent.

- **Professional membership**— This membership type is for people who are associated with or participating in the professional development of SkillsUSA’s active members, as approved by their state association. Professional members include section advisors, teacher educators and supervisors, and corporate and board members. Professional members pay dues but are not eligible to serve as national voting delegates, hold national office, or otherwise represent their state association in SkillsUSA.

- **Alumni membership**— This membership type is for former active members who are no longer enrolled in trade and industrial education. Charters for local alumni organizations may be issued by any SkillsUSA state association. All members are encouraged to participate in the total program of work. For more information, contact your SkillsUSA state advisor.

- **Honorary life membership**— This membership type is for individuals who have made significant contributions to the development of SkillsUSA and the areas of CTE it serves. Honorary life members do not pay dues.

Excerpted from the *SkillsUSA Leadership Handbook*.

**Dues**

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<thead>
<tr>
<th></th>
<th>Student</th>
<th>Professional</th>
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<tbody>
<tr>
<td>SkillsUSA Virginia</td>
<td>$5.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>National SkillsUSA</td>
<td>$8.00</td>
<td>$20.00</td>
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<td><em>District</em></td>
<td><em>( Determined by each district)</em></td>
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<tr>
<td><em>Local</em></td>
<td><em>( Determined by each school)</em></td>
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*For information about district dues, contact the district chairperson ([http://www.skillsusava.org](http://www.skillsusava.org)).
Membership Information
Online registration is mandatory for all SkillsUSA Virginia membership. You can find the registration information at the SkillsUSA website, https://www.skillsusa.org/. Click Join, and follow the directions. Registration must be received by November 15 to receive all publications from the national office.

Membership Deadline
The registration deadline for all SkillsUSA Virginia students and professionals is December 31. All state and national dues must be paid at the same time. Second-semester membership deadline, for newly enrolled students, is February 14. Final deadline for membership is March 1, in order to be able to compete and run of state and national office.

Ideas for Attracting Prospective Members
- Give the students and teachers information about meetings in advance. This will eliminate conflicts in scheduling and will also allow the teachers to recognize current and prospective SkillsUSA members.
- Invite students to attend a regular SkillsUSA meeting as guests.
- Be certain that everyone has a copy of the agenda. The agenda should be planned well in advance.
- Have each member be responsible for bringing new members to the meeting.
- Regular members should introduce the new members to the group.
- The president should greet new members and make sure that they feel welcome.
- New members should be personally invited to attend future meetings.
- All guests’ names should appear in the school newspaper.
- Involve as many new members as possible on committees and other chapter projects.
- Promote participation in the SkillsUSA State Fair Contests and the Southwest Fall Festival.

Managing Your Chapter
Successful SkillsUSA chapters have a lot in common. The basic similarity appears to be that of a well-designed management program. Management encourages and provides for guidance and control, yet allows students to contribute to the growth and completion of the SkillsUSA chapter goals.

Management is concerned with staffing, directing, and conducting the SkillsUSA chapter activities. When SkillsUSA advisors, officers, and the membership committee work together harmoniously, it is an indication of good leadership and organized planning.

To achieve the successful completion of assigned tasks, the advisors, officers, and members must clearly define the roles and responsibilities of those charged with controlling chapter activities. Evaluating the progress of persons responsible for assigned tasks requires a chain of command whereby modifications and corrective actions can be freely passed up and down through channels. Having high-caliber personnel in positions to effectively guide the SkillsUSA chapter is the beginning of success. The responsibility of chapter management, involving the teachers and students, includes
- chapter management structure
- calendar of events
- annual budget
- community involvement
- membership drive
- staff planning
- public relations
- records and publications
- national chapter activities participation
- evaluation of total chapter efforts.
Activities must be planned in such a way that all members are served by their affiliation with the chapter. Furthermore, activities should project a good image to the community. Successful chapters avoid serving the wishes of cliques.

Committees plan and carry out most of the chapter activities. By selecting the best-qualified person for committee chairperson, high-quality learning activities can be ensured. Through effective committee management, each member of the chapter has the opportunity to participate and to realize the objectives of student involvement in SkillsUSA. Committee functions are the heart and growth of the chapter.

A committee is a group of people delegated to consider, investigate, take action, and report on a matter. The committee represents an efficient method to achieve goals through using the democratic process. Furthermore, through committee participation, students are able to grow in leadership and participative qualities as well as develop in the areas of responsibility and perseverance. There are two basic types of committees: standing and special.

Standing committees are appointed for the entire year to perform specified duties. Typical standing committees in a SkillsUSA chapter reflect each component of the program of work (see Section IV). Standing committees should be organized during the first month of the school year. All members should be given some type of a committee assignment. Committee membership is a good personal experience, and active committees also reduce the work load of elected officers. This will allow officers more time for planning and coordinating responsibilities.

Special committees are appointed for an immediate purpose and dissolved when the need ceases to exist. An example of a special committee is the membership committee.

For a chapter to operate efficiently, it is important that a chairperson and a secretary be appointed at the first committee meeting. The secretary should take accurate and concise notes. At business meetings, the presiding officer will call on each chairperson to present the committee reports.

Standing and special committees are made up of at least three members. Committee membership can be decided by election or appointed by the presiding officer. All members should serve on at least one standing committee.

Committee chairpersons should develop a checklist for carrying out each activity or project. Typically, such a checklist could contain preliminary steps, project-day action, and follow-up.

The following steps are involved in putting these basic principles of chapter management to work:

- **Program of work**—A month-by-month program must be developed and should include activities reflecting ideas, opinions, and goals of the total membership. Some sources for program planning are
  - a membership questionnaire
  - a survey of school and community needs
  - evaluation of previous projects
  - state and national SkillsUSA handbooks
  - other student organizations.

- **A year’s planned budget**—Activities require financing. With your program outlined for the year, a budget must be planned to help accomplish these objectives. A committee, usually designated as the finance committee, should be directed to prepare the budget necessary to conduct chapter programs, including all anticipated expenses, and possible sources of income to cover these expenses.

- **Organizational structure**—The conduct of a local SkillsUSA activity is the responsibility of every member. Each individual in your chapter must have a job to perform. A balanced structure of responsibilities is important to equalize the workload and to pinpoint responsibility. Organizational requirements will vary, however, from chapter to chapter depending on size, location, and needs.

- **Motivation**—Because you want to attract members and keep them active, it is important that all new members understand the SkillsUSA organization thoroughly. This can be accomplished through a soundly-organized
program. Your ultimate goal should be to develop an active SkillsUSA member who contributes to the organization and also benefits from the activity. The following topics should be included in your orientation program:

- **Benefits of membership**
- **Membership obligations**
- **Goals and objectives**
- **SkillsUSA organization**
- **State and national SkillsUSA organizations**

**Membership recruitment**—Active membership recruitment is an essential function of a SkillsUSA chapter. There are many students who do not understand the SkillsUSA organization and will have to be convinced of the benefits of active membership. Consider the following recruitment suggestions:

- Establish an active membership program.
- Contact all eligible students.
- Give prospective members personal attention.
- Have formal initiation of new members.
- Give a new member meaningful responsibilities.
- Conduct an enthusiastic orientation program.
- Have an outstanding alumni member relate the value of SkillsUSA to the group.

**Contribution of individuals outside the chapter**—Many individuals and organizations are eager to assist in the development of your local organization. Following is a suggested list of resource groups and individuals to help with your activities:

- **School**—CTE director, speech teacher, band director, music teacher, government teacher, and principal
- **Community**—Toastmaster’s Club, Jaycees, Lions, Kiwanis, Ruritans, Junior Women’s Club, Rotary Club, and other civic organizations, such as the police department, fire department, and mayor

**Membership meetings**—A good meeting is the heart of a successful SkillsUSA chapter. Good meetings help orient and make new members feel at home with the other members. Good meetings create enthusiasm, provide leadership opportunities, and create an atmosphere of group achievement. Meetings should be conducted using parliamentary procedure, a prepared agenda, and a record of proceedings (minutes). Objectives to be accomplished at general-membership meetings should include:

- necessary chapter business
- committee reports on progress of current activities
- plans for future activities
- guidance to mold membership into a functioning unit
- provisions for leadership training
- educational activity (e.g., speaker, tour)
- fellowship.

**Good publications**—A local club publication, such as a newsletter or enewsletter, is necessary to an active communication and public relations effort. A good publication serves as to stimulate enthusiasm among members. Publications should be easy-to-read and contain up-to-date, local SkillsUSA activities. A publications committee, with a budget, should be established to put your local SkillsUSA story in print or online. Things to consider in planning your publication:

- Format
- Reporters from each station
- Editing
- Printing/posting
- Frequency of publication
- Distribution

**Record-keeping**—Members of a responsible organization will keep good records of its activities (e.g., income, expenses, successful and unsuccessful projects) to direct and guide the next year’s chairperson. An analysis of both successful and unsuccessful activities will often provide information to ensure success in a
Each SkillsUSA activity must be recorded, using a standard reporting procedure adopted by the organization to ensure the continuance of productive SkillsUSA programs.

- **District, state, and national meeting attendance**—Meeting dates are listed on the state (http://www.skillsusava.org/) and national (http://www.skillsusa.org) websites. Taking part in district, state, and national meetings is a required function for a successful SkillsUSA chapter. By attending these meetings, you will exercise your right of representation in the organization. Members also develop motivation and enthusiasm through the social and business interaction of the total membership. Attendance at these meetings should be included in the yearly activity planning. Develop a budget to ensure that there will be financial resources for the delegates.

**The Advisory Committee**

The advisory committee acts as a liaison between the school and community in assisting with planning and conducting programs. It is important that SkillsUSA members understand community interest and needs. Not only is SkillsUSA concerned with community-sponsored projects, but through community involvement, cooperative and full-time placement contacts can also be made.

The advisory committee can be utilized as an important public relations tool. The committee members act as community representatives in promoting SkillsUSA in the locale. Both financial and moral community support for SkillsUSA can be attained through good advisory committee involvement. Financial support for community service activities and skills contests are examples of such involvement. The advisory committee also plays an important role in the evaluation of students who are participating in the PDP.

The advisory committee is selected by the chapter advisor and appointed by the division superintendent. Appointment is typically for a three-year term. Original members will serve for at least one year. At the beginning of the first year, the terms of members are determined by lot. One-third of the members will serve for one year; one-third will serve for two years; and one-third will serve for three years.

The advisory committee acts in an advisory capacity only and has no administrative or legislative authority. Some typical functions of the advisory committee are to

- assist with community surveys
- provide guidance for chapter officer selection
- provide leadership training for chapter officers
- assist in student placement
- stimulate member involvement
- assist in promoting chapter activities
- assist with fundraising activities
- assist in development of a good public relations program
- prepare members for contest preparation
- assist in securing financial support for delegates and contest participants.

It is recommended that the craft or cooperative advisory committee meet at least three times during the school year. One of these meetings can be of a social nature, such as a banquet or an open-house activity. Plan to keep advisory committee members involved throughout the entire school year. Each member should be given definite duties and responsibilities. By seeking advice frequently and adopting many of the suggestions given, advisory committee members will become motivated and responsive to your SkillsUSA chapter needs.
SkillsUSA Section/Chapter Organization Chart

Standing Committees
(Typical)
Public Relations
Ways and Means
Social Activities
Community Service
Professional Development
Employment
SkillsUSA Championships

Special Committees
(Typical)
Membership
Initiation
(Others as needed)
APPLICATION FOR CHAPTER CHARTER*

The ____________________________ Chapter hereby applies for Charter

by the ____________________________ Association of SkillsUSA Inc.

We certify that students supporting this Charter are enrolled in bona-fide technical, skilled and service occupations education classes, which may include health occupations, meeting the requirements of the State Plan for Career and Technical Education. It is requested that a Certificate of Charter evidencing affiliation be issued to the above-named school. As required by SkillsUSA, we hereby submit a copy of our constitution and bylaws.

Chapter Advisor

Signature

School Name

Address

City State ZIP

Advisor Email Address

School Administrator

Signature

Address

City State ZIP

Date Submitted Telephone Number

INSTRUCTIONS:
Send one copy of this application with a copy of your chapter constitution and bylaws to the director of your state SkillsUSA association. For the director's address, go to www.skillsusa.org/about/state-directors/.

*Submission of this application represents an official request by the local Board of Education for educational services to be provided by the State Board of Career and Technical Education in cooperation with SkillsUSA Inc.

FOR STATE USE ONLY

RECEIVED: ____________________________

APPROVED:___________________________

State Association Director or Corporate Member, SkillsUSA Inc.

DATE: ____________________________

COPY RETURN DATE:__________________

Template for a SkillsUSA Chapter Constitution

Constitution of the (school) SkillsUSA Virginia Association

Article I—Name

The official name of this organization shall be “(name of school) SkillsUSA Chapter.”

Article II—Purposes

The purposes of this organization are

- To assist local SkillsUSA members in their growth and development
- To unite in a common bond, without regard to race, sex, religion, creed, or national origin, full-time students enrolled in classes with vocational trade and industrial education objectives
- To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities
- To foster a deep respect for the dignity of work
- To assist students in establishing realistic vocational goals
- To help students attain a purposeful life
- To create enthusiasm for learning
- To promote high standards in all phases of occupational endeavor including trade ethics, workmanship, scholarship, and safety
- To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic process
- To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence
- To create among students, faculty members, patrons of the school, and persons in industry a sincere interest in and esteem for trade, industrial, technical, and health occupations education
- To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy
- To emphasize the importance of continuous education consistent with the needs of the individual and the requirements of his or her chosen occupation.

Article III—Organization

Section 1: The (School) SkillsUSA Chapter shall be affiliated with the Virginia Association of SkillsUSA. The chapter shall operate in accordance with its charter granted by the Virginia association.

Section 2: (For chapters organized into morning and afternoon units) The (School) chapter shall be organized into two units, one for morning students and one for afternoon students. Each unit shall have an executive council and a calendar of activities.

Section 3: (For chapters organized into occupational sections) The (School) chapter shall be organized into occupational sections. A section is defined as 10 or more members in a single occupational or cooperative education class, whose teacher serves as the section advisor, having an elected set of section officers, and having planned a section calendar of activities.

Section 4: Section and chapter activities shall be coordinated by the appropriate executive.
Section 5: A section advisory council composed of community leaders from education, management, and labor shall be appointed by the appropriate school administrator upon recommendation of the section executive council. The advisory council shall provide counsel, advice, and assistance to the section in carrying out the section’s functions. Equal representation shall be given management and labor. The advisory council shall assist in the administration of the PDP.

Section 6: All section advisors shall be members of a section advisors’ committee. They shall meet periodically to discuss SkillsUSA as it relates to the instructional program. Their advice and counsel shall be transmitted to the section executive council(s) through the section advisor.

Article IV—Membership

Section 1: Membership in the chapter shall be open to students enrolled in (high school or college/technical) preparatory courses in trade and industrial education in (name of school).

Section 2: Chapter membership shall be open to all students regardless of race, sex, religion, creed, national origin, or disabilities, as defined by the Americans with Disabilities Act.

Section 3: State and national membership shall be permitted only through the chapter, and all members of the local chapter must be members of the state and national organization.

Section 4: Classes of membership that will be recognized are:

**Active Membership**—This membership type is for students enrolled in a coherent sequence of courses or career major that prepares them for further education and/or employment related to trade and industrial education and are earning credits toward diplomas/certificates or the equivalent.

**Alumni Membership**—This membership type is for former active members who are no longer enrolled in vocational-technical education. Although alumni members pay dues and may participate at the national level through the Youth Development Foundation of SkillsUSA Inc., they are not eligible to serve as national voting delegates, hold national office, or otherwise represent the state active association membership in SkillsUSA. Charters may be issued for local and state alumni associations. The board of directors approves appointments to the national alumni coordinating committee, which oversees contributions to the SkillsUSA National Alumni Fund, a fund that supports a variety of worthwhile projects for active SkillsUSA members.

**Professional Membership**—This membership type is for persons associated with or participating in the professional development of SkillsUSA as approved by a state association. Such members shall include chapter advisors, teacher educators, and supervisors. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as national voting delegates, hold national office, or otherwise represent the state association in SkillsUSA.

**Honorary Life Membership**—This membership type is for individuals who have made significant contributions to the development of SkillsUSA and trade and industrial education whose membership has been approved by the chapter executive council upon the recommendation of the chapter. The chapter shall provide membership services.

Section 5: A membership year shall be from September 1 through August 31.
Article V—Executive Councils

Section 1: There shall be an executive council for each chapter consisting of president, vice president, secretary, treasurer, parliamentarian, chaplain/historian (optional), and the president of each section.

Section 2: There shall be an executive council for each section with no less than three officers deemed appropriate by section members.

Section 3: The chapter and section officers of (school) SkillsUSA shall be nominated and elected by ballot at the first regular business session or chapter meeting of each school year. A majority vote of the active members shall be necessary to elect an officer.

Section 4: The presidents and vice-presidents of the sections and the chapter advisor shall be the chapter executive council and shall coordinate overall chapter activities. They shall elect their own officers.

Article VI—Chapter Meetings

Section 1: Regular section meetings shall be held during the school year.

Section 2: Several section and chapter meetings shall be held during the school year.

Section 3: The appropriate executive council shall meet in advance of every section or chapter meeting.

Article VII—Finances

Section 1: The chapter will be responsible for state and national SkillsUSA dues, according to the number of individual members claimed in each membership classification.

Section 2: The chapter advisor and the section advisor shall be responsible for the finances and will furnish an annual audit to the state SkillsUSA director and the membership.

Article VIII—Voting

Section 1: (School) SkillsUSA members shall exercise their franchise through voting delegates at state conferences. The number of voting delegates at a state conference is determined by the chapter membership. Each section should have a delegate, if possible.

Section 2: Each active member in good standing shall have the right to cast his or her vote concerning all section and chapter business and election of officers.

Article IX—Logo, Emblem, and Colors

The logo, ceremonial emblem, and colors of (school) SkillsUSA shall be that of the national organization. The wearing or use of the logo, emblem, and colors will be governed by the national organization.
Article X—Amendments

The chapter constitution shall be amended as follows:
All proposed amendments to the constitution shall be submitted in writing to the chapter executive council. If the executive council passes the proposed amendment or an amended form of the proposed amendment by a majority vote, and the membership votes by a two-thirds majority for the amendment, it shall be effective.

Article XI—Rules, Regulations, and Bylaws

Section 1: Such rules, regulations, and bylaws as are deemed necessary for the proper conduct of this organization shall be adopted.

Section 2: No rules, regulations, or bylaws shall be adopted that are contrary to this constitution.

Section 3: Parliamentary procedure of all meetings will be governed by Robert’s Rules of Order, Newly Revised.

Section 4: This constitution and bylaws shall be reviewed every three years or whenever appropriate.

Note: Chapter bylaws that could be considered for additions in this article are the names of the sections; amount of local, state, and national dues; committees and their duties; and the function of the advisory council.
SkillsUSA Chapter Organization

There can be only one SkillsUSA chapter within a given high school, technical center, or postsecondary institution; however, there can be morning and afternoon sections for the various trade and industrial education program areas.

SkillsUSA Student Government

Typically, there are seven SkillsUSA officers in each chapter. These are president, vice president, secretary, treasurer, reporter, parliamentarian, and chaplain/historian. If the chapter is divided into morning and afternoon sections, it is recommended that officers be elected for each section.

Officers should remember that they were selected to lead their chapter for one year. In accepting their offices, they assume the responsibility of doing everything they can to make the chapter better and stronger. Following is a description of each office:

President

- Is key to the whole SkillsUSA chapter
- Must be selected for good leadership qualities
- Must be able to work with people and encourage them to work for the chapter’s benefit
- Knows what work has to be done and when to delegate it
- Must be an impartial judge of the abilities of others and determine where they can make the best contributions
- Keeps informed of the members’ progress and sees that the chapter is moving forward
- Presides over meetings, making sure they begin on time and follow the order of business as set forth on the agenda
- Never interjects personal opinions or dominates the meeting
- Has a complete understanding of the matters being discussed and the possible effect of his or her recommendations
- Conducts meetings following correct parliamentary procedure and allows ample but not excessive time for discussion
- Brings issues to a satisfactory conclusion when sensing a discussion is dragging or being monopolized
- Performs other duties as assigned

Vice President

- Should prepare for the office as carefully as the president
- Presides at meetings and other functions in the absence of the president
- Must be well informed on the issues and skilled in handling the chapter’s business
- Must be prepared to assume the office of president when necessary
- Carries specific responsibilities for program planning, often with help from a program committee, to determine the program topics, secure speakers, and arrange for necessary facilities
- Is responsible for the arrangement of the meeting room with the parliamentarian as described in this handbook
- Assists the president by meeting with committees and assuring that all activities are in keeping with general SkillsUSA chapter practices
- Is responsible for a year-end report on the chapter’s accomplishments
- Performs other duties as assigned

Secretary

- Keeps all chapter records for a continuous reference to all that has happened
- Sets a tentative agenda of each meeting several days in advance with the president
- Advises the president during the meeting about the agenda
- Keeps the minutes of each meeting in a permanent book having an alphabetical membership roll and the final copy of the chapter’s calendar of activities
• Includes in the minutes the name of the chapter; the kind or purpose of meeting; the date, time, and place; the name of the presiding officer; the number present; approval of previous minutes; a treasurer’s report; reports and actions taken, in order; motions carried or lost; adjournment; and the signature of the presiding officer
• Counts votes, unless someone else is appointed
• Asks questions if unsure about the wording of a motion or its outcome
• Reads the minutes at each meeting of the previous meeting which, when approved, are the official record of the chapter business
• Keeps the SkillsUSA constitutions and bylaws at each meeting to be used as a reference
• Maintains a complete list of members as well as committees, their members, and chairpersons
• Chairs the membership committee and calls meetings to order in the absence of the president and vice president
• Takes care of chapter correspondence and reads all communications directed to the chapter
• Strives to develop skills including listening, interpreting issues, taking concise notes, and reporting accurately
• Develops good speaking skills so the minutes can be heard and understood
• Performs other duties as assigned

Treasurer
• Keeps the record of chapter funds
• Bills for annual dues
• Sends out membership records
• Assists in developing the annual budget
• Pays all approved bills upon receipt (or, depending on school policy, may only monitor payment)
• Records approved expenditures immediately
• Maintains accurate records of income and expenses
• Prepares financial statements including an annual financial statement, audited by a committee appointed by the president, submitted to the committee at the end of each fiscal year
• Is given an official treasurer’s book and the complete records of the outgoing treasurer at the beginning of the year
• Has a bank book, deposit slips, and a business account checkbook (when allowed by school policy)
• Makes a complete inventory of chapter equipment, books, and other materials with the assistance of the chapter advisor
• Knows all regulations about handling the chapter’s finances as determined by the constitution or bylaws and school policy
• Masters a basic knowledge of accounting
• Maintains records accurately
• Keeps deposit slips as well as an itemized record of deposits
• Issues and maintains records of receipts
• Collects, records, and deposits funds promptly
• Keeps ledgers in cooperation with school authorities (in schools where all funds must be administered by a school treasurer or comptroller)
• Performs other duties as assigned

Reporter
• Gets news about the chapter to the public
• Is able to write, or willing to learn to write, news stories on chapter activities
• Does not miss an opportunity to contact the school and local news media
• Prepares news releases with details about a meeting or a program and distributes them to newspapers and radio and television stations
• Includes the “who, what, when, where, why and how”—the name of the SkillsUSA chapter, and the main people involved; a description of the activity and how it affects the community; and the place, date, and time
• Gets acquainted with local news editors and finds out what they want: fully written stories or just the facts, photos, or ample notice to send a professional photographer to events
• Avoids playing favorites with competing newspapers and stations
• Uses school and community bulletin boards disseminate news
• May chair the chapter’s information or public relations committee
• May collect publicity clippings to display at state and national meetings
• Performs other duties as assigned

Parliamentarian
• Is the chapter authority and consultant to the president on procedural matters
• Has a working knowledge of parliamentary law and gives opinions based on it, not on personal feelings
• Must be able to gain the confidence of others, since he or she may be called on to settle controversial issues
• Calls attention to any errors in procedure, but has no authority to enforce ideas or rulings
• Performs other duties as assigned

Some chapters have other officers (e.g., chaplain, historian)

Chaplain
• Begins each business meeting with a positive thought
• Provides high moral and spiritual standards
• Promotes fair play
• Performs other duties as assigned

Historian
• Preserves the history of the chapter
• Creates a chapter scrapbook
• Performs other duties as assigned

Excerpted from the *SkillsUSA Leadership Handbook*.

An **Executive Council** is made up of the elected officers and representatives from each of the sections. In a school where there are many CTE training areas, the executive council would include one student member from each section. In smaller schools, it may be necessary to have two or more section representatives on the executive council.

The key to a successful SkillsUSA chapter is the participation of trade and industrial education teachers as section advisors for their own students. It is recommended that section advisors also serve as members of the executive council.

It is also suggested that, whenever possible, a staff member who is not a section advisor accept the responsibility of being the SkillsUSA chapter advisor. The executive council then is typically made up of the chapter advisor, all section advisors, and student representatives from each section. Student representation should be made up of section officers. Section presidents may be selected, but it is recommended that other officers also be given a chance to serve.

**Section Operation**

The section organization is similar to the total chapter organization in terms of student government and functions. Student members vote to pay section dues to cover activities planned by the section. The amount of money raised within these sections through dues and fundraising projects bears a direct relationship to the quality and number of activities carried on within that section. The section president, trade and industrial section advisor, and selected
officers are charged with the responsibility of planning a program of work for the section. Section dues are above and beyond the chapter dues paid by students.

Section advisors seek to provide students with SkillsUSA activities built around the occupational area in which they are enrolled. Instructors who serve as section advisors find numerous advantages in playing this role. They get to know students better and have excellent opportunities for good public relations within the school and community. Section advisors also find that student interest in the subject area will increase as a result of SkillsUSA activities.

Example of an Activity Checklist

**Preliminary Steps**

- Set your specific project goals.
- Determine what you hope to accomplish.
- Assign photographer.
- Visit and study project site. Take photos.
- Select project date (and alternate rain date).
- Clear proposed project with appropriate officials.
- Establish deadlines for completion of each step of your project.
- Divide project into areas of responsibility.
- Assign specific responsibilities to each chapter member.
- Ask local businesses and civic groups for assistance, if needed (e.g., Chamber of Commerce, Rotary)
- Call for volunteers—school-wide or citywide.
- Arrange transportation.
- Establish safety precautions.
- Determine insurance needs.
- Arrange food and refreshment services.
- Publicize your plans—write press release, take photos, contact local media services, post to the state website, and include an announcement in the SkillsUSA Champions magazine.

**Project Day Action**

- Set definite time schedule.
- Assign supervisors to direct work crews and volunteers.
- Distribute instructions, if necessary.
- Assemble materials.
- Coordinate on-the-spot assistance.
- Credit any contributor for donating supplies or services.
- Have press release ready for reporters.

**Follow-up**

- Deliver photos, photo captions, and stories to all news media.
- Take photos, if applicable.
- Write thank-you notes.
Make final evaluation of project’s short- and long-range effect on your community.
Content of a Committee Report

If a report should include a full account of details, the body of the report is best organized according to the following topics:

- A description of the way in which the committee undertook its work
- The facts uncovered or information obtained
- The findings or conclusions derived from the facts or information
- Any resolutions or recommendations

A motion to adopt the report is usually unnecessary. If motions are to be made, they can best be made by the maker of the report, saying: “On behalf of the committee, I move that…” No second is required.

Committee Report

SkillsUSA chapter ________________________________
Report of committee ____________________________________________________________

Date of meeting ________________ Time called _____________ Time adjourned _____________

Chairperson ________________________________ Date of next meeting _________________

Members of committee (check those present): __________________________________________

________________________________

Others present: _________________________________________________________________

________________________________

Business transacted: ______________________________________________________________

________________________________

Committee recommendations: __________________________________________________________

________________________________

Committee requests: _______________________________________________________________

________________________________

Reported to membership by ________________________________ Date ____________________
Chapter Standing Committees

Committee __________________________  Committee __________________________
Chairperson  
Members  

Committee __________________________  Committee __________________________
Chairperson  
Members  

Committee __________________________  Committee __________________________
Chairperson  
Members  

Committee __________________________  Committee __________________________
Chairperson  
Members  

Committee __________________________  Committee __________________________
Chairperson  
Members
SkillsUSA Advisor’s Responsibilities

The advisor of a local SkillsUSA chapter must have the competencies required of an effective student leader. As an advisor, you are one of a select group of people who has demonstrated a sincere interest in the social and educational development of CTE students. Being a successful SkillsUSA advisor will require participation in many duties outside of the classroom. The ultimate goal of the advisor is to produce a top-quality program in which students can gain leadership, citizenship, and social experiences that are needed to complement the in-school occupational skill program.

The various competencies required can be categorized in the areas of administrative or coordination and supervisory functions.

Administrative or Coordination Function

To administer and coordinate the SkillsUSA program, the advisor should do as follows:

- Be prepared to advise and inform the members on chapter activities.
- Have a thorough knowledge of the constitutional documents at state and national levels and how they relate to each other.
- Have addresses of state office personnel, national officials, state association officials, and district chapter officials.
- Know the location of local chapters throughout the district.
- Know what materials and forms are required and available from the state and national office and how they can be obtained.
- Make certain that members pay their dues to the national and state associations and are aware that they have a right to know how such dues are used and what services are provided. Knowledge builds respect and a desire to belong to and be active in support of the organization.
- Encourage chapter members to make definite suggestions for local chapter work, state and national conferences, and convention programs. Appoint a committee to suggest ideas for chapter publicity, radio and TV programs, website content, scrapbooks, activity books, chapter programs, and chapter activities.
- Initiate a newsletter. Encourage each section to give news items to the chapter editor. Suggest kinds of information to prepare.
- Keep the local sections advised as to actions taken and changes made by the executive council, state association, and national organization. These reports should be sufficiently inclusive to keep the sections completely informed of these actions.
- Be certain state and national handbooks are available to chapter members. These articles contain constitutions, histories, contest areas, and other information needed for the operation of the local chapter.
- Make sure students are fully aware of the reason for CTE programs and the need for skilled technicians and crafts persons.
- Make the students aware of the need for leadership skills and how these skills can prepare them to play a valuable role in our society.

Supervisory Function

To properly supervise the SkillsUSA chapter, the advisor must accomplish the following:

- Assume the initiative for getting a local SkillsUSA chapter established in the school by
  - obtaining all information from the state SkillsUSA advisor as to the procedure to follow in organizing a chapter
  - talking with leaders of CTE concerning the benefits of organizing a chapter
  - checking school division policy on the supervision for student field trips
  - arranging for the students to attend meetings of nearby chapters
  - visiting or corresponding with others who have had success in the organization and operation of their chapter
- Inviting students from other chapters to meet with prospective members to discuss the benefits of having their own chapter.

- Develop leadership by
  - Providing training for officers
  - Developing a program of activities which will bring out the qualities of leadership needed for all members
  - Providing all members with correct parliamentary procedure and the experience needed to conduct a meeting
  - Providing members with the knowledge necessary to make a wise choice of officers
  - Providing opportunity for attendance at district, state, and national meetings.

- Promote knowledge of the SkillsUSA Constitution and Bylaws by
  - Informing the members that SkillsUSA is their organization
  - Obtaining copies of the district, state, and national constitutions and discussing them with the students
  - Studying and discussing the history of SkillsUSA
  - Providing local school administrators and faculty with information about SkillsUSA.

- Assist in development of a program of worthwhile activities by
  - Arranging for the local chapter to develop a program which will be acceptable to the members, school, and community
  - Assisting the students in preparing for participation in district, state, and national programs and contests
  - Helping local officers set up committee work and suggesting ways to accomplish goals of the committee assignments
  - Advising the chapter on maintaining a balanced program of activities
  - Assisting in the development of a comprehensive organizational structure with an organizational chart
  - Seeing that all members are involved in some area of activity
  - Assisting the members in evaluations of their activities
  - Making certain the program of projected activities is adequately financed through approved fundraising activities and that all chapter funds are properly protected
  - Assisting the students in developing a calendar of events for the entire year (this calendar should be developed early in the year, but should not be so rigid that it cannot be changed to meet the needs of the membership)
  - Making certain that records are properly kept
  - Seeing that all equipment is secured and available for chapter meetings
  - Arranging, with administrative approval, regular and special meetings during school periods, after school, or evenings (committee work or meetings may be accomplished during lunch hour; see that meetings are conducted in a businesslike manner)
  - Assisting officers in making arrangements for all eligible members to attend leadership training sessions or conferences
  - Assisting program chairperson, speaker, and entertainment committees in choosing activities for chapter programs
  - Coordinating efforts with local business and industry representatives to develop up-to-date business and industry input.

- Keep school authorities and the public in touch with chapter operation by
  - Establishing good working relationships with school officials (a list of activities planned, how they will be conducted, which students will participate, and how the chapter will be financed should be made available to the school administrators)
  - Informing local news media and industrial personnel of activities.

- Develop potential officers and leaders by
  - Explaining the desirable character traits expected of officers and assisting students in their preparation for such offices
  - Reviewing district, state, and national activities that develop leadership
- encouraging students in planning their careers, with emphasis on advancement through knowledge of the democratic process, both in school and after graduation
- encouraging students to develop some systematic means of savings
- encouraging all students to further their knowledge and skills through training on the job and in local technical facilities after graduation
- promoting a local awards program for students who have done outstanding work in the SkillsUSA chapter, and give them recognition, both at school and in the community.
Dear Parents:

Your son/daughter is enrolled in the (name of course) at (name of school). As his/her instructor, I would like to tell you about the SkillsUSA program. SkillsUSA is the auxiliary organization for students enrolled in CTE programs. It is an integral part of the program as designated by the Virginia Department of Education. A minimum of 10 percent of classroom/lab time will be devoted to SkillsUSA activities.

SkillsUSA was organized to assist the students, teachers, and communities to re-establish the concept of pride in the dignity of work, to assist in preparing for leadership in the world of work, and to offer recognition of achievement in occupational skills. I share with you the pledge of SkillsUSA taken by each student.

Upon my honor, I pledge
- to prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers
- to base my expectations of reward upon the solid foundation of service
- to honor and respect my vocation in such a way as to bring repute to myself
- and further, to spare no effort in upholding the ideals of SkillsUSA.

The motto of SkillsUSA is Preparing for Leadership in the World of Work.

We will devote class time to SkillsUSA activities. These will include activities centered on the SkillsUSA national program of work: professional development, community service, employment, ways and means, SkillsUSA Championships, public relations, and social activities. Your support of this program will be appreciated, and I sincerely urge you to financially support your son/daughter in the total SkillsUSA program so that he/she may participate in activities on the local, district, state, and national level. The fee per student is (amount Ex: Local $5.50, District $2, State $5.00 and National $8 for a total of $20.00).

If you feel that you may be able to assist me in some way, such as in chaperoning field trips, locating guest speakers, assisting in fundraising, please call me (time you are able to be reached) at (email and phone number).

Thank you for your support of SkillsUSA.

Respectfully,

(Signature)

(Printed name)
(Title)
(Name of school)

Member Responsibilities and Conduct

Before conducting SkillsUSA elections, it is important to discuss the duties of each office. This information can be found in your SkillsUSA Leadership Handbook. Following a discussion of duties and responsibilities, a slate of officers may be formulated by a special nominations and elections committee. Persons should be selected who are willing to perform at their highest level while in office. Following are some rules of conduct for all adult and student members of SkillsUSA.

Dress neatly and appropriately (as designated by your advisor) for every occasion, whether officially representing SkillsUSA or not. SkillsUSA offers the following guidelines on official attire:

- **Official attire for women:**
  - Red SkillsUSA blazer, windbreaker, sweater, or black SkillsUSA jacket
  - White collarless or small-collared blouse or white turtleneck, collar not to extend over the blazer lapel or the sweater or jacket
  - Black dress skirt (knee-length) or black dress slacks
  - Black sheer (not opaque) or skin-tone seamless hose
  - Black shoes

- **Official attire for men:**
  - Red SkillsUSA blazer, windbreaker, sweater, or black SkillsUSA jacket
  - White dress shirt
  - Plain, solid black tie
  - Black dress slacks
  - Plain black socks
  - Black dress shoes

Excerpted from the SkillsUSA Leadership Handbook.

At all times, be courteous, well-mannered, and cooperative with your guests and fellow members.
- Show respect for the rights of others.
- Respect the property of others.
- Speak moderately, behave conservatively, and avoid undesirable language.
- Be at meetings on time and respect the opinions of others.
- Set an example for other members in good conduct and character.
- Do not make commitments for your chapter without consulting members.
- Plan for an efficient use of time when working with groups.
- Keep your personal opinions separate from SkillsUSA’s policies and goals.

To be effective in your chapter, know members by name. Try to remember the names of people who are associated with the chapter.
- Make a list of members and their duties.
- Make a list of guests.
- Keep a record of all correspondence.

Get to know your SkillsUSA organization so you can function properly within the framework of the chapter.
- Review your state and national organization structure.
- Observe the rules and regulations of meetings and conferences.
- Know the goals of your chapter.
- Be able to speak on the role of SkillsUSA in CTE.
- Take pride in what you and SkillsUSA are doing.

When attending meetings, visiting other chapters, or speaking in public, you need to prepare yourself for a proper presentation.
• Be sure you know the group and officials by name.
• Prepare notes, or outline your speech.
• Know the facts; do not speak off the cuff.
• Avoid statements or words that could offend.

To work effectively with the chapter advisor, you should know your duties and be able to communicate with adults. You should keep the advisor informed of all activities.

If you make a speech as a chapter officer during your term of office, the following suggestions may be helpful:
• Be sure to bring greetings from the rest of your chapter’s officers.
• Express appreciation for being invited to participate in the activity.
• Mention some of the outstanding activities the group is doing.
• Be sure to express appreciation for the efforts of any guests in support of the organization.
• Do not talk too long. A five- to eight-minute speech that is well-planned and presented effectively will serve the purpose. Remember that banquet programs, in particular, have a tendency to last too long.
• If you use jokes or stories in connection with your presentation, make certain that they do not offend anyone.

**Conducting the SkillsUSA Business Meeting**

A SkillsUSA chapter and its sections need well-planned, regular meetings to reach their goals, maintain member interest, and ensure attendance. Meetings help SkillsUSA members develop leadership qualities, practice democracy, and grow into responsible citizens with professional attitudes and training.

Planning, organizing, and following through are essential to conducting effective meetings. Remember the following to have an effective meeting:
• Start and end on time.
• Move the meeting along with enthusiasm, keep members interested and put their time to good use.
• Follow the order of business.
• Use parliamentary procedure.
• Include opening and closing ceremonies with the right materials.
• Have well-prepared committee reports.
• Know duties and responsibilities.
• Give all members a chance to participate.
• Follow business with entertainment.

Excerpted from the *SkillsUSA Leadership Handbook*.

It is the duty of the president and the secretary to write out a specific agenda to indicate what items of business will be conducted. An agenda is a listing of meeting events written in logical sequence. The agenda should be typed and distributed to all members before the meeting, or posted on a bulletin board.
SkillsUSA Meeting Agenda Template

I. Opening

- Call to order (president)
  - Presiding officer stands
    - raps gavel twice
    - declares meeting to order, “The ________ meeting of the _______ (includes name of organization) SkillsUSA Chapter will come to order.”

- Invocation or thought for the day
  - Chairperson usually names person to do this, “Ms./Mr. _______ will now give the thought of the day.”
  - Invocation is a prayer (not specific to any one religion or faith) not to be confused with a devotional.

- Opening ceremony (officers)
  - Ceremony is performed by officers seated in designated places.

- Pledge of Allegiance (all)
  - Chairperson raps gavel three times and says, “Please stand for the Pledge of Allegiance.”

- Roll call (secretary)
  - Chairperson states, “Ms./Mr. _______ , club secretary, will call the roll.”
  - Secretary, at podium, calls and records. Members say, “Present.”
  - Secretary states, “Mr./Madam Chairperson, we have a quorum present.”
  - The number of persons who must be present for club to conduct business is a quorum.
  - The number required for a quorum is spelled out in the constitution.

II. Minutes (secretary)

- Minutes
  - Chairperson announces, “Ms./Mr. _______ , club secretary, will read the minutes of our last meeting.”
  - Secretary, (rises, moves to podium, makes sure everyone can hear) reads the minutes.
  - Chairperson states, “Thank you, Ms./Mr. _______. Are there any corrections to the minutes?”
  - Membership may speak as necessary.
  - Chairperson declares minutes approved (as read) or (as corrected) hearing none, the minutes are approved as read.
  - Secretary marks approval, dates, and signs.

- Treasurer’s report (treasurer)
  - President announces, “Ms./Mr. _______ , club treasurer, will now report.”
  - Treasurer (rises, moves to podium, makes sure all can hear) reads from prepared report.
  - Treasurer gives copy of report to secretary.
  - President states, “Thank you, Ms./Mr. _______. Are there questions about the report?”
  - President states, “Hearing none, the treasurer’s report will be filed with the auditing committee.” (No approval is required.)
III. Correspondence (secretary)

- President announces correspondence to be read by the secretary, “Will the secretary read the correspondence?”
- Secretary rises and reads for information only. Any action required must be taken up in business.

IV. Reports

- Officers
  - Secretary may present report from the executive committee.
  - Others reporting should have previously notified the president and should be called in order of office—top down.

- Standing committees perform a continuing function for the group.
  - Members usually serve a full term corresponding to officers.
  - There is a designated chairperson who usually reports.
  - Members notify the chairperson prior to meeting if a report is to be given.
  - Chairperson announces, “Ms./Mr. __________, program committee chairperson, will now report.”
  - Ms./Mr. ______ rises and says, “The program committee met on …”
    - Reports are usually informational.
    - Action required must be taken up in business.
    - If committee chairperson makes motion at the end of the report, no second is required—it is better to bring up, however, under new business.
  - Chairperson says, “Thank you, Ms./Mr. ______.”
  - Written report should be given to the secretary.

- Special committees are set up to carry out specified tasks, at the completion of a specified task, the requisite committee will cease to exist.
  - There is a designated chairperson who usually reports.
  - Members notify the president prior to meeting if a report is to be given.
  - Chairperson announces, “Ms./Mr. __________, chairperson of the holiday dance committee, will now report.”
  - Ms./Mr. ______ rises and says, “The … committee wishes to make the following report.”
    - Reports are usually informational.
    - Action indicated must be taken up in business, usually by the reporter.
  - Chairperson says, “Thank you, Ms./Mr. ______.”
  - Written report should be given to the secretary.

V. Business (chairperson)

- Unfinished business: The chairperson will say, “Is there any unfinished business?”
  - Unfinished business refers to questions from a previous meeting.
    - Some examples are postponement to specific time, adjournment with questions pending, and motions that were tabled.
    - Unfinished business should be included in minutes.
  - Unfinished business should be reintroduced by the secretary.
    - Secretary rises and states, “The motion to … was before the assembly at adjournment of our last meeting.”
    - The chairperson restates motion, putting it before the group; no motion or second is required.
• New business is discussed as follows:
  - Refers to any item anyone wishes to bring up
  - Must be in the form of a motion duly made and seconded
  - Requires a vote to be taken
  o Chairperson asks, “Is there any new business?”
  o Member rises, addresses chair, is recognized, and states, “I move that …”
    - Motion must be seconded by another member, saying, “I second it.”
  o Chairperson restates motion, “The question is on the motion to …”
  o Chairperson calls for discussion, “Is there any discussion?”
  o Members rise, address chair, are recognized, speak for or against the motion.
  o Motion may be amended.
    - Member rises, addresses chair, is recognized, and says, “I move to amend the motion by…”
    - Motion to amend is seconded by another member saying, “I second it.”
  o Chairperson restates amendment and calls for discussion of amendment.
  o Chairperson calls for vote on amendment saying, “All those in favor of the motion to amend… vote aye.” (All those opposed, vote no.)
  o Chairperson announces result, saying, “The motion is carried (passed) or lost.” (Secretary records results.)
  o Chairperson declares question on main motion, saying, “The question is now on the motion to … (as amended). Is there any discussion?”
  o Members rise, address chair, are recognized and speak for or against motion.
  o Motions to table, postpone, refer to committee, amend (only once more), and close debate are in order, following previous order.
  o Chairperson calls for vote, saying, “All those in favor of the motion to … vote aye, all those opposed, vote no.”
  o Chairperson announces results of vote saying: “The motion is carried, passed, or lost.” (Secretary records results.)

VI. Program

• Chairperson announces, “Ms./Mr. _____, program chairperson, will present our program for today.” (Never “turn over” meeting to program committee.)

• Chairperson expresses appreciation to the group.

VII. Ceremonies

• Chairperson introduces people and performs any related tasks as needed.

VIII. Closing

• Chairperson may say, “Is there any further business to come before this group? (Pause) Hearing none, I declare this meeting adjourned.” (Chairperson raps gavel once.)

• Member may rise, address chair, be recognized and say: “I move that we adjourn.”
  o Motion must be seconded.
  o Motion requires a majority vote.
  o Chairperson announces result.
Content of Minutes

1. The first paragraph should contain the following information:
   a. Kind of meeting (e.g., regular, special)
   b. Name of society or assembly
   c. Date and time of the meeting, and the place, if it is not always the same
   d. Fact that the regular chairperson and secretary were present or, in their absence, the names of the persons who substituted for them
   e. Notion of whether the minutes of the previous meeting were read and approved—as read or as corrected—the date of that meeting being given if it was other than the regular business meeting

2. The body of the minutes should contain a separate paragraph for each subject and should show the following:
   a. All main motions or motions to bring a motion again before the assembly giving
      i. the wording in which each motion was adopted or disposed of
      ii. the disposition of the motion
      iii. the name of the mover.
   b. All points of order and appeals, whether sustained or lost, as well as reasons given by chair for ruling

3. The last paragraph should state the hour of adjournment.

4. The minutes should also contain the following:
   a. All committee reports
   b. All correspondence read
   c. The treasurer’s report
   d. The actual count of votes when requested by a member or when voting is by ballot
   e. The name and subject of guest speaker or topic of program.

5. The minutes should be signed by the secretary who writes them.
# Chapter Meeting Evaluation

Please respond to the following statements.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Yes</th>
<th>No</th>
<th>Needs Improvement</th>
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<tbody>
<tr>
<td>Meeting was well-planned.</td>
<td></td>
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<tr>
<td>Agenda was used.</td>
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<td>All members were included in the meeting.</td>
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<td>Good balance was established among program, work, social, and business.</td>
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<td>Evidence of creative planning was demonstrated.</td>
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<tr>
<td>Participants were well-prepared.</td>
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<tr>
<td>Members were challenged to participate to the best of their ability.</td>
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<tr>
<td>Meeting was held on scheduled date.</td>
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<tr>
<td>Meeting was held at scheduled time.</td>
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</tr>
<tr>
<td>Meeting was held at scheduled place.</td>
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<tr>
<td>Members had provisions for their physical comfort.</td>
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<tr>
<td>Atmosphere was open and stimulating.</td>
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<tr>
<td>Parliamentary procedure was used.</td>
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<tr>
<td>Time was used wisely.</td>
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<tr>
<td>One person was in charge of the meeting.</td>
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</tbody>
</table>

Please respond to the following questions.

What changes would you make in this meeting to better serve your needs?

What would you leave out?

What should have been added?
Parliamentary Procedure

After studying the basic rules of parliamentary procedure, engage students by forming competing teams. You may consider entering the Chapter Business Procedure Contest. (See the current SkillsUSA Championships Technical Standards for contest requirements.) Teach the basics of parliamentary procedure to a new group using the following best practices:

1. Start by demonstrating the dialogue for presenting and voting on a main motion. Have students do return demonstrations of voting on a main motion.

2. Expand to several of the other commonly used motions such as “amend,” “appeal,” “withdraw,” “refer to committee,” and “adjourn.” The teacher should insist on the exact wording to be used by every student. By hearing the same wording over and over, the learning process is hastened.

3. To gain speed, play a rotation game where each student is given a designated role to play (e.g., main motion, second, discussion, put to a vote).

4. Always make student assignments. If voluntary participation is relied upon completely, the same few persons will usually participate. Remember that each student must be given a chance to develop self-reliance through moving, seconding, and discussing motions.

5. To save time, students should proceed directly with a motion instead of prefacing it with the reason for making it.

6. All students should be given an opportunity to preside during the practice sessions.

7. After gaining minimal expertise in moving, seconding, discussing, and voting on the basic motions, provide students with a typical SkillsUSA meeting agenda. Include in this agenda the entire order of business.

8. After students have learned the basic format, specify certain items of unfinished and new business that the teams will follow.

9. With continued practice and increased self-confidence, students will be able to perform more difficult agendas.

Parliamentary Procedure

1. General business procedure
   a. To obtain the floor, rise and address the chairperson, “Mr. (or Madam) Chairperson.” Wait for recognition.
   b. To introduce business, rise, be recognized, and then proceed, “Mr. (or Madam) Chairperson, (recognition) I move that…”
   c. To request information, member may rise while another has the floor. “Mr. (or Madam) Chairperson, I rise to request information.” When recognized by the chairperson, state the information request; person speaking does not yield the floor.
   d. To rise to a point of order: In case of an infraction of the rules by the chairperson or other member, the one who detects the error rises while another has the floor. “Mr. (or Madam) Chairperson, I rise to a point of order.” The chairperson says, “Please state your point of order.” The point of error is stated. The chairperson states whether or not the point is correct. “(Member) your point is (or is not) well-taken.”

2. Motion procedure
   a. To present the motion, “Mr. (or Madam) Chairperson, (recognition) I move that…”
   b. To second the motion “Mr. (or Madam) Chairperson, (recognition) I second the motion.” Detailed wording of the motion is not given by the member who seconds the motion.
   c. To state the motion: After a motion has been made and seconded, the chairperson stands and states the motion, prefixing it with the words: “It has been moved and seconded that…”
   d. To discuss the motion: The chairperson calls for discussion immediately after the chair has stated the motion, “Do I hear a discussion of this motion?”
e. To conclude the discussion of the motion: The chairperson may close the discussion at any time, or if there is not discussion, may proceed to the voting by saying, “Are you ready for the question?” The majority of the members should respond, “Question.”

f. To vote on the motion: The chairperson restates the motion, then calls for both sides, “All those in favor say, ‘aye’. All those opposed say, ‘no’.” In case of an apparent tie, use another method of voting.

g. To announce the results: The chairperson announces, “The motion is carried (or lost).”

3. Withdrawal of a motion
   a. The person who made the motion must request its withdrawal. “Mr. (or Madam) Chairperson, (recognition), I would like to withdraw my motion that…”
   b. The chairperson requests the consent of the member who seconded the motion.
   c. The chairperson asks the consent of the members. “(Member) wishes to withdraw the motion that … Are there any objections?”
   d. If there are no objections, the chairperson instructs the secretary to strike the motion and the second from the record.
   e. If there are objections, a vote is required. “All those in favor of withdrawing the motion that … opposed”

4. Delaying motions: When a matter is being discussed before the assembly and additional information is needed, or additional time is required to reach a decision, a motion can be made to do one of the following:
   a. To lay the matter on the table: This action simply lays the matter aside. This motion has the effect of postponing the beginning of a discussion of the subject at the time.
   b. To postpone the matter indefinitely: This motion is used when the subject has been discussed at length and it is desirable to lay it aside without arriving at a decision. Because no time is set for reconsideration, the subject is dead unless its backers continue to support it.
   c. To postpone the matter until a certain day: This motion is useful in cases where further information, not available at the present time, is desired on the subject under discussion. It may also be used when there are matters of great importance that require immediate attention.
   d. To refer the matter to a committee: When a subject is disputed and further discussion would be a needless waste of the chapter’s time, a decision to refer it to a special committee is a wise decision.

5. Amendments to a motion
   a. Any voting member may propose an amendment to a given motion to change or modify the effect of the motion.
   b. An amendment takes precedence over the motion before the house.
   c. If the amendment is carried, it becomes a part of the original motion.
   d. The motion as amended is then considered.
   e. General methods of amendments are as follows:
      i. Inserting or adding words
      ii. Striking out words
      iii. Striking out words and inserting or substituting words
         1. Inserting or adding words: This is a simple process of adding or inserting words in the main motion. The mover of such an amendment must specify where words should be added and must restate the newly-worded motion. If there is no debate on the amendment, the presiding officer rises and says, “The question is upon the amendment to insert…(and states what is to be inserted).” If carried, the amendment then becomes a part of the motion. A negative action prevents the matter from being brought forward again, and the motion remains unchanged.
         2. Striking out words: To amend by striking out, the mover should state in the motion what words are to be stricken and what the main question will be when they are eliminated. This amendment, also, is open to debate. If no debate is offered, the presiding officer rises and says, “The question is upon the amendment to strike…(and states what is to be stricken).” If carried, the motion stands as amended. If not, the motion stands as read.
         3. Striking out words and substituting or inserting words: There may be a motion that requires that some words be stricken and others included. This amendment must state the words to be stricken and those to be inserted. This motion cannot be divided. It is one act of change. It must be decided as presented. If it is not debated
or amended, the presiding officer says, “The question is upon the amendment to strike out the words… and insert the words…” If carried, the motion stands as amended. If not carried, the motion stands as read. (Note: If the process of amendments were to be prolonged, it can be seen that an indefinite number would be added, so that great confusion might ensue. Therefore, an amendment to an amendment is limited.)

6. Discussion from the floor
   a. All remarks must be addressed to the chairperson.
   b. All remarks must be of an impersonal nature.
   c. The chairperson can declare a discussion closed by asking if the group is ready for the “Question.”
   d. The order on the floor during discussion is as follows:
      i. The member who made the motion
      ii. The member who has not spoken
      iii. The member who is opposed to the motion
      (Note: Several persons may desire to obtain the floor at once. The presiding officer must decide which one shall be recognized. The decision is seldom disputed. The first person to rise or the first voice heard should be the first person to be recognized.)

7. Voting
   a. Method of voting
      i. Ballot: This method is used when secrecy is desired.
      ii. Roll call: The chairperson asks the secretary to call the roll, and the members answer “yes” or “no” on the question that is being considered.
      iii. Acclamation: Members vote by saying in unison “yes” or “no” (or other suitable words).
      iv. Show of hands or standing, used when a voice vote is close.
    b. Kind of votes
       i. Majority: One more than half of the vote cast constitutes a majority. This is used for general business procedure.
       ii. Plurality: The greatest number of votes, used when the total votes cast are divided three or more ways. This is used in elections when more than two are nominated for office.
       iii. Two-thirds: A two-thirds majority of votes is needed for extraordinary business. (A quorum, which is a majority of the active members, must be present.) For example, this is used to amend the constitution of the chapter.
   c. Rules of voting
      i. A member may change his/her vote before the results are counted, unless it is a ballot vote.
      ii. A ballot vote, once collected, cannot be changed.
      iii. There is no proxy voting. One member cannot cast a ballot or vote for an absent member.

8. Election of officers: When there are officers in the club from the previous year, they shall assume the initiative in the election for the officers for the next year. Following the listing in the local constitution, the first ex-officer present shall serve as the temporary chairperson and the second ex-officer shall serve as the temporary secretary. Otherwise, the chapter advisor shall preside until a temporary chairperson is elected.
   a. Election procedure
      i. SkillsUSA advisor in charge calls for nominations for temporary chairperson.
         1. One or more may be named.
         2. A member closes the nomination by saying, “Mr. (or Madam) Chairperson, (recognition), I move that nominations cease.” (Note: This motion requires a second and is voted upon by the members. If carried, the advisor calls for a vote.)
      ii. SkillsUSA advisor in charge calls for a vote.
         1. Vote on the names in the order nominated.
         2. Advisor records the vote.
      iii. SkillsUSA advisor in charge announces the results. (The one receiving the majority or the plurality [depending on the number of nominees] is declared temporary chairperson.)
      iv. Temporary chairperson in charge appoints a member to serve as temporary secretary. (This person continues until the permanent secretary is elected.)
v. Temporary chairperson in charge initiates the election of officers.
   1. President
      a. The ballot should be secret.
      b. The temporary chairperson appoints two members to be tellers who read
         the ballots as the secretary tallies the votes.
      c. The secretary hands the results to the temporary chairperson, who
         announces the new president to the club members.

vi. President in charge continues the election, which may be by secret ballot or any other
voting method.

vii. President in charge announces the results of the election and introduces the newly-elected
officers to the club members as they assume their respective stations.

viii. President in charge requests the chapter advisor to declare the installation official.

ix. President in charge selects chairpersons for standing committees. (They may be appointed
    immediately, but generally this is done at the next meeting after the president has had the
    opportunity to hold an executive committee meeting with the newly-elected officers and
    the chapter advisor.)
Parliamentary Terms

- **Acclamation**: a method of voting by “aye” or “no”
- **Adjourn**: to close the meeting or session, it is a privileged motion
- **Amend**: to change a motion by means of another motion; proposed change is called an amendment; to amend is a subsidiary motion
- **Assembly**: the group of eligible voters gathered to transact the business of the organization
- **Ballot**: a method of voting in writing
- **Chairperson**: the person who presides at the meeting, often called the president
- **Chair**: sometimes called the chairperson or president, this person presides at the meeting and acts in the capacity of umpire; remarks by members are always addressed to “the chair,” and all names are impersonal such as “the member on my left,” “the previous speaker,” and “the president”
- **Convene**: to meet or call to order
- **Debatable**: a motion subject to controversy or contention; open to question or dispute
- **Discussion**: the debating or talking about a motion or question, it must always follow the accepted rules of order
- **Floor**: any place, other than the chair, in the formal assembly
- **Lay on the table**: a subsidiary motion, the purpose of which is to postpone consideration until a more convenient time; often considered a polite way of defeating a motion with the assumption that it is to lie on the table permanently; if carried, a motion to “lay on the table” usually takes with it everything concerned with the question—it is not debatable, and cannot be amended
- **Majority**: over half the votes cast
- **Meeting**: the time an assembly remains together without adjournment
- **Minutes**: the written record of the proceedings
- **Motion**: the accepted term or name applied to the procedure of getting a matter brought before a group or assembly
- **New business**: matters that have not been formally discussed before, but are brought up for the first time
- **Point of order**: an incidental motion to correct disorder in the proceedings or in the deportment of members; any member may obtain the floor by saying, “I rise to a point of order”; the member then states the point, and the president decides whether it is well-taken; it does not require a second and cannot be debated except the chairperson may ask for the opinions of others before giving his/her decision
- **Question**: the motion before the assembly is called the question; when members wish to close out the discussion and put the matter to a vote, they call, “question—question”
- **Quorum**: a sufficient number of members present at a meeting to transact business; this number is usually a majority unless otherwise specified in the constitution
- **Second**: an indication that at least a second person approves of the motion

Motions with Rules Governing Parliamentary Terms

- **Adjourn**: a motion to adjourn is undebatable, cannot be amended, and cannot be reconsidered
- **Adjourn, fix time to which**: is undebatable if another question is before the house; it is debatable otherwise
- **Amend**: debatable and can be amended
- **Amend an amendment**: an amendment to an amendment cannot be amended
- **Amend the rules**: a motion to amend the rules requires a two-thirds vote
- **Appeal**: (relating to all other cases) cannot be amended and is in order when another has the floor; the chair is sustained if the vote results in a tie
- **Call to order**: is undebatable and cannot be amended; does not require a second
- **Close debate**: is undebatable, but requires a two-thirds vote to adopt
- **Commit**: (to send back to committee for further consideration) opens the main question to debate
- **Extend the limits of debate**: is undebatable
- **Fixing the time to which to adjourn**: is undebatable if another question is before the house
- **Lay on table**: cannot be debated and cannot be amended; cannot be reconsidered if vote is in the affirmative
• **Limit debate**: undebatable, but requires a two-thirds vote to carry
• **Objection to the consideration of a question**: does not require a second; it is undebatable and is in order when another has the floor. Requires a two-thirds vote to adopt
• **Orders of the day**: is undebatable and cannot be amended; does not require a second; it is in order when another has the floor
• **Postpone to a certain time**: debate upon this motion may be limited
• **Postpone indefinitely**: cannot be amended, but it opens debate on the main question
• **Previous question**: is undebatable and cannot be amended; it requires a two-thirds vote
• **Priority of business**: question is undebatable
• **Privilege, question of**: takes precedence over all other questions and is undebatable except when it relates to the rights of the assembly or its members
• **Reading papers**: is undebatable and cannot be amended
• **Reconsider a debatable question**: can be made only by a member who voted in the affirmative; this motion cannot be amended and cannot be reconsidered; opens debate on the main question; can be made when another has the floor, but a motion to reconsider cannot be acted upon until the business before the house has been disposed; when such business has been disposed, the motion to reconsider then takes precedence over all other business except to adjourn or fix the time at which to adjourn
• **Reconsider an undebatable question**: is undebatable and cannot be amended or considered; the same rules that govern a motion to reconsider a debatable question prevail
• **Refer**: opens main question to debate
• **Shall the question be discussed?**: is undebatable and cannot be amended; this motion does not require a second and is in order when another has the floor, but can be made only at the time the question is first introduced and before debate; requires a two-thirds vote
• **Special order**: requires a two-thirds vote to prevail
• **Substitute**: same as to amend
• **Suspend the rules**: is undebatable, cannot be amended or reconsidered, and requires a two-thirds vote
• **Take from the table**: undebatable and cannot be amended; affirmative vote cannot be reconsidered
• **Take up a question out of proper order**: is undebatable, cannot be amended, and requires a two-thirds vote
• Withdraw a motion: undebatable and cannot be amended
**Classification of Motions**

- **Main motion** is a motion made to bring some particular subject before the house. It cannot be made when any other question is before the house. It takes precedence of nothing and gives way to privileged, incidental, or subsidiary questions.

- **Subsidiary motions** apply to other motions and take precedence over the principal question and must be disposed of before the principal question can be acted upon. They are, in order of their precedence, as follows:
  - Lay on the table
  - The previous question
  - Postpone to a certain day
  - Commit, or refer, or recommit
  - Amend
  - Postpone indefinitely

- **Incidental questions** are those that arise out of other questions, take precedence over, and must be acted upon before other questions. Incidental questions cannot be amended. They give way to privilege questions. With the exception of an appeal, they are undebatable. They are as follows:
  - Appeal, or questions on order
  - Objection to the consideration of a question
  - Reading of papers
  - Leave to withdraw a motion
  - Suspension of the rules

- **Privileged questions** take precedence over all other questions and are undebatable except where they relate to the rights of the assembly or its members. They are (in order of their precedence) as follows:
  - Fixing the time to adjourn
  - Adjourn
  - Questions of rights of members or of the assembly
  - Call of orders of the day

**General Rules and Suggestions**

- A question must be first stated by the chair before it is open for debate.
- The maker or mover of a motion cannot amend it or withdraw it after it has been stated by the chair, except by unanimous consent.
- A motion to adjourn, to take from the table, or to lay on the table cannot be renewed unless some business has intervened.
- A question can be reconsidered only once.
- A quorum consists of a majority of the members unless otherwise provided in the bylaws.
- Without unanimous consent, no member can speak more than once on a subject, except to make an explanation.
- The chair may require important motions and amendments to be made in writing.
- When a motion to adjourn has been made, an appeal or question of order should be entertained by the chair. If the motion to adjourn is lost, the motion would then be in order.
- A motion to reconsider a vote on a debatable question opens debate on the original motion. A motion to reconsider, however, is undebatable if the question to be considered is undebatable.
- A meeting often finds itself with dead time on its hands, occasioned, perhaps, by waiting for some committee to report, or, in the case of elections, for the ballots to be counted. In such case, a member can make the following motion, “Move that we adjourn to meet at call of the chair.” The same objective can be gained by voting to take a recess for a certain length of time.
- The chair should refuse to entertain a motion to adjourn when, in the judgment of the chair, the privilege is being abused and is being used simply to obstruct business, or when the assembly has already refused to sustain a motion to adjourn and has since shown no wish to do so.
- The rules must not be suspended except for a definite purpose and by a two-thirds vote. The proper form of a motion to suspend the rule is, “Move to suspend the rules that interfere with… (then stating or specifying the object of the suspension).”
- A motion to amend the minutes can be laid on the table without carrying the minutes with it.
• If a member wishes to postpone action on some question or subject in a way that it may be taken up later, either at the same or some future meeting, the motion should be made as follows, “I move to lay the question on the table.” This removes the question from consideration until the assembly votes to take it from the table. This motion is not debatable, cannot be amended, or have any other subsidiary motion.

• If it is moved that an amendment be laid on the table and the motion prevails, it carries with it the subject of question it proposes to amend. Exceptions to this rule are: When an appeal is laid on the table, it sustains the decision of the chair, at least for that session, and does not carry the original question to the table. When a motion to reconsider a question is laid on the table, it leaves the original question to the table. And when a motion to reconsider a question is laid on the table, it leaves the original question just where it was.

• The chairperson cannot close debate as long as any member desires to speak. If a member claims the floor after the chair has risen to put the question, or even after the affirmative vote has been taken, he/she has a right (provided the negative has not been put) to the floor for debate or to make a motion.
Chapter Evaluation

Evaluation should start simultaneously with the establishment of the chapter and should continue as long as the chapter exists.

Who should evaluate the chapter? To answer this question, think in terms of who is responsible for the improvement and growth of your chapter. The logical members of such a committee would be the chapter officers, the advisor, and one or more members of the chapter advisory committee.

The purpose of the evaluation is not to prove how good your chapter is but how to improve, regardless of your status. Thus, if evaluation takes place at each step along the way, the final evaluation should be a listing of your chapter’s accomplishments. An effective evaluation guide should ensure that the basic purposes are achieved by your chapter. (See Purposes of SkillsUSA Virginia, located in section one of this document.)

Resource: Advisor Success Kit (ASK) Chapter 23 – Evaluate the SkillsUSA Program
Criteria for a Successful Chapter

Evaluation of your success in meeting the following criteria should represent the best judgment of your chapter advisor and a student evaluation committee. If others outside your chapter are very familiar with your program, it would be valuable to ask them to assist in evaluation.

Use of the rating scale is defined below:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>EXCELLENT The described situation or condition is extensive and functioning excellently.</td>
</tr>
<tr>
<td>4</td>
<td>VERY GOOD The described situation or condition is extensive and functioning well.</td>
</tr>
<tr>
<td>3</td>
<td>GOOD The described situation or condition is moderately extensive and functioning well.</td>
</tr>
<tr>
<td>2</td>
<td>FAIR The described situation or condition is moderately extensive and functioning fairly.</td>
</tr>
<tr>
<td>1</td>
<td>POOR The described situation or condition is limited in extent and functioning poorly.</td>
</tr>
<tr>
<td>M</td>
<td>The described situation or condition is missing but is needed.</td>
</tr>
<tr>
<td>N</td>
<td>The described situation or condition does not apply.</td>
</tr>
</tbody>
</table>

Organization, Membership, and Meetings

_____ 1. All students eligible for SkillsUSA membership are enrolled.
 _____ 2. Chapter has necessary equipment.
 _____ 3. Chapter follows the recommended procedure for setting up the meeting room and organizing the meeting.
 _____ 4. Chapter has a planned budget.
 _____ 5. Accurate and complete records are kept by the secretary and treasurer.
 _____ 6. Designated class time is regularly used for SkillsUSA activity.
 _____ 7. Chapter holds at least nine formal meetings during the school year.
 _____ 8. Officers plan and discuss the agenda before each meeting.
 _____ 9. Chapter has an organizational chart and members are familiar with the national SkillsUSA organizational structure.

_____ Subtotal
_____ Average of above scores
Relating SkillsUSA to Classroom Instruction

_____10. SkillsUSA goals and purposes are regularly related to class instruction and employability skills. Some chapter activities are an outgrowth of instruction.

_____11. Chapter has an advisory council of labor and management representatives.

_____12. Chapter has established new contacts with industry during the school year.

_____13. Members took part in skill and leadership development contests.

_____14. Members are competing in level one and level two of the PDP.

_____ Subtotal

_____ Average of above scores

Leadership Development

_____15. Every member is involved in chapter activity and has at least one definite responsibility.

_____16. Every member is familiar with and thoroughly understands the purposes and goals of SkillsUSA.

_____17. Team spirit and general enthusiasm for SkillsUSA is prevalent.

_____18. Leadership training (e.g., public speaking, parliamentary procedure, job interview, and effective social communications) has been a part of activities and has included every member.

_____19. Members have participated in district, regional, state, or national meetings.

_____20. Outstanding members have competed for district, regional, state, or national awards or office.

_____21. Members are participating in the chapter achievement (leadership) area of the PDP.

_____ Subtotal

_____ Average of above scores

Chapter Activities

_____22. Chapter has a program of work committee that suggests planned activities based on the national program and SkillsUSA general goals and purposes.

_____23. Chapter has conducted at least one school service project.

_____24. Chapter has conducted at least one community service project.

_____25. Chapter has conducted at least one citizenship activity.

_____26. Chapter has conducted at least one social activity.

_____27. Chapter has held a banquet (or a similar function).

_____28. Chapter has an active alumni group.

_____29. Chapter held an installation and initiation ceremony.
Public Relations

30. Chapter has a newsletter or, at least, a communications center or system such as a bulletin board.
31. Chapter has a public relations committee that works with the club reporter.
32. The chapter reporter has sent at least one report on activities to the SkillsUSA Champions magazine.
33. The chapter reporter has sent at least one report on activities to the state SkillsUSA website.
34. Chapter has used the opportunity of national CTE Week and other occasions to increase knowledge of SkillsUSA and an awareness of SkillsUSA in the school and community.
35. Chapter sponsors goodwill visits by members or others to promote SkillsUSA (to industries, civic groups, other classes, or schools).
36. Chapter provides complimentary copies of SkillsUSA Champions magazine to non-SkillsUSA members.
37. Chapter has an alumni membership review.

Subtotal
Average of above scores
Total

There are various ways of evaluating the resulting score when you total all points. Generally speaking, a total score below 90 would indicate that the chapter program needs strengthening. It may be, however, that your chapter has concentrated on some areas to the exclusion of others. You may have high (4 and 5) scores in one area and low scores or an M (missing but needed) in others. A better situation in terms of meeting overall goals of the SkillsUSA program is to develop all of the areas at least to a good (3) level. There should be few, if any, N (does not apply) ratings. They would be justified only when a chapter has an unusual organizational arrangement.

Rather than simply looking at a final total, it would be better to look at and compare subtotals and to critically survey each score.

Chapter evaluations should provide you with the answers to these two important questions: What has been the most satisfactory aspect of your SkillsUSA program? In what area is there the greatest need for improvement?
Section IV: Program of Work

The program of work sets the pace for SkillsUSA Virginia. All of the SkillsUSA programs are in some way related to professional development, community service, employment, ways and means, SkillsUSA Championships, public relations, and social activities. Each chapter can appoint different committees to reflect the program of work and other committees to handle special events or activities.

Developing a SkillsUSA Program of Work

The success of a chapter depends to a large extent on the variety of activities in which members can become involved. Ideas for these activities should come from chapter members rather than from advisors. A well-balanced program of work includes the following components:

- **Professional development** activities involve not only acquiring a skill, but also the awareness of the meaning of good citizenship and the importance of labor and management in the world of work. Some possible activities include
  - participating in the PDP
  - attending regular chapter meetings and encouraging active member participation
  - inviting guest speakers (especially from industry); visiting industry and job sites on field trips
  - working with industry advisory committee members
  - following up with former members; visiting other chapters
  - attending chapter workshops
  - using official ceremonies
  - studying parliamentary procedure
  - attending SLC and NLSC
  - holding a career exploration forum/day
  - creating educational exhibits
  - visiting the state legislature
  - attending a leadership training seminar.

- **Community service** activities promote and improve good will and understanding among all segments of the community through services donated by SkillsUSA chapters. Some possible activities include
  - participating in Student2Student mentoring program
  - coordinating a clean-up, paint, or fix-up project
  - assisting a family in need
  - coordinating a citizenship project
  - holding a get-out-the-vote drive
  - assisting other school groups with activities
  - improving the school or campus facilities.

- **Employment** increases your chapter’s awareness of quality job practices and attitudes. Some possible activities include
  - holding training sessions on employment skills
  - inviting industry speakers to discuss job-related skills
  - visiting job sites
  - assisting with the placement and follow-up of graduates.

- **Ways and means** (fundraising) activities allow the financial means for a chapter to carry out other projects. Some possible activities include
  - sponsoring concession sales
  - selling items such as greeting cards, mums, bird houses
  - operating a booth
  - selling school supplies
o sponsoring an event
o raffling cakes, turkeys, and other items
o collecting chapter dues.

- **SkillsUSA Championships** activities give students the opportunity to demonstrate acquired competencies, gain recognition, and meet industry representatives at the district, state, and national levels. Information can be obtained in the SkillsUSA Championships Technical Standards and state-only contest. Some possible activities include
  o reviewing applicable SkillsUSA Championships Technical Standards
  o participating in local SkillsUSA championships
  o attending or participating in an awards ceremony.

- **Public relations** activities make the general public aware of the good work that students in CTE are doing to better themselves and their community, state, nation, and world. Some possible activities include
  o writing news articles for local newspapers or SkillsUSA *Champions* magazine
  o creating a chapter website
  o hosting an employer banquet
  o honoring faculty
  o presenting honorary life memberships
  o conducting a chapter membership drive
  o hosting a school-wide assembly program
  o appearing on radio and television programs.

- **Social activities** increase cooperation in the school and community while allowing SkillsUSA members to get to know each other outside a classroom setting. Some possible activities include
  o hosting a parents’ banquet
  o having a picnic
  o having a dance
  o hosting a hay ride
  o organizing athletic activities
  o conducting a scavenger hunt
  o sponsoring a talent night
  o organizing a faculty party
  o hosting a cookout
  o entertaining future members.

Resource: *SkillsUSA Leadership Handbook and Advisor’s Success Kit (ASK)*.

Many of these activities will help in gaining community recognition of the SkillsUSA chapter. Community involvement can be greatly increased through good SkillsUSA programs. When the local community is involved in a school project, prospects for success are greatly increased.

**Public Relations**

When trade and industrial education students are involved in community projects, more people begin to understand the importance and goals of SkillsUSA. Such understanding is the first step toward promoting your program. Business and industry donate their resources in order to promote the SkillsUSA goals; they also employ graduates of trade and industrial education programs. Thus, it becomes important to promote a public relations program between the school and the community.

Publicity is the key that will unlock many doors for a CTE program. Public relations can be as simple as wearing your SkillsUSA blazer or displaying a SkillsUSA emblem. Both will call attention to the chapter and offer an opportunity to tell the SkillsUSA story.
Not only does a well-planned program of public relations contribute to the image and status of trade and industrial education, but public activities also provide excellent leadership development experiences for students. SkillsUSA members tend to develop initiative, social poise, and good conversational abilities through community contacts.

To make good public relations a priority, chapters should take these specific steps:

- Appoint a public relations committee at the beginning of the school year to publicize your chapter’s activities. The chapter reporter should be a member of the committee.
- Make every effort to publicize your purposes, goals, and activities by involving as many people as possible and then generating stories for newspapers, radio, and television.
- Plan publicity for an event when the calendar of activities for the year is established.
- Get to know those in your community who can help and guide you and provide support.
- Take the opportunity to publicly recognize outstanding students and community members who support SkillsUSA, and present certificates and honorary memberships at special events.
- Use fundraising campaigns as opportunities to win publicity and promote SkillsUSA.
- Appoint a courtesy committee to escort or assist guests at SkillsUSA functions.


### Ideas for Public Relations Opportunities

The following are ideas for public relations activities:

- SkillsUSA presentation
- Banquet
- Guest lecturers from community or industry
- Field trip to industry
- Brochures on your occupational program
- Sponsor an assembly program
- Parents’ night at the beginning of the year
- Letters to industry/community/parents
- Tree planting in a public area
- Repair service for the needy
- Clean-up; paint-up; fix-up
- Recycling drive

In addition to planned public relations activities, it is a good idea to publicly recognize people in the community. Some ways that this can be accomplished include

- awarding honorary SkillsUSA memberships to people who have supported SkillsUSA
- awarding SkillsUSA Certificate of Achievement to outstanding students
- awarding certificates or plaques of appreciation to community members who assisted with a SkillsUSA project.

### Banquet Preparation

A banquet can serve as an interchange of ideas among students, faculty, and community. Also, it can serve as an opportunity for a public recognition and awards ceremony. The banquet should, of course, be well-planned. Often, it’s the little things that will make the difference between an average and an excellent occasion. Some considerations for planning and conducting the banquet include the following:

- Discuss the banquet with officers in August or September. If approved by officers and chapter members, place the event on the annual calendar for April or May.
- Appoint a banquet committee.
• Select an appropriate date.
• Prepare a budget.
• Select an appropriate location:
  o School lunchroom
  o Local restaurant
  o Local dinner theater
• Appoint decoration and clean-up committees.
• Have the students select food from general menus with various prices.
• Plan the menu.
• Have formal invitations prepared and sent to key audiences:
  o Students
  o Parents
  o Advisory Council members
  o School administrators
  o School guidance staff
  o Alumni
• Prepare agenda for the evening:
  o Introduce all guests (name tags and place cards are helpful).
  o Introduce guest speaker.
  o Present certificates of appreciation.
  o Recognize student achievement.
  o Adjourn on time.
• Prepare news release for school and local newspapers (mail two weeks ahead).
• Recheck all meal arrangements:
  o Two weeks ahead of time
  o One week ahead of time
  o One day ahead of time
• Arrive early to check menu arrangements on the day of the banquet.
• Have SkillsUSA members construct favors to give to those attending the banquet.
• Clean up.

Resource: Advisor Success Kit (ASK) Chapter 20 – Plan a Banquette
Public Relations Best Practices

- Appoint a public relations committee.
- Have your reporter publicize everything the chapter does.
- Plan projects and activities that are of value to the community as well as to SkillsUSA.
- Involve community leaders in SkillsUSA activities.
- Use public relations materials from national SkillsUSA.
- Plan fundraising programs in which SkillsUSA will be publicized.
- Plan continuous publicity each month.
- Send out letters of appreciation.
- Send out holiday cards.
- Select SkillsUSA activities that allow members to meet other people.

Local newspapers and SkillsUSA Champions magazine are interested in printing SkillsUSA chapter activities. The chapter reporter should take the responsibility for keeping the news media informed.

It is important for the reporter to ascertain what an editor is interested in and likely to use. Do not automatically assume, however, that the editor will not be interested in what your chapter is doing. Most editors are aware of the need to print local-interest stories, especially when groups of people are involved. Some items of concern to the local newspaper are
- community or school service projects
- award ceremonies
- field trips
- leadership workshops
- special guest speakers or seminars
- contests
- outstanding accomplishments of SkillsUSA members and CTE students
- special events such as open houses, career days, and banquets
- scholarships
- special sports events
- special joint ventures with labor and management groups.

Preparing a News Release

Writing in news release format is not difficult. News releases are written in what is called the “inverted pyramid” style. Begin the article with the most important information first and work down to the least important information. The first paragraph, what journalists call the “lead,” usually includes the 5 Ws (who, what, when, where, and why). Reading your local newspaper regularly will help you recognize the style and feel comfortable when writing in the inverted pyramid.

Here are some guidelines to remember as you write:
- Be sure to cover all the facts, and verify that everything you are writing is factual and not editorial (expressing an opinion).
- Simplify your sentences and punctuation.
- Type your releases double-spaced, using only one side of 8.5-inch by 11-inch paper.
- Do not break a paragraph at the end of the page.
- Remember to number all pages.
- Be sure to include your name, address, and phone number in the upper-left-hand corner of the release. You are the contact person if any questions need to be answered.
- Do not hyphenate at the end of your lines.
- Verify the spelling of every word, especially names.
- Write “(more)” at the bottom of the page, if your story is longer than one page.
• Type “-30-” or “###” at the end of your story.
• Proofread!
• Proofread again!
Try to include a high-quality photo with each story you would like the newspaper or newsletter to print. Publishers often require high-resolution (at least 300 dpi) files. Refer to the SkillsUSA website for details and samples: https://www.skillsusa.org/wp-content/uploads/2017/12/Sample-Press-Releases-for-NLSC-18.docx.
Sample Press Release for Individual Student

[Date]
FOR IMMEDIATE RELEASE

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

Local Student Attends SkillsUSA National Leadership and Skills Conference

[NAME OF STUDENT], [AGE], of [HOMETOWN], and a student at [SCHOOL NAME], was invited to attend the SkillsUSA National Leadership and Skills Conference in Louisville, Ky., June 25-29.

[NAME OF STUDENT] competed in the SkillsUSA Championships, held on Wednesday, June 25, and Thursday, June 26. More than 6,400 students competed in 104 occupational and leadership skill areas. The SkillsUSA Championships is a national-level competition for students enrolled in middle school, high school and community colleges or postsecondary programs. SkillsUSA organizes this annual event for career and technical students, which is the single largest day of corporate volunteerism in America, valued at more than $36 million invested by business and industry. Each contestant qualified for the SkillsUSA Championships by becoming a state-level gold medalist.

[NAME OF STUDENT] attended the conference as an official voting delegate for the state. The SkillsUSA House of Delegates is similar to a political convention, with all states represented. At daily sessions, student delegates met to discuss and vote on SkillsUSA business using parliamentary procedure. They also voted on national officers and participated in professional development.

About SkillsUSA

SkillsUSA programs and competitions help students prepare for the workforce while defining industry standards for entry-level workers. SkillsUSA is a vital solution to the growing U.S. skills gap. The nonprofit partnership of students, instructors and industry ensures America has the skilled workforce it needs to stay competitive. Endorsed by the U.S. Department of Education, the association serves more than 335,000 member students and instructors each year in middle schools, high schools and colleges. This diverse talent pipeline covers 130 trade, technical and skilled service occupations, the majority STEM-related. More than 600 corporations, trade associations, businesses and labor unions actively support SkillsUSA at the national level. SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens as it improves the quality of our nation’s future skilled workforce. SkillsUSA supports its student members through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. Local, state and national championships, designed and judged by industry, set relevant standards for career and technical education and provide recognition opportunities for students. SkillsUSA offers technical assessments and workplace credentials through the Career Essentials program, a cutting-edge solution that defines, implements and measures career readiness skills for students. For more information: www.SkillsUSA.org.

Sample Radio or Television Announcement
(For SkillsUSA Week)

SkillsUSA
(Use as a guide for preparing a 30-second SkillsUSA Week announcement)

For Immediate Release
(Date)

(Name of Chapter Advisor)
(Name of Chapter)
(Street Address)
(City and State)
(Phone)

The second week of February has been designated as SkillsUSA week. SkillsUSA is a national organization serving high school and college students and instructors who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. To find out more information about SkillsUSA chapters in this area and the growing opportunities available through quality career-training education, contact (name) at (name) school.

(30 seconds)
Resource: Advisor’s Success Kit (ASK)

Developing a Website

Steps for developing a web page for your SkillsUSA chapter:
• Identify your school’s Internet resources and those staff members who could be helpful in securing those resources for your use.
• Seek advice from your school’s administrative staff related to Internet resource use, school policy governing electronic communications, and all other school rules and policies for access to the Internet for your students.
• Enlist your students’ help to outline the types of information you would like to include on a local SkillsUSA chapter web page. Don’t forget links to your state and national SkillsUSA web pages.
• Enlist your students’ help to brainstorm a name for your local chapter web page and appropriate web address.
• Develop a list of rules for access to electronic communications and Internet resources for your students. Remember to follow your school’s policy as a guideline.
• Collect email addresses for all chapter members so you can communicate about chapter activities.

Once these steps have been completed, poll your students to determine their skills in using software, hardware, and the resources necessary to build a web page. You may already have a student who knows far more about the subject than you might have imagined.

For more public service announcements (PSA), visit http://skillsusa.org/membership-resources/chapters/communications-and-marketing/public-service-announcements/ and consult the Advisor’s Success Kit (ASK).
SkillsUSA Partnerships

Another important aspect of working with the community is developing partnerships among business and industry, education, and the workforce. At the present time, SkillsUSA has more than 1,000 national partnerships. Partnerships can take many forms: volunteered expertise and labor, equipment and supplies, and financial support. Companies want employees who have employability, technical, leadership, and communication skills and have the powerful combination of work skills and life skills. SkillsUSA helps to produce exactly that kind of employee.

Industry is looking to fill a chronic shortage—or skills gap—of quality skilled workers. SkillsUSA provides a way for the students to stay on top of current trends in industry, meet role models, and link to business and industry. It also provides the business and industry to support future workers, recruit from the best technical workers, hire quality entry-level employees, and establish a partnership for the future.

Advisors need to build local partnerships by
• visiting local companies and businesses to give a presentation on SkillsUSA
• explaining the impact of your technical training program and the SkillsUSA chapter on the workforce
• inviting local industries to work with the local technical school’s advisory committee
• having industry representatives serve as keynote speakers on such topics as safety, job skills, and employability skills
• using industry representatives to serve as judges for competitions
• suggesting job shadowing, mentoring, and apprenticeship programs
• asking local companies to supply contest materials, supplies, and scholarships
• having SkillsUSA members write letters of introduction and appreciation.

Resources: SkillsUSA: A Partnership That Pays Off and Advisor’s Success Kit (ASK).
Sample Letter of Appreciation

(It is a good idea to use your school letterhead.)
(Month, date, and year)

(Name of school)
(Street address)
(City, state, and zip code)

Dear (Employer):

As the first nine weeks grading period comes to a close, I wish to thank all of you for your interest and cooperation in (name of program) at (name of school).

Your positive attitude and expertise given to our students has definitely carried over to the classroom. There has been a marked growth of maturity in the classroom and with that a better understanding of the adult world of work.

Sincerely,

(Signature of advisor)

(Printed name of advisor)
(Title)
(Name of school)
Ways and Means

To have a successful year, fundraising activities must be planned early. It is a good idea to begin the year by establishing a tentative list of fundraising ideas. Be sure to secure the approval of your local school administration before engaging in any fundraising activity. Your chapter will probably be involved in school and community-related activities that will require funding. Some chapters donate to charities, families in need, or community projects. Another expenditure of a chapter may be the financing of field trips or district, regional, state, or national SkillsUSA contest participation. Social events also require funding.

Planning Fundraising Activities

The level at which your chapter operates depends largely on sources of funding. Typically, you will need to depend on three sources: dues, donations, and money raised by the students. Money for dues may be derived from school concessions (or other profit-making ventures) or paid directly by students. Donations are solicited from business, industry, the advisory council, and other community organizations. Money raised by students usually makes up the largest funding category. Students may raise funds by selling items, providing services to community members, and sponsoring events.

A good educational experience is provided for members through raising funds and overseeing the expenditures. Students learn about planning and record keeping, selling, and dealing with people.

Begin by planning a budget that is coordinated with the SkillsUSA activity calendar. Simply indicate the funds on hand, funds needed for activities, and proposed activities for fundraising.

Activities proposed by the ways and means committee and the treasurer are subject to the approval of the membership. The ways and means committee and the treasurer should be organized to oversee the entire activity. They should be responsible for

- suggesting activities to sponsor
- getting permission from the school administration to conduct the activity
- scheduling of fundraising events
- ordering items to be sold
- taking inventory of products when they arrive
- assigning duties to chapter members
- keeping records of monies received
- paying the invoices incurred
- returning unsold items if necessary.

Good publicity is the key to successful fundraising. No matter how prepared you are for the event, the activity will fail if no one knows about it. Make sure your ways and means and public relations committees promote the event. With both committees involved, the information will be accurate, and more students will have the opportunity to work as a team.

Publicity should be both creative and informative. News releases, public service announcements, and even posters should include all event information (who, what, when, where, and why).

A fundraiser is not over until all the money has been collected, bills have been paid, and the money has been deposited in the bank. You need to monitor the collection of funds. As the chapter advisor, you must make sure none of the money is lost or stolen. Where possible, create an audit trail that shows all money received, deposited, and spent. Most importantly, follow your local administration’s guidelines for collecting, depositing, and spending funds.
After the fundraising activity is complete, be sure to sit down with the officers and members of your chapter and discuss the success of the activity. Individual evaluation forms, such as the example shown at the end of this section, provide every student with a chance to evaluate the activity.

### Fundraising Ideas

<table>
<thead>
<tr>
<th>car wash</th>
<th>concessions sales</th>
<th>yard work</th>
<th>artwork sale</th>
</tr>
</thead>
<tbody>
<tr>
<td>event sponsorship</td>
<td>spirit wear sale</td>
<td>T-shirt sale</td>
<td>pancake breakfast</td>
</tr>
<tr>
<td>cookout</td>
<td>craft show</td>
<td>walk-a-thon or 5K</td>
<td>talent show</td>
</tr>
<tr>
<td>craft item sale (e.g., corn hole sets, Adirondack chairs)</td>
<td>screen print sale</td>
<td>promotional item (e.g., pens and decals) sale</td>
<td>manicures, pedicures, haircuts</td>
</tr>
<tr>
<td>school dance</td>
<td>flower (e.g., corsage) sale</td>
<td>magazine sale</td>
<td>birthday or holiday card sale</td>
</tr>
<tr>
<td>chili or Brunswick stew sale</td>
<td>Valentine gift sale</td>
<td>auto maintenance</td>
<td>repair service</td>
</tr>
</tbody>
</table>

Resource: *Advisor’s Success Kit (ASK)* and SkillsUSA.org at [http://skillsusa.org/membership-resources/chapters/chapter-fundraising/](http://skillsusa.org/membership-resources/chapters/chapter-fundraising/).

### Fundraising Program Best Practices

- Check with your principal with respect to school regulations for fundraising.
  - Fundraising may be limited to certain designated times throughout the year.
  - Some schools prohibit all selling types of fundraising.
  - Local businesses may object to selling campaigns that interfere with their operations.
- Look at national SkillsUSA’s listing of approved fundraising projects.
  - National SkillsUSA checks into the reputability of the company.
  - Companies agree to standards established by national SkillsUSA.
  - State and national SkillsUSA receive royalties on SkillsUSA-approved fundraising items.
- Think through each fundraising project completely.
  - Estimate how much money can be raised.
  - Decide how many workers will be required.
  - Is the project too big? Several small projects might be easier to carry out.
- Look for projects that the community likes and will support.
- Repeat successful projects, but always introduce a new aspect to them.
- Determine if your chapter has the workforce needed to do the job well.
- Have accurate cost and profit estimates for each project.
- Use a community calendar to determine dates in advance. Try to avoid conflicts with other agencies.
- Use instructional activities within the sections to offer fundraising potential.
- Clear suggested projects with all members.
- Appoint a ways and means committee chairperson who has lots of drive, enthusiasm, and diplomacy.
- Ask for samples, brochures, and selling tips from sales project companies.
- Coordinate all fundraising campaigns with the public relations committee.
  - Make a list of possible media sources to investigate.
  - Make posters and memos to distribute.
  - Take photos for use in newspaper publicity.
  - Send copies of news releases to local business and industry. Ask to post news releases on factory bulletin boards and in stores.
- Do not ask the public to contribute to a cause that benefits only SkillsUSA members. If donations are needed to send members to the NLSC, ask your advisory committee to lend support.
- Do not incorporate dues with fundraising activities.
- Appoint a clean-up committee where appropriate.
• Send prompt thank-you notes to helpers and donors.
• Develop a checklist of items to take care of prior, during, and after the fundraiser.

**Developing a Checklist**

- **Site:** indoors or outdoors; book for date of event, either free or rented
- **Check:** stage, decorations, checkroom, restrooms, dressing rooms, parking
- **Facilities:** regular and special lighting, sound equipment, signs, telephone
- **Regulations:** fire, safety, police, health, license, legal tax, insurance, contracts
- **Equipment:** chairs, table props, score cards, tally cards, programs, maps
- **Merchandise:** ticket pricing, packaging supplies, sales books, pencils
- **Tickets:** copy for printer, numbered stubs needed, distribution for selling, reports, cash turned in, sales at event
- **Money:** cash boxes, necessary change, ticket table or booth, chairs, ticket sellers
- **Time:** assurance that time does not conflict with other organizations or school activities
- **People:** ushers, hosts and hostesses, models, artists, waiters and waitresses, errand runners, extra helpers, drivers
- **Food service:** food, serving supplies, decorations, china, silver, glassware, paper
- **Awards:** prizes, trophies, place for prominent display, time and person to award them
- **Extra attractions:** tie-in attractions, details of their placement and operation
- **Publicity:** press passes, arrangement for interviews, pictures, promotion materials, advertising
- **Leftovers:** who will handle leftovers; how to sell to members, others, or donate to charity; returning consigned goods to owners
- **Clean up:** list of things clean-up committee has to do; where to take lost-and-found items; returning borrowed items
- **Ways and Means:** when and where to turn all money in, how to account for ticket sales; paying all bills, completing records, turning profit over to fundraiser beneficiary with suitable publicity
- **Thanks:** list of persons to receive special thank-you notes; thanking others in publicity and chapter reports
- **Records:** which reports are needed, from whom, and due date
**Fundraising Evaluation Form**

To evaluate a fundraiser, enter the name of the fundraiser, print the form and make enough copies for those who participated in running the fundraiser.

Collect the forms; count and average the answers. Lower numbers will reflect areas that need improvement.

**Name of Activity _________________________________

Rate the different aspects of the fundraiser with 4 being the highest rating and 0 being the lowest.

### Planning

1. Involvement of all members
   - 4
   - 3
   - 2
   - 1
   - 0

2. Adequate time allotted
   - 4
   - 3
   - 2
   - 1
   - 0

3. Event organized by students rather than by teacher
   - 4
   - 3
   - 2
   - 1
   - 0

4. Realistic goals
   - 4
   - 3
   - 2
   - 1
   - 0

### Publicity

5. More than one media used
   - 4
   - 3
   - 2
   - 1
   - 0

6. Creative promotion
   - 4
   - 3
   - 2
   - 1
   - 0

7. Number of students involved
   - 4
   - 3
   - 2
   - 1
   - 0

### Actual Event

8. Adequate turnout
   - 4
   - 3
   - 2
   - 1
   - 0

9. One hundred percent member participation
   - 4
   - 3
   - 2
   - 1
   - 0

10. Plan successful
    - 4
    - 3
    - 2
    - 1
    - 0

11. Community involvement
    - 4
    - 3
    - 2
    - 1
    - 0

12. Educational benefit
    - 4
    - 3
    - 2
    - 1
    - 0

13. Benefit to others
    - 4
    - 3
    - 2
    - 1
    - 0

**Resource:** SkillsUSA.org at [http://skillsusa.org/membership-resources/chapters/chapter-fundraising/]
Developing a Calendar

To have a successful SkillsUSA chapter, it will be necessary to plan and implement activities. If new officers are elected during the spring, the SkillsUSA executive council can meet during July and August to develop a tentative calendar for the next school year. Modifications can be made when the full membership meets in the fall. It is important to align the chapter’s yearly calendar with the state calendar and incorporate the local, state, district, and national events.

The calendar should represent a balance of civic, professional, and social program of activities. By following the seven categories outlined in the SkillsUSA national program of work (e.g., professional development, community service, employment, ways and means, SkillsUSA championships, public relations, and social activities), a chapter is assured of reaching such a balance.

Planning the calendar for a new chapter will involve a certain amount of risk, because there has been no opportunity to test projects and activities. To minimize risk, develop a plan based on the following considerations:

- Choose activities that are popular and compatible to your area or community.
- Work out a formula for predicting return on the chapter’s investment.
- Estimate the worst case scenario for each activity, and forecast the impact on the chapter budget.
- Be certain that activities will not conflict with other popular activities.
- Investigate the legality of all activities.
- Enlist the aid of community-services personnel where available.
- Apply for special permits well in advance.
- Use a good planning procedure to ensure that all necessary preparations have been completed before embarking on a new project.
- Present the proposed calendar to your principal to avoid conflicts with other activities.
- Plan your calendar early, and adhere to it carefully.

It is a good idea to use a standard calendar format when planning the chapter activities. First, block in dates for all fixed-time activities (e.g., district, state competition, district fall rally). Next, mark out dates for all major school and community events that might conflict with any planned SkillsUSA activities. It is advisable to use a community calendar (usually prepared by the city or town council) to check for dates of major community events.

If the tentative calendar is developed during the summer, copies can be passed out to members early in the school year. Evidence of a well-planned program is an excellent motivator to keep up interest in the chapter. Planned dates for dances, picnics, and other social events will create immediate interest.

See the sample calendar for a local chapter. The calendar should include the major district and state events and deadlines, as well as a variety of chapter activities. By setting up a calendar, the advisor and officers can note any periods where little is scheduled and plan an activity to keep the momentum of the chapter going. For more information on the national calendar and state calendar, use the following websites: http://www.skillsusa.org/calendar/ and http://www.skillsusava.org.

Suggested Monthly Program Plans

After developing a tentative list of activities, add and delete activities to come up with a chapter calendar. The following schedule is a suggestion of activities suitable for each month in the school year. Some of these activities may be more important to your locality and chapter than others. New chapters may not be able to sponsor all of the activities suggested, and it will be necessary to be selective at first. Plan to sponsor only those activities that can be adequately supported financially and carried out with the workforce available.

September
- Orient new students to SkillsUSA.
- Hold membership campaign.
- Elect and install officers (announce in newspaper, school website, or school’s daily announcements).
• Initiate new members.
• Assign chairperson to start scrapbook.
• Plan year’s program of work and calendar of activities.
• Collect SkillsUSA dues.
• Register for chapter standards program.
• Start level one of PDP (second-year students, level four).

**October**
• Form committees.
• Establish a budget.
• Hold training for officers.
• Discuss SkillsUSA Champions in class.
• Hold fundraiser.
• Have chapter social (entertain new members).
• Conduct dinner meeting (restaurant—with guest speaker and former members).
• Plan to attend district leadership conference.
• Hold workshop on parliamentary procedure.
• Complete level one of PDP (second-year students, level four).

**November**
• Submit membership roster by November 15 to receive full services, including all issues of SkillsUSA Champions magazine.
• Hold chapter meeting.
• Conduct training sessions on employment skills.
• Visit job site.
• Participate in SkillsUSA opening and closing ceremonies.
• Adopt a family in need for Thanksgiving.
• Start level two of PDP (second-year students, level five).

**December**
• Prepare members for competitive events.
• Collect toys for children in need (with media coverage).
• Build a float for parade.
• Have holiday party—hold school-wide dance or a celebration with other SkillsUSA chapters.
• Initiate school spirit project—bulletin board, play holiday music over public address system.
• Plan Student2Student mentoring program.
January
• Conduct dinner meeting with guest speaker.
• Hold chapter meeting.
• Hold job interview workshop.
• Plan for district SkillsUSA Championships.
• Plan for SkillsUSA Week.

February
• Celebrate SkillsUSA Week.
• Have open house.
• Submit follow-up membership roster to national office.
• Hold chapter meeting.
• Register for district/regional skill and leadership competition and district officer nominations.
• Plan for state and national convention attendance.
• Coordinate public relations activities.
• Complete level two of PDP (second-year students, level five).

March
• Participate in local or district SkillsUSA Championships (send out contest news release).
• Hold fundraiser.
• Participate in district leadership competition and district officer elections.
• Register for state competition and state officer nominations.
• Start level three of PDP.

April
• Submit American SkillsUSA degree application to State SkillsUSA Office (Forms can be found in the SkillsUSA Professional Development Program Instructor’s Manual.).
• Hold chapter meeting.
• Conduct employer/employee banquet (news coverage).
• Initiate community project (news coverage).
• Attend SkillsUSA Virginia State Leadership Conference and Skills Championships.
• Have students retake the chapter standards self-assessments.

May
• Elect officers for next year, if possible.
• Celebrate SkillsUSA birthday by hosting a service project.
• Plan trip to June national conference.
• Meet to close the year—make plans for coming year.
• Host social activity.
• Complete level three of PDP.
• Submit applications for national officer candidates.
• Evaluate the SkillsUSA program.

# Sample SkillsUSA Chapter—Program of Work

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25</td>
<td>Chapter Advisor’s Planning Meeting</td>
</tr>
<tr>
<td>September 5</td>
<td>AM &amp; PM Section School-wide Chapter Meeting</td>
</tr>
<tr>
<td></td>
<td>Program: Video, State Officer Presentation</td>
</tr>
<tr>
<td>September 5–November 5</td>
<td>SkillsUSA Membership Drive</td>
</tr>
<tr>
<td>September 20</td>
<td>Officer Candidate Forms Deadline</td>
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<tr>
<td>September 26</td>
<td>State Fair Contest</td>
</tr>
<tr>
<td>September 30</td>
<td>Chapter Advisor’s Planning Meeting</td>
</tr>
<tr>
<td>October 5</td>
<td>AM &amp; PM Section School-wide Chapter Meeting</td>
</tr>
<tr>
<td></td>
<td>Election of Officers/Installation Program: Professional Development/Ways and Means</td>
</tr>
<tr>
<td>October 5–December 5</td>
<td>Fundraising</td>
</tr>
<tr>
<td>October 10</td>
<td>District Fall Rally—Election of District Officers</td>
</tr>
<tr>
<td>TBA</td>
<td>State Leadership Training Workshop</td>
</tr>
<tr>
<td>October 20</td>
<td>Executive Council Planning Meeting</td>
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<tr>
<td>November 5</td>
<td>AM Section School-wide Chapter Meeting</td>
</tr>
<tr>
<td></td>
<td>PM Section School-wide Chapter Meeting</td>
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<tr>
<td></td>
<td>Membership Deadline</td>
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<tr>
<td></td>
<td>Program: Hunting Safety/Employment</td>
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<tr>
<td>November 5–December 5</td>
<td>Community Service Food Drive</td>
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<tr>
<td>November 20</td>
<td>Executive Council Planning Meeting</td>
</tr>
<tr>
<td>December 5</td>
<td>AM Section School-wide Chapter Meeting</td>
</tr>
<tr>
<td></td>
<td>PM Section School-wide Chapter Meeting</td>
</tr>
<tr>
<td></td>
<td>Program: SkillsUSA Championships/Contest sign-up</td>
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<tr>
<td></td>
<td>Winter Social</td>
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<td></td>
<td>Food Drive Final Collection</td>
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<tr>
<td>December 20</td>
<td>Executive Council Planning Meeting</td>
</tr>
<tr>
<td>January 5</td>
<td>AM Section School-wide Chapter Meeting</td>
</tr>
<tr>
<td></td>
<td>PM Section School-wide Chapter Meeting</td>
</tr>
<tr>
<td></td>
<td>Program: Student Finance</td>
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<tr>
<td>January 5–April 5</td>
<td>Operation Shoebox Community Service</td>
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<td>January 20</td>
<td>Executive Council Planning Meeting</td>
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<tr>
<td>February 5</td>
<td>AM &amp;PM Section School-wide Chapter Meeting</td>
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<td></td>
<td>Program: Public Relations for CTE Week</td>
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<tr>
<td>February</td>
<td>CTE Month</td>
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<td>February 20</td>
<td>Executive Council Planning Meeting</td>
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<td>February 25</td>
<td>District Championships and Awards</td>
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<td>March 5</td>
<td>AM &amp; PM Section School-wide Chapter Meeting</td>
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<td>Program: Professional Development</td>
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<td>March 20</td>
<td>Executive Council Planning Meeting</td>
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<td>April 5</td>
<td>AM &amp; PM Section School-wide Chapter Meeting</td>
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<td>Program: Lawn Mower Safety</td>
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<tr>
<td>April 28-29</td>
<td>SkillsUSA Virginia State Leadership Conference and Skills Championship</td>
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<tr>
<td>May 5</td>
<td>AM &amp; PM Section School-wide Chapter Meeting</td>
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<td>Program: Year in Review</td>
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<tr>
<td>May 20</td>
<td>Executive Planning Meeting</td>
</tr>
<tr>
<td>May 30</td>
<td>Local SkillsUSA Awards Banquet</td>
</tr>
<tr>
<td>June 19–23</td>
<td>SkillsUSA National Leadership and Skills Conference</td>
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## Section V: District Management

### SkillsUSA Virginia Geographical Composition

(Adopted by the SkillsUSA Virginia Board of Directors 05/21/2007; board approved changes 1/24/2015.)

<table>
<thead>
<tr>
<th>District I</th>
<th>District IV</th>
<th>District VII</th>
</tr>
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<tbody>
<tr>
<td>Chesapeake City</td>
<td>Accomack County</td>
<td>Botetourt County</td>
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<tr>
<td>Franklin City</td>
<td>Gloucester County</td>
<td>Covington City</td>
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<td>Isles of Wight County</td>
<td>Hampton City</td>
<td>Craig County</td>
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<td>Norfolk City</td>
<td>Mathews County</td>
<td>Floyd County</td>
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<td>Northampton County</td>
<td>Middlesex County</td>
<td>Giles County</td>
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<td>Portsmouth City</td>
<td>Newport News City</td>
<td>Montgomery County</td>
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<tr>
<td>Southampton County</td>
<td>Poquoson Town</td>
<td>Pulaski County</td>
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<tr>
<td>Suffolk City</td>
<td>Williamsburg/Jame City County</td>
<td>Radford City</td>
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<tr>
<td>Virginia Beach City</td>
<td>York County</td>
<td>Fredericksburg City</td>
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<td>Fredericksburg County</td>
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<td>Salem City</td>
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<th>District II</th>
<th>District V</th>
<th>District VIII</th>
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<tr>
<td>Buckingham County</td>
<td>Alexandria City</td>
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<td>Charles City County</td>
<td>Arlington County</td>
<td>Bristol City</td>
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<tr>
<td>Cumberland County</td>
<td>Fairfax City</td>
<td>Carroll County</td>
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<tr>
<td>Goochland County</td>
<td>Fairfax County</td>
<td>Galax City</td>
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<td>Hanover County</td>
<td>Falls Church City</td>
<td>Grayson County</td>
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<td>Henrico County</td>
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<td>Smyth County</td>
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<td>New Kent County</td>
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<td>Tazewell County</td>
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<td>Powhatan County</td>
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<td>Washington County</td>
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<td>Richmond City</td>
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<td>Wythe County</td>
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<tr>
<th>District III</th>
<th>District VI</th>
<th>District IX</th>
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<tr>
<td>Amherst County</td>
<td>Albemarle County</td>
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<td>Charlotte County</td>
<td>Buena Vista Town</td>
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<td>Charlottesville City</td>
<td>Scott County</td>
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<td>Lexington City</td>
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<td>Rockbridge County</td>
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<td>Patrick County</td>
<td>Rockingham County</td>
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<td>Pittsylvania County</td>
<td>Staunton City</td>
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<td>Waynesboro City</td>
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</tbody>
</table>
### District X
Clarke County  
Culpeper County  
Fauquier County  
Frederick County  
Loudoun County  
Madison County  
Orange County  
Page County  
Rappahannock County  
Shenandoah County  
Warren County  
Winchester City

### District XI
Caroline County  
Colonial Beach Town  
Essex County  
Fredericksburg City  
King and Queen County  
King George County  
King William County  
Lancaster County  
Louisa County  
Manassas City  
Manassas Park City  
Northumberland County  
Prince William County  
Richmond County  
Spotsylvania County  
Stafford County  
Westmoreland County  
West Point Town

### District XII
Amelia County  
Brunswick County  
Chesterfield County  
Colonial Heights City  
Dinwiddie County  
Greenville County  
Hopewell City  
Lunenburg County  
Mecklenburg County  
Nottoway County  
Petersburg City  
Prince Edward County  
Prince George County  
Surry County  
Sussex County

### District XIII
Department of Correctional Education
Sample District Constitution and Bylaws

Article I—Name

The official name of this organization shall be District ___ Association of SkillsUSA and may be referred to as District ___ SkillsUSA.

Article II—Purposes

The purposes of this Association are as follows:

- To unite in a common bond without regard to race, creed, sex, or national origin full-time students enrolled in classes with trade and industrial education objectives
- To provide leadership for the local chapters
- To provide regional recognition and prestige through an association of local chapters
- To develop leadership abilities through participation in educational, recreational, social, and civic activities
- To foster a deep respect for the dignity of work
- To assist students in establishing realistic trade and industrial education goals
- To help students attain a purposeful life
- To create enthusiasm for learning
- To promote high standards in ethics, workmanship, scholarship, and safety
- To develop student’s abilities to plan, organize, and implement activities and projects through the use of the democratic process
- To create among students, faculty members, patrons of the school, and persons in industry a sincere interest in and enthusiasm for trade, industrial, technical, and health occupations education
- To develop patriotism through a knowledge of our nation’s heritage and the practice of democracy
- To emphasize the importance of continuous education equable to the needs of the individual and the requirements of his or her chosen occupation

Article III—Organization

Section 1:

(A) The District ___ Association of the SkillsUSA is an Association of local chapters of District ___ operating in conjunction with national SkillsUSA and SkillsUSA Virginia.

(B) Active local chapters in District ___ SkillsUSA shall be organized in schools where trade, industrial, technical, and health education classes are functioning under the state plan for CTE.

(C) District ___ SkillsUSA shall operate according to the existing state board of education and local division regulations and policies.

(D) Local chapters of District ___ SkillsUSA shall be named (school name) SkillsUSA and may be referred as (school name) SkillsUSA.

Section 2: Upon the dissolution of District ___ SkillsUSA, the assets shall be turned over to the member schools in the district to be used in connection with the promotion of co-curricular activities in their schools; the amount prorated depending upon the number of active members in the last membership year.

Section 3: The administration of District ___ SkillsUSA shall be vested in the district executive council comprised of district association officers, the district SkillsUSA board member, and other members as designated in Article X, Section 1.

Article IV—Membership
Section 1: Membership of District ___ SkillsUSA shall consist of the total eligible members of the chartered local chapters and members shall hold the same membership status as in their respective local chapter.

Section 2: In schools where enrollment in the SkillsUSA program is small, the local chapter must have at least six members and all must be members of District ___ Association and the Virginia Association of SkillsUSA to qualify for membership.

Section 3: Each local chapter and District ___ Association will be open for membership to all eligible students regardless of race, color, sex, national origin, or religious belief.

Section 4: Classes of membership that will be recognized by the District ___ Association of SkillsUSA are:

**Active Membership**—This membership type is for persons associated with or participating in professional development of SkillsUSA as approved by the state association. Such members include chapter advisors, teacher educators, supervisors, employers, officials, and other people who support SkillsUSA and trade and industrial education. Professional members will pay dues as established by national and state SkillsUSA. These members will not be eligible to serve as a national or state voting delegate, hold state or national office.

**Honorary Life Membership**—This membership type is for individuals who have made significant contributions to the development of SkillsUSA and trade and industrial education and whose membership has been approved by the national executive council upon the recommendation of the state association. Such membership shall not require payment of either state or national dues. Honorary members shall not vote, hold office, or serve on committees but shall be eligible to attend all meetings and wear official dress and emblems of SkillsUSA.

**Alumni Membership**—This membership type is for former active members who are no longer enrolled in CTE. Although alumni members pay dues and may participate at the national level through the Youth Development Foundation of SkillsUSA Inc., they are not eligible to serve as national voting delegates, hold national office, or otherwise represent the state active association membership in SkillsUSA. Charters may be issued for local and state alumni associations. The board of directors approves appointments to the national alumni coordinating committee, which oversees contributions to the SkillsUSA National Alumni Fund, a fund that supports a variety of worthwhile projects for active SkillsUSA members.

**Professional Membership**—This membership type is for persons associated with or participating in the professional development of SkillsUSA as approved by a state association. Such members shall include chapter advisors, teacher educators, and supervisors. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as national voting delegates, hold national office, or otherwise represent the state association in SkillsUSA.

Section 5: A membership year shall be from September 1 through August 31, inclusive.

Article V—Voting Delegates

Section 1: The SkillsUSA member shall exercise his/her franchise through voting delegates at district, state, and national meetings.

Section 2: Each local chapter shall select delegates who shall be considered voting delegates at any District ___ Leadership Conference or meeting. The number of delegates from each chapter shall be based on membership from the previous membership year.

Delegates, to other than District ___ functions, shall be governed by the rules of that organization. The number of delegates is as follows:
Active Membership
- six–20 members—two delegates
- two–50 members—three delegates
- 50–100 members—four delegates
- 101–150 members—five delegates
- 151–200 members—six delegates
- 201–250 members—seven delegates
- 251–300 members—eight delegates
In addition, one delegate shall be granted for each segment of 100 SkillsUSA members thereafter.

Section 3: Seven district officers (president, president-elect, secretary, treasurer, reporter, parliamentarian, and historian/chaplain) shall be considered voting delegates at large. The seven officers will not be counted as his/her chapter’s delegates.

Article VI—Meetings

Section 1: An officer leadership training seminar, a district fall rally, and a leadership/skill olympics event shall be held each year and shall serve as the official meetings of District ___ SkillsUSA, the time and place to be determined by the District ___ Executive Council.

Section 2: A quorum shall be present at all meetings before official business may be conducted. This shall be two thirds of the voting delegates.

Section 3: The Executive Council of District ___ SkillsUSA shall be empowered to call special meetings.

Article VII—Officers

Section 1: Definitions of Officers

(A) The officers of District ___ Association of SkillsUSA shall be president, president-elect, secretary, treasurer, reporter, parliamentarian, and historian/chaplain.

(B) Officers shall serve a term of one year provided they maintain a “C” or 2.0 or higher GPA average in all academic, trade and industrial education, or CTE courses attempted. If the average drops to a “D,” the officer shall resign from his/her office. A report shall be sent to the executive council at the end of each grading period of any officer not meeting these standards.

(C) All officers must have one or more years remaining in a trade and industrial education program area at the time of election.

(D) The administrative officer of District ___ SkillsUSA shall be the District SkillsUSA Board Member. The duties and responsibilities shall be to administer, supervise, or delegate the planning, conducting, and coordinating of all District ___ functions and events.

Section 2: Election of Officers

(A) All district officers shall be elected annually in accordance with state and national SkillsUSA regulation with one exception. (The treasurer of the district shall run unopposed and shall be selected from the local chapter hosting the annual fall rally.) Unless otherwise designated by the executive council, the election shall take place during the annual District ___ Fall Rally.

(B) The voting shall be done by roll call, and officers shall be elected by majority vote of the delegates, a quorum being present. If no majority occurs on the first vote, a second ballot will be cast for the top two candidates.
(C) All officers shall serve for one year in the same office. Local chapters shall not have a member serve as district president more than one year in succession. The newly elected officers of District ___ SkillsUSA shall be installed and assume office at the time and place of the annual District ___ Fall Rally.

(D) In the event that the presidency is vacated, the president-elect shall assume the office of president.

(E) Should other offices be vacated, or an officer is not active, the executive council shall fill these vacancies by appointment at the next district meeting or conference.

Article VIII—Dues

Section 1: Membership dues for national and state SkillsUSA are to be paid by members of local chapters, the amount which shall be determined by state and national SkillsUSA. The local chapters shall send the dues directly to national SkillsUSA on or before the deadline date set by national SkillsUSA. Students of local chapters must be state and national SkillsUSA members with dues paid in full to be eligible to participate in District ___ SkillsUSA activities.

Section 2: The treasurer of District ___ SkillsUSA shall report to the executive council on or before March 1 of each school year as to which students of local chapters have paid their membership dues in full. These students shall be designated as members in good standing.

Article IX—Emblems and Colors

Section 1: The emblems and colors of this association and all affiliated local chapters shall be that of the national organization.

Article X—Committees

Section 1: The Executive Council

(1) The duly elected officers of District ___ SkillsUSA, the district SkillsUSA board member, and two trade and industrial education instructors shall make up the executive council. The directors and principals of the affiliated schools of District ___ SkillsUSA shall also be members of the executive council and shall appoint the two trade and industrial education instructors. The district SkillsUSA board member shall be elected on odd number years at the annual Virginia Association of Trade and Industrial Educators (VATIE) meeting held in November at the (school name). The appointment shall be for two years.

(2) Ex-officio members of the executive council shall include the local presidents, advisors, and instructors whose students are members of the executive council. They shall serve in an advisory capacity only and without voting privileges.

(3) The executive council shall hold its first meeting prior to the annual fall rally at a time and place to be announced.

(4) The executive council shall also be empowered to
   (a) call special meetings
   (b) appoint standing and special committees such as budget, constitution, resolution, program, and audit
   (c) make decisions regarding the expenditure of funds.

Article XI—Audit

The accounts of the district ___ treasurer may be audited once every year by an auditing committee appointed by the district SkillsUSA board member.
Article XII—Amendments

Section 1: This constitution may be amended by a two thirds vote of the authorized delegates to any official meeting of District ___ SkillsUSA.

Section 2: Only such amendments shall be made as are in keeping with the purposes stated in Article II of this constitution.

Section 3: All proposed amendments shall be submitted for approval and recommendation to the constitution committee. This shall be done two weeks in advance of the meeting and a copy shall be sent to each affiliated school.

Article XIII—Rules, Regulations, and Bylaws

Section 1: Such rules, regulations, and bylaws as are deemed necessary for the proper conduct of this organization shall be adopted.

Section 2: No rules, regulations, or bylaws shall be adopted that are contradictory to this constitution.

Section 3: In all meetings, Roberts’ Rules of Order shall stand as standard procedure.

Section 4: This constitution and bylaws shall be reviewed every three years or whenever appropriate.
Sample District Calendar

August 25          District Advisor’s Planning Meeting
September 26      Virginia State Fair
October 7          District Fall Rally—Election of District Officers/Installation
TBA                State Officer Leadership and Training Conference
October 22         Executive Council Planning Meeting
November 7–December 7 District Community Service
November 22        Executive Council Planning Meeting
December 22        Executive Council Planning Meeting
January 22         Executive Council Planning Meeting
January–April      District Community Service—Operation Shoebox
February 25        District Championships and Awards
March 22           Executive Council Planning Meeting
April 22           Executive Council Planning Meeting
April 28–29        SkillsUSA Virginia State Leadership Conference and Skills Championship
May 22             District SkillsUSA Spring Rally
June 23–27         SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky


SkillsUSA District Championships

Championships are held in each of the 13 SkillsUSA Virginia districts. Contests are held each year during February or March. Different school locations are chosen to host the contest each year. A district chairperson representing the host school provides leadership to the event.

For a student to compete at the district level, the student must show documentation that he/she has competed at a chapter level. District contests may include categories that are not included in the state or national contests to include as many students as possible. The local school and district competition are important from a motivational standpoint because they provide an opportunity for the majority of students to develop leadership skills.

First-place winners in the district competition are allowed to enter state-level competition. This event, SkillsUSA Virginia Leadership and Skills Championships, is held in the spring of each year. The event is supported by the Virginia Department of Education. For information about additional contests, please download/print SkillsUSA Virginia Championships Technical Standards from the SkillsUSA Virginia website: http://www.skillsusava.org.

Local chapters interested in initiating new competitive events should contact the SkillsUSA Virginia state advisor.
Section VI: State Management

Virginia Department of Education

- Trade and Industrial Education Advisory Council
- Trade and Industrial Education Specialist (Corporate Officer)
- Board of Directors
- State Advisor
- Officer Trainers
- High School State Officers
- College/Postsecondary Officers
- District Leaders
- Chapter Leaders
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Atkins, President</td>
<td>Business and industry</td>
</tr>
<tr>
<td>Ed Sullivan, Past President</td>
<td></td>
</tr>
<tr>
<td>Dr. Brandon Martin, Vice President</td>
<td>CTE Administrator, Virginia Beach Public Schools, Region 2</td>
</tr>
<tr>
<td>Laura Smith, Secretary</td>
<td>Washington County CTE, Region 7</td>
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<tr>
<td>Joyce Price</td>
<td>SkillsUSA Virginia State Advisor</td>
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<tr>
<td>Paravi Das</td>
<td>SkillsUSA Student State President, Monroe Technical Center</td>
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<td>J. Anthony Williams, Corporate Officer</td>
<td>Virginia Department of Education</td>
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<td>Jerry Baker</td>
<td>Business and Industry– W.E. Bowman</td>
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<tr>
<td>Sonny Walker Morris</td>
<td>Foundation Treasurer</td>
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<tr>
<td>Matt Ingram</td>
<td>VATIE, Northern Neck Tech Center (NNTC)</td>
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<td>James Harper</td>
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<td>Business and Industry – Ronald A. Williams, LTD</td>
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<td>Lauren-Anne Sledski</td>
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<td>Matt Ingram</td>
<td>Stafford High School, Region 3</td>
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<td>Pam Smith</td>
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<tr>
<td>Tara Roberts</td>
<td>Valley Technical Center, Region 5</td>
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<tr>
<td>Robbie Dooley</td>
<td>Franklin County High School, Region 6</td>
</tr>
<tr>
<td>James Wright</td>
<td>Greensville County High School, Region 8</td>
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</table>
Article I—Name

The official name of this organization shall be the Virginia Association of SkillsUSA, Inc. and may be referred to as SkillsUSA Virginia.

Article II—Purposes

The purposes of this Association are:

• To unite in a common bond without regard to race, color, creed, sex, national origin, sexual orientation, or disabilities, as defined by the Americans with Disabilities Act, full-time students enrolled in classes with trade, industrial, technical, and health occupations objectives.
• To provide leadership for the local chapters.
• To provide a clearinghouse for information and activities.
• To provide recognition and prestige through an association of local chapters.
• To develop leadership abilities through participation in education, vocational, civic, recreational, and social activities.
• To foster a deep respect for the dignity of work.
• To assist students in establishing realistic vocational goals.
• To help students attain a purposeful life.
• To create enthusiasm for learning.
• To promote high standards in trade ethics, workmanship, scholarship, and safety.
• To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process.
• To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.
• To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for Trade and Industrial Education.
• To develop patriotism through a knowledge of our nation's heritage and the practice of democracy.

Article III—Organization

Section 1:

(A) The Virginia Association of SkillsUSA is an association of local chapters of the Commonwealth of Virginia operating in accordance with a charter granted by national SkillsUSA.

(B) Active local chapters of SkillsUSA Virginia shall be organized in schools where Trade and Industrial Education classes are functioning under the State Plan for Career and Technical Education.

(C) SkillsUSA Virginia shall operate according to the existing State Board of Education and local division regulations and policies.

(D) The administration and authority in the SkillsUSA Virginia will be vested in the Board of Directors of SkillsUSA Virginia.
Section 2: The assets of SkillsUSA Virginia shall be turned over to the Virginia Board of Education upon dissolution. These funds are to be used in connection with the promotion of co-curricular activities in Virginia.

Section 3: The Administration of SkillsUSA Virginia shall be vested in the state Executive Council comprised of state association officers, the state student specialist, state advisor, and other members as designated in Article IX, Section 1.

Section 4: Charters and/or charter seals shall be issued by the Executive Council of the Virginia Association of SkillsUSA to the local chapters each year in accordance with the following requirements:

(A) Charters shall be issued in the name of the school and only one SkillsUSA Chapter may be organized in any school.

(B) The SkillsUSA Chapter in any school shall be organized into sections with separate officers and advisors for each section. Example: The TCE (Technical Cooperative Education)/ICT section or the Electronics section.

(C) One of the advisors at the local level shall be designated as the chapter advisor of the organization.

(D) Local chapters of SkillsUSA Virginia shall be named (_______) School SkillsUSA and may be referred to as (____) SkillsUSA.

Section 5. A Board of Directors comprised of leaders from education, business, and labor unions shall be appointed by the head state supervisor to provide counsel, advice, and assistance to the state association in carrying out its functions. Equal representation shall be given to business and labor.

Section 6. A SkillsUSA Virginia Foundation with a Board of Directors comprised of leaders from Education, Business, and Labor Unions shall be appointed by the head state supervisor to provide financial oversight for fundraising activities associated with official SkillsUSA Virginia business. One of the SkillsUSA Virginia Foundation officers shall also serve on the SkillsUSA Virginia Board of Directors as the SkillsUSA Board of Directors Foundation Member.

All SkillsUSA Virginia Foundation proceeds shall revert to SkillsUSA Virginia in the event that the SkillsUSA Foundation is dissolved.

Section 7. A SkillsUSA Virginia Alumni Association with a Board of Directors comprised of former SkillsUSA Members shall be established for the purpose of supporting official SkillsUSA Virginia business. One of the SkillsUSA Virginia Alumni Association Officers shall also serve as a SkillsUSA Virginia Board of Director as the SkillsUSA Board of Directors Alumni Association Member.

All SkillsUSA Virginia Alumni Association proceeds shall revert to SkillsUSA Virginia in the event that the SkillsUSA Alumni Association is dissolved.

Article IV—Membership

Section 1: Membership of the Virginia Association of SkillsUSA shall consist of the total eligible members of the chartered local chapter and members shall hold the same membership status as in their respective local chapter.
Section 2: The local chapter must have at least six members and all must be members of the state association and the national organization of SkillsUSA to qualify for a charter.

Section 3: Each local chapter and state association will be open for membership to all students regardless of race, color, sex, religion, creed, national origin, sexual orientation, or disabilities, as defined by the Americans with Disabilities Act.

Section 4: Classes of membership which will be recognized by the Virginia Association of SkillsUSA are:

Active Membership—Students enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment related to Trade and Industrial Education and is earning credit toward a diploma/certificate or its equivalent.

Alumni Membership—Former active members who are no longer enrolled in career and technical education programs. Although alumni members pay dues and may participate at the national level through the Youth Development Foundation of SkillsUSA Inc., they are not eligible to serve as national voting delegates, hold national office or otherwise represent the state active association membership in SkillsUSA. Charters may be issued for local and state alumni associations. The Board of Directors approves appointments to the National Alumni Coordinating Committee, which oversees contributions to the SkillsUSA National Alumni Fund, a fund that supports a variety of worthwhile projects for active SkillsUSA members.

Professional Membership—Persons associated with or participating in the professional development of SkillsUSA as approved by a state association. Such members shall include chapter advisors, teacher educators and supervisors. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as national voting delegates, hold national office or otherwise represent the state association in national SkillsUSA.

Honorary Life Membership—Individuals who have made significant contributions to the development of SkillsUSA and Trade and Industrial Education whose membership has been approved by the National Executive Council upon the recommendation of the State Association. Such membership shall not require payment of either state or national dues. Honorary members shall not vote, hold office or serve on committees but shall be eligible to attend all meetings and wear official emblems of SkillsUSA.

Section 5: A membership year shall be from September 1 through August 31, inclusive.

Article V—Voting Delegates

Section 1: The SkillsUSA member shall exercise his/her franchise through voting delegates at state and national meetings.

Section 2: Each chapter shall elect delegates who shall be considered voting delegates at the SLC. The number of delegates shall be determined in accordance with the following apportionment:

- 6–12 Members—1 Delegate
- 13–24 Members—2 Delegates
- 25–49 Members—3 Delegates
- 50–79 Members—4 Delegates
- 80–200 Members—5 Delegates

In addition, one delegate shall be granted for each segment of hundred SkillsUSA members thereafter.
Section 3: Six district officers (President, Vice-President, Secretary, Treasurer, Reporter, and Parliamentarian) shall be considered voting delegates at large. Chapters from which the six district officers are elected will be entitled to their regular delegation as indicated in Article V-Section 2 of the State SkillsUSA Constitution. The six district officers will not be counted as his/her chapter's delegates.

Section 4:
(A) The number of Voting Delegates to the NLSC shall be variable with the directives of the National Constitution. The number of alternates shall be the same as the number of delegates. The state officers are automatically voting delegates.

(B) The remaining delegates shall be elected during the delegate session at the SLC.

(C) Each delegate candidate must submit the Official National Delegate Candidate Form directly to the state student specialist by the designated date.

(D) The voting shall be done by ballot and delegates shall be elected by plurality vote of the delegates.

(E) The Executive Council will prescribe the conditions under which vacancies will be filled.

Article VI—Meetings

Section 1: A State Leadership Conference shall be held each year and this shall serve as the official annual meeting of the Virginia Association of SkillsUSA, the time and place to be determined by the SkillsUSA Virginia State Board of Directors.

Section 2: A quorum at the State Leadership Conference shall constitute two-thirds of the duly elected voting delegates present.

Section 3: The state shall be empowered to call special meetings with the notification of the Board of Directors.

Article VII—Officers

Section 1: Definitions of Officers

(A) The officers of the Virginia Association of SkillsUSA shall be the President, Vice-President, Secretary, Treasurer, Reporter, Parliamentarian, and a regional Vice-President from each of the regions established by the Board of Directors. These officers are ex-officio voting delegates at the SLC. If a state officer-elect fails to attend state officer training, the officer will forfeit the privileges of being a state officer for that year. Replacements for state offices will continue to follow the set guidelines, but only before state officer training. Vacancies occurring after state officer training will not be filled.

(B) Officers shall serve for a term of one year.

(C) All officers must be in their sophomore or junior year at the time of the election and have one remaining year in their trade and industrial program.

(D) There shall not be more than two state officers from any local chapter.

(E) The administrative officer of SkillsUSA Virginia shall be the state student specialist.
Section 2: Election

(A) All district and state officers shall be elected annually, and unless otherwise designated by the Executive Committee, the election shall take place at the district conference and SLC, respectively.

(B) The nominating committee shall be appointed by the state president. At the last regular scheduled meeting before the annual state convention, it shall draw up a slate of officers to be presented to the delegate body.

(C) Each local chapter shall be informed of the date of these meetings of the nominating committee and shall submit the Official Candidate Form for officers for each candidate directly to the state director by the designated date.

(D) The slate of officers shall be presented at a designated time during the SLC. Nominations may be made from the floor provided an Official Candidate Form for Officers has been submitted to the state student specialist prior to the last regular scheduled meeting of the nominating committee.

(E) The voting shall be done by ballot and officers shall be elected by plurality vote of the delegates. If a candidate is unopposed, he/she must receive a majority vote to be elected to office.

(F) All officers shall serve for one year in the same office. No local chapter shall have a student serving as state president more than one year in succession. The newly elected officers of SkillsUSA Virginia shall assume office and be installed at the time of the SLC.

(G) In the event the presidency is vacated, the vice-president shall assume the presidency.

Section 3: Duties of Officers

(1) The President:
   (a) shall preside at all meetings of SkillsUSA Virginia in accordance with accepted parliamentary procedure
   (b) shall be chairman of the Executive Council
   (c) shall carry out such other duties vested in the presidency by the organization
   (d) shall appoint committees and serve as ex-officio member of them
   (e) shall coordinate chapter activities and maintain contact with local officers and members
   (f) shall represent SkillsUSA Virginia officially in school-community relations

(2) The Vice-President:
   (a) shall preside at all meetings in the absence of the president
   (b) shall be chairperson of the program committee
   (c) shall assist the president

(3) The Secretary:
   (a) shall keep records of all regular meetings and Executive Council meetings of SkillsUSA Virginia
   (b) shall have available for the president the agenda for all meetings
   (c) shall write the communications authorized by the president
   (d) shall count and record the rising votes of the delegates or committee members
   (e) shall cooperate with the treasurer by keeping an accurate membership roll
   (f) shall read communications at meetings
(g) shall have available for each meeting the following:
1. record and minutes of previous meetings
2. list of all committees
3. copy of the SkillsUSA Virginia Constitution and Bylaws
4. copy of the Official Guide for SkillsUSA

(4) The Treasurer:
(a) shall cooperate with the SkillsUSA Virginia Student Specialist in the collection of all state dues and assessment and will keep accurate records thereof
(b) shall be a member of the budget committee
(c) shall counter-sign with the SkillsUSA Virginia Student Specialist all checks disbursed in the name of the SkillsUSA Virginia Association
(d) shall cooperate with the secretary by keeping an accurate membership roll
(e) shall prepare adequate financial statements and reports

(5) The Reporter:
(a) shall keep the activities of SkillsUSA Virginia before the public
(b) shall prepare news articles for newspapers, state bulletins, etc.
(c) shall file pictures, programs, clippings, and SkillsUSA Virginia activities, and maintain a scrapbook

(6) The Parliamentarian:
(a) shall assist in conducting state meetings, according to parliamentary law and procedure
(b) shall be a member of the constitution committee

Article VIII—Dues

Section 1: Dues to be paid by members of SkillsUSA Virginia shall be determined at the SLC for the school year that follows and shall be payable by the date announced by the state student specialist. The amount, which has been set by the national SkillsUSA as national dues, shall be set aside for this amount, to be forwarded by the state student specialist, to the national office. In the event that the NLSC increases the national dues beyond that expected at the time of the SLC, the Board of Directors shall be empowered to increase the dues to be paid by members of SkillsUSA Virginia for the year involved by a like amount.

Section 2: The state student specialist shall report to the Executive Council on or before March 1 of each school year as to which chapters have paid their membership dues in full. These chapters shall be designated as chapters in good standing.

Article IX—Committees

Section 1. The Executive Council
(a) The state officers of the Virginia Association of SkillsUSA, Inc., certain district presidents, the state director, (and/or the state supervisor of trade and industrial education), one ICT coordinator and the trade or technical education instructor shall constitute the Executive Council. The ICT coordinator and the trade or technical education instructor shall be appointed by the state director or selected in some manner at the director's discretion.
(b) Ex-officio members of the Executive Council shall include the advisors of the executive council members. They shall serve in an advisory capacity without voting privileges.
(c) The Executive Council shall hold its first meeting at least one month prior to the NLSC. It shall also hold other meetings as needed.
(d) The Executive Council shall be empowered to do the following:
(1) Call special meetings, with the notification of the Board of Directors
(2) Appoint standing committees:
   (a) Nominations
   (b) Conference Planning
   (c) Training and Program Development
   (d) Administration
   (e) Special Committees

Section 2. The state director shall be one of the members of the staff of the Trade and Industrial Education Service as designated by the head state supervisor.

Article X—District Organization

Section 1: Structure

(A) SkillsUSA Virginia shall be organized into districts according to the recommendations of the Board of Directors.
(B) These districts may be adjusted from year to year to meet changing conditions as they may occur.

Section 2: District Officers

(A) The district officers shall be elected in whatever manner the SkillsUSA Chapter members of the district choose.
(B) The names of the district officers shall be presented to the state president and the state student specialist on or before December 1.

Article XI—Audit

Section 1: Accounts of the state treasurer shall be audited each year by an Auditing Committee appointed by the state student specialist.

Article XII—Amendments

Section 1: The Constitution may be amended by a two-thirds vote of the authorized delegates to any annual SLC.

Section 2: Only such amendments shall be made as are in keeping with the purposes stated in Article II of this Constitution.

Section 3: Proposed amendments shall be submitted to the Board of Directors prior to the date announced by the state student specialist.

Section 4: Amendments shall be in effect on the first day of July following their adoption.

Article XIII—Rules, Regulations, and Bylaws
Section 1: Such rules, regulations and bylaws are deemed necessary for the proper conduct of this organization shall be adopted.

Section 2: No rules, regulations, or bylaws shall be adopted which are contrary to this Constitution.

Section 3: Robert’s Rules of Order, Newly Revised shall serve as standard procedure in all meetings.

Section 4: This constitution and bylaws shall be reviewed every three years or whenever appropriate.

Article XIV – Policies and Procedures

Section 1: Policies and procedures shall be maintained by SkillsUSA Virginia to ensure the safe execution of official SkillsUSA Virginia business.

(A) Policies and procedures regarding official business shall be maintained, and implemented by the state student specialist with the support of the trade and industrial education state specialist and the Board of Directors.

a. Policies – A SkillsUSA Virginia Policy Manual will be maintained by the SkillsUSA Virginia student specialist in accordance with the Board of Directors.

b. Procedures – A SkillsUSA Virginia Standard Operating Procedures (SOP) Manual will be maintained by the state student specialist with the support of the trade and industrial education state specialist and the Board of Directors.

SkillsUSA Virginia 2018-2019 Calendar

*Calendar is continually updated. Please refer to http://www.skillsusava.org for current information.

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<tr>
<th>SkillsUSA Virginia Board of Directors</th>
<th>Norfolk Waterside Marriott Norfolk, VA</th>
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<tbody>
<tr>
<td>July 24, 2018</td>
<td>Board meeting</td>
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<tr>
<td>October 18, 2018</td>
<td>Board meeting</td>
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<tr>
<td>January 18, 2019</td>
<td>Board meeting</td>
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<tr>
<td>April 12-13, 2019</td>
<td>Board meeting</td>
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<tr>
<td>July 23, 2019</td>
<td>Board meeting</td>
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<td>Virginia Trade and Industrial Education (VATIE) <a href="http://www.vatie.org">http://www.vatie.org</a></td>
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<tr>
<td>July 24-26, 2019</td>
<td>VATIE Conference</td>
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<td>Virginia Association for Career and Technical Education (VACTE)</td>
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<tr>
<td>January 17-18, 2019</td>
<td>Professional Leadership Seminar</td>
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<tr>
<td>Washington Leadership Training Institute (WLTI) <a href="http://www.skillsusa-register.org/">http://www.skillsusa-register.org/</a></td>
<td>Hilton Garden Hotel, Richmond, VA</td>
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<tr>
<td>September 22-26, 2018</td>
<td>Washington Leadership Training Institute</td>
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<td>State Fair of Virginia <a href="http://www.skillsusava.org">http://www.skillsusava.org</a></td>
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<td>September 21, 2018</td>
<td>State Fair Registration Deadline</td>
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<tr>
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<td>State Fair</td>
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<td>Southwest Fall Festival <a href="http://www.skillsusava.org">http://www.skillsusava.org</a></td>
<td>Meadow Event Park, Doswell, VA</td>
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<td>November 9, 2018</td>
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<td>November 19, 2018</td>
<td>Southwest Cosmetology Fall Festival</td>
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<td>State Leadership Training Workshop <a href="http://www.skillsusava.org">http://www.skillsusava.org</a></td>
<td>New River Community College, Dublin, VA</td>
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**Membership** [http://www.skillsusa-register.org/](http://www.skillsusa-register.org/)

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<tr>
<td>December 31, 2018</td>
<td>TBA</td>
<td>Dues deadline</td>
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<tr>
<td>February 14, 2019</td>
<td>Southeast</td>
<td>Dues deadline (second semester, new students only)</td>
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**Other Events**

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<tr>
<th>Date</th>
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<tr>
<td>TBA</td>
<td>Governor’s Day Activities</td>
<td>Richmond, VA</td>
</tr>
<tr>
<td>February 3-9, 2019</td>
<td>SkillsUSA Week</td>
<td></td>
</tr>
</tbody>
</table>

**SkillsUSA Virginia State Leadership Conference and Skills Championships (SLC)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Region</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 22, 2019</td>
<td>SLC Registration Deadline</td>
<td></td>
</tr>
<tr>
<td>April 12-13, 2019</td>
<td>55th Annual SLC</td>
<td>Virginia Beach, VA</td>
</tr>
</tbody>
</table>

**SkillsUSA National Leadership and Skills Conference (NLSC)** [http://www.skillsusa.org](http://www.skillsusa.org)

<table>
<thead>
<tr>
<th>Date</th>
<th>Region</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15, 2019</td>
<td>NLSC Registration Deadline</td>
<td></td>
</tr>
<tr>
<td>June 24-28, 2019</td>
<td>55th Annual NLSC</td>
<td>Louisville, KY</td>
</tr>
</tbody>
</table>
SkillsUSA Virginia State Officer Application

A Message from Your SkillsUSA Virginia State Advisor

Being a state officer is one of the highest honors a student can achieve in SkillsUSA Virginia. It can also be one of the most rewarding experiences for a student. If you are considering running for a state office, be sure you are prepared! As a state officer, you represent the entire state association.

As a potential state officer candidate, you must be dedicated to SkillsUSA Virginia. Candidates should possess excellent leadership skills such as public speaking, professionalism, teamwork, and responsibility.

Filling out this state officer application packet is the first step to becoming an officer and creates the first impression. It is imperative that the completed application be in my office before the due date. Any application that is received after the due date will not be accepted.

I wish you the all the best on your journey. Congratulations for taking on this challenge to be a SkillsUSA Virginia state officer.

Sincerely,
Joyce Price
Joyce Price
SkillsUSA Virginia State Advisor

Virginia Officer Candidate Requirement Checklist

- Active membership for the current year (print from national website)
- Minimum qualifications List
- Personal Data Form (two pages)
- State Officer Contract and Code of Conduct and Violation
- Medical Release & Emergency Information (three pages)
- Letter of endorsement from your SkillsUSA advisor
- Letter of support from a school administrator
- Letter of support from teacher other than your SkillsUSA advisor
- Personal résumé
- Current transcript

Forms received after the deadline or missing forms and/or signatures will result in disqualification as a candidate. Officer candidate packet due before March 23, 2019.
All forms must be typed!
Virginia Officer Candidate Form and Minimum Qualifications

(Note: All information must be typed.)

Full name of candidate _________________________________________________

This application is for: (Check one or both if you are also running for national office—this is your only opportunity to declare national officer candidacy!)

State Office ___________ National Office ___________

Division (Check Only One)

High School ___________ College/Postsecondary ___________

Note: All candidates will run for an officer at-large position (except state regional vice presidents). If you are seeking a state regional vice president’s position, check the appropriate region.

Region 1 _______ (Districts 5, 6, 10) Region 3 _______ (Districts 2, 3, 12)

Region 2 _______ (Districts 1, 4, 11) Region 4 _______ (Districts 7, 8, 9)

Please place a check in the space provided to signify items the candidate has satisfied.

___ Has active membership in local, district, state, and national SkillsUSA
___ Has at least one full year remaining in a CTE program
___ Has participated in district SkillsUSA activities
___ Has agreed to represent SkillsUSA Virginia through personal appearances and travel during term of office
___ Has agreed to attend all meetings of the SkillsUSA Virginia executive council
___ Has maintained a “C” or better in ALL courses
___ Has obtained (or in the process of obtaining) Career Essential: Experience or levels one and two of the SkillsUSA PDP (must be completed by April 12, 2019)
___ Understands that parents and/or school must assist in transportation to and from SkillsUSA Virginia activities

Verification and endorsement:

________________________________________  __________________________________________
Officer Candidate (signed)                    Parents/Guardians (signed)

________________________________________  __________________________________________
School Administrator (signed)                 SkillsUSA Virginia Chapter Advisor (signed)
# Personal Data Form

**Candidate’s Name (as it should appear on ballot)** ____________________________

<table>
<thead>
<tr>
<th>Full name</th>
<th>Nickname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home address</th>
<th>City, zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>School name</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City, zip code</th>
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</thead>
<tbody>
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<td></td>
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</tbody>
</table>

SkillsUSA Virginia District______

<table>
<thead>
<tr>
<th>Advisor’s Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Telephone __________________________ Fax __________________________

Career training objective: ____________________________________________

Enrolled in program type: ____________________________________________

Year in school ____ Date enrolled _______ Completion date _______

Instructor’s name __________________________ Instructor’s email __________

**Please provide the following measurements.**

1. Blazer size #__________ Men Women

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. T-shirt size X-Small Small Medium Large X-Large 2XL 3XL 4XL 5XL

<table>
<thead>
<tr>
<th>X-Small</th>
<th>Small</th>
<th>Medium</th>
<th>Large</th>
<th>X-Large</th>
<th>2XL</th>
<th>3XL</th>
<th>4XL</th>
<th>5XL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Polo shirt size X-Small Small Medium Large X-Large 2XL 3XL 4XL 5XL

4. Jacket/windbreaker size X-Small Small Medium Large X-Large 2XL 3XL 4XL 5XL

**Please list parent/guardian name(s) and contact information.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City, state, zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Daytime phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evening phone</th>
<th>Cell phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Names of individuals, with addresses, who should receive copies of correspondence. (Please include your local advisor.)

<table>
<thead>
<tr>
<th>Name</th>
<th>School/Company</th>
<th>Address</th>
<th>City, state, zipcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Names and addresses of local newspaper, radio, and television stations:

1. ____________________________________________
2. ____________________________________________
3. ____________________________________________

Please complete the following sentences.
(Please attach a separate sheet with your answers.)

1. I want to become a state officer because
2. As a state officer, I want to accomplish
3. I like my career area because
4. The best thing about my instructor is
5. After I complete my educational training program, I plan to

Additionally, provide information on the following:

6. My long range goal(s)
7. SkillsUSA honors (e.g., offices held, awards received)
8. Other honors (school, district, community, state, and national)
9. Favorite hobbies, interests, and activities
SkillsUSA Virginia State Officer Contract

As a state officer of SkillsUSA Virginia, you have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times (both while representing the organization as well as on your personal time). You will have an opportunity to meet students, advisors, administrators, and business, industry, and labor representatives during your term of office. Your actions will set a standard for all SkillsUSA members to follow. When you sign this SkillsUSA contract, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members. You will also be reaffirming the ideals of SkillsUSA.

As a state officer of SkillsUSA Virginia, I agree to adhere to the following rules and regulations:

1. I will, at all times, respect all public and private property.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will abide by the curfew established and shall respect the rights of others.
4. I will not be in the sleeping room with a member of the opposite sex unless the door is completely open at all times.
5. I will not use alcoholic beverages or controlled or illegal substances at any time.
6. I will not leave the hotel/motel to which I am assigned without the express permission of the assigned SkillsUSA chaperone.
7. My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
8. I will forfeit my office if I leave school before completing my training program.
9. I will respect authority at all times.
10. I will keep SkillsUSA informed of my whereabouts at all times.
11. I will respect the official SkillsUSA dress code by not smoking while wearing the official dress.
12. I will attend all activities for which I am assigned/registered and will be on time to all functions and assignments.
13. I will adhere to the dress code at all times.
14. I will attend all assigned functions.
15. I will send in monthly reports to the SkillsUSA Virginia state advisor.
16. I will maintain above-average grades in all of my classes (as stated in Board Policy 84–1).
17. I will attend school each day it is in session, unless I am on official SkillsUSA business or ill. I will make up all missed work.
18. I will serve my state in an ex-officio capacity.
19. I will submit my name on a membership roster and will pay dues as a member for the year in which I am an officer.
20. I will accept other SkillsUSA Virginia assignments when possible and understand I am to keep accurate records of all expenses incurred. I will submit the proper vouchers and receipts to SkillsUSA Virginia within five (5) days of completion of an assignment.

Violations and Penalties

Violations of these items will result in a warning and/or reprimand. Violations may be grounds for disqualification or suspension from an activity or office. The violator may be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the appropriate administrators, parents, or guardians.

I understand that, by signing this contract, if I am in violation of any of the regulations and/or conduct myself in a manner unbecoming of a SkillsUSA Virginia state officer, I may be brought before the appropriate discipline committee for an analysis of the violation. I further agree to accept the penalty imposed on me with the understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with the severity of the violation.

Name (print)________________________ Signature of candidate _______________________ Date _______

I have read and understand the SkillsUSA Virginia State Officer Contract and agree to support its guidelines and the above named student to the best of my ability.

Parent/Guardian __________________ Advisor __________________ School administrator ____________
# SkillsUSA Virginia Medical Information (Confidential)

<table>
<thead>
<tr>
<th>Name</th>
<th>Birth date</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family physician</td>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>Father’s name</td>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother’s name</td>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency contact</td>
<td>Relationship</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td>Phone number</td>
</tr>
<tr>
<td>Name of person who is responsible for bill (guarantor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guarantor’s relationship to you</td>
<td>Plan number</td>
<td></td>
</tr>
<tr>
<td>Guarantor’s insurance company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan number</td>
<td>Group number</td>
<td>Insured ID number</td>
</tr>
<tr>
<td>Do you have any known allergies?</td>
<td>If yes, what?</td>
<td></td>
</tr>
<tr>
<td>Do you have any history of allergies, heart condition, diabetes, asthma, epilepsy, rheumatic fever, or other existing medical conditions?</td>
<td>If yes, explain.</td>
<td></td>
</tr>
<tr>
<td>Are you taking any medications?</td>
<td>If yes, what kind?</td>
<td></td>
</tr>
<tr>
<td>Do you have any physical restrictions?</td>
<td>If yes, explain.</td>
<td></td>
</tr>
</tbody>
</table>

Participant: Photocopy your insurance card (front and back) and attach it to this form. If you do not have medical insurance, please sign here: _______________________ Date ______________________
SkillsUSA Virginia Personal Liability and Medical Release Form

Name ____________________________________________________________

Home address ________________________________________________________

City/zipcode _____________________________ Phone number ________________________

I hereby agree to release the SkillsUSA Virginia Inc. Association, its representatives, agents, servants, and employees from liability from any injury to above named person, resulting from any cause whatsoever occurring to above named person at any time while attending any SkillsUSA Virginia activity, including travel to and from events, excepting only such injury or damage resulting from willful acts of such representative, agents, servants, and employees.

I do voluntarily authorize the SkillsUSA Virginia state advisor, assistants, and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the above-named person as deemed necessary in their judgment.

I agree to identify and hold harmless the SkillsUSA Virginia Association, and said assistants and/or designees, for any and all claims, demands, actions, right action, and/or judgments by or on behalf of the above-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 “State Officer Contract” of the SkillsUSA Virginia Inc. Association, I 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 to the purpose of learning and will uphold at all times the finest qualities of a person representing SkillsUSA Virginia.

(Parent or Guardian) __________________________ (Date) ________________________

(Participant) __________________________ (Date) ________________________

Participant _____ check here if you are age 18 or older and can sign for yourself.

Be sure you understand the attached SkillsUSA Virginia State Officer Contract. Officers violating these rules will be subject to the disciplinary action(s) as outlined in the state officer contract.

Note: All persons must return this completed form.
Parent Emergency Medical Consent and Information Form

I, ______________________________, Parent/Guardian of, ______________________________ (Student Name) _______. ______________________________ do authorize in advance any necessary medical treatment required by the student named above while he/she is attending the SkillsUSA Virginia State Leadership Conference and Skills Championships.

Student date of birth _____/_____/_______

Please list any significant health problems that might be significant to a physician treating your child in case of an emergency.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Is the student on any medication? ___Yes ___No

If yes please list medications.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Please list any allergies to any medications, etc.
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Has the student been prescribed an inhaler or EpiPen? Yes ___ No ___

Is the student allergic to insect stings or bites?
____________________________________________________________________________________
____________________________________________________________________________________

Other allergies or necessary medical information:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Does the student wear contact lenses? Yes ___ No ___

Please list date of last tetanus shot _____/_____/_______

Name___________________________________________ District___________
Purpose
The primary purpose of the SkillsUSA Virginia Statesman Award is to provide an opportunity for the participants to expand their knowledge of SkillsUSA. A second purpose of the award is to help the officer become a more skilled participant in the organization.

Procedure
Current and former SkillsUSA Virginia state officers and certain advisors will be available to certify that the participant has satisfied a particular requirement toward earning the Virginia State Leadership Training Conference Statesman Award. All requirements must be satisfied before the awards session. No person can sign off on more than five requirements.

Requirements
I. Organizational Knowledge
   Know the SkillsUSA motto.
   Be able to recite the 2018-2019 SkillsUSA theme and tell what it means to you.
   Know the SkillsUSA Framework components and elements.
   Know the SkillsUSA colors and explain their meaning.
   Be able to state the six points of the creed.
   Be able to describe the official dress.
   Be able to name the corporate officer of SkillsUSA Virginia.
   Be able to name the state advisor/state director of SkillsUSA Virginia.
   Be able to name the national executive director of SkillsUSA.
   Demonstrate knowledge of the SkillsUSA pledge.
   Name the governor, lieutenant governor, and attorney general of Virginia.

II. Professional Development Knowledge*
   Complete the following competencies of the Professional Development Program:
      Complete a self-assessment and identify individual learning styles.
      Discover self-motivation techniques, and establish short-term goals.
      Demonstrate effective communications with others.
      Demonstrate social etiquette.
      Complete a job application.
      Establish your career goals.
      Develop a résumé and write a cover letter.
      Identify and apply conflict-resolution skills.
      Illustrate an organizational structure.
      Serve on a committee or SkillsUSA program of work team.
      Demonstrate knowledge of parliamentary procedure.
      Demonstrate knowledge of SkillsUSA constitution and structure.
      Demonstrate knowledge of the SkillsUSA Championships “Champions at Work.”

*These must be completed and turned in with this form to obtain your Statesman Award. Be in all your sessions and you will receive help with these competencies.
To: SkillsUSA Virginia Advisors and CTE Administrators

From: Joyce Price, SkillsUSA Virginia State Advisor

Re: SkillsUSA Virginia State Leadership Conference and Skills Championships 2019

The 55th annual SkillsUSA Virginia State Leadership Conference and Skills Championships will be held in Virginia Beach, Virginia, April 12-13, 2019. The following information is provided to assist you in preparing for this activity.
SkillsUSA Virginia State Leadership Conference and Skills Championships

Contents

Memo

Section A: Registration Information and Required Forms
  Conference Registration
  Housing/Rooming Request Form
  Code of Conduct and Medical Release
  Registration Packets

Section B: Categories of Participation
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  Candidates for State and National Office
  Contestants
  Professional Development Test
  Technical Exam Contestants
  Advisors/Chaperones

Section C: Contest Information
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  Materials and Equipment to Bring
  OSHA 10 card or documentation
  Contest Time
  Safety Requirements
  Demo Contests
  Number of Eligible Contestants
  SkillsUSA theme
  Poster and Promotional Flyer Reminder
  Scrapbooks, Essays, & Notebooks
  Pre-produced Television Radio Entries
  Pin and T-shirt design contest
  American SkillsUSA Degree
  Awards
  Precision Machine (CNC Technician) Contests
  Welding Fabrication
  Graphic Communications & Screen Printing
  Commercial Baking

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  House of Delegates Amendments
  Candidates for National Delegate
  Web Address for all Forms and Memos
  After-awards Party
  Grievance Procedure for State Contestants
  Community Service

Numbers Eligible to Compete
Technical Exams
Hotel Information
What: SkillsUSA Virginia State Leadership Conference and Skills Championships

Where: All contests and activities will occur at Convention Center unless noted:

Virginia Beach Convention Center
1000 19th Street
Virginia Beach, VA 23451

Note: Offsite contests and activities to be listed at http://www.skillsusava.org in March.

April TBA Precision Machine (CNC Technician), CNC Milling Specialist, and CNC Turning Specialist will be held at Pittsylvania Technical Center or Danville C.C.

When: Friday, April 12, 2019, and Saturday, April 13, 2019

Registration: Online through the SkillsUSA national site http://www.skillsusa-register.org/

Deadline: March 22, 2019

Cost: $95.00 per person

Send payment to: SkillsUSA Virginia
Attn: Joyce Price
3216 Mt. Tabor Road, Blacksburg, VA 24060
Phone: 540-750-6896
Email: director@skillsusava.org
Section A: Registration Information and Required Forms

1. **Conference Registration**—Each school participating must fill out the Conference Registration Form and mail it in with payment to the address on the form. In addition, completion of online registration for each conference participant is required. Instructions for online registration can be found on the SkillsUSA website: [http://www.skillsusa-register.org/](http://www.skillsusa-register.org/). The SkillsUSA Virginia conference registration fee is $95.00 per person; this includes all students, advisors, teachers, administrators, adults, and chaperones. All advisors and/or adult chaperones must register for the conference. Every school must have a minimum of one advisor registered; all advisors need to register. The conference registration deadline is March 22, 2019.

2. **Housing/Rooming Request Form**—For your convenience a Housing/Rooming Request Form is included to assist with your schools lodging needs. Please follow the instructions included on the form and note that a room deposit maybe required the form is required to be submitted to your hotel by dates indicated on the form, most are due before March 22, 2019. Schools/advisors are responsible for securing lodging accommodations for their students, advisors, chaperones, etc.

3. **Code of Conduct and Emergency Contact**—This form also requires signatures verifying that each student has received an explanation and copy of the conference code of conduct. This must be turned in during registration.

4. **Medical Release/Parental Permission Form**—Completion of the Parent Emergency Medical Consent and Information Form is required for each conference participant.

   Teacher/Chaperons must keep these forms with them during the conference.

   Students should also keep a copy in their name tag holder.

5. **Registration Packets**—A representative from each school needs to pick up their school’s packet on Friday, April 12, 2019, from 12-5 p.m. at Virginia Beach Conference Center. Map and written directions to all contest sites can be found at the state SkillsUSA website, at [http://www.skillsusava.org](http://www.skillsusava.org). Note: This information will be posted in March.
Section B: Categories of Participation

1. **Voting Delegates**—Any SkillsUSA Virginia member may serve as a voting delegate at the SLC. You are encouraged to select students to serve in these very important positions. Most leadership and technical knowledge contestants’ schedules will permit them to also serve as voting delegates. However, quiz bowl and skill contestants’ schedules will not allow for their participation as delegates. Our voting delegates will elect the 2019–2020 state leaders and make critical decisions that affect the future of the SkillsUSA Virginia organization. Voting delegates are allotted based on the number of national SkillsUSA members belonging to your chapter as follows:

- 6–12 members — 1 delegate
- 13–24 members — 2 delegates
- 25–49 members — 3 delegates
- 50–79 members — 4 delegates
- 80–200 members — 5 delegates
- Over 200 members — 1 delegate for each segment of 100 members

SkillsUSA Virginia district officers shall be voting delegates-at-large, each district is allowed six district officers to vote (in addition to your chapter’s count).

2. **Candidates for state and national office**—Any SkillsUSA Virginia member with one or more years remaining in a CTE program may run for state “officer at large,” regional vice president, or national office. Candidates for office must submit all required forms to SkillsUSA Virginia state advisor, emailed or postmarked no later than March 22, 2019. The required forms and additional instructions can be found on the website at [http://www.skillsusava.org](http://www.skillsusava.org).

An officer candidate briefing, examination, and interview will be conducted at 2 p.m. on Friday, April 12, 2019, at Virginia Beach Conference Center in Virginia Beach. All candidates and advisors must arrive on time for the briefing. The examination will be based on the candidate study guide, the SkillsUSA Leadership Handbook, and the Career Essential Experiences and Professional Development Program (PDP) Level I, PDP Level II, and PDP SkillsUSA Student Workbooks. All approved candidates will be required to deliver a speech to the state delegate assembly on Saturday, April 13, 2019. Students who are elected as state “officer at large” will be assigned specific offices during officer training by officer and officer-trainer voting.

3. **Contestants**—Competition is open to state and national SkillsUSA members who are designated by their district chairman as the official contestant(s) of that district. The district chairman’s designation is not required for those contests which list a number of allowable entries per school or the words “no restriction” on the Number of Eligible Contestants form included in this memo. **Contestants may enter only ONE state- or national-level contest due to national SkillsUSA regulations.** Contests that terminate at the state level are not affected by this regulation.

4. **Professional development test**—All contestants, except those so noted in the contest rules, are required to take a test covering the information in Career Essential & Professional Development Program (PDP) Level one, PDP Level two, and PDP SkillsUSA Student Workbooks. **This online line test link will be open for two weeks. Students must take this test during this testing time.** PDP workbooks and SkillsUSA Leadership Handbooks may be purchased at [www.skillsusa.org](http://www.skillsusa.org) (go to “shop”) to order or by calling national SkillsUSA at 1(800) 321-8422. The PDP test will be used to break all ties. Please note that quiz bowl contestants must take the PDP test.

5. **Technical exam contestants**—Any member who participated in a district or local skill competition, but did not qualify for the state competition, may register to take an online technical examination. **The test will be**
administered on Friday, April 12, 2019, from noon to 4 p.m., at the Virginia Beach Convention Center. Schools will provide their own transportation to the testing site. Winners will be awarded medals according to the criteria on the Technical Examination Contests. Prior to technical testing, participants should have already checked in at the Virginia Beach Conference Center. This exam may only be taken once; if a student has taken a technical exam the prior year, he/she is not allowed to take it again. Contestants must bring a headset or ear buds for this online exam. Note: this is a contest and not part of the skills-contest testing.

6. **Advisors/Chaperones/Teachers/Administrators**—A registration fee of $95.00 is charged for advisors, chaperones, teachers, and administrators. All attending the conference must register online. Every school must have a minimum of one advisor registered for this conference. Each teacher attending must register.

7. **Ceremonies passes**—Those not registered for this event will need to pay a $10 entrance fee for both the opening and awards ceremonies. Pass maybe purchased the day of the event. No pre-sales. Please share this information with your students’ families.
Section C: Contest Information

1. **(New) Contest Regulations**—Make sure you are using the correct rules!
The SkillsUSA Championships Technical Standards 2018–2019 is available by email to all professional SkillsUSA members; once dues have been submitted and paid, SkillsUSA will email the link for the SkillsUSA Championships Technical Standards 2018–2019. Please provide your updated email address.

2. **State-only contest rules** can be found at [www.skillsusava.org](http://www.skillsusava.org), under the events tab. Procedures for downloading the SkillsUSA Virginia (state-only contest) standards can also be found on the CTE Resource Center's website, at [www.cteresource.org/verso](http://www.cteresource.org/verso). Use the search box on the left in the yellow-shaded box to search for SkillsUSA. Please bookmark this link for the future.

3. **Contest rule updates, materials and equipment to bring**—In some instances, industry representatives will provide specific information for certain contests. This information is provided to assist contestants in preparing for the SLC. Examples include special tools that contestants should bring and specific materials to be used. Beginning February 15, 2019, as information becomes available, it will be posted on our website at [http://www.skillsusava.org](http://www.skillsusava.org). Check this website often for contest changes.

4. **OSHA 10 card or documentation** is required for the following contests: bricklayer, building maintenance, cabinetmaking, carpentry, CNC milling specialist, CNC turning specialist, electrical construction wiring, HVACR, industrial motor control, plumbing, teamwork, masonry, and precision machining (CNC technician).

5. **Contest time—arrive early**—All contestants should be at the contest site 15 minutes before the contest starting time. Please check conference program for contest times.

6. **Safety requirements**—Safety is of the utmost importance! The SkillsUSA Virginia Board of Directors has established a safety committee to check each skill contestant for proper safety apparel on Saturday prior to the beginning of the contest. Please make sure your students come with the proper eyewear, footwear, etc. as specified in the contest rules. **Students who do not have the proper safety apparel will not be allowed to compete.**

   A. No canvas, vinyl, plastic, or leather athletic type-shoes, sandals, or open-toed shoes will be permitted in any CTE skill event. Leather work shoes appropriate to the trade must be worn. Contestants who do not wear proper work shoes will not be allowed to participate in the SkillsUSA Championships. Footwear must not constitute a health or safety hazard.

   B. Safety glasses, where specified, must comply with the standards of the Occupational Safety and Health Administration (OSHA) and must have side shields.

   C. Contestants whose hair poses a safety hazard must wear OSHA-approved hair containment devices. Contestants whose hair poses a sanitary hazard must wear hair nets.

   D. Contestants shall have a thorough knowledge of operational and safety procedures for all tools and equipment listed in the scope of the contest. Head SkillsUSA advisors, upon signing the SLC registration form, are indicating that the contestants listed on the registration form have satisfactorily completed the necessary safety training.

   E. All accidents are to be reported to a contest official immediately.

7. **Demo contests for 2019**—Demonstrations this year include Graphic Image – Sublimation, Interactive Application, and Video Game Development. Schools interested in participating in a demonstration contest are asked to have their advisors participate in contest development. Please contact the state advisor if you have questions. Information for these demonstrations has been posted to the SkillsUSA Virginia website at [http://www.skillsusava.org](http://www.skillsusava.org).

   Note: No grievances are allowed in demonstration competitions.

8. **Number of eligible contestants 2019**: SkillsUSA Virginia would like to offer as many quality contests as we can to members. Please note not all contests will be offered at the state level unless these special contests are
requested by the local advisor/teacher. We are asking teachers/advisor to email the SkillsUSA Virginia state advisor before December 1, 2018.

9. **The SkillsUSA competition theme for the 2018–2019 year is:**

   **SkillsUSA: Champions at Work**  
   **Career-Ready Starts Here**

   The topic to be addressed by contestants in the Chapter Display, Prepared Speech, Promotional Bulletin Board, Essay, Poster and Promotional Flyer contests is how our slogan, SkillsUSA: Champions at Work, relates to our national program of work in the area of professional development. Please visit the SkillsUSA website, http://www.skillsusa.org, for more information.

10. **Poster and promotional flyer reminder**—Poster entries must be hand drawn. Promotional flyer entries must be computer generated.

11. **Pin and T-shirt design contest**—The state pin design and state T-shirt design are open to all student members. Please refer to the SkillsUSA Virginia Technical Standards 2018–2019 for contest rules. All submissions must be sent to SkillsUSA Virginia before February 1, 2019. Mail to the SkillsUSA Virginia state advisor.

12. **Scrapbooks, Essays, American Spirit, Outstanding Chapter, Student-of-the-Year Entries, Health & Safety Notebook, and PDP 5 American Degree**—All scrapbooks, essays, and notebooks should be mailed to the SkillsUSA state advisor and postmarked before **March 22, 2019**. Please note that the entries will be judged on March 31, 2019. Entries postmarked after the due date will not be considered.

13. **Pre-produced television and pre-produced radio entries**—Entries should be submitted to the drop box set up by the committee prior to **March 23, 2019**.

14. **Entrepreneurship notebooks** will be brought to Virginia Beach Convention Center and dropped off during registration near the registration table on Friday, April 12, 2019.

15. **Precision Machine (CNC Technician) contest**, along with CNC Milling Specialist and CNC Turning Specialist will be held on **TBA 2019** at Danville Community College in Danville, VA.

16. **American SkillsUSA Degree**—Students who have successfully completed the first five levels of the PDP are eligible to test and interview for the American Degree. The application form, which may be found in the PDP Level 5 workbook, must be sent to the SkillsUSA Virginia state advisor before **March 22, 2019**.

   The American Degree test and interview will be held on Friday afternoon, April 12, 2019, at the Virginia Beach Convention Center. American SkillsUSA Degree notebooks must be turned in at the state conference registration desk by 4 p.m. on Friday, April 12, 2019.

   American Degree recipients will be honored on Friday night during the opening session. Please contact the SkillsUSA Virginia state advisor if you have students who would like to complete their American Degree but cannot attend the SLC.

17. **Hall of Honor nominations are due January 11, 2019**. Visit the SkillsUSA Virginia website, [http://www.skillsusava.org](http://www.skillsusava.org), for details. Hall of Honor recipients will be honored on Friday night during the opening session.

18. **Advisor-of-the-Year nominations are due January 11, 2019**. Visit the SkillsUSA Virginia website, [http://www.skillsusava.org](http://www.skillsusava.org), for details. Advisor-of-the-Year recipients will be honored on Friday night during the opening session.
Note: In Welding Fabrication, only the first ten teams who register by March 1 will be allowed to compete at the SLC.

Note: Auto Service (this was a state-only contest) was dropped in 2017.
**SLC is a two-day event which includes an opening ceremony, contests, awards ceremony, and after-party.**

**Opening and awards ceremonies are part of the SkillsUSA Virginia experience. These activities are not optional activities; they are part of the conference. Many long hours have been dedicated to produce the ceremonies. Please see that each of your participating students, teachers, advisors, and guests participate in these events. Many important announcements are made during the opening session.**

1. **Opening session and awards ceremonies dress**—Official SkillsUSA attire or business attire is mandatory to ensure that the best image possible is presented to our business and industry sponsors and the public in attendance at the ceremonies. The SkillsUSA Virginia Board of Directors has adopted the following policy concerning student dress at these ceremonies. To be eligible to receive an award on stage, students should not wear the following items:
   - T-shirts
   - Sleeveless shirts
   - Tank tops
   - Bare-midriff tops
   - See-through clothing
   - Jeans (any color)
   - Caps or hats
   - Shorts
   - Flip-flop type shoes
   - Females: Skirts with length or slits shorter than 1 inch above the knee
   - Males should wear a dress-type shirt with a collar and tie.

*THIS DRESS POLICY ALSO APPLIES TO STUDENTS WHO COME ON STAGE TO RECEIVE AWARDS DURING THE OPENING GENERAL SESSION ON FRIDAY. Please assist us in operating a successful awards ceremony by ensuring that your students bring the proper clothing to the conference. Thank you!*

2. **Dress code for contestants**—See individual contest rules SkillsUSA Championship Technical Standards 2018–2019 for clothing requirements of each contest as well as the SkillsUSA Virginia website, [http://www.skillsusava.org](http://www.skillsusava.org).

3. **Conference transportation**—Chaperones and contestants will be responsible for transportation to the following events and locations:
   - All Friday activities
   - Transportation to the Virginia Beach Convention Center Saturday morning
   - The awards ceremony Saturday evening
   SkillsUSA Virginia will provide transportation from the Virginia Beach Convention Center to any contest site not located at the Virginia Beach Convention Center. More detailed information will be available at registration.

4. **Code of conduct**—All participants in the SLC are expected to abide by the SkillsUSA Virginia Code of Conduct. Violations of the code of conduct may be grounds for disqualification of an individual or an entire chapter. Appropriate local school officials will be notified of all violations of the code of conduct. This form is also available on the SkillsUSA Virginia website, [http://www.skillsusava.org](http://www.skillsusava.org).

5. **Proposed amendments**—Any proposed amendments to be submitted to the house of delegates for the SkillsUSA Virginia Constitution must be submitted in writing to the SkillsUSA Virginia state advisor and postmarked by February 12, 2019.

6. **Applications for national delegate**—Any SkillsUSA member may run for national delegate. National delegate candidates must submit a letter of recommendation from a school administrator and sent to the
A committee appointed by the SkillsUSA Virginia state advisor will select the national delegates. These delegates will be expected to attend National Officer Candidate/Delegate Training in June to campaign for our national officer candidates. Delegates are responsible for their own costs of attending the NLS.

7. **SkillsUSA Virginia website for all forms and memos**— [http://www.skillsusava.org](http://www.skillsusava.org)

8. **After-awards party**—The recreation committee has planned an after-awards party to be held at the Virginia Beach Convention Center from 9:00 p.m. to 11:30 p.m. on Saturday night. Conference name badge is required for the event. It has been planned for the enjoyment of all who attend the conference. Advisors should schedule for the students to enjoy this improved and entertaining event.

9. **Grievance procedure for state contestants**—The SkillsUSA Virginia Board of Directors will officially recognize only those grievances filed by the advisor or the person in charge of the contestant.

   Concerns are to be considered in the following manner:

   The local SkillsUSA Advisor or the person in charge of the contestant must file a written grievance (See SkillsUSA Virginia Advisor’s Manual or SkillsUSA Virginia Technical Standards Manual) describing the situation in question and the specific violation of the SkillsUSA Championships regulations. The written statement must be signed by the advisor and filed with any member of the SkillsUSA Virginia Board of Directors. The SkillsUSA Virginia SLC Grievance Committee appointed by the SkillsUSA Virginia Board of Directors will rule on the validity of the grievance and decide on its disposition. The aggrieved parties should be available to meet with the grievance committee at the times listed below.

   **Grievances against any contest held on Friday must be filed by 4 p.m. on Friday.**
   **Grievances against contest held on Saturday must be filed by 3 p.m. on Saturday.**

**SkillsUSA Virginia Policy-300—Grievances**

P-300.1—**Definition**

A grievance may be filed when a specific contest rule(s) (as determined by the technical standard being used in the contest is/are violated. All grievances must be filed the day of the contest (each contest shall specify a specific grievance procedure for the contest day) by the contestant or on behalf of a student by the student’s advisor. All grievances must be submitted in writing and outline the specific technical standard(s) violated. All grievances must be heard by the governance committee for the contest and a determination of the grievance made before an award in the contest is made. All levels (local, district, state, national) grievance determinations made are final.

P-300.4—**State Grievance**

The state is solely responsible for hearing and ruling on any district grievance. A state grievance that is forwarded to the SkillsUSA national office, or to the Virginia trade and industrial education specialist will be returned without being reviewed for final determination to be decided by the state.

P-300.5—**Grievance Support**

In the event of a grievance, the district chair can request assistance from the SkillsUSA Virginia state advisor with identifying the standards and practices regarding contest norms and the technical standard.

P-300.6—**Grievance of Scores**

Contest scores adjudicated by industry or education professionals as determined by the district chair are not grievable.
Number of Eligible Contestants: 2019 SLC

There are usually 12 contestants in each skill contest—one from each district. However, due to a limited number of programs statewide in some trade areas, the SkillsUSA Virginia Board of Directors has recommended that more than one contestant per district be allowed to compete in certain contests. The number of contestants allowed is listed below and pertains only to the high school division. The college/postsecondary division may have one contestant per district per contest. X = Terminates at the state level

Note: Some contests, as noted below, will require the advisor to send intent to enter form to the SkillsUSA Virginia state advisor before December 1. Any special contest not requested will not be held at state.

<table>
<thead>
<tr>
<th>Contest Name</th>
<th>State</th>
<th>Allowable Entries/Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>3D Animation and Visualization</td>
<td>State</td>
<td>2 teams per district</td>
</tr>
<tr>
<td>Action Skills</td>
<td></td>
<td>3 per school (letter required)</td>
</tr>
<tr>
<td>Additive Manufacturing</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>Advertising Design</td>
<td></td>
<td>4 per district</td>
</tr>
<tr>
<td>American Spirit</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Architectural Drafting</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Audio/Radio Production</td>
<td></td>
<td>4 per district</td>
</tr>
<tr>
<td>Automotive Refinishing Technology</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Automotive Maintenance &amp; Light Repair (MLR)</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Automotive Service Technology</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Aviation Maintenance Technology</td>
<td></td>
<td>No restriction (request by 12/01)</td>
</tr>
<tr>
<td>Barbering (demo at NLC)</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Bricklayer X</td>
<td></td>
<td>1 per district (letter required)</td>
</tr>
<tr>
<td>Broadcast News Production</td>
<td></td>
<td>2 teams per district</td>
</tr>
<tr>
<td>Building Maintenance</td>
<td></td>
<td>4 per district (letter required)</td>
</tr>
<tr>
<td>Cabinetmaking</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Career Pathways Showcase</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>Carpentry</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Chapter Display</td>
<td></td>
<td>3 per district</td>
</tr>
<tr>
<td>Club Scrapbook—Multiple</td>
<td>X</td>
<td>No restriction</td>
</tr>
<tr>
<td>Club Scrapbook—Single</td>
<td>X</td>
<td>No restriction</td>
</tr>
<tr>
<td>CNC Milling Specialist</td>
<td></td>
<td>3 per school</td>
</tr>
<tr>
<td>CNC Technician</td>
<td></td>
<td>3 per school</td>
</tr>
<tr>
<td>CNC Turning Specialist</td>
<td></td>
<td>3 per school</td>
</tr>
<tr>
<td>Collision Repair Technology</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Commercial Baking</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Community Service</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Computer Programming</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>Cosmetology</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Crime Scene Investigation</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td></td>
<td>1 per school</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Current Events</td>
<td>X</td>
<td>No restriction</td>
</tr>
<tr>
<td>Customer Service</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Contest Name</td>
<td>State</td>
<td>Allowable Entries/Teams</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
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</tr>
<tr>
<td>Dental Assisting</td>
<td>3 per district</td>
<td></td>
</tr>
<tr>
<td>Diesel Equipment Technology</td>
<td>3 per district</td>
<td></td>
</tr>
<tr>
<td>Digital Cinema Production</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>Electrical Construction Wiring</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Electronics Technology</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Emergency Medical Technician (EMT)</td>
<td></td>
<td>X No restriction</td>
</tr>
<tr>
<td>Employment Application Process</td>
<td></td>
<td>1 per district (letter required)</td>
</tr>
<tr>
<td>Engineering Technology and Design</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>Essay</td>
<td></td>
<td>X 1 per district</td>
</tr>
<tr>
<td>Esthetics</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Extemporaneous Speaking</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Extemporaneous Writing</td>
<td></td>
<td>X 3 per district</td>
</tr>
<tr>
<td>Fantasy Manikin (hands-on)</td>
<td></td>
<td>X 10 per district</td>
</tr>
<tr>
<td>Faciliton-Facilities Management (demo)</td>
<td></td>
<td>X No restriction</td>
</tr>
<tr>
<td>Firefighting</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>First Aid/CPR</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>Food Preparation Assistant</td>
<td></td>
<td>X 2 per district (letter required)</td>
</tr>
<tr>
<td>Graphic Communications</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Graphics Imaging - Sublimation (demo)</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>HVACR</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Industrial Motor Control</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Information Technology Systems</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Interactive Application and Video Game Development</td>
<td></td>
<td>No restriction (request by 12/01)</td>
</tr>
<tr>
<td>Internetworking</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Job Interview</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Job Skill Demonstration A</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Job Skill Demonstration Open</td>
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</tr>
<tr>
<td>Marine Service Technology</td>
<td></td>
<td>3 per school</td>
</tr>
<tr>
<td>Masonry</td>
<td></td>
<td>1 per district</td>
</tr>
<tr>
<td>Mechatronics</td>
<td></td>
<td>3 teams per school (request by 12/01)</td>
</tr>
<tr>
<td>Medical Math</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>Mobile Robotics Technology</td>
<td></td>
<td>2 per school</td>
</tr>
<tr>
<td>Motorcycle Service Technology</td>
<td></td>
<td>3 per district</td>
</tr>
<tr>
<td>Nail Care</td>
<td></td>
<td>2 per district</td>
</tr>
<tr>
<td>Nurse Assisting</td>
<td></td>
<td>3 per school</td>
</tr>
<tr>
<td>Occupational Display</td>
<td></td>
<td>X 2 per district</td>
</tr>
<tr>
<td>Occupational Health and Safety—Single/Multiple</td>
<td></td>
<td>No restriction (request by 12/01)</td>
</tr>
<tr>
<td>Occupational Scrapbook</td>
<td></td>
<td>X 2 per district</td>
</tr>
<tr>
<td>Opening and Closing Ceremonies</td>
<td></td>
<td>2 teams per district</td>
</tr>
<tr>
<td>Outstanding Chapter</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>Photography</td>
<td></td>
<td>No restriction</td>
</tr>
<tr>
<td>Contest Name</td>
<td>State</td>
<td>Allowable Entries/Teams</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
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<td>----------------------------------</td>
</tr>
<tr>
<td>Pin Design</td>
<td>No restriction</td>
<td></td>
</tr>
<tr>
<td>Plumbing</td>
<td>3 per district</td>
<td></td>
</tr>
<tr>
<td>Poster</td>
<td>X</td>
<td>2 per district</td>
</tr>
<tr>
<td>Power Equipment Technology</td>
<td>3 per district</td>
<td></td>
</tr>
<tr>
<td>Precision Machining Technology</td>
<td>X</td>
<td>1 per school</td>
</tr>
<tr>
<td>Prepared Speech</td>
<td>2 per district</td>
<td></td>
</tr>
<tr>
<td>Principles of Engineering/Technology</td>
<td>No restriction</td>
<td></td>
</tr>
<tr>
<td>Promotional Bulletin Board</td>
<td>2 per district</td>
<td></td>
</tr>
<tr>
<td>Promotional Flyer</td>
<td>X</td>
<td>3 per district</td>
</tr>
<tr>
<td>Quiz Bowl</td>
<td>1 team per district</td>
<td></td>
</tr>
<tr>
<td>Radio Communications Pre-Produced</td>
<td>X</td>
<td>4 per school</td>
</tr>
<tr>
<td>Related Technical Math</td>
<td>No restriction</td>
<td></td>
</tr>
<tr>
<td>Restaurant Service</td>
<td>3 per district</td>
<td></td>
</tr>
<tr>
<td>Screen Printing Technology</td>
<td>No restriction</td>
<td></td>
</tr>
<tr>
<td>Spelling</td>
<td>X</td>
<td>No restriction</td>
</tr>
<tr>
<td>Student-of-the-Year</td>
<td>X</td>
<td>No restriction</td>
</tr>
<tr>
<td>TeamWorks</td>
<td>1 per district</td>
<td></td>
</tr>
<tr>
<td>Technical Computer Applications</td>
<td>3 per district</td>
<td></td>
</tr>
<tr>
<td>Technical Drafting</td>
<td>1 per district</td>
<td></td>
</tr>
<tr>
<td>Telecommunication Cabling</td>
<td>3 per school</td>
<td></td>
</tr>
<tr>
<td>Television (Video) Production</td>
<td>2 teams per school</td>
<td></td>
</tr>
<tr>
<td>Television Production—Cut Only</td>
<td>X</td>
<td>2 per school</td>
</tr>
<tr>
<td>Television Production—Special Effects</td>
<td>X</td>
<td>2 per school</td>
</tr>
<tr>
<td>T-shirt Design</td>
<td>No restriction</td>
<td></td>
</tr>
<tr>
<td>Urban Search and Rescue, Robotics</td>
<td>No restriction</td>
<td></td>
</tr>
<tr>
<td>Utility and Heavy Equipment (demo)</td>
<td>1 per district</td>
<td></td>
</tr>
<tr>
<td>Veterinary Assisting</td>
<td>X</td>
<td>2 per school</td>
</tr>
<tr>
<td>Web Design</td>
<td>No restriction (request by 12/01)</td>
<td></td>
</tr>
<tr>
<td>Welding</td>
<td>1 per district</td>
<td></td>
</tr>
<tr>
<td>Welding Fabrication</td>
<td>1 per district (max 10 teams by 03/01)</td>
<td></td>
</tr>
<tr>
<td>Welding Sculpture</td>
<td>No restriction</td>
<td></td>
</tr>
</tbody>
</table>

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SkillsUSA Virginia: Number of contests allowed

SkillsUSA Virginia district membership for the SLC only is based on the prior year’s membership. According to the *SkillsUSA Virginia Policies Manual 2010*:

**P-104.1 District Membership**

A district shall consist of 700 active SkillsUSA members (alumni and professional members) are not considered in the count to identify a district. Districts that have an additional 700 members per district shall be allowed two additional contestants.

<table>
<thead>
<tr>
<th>Members</th>
<th>Contestants times (X) the Technical Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>700</td>
<td>1(X)</td>
</tr>
<tr>
<td>1,400</td>
<td>2(X)</td>
</tr>
<tr>
<td>2,100</td>
<td>3(X)</td>
</tr>
<tr>
<td>2,800</td>
<td>4(X)</td>
</tr>
<tr>
<td>3,500</td>
<td>5(X)</td>
</tr>
<tr>
<td>4,200</td>
<td>6(X)</td>
</tr>
<tr>
<td>4,900</td>
<td>7(X)</td>
</tr>
<tr>
<td>5,600</td>
<td>8(X)</td>
</tr>
</tbody>
</table>

**SkillsUSA Virginia Membership 2017–2018**

*Student membership only*

<table>
<thead>
<tr>
<th>District</th>
<th>Membership</th>
<th>Contestants</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 1</td>
<td>960</td>
<td>1</td>
</tr>
<tr>
<td>District 2</td>
<td>1061</td>
<td>1</td>
</tr>
<tr>
<td>District 3</td>
<td>596</td>
<td>1</td>
</tr>
<tr>
<td>District 4</td>
<td>867</td>
<td>1</td>
</tr>
<tr>
<td>District 5</td>
<td>483</td>
<td>1</td>
</tr>
<tr>
<td>District 6</td>
<td>712</td>
<td>1</td>
</tr>
<tr>
<td>District 7</td>
<td>300</td>
<td>1</td>
</tr>
<tr>
<td>District 8</td>
<td>501</td>
<td>1</td>
</tr>
<tr>
<td>District 9</td>
<td>350</td>
<td>1</td>
</tr>
<tr>
<td>District 10</td>
<td>232</td>
<td>1</td>
</tr>
<tr>
<td>District 11</td>
<td>631</td>
<td>1</td>
</tr>
<tr>
<td>District 12</td>
<td>307</td>
<td>1</td>
</tr>
<tr>
<td>District 13</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total 12 contestants per contest at the SLC.
Contest Request Form

SkillsUSA Virginia would like to offer as many quality contests as we can to your members. Please note not all contests will be offered at the state level unless these special contests are requested by the local advisor/teacher. We are asking teachers/advisors to email the SkillsUSA Virginia state advisor before December 1 with their contest request form.

Please refer to the number eligible for contests for the current year.

Contest: _________________________________________________________

Number of competitors for this contest: __________

School: __________________________________________________________

Advisor/Teacher: ______________________________

Phone: ______________________

Email: ___________________________________________________________
**Technical Exams**

Online Examinations

Any member who has participated in a district or local skill competition may register to take an online examination for their trade area. Anyone participating in the state skill hands-on competition is not eligible to take the examination in the same trade area. The test will be given at the Virginia Beach Convention Center during SLC registration on Friday, April 12. *Schools will need to provide their own transportation to the exam location.*

Contestants will be given one hour to complete the test. These contests will be judged to a standard. No medal will be awarded in the corresponding contest if no contestant meets the bronze standard.

- **Gold**—must score 85% or higher
- **Silver**—must score 75%–84.9%
- **Bronze**—must score 65%–74.9%

Technical exams are available in the following program areas:
- 3D Animation and Visualization
- Advertising Design
- Architectural Drafting
- Cabinetmaking
- Carpentry
- Commercial Baking
- Computer Maintenance Technology
- Cosmetology
- Criminal Justice/CSI
- Culinary Arts
- Electrical Construction Wiring
- Graphic Communications
- Internetworking
- Masonry
- Motorcycle Service Technology
- Nail Care
- Photography
- Plumbing
- Power Equipment Technology
- Technical Drafting
- Television Video Production
- Welding

*Note: The SLC committee has dropped technical exams for all of the transportation cluster: Automotive, Refinishing, Collision, and Diesel.*
SLC 2019: Hotels
A representative from each school will make reservations for the school’s participants before March 22, 2019

Friday, April 12 to Saturday, April 13, 2019

NOTE: No purchase orders accepted. Rooms will be held with a credit card. The SkillsUSA Virginia blocked rooms will be released on variable dates based on each hotel’s requirements. SkillsUSA Virginia acts as a liaison under the direction of the board of directors. SkillsUSA Virginia will incur no liability to any person in connection with the rental of rooms mentioned herein. Requests for room locations and specific bedding are subject to the availability of the hotel and are not guaranteed. Note that room rates are based on not more than four people per room.

Special Note: Booking rooms outside of the blocks below impacts expenses incurred by SkillsUSA Virginia. Rollaway Beds: Rollaway beds are available upon request prior to arrival. There is a fee for each rollaway per night. Not all rooms may accommodate rollaway beds, because of fire codes. Please check with your hotel for more information.

Double Tree by Hilton Virginia Beach (0.2 miles)
1900 Pavilion Drive, Virginia Beach, VA 23451 Phone: 757-422-8900 Fax 757-422-0039
Parking is free; call ahead for bus parking; refrigerator in room; breakfast buffet $14 per person.
Rate $125.00 plus sales tax 14% + $2 ($144.50)

Holiday Inn & Suites North Beach (1.3 miles)
3900 Atlantic Avenue, Virginia Beach, VA 23451 Phone 757-428-1711 or 757-425-7872
WiFi is free; parking is free; call ahead for bus parking; microwave oven and refrigerator in room.
Rate $99.00 plus sales tax 14% + $2 ($114.86)

Comfort Suites Beach Front (1.1 miles)
2321 Atlantic Avenue, Virginia Beach, VA 23451 Phone 757-491-2400 Fax 757-491-1920
WiFi is free; parking is free; call ahead for bus parking; microwave oven and refrigerator in room.
Rate $99.00 plus sales tax 14% + $2 ($114.86)

Comfort Inn & Suites Oceanfront (0.9 miles)
2015 Atlantic Avenue, Virginia Beach, VA 23451 Phone 757-425-8200 or 757-425-6521
WiFi is free; parking is free; call ahead for bus parking; microwave oven and refrigerator in room; breakfast buffet is free.
Rate $119.00 plus sales tax 14% + $2 ($137.66)
Hotel/Rooming Request Form
The 55th annual SLC will be held April 12-13, 2019
*Please print or type clearly.*

Lead advisor _____________________________________________

Email address (required) __________________________________

School __________________________________________________

Address _________________________________________________

City __________________________________ State: Virginia Zip __________

Phone __________________ Fax: _____________________________

Arrival day and date ____________________ Departure day and date ____________________

Amount due __________________________

Amount of deposit _____________________

Check number _________________________

Credit card # __________________________ Expiration date ____________________________

Name appearing on the card __________________________________

Authorized signature _______________________________________

Amount due __________________________ (to be paid at check-in)

Please call the hotel directly to confirm availability before mailing deposit and forms.

Please list any special needs for your group in space provided below.
# Hotel Rooming List

**SLC 2019**

**April 12-13, 2019**

Please complete the form and email or fax to hotel directly by March 22, 2019.

<table>
<thead>
<tr>
<th>Name: __________________________</th>
<th>School: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: ________________________</td>
<td>City: ___________________ State: ___________ Zip code: ___________</td>
</tr>
<tr>
<td>Day phone (  ) ___________ Evening phone (  ) ___________</td>
<td></td>
</tr>
<tr>
<td>Arrival date: __________________</td>
<td>Departure date: __________________</td>
</tr>
<tr>
<td>Approximate time of arrival: ___________</td>
<td>Total # rooms required: ___________</td>
</tr>
</tbody>
</table>

Submit names of all occupants in room

<table>
<thead>
<tr>
<th>Room 1</th>
<th>Queen/King</th>
<th>Double/Double</th>
<th>Roll-away requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
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<td></td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<td></td>
<td></td>
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<td>2.</td>
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<td>3.</td>
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<td>3.</td>
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<tr>
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<td></td>
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<td>3.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td></td>
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<td></td>
</tr>
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</tr>
</thead>
<tbody>
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<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Duplicate this form as needed for additional rooms.

*Mail or fax this form directly to the property. Attention: Reservations.

---

**SkillsUSA Virginia Code of Conduct**
SkillsUSA Virginia members have an excellent reputation as students who excel and follow the rules. Your conduct at every student organization function should make a positive contribution to extending that reputation. Listed here are rules of conduct for your state conference. All attendees will be required to:

- Behave in a courteous and respectful manner at all times. Refrain from inappropriate language and actions that may bring discredit upon you, your school, or advisors, or upon SkillsUSA Virginia.
- Obey all local, state, and federal laws. Obey all hotel policies. All school policies apply at this event. Any violation of local, state, or federal law may result in prosecution to the fullest extent of the law.
- All of the attendee’s local school rules apply to this educational event. If you can’t do it at school, you can’t do it here.
- Any conduct deemed inappropriate may result in immediate expulsion from the SkillsUSA Virginia State Leadership Conference and Skills Championships, hotel, or contest-area location. Such conduct includes, but is not limited to, actions disrupting the business-like atmosphere, association with non-conference individuals, or activities that endangers the student or others.
- Advisors are responsible for your actions, activities, and location at all times. Accidents, injuries, and illnesses must be reported to the local advisor immediately.
- Adhere to mandatory curfews as listed in the conference program. Local advisors and security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
- Alcoholic beverages and controlled or illegal substances of any form are strictly prohibited. These items must not be used or possessed at any time under any circumstances. Use or possession of such substances will result in criminal prosecution.
- Attendees must obey all hotel rules. The hotel has the right to ask a guest to leave. Noise should follow hotel guidelines and rules. Individuals and advisors are responsible for damages to any property or furnishings.

Disregarding or Violating the Code of Conduct
Any delegate, contestant, or observer who violates this code of conduct may be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and the Virginia CTSO reserves the right to notify law enforcement.

I have read, understand, and agree to abide by the SkillsUSA Virginia Code of Conduct as listed above.

________________________________________  ___________________________
SkillsUSA Member Signature                      Date

________________________________________  ___________________________
Parent/Guardian Signature                        Date

________________________________________  ___________________________
School Division Designee Signature               Date
Emergency Contacts: SkillsUSA Virginia State Leadership Conference and Skills Championships

*(Turn in at registration)*

Complete the entire form. Type or print clearly. All applicable places must be signed. Read and sign the SkillsUSA Virginia Code of Conduct.

<table>
<thead>
<tr>
<th>SkillsUSA State Association: Virginia</th>
<th>Parents’ names:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check one: _____ High school division</td>
<td>Parents’ telephone number (area code required):</td>
</tr>
<tr>
<td>_____ College/postsecondary division</td>
<td>( )</td>
</tr>
<tr>
<td>Participant’s name: (first, last)</td>
<td>Name of teacher/adult accompanying participant to conference:</td>
</tr>
<tr>
<td></td>
<td>Cell number</td>
</tr>
<tr>
<td>Participant’s home address:</td>
<td>Participant’s high school:</td>
</tr>
<tr>
<td>City:</td>
<td>Mailing address of above school:</td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip code:</td>
<td></td>
</tr>
<tr>
<td>Home telephone number (area code required)</td>
<td>City:</td>
</tr>
<tr>
<td>( )</td>
<td></td>
</tr>
<tr>
<td>Age:</td>
<td>School telephone number (area code required)</td>
</tr>
<tr>
<td>Date of birth: Check one: _____ Male</td>
<td>( )</td>
</tr>
<tr>
<td>_____ Female</td>
<td></td>
</tr>
</tbody>
</table>
**Personal Information Form: SkillsUSA Virginia State Leadership Conference and Skills Championships**

(Kept by the school representative and student)

Complete the entire form. Type or print clearly. All applicable places must be signed. Read and sign the SkillsUSA Virginia Code of Conduct.

<table>
<thead>
<tr>
<th>SkillsUSA State Association: Virginia</th>
<th>Parents’ names:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check one: _____ High school division</td>
<td>Parents’ Telephone Number (area code required): (___)</td>
</tr>
<tr>
<td>_____ College/postsecondary division</td>
<td>Name of teacher/adult accompanying participant to conference:</td>
</tr>
<tr>
<td>Participant’s Name: (first, last)</td>
<td>Participant’s high school:</td>
</tr>
<tr>
<td>Participant’s home address:</td>
<td>Mailing address of above school:</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Zip code:</td>
<td></td>
</tr>
<tr>
<td>Home Telephone Number (area code required): (___)</td>
<td>City:</td>
</tr>
<tr>
<td>Age: Date of birth: Check one: _____ Male</td>
<td>State:</td>
</tr>
<tr>
<td>Female</td>
<td>Zip code:</td>
</tr>
<tr>
<td>School telephone number (area code required): (___)</td>
<td></td>
</tr>
</tbody>
</table>

Emergency Information and Release Form – A copy of the front and back of the proof of participant insurance must be attached.

| Person to contact in event of emergency: | Family physician: | Telephone number: (___) |
| Contact person’s telephone number (area code required): | Do you have any known allergies? ___ No ___ Yes |
| Contact person’s street address: | If “yes” please list here: |
| City: | Date: |
| Zip code: | Do you have a history of allergies, heart condition, diabetes, asthma, epilepsy, rheumatic fever or other existing medical conditions? Yes No |
| Name of person responsible for your medical bills (guarantor): | If “yes” explain here: |
| Guarantor’s relationship to participant: | |
| Guarantor’s Social Security Number: | Are you taking medication? ___ Yes ___ No |
| Guarantor’s Employer: | If “yes” explain here: |
| Employer’s Telephone Number: | |
| Employer’s Address: | Do you have any physical restrictions? Yes No |
| City: | State: |
| Zip code: | If “yes” explain here. |
| Insurance company: | |
| Insurance company address: | When did you last have a tetanus shot? |
| City: | State: |
| Zip code: | |
| Insurance plan number: | If you do not have any medical insurance sign here: |
| Insurance group number: | |
| Insured ID number: | (Signature of participant) (Date) |

To be signed by all participants and held by the school teachers/chaperone and competitors.
SkillsUSA Virginia Hall of Honor: Nomination Form
Deadline: January 11, 2019

Please indicate a category:   Professional   Alumni   Business and Industry

Name of nominee: _____________________________________________________________

Home address: ________________________________________________________________

School/business name & address: ________________________________________________

Home telephone number: _______________________________________________________

Current position: _____________________________________________________________

Number years of service as professional, alumni, and/or business & industry: __________

Outstanding SkillsUSA contributions and achievements of nominee: _____________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Significant positions held: _______________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Professional memberships: _______________________________________________________
____________________________________________________________________________
SkillsUSA Virginia Hall of Honor (continued)

Describe significant contributions and achievements of the nominee that have advanced SkillsUSA Virginia, in the space provided below. (If necessary, an additional page(s) may be used when listing contributions and achievements).

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

******************************************************************************
Nominator: __________________________________________________________________
Telephone number: ___________________________________________________________

DEADLINE: January 11, 2019 to:
SkillsUSA Virginia
Email: director@skillsusava.org
Advisor of the Year

Deadline: January 11, 2019

Criteria
This award will be presented to high school or college/postsecondary educators involved in technical, skilled, and service occupations and who have achieved prominence at local, state, or national levels. One award will be presented annually.

Eligibility
Individuals who are currently employed by high schools, postsecondary institutions, career centers, area career and technical schools are eligible. Contributions and achievements on which the nomination is based should have been made within the past ten years. The nominee must be a professional member of SkillsUSA in good standing.

Nominator’s Special Instructions

Nominator should submit to the SkillsUSA Virginia state advisor:
• A maximum of three letters of support or recommendation for the nominee along with the application (submitting more than three (3) letters will disqualify the nominee)
• A narrative-style biography of the nominee (one page, single spaced)

Submit three letters of recommendation, the narrative-style biography of the nominee, and the completed nomination form to:

SkillsUSA Virginia
Email: director@skillsusava.org

Special Notice: The procedure for the final selection of the SkillsUSA Virginia Advisor of the Year is as follows:

(1) Nominations from the individual chapters are received as instructed above.
(2) Entries will be reviewed by a selection committee appointed by the president of the SkillsUSA Virginia Board of Directors.
(3) The selected Advisor of the Year will be notified of the selection and will receive the award at the opening session of the SLC.
(4) The Virginia Advisor of the Year will submit the proper forms to national SkillsUSA for consideration as the regional and national Advisor of the Year.
Advisor of the Year Nomination Form

Nominee ________________________________________________

Home address ____________________________________________

City _____________________________ State ______ Zip code _________

Home telephone _____________  Home email address ______________________

Current job title: ___________________  CTE subject area: ___________________

Current, paid member of SkillsUSA: (Please circle)  Yes  No

School name ________________________________________________

School address ____________________________________________

City _____________________________ State ______ Zip code _________

School telephone _____________  School email address ______________________

School administrator signature (recommendation letter will suffice for signature) ___________

Number of years as a SkillsUSA advisor: ___________________

Nominator’s name __________________________________________

Nominator’s title ____________________________________________

Nominator’s address _________________________________________

City _____________________________ State ______ Zip code _________

Home telephone _____________  Work telephone ______________________

Email address _______________________________
Advisor of the Year: Outstanding SkillsUSA Contributions and Achievements of Nominee

Describe in the space provided the contributions and achievements of the nominee that have advanced SkillsUSA in the nominee’s state, region, and/or nation. You may also describe how the nominee has advanced career and technical education in his/her occupational area. Please use this sheet. Answers may be supplemented on a single-spaced, 8 ½ inch x 11 inch page. Please use the Times New Roman font – 12 point type. Use front of page only.
Advisor of the Year: Accomplishments or Résumé of Nominee

Please use this sheet or answers may be supplemented on a single-spaced, 81/2-inch” x 11-inch page. Please use the Times New Roman font – 12 point type. Use front of page only.

Significant positions held (in education or SkillsUSA):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Honors and/or recognitions:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Professional memberships (include offices held):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Civic, fraternal activities, etc.:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Other specialized SkillsUSA activities, such as community service, safety projects, or any other activity above-and-beyond the call of duty:

________________________________________________________________________
________________________________________________________________________
### SkillsUSA Virginia Advisor of the Year Rating Form

Nominee evaluated: _______________________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible points</th>
<th>Points Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding SkillsUSA contributions and Accomplishments</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Significant positions held</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Honors and/or recognitions</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Professional memberships (include office held)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Civic, fraternal activities, etc.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Other specialized SkillsUSA activities</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Letter of Recommendation (Three letters, plus state advisor’s letter)</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**Total points possible**

100

Evaluated by: _______________________________

Date: __________
**SkillsUSA Virginia Advisor of the Year: Evaluation Sheet**

Nominee: ____________________________________________

**Outstanding SkillsUSA contributions and accomplishments:**

<table>
<thead>
<tr>
<th></th>
<th>4</th>
<th>8</th>
<th>12</th>
<th>16</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic related, minimal</td>
<td>Wide range of activities and ongoing involvement</td>
<td>Active leadership roles, involvement beyond local level, etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Significant positions held (in education or SkillsUSA):**

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>4</th>
<th>6</th>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Honors and/or recognition:**

<table>
<thead>
<tr>
<th></th>
<th>3</th>
<th>6</th>
<th>9</th>
<th>12</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of awards</td>
<td>Range of awards community recognition</td>
<td>Many stand-out awards highest honors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Professional memberships:**

<table>
<thead>
<tr>
<th></th>
<th>2</th>
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<td>Active leadership roles, involvement beyond local level, etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Civic, fraternal activities:**

<table>
<thead>
<tr>
<th></th>
<th>3</th>
<th>6</th>
<th>9</th>
<th>12</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One or two activities involving limited time/effort</td>
<td>Expanded range of involvement valuable learning experiences</td>
<td>History of service; long-term personal career goals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other specialized SkillsUSA activity (e.g., community service, safety project):**

<table>
<thead>
<tr>
<th></th>
<th>4</th>
<th>8</th>
<th>12</th>
<th>16</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic related, minimal</td>
<td>Wide range of activities and ongoing involvement</td>
<td>Active leadership roles, involvement beyond local level, etc.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments by evaluator: ______________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Evaluated by: ________________________________ Date: __________
Pre-Judged Entry Form

Please circle the contest you are entering.

American Spirit
Club Scrapbook Multiple
Club Scrapbook Single
Digital Cinema Production
Essay
Occupational Health and Safety Multiple
Occupational Health and Safety Single
Occupational Scrapbook
Outstanding Chapter
Pin Design (State Conference)
Radio Communications (Pre-Produced)
Student of the Year
Television Production (Pre-Produced Cut-Only)
Television Production (Pre-Produced Special Effects)
T-shirt Design (State Conference)
Welding Sculpture

School name ____________________________________________________

Please include this form with your entry.
Verification Form

This is to certify that all of the work done on this project was the original and creative work of the individual SkillsUSA-chapter member.

Contest: __________________________________________________________

School name: ______________________________________________________

Student’s name: ____________________________________________________

Please type or print clearly

Signed: __________________________________________________________________

SkillsUSA student chapter member

Advisor’s name: _______________________________________________________ 

Please type or print clearly

Signed: __________________________________________________________________

SkillsUSA advisor

School administrator’s name: ____________________________________________

Please type or print clearly

Signed: __________________________________________________________________

School administrator
Agenda: 55th Annual SkillsUSA Virginia State Leadership Conference and Skill Championships
Virginia Beach Convention Center, Virginia Beach, Virginia
April 12-13, 2019

Please note: This is not the final agenda. New for 2018: the Culinary contest will be held on Friday; technical exams will be held at the Virginia Beach Convention Center; contest orientation will take place at 4:00 p.m. and the opening session will take place at 5:30 p.m., so plan for a later dinner and have the rest of the evening to yourself.

<table>
<thead>
<tr>
<th>Friday, April 12, 2019</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 p.m. – 5:00 p.m.</td>
<td>Registration</td>
<td>Virginia Beach Convention Center (VBCC)</td>
</tr>
</tbody>
</table>
| 12:00 p.m. – 4:00 p.m. | Technical Exams  
(No one admitted after 4:00 p.m) | VBCC |
| 12:00 p.m. – 6:00 p.m. | Exhibitors | VBCC |
| 12:30, 1:30 or 2:30 p.m. | Mandatory Advisor’s Briefing | VBCC |
| 2:00 p.m. | Officer Candidate’s Interviews | VBCC |
| 2:00 p.m. – 4:00 p.m. | Broadcast News: writing session | VBCC |
| 3:00 p.m. | TeamWorks Presentations: “Action Plan” | VBCC |
| 3:00 p.m. | PDP American Degree Interview | VBCC |
| 3:00 p.m. | Student-of-the-Year Interview | VBCC |
| 3:00 p.m. | Contest: Opening and Closing Ceremonies | VBCC, Ballroom |
| 4:00 p.m. | Contest Orientation | VBCC |
| (*New in 2018, many skills contests will have an orientation. This is when résumés are due and testing will occur. Contestants must be in uniform.) | | |
| Automotive Service Technology | | |
| Automotive: Maintenance and Light Repair (MLR) | | |
| Diesel Equipment Technology | | |
| Criminal Justice and Crime Scene Investigation | | |
| Cosmetology, Barbering, Fantasy Manikin, Esthetics, and Nail Care | | |
| Television Production setup | | |
| Welding and Welding Fabrication | | |
| 4:30 p.m. | SkillsUSA Virginia Board Meeting | VBCC |
| 5:00 p.m. | Pre-Session Activities | VBCC |
| 5:30 p.m. – 7:00 p.m. | Opening Session | VBCC |
| 11:00 p.m. | Curfew | |
Agenda: 55th Annual SkillsUSA Virginia State Leadership Conference and Skill Championships
Virginia Beach Convention Center, Virginia Beach, Virginia
April 12-13, 2019

*Note: This is not the final agenda.*

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m.</td>
<td>Transportation schedule to outlying contest sites, meet in front of</td>
<td>VBCC</td>
</tr>
<tr>
<td></td>
<td>the Virginia Beach Convention Center</td>
<td></td>
</tr>
<tr>
<td>8:00 a.m. – 3:00 p.m.</td>
<td>Occupational and Leadership Competitions</td>
<td>VBCC</td>
</tr>
<tr>
<td></td>
<td>Location: Virginia Beach Convention Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All contests begin at 8:00 AM unless otherwise noted</td>
<td></td>
</tr>
<tr>
<td>8:00 a.m. – 2:00 p.m.</td>
<td>Exhibitors</td>
<td>Near contest area</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>VIP Breakfast and tours</td>
<td>VBCC</td>
</tr>
<tr>
<td>2:00 p.m. – 3:30 p.m.</td>
<td>Delegate Session</td>
<td>VBCC</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>Board meeting</td>
<td>VBCC</td>
</tr>
<tr>
<td>6:30 p.m. – 7:00 p.m.</td>
<td>Pre-session</td>
<td>VBCC</td>
</tr>
<tr>
<td>7:00 p.m. – 9:00 p.m.</td>
<td>Awards Session</td>
<td>VBCC</td>
</tr>
<tr>
<td>9:00 p.m. – 11:30 p.m.</td>
<td>After-awards Party</td>
<td>VBCC</td>
</tr>
<tr>
<td>9:00 p.m. – 11:30 p.m.</td>
<td>Advisors Reception, National Conference Information</td>
<td>VBCC</td>
</tr>
<tr>
<td></td>
<td>(Advisors/Teachers only)</td>
<td></td>
</tr>
<tr>
<td>12:00 a.m.</td>
<td>Curfew</td>
<td></td>
</tr>
</tbody>
</table>
## Important Dates and Deadlines SLC 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1, 2018</td>
<td>Contest requests due for special contests</td>
<td>Please review Numbers Eligible Form for contest that must be requested. Send to SkillsUSA Virginia state advisor.</td>
</tr>
<tr>
<td>December 31, 2018</td>
<td><strong>SkillsUSA Virginia Membership Deadline</strong></td>
<td>Students must be registered by this date or they will not be permitted to compete. Register at <a href="http://www.skillsusa-register.org/">http://www.skillsusa-register.org/</a>.</td>
</tr>
<tr>
<td>January 12, 2019</td>
<td>Hall-of-Honor and Advisor-of-the-Year applications due</td>
<td>Applications to be mailed to SkillsUSA Virginia state advisor; visit <a href="http://www.skillsusava.org/">http://www.skillsusava.org/</a>.</td>
</tr>
<tr>
<td>February 1, 2019</td>
<td>State pin and T-shirt designs due</td>
<td>Any paid SkillsUSA student member may enter one design in each category. See <a href="http://www.skillsusava.org/">http://www.skillsusava.org/</a>.</td>
</tr>
<tr>
<td>February 15, 2019</td>
<td>Deadline for amendments to the student bylaws</td>
<td>Amendments due to the state office, to be considered for state house of delegates.</td>
</tr>
<tr>
<td>January/February/March</td>
<td>District contests</td>
<td>For more information about your district contest, please visit <a href="http://www.skillsusava.org/">http://www.skillsusava.org/</a>.</td>
</tr>
<tr>
<td>March 22, 2019</td>
<td>Deadline for hotel reservations</td>
<td></td>
</tr>
<tr>
<td>March 22, 2019</td>
<td>Pre-produced Television and Pre-produced Radio entries deadline</td>
<td>Send to dropbox set up by contest chair.</td>
</tr>
<tr>
<td>March 22, 2019</td>
<td><strong>Registration deadline</strong></td>
<td>All participants must be registered <a href="http://www.skillsusa-register.org/">http://www.skillsusa-register.org/</a>.</td>
</tr>
<tr>
<td>March 22, 2019</td>
<td>Scrapbooks, Essays, American Spirit, Outstanding Chapter, and Student-of-the-Year entries due</td>
<td>To be postmarked before March 22, 2019 and sent to SkillsUSA Virginia state advisor.</td>
</tr>
<tr>
<td>March 22, 2019</td>
<td>PDP 5: American Degree application due</td>
<td>Postmarked before March 22, 2019 and sent to SkillsUSA Virginia state advisor.</td>
</tr>
<tr>
<td>March 22, 2019</td>
<td>Deadline for all district results are due to the state office</td>
<td>Reporting form sent to scoring and SkillsUSA Virginia state advisor.</td>
</tr>
<tr>
<td>May 15, 2019</td>
<td>Deadline for NLSC Registration</td>
<td>All participants must be registered: <a href="http://www.skillsusa-register.org/">http://www.skillsusa-register.org/</a>.</td>
</tr>
<tr>
<td>May 15, 2019</td>
<td>Payment for housing and conference registration deadline</td>
<td>All payments must be received by SkillsUSA Virginia.</td>
</tr>
</tbody>
</table>
Skills USA Virginia State Leadership Conference and Skills Championships Conference Registration Form

Please return this form by mail to the address below with your payment. Each individual (student & adult) must also be registered on-line for the conference. Please see the on-line registration instructions on the next two pages.

This form must be postmarked before March 22, 2019. **NO REFUNDS AFTER March 29, 2019**

School ___________________________________________________________________

Hotel ______________________________________________________________________

Number of hotel rooms each night: Thursday # _________ Friday# _______ Saturday # _________

Phone (       ) __________________________ Fax (       ) __________________________

Lead Advisor _____________________ Email __________________________

**Advisor’s Agreement:** I understand that the students registered for this conference are engaged in an educational activity that is considered an integral part of the trade and industrial education curriculum and, as such, are responsible to me as representatives of my school. I am aware that my SkillsUSA chapter shall be responsible for the actions of the students in my charge. I fully agree that it is my responsibility to see that my students understand and abide by the SkillsUSA Code of Conduct. I also certify that the students from my school who are participating in skill competitions have received the proper safety training for their occupational training area as identified in Virginia’s state-approved competency and can safely perform the function and operate the equipment listed in the national scope of the contest as identified in Virginia’s state-approved competency document.

Advisor’s Signature ______________________________________________________

Please tally the numbers and make your check payable to SkillsUSA Virginia.

Number of students___________ X $95.00 each = $________________

Number of advisors___________ X $95.00 each = $________________

(teachers, chaperones, administrators and other adults)

Total participants___________ Total enclosed $________________

Note: Late registration will not be accepted. Purchase orders will not be accepted for registration.

*Bring Medical Release/Parental Permission Form to the SLC registration table.*

*Send this form and your payment to:*
SkillsUSA Virginia
Attn: Joyce Price
3216 Mt. Tabor Road, Blacksburg, VA 24060
Phone: 540-750-6896
Email: director@skillsusava.org
Appendix A: Glossary

Definitions for SkillsUSA Advisors

Advisor’s Success Kit (ASK)—is an encyclopedia for SkillsUSA chapter management to help advisors understand and manage an effective SkillsUSA chapter. Geared for advisors of CTSOs, this compact disc includes everything an advisor wants to know about managing a SkillsUSA chapter but is afraid to ask.

CareerSafe—is an online program to teach younger workers how to stay safe in the workplace and prepare for a safe and prosperous future in their chosen careers. By providing entry-level workers, particularly high school and college students, with fundamental safety knowledge needed in the workplace, this program brings the significance of safety to the forefront. The program offers 10 modules that each take about an hour to complete, with self-tests at the conclusion of each module.

Chapter—refers to all SkillsUSA members in any one school. “Chapter” and “club” are synonymous.

Chapter advisor (or multi-section advisor)—is the instructor, school counselor, or administrator who acts as liaison between the state SkillsUSA association and the school chapter and who coordinates the SkillsUSA activities of the sections within the school. This person works directly with the SkillsUSA executive council.

Chapter Excellence Program (CEP)– honors chapter achievement relative to SkillsUSA’s framework of developing personal, workplace, and technical skills.

Career Essential: Foundation (formerly Career Readiness Curriculum [CRC]) – is a flexible, standards-based curriculum that seamlessly integrates framework (personal, workplace, and technical skills) components into classroom instruction. It offers 27 user-friendly lessons that incorporate employability skills, engaging activities, and proven teaching methods for effective learning.

Co-curricular—activities are conducted in conjunction with the instructional program. SkillsUSA activities are co-curricular, meaning that they are part of the learning situation.

Executive council—is the group of SkillsUSA officers chosen from all of the club sections to plan and coordinate schoolwide SkillsUSA activities.

Framework—contains personal skills, workplace skills, and technical skills grounded in academics.

Multi-section club—describes a situation in which more than one class or trade area is found in a school that has 75 or more SkillsUSA members.

Program of work (POW)—the heart of SkillsUSA is the program of work or what your chapter is going to do. It is the activities and projects—the plan of action—that your chapter will carry out during the school year. The national program of work sets the pace for SkillsUSA nationwide. The expectation is that each chapter will carry out this program of work.

Section—is a unit of the trade and industrial education program within the school (e.g., automotive technology class would be considered one section, the cosmetology class another).

SkillsUSA National Leadership and Skills Conference (NLSC)—is a national program of competitive activities that promotes trade, industrial, technical, and health occupations education and awards recognition for achievement in skill- and leadership-development areas.

SkillsUSA Championships committee—is a council of leaders from various trade associations, labor unions, and industries that provides support services and helps with financing the Championships. The council is comprised of
committees on leadership development and the construction, electricity/electronics, graphic arts, mechanical trades, and transportation occupations.

SkillsUSA Inc.—is a corporation composed of the state supervisor of trade and industrial education from each state having a SkillsUSA association. It is the organizational body under whose approval and direction SkillsUSA operates.

SkillsUSA Virginia State Leadership Conference and Skills Championships (SLC)—is an annual competition held at the state level designed to demonstrate leadership and occupational skills needed for employment. State winners are eligible for national competition.

SkillsUSA Virginia state advisor—is the trade and industrial education staff member assigned as the administrative officer of the state SkillsUSA association. The state advisor is a member of the state trade and industrial education supervisory staff.

(Name Change) Career Essential: Assessments (formerly SkillsUSA Work Force Ready System)—provides assessments for CTE that are supported by industry, education, and policy leaders.

State program specialist—is the person responsible for the trade and industrial education program within the state. The state specialist is also a corporate member of SkillsUSA Inc., the organizational body under whose approval and direction SkillsUSA functions.

Student2Student—is a national mentoring program endorsed by SkillsUSA. The Student2Student program gives students the chance to serve as mentors to younger middle- or elementary-school students. Plus, any chapter involved in mentoring may submit its project and earn national recognition and a chance to attend the SkillsUSA National Leadership and Skills Conference.

SkillsUSA Store—the SkillsUSA Store has been officially designated by the SkillsUSA board of directors to provide clothing and other supplies, distinguished by the SkillsUSA emblem, to SkillsUSA members and chapters. This is the only firm so designated.

Virginia District Leadership Conference—is a leadership and skill competitive event held in each of the Virginia districts annually. First-place winners are eligible to enter the SkillsUSA Virginia State Leadership Conference and Skills Championships competition.
National SkillsUSA’s Program of Work/Goals

Professional development—prepares each SkillsUSA member for entry into the workforce and provides a foundation for success in a career. Becoming a professional does not stop with acquiring a skill, but involves an increased awareness of the meaning of good citizenship and the importance of labor and management in the world of work.

Community service—promotes and improves good will and understanding among all segments of the community through services donated by SkillsUSA chapters, and instills in its members a lifetime commitment to community service.

Employment—increases student awareness of quality job practices and attitudes and increases the opportunities for employer contact and eventual employment.

Ways and means—plans and participates in fundraising activities to allow all members to carry out the chapter’s projects.

SkillsUSA Championships—offers students the opportunity to demonstrate their skills and be recognized for them through competitive activities in occupational areas and leadership.

Public relations—makes the general public aware of the good work that students in CTE are doing to better themselves and their community, state, nation, and world.

Social activities—increases cooperation in the school and community through activities that allow SkillsUSA members to get to know each other outside the business or classroom setting.
Appendix B: Grievance Procedure

The SkillsUSA Virginia Board of Directors will officially recognize only those grievances filed by the advisor or the person in charge of the contestant.

Concerns are to be considered in the following manner:

- The local SkillsUSA advisor or person in charge will submit a completed Grievance Form describing the situation in question and the specific rule violation of the SkillsUSA Virginia Technical Standards.
- The written statement must be signed by the advisor and presented to the SkillsUSA Virginia state advisor, the trade and industrial education specialist, or any member of the SkillsUSA Virginia Board of Directors.
- In the event a concern cannot be resolved by the state advisor, the SkillsUSA Virginia State Leadership Conference and Skills Championships grievance committee, appointed by the SkillsUSA Virginia Board of Directors, will rule on the validity of the complaint and decide on its disposition.
- The grievance committee will meet at 4 p.m. on the Friday and at 3 p.m. on the Saturday of the SLC weekend at the headquarter hotel.

Grievances against any contest held on Friday must be filed by 4 p.m. on Friday.

Grievances against contest held on Saturday must be filed by 3 p.m. on Saturday.
### SkillsUSA Virginia Championships Grievance Form

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Contest</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contestant’s name and number</th>
<th>Person filing the grievance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date and time</th>
<th>SkillsUSA Virginia person receiving grievance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please cite the exact page number of the SkillsUSA Virginia Technical Standards (page ____ ) and section number (_____) of the rule(s) allegedly violated.

Please describe the incident in question and the specific SkillsUSA Virginia contest standards that were not followed.

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Signature—advisor submitting the grievance

Contact/cell number

ACTION- SkillsUSA Virginia Grievance Committee

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Signature—State Advisor                  Grievance Committee Chairman
Appendix C: Information and Resource Materials

Contacts
Contact the following specialists to answer your questions about SkillsUSA Virginia.

- SkillsUSA Virginia
  Attn: Joyce Price
  3216 Mt. Tabor Road, Blacksburg, VA 24060
  Phone: 540-750-6896
  Email: director@skillsusava.org

- J. Anthony Williams, Specialist, Trade and Industrial Education and Related Clusters
  Virginia Department of Education
  P.O. Box 2120
  Richmond, VA 23218-2120
  Phone: 804-225-2828
  Fax: 804-371-2456
  Email: anthony.williams@doe.virginia.gov

Each local chapter should establish a reference library of SkillsUSA educational materials and basic supplies. This will make it easy for the chapter to run a variety of programs and activities.

Educational Materials
- SkillsUSA Leadership Handbook
- Advisor’s Success Kit (ASK) CD-ROM
- SkillsUSA Championship Technical Standards
- Career Essential: Foundation and Experiences
- Robert’s Rules of Order by Henry M. Robert
- Parliamentary Procedure at a Glance by O. Garfield Jones

Note: To request a catalog or place an order:

SkillsUSA Educational Materials Catalog
14001 SkillsUSA Way
Leesburg, VA 20176
Phone: (800) 321-8422 or (703) 777-8810
Order online: www.skillsusa.org/store
Hours: Monday–Friday, 8:30 a.m.–5:00 p.m. Eastern Time

Supplies
- SkillsUSA official blazer or jacket
- SkillsUSA contest clothing
- Gavel
- SkillsUSA banner
- SkillsUSA ceremonial emblem
- Treasurer’s book
- Secretary’s book
- SkillsUSA scrapbook
- Variety of SkillsUSA logo items

SkillsUSA Website Links
• SkillsUSA Virginia website: http://www.skillsusava.org
• Latest SkillsUSA information and updates: http://www.skillsusa.org
• Basic SkillsUSA information: http://www.skillsusa.org/about/
• Membership and Resources: http://skillsusa.org/membership-resources/
• Competitions: http://skillsusa.org/competitions/
• Events and Training: http://skillsusa.org/events-training/
• Programs and Assessments: http://skillsusa.org/programs/
• Publications and News: http://skillsusa.org/publications-news/
• Get Involved: http://skillsusa.org/get-involved/