



**STATE LEADERSHIP
AND
SKILLS CONFERENCE
PACKET**

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Conference Information

- April 5-6, 2018; in Nampa and the surrounding area. Conference Cost is \$30.00.
- Conference cost is \$40.00. There will be an additional \$10.00 fee for participants in the Electronics and Photography contests.
- Cancellation refund deadline and registration deadline: Close of business day March 23, 2018.
- Register on the Nationals web site:
 - <http://www.skillsusa.org/membership-resources/join/>
 - Please go to the National SkillsUSA web site and follow the directions for registration. This event is listed under the 2018 Idaho State Leadership & Skills Conference (SLSC).
 - You will also be completing the release form online; one time only for Fall Leadership Conference (FLC), Regional's, State Leadership & Skills Conference (SLSC), or National Leadership & Skills Conference (NLSC).
 - Complete the release form for each student and advisor attending.
 - ***You do not need to send the release form in, but you do need to carry it with you for each student.***
- After registering, please include invoice and send it in with your check or PO – *This is very important to make sure you and your student(s) are credited for registration.*

TO: SkillsUSA Idaho
Attn: CTSO Accounting
PO Box 83720
650 W. State Street, Suite 324
Boise, ID 83720-0095

Note: Please include name and email address of your school bookkeeper.

- Students may sign up for one leadership/occupationally related event and one skills event.
- A completed hard copy resume will be required for each event a student is signed up for.
- **Closing Ceremonies-Nampa Civic Center (Must be present to receive medals and prizes; No awards/prizes will be mailed. Not all contest winners will receive prizes).**

Registration Procedures of National Registration Site

Advisors ONLY (**Students and parents are prohibited from using the web site**)

- All Idaho chapters are required to use the online registration system for BASIC, Regional's, SLSC, and NLSC.
- Advisors use your login and password to enter the registration site. You may create your login and password on the login page.
- Select the appropriate conference from the drop-down menu.
- Go to the Conference Tab/My Registrations/Blank NLSC1 Form (Registration, Personal and Liability Release form). Use this form to gather participant information before attempting to enter the participant on the Web site.
- **Register participant from a prior conference:** If you registered your participants for a prior event/conference, you can use the *lookup previous registrations* button on the bottom right. Follow the instructions. If the person is listed, you will be able to bring over all of their information. Return to the previous page and click on the NLSC1 button to the left of their name. This will print out their form. Give this to the participant for updating. If there are no changes, the registration is complete, other than adding event information (if they are competing).
- **New participant not registered on our Web site:** Go to the Conference Tab/Blank NLSC1 Form. Print one copy of the NLSC1 form. Copy the form for as many participants as you have. Give the form to the students that are participating. Have them fill out all the information. Have them return the form to the advisor or designated school person to input the data on the Web site.
- **Medical liability; required for all participants:** **Make sure to check the appropriate box on the bottom where it states:** "I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, the release of personal information through Lead Retrieval System statement, and the Photography and Sound Release agreement, and, by checking the box, I do hereby agree to abide by these in their entirety. I accept the conditions of the agreements, and completely release SkillsUSA's national and state associations." If someone requires medical attention, it is important that we have this information and the appropriate box is checked.
- **Conference Tab**
 - Fee summary: Summarizes what a chapter owes. It is helpful to include this with your payment to ensure that your payments are being recorded accurately.
 - Registrations summary: Summarizes who is registered.
- **Common Questions**
 - *Where do we send our money?*
 - Money collected for BASIC/Regional/SLSC/NLSC events are sent to SkillsUSA Idaho SLSC address listed on the previous page.
 - *I am unable to view all my school's participant records.*
 - To view all records of your school participant(s) you must own them (created the record). If you are in charge of registering everyone, we can give you the 'rights' to all the records. (You can either call 844-875-4557 or email your questions to: membership@skillsusa.org)
 - *The record will not save.*
 - To enter an event you must select the Registration Type/Contestant. If you have not selected contestant, it will not allow you to enter an event. Example of problem: Look for red typed script of the problem. The system will tell you. (e.g., birth date; date of birth must be entered as MM/DD/YYYY (with a 4-digit year)).

- *Where is the Submit Button?*
 - There is only a “submit button” for membership not conference.
- *What are the Show Steps (Hide Steps) or Show Fees and Payments Button (Hide Fees and Payments) Buttons?*
 - These buttons are listed on the top right side under Conference/Tab/My registrants. Instructions are provided (Show Steps) to guide you in how to register participants. Instructions are provided (Show Fees and Payments) to inform individuals of the costs and where to mail their registration fees.
- *What is the deadline to register for the conference?*
 - See the Website for each events deadline. If you have questions, please contact your conference coordinator or director (see Web site for contact information).
 - After you register, fill out the payment summary form on the following page and send in the form with your payments.

Official Conference Dress Code for SkillsUSA Idaho

Dress Code

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

At all times, whether traveling or during the conference, registered conference attendees overall appearance should be clean and neat. Their attire should be appropriate for the occasion. Contestants must follow the clothing requirements in the official *SkillsUSA Technical Standards* listed in the SkillsUSA web portal. Technical Standards available to all paid professional members. During formal events, such as the opening and awards ceremonies, official **SkillsUSA attire or Professional attire** is required.

Official SkillsUSA Attire

Women: Red SkillsUSA blazer or black jacket, white blouse (collarless or small-collared), knee length black dress skirt or black dress slacks, black sheer (not opaque) or skin-tone seamless hose and black dress shoes.

Men: Red SkillsUSA blazer or black jacket, white dress shirt, solid black tie, black dress slacks, plain black socks and black dress shoes.

Opening and Awards Ceremonies Attire

SkillsUSA official attire, professional attire, or SkillsUSA Championship work clothing is required. The dress code for award winners will be strictly enforced. Photos of medalists and industry supporters are used in general, trade, and SkillsUSA publications. It is important that all members demonstrate their professionalism by looking the part. Therefore, the national Board of Directors has ruled that all contestants receiving medals at the ceremony must be dressed in official SkillsUSA attire* (see description directly above) or official SkillsUSA Championships work clothing. Winners who are dressed inappropriately will not be allowed on stage. Other attire, such as jeans, t-shirts, sneakers, boots, and sandals are not allowed. Please leave behind any cameras, purses and hats.

Note: Contestants must wear their official contest clothing to the contest orientation meeting.

2019 SkillsUSA Idaho Contest Information				
Skills Contest	Capacity	Division	Team size	Approved Program of Study- Eligibility to Compete
3D Visualization & Animation	No cap	S and PS	Team of 2	IST-Interactive Media Programs
Additive Manufacturing (Demo)	No cap	S and PS	Team of 2	CAD/Design/Manufacturing
Advertising Design	No cap	S and PS	N/A	IST-Interactive Media/Graphic Communications Programs
Architectural Drafting	4 Students/school	S and PS	N/A	Drafting Programs
Automated Manufacturing Technology	2 Teams/school	S and PS	Team of 3	Automated Manufacturing Technology/ Precision Machining Programs/CNC/CAD/CAM Programs
Automotive Refinishing Technology	3 Students/school/ 27 student max. capacity	S and PS	N/A	Automotive Refinishing Programs/Collision Repair
Automotive Service Technology	3 Students/Sec. - 4 /PS. 75 Students Max Cap.	S and PS	N/A	Automotive Service Technology
Aviation Maintenance Technology	No cap	PS	N/A	Aviation Maintenance Programs
Cabinetmaking	3 Students/school/ 21 Student max. capacity	S and PS	N/A	Cabinetmaking/Millwork Programs
Carpentry	3 Students/school/ 21 Student max. capacity	S	N/A	Construction/Carpentry Programs
CNC Milling Technology	No cap	S and PS	N/A	Automated Manufacturing Technology/ Precision Machining/ CNC Programs
CNC Turning Technology	No cap	S and PS	N/A	Automated Manufacturing Technology/ Precision Machining/ CNC Programs
Collision Repair Technology	3 Students/school/ 27 Student max. capacity	S and PS	N/A	Automotive Refinishing Programs/Collision Repair
Commercial Baking	5 Students/school	PS	N/A	Commercial Baking/ Pastry Arts

2019 SkillsUSA Idaho Contest Information				
Skills Contest	Capacity	Division	Team size	Approved Program of Study-Eligibility to Compete
Computer Programming	No cap	S and PS	N/A	IST-Programming/Software Development
Cosmetology	No cap	S	N/A	Cosmetology
Criminal Justice	7 Students/school	S	N/A	Criminal Justice/ Law Enforcement
Culinary Arts	5 Students/school	S and PS	N/A	Culinary Arts/ Commercial Foods
Diesel Equipment Technology	6 Students/school	S and PS	N/A	Diesel Technology
Electronics Technology	4 Students/school/ 24 Student max. capacity	S and PS	N/A	Automated Manufacturing Technology/Electronics Technology
Firefighting	No cap	S	N/A	Firefighting
HVAC & Refrigeration	5 students per school	PS	N/A	Heating, Ventilation, A/C
Information Technology Services	5 students/school/ 25 student max. capacity	S and PS	N/A	Computer Maintenance/Networking/ Security Programs
Interactive Application and Video Game Development (Demo)	No cap	S and PS	Team of 2	IST-Programming/Software Development
Internetworking	4 students/school	S and PS	N/A	IST-Network Support
Mechatronics (Demo)	No cap	PS	N/A	Mechatronics/Industrial Mechanics/ Industrial Automation Programs
Mobile Robotics Technology	2 Teams/school	S	Team of 2	Robotics/ Engineering/Pre-Engineering

2019 SkillsUSA Idaho Contest Information				
Skills Contest	Capacity	Division	Team size	Approved Program of Study- Eligibility to Compete
Photography	3 Students/school/ 24 Student max. capacity	S	N/A	IST-Interactive Media/ Journalism/ Graphic Communication/ Photography
Power Equipment Technology	5 Students/school	S and PS	N/A	Power Equipment Technology/ Small Engine Repair Programs
Precision Machining Technology (state only contest)	5 Students/school	S and PS	N/A	Automated Manufacturing Technology/ Precision Machining/ CNC Programs
Restaurant Service	5 Students/school	PS	N/A	Food and Beverage Service
Robotics: Urban Search and Rescue	2 Teams/school	S	Team of 2	Robotics, Engineering, Pre- Engineering
Technical Computer Applications	No cap	S and PS	N/A	IST-Information Support
Technical Drafting	4 Students/school	S and PS	N/A	Drafting Programs
Telecommunications Cabling	No cap	S and PS	N/A	IST-Network Support
Television (Video) Production	2 Teams/school/ 10 Teams Max	S	N/A	IST- Networking Support
Web Design	No cap	S and PS	Team of 2	IST-Interactive Media, Web Design
Welding	3 Students/school	S and PS	N/A	Industrial Mechanics, Welding
Welding Fabrication	1 Team/school	S and PS	Team of 3	Industrial Mechanics, Welding
Welding Sculpture (Demo)	No cap	S and PS	N/A	Industrial Mechanics, Welding, Metal Trades
Leadership/Occupational Contests	Capacity	Division	Team Size	Eligibility
American Spirit	No cap	S and PS	Team of 1-3	Open to all active SkillsUSA members
Chapter Display	No cap	S and PS	Team of 1-3	Open to all active SkillsUSA members
Community Service	No cap	S and PS	Team of 3	Open to all active SkillsUSA members

Customer Service	No cap	S and PS	N/A	Open to all active SkillsUSA members
Engineering Technology Design	No cap	S and PS	Team of 3	Engineering, Pre-Engineering Programs
Entrepreneurship	No cap	S and PS	Team of 4	Open to a team of four active SkillsUSA members
Extemporaneous Speaking	3 Students/school	S and PS	N/A	Open to all active SkillsUSA members
Job Interview	3 Students/school	S and PS	N/A	Open to all active SkillsUSA members
Job Skill Demo A	3 Students/school - 24 Student Max Capacity	S and PS	N/A	All team members enrolled in a state approved CTE program
Opening & Closing Ceremonies	No cap	S and PS	Team of 7	Open to a team of seven active SkillsUSA members
Outstanding Chapter	No cap	S and PS	Team of 1-3	Open to all active SkillsUSA chapters
Prepared Speech	3 Students/school	S and PS	N/A	Open to all active SkillsUSA members
Promotional Bulletin Board	No cap	S and PS	Team of 1-3	Open to all active SkillsUSA chapters
Quiz Bowl	2 Teams Sec. schools 2 Teams PS	S and PS	Team of 5	Open to all active SkillsUSA members enrolled in technical, skilled & service occupation programs
Related Technical Math	No cap	S and PS	N/A	Open to all active SkillsUSA members

Resume Grading Criteria

Student ID #: _____ **Student Score:** _____

FORMAT

- Neat appearance
- Each item stays consistent (dates, abbreviations, etc.)
- No grammatical errors
- No spelling errors
- Font style easy to read (e.g. Times New Roman / Calibri @ 12 point sizing)

JOB OBJECTIVE

- Clear

EDUCATION

- Organized chronologically
- Consistent

PREVIOUS/CURRENT JOB EXPERIENCE

- Defined/clear job descriptions
- Correct tense (present/past)

SKILLS/HONORS/ACTIVITIES

- Organized
- Easy to understand

Sample Resume

John A. Doe

11111 Ducky Lane, Nampa, Idaho 83686

jdoe@mindspring.com

208-555-1212

JOB OBJECTIVE:

Entry level information systems technician employed in a local Idaho company that offers educational incentives, opportunities for travel, and increasing job responsibilities.

EDUCATION:

- 2008 Bachelor of Science, Regents College, Albany, New York
- 2005 High School Graduate, Meridian High School, Meridian, Idaho

PREVIOUS/CURRENT JOB EXPERIENCE:

- 2008-Present Information Systems Technician, Idaho Division of Professional-Technical Education, State of Idaho
- 2006-2007 Information Systems Technician, United States Navy
- 1997-2000 Various summer jobs including lawn maintenance, farm laborer, and baby-sitting

SKILLS/HONORS/ACTIVITIES:

- 2008 "Outstanding Graduate", Regents College
- 2007 "Highest class academic average" (98%), advanced computer training, U.S. Navy, Mare Island, California
- 2005 "Most likely to succeed", graduating class of 2005, Meridian High School
- 2004 Idaho State Vice President, SkillsUSA Idaho
- 2003 Chapter President, Meridian High School, SkillsUSA Idaho

Judging Information for Advisors

The following guidelines are for Advisors benefit and will be utilized for SkillsUSA Idaho State Leadership and Skills Conference

1. Contestants are “judged to a standard”.

In contests where there are five or fewer contestants, (this number can vary depending on the contest). Judges should rate participants against a standard of performance, rather than automatically awarding first-, second-, or third-place awards.

In other words, it is NOT necessary to select winners if the judges feel the standard of performance is not high enough. In Idaho, the “standard of performance” is:

90-100% of possible points = Gold

80-89% of possible points = Silver

70-79% of possible points = Bronze

2. Grievance Procedures

Judges/Advisors should be aware of the appeal process in case contestants and/or advisors ask them questions. The process for appealing a contest’s result is: see next page

Grievance Procedure For State Contestants

The SkillsUSA Board of Directors will officially recognize only those grievances filed by the advisor or the person in charge of a school association delegation.

Problems are to be considered in the following manner:

- The local SkillsUSA advisor or contestant will file a written request describing the situation in question and the violation of the SkillsUSA technical standards.
- This written statement must be signed by the advisor and filed with the state executive director (Matthew Rehl), state conference coordinator and CTSO manager (Sean Courtright) or the board co-chairs (Clay Wilke and Lee Britt).
- If the state executive director cannot be located, the grievance can be filed, however no action will be taken until he/she has been consulted
- The state executive director and the Board of Directors (if necessary) will review all grievances. In the event the state executive director cannot resolve a problem, the SkillsUSA Idaho Board of Directors will rule on the validity of the complaint and decide on its disposition.

Grievances may be submitted to Idaho staff in the executive boardroom, Union Pacific Room, of the Nampa Civic Center.

Grievances against any event held Thursday must be filed by 5:00 pm that evening with the SkillsUSA Idaho staff.

Grievances against any event held Friday must be filed by 5:00 pm that evening with the SkillsUSA Idaho staff.

SkillsUSA Idaho understands that errors in scoring, incorrect information, miscommunication or other human error can happen. With this in mind, SkillsUSA Idaho will look into legitimate grievances after the above-mentioned deadlines on as “as needed” case by basis.

SkillsUSA Idaho SLSC
Grievance Report

Chapter/High School Association

Event

Contestant Name & Number

Person Filing Grievance

Date & Time

Idaho SkillsUSA Staff Receiving Grievance

Please describe the incident in question and the specific SkillsUSA Technical Standard(s) you feel was not followed. Cite the exact page number and section number of the rule(s) allegedly violated.

Signature of Advisor: _____

ACTION – SkillsUSA Executive Director/SkillsUSA Idaho Board of Directors

Signature: _____