

# 2015-2016 GA POSTSECONDARY SKILLSUSA ADVISOR'S AND LEADER'S GUIDE

<b>Table of Contents</b>	Pages 1-3
Introduction	Page 4
Historical Perspective	Pages 4-6
About SkillsUSA	Page 6
Why Career and Technical Student Organizations?	Page 7
Benefits to Students	Page 7
SkillsUSA Magazine Subscription	Page 8
Scholarship and Awards Opportunity	Page 8
What Do Members Get From Their Dues?	Page 8
Developing Workplace Basic Skills	Pages 8-9
Benefits to Teachers, Schools and Community	Page 10
SkillsUSA Advisors' Duties	Pages 10-12
Overview of the SkillsUSA Championships (SUSAC)	Pages 12-13
SkillsUSA Contest (National)	Page 13
Leadership Development Contests	Pages 13-14
Occupationally Related Contests	Page 14
Skilled and Technical Sciences Contests	Pages 14-16
Demonstration Contests	Page 16
Contest Updates	Page 16
Number of Contestants in State-Level Contests	Pages 16-17
2015-2016 SkillsUSA Championships	Page 17
Championships Registration	Pages 17-18
Liability Forms	Page 18
Official/Recommended Dress for State Championships	Pages 18-19
Who Can Compete in the Championships	Page 19
What Are the Championships and Why Should Students Compete?	Pages 19-20
Why Compete	Page 20
Membership	Page 21
Contestants Standards to Represent GA	Page 22
Preparation of Contestants for State Championships	Page 22

## LEADER'S SECTION

Planning/Conducting the SkillsUSA Conference & Championships	Page 22
Long Term Plan for the Championships	Pages 23-24
Supporting College and Business and Industry Sites	Page 24
Championships Schedule	Page 24
Opening General Session	Page 24
Officer Elections and Delegate Assembly	Page 24
Schedule of Activities (Friday)	Page 25
Awards ceremony (Saturday)	Page 26
Grievance Procedures	Page 27
Planning the SkillsUSA Championships Contests	Pages 27-28
Identifying Equipment Needs	Page 28
Contest Planning Materials (Packets)	Pages 28-31
Contest Overview	Page 31
Work Station Assignments Sheets	Page 32
Scoring Rubrics	Page 32
Scorecard or Contest Summary Sheet	Page 33
Contests Packets	Page 33
Preparing the Laboratory for Competition	Page 34
Providing Laboratory Orientation	Page 34
Conducting the Contest Orientation	Pages 34-35
Monitoring the Championships	Page 35
Conducting the Technical Chairpersons and Judges Orientation	Pages 35-36
SkillsUSA Championships Leaders' Responsibilities	Page 36
Host College Duties	Pages 36-39
State Director and Support Personnel Duties	Pages 39-42
Duties of SkillsUSA consultant(s)	Pages 42-44
Host Technical College Instructor Responsibilities	Pages 44-45
Technical Chairperson Information	Pages 45-50
Technical Chairperson's Responsibilities after Contest	Page 50
Contest Materials Turn In Procedures	Page 51
Judges Information	Page 51-52
Establishing and Maintaining the SkillsUSA Website	Page 52
Local College SkillsUSA Championships	Page 52

Suggested SUSAC Planning Timelines	Pages 53-57
Resources for Advisors	Page 57-58
Appendices	
A. MEMORANDUM #1 2015-2016	Pages 60-70
B. Cluster Chairperson Guide	Pages 71-76
C. Officer Installation	Pages 77-82
D. Student Conduct Guide	83-85
E. Grievance Form	Page 86
F. Contest Summary Sheet/Score Card	Page 87
G. Resume Format	Pages 88
H. Procedures for Processing Contest Results	Pages 89-92
I. Sample Oral Assessments	Pages 93-98
J. 2015-2016 Policy and Procedures Guide	pages 100-112
K. Advisor Responsibilities	Pages 113-115
L. Officer Screening/Election Package	Pages 117-125

# **Georgia Postsecondary SkillsUSA Advisor's Guide**

## **INTRODUCTION**

Georgia Postsecondary SkillsUSA (formerly VICA) has changed greatly since its creation as a separate student organization in 1987 two years after the new Department of Technical and Adult Education was established. Prior to 1987, secondary and postsecondary VICA students were under one VICA organization headed by the secondary VICA director of the Georgia Department of Education. In 1986 Dr. Ken Breeden, the Commissioner of the Department of Technical and Adult Education, appointed Mr. William Alexander to be the Georgia Postsecondary VICA director and under his leadership this student organization began to grow from a few technical institutes with VICA chapters to many more technical institutes establishing chapters to provide leadership and skill building opportunities for postsecondary students. While a few of the original advisors are still active today, many have retired or will soon be retiring, which will leave a void of knowledge and experience about establishing and operating active postsecondary SkillsUSA chapters, unless captured in a document. For example, the original State VICA Director, Mr. William Alexander is deceased and the long time State VICA Advisor, Mrs. Sally Johnston is deceased as well. A number of other SkillsUSA advisors have become inactive or have assumed leadership positions which have removed them from active participation. The purpose of this Skills USA Championships Guide is to provide a valuable resource that can be used by leaders from the Technical College System of Georgia and local technical college SkillsUSA Advisors to plan and conduct competitive activities of the organization in an organized and efficient manner. This guide is not intended to provide information on how to form SkillsUSA chapters and to manage them, since excellent materials are available from National SkillsUSA headquarters for this purpose. It is a guide for planning and conducting the Skills USA Championships (SUSAC), formerly called the U.S. Skill Olympics.

## **HISTORICAL PERSPECTIVE**

For many years secondary and postsecondary VICA were combined under the Georgia Department of Education. VICA Clubs operated separately in local schools and technical institutes but competitive events, like the U. S. Skill Olympics (now called SkillsUSA Championships), were held together with separate awards made to secondary and postsecondary students. The Quality Basic Education Act of 1985 created a separate Board for Postsecondary Education and a new Department of Technical and Adult Education (DTAE). The 1986 VICA year continued the combined efforts of educators from the secondary and postsecondary departments of education, but a number of postsecondary leaders like Mr. Alvin Wilbanks, then the Director of Gwinnett Technical Institute, envisioned a plan for a separate postsecondary VICA organization. In 1986 Mr. William Alexander was assigned the responsibility of State Director of Georgia Postsecondary VICA and the task of organizing a separate U.S. Skill Olympics. Dr. John Scott from the University of Georgia, who had many years of leadership in training teachers to be VICA advisors, was asked to assist him in conducting a separate Skills

competition at Gwinnett Technical Institute. Dr. Scott, with support from the University of Georgia, volunteered to assist Mr. Alexander the first year at no cost to the new DTAE. As a result of the combined effort of Mr. Alexander and Dr. Scott with assistance from local institute VICA advisors and industry partners and the faculty and staff of Gwinnett Tech under the leadership of Alvin Wilbanks, the very first Georgia Postsecondary VICA Skill Olympics and State Conference was held in May of 1987 at Gwinnett Technical Institute with only a limited number of contests.

Mr. Alexander, Dr. John Scott working under a DTAE grant, and a number of dedicated local institute VICA Advisors like Sally Johnston, Warren King, Charles Peterson, Carole Martin, Gene Evans, Curtis Bell, Mike Howard, Lynn Tanner, Lou Frazier-Brown, Lou-jean Peace and others continued to work as a team in expanding Georgia Postsecondary VICA with active chapters in over twenty Technical Institutes and the Turner and Atlanta Job Corps. Each year a Fall Leadership Conference was held to train VICA Officers and Advisors and The U.S. Skill Olympics and State Conference was conducted to provide competitive events and to conduct the official business of the organization. Beginning in 1990 and continuing through 1994, sub state competitive events were conducted to increase participation and to lower the number of contestants who could compete in state level competition. The Fall Leadership Conference which was held annually for VICA Officers and Advisors became a combined effort with other Vocational Student Organization like Delta Epsilon Chi, Phi Beta Lambda, and the Student Government and National Vocational Honor Society and was renamed the FLC (Fall Leadership Conference) with the first one held in Savannah in 1992.

Mr. Alexander retired in 1995 and passed away a few years later and Mrs. Cassie Palmer of the DTAE assumed the responsibilities of the Postsecondary VICA Director for two years. In 1997, Mrs. Teri Pope became the new Georgia Postsecondary State VICA Director with her first Skills USA Championships held at Macon Technical Institute. In 1998 Mrs. Julia Lewis assumed the role as Georgia Postsecondary SkillsUSA-VICA Director. In 1998 the Board of Directors of National VICA changed the name of VICA to SkillsUSA-VICA that was to become effective July 4<sup>th</sup>, 1999. The official name of SkillsUSA-VICA changed again on September 1<sup>st</sup>, 2004 to SkillsUSA. In 2008 Julia Lewis left the job as state director and was replaced with Cassie Palmer who retired in early August, 2012. Ms. Amy Holloway was named the State Director for SkillsUSA Georgia Postsecondary in August of 2012. Ms. Amy Holloway passed away on September 9<sup>th</sup>, 2015 after an extended bout with cancer. Presently, Mr. Lynn Tanner is the interim, State Director. Dr. John L. Scott has served as the Georgia Postsecondary Consultant since 1988 and works with the State Director and the State SkillsUSA Planning Committee to plan and conduct the SkillsUSA Championships.

Georgia Postsecondary SkillsUSA has been a vital organization for many years and during that time has seen student participation rise and fall with the degree of support provided by local

Technical College presidents (formerly technical institutes) and the efforts made by the college advisor. The Turner Job Corps and the Atlanta Job Corps no longer participate. While the number of technical colleges participating is increasing slowly, the number of students participating in competitive events is up due to an expanded number of competitive events. Prior to July 1, 2009 there were 33 technical colleges (formerly technical institutes) in Georgia and all of them should provide SkillsUSA opportunities for the trade, industrial, technical, and health occupations students enrolled in them. Beginning in July 1, 2009 and concluding in July 1, 2010, seven of the technical colleges will merge with other colleges reducing the number from 33 to 26. Four new mergers have occurred reducing the number of Technical Colleges to 22. Vocational student organizations (VSOs), now called career and technical student organizations (CTSOs), like SkillsUSA, are a vital link with the community and with business and industry. SkillsUSA provides students with additional learning experiences that will help them develop technical, leadership, and personal-social skills required in the technical jobs of today and tomorrow. SkillsUSA provides a major program in the form of the Skills USA Championships (SUSAC) with the cooperation and economic support of business and industry that gives both students and potential employers an opportunity to see firsthand the knowledge, skills, and personal-social behaviors postsecondary students are developing in their occupational programs.

### **ABOUT SKILLSUSA**

SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. Participation in SkillsUSA helps each student excel and develop leadership, personal/social and occupational skills. The mission of SkillsUSA is to help its members become world-class workers and responsible American citizens. It serves students enrolled in secondary and postsecondary Career and Technical Education programs in the areas of trade and industrial, technical and health occupations education.

SkillsUSA serves more than 300,000 students and instructors annually. The organization has 17,000 sections in 52 states and territorial associations. More than 14,500 instructors and administrators are professional members of SkillsUSA. SkillsUSA has served more than 11.2 million students since its founding in 1965.

SkillsUSA is an applied method of instruction for preparing America's high performance workers in public career and technical programs. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work—high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service. More information about the organization can be found on the [skillsusa.org](http://skillsusa.org) website.

## **WHY CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOs)?**

There are many reasons why technical colleges should offer students the opportunity to participate in the career and technical student organization in their program area. When these organizations are properly implemented they can be very influential in the following:

- Increasing program enrollment
- Enhancing program visibility
- Involving employers and community leaders
- Securing commitment of important support people and groups
- Motivating both career and technical education teachers and students to higher levels of individual and group performance
- Recognizing effort and achievement
- Providing the means by which personal and career goals become achievable for all career and technical education students.

### **Benefits to Students**

- Civic responsibility
- Interest in career and technical education
- Leadership skills
- Development of social skills through committee work and recreational activities
- Respect for the dignity of work and develop a strong work ethic
- Effective use of free time
- Understanding of employer/employee relationships
- Spirit of healthy competition
- Vocational understanding
- Recognition and prestige
- Enthusiasm for learning and self improvement
- Firsthand knowledge and experience in the democratic process
- Home improvement skills
- Employability skills
- Sense of independence and accomplishment
- Opportunity to plan and carry out an idea or goal
- Opportunity to see adult sponsors as role models
- Self-improvement and scholarship
- Occupational competence
- Opportunity to travel and learn in other colleges and locations

### **SKILLSUSA MAGAZING SUBSCRIPTION**

All SkillsUSA members receive a subscription to *SkillsUSA Champions*, the official publication of the organization. This quarterly magazine includes feature stories about outstanding

individuals and their achievements, articles about SkillsUSA chapters and the latest information on careers and training. Instructors should submit online or postmark their roster by November 15<sup>th</sup> each year to receive all issues.

### **SCHOLARSHIP AND AWARD OPPORTUNITIES**

SkillsUSA members have opportunities for more than \$1 million annually in scholarships, contests, awards and honors. Review the student section of the SkillsUSA.org site for a listing of scholarship opportunities. Many are tied to the national SkillsUSA Championships. Each state offers its own awards and scholarships through their state conference.

### **STUDENT SECTION OF WEB SITES**

Visit the student section of the SkillsUSA Web site to view information on success stories, programs, scholarships, resources, chapter management and other member services.

### **WHAT STUDENTS RECEIVE FOR THEIR DUES**

Dues-paying student members of SkillsUSA automatically receive the following benefits:

- A subscription to *SkillsUSA Champions*, the official magazine of SkillsUSA
- Access to career resources and contact with industry
- Opportunities to compete in the SkillsUSA Championships at the local, state or national levels
- Opportunities for scholarships, awards and honors
- Job contacts and networking opportunities
- A chance to learn and practice professional and leadership skills
- Recognition from peers, teachers and leaders within the community

### **Developing Workplace Basics**

Employers have identified the specific competencies they want prospective employees to have which they call workplace basics and SkillsUSA emphasizes development of these competencies. These are as follows:

- Knowing how to learn-- Encourages student directed learning and experimentation, thereby requiring members to absorb, process, and apply new information quickly and effectively.
- Reading, writing and computation--Provides a variety of opportunities to apply and refine reading, writing and computational skills by participating in chapter activities and competitive events
- Communicating effectively--Encourages the application and refinement of speaking, listening, and feedback skills in chapter meetings, committee work, and in preparation for



- competitive events
- Creative thinking and problem-solving—Provides opportunity to practice and refine problem-solving skills through groups or committees conducting chapter activities. Members learn how to work together as a team and become a productive team member
- Personal management—Contributes greatly to the improvement of a member’s personal management skills. Encourages higher self-esteem, goal setting, and goal achievement, career direction, education, and training.
- Group Effectiveness—Provides members opportunity to develop and refine interpersonal, negotiating, and team-building skills
- Influencing others—Exhibiting leadership potential is a hallmark of CTSOs. The development of leadership skills is a major outcome of participation in a CTSO.

The *SkillsUSA Championships Technical Standards* provides important information about each contest including standards and competencies, math skills, science skills, language arts skills and connections to national standards in math, science and the language arts. These competencies and skills were developed by teams of business and industry professionals under a national grant and are believed to be essential for success in the contest areas.

### **Benefits to Teachers, Schools, & Communities**

- Teachers gain a valuable learning tool and have opportunity for self-improvement that can enrich instructional experience
- Teachers and schools gain a valuable recruitment tool
- Schools and program become more visible through public relations resulting in competitive events and chapter activities
- Schools and programs increase contacts with important employers and community leaders
- Schools are improved through higher levels of student achievement
- Communities get better citizens who know how to participate in group activities

### **SKILLSUSA ADVISOR DUTIES**

The key professional in determining whether or not a SkillsUSA chapter will be established and become active in a technical college is a college teacher or administrator who recognizes that a quality program of Career and Technical Education includes an integrated Career and Technical Student Organization (CTSO). Likewise, the number of students in the chapter and how active they are in chapter activities and programs like the SkillsUSA Championships is largely determined by the enthusiasm and leadership skills of the advisor. The SkillsUSA advisor has many duties and tasks to perform in recruiting students to become members and helping them get organized and involved in chapter activities and programs. New advisors as well as experienced advisors can improve their advisor skills by visiting the SkillsUSA.org site and click on

educators. There is a series of advisor training modules that are designed to help advisors know how to be an effective advisor as well as free information invaluable for new and existing advisors.

The advisor duty addressed here is encouraging students to become contestants in the SkillsUSA Championships and in helping them to prepare for competition. The following is a listing of things advisors can do to encourage members to enter contests and to prepare them for competitive events:

- Review the materials on the SkillsUSA website regarding the SkillsUSA Championships
- Obtain brochures and fliers that describe the Championships and share them with students.
- Obtain a videotape or DVD on the National SkillsUSA Championships conducted in Kansas City or Louisville and show it to students
- Obtain the latest copy of the SkillsUSA Championships Technical Standards CD and share the scopes of specific contests with interested students
- Download the Power Point presentation available for promoting a local SkillsUSA Chapter and show them to students
- Read memorandums sent by the State SkillsUSA Director and SkillsUSA Consultant regarding the Championships
- Describe the activities that occur at the annual State SkillsUSA Championships and State Conference.
- Inform students that they have an opportunity to earn valuable prizes if they are a first, second or third place winner
- Provide practice opportunities for students who have decided to be a contestant
- Work with a technical chairperson to design and conduct a local college SkillsUSA Championships.
- Provide copies of the current Leadership handbook and the materials on the first two levels of the Professional Development Program to help students prepare for the SkillsUSA Knowledge test (required at the national level only)..
- Obtain specific information on appropriate contests that are available on the SkillsUSA website as “Helpful Contest Hints from Our National Education Team Members.”
- Provide each contestant with a copy of the contest regulations from the latest *SkillsUSA Technical Standards* and with a copy of the contest singles entitled “Prepare for National Conference with Contest Singles” available for a small cost from National SkillsUSA.
- Obtain a tool and equipment list for each contest in which your students are participating and be sure they have these tools and equipment with them when they travel to the competition.
- Submit contestant registration payment for participation in State Championships by the communicated date.
- Check with the students to be sure they have the clothing and shoes required to

participate in the competitive events and to accept their medallions at the awards ceremony.

- Go over the code of conduct with all students who will attend the State SkillsUSA Championships and Conference
- Obtain prizes of appropriate value to honor your commitment to the Awards Committee so that winners receive worthwhile prizes
- Contact the State SkillsUSA Director or SkillsUSA Consultant if there are any questions about competitive events or the conference
- Submit the listing of contestants to the National SkillsUSA Registration site on time
- Notify the State SkillsUSA Director or the registration official of any contestant substitutions or drops
- Be sure that all contestants are official members in good standing with the National SkillsUSA Headquarters.
- Attend the advisors meeting on the first day of the Championships and pick up the registration packets
- Be sure that completed liability forms are submitted to the registration official at the conference or at any remote sight
- Arrange for additional college teaches to serve as chaperons and to supervise students that attend the State SkillsUSA Championships and Conference
- Be sure to observe all students as they demonstrate their skills in competitive events
- Stay till the completion of the awards ceremony and insist that students do to
- Be sure to thank host college faculty and staff for hosting the Championships
- Act as a professional and control your emotions at all times so that you demonstrate a positive view of the conference
- If it is believed that a contest is being operated unfairly, try to contact the SkillsUSA Consultant to correct the situation and if unsuccessful, file a written protest to headquarters with 30 minutes after the contest. Do not take sides with students but obtain accurate and objective information regarding the situation
- Know where your students are at all times and enforce the code of conduct
- Ask members of the planning committee if they need assistance with anything at the conference.
- Use a digital camera without flash to take pictures of contestants in action or contestant products
- Attend the annual Fall Leadership Conference and any special advisor training meetings.
- Inform your contestants that they are not to send e-mails with complaints about any contest to the State Director, the State Consultant, or to members of the Planning Committee. The advisor should be the only one who communicates to these Championships leaders.
- Be sure to become familiar with the Policies and Procedures document that is the basis for operation of the Championships

- Review the information that is sent to you on the SkillsUSA Georgia Postsecondary Listserv and that is posted on the functional website at [www.skillsusagaps.org](http://www.skillsusagaps.org).

### **OVERVIEW OF THE SKILLSUSA CHAMPIONSHIPS (SUSAC)**

The SkillsUSA Championships is a partnership between educators and business, industry, and labor which provides SkillsUSA students with an opportunity to demonstrate core competencies in over 87 occupational and leadership areas. These competencies are the keys to success in SkillsUSA competitions but they also form the basis for an industry-based set of national skill standards for occupational training. These competencies are contained in the Technical Standards CD produced every two years. All advisors need to purchase a current copy of the *Technical Standards CD*. When they do, they also get a copy of a CD that has copies of the contests that were administered at the national level the previous year. Students **should not** be shown or given copies of the national projects or test items. Instead, the advisor should share a listing of skills that national contestants needed to perform so that they can prepare for state level competition. The *SkillsUSA Technical Standards* and projects are published every two years.

The SkillsUSA Championships has been called the showcase of technical education. The Championships provide a means of recognition for those students enrolled in trade, industrial, technical, and health occupations programs at the secondary and postsecondary level for their technical and leadership development. The involvement of business, industry, and labor is essential in that they donate their time and resources to serve as technical committee members and judges who select the skills to be judged for each competition, determine the format for the contests, establish the standards by which the contests are to be judged, judge the contests, and participate in the recognition ceremony for those students who excel and win first, second, and third place medallions. In addition, many businesses provide valuable prizes for the first, second and third place winners that serve as powerful incentives for technical college students to join SkillsUSA and participate in the Championships. Business and industry leaders want to be involved in the SkillsUSA Championships because they want to see dedicated, motivated students who are potential employees showcase their knowledge, skills, and personal-social behaviors in occupational areas. Students who participate in the SkillsUSA Championships are provided with a realistic learning experience under the watchful eyes of expert judges from business and industry and an opportunity to win first, second, and third place medallions and sometimes prizes for their effort. A natural outcome of students participating in the competitions is increased pride in their work and enhanced commitment to become highly skilled workers.

One of the major programs of SkillsUSA of interest to students is the Championships. The *SkillsUSA Technical Standards CD* contains information about the Championships including detailed information on 98 different leadership, occupationally related, and skilled and technical sciences contests. In addition, each year new demonstration contests are offered that provided

even more opportunity for student participation. To obtain information about opportunities to compete go to the SkillsUSA.org website and click on “compete” at the top of the home page and then click on contest descriptions. This will provide you with an overview of each official championships contest. You will notice a file titled “demonstration contests” which will provide information on approved demonstration contest for the year. An important file to review also is the “contest updates” for changes to official contest frequently occur and advisors must stay on top of them. One other very important file in the championship folder is the “Theme.” Each year the theme changes and advisor must pay attention to the theme for it has implications for the chapter display, prepared speech, and promotional bulletin board contests. The theme page has a listing of topics that describes the connecting opportunities and these should be the focus of the chapter display, prepared speech and promotional bulletin board contests.

### **SkillsUSA Contests**

The *SkillsUSA Championships Technical Standards CD* contains the rules and regulations for three different categories of contests: leadership development, occupationally related, and skilled and technical sciences. The contests offered under each category follows:

#### **Leadership Development Contest**

Action Skills (Special Needs)  
American Spirit  
Chapter Business Procedure  
Chapter Display  
Community Service  
Community Action (Demonstration contest for 2015-2016)  
Employment Application Process (Special Needs)  
Extemporaneous Speaking  
Job Interview  
Job Demonstration A  
Job Demonstration Open  
Occupational Health and Safety  
Opening and Closing Ceremonies  
Outstanding Chapter  
Pin Design  
Prepared Speech  
Promotional Bulletin Board  
Quiz Bowl  
T-Shirt Design

### **Occupationally Related Contests**

Customer Service

Engineering Technology/Design

Entrepreneurship

First Aid/CPR

Health Knowledge Bowl

Health Occupations Portfolio

Medical Math

Medical Terminology

Principles of Engineering Technology

Related Technical Math

Career Pathways showcase (6 areas) (1) Arts and Communications, (2) Business, management and technology, (3) Human Services, (4) Health services, (5) Industrial and engineering technology, and (6) Natural Resources/agriculture/food.

### **Skilled and Technical Sciences Contests**

3-D Visualization and Animation

Advertising Design

Architectural Drafting

Audio/Radio Production

Automated Manufacturing Technology

Automotive Refinishing Technology

Automotive Service Technology

Aviation Maintenance Technology

Basic Health Care Skills

Broadcast News Production

Building Maintenance

Cabinetmaking

Carpentry

CNC Milling Specialist

CNC Technician

CNC Turning Specialist

Collision Repair Technology

Commercial Baking

Computer Programming

Cosmetology

Crime Scene Investigation

Criminal Justice

Culinary Arts

Dental Assisting  
Diesel Equipment Technology  
Digital Cinema Production  
Early Childhood Education  
Electrical Construction Wiring  
Electronics Technology  
Esthetics  
Fire Fighting  
Graphic Communications  
Heating, Ventilation, Air Conditioning and Refrigeration  
Industrial Motor Control  
Internetworking  
Information Technology Services  
Major Appliance and Refrigeration Technology  
Marine Service Technology  
Masonry  
Mechatronics  
Medical Assisting  
Mobile Robotics Technology  
Motorcycle Service Technology  
Nail Care  
Nurse Assisting  
Photography  
Pin Design  
Plumbing  
Power Equipment Technology  
Practical Nursing  
Residential Systems Installation & Maintenance  
Restaurant Service  
Robotics and Automation Technology  
Screen Printing Technology  
Sheet Metal  
Team Works  
Technical Computer Applications  
Technical Drafting  
Telecommunications Cabling  
Television (Video) Production  
Web Design  
Welding  
Welding Fabrication

Welding Sculpture

Demonstration contest found on SkillsUSA .org

**NOTE:** Some of these contest change every two years so please see the listing on the National Website and review the current contest listings found in the appendices of this Guide.

Each of these contests are described in the current *SkillsUSA Championships Technical Standards CD* in terms of purpose, clothing requirement, eligibility, tools and materials, scope of the contest, and rating sheet. Some contests have additional categories of information such as deadlines, observer rules, exhibit and pick-up of entries, etc. In addition, the *SkillsUSA Technical Standards CD* also contains general regulations for all contests, procedures for the introduction of new contests, instructions to Skills USA Championships technical committee chairs, and International Youth Skills competition. Finally there is information on contestants with special needs, observer rules and models/assistants.

### **Demonstration Contests**

In addition to the contests contained in the current *SkillsUSA Championships Technical Standards CD*, there are other contests offered each year as demonstration contests in two categories: limited demonstration and demonstration contests. Each year new demonstration contests are offered and information about them can be found on the SkillsUSA.org website.

### **Contest Updates**

Each year there are updates to some of the contests listed in the *Technical Standards CD*. It is essential that all advisors review the **contest updates** section of the SkillsUSA.org website to obtain the latest information for contests in which they have students registered for them.

### **Number of Contestants in Contests**

Another decision that must be made by the Georgia Postsecondary SkillsUSA Director and the SkillsUSA State Planning Committee is to determine the number of actual contestants that can participate in State level competitive events. In contest areas where there are few programs in the state, decisions can be made to increase the number of students eligible to participate from a technical college to two or three in order to have a sufficient number of contestants to make the contest competitive. These numbers are recommended by the planning committee and approved at the annual FLC advisors meeting. Once approved, advisers will receive information about the contests that contestants can enter and the number allowed in contests per college. Appendix A contains the current listing of contest and their location with number of contestants allowed from a technical college.



## 2015-2016 GEORGIA POSTSECONDARY SKILLSUSA CHAMPIONSHIPS

The host college for the 2015-2016 SkillsUSA year will be Atlanta Technical College. Over 24 contests in the construction and transportation related areas will be conducted at the Georgia International Convention Center near the Airport. In addition, there will be several remote site locations for contests that cannot be conducted at the GICC or at Atlanta Technical College. Advisers will receive information about the location of all contests.

The leadership contests and occupationally related contests will be held at Atlanta Technical College along with a number of Skilled and Technical Sciences contests that are not in the occupational areas of transportation or construction. One occupationally related contest (First Aid/CPR), and all of the skilled and technical sciences contests not being conducted at the GICC will be held at Atlanta Technical College on Friday morning beginning at the usual time of 8:40 a.m. and ending shortly after 1:00 pm. The leadership and most of the occupationally related contest will begin at 10:40 a.m. at Atlanta Technical College. Most of the Transportation and Construction related contests held at the GICC will begin at 8:40 a.m. on Friday but one or more contests may have part or all of the contests conducted on Thursday. The actual dates and times may change from this tentative schedule due to the number of contestants involved in each contest so please monitor communications on the listserv and website.

### Championships Registration

The registration process this year will be done entirely online at the national registration site of SkillsUSA. Only the overall chapter advisor can register students online. This is an important process and careful attention must be given to the online registration process. There is a membership website presentation that will prepare advisors to register students on line and should be viewed. The national dues for postsecondary students are \$8.00 and the state dues are \$5.00. Both dues are submitted to the national office and then the Georgia dues are returned to the state director to support organization activities. You can always check the dues by accessing the membership kit which is on the membership folder. It is important to remember that a student who has been a member during any semester of the SkillsUSA year (September 1 – August 31) can participate in the championships even though he or she has graduated or left the program. It is also important to remember that a student can only compete in the championships for **two years** in the same contest and can participate in only **one** contest each year. In other words, a student **can not** enroll in a leadership or general contest and also register to compete in an occupationally related or a skilled and technical sciences contest. Students may only compete in the Skilled and Technical Sciences contest in which they are currently enrolled or where

enrolled in during the SkillsUSA year. SkillsUSA Advisors should attend the advisors training sessions of the Fall Leadership Conference where the registration process is presented in detail.

### **College Assessment Fees:**

It requires a considerable amount of money to plan and conduct the Championships as well as to cover the expenses for general operation of the SkillsUSA Georgia Postsecondary organization.

Each college must pay an administrative fee of \$1,000 and a \$75 per person registration fee.

All checks should be made payable to TCSG Foundation, Attn: SkillsUSA, vendor# 450527 and mailed to:

Ms. Lucretia Dupree

Student Affairs Specialist

Technical College System of Georgia

1800 Century Place, suite 400

Atlanta, Georgia 30345

All assessment fees must be received in the Central Office by February 26, 2016.

### **Liability Forms**

Advisors of all Championship contestants must bring and maintain in their possession completed liability forms at contest sites. No resume will be required at the State Level Championships this year but contestants advancing to the National Championships will be required to submit a one-page resume to the technical chairperson of each contest. A suggested resume format is found in Appendix F. Any contestant advancing to the national championships will be required to submit a completed liability form on the national Registration site. Please note that the Technical Standards requires a resume for some leadership and occupationally related contest such as Employment Application and Job Interview as well as others.

### **Official/Recommended Dress for the Championships**

**Every year problems occur because advisors do not communicate clearly the dress code for the state and national Championships.** Contestants in Georgia Postsecondary Championships leadership contests should try to be in official dress, but they will not be penalized if they can not obtain this standard. **Contestants in the national Championships must be in official dress specified for their contest.** The following information is the recommended contest dress for the Georgia Postsecondary SkillsUSA Championships:

The policy of Georgia Postsecondary SkillsUSA regarding dress is that official dress required at the national level is not required at the state level. Although some schools do purchase official

dress for their skilled and technical sciences contestants, official dress is not required and does not give these students any advantage in scoring. Contestants should wear the color of clothing specified in the Technical Standards for their contest. If the color of clothing is not specified in the Standards, the Planning Committee encourages colleges to send Skill and Technical Sciences contestant to the state Championships in tan Khaki pants and white shirts. Khaki pants that are black or blue with blue shirts are also acceptable. Leadership contestants were encouraged to wear black slacks or pants and white shirts if they did not have access to official dress. It is also permissible for health occupations, cosmetology, esthetics, and nail care contestants to wear their college scrubs or uniforms with the names of the college masked. Some colleges encourage their students to wear uniform pants and shirts and these are acceptable as well. **NOTE: No penalty points will be assessed for not wearing full official SkillsUSA dress at the State Level Championships.** The goal is to make all contestants feel comfortable by being dressed appropriately with college uniforms or with similar colored pants and shirts.

The dress code for the Opening and Closing (Awards) Ceremonies will be the Official SkillsUSA attire or Business attire. Black dress pants or black skirts (no mini skirts); white shirts or blouses and black closed toe shoes will also be permitted. **Denim will not be permitted.** School polo shirts worn with black, navy or tan khaki pants or skirts will be allowed. T-shirts, sweat shirts, sandals or tennis shoes **will not** be permitted at Opening Ceremony or the awards ceremony. During the Closing Ceremony, students who are inappropriately dressed will not be allowed on stage to receive their medals. This dress code applies to both advisors and students and will be strictly enforced. Advisors, please inform your students of the dress code prior to the competition.

It is essential that advisors go over the clothing requirements as outlined in the current *SkillsUSA Technical Standards CD*, especially regarding foot wear. Contestants must wear approved shoes and safety glasses when working in heavy industrial environments. Please note that canvas or athletic type shoes do not meet requirements.

**The dress code information above is subject to changes by the State Director so please pay attention to dress code information that is posted on the website or sent out on the Listserv.**

### **Who can compete in the Championships?**

Georgia Postsecondary SkillsUSA has generally followed the rules for eligibility established by National SkillsUSA as indicated in the current *SkillsUSA Technical Standards CD*. Contestants must be an active member of SkillsUSA and a postsecondary student who has been enrolled in an occupational program during the SkillsUSA year (September 1<sup>st</sup> – August 31<sup>st</sup>) for at least one semester immediately preceding the state level Championships that prepares them for further education and/or employment related to technology, the health industry, trades, or industry and

who are earning credit toward a postsecondary certificate, diploma, or a degree. Postsecondary students can compete in the same contest for only two years. Students can enter only one Championships contest each year.

### **What Are the Championships and Why Should Students Compete in Them?**

The championships consist of more than 98 different trade, technical, and leadership contests. The philosophy of the Championships is to reward students for excellence, to involve industry in directly evaluating student performance to keep training relevant to employers' needs. The SkillsUSA Championships offer many opportunities for student Growth through competitions. Contests are designed with input from business and industry, trade association and labor organizations to test for specific competencies established by industry. In addition to specific performance skills and knowledge, they include a listing of academic competencies in math, English, and science. Every two years the SkillsUSA *Technical Standards* are updated and made available for purchase as a CD. This ensures the listing of competencies in the *Standards* is current so that students perform the latest skill tasks needed in the workplace. Because the *Standards* are published on a two-year cycle, needed updates and changes can be communicated to advisors through the website: [www.skillsusa.org/compete/updates.sbtml](http://www.skillsusa.org/compete/updates.sbtml). The *Technical Standards* arrange the contests under three categories: leadership development, occupationally-related, and skilled and technical sciences. Presently, there are 17 leadership development contests, 11 occupationally-related contests, and 62 skilled and technical sciences contests listed in the *Standards* but additional ones are continually being added so it is important to keep abreast of the competitive events on the SkillsUSA website.

There are general regulations for participating in the Championships that must be reviewed by advisors and students as well as the official rules for each contest of interest. Students must be active SkillsUSA members to participate in the state-level and national-level by a specified date. The national date is March 1<sup>st</sup> of each year but states may set an earlier date to facilitate planning for their state championships which is the case for SkillsUSA Georgia Postsecondary—See MEMORANDUM #1 in Appendices. Contestants must be registered as **paid** members as well as registered again as contestants on the national registration website by a specified date to participate in the state championships. Contestants must wear specific clothing specified by the State Director to compete in the state conference and Championships and must wear specific clothing specified in the current *Technical Standards* for their contest to compete in the national Championships

### **Why Compete?**

There are a number of reasons why students should compete in the Championships but the most important one is personal development. Competitive events are more than performing occupational tasks. Students are afforded the opportunity to build their resume, demonstrate their oral communication skills, and test their knowledge and comprehension of important

concepts and principles in their occupational area. Through participation in team events, students learn team-building skills, social interaction skills, individual responsibility, respect for the achievement of others, and patience and perseverance. In preparing for competitive events, students are provided with the opportunity to work more closely with their instructor(s) and receive special attention to help them increase their skill level. Practicing for competitive events and receiving recognition from instructors for making progress helps build confidence which is an essential component of success in any endeavor. Practicing for competitive events help students develop the drive to be the best they can be and experience firsthand the sacrifices to reach that goal. Participation in competitive events helps students develop the mind-set necessary to achieve a higher level of social and economic stability. It also fosters respect for self and others. Participation in competitive events instills a sense of pride in accomplishment through hard work and focused effort. It brings families, the school, and community together for the common good of the individual.

Other reasons for participating in the Championships include:

- Improving one's resume by showing commitment to personal development
- Receiving recognition for accomplishments
- Having the opportunity to win valuable prizes
- Having the opportunity to advance to the national Championships
- Having the opportunity to represent their college in the state Championships
- Having the opportunity to showcase their skills to local employers that may open opportunities for employment with them
- Having the opportunity to perform in a competitive environment and demonstrate what one knows and can do in the presence of competent judges in an occupational field
- Having the opportunity to earn medallions and/or skill certificates.

### **Membership**

Participants in the state and national level SkillsUSA Championships (contestants, alternates, and models) must be official dues paying members as recorded in the National SkillsUSA Headquarters no later than Midnight of March 1<sup>st</sup>. However, because the Georgia Postsecondary Championships are scheduled for March, contestants must be registered nationally by the date established each year by the Planning Committee (See Appendices). This is usually the first or second week of February. Attracting members to join SkillsUSA is one of the most challenging duties of the local college SkillsUSA advisors. Many technical college students lead busy lives as parents, workers, and learners. It is sometimes difficult for them to attend meetings, especially those held after the regular college day and so they dismiss the thought of becoming a member because they can't attend meetings. An even bigger issue is that they do not see the value of becoming a member of SkillsUSA. SkillsUSA advisors at the college level must plan for and implement a dynamic membership campaign. They need to take advantage of the resources available from national SkillsUSA to build membership. Advisors need only log on to

skillsusa.org and click on membership to obtain valuable information to use in their membership campaign. One very good free resource from National SkillsUSA is the current **Membership Kit** that contains information on the topics of (1) Letter from the SkillsUSA Executive Director, (2) SkillsUSA member benefits, (3) Roster instructions, (4) National Dues and Deadlines, (5) State Dues and Deadlines, (6) Frequently Asked Questions, (7) Technical Training Areas, and (8) SkillsUSA materials and Resources. A membership roster with instructions for completing it can be downloaded to record membership information and send in to nationals. Information is also available for online registration at [www.skillsusa-register.org/](http://www.skillsusa-register.org/) Advisors can obtain membership fliers and even a Power Point Slide presentation on membership. Membership dues are subject to change but the national dues for the 2015 year are \$8.00 and the state dues an additional \$5.00. Professional membership dues for advisors and others is \$14.00 for national and an additional \$5.00 for state dues. These dues are very reasonable considering all that one gets for becoming a member.

### **Contestants Must Meet Reasonable Standards to Represent Georgia at the National Championships**

The first place winner must meet the standards of national competition as evaluated by the judges and technical chairperson of state level competition before being certified by the Georgia Postsecondary SkillsUSA Director. In other words, simply because a student is the only contestant in a contest does not guarantee him or her opportunity to advance to national competition. Contestants must meet reasonable standards which serve to protect the student from being embarrassed in a national contest for which they are unprepared. The SkillsUSA planning committee established a cutoff score of 700 points out of 1000 possible points or a 70% criterion which is the passing score for CTE programs for colleges. There is one exception and that is related technical math in which the contestant advancing to nationals must have no less than 600 points (60%) and be recommended by the technical chair of the state level contest. Only students who have been screened for competition can be certified to represent Georgia Postsecondary SkillsUSA in the National Championships. In the event that a student from a technical college is the only contestant in a state championships contest, the student must compete in a local contest or preparation event administered at their college or an alternate site. The winners of local contest must be submitted to the State Director with a copy sent to the SkillsUSA Consultant and the registration official. It is the advisor's responsibility to ensure that their contestants are prepared for competitive events. Only official SkillsUSA members who have submitted their dues to the national office by midnight of February 13th are eligible to participate in the state level Championships.

### **Preparation of Contestants**

Student should earn the right to represent their colleges in a local contest with other students, rather than being chosen by their instructors. Georgia Postsecondary SkillsUSA policy requires that all students registered for the state level Championships receive preparation through a local

contest with other students or a non-competitive preparation event. It is important that contestants be capable of completing the tasks that are listed in the SkillsUSA Championships *Technical Standards* so that the Championship contest is a positive learning experience. Advisors need to provide their students with a copy of the Technical Standard for their respective contest which lists the various knowledge and skills they may be expected to demonstrate in a state and national level contest. Contestants should have a positive experience as result of competing in a state Championship contest that will be remembered for a long time.

This is another very important reason that contestants be adequately prepared for the Championships. Technical chairpersons and judges form opinions about the quality of technical college instruction as contestants demonstrate their knowledge and skills. It is important that contestants showcase knowledge and skills at a level that attracts favorable attention of potential employers.

## **LEADER'S SECTION**

### **PLANNING FOR SKILLSUSA STATE CONFERENCE & CHAMPIONSHIPS**

The SkillsUSA Championships is only one part of the Georgia Postsecondary State Conference but it is the component that requires the most planning and preparation. It involves hundreds of individuals from technical colleges and from the business and industry community to plan and conduct the SkillsUSA Championships. A state level SkillsUSA Championships Planning Committee composed of the State Director, State Consultant and at least ten experienced advisors and Technical College of Georgia professionals meet a number of times to plan for the Championships and State Conference.

### **Long Term Plan for the Championships**

The planning committee and state director have had a vision for a number of years for a combined Championships of Secondary and Postsecondary SkillsUSA contestants competing at the same time in a large facility sponsored and supported by business and industry leaders similar to the national championships. In 2009, an experiment was conducted with 14 Construction Education Foundation of Georgia CEFGA sponsored combined contests which were successful. In 2011, the Transportation Education Foundation of Georgia (TEFGA) added nine transportation related contests and the New Media Education Foundation of Georgia (NMEFGA) added two media related contests that were also successful. There will always be some contests that will have to be held separately since both Secondary and Postsecondary have some unique contest areas. For example, with the expansion of HOSA (Health Occupation Student Organization) at the secondary level, Secondary SkillsUSA is planning to eventually discontinue offering the traditional health occupations contests. Georgia Postsecondary SkillsUSA will continue to offer contests for the health occupation field since that is an ever increasing preparation field statewide in the technical college system. Secondary SkillsUSA has

a number of Georgia Only contests they conduct while Georgia Postsecondary currently is not offering state level only contests.

At the current time, Georgia Secondary SkillsUSA and Georgia Postsecondary SkillsUSA hold separate state conferences and Championships with opening ceremonies, election of officers, business meetings and the awards ceremony. This will likely continue for the foreseeable future.

The SkillsUSA planning committee has established a plan to conduct most championship contests, other than those conducted at the GICC, at Atlanta Technical College. It will continue to be necessary to offer some contests at remote locations because Atlanta Technical College cannot accommodate these contestants. This long term plan will help our business and industry partners with sponsorship of contests and in supplying technical committee members and judges to plan and conduct the contests. This plan will also be helpful in making long-term hotel arrangements to accommodate SkillsUSA advisors and students attending the Skills USA Championships and State Conference.

### **Supporting Colleges and Business and Industry Sites**

No technical college in the Technical College System of Georgia has all of the programs to host the full complement of SkillsUSA contests. It is necessary for the SkillsUSA Director and Consultant to work with the planning committee to identify and secure additional sites to host some contests. Every effort is made to host these contests in the closest technical college to the main host college. Another planning principle is to utilize major business and industry sponsor facilities to conduct the contest which provides a more realistic work environment and eliminates the so called "Home Advantage." The general rule for conducting contests at off-campus sites is to hold these contests at least one week before the state SkillsUSA Championships and Conference but at the same time as the regular Championships schedule if the remote site contest is close to the Atlanta Area. When it is necessary to hold off-campus contests that are too far away from the host technical colleges, the written tests (Technical Theory), oral assessment and performance test is administered at the same time within the four hour plus time frame when possible. There are some contests that require extended periods of time to move contestants through contest activities or work stations and advisors must be aware of contest time schedules. SkillsUSA advisors are informed through memorandums of the locations and time schedules for these off-campus contests by the SkillsUSA Consultant. It is understood that off-campus contests require additional time and travel for students and advisors but unfortunately this is the only option available to hold the contests. Sometimes host college sites for off-campus contests will provide an orientation time the day before the scheduled competitive event to allow contestants to become familiar with the environment and tools and equipment that will be used in the contest. Others provide time before the contest begins for a brief orientation.



## **Championships Schedule**

The planning or program committee must meet several times prior to the Championships to determine the location and times for all contests. This information will be sent to all advisors on the ListServ and will also be posted on the Georgia Postsecondary SkillsUSA Web Site.

Most contest components-- written theory test, oral assessment, and skilled performances will be held on Friday morning and afternoon with the skilled and technical sciences and one occupationally related contest scheduled to begin at 8:40 a.m. There may be an exception for three contest held at the GICC which could have the written and oral assessment administered on Thursday afternoon and the entire welding Fabrication contest conducted on Thursday. The Leadership and most occupationally related contest will begin at 10:40 a.m. and ending shortly after 1:00 pm. This is a tentative time schedule so please stay current by monitoring the information about contests on the listserv and website.

The overall schedule of activities for the Championships is the heart of the program and requires the most attention. It occurs on Thursday morning, afternoon, and evening; Friday morning and afternoon, and Saturday morning and early afternoon in order to minimize the amount of time students are out of classes. State Conference and Championship Activities that occur on Thursday are as follows: (1) registration - 10:00 a.m. until 1:00 p.m., (2) Mandatory GICC Contestants Orientation 1:00 until 2:00 p.m., (3) Mandatory Atlanta Tech Contestants orientation 2:00 until 3:00 p.m., (4) advisers' Meeting 3:00 until 4:00 p.m., (4) officer candidates campaign 4:00 p.m. until 8:00 p.m., (6), (7) opening general session 8:00 p.m. until 9:30 p.m., (7) officer elections/delegate assembly meeting 9:30 p.m. until 10:00 p.m., and (8) possible mixer, dance, or reception 10:00 p.m. until 12:00 p.m. The timing of these events is subject to change each year so follow the information sent to you in the form of memorandums from the State SkillsUSA Director or posted on website.

### **Opening General Session:**

The opening general session agenda is as follows: (1) introduction of state officers, (2) emblem ceremony, (3) presentation of colors, national anthem and pledge to the flag, (4) thought for the day, (5) welcome from state or national officer, (6) introduction of host technical college president, followed by welcome and general remarks, (7) introduction of guest speaker, (8) guest speaker, (9) introduction of SkillsUSA Consultant for Championships overview (10) introduction of officer candidates (11) officer election procedures and introduction of candidates with brief speeches, and (12) announcement/recess.

### **Officer Elections and Delegate Assembly**

The officer elections and voting delegate assembly meeting occurs immediately after the recess with an agenda as follows: (1) roll call of chapters–officer elections committee, (2) presentation of candidates, (3) distribution of ballots and voting, and (4) old and new business of the delegate assembly.

### **Schedule of Program Activities (Friday)**

The schedule of activities for the Championship contests are as follows: (1) final preparation of facilities 7:15 a.m. until 8:00 a.m., (2) briefing or orientation of identified occupational related and skilled and technical science contests **chairpersons and judges** 7:30 a.m. until 8:15 a.m., (3) mandatory orientation of occupationally related and skills and technical sciences contestants in contest locations 8:40 a.m. until 9:00 a.m., (4) beginning of identified occupationally related and skilled and technical sciences contests from 9:00 a.m. until 1:00 p.m. unless extended, (5) debriefing of all contestants immediately following close of contests, (6) briefing or orientation of leadership and identified occupationally related technical chairpersons and judges 9:30 am until 10:30 a.m., (7) mandatory orientation of leadership contestants 10:40 a.m. until 11:00 a.m., (8) leadership contests operation 11:00 a.m. until 2:00 p.m., (9) debriefing of leadership contestants immediately following the contests, (10) lunch for technical chairpersons, judges, and facilitators available between 11:30 a.m. and 2:00 p.m. (11) tallying of contest results 1:00 p.m. until 4:30 pm. (12) entering contests results into the computer database. The preceding information is intended to be only a general guide for Friday activities and advisors and contestants should follow the specific information about the SkillsUSA Championships sent to them as a memorandum by the State SkillsUSA Director each year.

### **Awards Ceremony**

The awards ceremony will be held on Saturday morning of at the Renaissance Concourse Hotel beginning at 12:00 Noon. The awards ceremony agenda is as follows: (1) opening remarks - State SkillsUSA president, (2) though for the day - state officer, (3) introduction of host technical college president or substitute, (4) president's or substitute's remarks, (5) recognition of guests, (6) announcements of new state officers-elect, (7) installation of new state officers, (8) announcements of contests results - college president or other announcer, (9) introduction of the state director, (10) special awards presentations, (11) closing ceremony, and (12) National Championships overview for winners presentation.

### **Grievance Procedure**

Sometimes advisers observe conditions or behaviors in a contest that seems unfair and departs from normal practice. Advisers can file a grievance that must be in writing and submitted to the State Director or another member of the Planning Committee within 30 minutes following the end of the contest. A Grievance Committee composed of the Georgia Postsecondary SkillsUSA Director, SkillsUSA Consultant, overall technical chairperson of the host college, and at least

four other members of the State SkillsUSA Championships Planning Committee is established each year to handle any grievances. The committee should meet on call to hear any protested contest. The committee must obtain information from the technical chairperson and/or judges as well as the host college contest facilitator, along with the information provided in the written protest before making a decision. The committee may choose to interview the advisor who has submitted the protest but should not involve the student in the process. If warranted, the committee may uphold the protested contest and request that the results not be announced at the award ceremony and that advisors and students involved in this contest meet the State SkillsUSA Director immediately following the awards ceremony for explanation and future action. The proceedings of the Grievance Committee should be kept confidential and decisions of the committee communicated only by the State SkillsUSA Director. A copy of the grievance form is included in Appendix E.

**PLANNING FOR THE SKILLS USA CHAMPIONSHIPS CONTESTS**The most demanding task in preparing for the Skills USA Championships (SUSAC) is to work with the local technical college faculty and administrators who are hosting contests to identify contest site cluster chairpersons and technical chairpersons from business and industry, civic organizations and governmental agencies who will work with the faculty member in each contest area; and to assist them in planning for and preparing the actual contest materials and laboratory environment required to conduct a fair and relevant contest which is in line with the competencies they will be expected to perform in national competition. The cluster chairperson duties are identified in Appendix B.

State level SkillsUSA contests should be designed by an informed technical committee of professionals from business and industry. The committee needs to have a technical chairperson and designated judges who can help design the contest and then actually conduct it. Technical college instructors are a very good source of information for identifying individuals from businesses, industry and professional and civic organizations that may agree to serve on the technical committee. At least one technical college instructor should serve on the committee to ensure that the skills selected for the contests are appropriate in light of the curriculum delivered.

The most demanding tasks for the technical committee are to develop the performance components for each skilled and technical sciences contest. Performance tests are developed by a contest planner with input from a selected technical college instructor. Once the team selects or develops the contest, it is reviewed by the SkillsUSA Consultant for relevancy to the Georgia Postsecondary Program Guide and the competencies expected to be demonstrated at the national level. The contest must contain an appropriate number of skills or competencies to test the skills level of contestants and must also be of sufficient length for about three and one-half hours of competition but this time may be extended if necessary to provide a fair contest for all

contestants. The contest must be composed of different tasks or projects usually arranged in numbered workstations with time limits set for each so that contestants can be rotated among test stations. These work stations or competencies must total to 800 points. A specific rating sheet or rubric as well as a summary scorecard must be developed for each performance task or project so that the judge who rates student performance can do it in a consistent and fair manner using rating criteria. In most technical contests, judges are assigned to one or more task or project stations and they rate all contestants who rotate through these stations. It is the technical chairperson's responsibility to manage the time students spend at each station.

The written test, which is usually 50 multiple choice items requiring about 30 to 45 minutes to complete, can serve as one of the test rotation stations. More specific information about written test follows this section along with information about the oral assessment.

When the contest is over, the technical chairperson works with the judges to tally performance test scores for each student on the summary sheet (scorecard), add in the written test scores, and compute the total score for each contestant in order to determine first, second, and third place winners. A goal is to have the technical committee for each contest identify the competencies and contest components ahead of time so that an Excel program can be placed on a flash drive so that the judges' scores can be entered into a laptop computer and the scores computed automatically. The computations should be checked a second time to be sure they are accurate before the technical chairperson takes all contest materials to the tally room. The technical chairperson should ask the judges to stay for a few minutes until he or she returns to be sure that the results are correct and acceptable to the Contest Results Committee. The technical chairperson can then release the judges expressing thanks to them and inviting them to participate in the Awards Ceremony.

### **Identifying Equipment/Tool Needs**

An additional responsibility of the contest planning team is to identify the equipment and tool needs that contestants must bring to participate in the contest. This listing of tools and equipment must be posted on the Georgia Postsecondary SkillsUSA Web site and sent out to advisors by the SkillsUSA Consultant in timely memorandums or e-mails. The typical listing includes pencils, calculators, safety footwear and eye protection, along with the specific tools and equipment needed to be furnished by the contestant. Every effort is extended to have tools and equipment furnished by the host contest facilitator but it is often necessary for contestants to bring tools and equipment so advisors must be sure they receive specific information about tools and equipment that must be supplied by contestants.

Technical college advisors should review the listing of equipment and materials in the *SkillsUSA Technical Standards CD* that are to be provided by contestants with their contestants but should be aware that most equipment and materials are provided at the national level but are usually not

provided at the state level unless otherwise specified in the tool and equipment list provided in the form of a memorandum.

### **Contest Planning Materials (Packets)**

It is essential that contest planners be provided with previous contests conducted in the Georgia Skills USA Championships as well as those conducted at the National level. For many years a SkillsUSA Consultant, skilled in many occupational areas, has worked with local host college faculty and their selected technical chairpersons to review contest planning materials and to select the tasks and projects for the current year competition. This means that each year the planning packets must be updated to include new contests conducted at the national and state levels. The planning packets are contained in a folder with the current contest scope and previous year national contests. The green or blue planning packets contain the performance components which are needed by the planning teams. Sample written exams that have been used in previous years are included. A new feature is that many of the contest planning packets has a flash drive that contains electronic copies of national and state contests that can be used by contest designers. These planning packets are made available to contest designers/technical chairpersons but must be returned to the SkillsUSA consultant as soon as the contest for the current year is completed with a copy of the newly developed state level contest included. Technical chairpersons or contest designers should place the contest conducted each year on the flashdrive.

The SkillsUSA consultant will assist technical chairpersons in the development of contest content, scoring rubrics, and summary sheets. All skilled and technical sciences contests and some Occupationally Related contests must have an oral assessment, a written technical knowledge test, and a selected number of performance skills. A Summary sheet identifies the oral assessment worth 50 points, written knowledge test worth 150 points, and the performance skills worth 800 points for a total of 1000 points for each contest. The 1000 point system is used for all contests. This means that raw scores of some scoring rubrics need to be converted so that they total up to the desired number of points to be entered in the 1000 point system.

Scoring rubrics have possible points assigned for each criteria or procedure step. The points contestants earn is the raw score. The total points assigned by the contest designer for each skill area may be different than the possible raw score total of the scoring rubric.. To calculate the converted score weight, simply divide the total possible raw score into the established point total for a given skill area. The result is a multiplying factor. To determine the contestant's final score for the skill, multiply the contestant's raw score by the multiplying factor. For example, a total possible raw score for a scoring rubric may be 44 but the desired points possible for the skill should be 100pts. Dividing 44 into 100 yields multiplying factor of 2.27. A given contestant earns 39 on this skills areas so his/her final converted score is  $39 \times 2.27 = 88.53$  or 89 pts.

Technical chairpersons of Leadership Contest do not have to design contest for they are already completed in the current SkillsUSA Technical Standards developed by National SkillsUSA and/or are developed by the SkillsUSA consultant. Scoring rubrics have been developed for all Leadership and most Generally Related contest. The SkillsUSA consultant will work with each Leadership and Occupationally related contest to design a contest summary sheet that contains the scores of all contestants for various components of the contests as well as a flash drive score card. Leadership contests involve oral communication skills so generally do not require an oral assessment. Likewise, only a few Leadership contests have a written test requirement. The Technical Standards for a given contest will reveal whether or not an oral assessment or written knowledge test is required.

Most Skilled and Technical Sciences contests that require performance tasks will require two different sheets for each skill or work area to be observed and assessed. A specific station worksheet (assignment sheet) will need to be developed that gives directions as to what contestants are to do at the station or work area and may include spaces for them to write in required information. The other component that is essential is a rubric or rating sheet that will allow the judge to objectively score the contestants task performance resulting in a total score. Sometimes workstation assignments are included as part of the scoring rubric but these sheets are generally not given to contestants

Developing scoring rubrics for each performance skill or task is one of the most demanding contest design task for it involves analyzing the important task steps or elements and then determining point values for each scoring criteria. Each performance task or work station must have an assigned total possible point value that can be transferred by the technical chair with the help of judges to a contest summary sheet. Each scoring rubric or rating sheet must have a space to identify the contestant number and should have a place for judges' name or an assigned number so that if there is any question regarding information, it can be clarified before judges leave the contest area. Contestants' scores should be entered on rating sheets as raw scores or the point earned by each contestant on the scoring sheet or rubric. If necessary, these raw scores may need to be converted before they are entered into the summary sheet so that the total points earned for the performance component of the contest is 800. The state consultant will assist in the development of scoring rubrics if requested for this is one of the most important documents of the performance component of the Championships.

When the contest is completed, judges need to sit down with the technical chairperson and transfer point values for the parts of the contest that they assessed so that the chairperson can transfer this information to a summary sheet and/or the flash drive scorecard that will then be entered into the computer program, analyzed, and appropriate calculations made. In a few Skilled and Technical Sciences contests and in most Leadership contests, all judges rate the contestant's performance skills. In this case, the technical chair needs to calculate an average of

the judges' scores for each contestant and enter this in as the point value for each component of the performance portion of the contest on the summary sheet. For example, if all three judges observe how a first aid/CPR contestant performs an emergency care procedure, then all three judges ratings would need to be added together and divided by 3 (number of judges) to arrive at a raw point score for that task performance area.

It is important that contest designers develop a contest that can be completed within a four-hour time frame. Skilled and Technical Sciences contests and some Occupationally Related contests like First Aid/CPR, must have three components: (1) an oral assessment 10 minutes or less, (2) a written technical knowledge test 30 minutes or less, and (3) a performance section composed of the appropriate number of tasks that can be completed by rotating contestants through stations within a 3 to 3 1/2 hour period. There are some contests where this time line may not be feasible such as automotive technology where large number of students must be rotated among stations requiring more contest time. Contest designers for this contest and others like, should do their best to keep the time required for contest completion under 5 hours.

The technical knowledge test should be of appropriate length to be completed by most contestants within a 30 minute time period. Most contest designers use a multiple-choice format with some supply the answer items. This format allows the test to be objectively scored in a short amount of time. The total points given to the written theory test is 150.

The oral assessment can use a number of formats such as a job interview, a customer or client scenario involving an issue with completed work or some other customer problem, or another problem requiring the contestant to use his/her communication skills. A Separate judge for this portion of the contest is recommended to save time. The oral assessment can be treated as one of the work stations but it can also be schedule as a break time for other contestants to take a short break. The total point given to the oral assessment is 50. Sample oral assessment sheets are available to use as a guide for the development of a selected oral assessment format.

The SkillsUSA consultant will work with contest designers to ensure that an appropriate, quality contest is designed for the Championships. It is essential that contest designers meet development time lines so that each contest can be reviewed at least one week before the contests are conducted.

It is not necessary for contest designers to make folders for contest material because technical chair and judges packets will be provided with appropriate information such as contest scopes and information sheets. The contest designer simply needs to insert contest materials into the judges and technical chair folders. For example, if a practical nursing judge will be scoring vital signs, then that judge only need to have a copy of the contestant work sheet and a scoring rubric for vital signs instead of copies of the entire contest. Contest folders are colored coded with red

folders for leadership contests, yellow folders for health contests, and blue folders for trade and technical contests. Related contest have several different colors but are clearly labeled.

### **Contest Overview**

It is essential that contest designers prepare an overview sheet that lists the contests component: oral assessment, written test and performance test and the time lines for each. This sheet should describe how contestants will be assigned to work stations and how they will be rotated among stations on a time schedule. The sheet should provide information on how contestants will be judged using scoring rubrics and how they may be directed by judges for certain portions of the contest or be required to provide information to judges as part of the skill performance. This sheet is a good guide for the technical chairperson to use in delivering the contest orientation to contestants.

### **Work Station Assignment Sheets**

Contest designers must number each work station and then develop written work station assignment sheets that provide information to guide student performance at the station. It should include information as to the time allotted for task performance, the tools, equipment and materials required, and the general steps of procedure for contestants to follow in completing the task. Sometimes contestants must provide answers to questions or provide symbols or drawings as part of their performance at a work station and the assignments sheets must include a space for student responses. Planning packets contain previously conducted contests that include assignment sheets and samples of assignment sheets are included in sample materials that follow.

### **Scoring Rubrics**

SkillsUSA contests are judged by competent business and industry workers who graciously take time to contribute to student development. They are not usually trained to be evaluators and may have no experience in completing scoring instruments. They do know what skills are require to complete work tasks and the quality of work that is necessary to satisfy customers so they will come back for more work. Contest designers must adopt or develop detailed scoring rubrics for each performance task of work stations so that judges can more objectively and fairly score contestant performance. There are many different formats for scoring rubrics and the planning packets which contain previously conducted contest include sample rubrics. In addition, the sample rubrics that follow will be useful in deciding on a format and developing sound scoring rubrics for SkillsUSA contests.

All scoring rubrics must contain logistical information such as contestant numbers, the name of the work station, the task to be performed, the start and ending time for the performance, the total possible points for the performance as well as a place to enter the score earned, and a place for the judge to place his/her initial. The rubric must also contain directions for the judge to follow in entering scores on the rubric. The main body of the rubric must contain the performance



elements and criteria for good performance along with a point value for each performance item. Point values can be as simple as 1 and 0 or it can be a range of points from 0 to a given number. Scores can be either circled by judges or written in a space provided for the rating. The best rubrics contain detailed criteria for task performance which may be included in the rubric or on a separate criteria sheet for each rubric. Detailed criteria include information describing an exemplary performance like the one that a skilled technician would do, intermediate performance, and performance that would be typical of a beginning worker. When judges are provided with descriptive information as to what constitutes a particular rating, they do a much better job of rating contestant performance. Samples of detailed rubrics and scoring criteria accompany this document.

### **Score Card or Contest Summary Sheet**

Technical chairperson will be provided with a prepared flash drive score card for leadership and most occupationally related contest and a blank scorecard or contest summary sheet for skilled and technical sciences contests in which they can write the tasks elements, the possible points for each contest element, and record the contestants' scores. This sheet will also have a space for deduction of any points to safety violations or some other inappropriate behavior. A sample summary scoring sheet is provided in Appendix D. Ideally, all scorecards should be prepared in advance of the contest and be included as an Excel flash drive so that all the technical chairperson needs to do is enter the judges' data and the calculations will be done automatically.

### **Contest Packets**

For many years contest materials developers have used color-coded packets to distinguish between leadership and occupationally related, health occupations, skilled contests. The leadership and occupationally related contests packets are red, health occupations contests yellow, and the skilled and technical contests colored blue. These packets are organized with divider sheets beginning with contest regulations which contain the scope and specific regulations copied from the *SkillsUSA Technical Standards CD*. The next divider is the judges' personal information sheet along with a guide for judges to follow in observing contestants and recording results. If it is a technical chairperson's packet, it will include a technical chairperson's personal information sheet, a guide for technical chairs to follow in performing their duties, and a judge's guide to follow so everything runs consistently and smoothly. The technical chairperson's packet will contain copies of the performance tests and the technical chairperson is responsible for distributing copies to the judges for use in the contest and to receive comments from judges that can be used to validate the tests and make improvements. Finally, the technical chairperson's packet contains a goldenrod contest summary sheet to record the totals from each judge for each contestant. These packets are prepared and placed in expandable folders for distribution at the technical chairpersons' orientation meeting.

Oral assessments are required for most of the skilled and technical sciences contest. A number of

different formats follow which should assist contest designers in developing an oral assessment component for their contest. Several examples of oral assessments are found in Appendix G.

### **Preparing the Laboratory for Competition**

It is the responsibility of the contest planning team, host college faculty member(s), and technical chairperson(s) to prepare the laboratory by setting up test stations and roping off areas where observers can view contestants in action. In preparing the work station, attention needs to be paid to safety considerations. Work stations should be organized so that contestants working in nearby stations have little chance of injury should an accident occur in another work station. Typical work stations involve providing apparatus, equipment, and vehicles along with tools for the students to use in completing assigned tasks or projects. Each work station must contain the equipment and tools (unless provided by contestants) and must have a prepared problem if problem solving is an expected outcome performance. Each test station must be numbered for rotation and assigned a completion time. The planning team must use either rope, twine, or ribbon to mark areas that separate the audience from where the contestants are to work. Each contest site should have the name of the contest displayed in several locations and the names of sponsors if the contest has business and industry sponsorship. The laboratory preparation must be completed in the late afternoon the day before the competition so that the facility is ready for the performance portion of the contest scheduled for the following morning. In some cases, all that is needed is to cover work stations with plastic tarps or cloth so that contestants cannot see what they will be expected to do in the actual contest which allows the laboratory setup to be completed earlier in the day.

### **Providing a Laboratory Orientation**

In contests where heavy machines and specialized equipment are involved, it is important for host technical colleges to provide a time for contestants from other institutions to become familiar with the layout of the laboratory and to receive a brief orientation to machines and equipment which may be of a different make than the ones they have in their home colleges. The instructors for the occupational program must be there to conduct this orientation and to insure contestants' safety. Contestant orientation contests are either held the day before the scheduled competition or done before the contest begins on the scheduled day of the competition at remote sites.

### **Conducting the Contestant Orientation**

The technical chairperson with assistance of the facilitator should conduct a contestant orientation before the contest begins. The purpose is to provide a broad overview without giving contest specific information to contestants. One very important task is to use the contestant roster provided to check contestant names and numbers. Write the word "NO" to the left of any

contestant's name that is not present at the orientation. At the end of the orientation, complete the form that identified missing contestants and return this form to the headquarters room. If a contest coordinator is available, give this form to him/her to bring to the headquarters room.

After checking attendance, provide an overview of the contest showing contestants the scope of the contest from the *SkillsUSA Technical Standards* and emphasizing some of the skills that they might have to perform the next day. Describe how contestants will be ordered for leaderships contests and how contestants will be assigned to work stations and rotated in skilled and technical sciences contests. Inform them of the time contestants will have to complete portions of the contests. Ask contestants if they have any questions about the scope of the contest. Describe the recommended dress for the contests scheduled for the following day. Emphasize wearing appropriate safety equipment and dress where this is essential.

If possible, take the contestants to the various contest areas such as holding rooms, presentation rooms and laboratories. Inform them how they are to move from one room or station to another.

### **Monitoring the Championships**

The State SkillsUSA Director, SkillsUSA Consultants, and host overall Championships coordinator, college cluster chairpersons and technical chairpersons should serve as the monitoring team during the competition. If possible, the host college should assign a faculty or staff member to be a building monitor. It is desirable to connect these individuals via two-way telephones if available. It is essential that the monitoring team rotate among the contests to observe contest operations and to intervene if necessary. A common problem is for the contest not to begin on time for a number of reasons. Another problem is departing from the contest rotation schedule which results in some contestants waiting for work stations to become available. The monitoring team should make sure that the technical chairperson, judges, and facilitators are wearing their name badges and that they are the only individuals besides contestants that are in the contest areas. The team should make sure that a roped off area is made available for observers unless watching a contest procedure is dangerous as in the case of arc welding. The monitoring team should check contest progress with the technical chairperson and address any concerns in a prompt manner. At the close of the contests, the monitoring team needs to check on the score tallying process and render any assistance that is needed.

SkillsUSA advisors also can serve as monitors and let the State Director or SkillsUSA Consultant know about anything that seems to be unusual or unfair to contestants. It is much better to correct contest administration procedures while the contest is being held than to be forced to conduct the contest over when a protest is honored.

## **Conducting the Technical Chairpersons' and Judges' Orientation**

An orientation meeting with technical chairpersons and judges is conducted separately for leadership and for occupationally related and skilled and technical sciences contests approximately one hour before the contests begin. Refreshments are usually provided before these orientation meetings to give the chairpersons and judges time to meet and interact with each other. Technical chair, judges' and facilitator badges must be made available on a table in the room where the refreshments are being served so that individuals can obtain their respective badges. The orientation is conducted by the host college overall technical chairperson, the State SkillsUSA Director, and the SkillsUSA Consultant and this team welcomes everyone and provides them with an overview of the responsibilities and duties required of technical chairpersons and judges. The contest packages must be distributed to the technical chairpersons and judges who should locate themselves close to their chairperson so they can receive the judge's packages. The person giving the orientation must cover the following topics: (1) welcome and introduction of co-presenters; (2) distribution of contest packets; (3) distribution of SkillsUSA Championships programs; (4) review of package contents including completion of the technical chairpersons and judges information sheets, and instruction sheets for judges and technical chairpersons; (5) schedule for refreshments; (6) expected behaviors during and after the competition; (6) rating students against the criteria and independently; (7) confidentiality of contest results; (8) procedures for returning all contest package materials; (9) distribution of chairpersons' and judges' appreciation gifts; (9) brief overview of national competition and dates; (10) invitation to attend the award ceremony and presentation of medallions to contestants; and (11) thank you on behalf of Georgia Postsecondary SkillsUSA.

## **SKILLS USA CHAMPIONSHIPS LEADERS' RESPONSIBILITIES**

There are three main groups or individuals that must work effectively together to prepare for and conduct a successful SkillsUSA Championships event. These are the host college personnel, the State SkillsUSA Director and the SkillsUSA consultant. This information sheet describes the duties and responsibilities of each party.

### **HOST COLLEGE DUTIES:**

1. Appoint an overall SkillsUSA Championships (SUSAC) coordinator and a separate coordinator for the three divisions of trade and technical; health sciences; and leadership and occupationally related contests.
2. Prepare the facilities and equipment for the SUSAC
  - A. Prepare signs for each contest and holding room and post them in an appropriate location and according to college policy.

- B. Obtain ribbon or strings and mark off observer locations for each contest as needed.
- C. Prepare all student workstations and number or letter them so contestants can be easily rotated from holding rooms to work stations or among workstations.
- D. Prepare any machines, equipment, and supplies the afternoon before the contest orientation so they will be ready for use when the competition begins.
- E. Prepare a Welcome SkillsUSA Georgia Postsecondary sign and display it at an appropriate location on the campus. Also prepare appropriate bulletin board displays and easels displaying contest information and directions.
- F. . Designate a large room to orient the technical chairpersons, judges and facilitators. This room could also be used as the refreshment room and should be marked with a sign saying Technical Chairpersons and Judges only.
- G. Designate a special room as the headquarters room for use by the State SkillsUSA Director and project staff to store materials and to receive contest results.
- H. Designate a Technical Chairperson Work Room(s) where chairpersons can enter judges' scoring data onto the flash drive score card if that has not been done at the contest site. This can be a smaller room or rooms located in various parts of the college facility to facilitate the work of the technical chairpersons. At least one trained person will be needed to work in each room with technical chairperson as needed.
- I. Designate a regular size meeting room for receiving contest results. This Contest Results Receiving Room will need at least three computers, calculators, filing crates or boxes, office supplies, and at least four trained persons to receive and check contest materials with the technical chairperson of each contest.
- H. Designate a small room for processing data from the flash drives and/or summary sheets into the National Contest Scoring Program. The Data Processing Room should have at least one computer and two tables and chairs to accommodate two trained data entry professionals. It should be private and only designated persons allowed to enter such as the person bringing the contest score cards and/or contest summary sheets and the State Director.
- I. Arrange for volunteer students to help contestants, advisers and guests find the rooms designated for the various contest.

J. Assign faculty or staff to serve as building monitors to solve any facility problems and to notify headquarters if any assistance is needed. These monitors should have two-way radios or cell phones that can be used to contact headquarters.

K. Arrange for a college administrator to welcome the technical chairpersons and judges for the two orientation meetings (Skilled and Technical Sciences) and (1 Leadership and Occupationally Related).

3. Provide refreshments for technical chairpersons, judges and contest leaders. Drinks such as coffee, tea, hot chocolate, juice, punch, soft drinks and water should be provided throughout the day beginning at 7:30 a.m. and ending at the close of the contests for chairpersons, judges and facilitators. Chairpersons and judges should be provided with light refreshments in the mornings for the orientation meeting and lunch with the menu up to the host college as approved by the State Director. A lunch menu that allows participants to serve themselves is desirable so that the time they come for lunch can be flexible to accommodate the various contests. Sack lunches delivered to contest sites are another viable option. The menu must be approved by the State Director to control cost.

4. Provide a hospitality room for advisors and serve light refreshments and drinks throughout the day based on the contest schedule. The refreshments items must be approved by the State Director

5. Prepare and send maps and building diagrams showing the locations of all contestant rooms and laboratories as well as additional meeting rooms for advisors, chairpersons, judges and project staff to the State SkillsUSA Director so they can be duplicated or made a part of the program and sent out to advisors. These materials should be made available in quantity and placed in the adviser's registration packets for distribution to participants.

6. Assist the State SkillsUSA Director and project staff in developing an attractive SUSAC program that contains such information as a welcome letter from the president, building diagrams, contest schedule, recognition of host colleges, state officers' directory, advisors' directory, acknowledgements of contest sponsors, and other appropriate topics.

7. Identify and secure technical chairpersons and judges for each contest unless notified otherwise by the State SkillsUSA director or state consultant. Even when a contest is sponsored and staffed with a technical chairperson and judges from a company, it is good practice to have at least one additional judge available for these contests in case someone does not show. The minimum number of judges for any contest should be three (3), but some contest require many more because of the number of workstations involved in the contest.

8. Arrange for news media coverage before and during the day of the SUSAC. Every attempt should be made to get the community, student body and faculty to come and see firsthand students doing quality work through SkillsUSA.
9. Assign instructors of contest areas to serve as facilitators in setting up the facilities, equipment, and supplies and monitoring the contest when in progress. Facilitators are not permitted to talk to contestants unless directed to do so by the technical chairperson of the contest. The main responsibility of the facilitator is to be a good host for the technical chairperson and judges and provide them with assistance as directed.
10. The technical college president or designated official should be available throughout the contest day to greet and escort special guests; to welcome contestants and their advisors; to welcome technical chairpersons and judges; and to participate in the Awards Ceremony by reading off the contest winners if asked to do so.
11. Assign at least two clerical workers to assist in registration, answering incoming phone calls, and doing other tasks as needed.
12. Provide a listing of invited technical chairpersons, judges, and facilitators no later than one week in advance of the event so that an appropriate number of special gifts and position badges can be prepared in advance of the SUSAC.
13. Establish an account that can be used to deposit advance money from the State Director that can be used to purchase materials and supplies on demand without following the regular institute policy. Maintain all records of expenditures and prepare a non-detailed bill showing only the total amount due to cover the cost of consumable supplies for the SUSAC and submit it to the SkillsUSA State Director on college letterhead to start the State transfer of funds process.  
NOTE: A list of all required materials with approximate costs must be submitted to the State SkillsUSA Director or project consultant for approval before placing any orders.
14. Assist the State Director and state consultant in identifying and securing other facilities in nearby technical colleges, career and technical schools, and industry sites when laboratory facilities are not available to host a given contest.
15. Provide janitorial services and security if deemed necessary the day of the contest. Additional cost can be included in the bill submitted for reimbursement.
16. Conduct meetings of the faculty and staff required to plan for the SUSAC. Usually two meetings are required, one several months before the contest event and one the day before the

contest to identify any problem areas.

17. Provide space for business and industry exhibitors. This may involve refreshments donated by some agency or company to attract spectators to the exhibit tables. It usually involves some table and chairs for the exhibitors and access to electrical power.

18. Send thank you e-mails and possibly letters to the technical chairpersons and judges secured by the faculty of Atlanta Technical College.

19. Pick up and store award ceremony risers, medallion stands, and cosmetology manikins and stands immediately after the contest if possible and store them at the college facility.

### **DUTIES OF THE STATE SKILLSUSA DIRECTOR AND SUPPORT PERSONNEL**

The State Georgia Postsecondary SkillsUSA Director is the ultimate authority for the Georgia Postsecondary SkillsUSA organization. A State SkillsUSA Championships planning committee is appointed to assist the director in establishing policy for the organization. There are a number of special planning committee positions that require experienced advisors including the following: contest registration, contestant and advisors badges, prize coordinator, state officer assistant, present SkillsUSA coordinators, state advisor, SkillsUSA consultant(s), and special subcommittee personnel. The duties that are listed below are those coordinated by the state director and planning committee members. NOTE: A Separate Guide has been developed for the State Director which is a very demanding job.

1. Prepare memorandums and mail them to technical college SkillsUSA advisors informing them of contest locations, registration procedures and deadlines, and other essential information about the SkillsUSA Championship (SUSAC) events.

2. Obtain a listing of contestants who are registered on the national contestant registration website in each contest area and inform the project consultant(s) of the count.

3. Obtain a final listing of contestants by name and college at least one month prior to the day of the SUSAC event. No additional names should be added to this count but substitute contestants can be accommodated. NOTE: The planning committee has an established substitution policy that must be followed.

4. Prepare advisor and contestant badges with student names on one side and contestant numbers on the flip side. The badge numbers must be at least 16 points or larger.

5. Visit the host college and other contest sites at strategic times to ensure that progress is being



made toward SUSAC readiness.

6. Assist the SkillsUSA consultant in securing sponsors, technical chairpersons and judges and in preparing contest materials for the SUSAC competition.
7. Work with the host college coordinator and the state consultant(s) to obtain information for the official program and have sufficient quantities of the program published.
8. Contact the individual in charge of public relations in the Technical College System of Georgia and arrange for media coverage of the SUSAC.
9. Contact business and industry representatives to obtain sponsorship for contests and to secure donations such as contestant prizes and consumable contest materials.
10. Identify and order the special gifts for chairpersons, judges, major sponsors, planning committee members, and the plaques for the host colleges and other special recipients.
11. Work with the planning committee to identify and obtain the opening session speaker and other presenters for both the opening meeting and the awards ceremony.
12. Assist the SkillsUSA consultant(s) with training the technical chairpersons and judges for their roles in advance of the contest date.
13. Contact State SkillsUSA officers and assign them to serve in leadership roles at SUSAC events.
14. Establish a grievance committee to hear any formally filed contest protest and serve as voting members of this committee along with the consultant(s) that serve as adhoc non-voting members.
15. Establish other committees as deemed necessary such as officer installation committee, general session committee, and so forth.
16. Monitor the activities during the SUSAC event.
17. Supervise the setup of the awards ceremony, including the arrangement of medallions and gifts, and introduce special guests.
18. Greet, welcome, and escort special guests such as technical college presidents and other college administrators, board members and others visiting the SUSAC.

19. Make closing remarks at the awards ceremony.
20. Supervise the registration process and make copies of all registered contestants by contest for the consultant overseeing the Atlanta Tech and GICC contests.
21. Work with the SkillsUSA state consultant and host college coordinator to establish the schedule of activities and meetings for the SUSAC.
22. Send thank you letters to contest sponsors and others who contributed time and materials for the SUSAC.
23. Assist the state consultant in supervising the Contest Results Receiving room procedures and the Data Entry room procedures to ensure accuracy of contest winners.
24. Collect registration fees and deposit funds in the SkillsUSA Georgia Postsecondary account.
25. Check to be sure all SUSAC bills are submitted and paid in full in a timely fashion.
26. Work with the state consultant(s) and host college coordinator to obtain hotel accommodation for SUSAC contestants and SkillsUSA advisors.
27. Provide first place winners of the State Championship contests with materials needed to register for and attend the national SUSAC competition.
28. Conduct a brief meeting for preparing championships winners for national competition.
29. Make arrangements for a debriefing meeting with the main host college SkillsUSA coordinators as soon as feasible after the Championships.
30. Prepare flash drive scorecards for all contests
31. Provide trained personnel to work in the technical chairperson's work room, contest results receiving room, and data entry room.
32. Schedule and preside over all planning committee meetings

## **DUTIES OF SKILLSUSA CONSULTANT(S)**

1. Assist the state director in securing host technical colleges, industry sites, and hotel accommodations for the SUSAC.
2. Secure information from technical and health occupations instructors that can be used to prepare relevant written and performance test for the contests.
3. Develop and maintain test item banks, written and performance tests, planning packages and chairperson and judges' folders, and equipment and supply listings required for each SUSAC contest.
4. Work with technical chairpersons, technical instructors and industry representatives to ensure that written and performance test are valid and appropriate for each contest. This includes the development of contestant assignment sheets and scoring rubrics for judges.
5. Assist the State Director in training technical chairpersons and judges for their roles in SUSAC competitive events.
6. Conduct an orientation program for technical chairpersons, judges and facilitators about one-hour prior to the beginning of the SUSAC.
7. Monitor SUSAC contests closely and intervene when contests are not operating as planned.
8. Assist the host college with setup the day before the contest date.
9. Provide a listing of tools, machines, equipment and supplies to the host college facilitators for distribution to the technical chairpersons. Send a revised list of tools and equipment to SkillsUSA advisors that contestants must bring with them to SUSAC competition.
10. Oversee the receiving of contest results from technical chairpersons and make sure that score card flash drives and summary sheets are accurate.
11. Participate as an adhoc member of the grievance committee to hear any formally filed contest protest. The consultant will talk with the advisor and students filing a protest as well as the chairperson and facilitator of the contest to obtain appropriate information. The SkillsUSA consultant will not vote on a grievance committee decision.
12. Work with the State Director and host college coordinator to plan the SUSAC contest program.

13. Assist the State Director in preparing and sending out thank you letters to industry sponsors, chairpersons, judges, host college personnel, and other individuals who assisted in the SUSAC.
14. Prepare interim and a final project reports to the State SkillsUSA Director.
15. Attend all planning meeting of the planning committee to assist in preparing for the SkillsUSA Championships.
16. Assist the State Director during the week of the National SkillsUSA Championships with the Georgia delegation.
17. Contact business and industry representative to explore possible sponsorships for the Championships.
18. Edit and revise SkillsUSA contest materials
19. Develop information required to inform advisors, the host college coordinator, and State Director on Championships matters.
20. Deliver planning packages to host instructors and orient them on their use
21. Check with every contest designer to ensure that the contest is ready and appropriate before the contest day
22. Retrieve, organize and store contest materials
23. Work with the Georgia Secondary SkillsUSA director in the event that contests are conducted together

### **Host College Instructors, Technical Chairpersons and Judges**

Three key persons in preparing for and conducting the championship contest are the host college instructor, the technical chairperson and the judges. The information that follows describes the tasks and responsibilities for each.

#### Host Technical College Instructor Responsibilities in Working with a Technical Chairperson

The major responsibility of the college instructor is to work with the SkillsUSA consultant to secure a technical chairperson that can help plan and prepare a contest and to secure and train at least three judges to conduct the contest. In carrying out this responsibility, the following tasks

will need to be completed.

1. Determine if you have the facility and administrative support to host the contest.
2. Identify a person from your advisory committee or a loyal supporter or friend who is technically competent to serve as the technical chairperson. Arrange a meeting with this person and jointly plan the performance portion of the contest using materials from the planning packet. **Note:** It is important to select performance elements that will prepare contestants for national competition but usually the state level contest cannot be as extensive as the ones conducted at national because they use longer contest time periods. Remember: The performance portion of the contest should be at least 3 ½ hours in length and no longer than 4 hours. Please remember that an oral assessment must be included as a part of skilled and technical sciences contests. Contest designers will be given a guide as to how to establish workstations and to assign point values to the manipulative skills, written test and oral assessment. It is important that the contest scoring system follow the guidelines of a total of 1000 points so that data can be entered into the computer to determine placement of contestants. The oral assessment should total 50 points, the written test 150 points, and the performance skills 800 points
3. Work with the technical chairperson to review the planning packet for sample written tests. Develop a written test that is comprehensive enough to assess major concepts that students should know over the technical program and a key for the test. It is recommended that you use 50 multiple-choice questions to facilitate ease of scoring.
4. Work with the technical chairperson to identify a tentative list of judges and determine how many judges will be needed to conduct the contest. Call these judges and gain a commitment from them to serve. Judges will need to be contacted again about one week before the actual contest and it is good practice to check again two days before the competitive event.
5. Develop a plan for preparing the facility for the competitive event and identify the equipment and supplies needed for the contest. It is hoped that the host college can provide most of the equipment and tools for each work station but when this cannot be done, a listing of tools, equipment and supplies must be communicated to the consultant so that advisers can be notified to have the student furnish items on the list. Find out how many contestants will be in the competition to determine training stations needed and support materials.
6. Secure a technical chairperson and judges contest folders from the college technical chairperson and place copies of the completed contests in the technical chairperson's folder. Duplicate a sufficient number of copies of the written and performance test for each contestant so they can be distributed on the day of the contest.

7. Provide a room where the technical chairperson can administer the oral assessment, written test and deliver an orientation session to contestants.

8. Prepare the lab for the skill portion of the contest the day before the scheduled contests so that it is ready for contestants the following morning. This will involve identifying work stations with numbers or letters and establishing a roped off area for spectators so they can watch contestants without interfering with the contest. College instructors should also obtain the contest signs needed to identify their contest locations from the overall host college technical chairperson.

9. On the day of the contest, the host college instructor becomes only a facilitator and cannot serve as a judge. The technical chairperson must take over the supervising of the contest and must communicate how the contest will be conducted to students in a brief orientation session of about 20 minutes before the actual skill portion of the contest begins. All questions from contestants should be directed to the technical chairperson and contestants should not talk to judges unless dialogue is built into the contest as it is in some people oriented tasks such as in the health field.

10. When time is called to end the contest, assist the technical chairperson and judges in gathering contestants for the debriefing. Remind the technical chairperson and judges that good actions should be addressed first, followed by suggestions for improvement. Note: Please, just describe behaviors observed without referring to any one contestant.

11. When the debriefing session is over, the host college instructor should direct contestants to assist in cleanup of the laboratory before they are dismissed.

12. Host college instructors (Facilitators) may be asked to assist in the tallying of scores so they should have a calculator available and establish a separate area where judges and technical chairperson can tally the scores. Under the new scoring system guidelines, the only calculation that would be needed is when all judges rate every contestant on all parts of the performance portion of the contest. For example, three judges score the chapter display contest (all criteria). The technical chairperson would need to add up all three judges' scores for each criterion and divide by three to obtain an average raw score to enter in the summary sheet. Host college instructors should be sure that all technical chairperson and judges packages along with judges rating sheets and the overall tally sheet are returned in the packet for the contest to the contest tally room. The planning packages should also be brought to the headquarters room unless they have been returned previously to the technical chairperson. Host College Instructors must remind both technical chairperson and judges not to provide information as to contest scores to anyone except headquarters personnel.

13. The technical chairperson along with the host college instructor should bring the complete contest package to the Contest Results Receiving room where judges' sheets and overall scoring sheets will be checked for accuracy. NOTE: It is essential that judges' names be identified on their rating sheets and these sheets be turned in along with the summary scoring sheet. Judges should wait in the lab until the contest is cleared before being dismissed. The college instructor should invite both the technical chairperson and judges to attend the awards ceremony and ask if they want to present medallions to the winners.

14. The SkillsUSA Consultant(s), overall technical chairperson, State Director and staff, and members of the planning committee (SkillsUSA advisers) will be observing the competition to be sure it is conducted in a safe and fair manner and to relay any issues to headquarters personnel.

15. If contests are not conducted in a fair manner, contestants and their advisers can file a protest which must be in writing and presented to headquarters personnel within 30 minutes after the end of the contest. Contests that are properly designed and conducted in a fair manner seldom draw a legitimate protest.

16. Every effort is extended to obtain business and industry sponsorship for the SkillsUSA Championships so you are encouraged to contact some of your regional and local supporters and ask if they would like to be a sponsor of the contest by providing either contest personnel (tech chairs and judges), consumable materials, or prizes for 1st, 2<sup>nd</sup>, and 3rd place contest winners and perhaps for other contest participants. Business and industry supporters will be announced in the program so it is the college instructor's responsibility to provide this important information to the host college technical chairperson.

17. The names and addresses of sponsors obtained need to be given to headquarters personnel so that thank you letters can be mailed to them from SkillsUSA Georgia Postsecondary

18. Copies of the judges and technical chairperson information sheets will be sent to the host colleges so that they can send out thank you letters to the business, industry and community supporters. Every effort should be made to send thanks you letters and/or emails out in a timely fashion.

### **Technical Chairpersons Information**

The following information should help technical chairpersons conduct their contest fairly and effectively

## Technical Chairperson Guide

The following information should help you conduct the contest fairly and effectively

- Meet with your judges and go over the scope of the contest and give assignments. Be sure to provide judges with specific information on how to complete scoring instruments like rubrics or rating scales. Remind them to rate performance using their best judgment as to the quality of the performance without regard of how other contestants performed. Be sure to remind judges that they are to record information using contestant numbers. Also remind judges that they are not to talk with contestants unless it is part of the contest like an interview. They should direct all questions to you, the technical chairperson.
- Call contestants into a room for an orientation at least 20 minutes before the start of the contest and direct students to change their name badges to contestant numbers if they have not already done so. Go over the scope of the contest with them. Answer any questions by repeating the question asked by the contestant and providing a clear, audible answer so all can hear. Be sure to emphasize safety and protective clothing and equipment. Also, explain the time limits for each part of the contests and how contestants will rotate among work stations if that is the contest plan. Inform them that an interview, question and answer or some other assignment will be used to assess their communication skills. Introduce the contest facilitator and judges if desired.
- Begin the contest on time. Should a contestant arrive late for the contest, give the contestant a short orientation in private and then direct him/her to begin and do their best to complete all work assignments if time permits.
- When the contest time expires, call for a halt to all work. Ask contestants to put away their tools and clean the work area. Then gather them together in the lab or in a classroom and ask the judges to provide feedback to the contestants mentioning no names, and emphasizing good actions first followed with constructive criticism. NOTE: This debriefing could occur before they gather tools and clean the lab.
- Meet with the judges in a private area and assist them in final scoring if necessary. Be sure to have judges write names, initials, or a judge's number on the top of their rating sheets. Each judge should add up scores given for each criteria of their rating sheet resulting in a total score for a performance or work task. Ask each judge to read off the total score given for each performance tasks or work station and enter this score in the yellow or goldenrod technical chairperson summary sheet. If the judges request an unofficial final score for contestants, total the scores for each contestant for each judge and then inform them as to the first, second and third place winners. Be sure to tell them



that they must not tell anyone contest results for results will be announced only at the awards ceremony.

- Gather up the contest materials (judges and technical chairperson packages, badges and place them in the expandable folder provided. Be sure to get the completed judges and chair information sheets and place them together in the folder so thank you letters can be sent to these folks. Ask your facilitator, the college instructor if he or she has planning packages that need to be given to the headquarters personnel.
- Turn in the planning packages and all contest materials to the Contest Results Receiving room.
- **NOTE: Raw scores or converted raw scores should be entered into the goldenrod (yellow) summary sheet carefully under each contestant column. Since a number of contestants are listed on this sheet, it is easy to make an error and record scores in an incorrect column. It may help if you leave spaces between the contestant's numbers if there is room. In the event that all judges score the performance of each contestant for each performance task or work station, you must add the total rubric scores of each judge together and divide by the number of judges to get an average total score to enter into the summary sheet.**

### **Technical Chairperson Responsibilities After the Contest Ends**

After the contest has ended, call the contestants together and let the judges provide general feedback without pointing out any contestant. Tell the judges beforehand to focus first on positive behaviors and then to point out areas that need improvement. This should take no more than 10 minutes. Be sure to remind contestants to take all of their tools and personal items from the contest area.

There are some important steps that technical chairperson need to follow when working with the judges to tally contest results. These are as follow:

1. Prepare the flash drive score card and yellow summary sheet in advance identifying the tasks and tests of the contest down the left side of the sheet/page and placing the weights in the point's column of the sheet. Use a second sheet if needed to list all of the contest tasks including the written and oral assessment. Use the scoring rubrics of the work station judges to compile the tasks listing for the summary sheet. Write the contestant numbers in the spaces provided at the top and write the contestants' names directly above the numbers on the yellow summary sheet.
2. Ask the judges to complete their score sheets by using a calculator to determine totals for their judging responsibilities. For leadership contests like job interview, scoring rubrics are provided

and judges should have contestant scores for each rubric component. Some health and skilled and technical sciences contest will have a separate judge for each station or task of the contest so they total their rating for each contestant.

3. When the judges have completed totaling their scoring sheets or rubrics, the technical chair (with the help of the contest facilitator if desired) should use a calculator to total the rating of each judge for contestants on each task or component of the contest and divide by the total number of judges. This averaged score must be recorded for each contest component for each contestant column. This is the procedure if all judges rate all students on all parts of the contest. If judges only score a part of the contest, then their total for each contestant will be entered on their scoring rubrics. If converted scores are desired, assist judges in calculating these scores by dividing the total points possible for the skill into the assigned total point value for the skill or written test. This yields a multiplying factor that is used to multiply the total points contestants earned to determine a converted score. This is the value that needs to be entered into the contest summary sheet for each contestant. Ask the judges or time keeper if there were any legitimate penalties such as failing to bring the correct tools or equipment, safety violation or exceeding the time limit. Record the penalties below the last contest task and write the reason for assessing a penalty on the bottom of the yellow sheet identifying the contestant.

4. When all judges' scores (single or averaged or converted) are recorded on the yellow summary sheet and/or entered onto the score card flash drive, use a calculator to total the scores for each contestant if the summary sheet is used. Subtract any penalty and place the final total in the totals rows for each contestant. It is absolutely necessary to be sure that the totals are placed in the column for a given contestant. Sometimes totals are placed in the wrong contestant column and that causes serious problems in determining contest placement. If a facilitator is available, ask him or her to check the totals for each contestant.

5. Ask the judges to complete the judges' information sheet and complete the technical chairperson information sheet. Ask the judges to give you their scoring sheets and information sheets along with their judges' folders and badges. Attach the judges' sheets to the back of the yellow summary sheet with a paper clip, clip the information sheets together, insert these clipped materials in front of the expandable folder and bring all contest materials to the tally room. Be sure to ask the judges not to leave the room until you return in case there is any question about a rating or to supply any other pertinent information. When materials are cleared by the tally room worker, return to the judges' location and thank them for their work and dismiss them.

## Contest Materials Turn In Procedures

The technical chairperson needs to do the following:

- Collect the technical chair & judges information sheets and ask judges to wait until your return to dismiss them
- Collect the checked for accuracy judges' scoring rubrics
- Place the completed score card flash drive in the score card envelope
- Place the yellow contest summary sheet on top and paper clip the above items together to the outside of the technical chair folder
- Collect all judges and technical chair folders along with badges and place them in the expandable folder
- Ask the contest facilitator to escort you to the Contest Results Receiving room
- Be prepared for a short wait until the contest results personnel can check calculations and ensure that all materials have been turned in
- Return to the contest area and dismiss judges, reminding them not to share any contest results information with anyone. Invite the judges to attend the awards ceremony

## Judges Information

1. Judges should review the regulations and scope of the contest and rating scales contained in their packet.
2. Judges should complete the judge's information sheet contained in the contest packet and give it to the technical chairperson.
3. Judges should review the performance component materials as well as the rating scales or rubrics used to record contestant performance.
3. Technical chairpersons **may not** serve as judges unless cleared by the Skills USA Championships contest coordinator.
4. Judges need to observe contestant performance closely at the work station and judge each contestant in the same manner under similar conditions.
5. Judges are to observe and rate students only on the specified criteria for the contest.
6. Judges are to arrive for a judges briefing or orientation meeting and are to remain through the competition and until the contest results have been verified by the Skills USA Championships Contest Results Receiving room
7. Judges will identify contestants only by their contestant numbers. (EX: AD 1, AD 2, etc.)
8. Judges are not to attend the pre-contest contestant orientation meeting.
9. Judges are selected because of their expertise and are asked to judge contestants only on the criteria specified except where safety is concerned. Contestants not meeting safety requirements in protective clothing and/or devices may be disqualified. No points should be deducted for dress unless it presents a safety issue
10. Judges should keep in mind that contestants are only displaying entry level skills at this time and not those of a journeyman or highly skilled professional.

11. Judges must rate each contestant independently and not discuss contestant performance with another judge before completing the rating scales or rubrics.
12. In cases where there are five or less contestants, judges should rate participants against a performance standard rather than awarding an automatic first, second, and third place winner. In other words, it is not necessary to award a second or third place winner if the level of performance is too low to warrant such awards. The standard is 70% of the total possible points
13. After judging is complete, each judge must total their own rating sheets and verify that their tallies are accurate. Then they should sit down with the technical chair and read off scores for contestants so scores can be entered on the contest flash drive
14. Judges should turn in their badges, packets and completed rating sheets to the technical chairperson.
15. Judges are to keep contest results confidential until winners are announced at the awards ceremony.
16. Judges should participate in the post-competition debriefing session, but should be careful to keep comments general and never reveal the performance of any one contestant.
17. Judges should refer all contest inquiries or problems to the technical chairperson and to the SkillsUSA Championships coordinator.
18. **Judges are not to talk with students unless it is an actual part of the contest design or unless it is necessary to do so to prevent an unsafe practice which may result in injury to the contestant or damage to the equipment.**

### **SKILLUSA GEORGIA POSTSECONDARY WEB SITE & LISTSERV**

**A SkillsUSA Georgia Postsecondary web site has been a work in progress for many years** dating back to 1997. An official, functioning web site is now a reality thanks to the leadership of Amy Holloway, the former State Director, and Sherrie Rowe, Design Media Production Technology Department Chair of Augusta Technical College who is the webmaster. The website is overseen by professionals at the Technical College System of Georgia but Sherrie Rowe is the person who has created the web site and will enter and delete information so that the web site is kept current. The web site can be accessed at : <http://www.skillsusagaps.org>. The web site will be a valuable resource of current information for advisors and SkillsUSA members.

In addition to the web site, advisors can send and receive information through the SKILLSUSA-L-TCSG.EDU Listserv. Advisors who want to have access to the listserv need to contact Ms. Lucretia Dupree ([ldupree@tcsg.edu](mailto:ldupree@tcsg.edu))

### **LOCAL COLLEGE SKILLSUSA CHAMPIONSHIPS**

Ideally, each technical college instructor should encourage as many students as possible to become SkillsUSA members and to enter leadership, occupationally related, or skill contests. When a college program has two or more SkillsUSA students who wish to qualify for state level

Championships, a local competition should be planned and conducted. The technical college SkillsUSA advisor should work with the administration and instructors to plan a day for a local Championships for all the contest areas that students have entered. The planning process is the same for a local college Championships as it is for state level competition except on a smaller scale. Instructors who have students who want to qualify for the state level Championships must identify a technical chairperson to assist them in designing a competitive even and to identify a minimum of three judges to determine winners. Instructors can contact the State SkillsUSA Director and/or the SkillsUSA Consultant for copies of previously used contests for use in planning skill contests at the local level.

The skill contests at the state level Championships are three and one half hours or more in length but the local college competitive events could be shorter than that if desired. Holding local college contests is a great learning experience for the students participating and those observing. Students are provided with an opportunity to compete before they advance to the state level and the opportunity to learn valuable skills and identify weaknesses they can work on to improve themselves. In addition, they receive recognition before their peers which serves to increase their level of motivation to prepare themselves for the state and perhaps the national competition. Planning and conducting a local Championships consumes time but students gain a great deal from the experience and other students who are not SkillsUSA members may observe the Championships and want to participate in the organization.

Just like the State Championships, an awards ceremony should be held and medallions should be obtained to present to winners. If possible, business and industry can be contacted to provide prizes which serve as an additional incentive for students to join SkillsUSA and become involved in the local Championships.

The alternative to holding a local Championship is for the instructor to choose the students who will represent the college in state competition. This places the instructor in a very uncomfortable position and could be costly in lower student morale and reduced membership in SkillsUSA.

The State SkillsUSA Director and the SUSAC Planning Committee must work together to identify business and industry partners and to contact them to get their sponsorships for health, trade, industrial, and technical contests. These contacts need to be made as soon as the host college is selected and the dates are firm for the SUSAC. These sponsors need to be invited to attend the awards ceremony and present the medallions to winners of the contests they sponsored. They should also be sent a thank you letter, a certificate of appreciation and a copy of the program. For multi-year or long-term sponsors, special plaques need to be presented to them.

## SUGGESTED SUSAC PLANNING TIME LINES

### August/September

- \* Conduct SkillsUSA membership drive at local colleges
- \* Elect SkillsUSA officers at local colleges and form committees
- \* Submit the membership roster to the National SkillsUSA Headquarters
- \* Develop a program of work for the SkillsUSA year at the local college level
- \* Encourage members to become SUSAC contestants (Use SUSAC Brochures available from the National SkillsUSA Office)
- \* Georgia Postsecondary SkillsUSA Web site is established and made operational
- \* Host institutes, CEFGA/TEFGA, and industry sites are identified and confirmed for the SUSAC
- \* Review information on the National SkillsUSA Web site at [www.SkillsUSA.org/](http://www.SkillsUSA.org/)
- \* State Director orders medallions for the new Championships year

### October

- \* Obtain administrative approval to hold a local college SUSAC and set the date(s)
- \* Obtain A Management Guide for Running a Local Skills USA Championships from National SkillsUSA
- \* Conduct a state officers and executive committee meeting and announce dates of the state level SUSAC
- \* Establish a grant for services of a SkillsUSA Consultant
- \* Continue to encourage participation in the SUSAC
- \* Recruit additional SkillsUSA members (Use National SkillsUSA membership Materials)
- \* Maintain the Georgia SkillsUSA Web site
- \* Conduct the first SUSAC Planning Committee Meeting
- \* Contact businesses and industry for sponsorship of contests
- \* State Director establishes contract(s) for hotel accommodations

### November

- \* Prepare officers for participation in the FLC
- \* Local SkillsUSA chapter officers and advisors attend the FLC
- \* Continue recruiting SkillsUSA students and SUSAC contestants
- \* Conduct the first SkillsUSA Advisors' Association Meeting at the FLC
- \* Establish the regulations for the number of contestants per contest and announce the demonstration contests to be held at national SUSAC at the FLC.

- \* State SkillsUSA Officers and Executive Board establishes plan of work for the Year
- \* Maintain the Georgia SkillsUSA Web site
- \* Continue recruiting business and industry sponsors
- \* SkillsUSA Consultant begins planning/revising contest materials with input from technical college instructors and business and industry sponsors
- \* Send out the listing of SkillsUSA contests on or before November 21st

## **December**

- \* Continue to recruit SkillsUSA members and contestants for SUSAC
- \* State SkillsUSA Director and Consultant meet with administration and faculty at host college sites to overview responsibilities and duties.
- \* Maintain the Georgia SkillsUSA Web site
- \* Continue recruiting business and industry sponsors
- \* SkillsUSA consultant(s) continue to work on contest materials and attends meetings with CEFGA/TEFGA leaders

## **January**

- \* Continue to recruit SkillsUSA members and SUSAC contestants
- \* SkillsUSA Consultant continues work on contest materials with host college instructors, CEFGA/TEFGA and business and industry sites
- \* SUSAC Planning Committee holds second meeting
- \* Maintain the Georgia SkillsUSA Web site
- \* Host colleges name technical chairpersons for contests
- \* SkillsUSA advisors recruit candidates for State Offices.
- \* Begin conducting local SkillsUSA Championship contests
- \* Hotel accommodation forms are mailed to college SkillsUSA advisors and should be returned completed to the respective hotels ASAP

## **February**

- \* Local college advisors complete and return contests participation form to the State SkillsUSA Director or registration official by February 13th
- \* Final recruitment of members and SUSAC participants is made and roster additions and changes are submitted to the National SkillsUSA Office so it is postmarked by midnight of the established deadline date. State Director downloads the registration information by contest with the names and colleges included
- \* SkillsUSA Championships Planning Committee meets for the third time
- \* Announcement is made to SkillsUSA members as to the date and times of the local

college SUSAC

- \* Local colleges continue conducting their local level SUSAC
- \* SkillsUSA consultant continues work on preparing contest materials and host colleges and off campus sites
- \* Host colleges begin contacting business and industry for contest judges
- \* Maintain the Georgia SkillsUSA Web site
- \* Program Planning Committee finalizes the program and has it printed

## **March**

- \* SkillsUSA advisors are sent the exact locations and times for all SUSAC contest. Advisers must complete liability forms on the national registration website and print out tone copy. Copies of contestant liability forms should be kept by the college adviser and Brought to the site of all contests to ensure rapid information in case of an emergency
- \* SUSAC Planning Committee meets for the fourth time
- \* SkillsUSA Consultant begins to train technical chairpersons for their roles in the SUSAC
- \* SkillsUSA Consultant meets with local college technical chairpersons and facilitators on a weekly basis
- \* Local college SUSAC contests are completed
- \* Advisors transport contestants to participate in the combined secondary/postsecondary Championships conducted at the GICC by CEFGA/TEFGA as well as to the host college and remote sites
- \* Host college technical chairpersons and contest coordinators meet bi-weekly
- \* State Director and SkillsUSA Consultants contact business and industry sponsors to make arrangements for delivery of prizes
- \* Advisors are sent a listing of tools and equipment that must be furnished by contestants for designated contests
- \* SUSAC Subcommittees meet and prepare for their SUSAC duties
- \* Registration packets are prepared by the State SkillsUSA Director or registration official.
- \* State SkillsUSA Director has SUSAC and State Conference Program printed and ready for distribution
- \* Awards committee prepares the stage for the awards ceremony including hanging medallions and preparing special awards.
- \* All SUSAC contest information is posted on the SkillsUSA Web site
- \* The State level Championships and Conference is conducted on March 17, 18 and 19<sup>th</sup> for 2016.
- \* First place winners and advisors are given information about preparation for the national Championships.
- \* SkillsUSA Consultant and State Director communicate or meet with the host colleges weekly until the day of the contests to finalize plans for the SUSAC



- \* Approved Materials and supplies required for the SUSAC contests are ordered by host colleges
- \* Host college facilitators and technical chairpersons prepare the laboratories on Thursday or Friday morning of the day of the SUSAC
- \* All SUSAC Subcommittees meet and rehearse their duties

## **April**

- \* Thank you letters are prepared and mailed to business and industry sponsors, technical chairpersons, and judges by the consultant and the state director.
- \* A follow-up meeting is conducted with the host colleges to bring SUSAC to closure
- \* Public Relations Committee publicizes SUSAC winners
- \* SkillsUSA Consultant organizes all materials, prepares packets for next year, and stores all contest materials for future use

## **May**

- \* State level SUSAC first place winners are prepared by host colleges for national SUSAC
- \* Final travel arrangements are made for contestants and advisors to attend the national level SUSAC
- \* College SkillsUSA advisors who have contestants for National competition must submit registration materials to the State SkillsUSA Director by May 15 of each year
- \* State SkillsUSA Director must submit registrations forms for all Georgia Postsecondary contestants and delegates as soon as possible after May 15
- \* State Director sends thank you letters to SkillsUSA Georgia Postsecondary advisors
- \* State Director sends thank you letters to all business and industry sponsors and to technical chairpersons and judges
- \* State SUSAC contest winners are posted on the Web site

## **June**

- \* Georgia Postsecondary SkillsUSA delegation travels to Louisville, Kentucky to participate in the national level SUSAC
- \* A SkillsUSA Georgia Postsecondary delegation meetings is conducted by the State Director at the main hotel (usually Monday evening)
- \* National winners are publicized by the public relations committee
- \* National winners are posted on the Web site
- \* A recognition banquet is planned for the Georgia Delegation for Friday evening following the Championships Awards Ceremony

## **RESOURCES FOR ADVISORS**

There are a number of resources available from the National SkillsUSA Office that are identified in the SkillsUSA website to help advisors with their roles and duties, including preparing members for the SUSAC and planning a local SUSAC. The following resources are a must:

- \* **Skills USA Championships Technical Standards**
- \* **Skills USA Brochures**
- \* **Advisors Success Kit**
- \* **Membership Kit**
- \* **Professional Development Program (I and II levels recommended)**
- \* **SkillsUSA Leadership Handbook**
- \* **Information from National SkillsUSA website on Contest updates and Theme**

In addition to these resources which are essential in preparing advisors, National SkillsUSA has a number of video tapes, CDs and printed materials that can be used in instruction such as the Professional Development Program, the Total Quality Curriculum, and many others. Advisors should obtain an Educational Resources catalogs from the National SkillsUSA Office. In addition, advisors can obtain SkillsUSA Merchandise from the [skillsusastore](http://skillsusastore.com). Information about materials available from the National VICA Office are posted on the web at [www.skillsUSA.org/](http://www.skillsUSA.org/)

## Appendix A

### MEMORANDUM # 1 (2015-2016)

Nathan Deal  
Governor

Gretchen Corbin  
Commissioner

#### MEMORANDUM



**TO:** SkillsUSA Georgia Postsecondary Advisers

**FROM:** Lynn Tanner Interim State Director  
Derek Dabrowiak Executive Director, Student Affairs  
Dr. John Scott Consultant  
Mike Howard Consultant

**DATE:** October 6, 2015

We hope that you are having a great fall semester and you are re-energized for the 2015 – 2016 SkillsUSA year. This promises to be an even better year for SkillsUSA Georgia Postsecondary for several reasons. The state SkillsUSA Planning Committee developed a program of work for the year, which includes goals and strategies for improving customer service, membership, championships, community service for local chapters, and many other important programs.

#### **2016 SkillsUSA Championships**

Planning has already begun for the annual State Conference and Championships, which is scheduled for March 17-19. Again this year, contests will be held at the Georgia International Convention Center, Atlanta Technical College, and several remote sites to be announced.

A major thrust this year is to establish technical committees composed of business and industry and community and educational agency leaders to take over the major responsibility of designing and conducting leadership, occupationally related and skilled and technical sciences contests to promote invaluable learning experiences, improve the quality of our contests, and to make them equitable for everyone participating.

In addition, the SkillsUSA Georgia Postsecondary website is up and will be updated soon with the latest information. The address is: <http://www.skillsusagaps.org>. Our goal is to make the

website the main mode of communication and information dissemination for Georgia's association; however, there is information available on the national site as well. Visit [skillsusa.org](http://skillsusa.org), select "educators;" there, you will find a wealth of information to improve your knowledge to be an effective adviser.

Advisers must register their students by February 12<sup>th</sup> to make them eligible to participate in the Championships contests. Conference registration is completed online through the National SkillsUSA Membership database. Included in this memorandum is a list of various contests and includes information as to how many students are permitted to participate in the various contests, and the contest location. It is important for advisers to obtain a firm commitment from interested students before completing the conference registration. The Planning Committee uses registration information to make decisions about the design of contests and the facilities/materials needed to conduct them.

### **College Assessment Fee:**

Each college must pay an administrative fee of \$1,000 and a \$75 per person registration fee. All checks should be made payable to TCSG Foundation, Attn: SkillsUSA, vendor# 450527 and mailed to:

Ms. Lucretia Dupree  
Student Affairs Specialist  
Technical College System of Georgia  
1800 Century Place, suite 400  
Atlanta, Georgia 30345

All assessment fees must be received in the Central Office by February 26, 2016.

### **Membership and Registration Deadlines:**

To be eligible to compete in the State SkillsUSA Championships, the registration must be completed no later than 5:00 p.m. on February 13<sup>th</sup>. No changes will be accepted after this date.

To be eligible to compete in the State and National competitions, all membership rosters and conference registration must be submitted electronically no later than February 12, 2016.

Students who are not competing in any Championships contests can become members and must register, electronically, by March 1, 2016.

It is essential that registration fees and membership dues be paid promptly. The registration system has been updated to reject contestants that **are not** paid members by the membership due date of February 12<sup>th</sup>. Though you will be allowed to enter students electronically, advisers must follow through with making sure student memberships are paid. **On February 15<sup>th</sup>, a report will be run and any contestants listed, who are not paid members, will be purged from the system and will not be allowed to compete. Therefore, it is imperative that you ensure membership dues are paid, not submitted to the business office for payment, but rather paid, by the February 12<sup>th</sup> deadline.**

This year's theme is, **SkillsUSA: Champions at Work (Connecting You to Career Success)**. This is also the theme for the Chapter Display, Prepared Speech and Promotional Bulletin Board contests. The topic to be addressed by the contestants in these events is how the theme relates to the national program of work in the area of professional development. To obtain information on sub themes, please visit the SkillsUSA website at [www.skillsusa.org/about/theme.shtml](http://www.skillsusa.org/about/theme.shtml).

### **Registration and Mandatory Meetings:**

Conference registration will be conducted on Thursday, March 17, 2016 at the Renaissance Concourse Atlanta Airport Hotel. You will receive specific time frames as we get closer to the conference date.

Mandatory contestant orientations will be scheduled on March 17<sup>th</sup>. Specific times and locations will be disseminated at a later date.

### **Hotel Accommodations**

A block of rooms has been secured at two locations for our group. The official conference hotel is the Renaissance Concourse Atlanta Airport Hotel at One Hartsfield Centre Parkway, Atlanta, Georgia 30354 at the rate of \$124 per night for single and double occupancy. The number to the hotel is (404) 209-9999. Reference the "Technical College System of Georgia- **M-1JWNXLL** when making reservations. Both hotels offer complimentary internet usage and self-parking, and the facility can accommodate buses and large vans.

The second location is the Atlanta Airport Marriott, 4711 Best Road, Atlanta, GA 30337. To make reservations call (404) 766-7900 and refer to the event name "Technical College System of Georgia- **M-1JWHL8I**.

The cutoff date to make reservations is March 4, 2016 at 5:00 p.m.

### **Opening & Awards Ceremonies:**

Both ceremonies will be held at the Renaissance Concourse Hotel. The Opening Ceremony will take place on March 17, 2016 at 7:00 pm. The Awards Ceremony will be held Saturday, March 19, 2016 from 12:00 p.m. – 2:00 p.m.

### **Competition Scoring:**

All competitions will be scored in the following areas:

- Written test
- Performance (hands-on)
- Oral professional assessment (interview with the Technical Chair or Judge)

**Dress Code:**

The dress code for Trade competitions will be khaki work pants and white work shirts. **Denim will not be permitted.** For the Health and Leadership competitions, the dress code is the same as last year and can be found in the Rules and Regulations book.

The dress code for the Opening and Awards Ceremonies will be the Official SkillsUSA attire or Business attire. Black dress pants or black skirts (no miniskirts); white shirts or blouses and black closed toed shoes will also be permitted. **Denim will not be permitted.** School polo shirts worn with black, navy or khaki pants or skirts will be also allowed. T-shirts, sweat shirts, sandals nor tennis shoes will be permitted at the Opening and Awards Ceremonies. ***During the Awards Ceremony, students who are inappropriately dressed will not be allowed on stage to receive their medals.*** **This dress code applies to both advisers and students and will be strictly enforced.** Advisers, please inform your students of the dress code prior to their competition.

**Contests:**

All students competing in the State Championships must be registered electronically on the SkillsUSA website [www.skillsusa.org](http://www.skillsusa.org) no later than February 12, 2016. **No additional contests can be added nor can contestants be replaced after the February 12, 2016 deadline. Please make sure that all names are spelled correctly because replacement name badges will not be printed on-site.**

**Prizes:**

Each technical college is asked to sponsor one or more contests by bringing a 1<sup>st</sup> place prize valued at \$75.00; a 2<sup>nd</sup> place prize valued at \$50.00 and a 3<sup>rd</sup> place prize valued at \$25.00 for each contest it will sponsor. These are minimum values; prizes of higher value are welcome. Should you have any questions concerning prizes or require additional information, please contact Lynn Tanner at (229) 529-5063 or [ltanner@southernregional.edu](mailto:ltanner@southernregional.edu) or Cynthia Carter at (229) 931-2057 or [ccarter@southgatech.edu](mailto:ccarter@southgatech.edu).

**State Officers:**

Please encourage your students to become SkillsUSA State Officers. It is a very rewarding experience that will provide opportunities to enhance their leadership abilities. If you have interested students, please contact Lucretia Dupree and she will send you a State Officer packet. **The deadline to return the State Officer packet is March 4, 2016. The Officers qualifying examination and orientation will be held on March 17, 2016.**

**Adviser of the Year**

The Adviser of the Year award to recognizes and honor dedicated career and technical education instructors who serve as SkillsUSA advisers. A packet will be sent out at a later date explaining the process. Therefore, start thinking now of nominating a deserving adviser.

### **Reminders:**

1. Contestants in contests that require verbal presentations must use the proper name of the National organization, SkillsUSA. Failure to do so will result in penalty points being assessed. All Championship contests have three components: oral assessment (50 points); written technical knowledge test (150 points); and the performance test (800 points). **You must have a copy of the SkillsUSA Championships Technical Standards 2015-2016 to find out all of the new changes.**
2. Contestants may compete for only two years in the same contest.
3. Dual enrolled high school students are not eligible to compete in postsecondary competitions. They must compete on the secondary level.

By now, most main college advisors have received the Membership Package or Kit that is a great resource for recruiting members and organizing the chapter. If you have not received the Membership Kit, you can request one by going to SkillsUSA.org. The Kit has the following information and can be downloaded:

### **College/Postsecondary Membership Kit**

- 2015-16 College/Postsecondary Chapter Materials from DVD
- 2015-16 SkillsUSA Membership Cards
- 2015-16 High School Membership Kit Booklet
- Videos (Apple OS)
- Videos (Windows OS)

[Download all college/postsecondary school materials.](#)

### **ORGANIZING THE CHAPTER**

A main responsibility of SkillsUSA advisors is to organize the chapter by conducting officer elections and developing a plan of work for the 2015-2016 year. Two valuable resources for advisors to use for this task are the Leadership Handbook and the Chapter Activity Planner which can be ordered and/or can be downloaded from the SkillsUSA website. Advisors should try to order at least 10 leadership handbooks which contain very useful information for students and advisors on many topics. The Chapter Activity Planner can make it fairly easy to plan the **Program of Work** which leads to an active chapter with a number of educational and fun activities besides preparing for the Championships.

The key to an active and strong chapter is an enthusiastic and informed advisor. The SkillsUSA Website has a number of training modules and resources that advisors can access to improve their knowledge of the organization and become familiar with their responsibilities.

New and existing advisor training meetings will occur at the Fall Leadership conference. This is an excellent opportunity for all advisors to meet with other advisors and learn new information that can be used back at the Technical College to improve CTSO organizations.

**COMMUNICATIONS:**

Advisors should contact Ms. Lucretia Dupree of the Technical College System of Georgia to get their names on the SkillsUSA Listserv which is one of the main communication tools. In addition, the newly established website is being expanded to include important advisor information. If you are a new, main college advisor, please send your contact information to Dr. John Scott at [jlscott.uga.edu](mailto:jlscott.uga.edu) so a new advisor list can be developed and shared. Advisors can learn a lot by networking and sharing with each other.

**IMPORTANT DATES:**

There are several important dates that advisors need to meet for the 2015-2016 Year as follow:

- Fall Leadership Conference at Marriott Waverly Hotel.....November 20-22, 2015
  
- Deadline to complete online registration (including payment) of contestants.....February 12, 2016
  
- SkillsUSA Georgia Postsecondary Championships.....March 17-19, 2016



## Proposed 2015-2016 Championship Contests Information

<b>Leadership Development (2016)</b>	No. Allowed from Colleges	Location	Contestants	Registration count (Individual or team)—Not team members
American Spirit	1	Atlanta Tech	Team of 1-3	
Chapter Business Procedures	1	Atlanta Tech	Team of 6	
Chapter Display	1	Atlanta Tech	Team of 1-3	
Community Service	1	Atlanta Tech	Team of 3	
*Community Action Project (demonstration)	2	Atlanta Tech	Team of 2	
*Employment Application Process	2	Atlanta Tech	Single	
Extemporaneous Speaking	1	Atlanta Tech	Single	
Job Interview	1	Atlanta Tech	Single	
Job Skills Demonstration A	1	Atlanta Tech	Single	
Job Skills Demonstration Open	1	Atlanta Tech	Single	
Occupational Health & Safety (Single)	1	Atlanta Tech	Team of 1-3	
Occupational Health & Safety (Multiple)	1	Atlanta Tech	Team of 1-3	
Opening and Closing Ceremonies	1	Atlanta Tech	Team of 7	
Outstanding Chapter	1	Atlanta Tech	Team of 1-3	
Prepared Speech	1	Atlanta Tech	Single	
Promotional Bulletin Board	2	Atlanta Tech	Single	
Quiz Bowl	1	Atlanta Tech	Team of 5	

<b>Occupationally Related Contests 2016</b>	No. Allowed from Colleges	Location	Contestants	
Customer Service	1	Atlanta Tech	Single	
Entrepreneurship	1	Atlanta Tech	Team of 4	
First Aid/CPR	1	Atlanta Tech	Single	
Health Knowledge Bowl	1	Atlanta Tech	Team of 4	
Health Occupation Professional Portfolio	2	Atlanta Tech	Single	
Medical Math	3	Atlanta Tech	Single	
Medical Terminology	3	Atlanta Tech	Single	
Related Technical Math	3	Atlanta Tech	Single	
Career Pathways (Arts & Communications)	1	Atlanta Tech	Team of 3	
Career Pathways (Business, Management & Technology)	1	Atlanta Tech	Team of 3	
Career Pathways (Human Services)	1	Atlanta Tech	Team of 3	
Career Pathways (Health Services)	1	Atlanta Tech	Team of 3	
Career Pathways (Industrial & Engineering Technology)	1	Atlanta Tech	Team of 3	
Career Pathways (Natural Resources/Agriculture/Food)	1	Atlanta Tech	Team of 3	
<b>Skilled and Technical Sciences (2016)</b>	No. Allowed From Colleges	Location	Contestants	
3-D Visualization and Animation	2	CEFGA/GICC	Team of 2	

Advertising Design	2	Atlanta Tech	Single	
Architectural Drafting	2	CEFGA/GICC	Single	
Automotive Refinishing (Allen Vigil Ford)	1	TEFGA/Allen Vigil Ford	Single	
Automated Manufacturing Technology	1	To Be Announced	Team of 3	
Automotive Service Technology	1	TEFGA/GICC	Single	
Aviation Maintenance Technology	3	TEFGA/GICC	Single	
Broadcast News Production	2	Atlanta Tech	Team of 4	
Cabinet Making	3	CEFGA/GICC	Single	
Carpentry	3	CEFGA/GICC	Single	
CNC Milling Specialist	2	CEFGA/GICC	Single	
CNC Technician	2	To Be Announced	Single	
CNC Turning Specialist	2	CEFGA/GICC	Single	
Collision Repair Technology (Allen Vigil Ford)	1	TEFGA/Allen Vigil Ford	Single	
Commercial Baking Technology	1	Atlanta Tech	Single	
Information Technology Systems	1	Atlanta Tech	Single	
Computer Programming	2	To Be Announced	Single	
Cosmetology	1	Atlanta Tech	Single	
Crime Scene Investigation	1	TEFGA/GICC	Team of 3	
Criminal Justice	1	TEFGA/GICC	Single	
Culinary Arts	1	Atlanta Tech	Single	

Dental Assisting	3	Atlanta Tech	Single	
Diesel Equipment Technology	3	TEFGA/GICC	Single	
Digital Cinema Production	2	Atlanta Tech	Team of 2	
Early Childhood Education	2	Atlanta Tech	Single	
Electrical Construction Wiring	1	CEFGA/GICC	Single	
Electronics technology	1	Atlanta Tech	Single	
Esthetics	1	Atlanta Tech	Single	
Graphic Communications	2	To Be Announced	Single	
Graphic Imaging Sublimation (demonstration)	2	To Be Announced	Single	
Firefighting	3	TEFGA/GICC	Single	
Restaurant Services	2	?	Single	
Robotics and Automation Technology		To Be Announced	Team of 2	
Heating, Ventilation, Air Conditioning and Refrigeration	1	CEFGA/GICC	Single	
Industrial Motor Controls	1	CEFGA/GICC	Single	
Interactive Application and Game Development (demonstration)			Team of 2-4	
Internetworking	2	Central GA. Macon	Single	
Major Appliance and Refrigeration Technology	3	Columbus	Single	
Marine Service Technology	3	TEFGA/GICC	Single	
Masonry	3	CEFGA/GICC	Single	

Mechatronics .	1	Atlanta Tech	Team of 2	
Medical Assisting	2	Atlanta Tech	Single	
Mobile Electronics Installation	2	Wiregrass (Fitzgerald Campus)	Single	
Motorcycle Service Technology	3	TEFGA/GICC	Single	
Nail Care	1	Atlanta Tech	Single	
Nurse Assisting	2	Atlanta Tech	Single	
Photography	3	N.G. Tech	Single	
Plumbing	3	CEFGA/GICC	Single	
Practical Nursing	2	Atlanta Tech	Single	
Residential Systems Installation & Maintenance	1	Wiregrass (Fitzgerald Campus)	Single	
Sheet Metal	2	CEFGA/GICC	Single	
Team Work	1	To Be Announced	Team of 4	
Technical Computer Applications	2	?	Single	
Technical Drafting	2	CEFGA/GICC	Single	
Telecommunications Cabling	2	Wiregrass Tech (Fitzgerald)	Single	
Television Production .	2	Atlanta Tech	Team of 2	
Web Design	2	?	Team of 2	
Welding	1	CEFGA/GICC	Single	
Welding Fabrication	1	CEFGA/GICC	Team of 3	
Welding Art Sculpture	1	CEFGA/GICC	Single	

The Leadership and Occupationally Related Contests will be held for the final year at Atlanta Technical College. Some of the Skilled and Technical Sciences Contest will be held at Atlanta Technical College and over half of them will be held for the final time at the Georgia International Convention Center (GICC). A small number of contest will need to be conducted at remote sights because of facility and equipment concerns. These sites will be confirmed and communicated to advisors as soon as information is available.

### **ADVISOR CHALLENGE:**

The following are advisors challenges:

- Recruit and submit names of students who want to be state officer candidates
- Expand membership in SkillsUSA by recruiting members from satellite campuses as well as the main campus
- Explore having a set of officers at each former main college campus and then establishing an overall set of officers with representatives from each campus as described in the Leadership Handbook
- Recruit and prepare students who want to participate in the Championship contests.
- Conduct a local SkillsUSA Championships among participants for main campuses and satellite centers. (This is essential to avoid sending students to state level competition who have not completed enough of the program to be competitive)
- Read e-mails sent via the SkillsUSA Listserv as well as information posted on the website
- Express enthusiasm about the organization and be positive and encouraging with students
- Provide feedback to the Planning committee regarding student experiences with contest
- Inform students of the value in participating in the SkillsUSA Championships including the recognition one gets, possibly earning the right to participate in state level Championships which may result in earning valuable prizes, and possibly earning the right to represent the State of Georgia in the National Championships. Participating in competitive is a very valued point on resumes and employment portfolios.

- Accompany officers to the Fall Leadership Conference in November and attend the new and existing advisor training meetings.

Should you have any questions regarding the State competition or any information contained in this correspondence, please contact me Lynn Tanner at (229)529-5063 or [ltanner@southernregional.edu](mailto:ltanner@southernregional.edu) or Dr. John Scott at (706) 201-3955 or [jlscott@uga.edu](mailto:jlscott@uga.edu) or Mike Howard at 770-467-6049 or [mhoward@sctech.edu](mailto:mhoward@sctech.edu).

Thank you in advance for your cooperation and continued support of SkillsUSA Georgia Postsecondary!

## **Appendix B**

### **Cluster Chair Guide**

#### **Planning Committee Cluster Chair Guide**

National SkillsUSA use cluster chairperson to coordinate groups of contest and we could benefit from using the same process. A more decentralized approach is needed to monitoring the preparation and implementation of groupings of similar contests which is called clusters. At the Planning Committee meeting of February 20<sup>th</sup>, 2015 the process was discussed and was implemented on a trial basis for the 2015 Championships at Atlanta Technical College. The information that follows describes the process and what each chair needs to do.

Cluster chairs have been assigned to the following committee members:

Health Contests and Early Childhood Education—Diana Kendrick

Food Related Contests - Benita Stallings

Occupationally Related Contests - To Be Announced

Computer Related Contests - Christine Hamilton

Leadership contests -Tony Chriswell

Overall Facility Chair - John Lipham

#### **Overall Facility Chairperson**

The overall all facility coordinator will constantly move about the facility during the competition and will seek out the cluster chair to check on the status of contests under his or her contest grouping. He will keep in contact with these cluster chairs via a cell phone unless other communication devices can be provided by Atlanta Tech. He will ensure that any possible complaints about any contest are addressed as soon as possible and will contact the State Director (Lynn Tanner - interim) and SkillsUSA consultant (John Scott) if needed.

**Cluster Chairpersons:**

The cluster chairpersons have several important duties before and during the competitions. The information that follows describes these duties in table form with responsibilities on the left side and procedures on the right.

<b>Responsibilities</b>	<b>Procedures</b>
Assist in preparing for competitive events	<ul style="list-style-type: none"><li>• Obtain information from the consultant such as cluster assignment, names of Atlanta Tech cluster chairs with contact information, diagram of contest locations with room numbers, copies of technical standards for all contest in the cluster, and a copy of the program with schedule of events</li></ul>
	<ul style="list-style-type: none"><li>• Become familiar with the rules and regulations for each contest in the cluster, especially with the setup of the contest site</li></ul>
	<ul style="list-style-type: none"><li>• Review the Atlanta Tech Cluster Chair Guide</li></ul>
	<ul style="list-style-type: none"><li>• Participate in a scheduled meeting with the Atlanta tech Cluster Chair to go over shared and individual responsibilities and procedure and to tour the contest sites to ensure that they are ready for competitive events</li></ul>
	<ul style="list-style-type: none"><li>• Visit the room where the orientation meeting will be held for contest facilitators, technical chair persons, and judges. Be sure that it is setup so that contest people can sit at a table or at least close together for the orientation meeting</li></ul>



	<ul style="list-style-type: none"> <li>• Obtain the appropriate number of facilitator, technical chair and judges badges</li> </ul>
	<ul style="list-style-type: none"> <li>• Obtain the appropriate number of gifts</li> </ul>
	<ul style="list-style-type: none"> <li>• Have contests packets ready to distribute to technical chairpersons and judges as well as the scoring thumb drive envelopes</li> </ul>
	<ul style="list-style-type: none"> <li>• Have a printout of the contestants in each contest of the cluster</li> </ul>
	<ul style="list-style-type: none"> <li>• Place contest tent cards so that people will know where to sit for the orientation meeting</li> </ul>
	<ul style="list-style-type: none"> <li>• Have calculators available to give to technical chairs who want to use them</li> </ul>
	<ul style="list-style-type: none"> <li>• Know the procedures for distributing lunches as well as gifts</li> </ul>
	<ul style="list-style-type: none"> <li>• Arrive at Atlanta Technical College at last 30 minutes before the orientation meeting</li> </ul>
	<ul style="list-style-type: none"> <li>• Participate in an overall planning committee meeting where cluster chair responsibilities and procedures will be reviewed</li> </ul>
	<ul style="list-style-type: none"> <li>• Have information that includes the names of the contest facilitator, technical chairperson and judges</li> </ul>

	<b>Procedures</b>
	<ul style="list-style-type: none"> <li>• Be available at the door when facilitators, technical chairs and judges arrive for the meeting, greeting them and directing them to their seating. Be sure to ask them to pick up their badges before the meeting begins</li> </ul>
	<ul style="list-style-type: none"> <li>• Begin the meeting on time, introducing yourself and the Atlanta Tech cluster chair, and welcoming everyone and thanking them for their contributions to SkillsUSA Georgia Postsecondary</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide badges to those who have not picked them up</li> </ul>
	<ul style="list-style-type: none"> <li>• Briefly describe the championships, the preparation of contestants, the judging and scoring process, the awards ceremony, and the opportunity for the first place winner to advance to the national championships.</li> </ul>
	<ul style="list-style-type: none"> <li>• Distribute the contest packets and go over the contents, emphasizing the standards for them to read of time permits, the importance of completing fully the information sheets, the instructions for the technical chairpersons and judges, and the need to complete the critique sheets. Describe how scoring rubrics are to be used and how the scores will be entered from the scoring rubrics to the scoring thumb drive.</li> </ul>

Attend the technical chairperson's and judge's orientation meeting and be recognized as the person who will oversee a contest grouping

- Assist in distributing contest packets to the technical chairperson for each contest in their grouping
- Ensure that all technical chairpersons and judges are escorted to their various contest locations according to the time schedule
- Ensure that technical chairpersons conduct a specific contestant briefing 20 minutes before the start of all contests.
- Ensure that contests start on time and that contestants who are waiting in holding rooms are where they are supposed to be.
- Constantly move about the contest in their grouping, observing the contest and talking with advisers about the contest and the technical chairperson when asked.
- Use Atlanta Tech runners when needed to secure refreshments or obtain any needed items
- Distribute technical chair and judges gifts to them toward the end of each contest or preferably right after the contestant briefing when all judges are together.
- Toward the time that the contests are about to end, check with the technical chairperson to find out when the contest will be over and remind them to conduct a contestant briefing before they ask contestants to help clean up the contest site. Also, remind the technical chairperson to use available computers to enter the scores from each judge onto the contest scoring flash drive. (Note: It will be necessary to see if computer access can be provided in each contest grouping area). Ideally, the contest facilitator should allow the technical chairpersons to use their computers. Judges need to work with their technical chairperson to read off scores from their rubrics since writing is sometimes difficult to interpret.
- When the technical chairperson completes the scoring process, ensure that he or she has recovered the badges and the judge's folders and place them in the packet. The judge's rubrics as well as their information sheets and critiques sheets should be obtained by the technical chairperson and clipped together along with the contest summary sheet and contest scoring flash drive envelope to the outside of the contest packet to facilitate the delivery of contest information to the contest results room. Be sure to remind the

technical chairperson to ask judges to stay for a little while longer until the contest results are checked before leaving for home. They can use this time to eat their box lunches.

- The cluster chairperson needs to direct or escort the technical chairperson to the contest results room where they will be directed to hand in the packet which contains badges, folders, and essential contest papers (rubrics, information sheets, contest summary sheet, critique sheets, and contest flash drive envelope clipped together)
- A cluster chair should use a check off sheet to maintain record of which contest have turned in their packets and have finished their work.
- Ensure that all contest signs are retrieved and submitted to the contest results room by the technical chairperson or by you.

## Appendix C

### Formal Officer Installation Ceremony

**Chairperson:** With the lighting of this candle, mister or madam president, I present to you the duly chosen officers-elected for the (SkillsUSA year), chosen for their abilities and qualities of leadership. It is your duty to properly install the officers-elect in order that they may assume their duties for the coming year.

**Parliamentarian:** Mr./Madam parliamentarian-elect, it is your duty to serve as consultant to the president on procedural matters. An authority on parliamentary procedure is frequently needed, and the parliamentarian is the source of such information. The parliamentarian must possess at all time *Robert's Rules of Order, the Leadership Handbook of SkillsUSA* and the national, State, and local Constitutions.

**Please light your candle**

The lighting of your candle is symbolic of the passing of the torch. May I remind you that the shield, a vital part of the SkillsUSA emblem, represents patriotism. This symbol of your office represents our belief in democracy, liberty, and the American way of life.

**Please raise your right hand and repeat after me:**

**I, (state your name), promise to fulfill the duties of my office as parliamentarian to the best of my ability.**

**I now declare you duly obligated and installed as Parliamentarian of Georgia Postsecondary SkillsUSA for (year).**

**Historian**

**Mr./Madam Historian, you have been appointed by**

**your fellow officers to serve as liaison between the executive council and the members at large.**

**Please light your candle**

**As you light your candle, may I remind you that the colors of the emblem represent your office. Red and white represent the individual states and the clubs. Blue represents the common union of the states and clubs, and gold represents the individual, the most important element of the organization.**

**Please raise your right hand and repeat after me:**

**I, (state your name), promise to fulfill the duties of my office as Historian to the best of my ability.**

**I now declare you duly obligated and installed as Club Historian of Georgia Postsecondary SkillsUSA for (year).**

**Reporter**

**Mr./Madam Reporter-elect, it is your obligation as reporter to compile reports of the activities of SkillsUSA and to release them to the press, radio, and TV. You are in charge of all public relations carried on in SkillsUSA.**

**Please light your candle**

**As you light your candle, may I remind you that the symbol of your office is the gear, symbolic of the industrial society, which denoted the individual working together with labor and management for the betterment of mankind.**

**Please raise your right hand and repeat after me:**

**I (state your name), promise to fulfill the duties of my office as Reporter to the best of my ability.**

**I now declare you duly obligated and installed as Reporter of Georgia Postsecondary SkillsUSA for (year)**

**Treasurer**

**Mr./Madam Treasurer-elect, you have been elected by your fellow members to serve as treasurer of the organization. It will be your responsibility to report to the local clubs and state associations as to the financial status of the organization. A knowledge of simple accounting procedures must be mastered and all records must be kept accurately.**

**Please light your candle**

**As you light your candle, may I remind you that the flaming torch, the symbol of your office, 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.**

**Please raise your right hand and repeat after me:**

**I (state your name), promise to fulfill the duties of my office as treasurer to the best of my ability.**

**I now declare you duly obligated and installed as treasurer of Georgia Postsecondary SkillsUSA for (year).**

**Secretary**

**Mr./Madam Secretary-elect, you have been honored by your fellow members with the responsibility of keeping accurate minutes of the meetings. You have custody of the constitution and bylaws and will have them available at each meeting to be used for reference. You will check and write correspondence and provide the**

**President with an agenda for the coming meeting.**

**Please light your candle**

**As you light your candle, may I remind you that the symbol of your office, the orbital circles, represents the challenge of modern technology. They signify the training needed to accept and master the challenge of new technical frontiers and the need for continuous education.**

**Please raise your right hand and repeat after me:**

**I (state your name), promise to fulfill the duties of my office as secretary to the best of my ability.**

**I now declare you duly obligated and installed as Secretary of Georgia Postsecondary SkillsUSA for (year).**

**Vice-president**

**Mr./Madam Vice president-elect, you have been selected by your fellow SkillsUSA members to serve as Vice-president this year. Your duties will require you to preside at meetings and other functions in the absence of your president. As the one charged with the responsibility for the program of activities for the coming year, you must provide the spark and enthusiasm to keep SkillsUSA running smoothly.**

**Please light your candle**

**As you light your candle, may I remind you that the symbols of your office are the hands. The hands represent the individual and portray a search for knowledge and a desire to acquire a skill. In the process, we will develop a dignity for work and become more productive and responsible citizens.**



**Please raise your right hand and repeat after me:**

**I (state your name), promise to fulfill the duties of my office as vice-president to the best of my ability.**

**I now declare you duly obligated and installed as Vice-president of Georgia Postsecondary SkillsUSA for (year).**

**President**

**Mr./Madam President-elect, you have been selected by your fellow SkillsUSA members to lead our organization for the coming year. A good president is one who can work with people and in turn get people to work with him or her for the betterment of the organization. You must be aware of the work that has to be done and provide leadership in seeing it is accomplished. It is your responsibility to see that the organization is always moving ahead, you must know how to delegate authority to fellow officers and committees. You must preside over meetings, always using proper parliamentary procedure and practices. You must be the guiding light for fellow officers and members in the coming year.**

**Please light your candle**

**As you light your candle, may I remind you the symbols of your office are the letters S.K.I.L.L.S.U.S.A. Each of these letters alone means little, but together they represent the strength of our organization. In the same respect, each of your officers alone can do little, but together they can work to carry out the activities and duties of the SkillsUSA organization. So I urge you to lead your officers in working together in and for the strength of**

**SkillsUSA**

**Please raise your right hand and repeat after me:**

**I (state your name), promise to fulfill the duties of my office as President to the best of my ability.**

**I now declare you duly obligated and installed as President of Georgia Postsecondary SkillsUSA for (year).**

# Appendix D

## SkillsUSA Student Conduct Guide

### Postsecondary SkillsUSA Student Behavior Guide

The Carl Perkins Vocational Education and Technical Education Act includes nationally recognized career and technical student organizations like Phi Beta Lambda, SkillsUSA, Delta Epsilon Chi and others in their definition of Career and Technical Education. The United States Department of Education has consistently issued a special policy in which it describes career and technical student organizations as an integral component of a quality vocational-technical instructional program. The Technical College System of Georgia considers career and technical student organizations to be an important part of the curriculum in technical colleges.

Postsecondary career and technical student organization activities are considered to be a part of the technical college's instructional program whether they occur during regular program hours on campus or after school hours on the campus or at some other location. Therefore the normal school behavior code applies to all organized student organization activities regardless of time or place.

Postsecondary students who are participating in SkillsUSA student organization activities must understand that these activities are an extension of the college's instructional program and govern themselves accordingly.

It is the responsibility of career and technical student organization advisors and chairpersons to inform their students who leadership conferences, competitive events, and other career and technical student organization activities are part of the college's instructional program and that students are to follow regular school conduct when participating in these activities. Students who fail to follow regular college behavior guidelines will be sent home immediately from any student organization activity occurring away from campus at their own expense and will be subject to appropriate disciplinary actions by technical college administrative personnel.

### Code of Conduct

SkillsUSA advisors must be good role model for their students and be perceived as knowledgeable about the organization. If a student asks a question that cannot be answered at the moment, tell the student you do not know but will seek an answer and inform him or her later. SkillsUSA stands for high moral and ethical character and students and instructors must follow a sound ethical code. It is expected that students and advisors will follow college regulations regarding dress as well as consumption of alcoholic beverages on or off campus if it is an official SkillsUSA activity such as the Fall Leadership Conference, an official called officer or advisor training meeting off campus, or the Championships. The approved code of conduct follows:

## CODE OF CONDUCT FOR SkillsUSA STUDENTS

**Local Advisors/Teachers/Approved Chaperones shall be responsible for their students at all times.**

Post secondary students are over age 18 and are considered adults but sometimes even adults need guidance at official SkillsUSA meetings, conferences and competitive events. The following information is the code of conduct for Postsecondary SkillsUSA.

1. Participants shall attend all sessions in accordance with the conference agenda.
2. Participants' behavior at all times should be such that it reflects credit to them, their college and their organization.
3. All conference participants shall wear their conference ID or badge while participating in conference activities.
4. Participants shall keep advisors informed of where they are at all times.
5. Participants shall sleep in the rooms for which they are registered.
6. Students are expected to observe the designated curfew. (curfew is described as being in assigned rooms by the designated hour.) Curfew times are established by the overall college SkillsUSA advisor.
7. Participants are expected to respect hotel property and contest facilities and equipment. The individual(s) and/or parents/guardians must pay any damages to the property or furnishings in the hotel rooms or building.
8. Participants shall be considerate and respect the rights of their roommates and other hotel guests by refraining from behavior that may disturb others. Do not make excessive noise or have the radio or TV at a high volume.
9. Conference participants shall not possess or consume alcohol, drugs, or any form of artificial stimulant while traveling to, during, or returning from the conference/contest site. Drugs prescribed by doctors are permissible in original container. Violators will be expelled from the conference and turned over to the proper authorities. Chapter advisors will notify parents/guardians and college administrator of the action taken.
10. Visitation of male and female members of the opposite sex in hotel guest rooms is strongly discouraged. Permission from advisors of both parties and adult supervision must be obtained before visitation can take place. It is the responsibility of chapter advisors to provide proper supervision between visitations of the opposite sex.
11. Participants are to report any accidents, injuries, or illnesses to their advisor immediately.
12. Use of tobacco products is prohibited in business sessions, workshops and other scheduled conference activities and while in official dress (blazer or jacket must be removed if smoking is necessary).

13. Participants shall refrain from using profane language, making obscene gestures, or performing acts that would mar the image of the organization.
14. When leaving the hotel or conference site, students are to stay in groups of at least 3 or 4 and avoid walking on streets late at night.
15. Students shall not participate in any activity that might cause personal injury to himself/herself or any other person. Any participant found in violation of hotel safety codes or criminal laws may be sent home at the students'/parents'/guardians' expense. The chapter advisor will contact the parents/guardian and the appropriate college administrator.
16. The State SkillsUSA Director has the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the local advisor or the assigned chaperone will contact the parents/guardian and college personnel.
17. Championships contestants should come dressed to the awards ceremony either in official SkillsUSA Dress, their contestant uniform, or in clean clothing that is in good taste for the occasion. Dress in denims, sandals, and revealing clothing **would not** be in good taste.

# Appendix E

## Grievance Form

Date: \_\_\_\_\_ Time Contest Ended \_\_\_\_\_, Submitted \_\_\_\_\_  
College Name: \_\_\_\_\_ Advisor/Instructor \_\_\_\_\_  
Contest: \_\_\_\_\_ Student # \_\_\_\_\_

**Description of the perceived violation of contest procedures that ensure fairness and adequate assessment of contestants' knowledge and skills**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Signature or author \_\_\_\_\_

**Official Grievances must be in writing (preferably on this form) and submitted to the technical chairperson of the contest, to any planning committee member, to the State Director, State Consultant, or to any member of the planning committee (usually in the headquarters area) within 30 minutes following the end of the contest. You should make yourself and your contestant available for questioning by the grievance committee. The committee usually meets within the hour following the close of all contests.**

# Appendix F

## Contest Summary Sheet/Score Card

Contest \_\_\_\_\_

Number of Judges \_\_\_\_\_

Technical Chair \_\_\_\_\_

**Contest Components**  
Skills and Tests

**Contestant Numbers**


# Appendix G

## Resume Format

All contestants advancing to nationals will be required to submit a resume electronically to [www.skillsusa.org/compete/updates.html](http://www.skillsusa.org/compete/updates.html). A resume is now required as part of the registration process for contestants of the state level Championship. Please develop one and bring two copies, one to submit at the registration table and one to the technical chair for any GICC requiring one. All contestants should develop and maintain a current resume. Use the following worksheet to create your own resume. Be sure to list most current information first.

### Your name

#### *Current Address*

Current street address  
City, state, zip code  
Ph: phone number

#### *Permanent Address*

Current street address  
city, state, zip code  
Ph: phone number  
*(if same as current address,  
do not repeat)*

### Goals or Objectives:

### Skills:

### Employment:

### Education:

### Awards/Honors:

**References:** (You may not want to include references but if not, please include the statement “References are available on request”).



# **APPENDIX H**

## **Procedures for Processing Contest Results**

### **Technical Chairperson Work Room**

A room equipped with computers and calculators and at least one trained professional who can help judges enter data on the score card flash drives using the judges' rubrics or rating sheets should be provided. It is expected that many of the technical chairpersons will prepare the score card flash drives at their contest sites but there are always a few that need help and that is the purpose of having a technical chairperson work room with qualified assistance available.

### **Contest Results Receiving Committee**

The Contest Results Receiving Committee must include the State SkillsUSA Director and support staff and the SkillsUSA Consultant along with trained persons identified by the State Director and Consultant. The committee must establish procedures on how contest results are to be submitted, checked and prepared for submission to the Date Entry Committee to enter contest score card information into the computerized program for tallying results, verifying scores, and storing for future reference. It is anticipated that all contest results will include a flash drive score card along with the judges scoring rubrics and possibly a completed contest summary sheet.

The procedures for receiving contest information, which has worked well over the years, is for the technical chairpersons of each contest to submit results of their contest in the front of their packet provided to them. They must include the contest flash drive, possible contest summary sheet, each judge's rating sheets or rubrics, and the judges' information sheets on the front of the technical chairperson's packet and they should also submit the contest planning packets and judges packets loaned to them to conduct the contest. Folders should be prepared in advance by the Contest Results Receiving Committee to place the contest flash drive, the summary sheet and judges' rating sheets for each contest in a labeled envelope. A separate folder should be used to file judges' information sheets that will be used to send thank you letters to business and industry partners. Expandable folders labeled in advance should be used to file the returned technical chairperson and judges' packets. All contest materials provided to the technical chairperson and judges including badges, should be returned and filed for future use to keep operating costs as low as possible and to maintain test security.

The Contest Results Receiving Committee must have adequate personnel to sit down with the technical chairperson and carefully check and recheck the tallies of each judge's rating sheet and the data on the flash drive and summary sheet before dismissing the chairperson. The data displayed in the flash drive or on the summary sheet must be accurate. It is very important to look at the total values earned by each participant to be sure that they are relatively close in value

and contain no tied summary scores. If there is a noticeable difference in scores among participants, recheck the information again. All committee members must take the time to be sure contest results are accurate.

### **Specific Steps for Contest Results Receiving Committee**

The receiving room personnel have a very important job for they must receive the technical chairperson's flash drives, judges' summary and scoring sheets along with the Technical chair and judge's information sheet and all contest materials in the expandable folder. They must follow certain steps to check the turned in materials as follows:

1. The technical chairperson should pull from the expandable folder the flash drive envelope, the yellow contest summary sheet with the individual judges' scoring sheets and information sheets attached and give it to a tally room worker. He should also hand the expandable folder to the worker and perhaps contest planning materials if they have not already been submitted.
2. The contest results room worker must sit down with the chairperson and go over the flash drive and summary sheet to be sure that they contain all necessary information. The summary sheet should contain the name of the technical chairperson along with his/her cell or office phone number. It should contain a listing of the contest tasks in the spaces provided on the left side of the form. It should contain the contestants' numbers across the top in the spaces provided and the contestants' initials when possible written directly above the numbers. These contestants' numbers should be listed chronological order in the spaces provided in the summary sheet. **The contest results room person must be sure that the contestants' scores are placed in the correct columns.** Unless the flash drive information will be used to determine winners, the technical chairperson and work room assistant must identify the first, second and third place winners and circle these totals to highlight them on the yellow summary sheet.
3. The contest results room worker must be sure that **the total scores listed in each column are correct by using a calculator and that the total is recorded in the corresponding column.** This will require at least three workers in the tally room to check these calculations so that a backlog of technical chairperson will not occur. At least two times in the past, incorrect medallions were awarded because a technical chairperson calculated the scores but wrote the totals in the wrong column for the wrong contestant.
4. The contest results room workers must also check to be sure that **all judges are identified by name on their judges scoring instruments and scores are available for all contestants.** This requires that judges are provided with detailed scoring rubrics so they can record the contestant's scores by each contest task. This is necessary to provide detailed feedback later to advisors and contestants. If a contest does not have all of the judges scoring instruments, the chairperson must

return to the contest site where the judges should be waiting and obtain them and then return to the tally room.

5. The contest receiving room worker must be sure that **there are no identical totals for different contestant columns.** The worker and chairperson should decide on how to break that tie by using the highest score on the written test or oral assessment if the contest includes these components or select one of the tasks at random and use the highest score earned in this task to break the tie

6. The contest results room worker must be sure that the **technical chairperson and judges' information sheets are submitted and that they contain complete address information.** It may be impossible to accomplish this but the technical chairperson will be told in advance to make sure that complete address information on the information sheets for his/her contests. Thank you letters are mailed to technical chairpersons and judges and every year this is a challenging task because of incomplete address information. These information sheets must be **kept in a stack separated by technical chairperson and judges.**

7. The contest results room worker must place the contest flash drive envelope, the summary sheets and attached judges' sheets together in a large envelope so they can be delivered to the data entry personnel.

8. It is absolutely necessary to keep everyone out of the contest results room except the state consultant, the state director and an appropriate number of technical chairpersons at one time having their materials checked.

9. The contest results room workers must **file the contest materials in the crates or file boxes provided with one container for leadership contest materials, one for occupationally related materials, one for health occupations materials and one for skilled and technical science materials. These returned materials should be placed in containers in alphabetical order for easy retrieval.** Every year the state consultant must retrieve contest materials quickly to settle an inquiry or to check to be sure that the correct medallions are awarded.

10. The Contest results room must be supplied with at least two computers, four (4) large number calculators, two (2) staplers loaded with staples, one box of large paper clips, and one box of spring-type paper clamps for clamping many sheets together such as the information sheets. In addition, there should be at least four felt tip pens to use in labeling folders should that be necessary. A stack of white paper needs to be available for calculations or for general use. Finally, there should be one new sticky note pad of any color available.

11. The state consultant should have the opportunity to go over the steps described in this information sheet and be sure that all workers know the procedures to follow.

12. If possible, a cooler should be provided with cold water and soft drinks and an assortment of snack food so that workers do not need to leave the room except for use of restrooms.

### **Data Entry Room Personnel**

The data entry personnel must be trained in using the national data base scoring program. One or more people will be required to enter the data in the program, perhaps spelling each other for it is expected that only one person can enter information at the same time. The other person may assist in orally providing scores to the data entry person but should definitely be involved in checking the entered data for accuracy before moving on to the next contest.

The data entry committee must produce several printed copies of the results and provide them to the State SkillsUSA Director, SkillsUSA Consultant, one staff member from the TCSG or another experienced awards ceremony person to be sure announced winners are accurate. If an error is made in announcing the results, the other committee members who are monitoring the announcements can suggest corrections immediately to the announcer in a non-obtrusive manner.

Should an error ever be made in awarding the incorrect medallion to students, every effort should be made to insure that the rightful winners receive the correct medallions and that the rightful first place winner be sent to the National Skills USA Championships as the Georgia Postsecondary contestant for this contest. It should also be clear that there is no way to repair the damage done to students when errors like these are made and not detected until after the awards are presented. It is essential that the Contest Results Committee check and recheck all contestant data to be sure they are accurate.

# Appendix I

## Sample Oral Assessments

**Sample Oral Assessments:** The following pages contain samples of different formats for oral assessment.

### Oral Assessment of a Mock Employment Interview

Station No. \_\_\_\_\_ Contestant No. \_\_\_\_\_

**Oral Communication Problem:** Responding in a mock interview

- Time Frame: No more than 5 minutes

**Purpose:** To encourage contestants to develop better communication skills and to provide for a practice interview

**Setting:** A mock interview between an employer and applicant (Choose Position)

**Directions:** Employer and applicant greet each other and then are seated facing each other

**Questions to be asked:**

1. How long have you lived at your current address?
2. How did you hear about our vacant position?
3. What do you know about our company?
4. What do you believe are your qualifications for this position?
5. What work experiences have you had that would be useful in this position?
6. What specific skills such as verbal and written communication, problem-solving, leadership or technical skills, etc. do you bring to our job?
7. What employability skills such as adaptability, punctuality, industry, flexibility, etc. do you possess?
8. What factors do you believe are the most important for job success?
9. How do you plan to update your skills and knowledge in your occupation?
10. Why do you want to work for our company?

**Scoring:** 2 points for each of the criteria below that are done well; 1 point for average performance; and 0 points if the behavior is not shown.

Criteria	Ratings			
	3	2	1	0
Introduced himself or herself by name and waited to be seated				
Used a pleasant, audible tone of voice				
Used eye contact, facial expressions, and gestures to facilitate communication				
Responses were thoughtful and appropriate				
Responded in complete sentences using good English				
Responses were given quickly to questions				

Responses were acceptable and complete without wandering				
Maintained composure without showing emotions				
Listened carefully to the questions being asked				
Thanked employer for the interview				
Inquired as to how and when he/she can ask about interview results				

**Total Score:** \_\_\_\_\_ **NOTE:** Oral assessment cannot exceed 10% of total contest points  
Please do not give any feedback to the contestant

## Oral Assessment (Customer service)

CONTESTANT # \_\_\_\_\_

<b>STATION #</b>          
--

**ORAL COMMUNICATIONS PROBLEM:**

- Time Frame: 2 minutes or less
- 15 possible points (All contestants are eligible for the full points)

**PURPOSE:**

- To create better oral communications skills for technicians and skilled workers

**PROBLEM:**

- A NEW CUSTOMER CALLS YOUR BUSINESS AND WANTS TO

MAKE AN APPOINTMENT FOR SERVICES. YOU DON'T KNOW IF HE/SHE REALLY NEEDS YOUR SERVICES.

**DIRECTIONS:**

- Contestant will do mock phone call, pretending client is on the phone.  
(2 phones, 2 chairs, 1 table plus a live customer will be calling in for an appointment.)

**WHAT THE JUDGES WILL BE SCORING:**

<b>Note: 1 point each if contestant does the following:</b>	
<u>          </u>	Pleasant voice
<u>          </u>	Name of business used.
<u>          </u>	Technician/Skilled worker identified self.
<u>          </u>	Asked for customer's first and last name.
<u>          </u>	Got customers phone number.
<u>          </u>	Used customer's name at least once during conversation
<u>          </u>	Determined the need for services
<u>          </u>	Verified to the customer the appointment time.
<u>          </u>	Ask customer if other services were needed.
<u>          </u>	Ask if customer needed directions to the business
<u>          </u>	Thanked the customer for booking the appointment.
<u>          </u>	Over-all presentation ( 1-4 points )

COMMENTS FROM JUDGE:

**Total Score (1-15 POINTS)**

**Oral Assessment (Customer complaint)      CONTESTANT # \_\_\_\_\_**

**ORAL COMMUNICATIONS PROBLEM:**

- Time Frame: 2 minutes or less
- 20 possible points (All contestants are eligible for the full points)

**PURPOSE:**

- To create better oral communications skills for technicians and skilled workers

**PROBLEM:**

- A customer calls or stops by your business to inform you that the services you provided were not satisfactory. For example: Waldo, the owner of Waldo’s Construction Co., just came into your office and informed you that the welding repairs your company performed on his bulldozer failed and he needs to have this repair done over and right this time. He has a deadline of clearing land so that the foundation lines can be established for a building by noon tomorrow. What will you say to him?

**DIRECTIONS:**

- Contestant will respond to a mock phone call, pretending client with a complaint is on the phone, or will pretend that client or customer is talking to him or her in person. The judge(s) will act as the customer or client with the problem.

(2 phones, 2 chairs, 1 table plus a live customer will be calling in for an appointment. Or two chairs and an office setting similar to those found at a business or company)

**WHAT THE JUDGES WILL BE SCORING:**

<b>Note: 1 point each if contestant does the following:</b>	
_____	Greeted customer with a pleasant, positive voice.
_____	Informed customer of his/her name and Name of business
_____	Asked how he/she could be of service
_____	Asked for customer’s first and last name if it was not provided
_____	Got customer’s phone number and/or e-mail address
_____	Used customer’s name at least once during conversation
_____	Determined the need for services or problem with service
_____	Apologized for the problem.
_____	Described a course of action to solve the problem
_____	Asked if this course of action would be satisfactory
_____	Ask the customer if other services were needed.
_____	Reminded the customer when services would be corrected
_____	Told customer exactly when he/she would be contacted that the repair was completed
_____	Told customer that he/she would call after repairs were made to ensure that the equipment was operating properly
_____	Thanked the customer for calling or for stopping by.
_____	Told customer that satisfactory service is important to the company
_____	Over-all presentation      ( 1-4 points )

**Total Score (1-20 POINTS)**

# SkillsUSA Oral Assessment

## Interview Questions about Program/Occupation

Contestant No. \_\_\_\_\_

Scoring Rubric: A complete, thoughtful response with eye contact and gestures is worth 3 Pts; A general response with some eye contact and gestures is worth 2pts; A rambling response with little eye contact and few gestures is worth one point. Having to repeat the question is awarded 0 pts.

QUESTIONS		Ratings				Comments
1.	How did you become interested in your CTE program?	3	2	1	0	
2.	What do you think will be the benefits from becoming a highly skilled worker in this occupation?	3	2	1	0	
3.	What do you think you will like best about working in this occupation when you finish your training?	3	2	1	0	
4.	What do you consider to be the disadvantages of working in this occupation?	3	2	1	0	
5.	What kind of company would you like to work for when you complete your training?	3	2	1	0	
6.	What are your plans for continuing your education and training?	3	2	1	0	
7.	What if any work experience do you have in the occupation in which your are in training?	3	2	1	0	
8.	What do you think is the future outlook for your occupation?	3	2	1	0	
9.	How would you rate the quality of the education and training that you are receiving in your program?	3	2	1	0	
10	Why did you enter this SkillsUSA Championship contest?	3	2	1	0	
Total Score						
_____						

**NOTE:** The oral assessment cannot exceed more than 10% of the total possible points. Please do not give the contestant any feedback about his/her performance.



## Sample Oral Assessment

CONTESTANT # \_\_\_\_\_

### ORAL COMMUNICATIONS PROBLEM:

- Time Frame: 2 minutes or less
- 20 possible points (All contestants are eligible for the full points)

### PURPOSE:

- To create better oral communications skills for technicians and skilled workers

### PROBLEM:

- A customer calls or stops by your business to inform you that the services you provided were not satisfactory. For example: Hondo is coming to see you in a moment and he is upset. He had you work on his motorcycle to make it easier to start several days ago. It worked fine when he started it to drive it home. He wanted to take a trip tomorrow to the mountains and it will not start. What will you say to him or her?

### DIRECTIONS:

- Contestant will respond to a mock phone call, pretending client with a complaint is on the phone, or will pretend that client or customer is talking to him or her in person. The judge(s) will act as the customer or client with the problem.

(2 phones, 2 chairs, 1 table plus a live customer will be calling in for an appointment. Or two chairs and an office setting similar to those found at a business or company)

### WHAT THE JUDGES WILL BE SCORING:

#### Note: 1 point each if contestant does the following:

- \_\_\_\_\_ Greeted customer with a pleasant, positive voice.
- \_\_\_\_\_ Informed customer of his/her name and Name of business
- \_\_\_\_\_ Asked how he/she could be of service
- \_\_\_\_\_ Asked for customer's first and last name if it was not provided
- \_\_\_\_\_ Got customer's phone number and/or e-mail address
- \_\_\_\_\_ Used customer's name at least once during conversation
- \_\_\_\_\_ Determined the need for services or problem with service
- \_\_\_\_\_ Apologized for the problem.
- \_\_\_\_\_ Described a course of action to solve the problem
- \_\_\_\_\_ Asked if this course of action would be satisfactory
- \_\_\_\_\_ Ask the customer if other services were needed.
- \_\_\_\_\_ Reminded the customer when services would be corrected
- \_\_\_\_\_ Told customer exactly when he/she would be contacted that the repair was completed
- \_\_\_\_\_ Told customer that he/she would call after repairs were made to ensure that the equipment was operating properly
- \_\_\_\_\_ Thanked the customer for calling or for stopping by.
- \_\_\_\_\_ Told customer that satisfactory service is important to the company

	Over-all presentation ( 1-4 points )
--	--------------------------------------

**ORAL COMMUNICATION ASSESSMENT OF -TECHNICAN/SKILLED WORKERS**

Contestant# \_\_\_\_\_

Score \_\_\_\_\_

**Scenario:** A new customer calls your business and wants to make an appointment for services. You pick up the phone from the receptionists and engage in conversation with the possible customer. A judge or contest facilitator will play the role of a customer on a phone inquiring about a needed service. The scene should involve a mock customer on a phone behind a divider of some sort who is talking to the contestant who is role playing either a service director or technical/skilled worker employed by the business seated on the other side of the divider. It is important that both the mock customer and mock employee (contestant) speak loudly so that judges can listen in on the conversation. The time frame should be two minutes or less.

Judges must determine who will do the role play and develop the information for the role play so that all contestants are presented with the same request for services.

**Scoring Rubric**

Phone Skills	4	3	2	1	0
Used name of business when first greeting the customer					
Service director or Technician/skilled worker identified himself/herself in the greeting					
Used a pleasant tone of voice with appropriate volume					
Asked for customer's name					
Obtained customer's address and phone number					
Used customer's name at least once in the conversation					
Determined the need for service					
Verified to the customer the agreed on appointment time					
Ask customer if other services were needed					
Asked if customer needed directions to the business					

Thanked the customer for booking the appointment					
Closed the conversation					
Over-all presentation (1-2 ) pts.					
Total possible points 50	Total Points earned_____				

## **Appendix J**

### **SkillsUSA Georgia Postsecondary 2015-2016 Policy and Procedures Guide**

SkillsUSA Georgia Postsecondary has followed a number of policies governing the organization since it became a separate organization in 1986. Mr. Alexander was the first State Director and under his leadership, VICA Georgia Postsecondary developed a constitution and adopted national policies regarding membership and participation in the U.S. Skills Olympics (Former name for SkillsUSA Championships). Over the years SkillsUSA Georgia Postsecondary has developed additional policies which have been documented in the Adviser's Guide which is updated annually. The current *SkillsUSA Georgia Postsecondary Adviser's and Leader's Guide* contains a wealth of information about the organization, but a separate Policies and Procedures Guide is needed to inform all advisers regarding essential information. The guide will be updated annually and will cover the Technical College System of Georgia year which is July 1<sup>st</sup> thru June 30<sup>th</sup>.

#### **SkillsUSA Georgia Postsecondary Constitution**

The official document that is used to Govern SkillsUSA Georgia Postsecondary is the constitution which was updated in 2012 at the Fall Leadership Conference in Atlanta.

##### **ARTICLE I – NAME**

The official name of this organization shall be “SkillsUSA Georgia Postsecondary.”

##### **ARTICLE II-PURPOSES**

The purposes of the organization are:

- To unite in a common bond without regard to race, sex, religion, creed, national origin, or veteran's status enrolled in classes with trade, industrial, technical and health occupational objectives
- To provide leadership to local SkillsUSA Georgia Postsecondary Chapters
- To provide a clearinghouse for information and activities
- To provide state recognition and prestige through and association and affiliated organizations

- To develop leadership abilities through participation in educational, career, civic, recreational and social activities
- To foster a deep respect for the dignity of work
- To assist students in realistic career goals
- To help students attain a purposeful life
- To create enthusiasm for learning
- To promote high standards in all phases of occupational endeavor, including 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 business and 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 to the needs of the individual and the requirements of his or her chosen occupation.

**ARTICLE III – ORGANIZATION**

Section 1. SkillsUSA Georgia Postsecondary is an organization of local chapters, each operating in accordance with a charter granted by SkillsUSA.

Section 2. The administration and authority in SkillsUSA Georgia Postsecondary will be vested with the Technical College System of Georgia.

Section 3. The State Director is the administrator of the state organization. The State Director shall be employed by and responsible to the Technical College System of Georgia for conducting work of the state program.

**ARTICLE IV – MEMBERSHIP**

Section 1. Membership of SkillsUSA Georgia Postsecondary shall consist of the total eligible members of the local chapters, and members shall hold the same membership status as in their respective local organizations.

Section 2. All members of the local chapters must be members of the state and national organizations to qualify for a charter.

Section 3. Each local chapter shall be open for membership to all students regardless of race, sex, religion, creed, national origin or veteran's status.

Section 4. SkillsUSA Georgia Postsecondary will recognize members only through a local chapter. Classes of membership, which will be recognized, 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, industrial, technology, and health occupations and is earning credit toward a diploma/degree/certificate or its equivalent.

Alumni Membership – Former active members who are no longer enrolled in vocational-technical education. Although alumni members pay dues and may participate at the state and national level through the Youth Development Foundation of SkillsUSA, they are not eligible to serve as voting delegates, hold state office or otherwise represent the state active association membership in the National SkillsUSA. Charters may be issued for local alumni associations. The State Director and State Planning Committee approve appointments to the State Alumni Committee.

Professional Membership – Persons associated with or participating in the professional development of SkillsUSA Georgia Postsecondary, who pays dues as established by SkillsUSA, will be recognized as professional members.

Section 5. A membership shall be from September 1 through August 31.

#### **ARTICLE V – STATE OFFICERS**

Section 1. The state officers of SkillsUSA Georgia Postsecondary shall be the president, vice president, secretary/treasurer, reporter/historian, and parliamentarian.

Section 2. The state officers shall be elected by the delegates at each annual state conference and shall serve for a term of one year.

Section 3. Should the office of president be vacated, the vice president shall succeed to the office of president. In the event any other state officer will be unable to finish his/her term in office, an alternate officer shall be selected from those running for; however, not voted into office, by the State Officer Team, State Planning Committee, and at the approval of the Georgia Postsecondary State Director.

Section 4. A student may hold the position of a state officer for no more than two (2) years and cannot hold the same office in succession.

## **ARTICLE VI – QUALIFICATIONS FOR STATE OFFICE**

Section 1. To obtain and hold a position as a state officer in SkillsUSA Georgia Postsecondary is a high honor requiring certain responsibilities. The state officers are leaders of the state organization and are expected to work together as a team to enlarge their perspective from purely member and local chapter member interest to encompass the purpose of the state organization and its effective and efficient functioning.

### **Minimum Qualifications**

Candidates for state office shall have:

- The endorsement of their instructor, local chapter advisor, and college president
- Has at least one (1) semester remaining in a technical program
- Has active member status
- Take a SkillsUSA Knowledge Test
- State Officers will at all times uphold high moral and ethical values of SkillsUSA organization
- Must remain in good academic standing with their college during the term of their office

Section 2. Candidates for state office must file their candidacy for office with the State Director or designee prior to the deadline set by the State Planning Committee by submitting an Officer Candidate Form, resume, letters of recommendation from their instructor, local chapter advisor, and college president, and Liability Form.

Section 3. Candidates for state office must be available to represent the state organization through personal appearances as listed during the tenure of their office:

1. State Officer Training & Selection
2. National Leadership and Skills Conference (NLSC)
3. Washington Leadership Training Institute (Optional)
4. Georgia Fall Leadership Conference
5. State Officer meetings during the year
6. State SkillsUSA Conference

Section 4. A two-minute speech will be given by each candidate, and the election will be held during the delegate session immediately following the Opening Session of the State SkillsUSA Conference.

Section 5. Candidates receiving the most votes shall be elected to the officer team. In the event of a tie, the scores from the Knowledge test will be used to break the tie.

Section 6. All voting for state officers shall be by secret ballot.

#### **ARTICLE VII – STATE PLANNING COMMITTEE**

Section 1. The SkillsUSA Georgia Postsecondary State Planning Committee shall consist of the state director, assistant to the state director, state advisor, state officer advisor, assistant state advisor, state consultant, and chapter advisor from the college hosting the current state conference, three (3) at-large advisors, and select employees of the Technical College System of Georgia.

Section 2. It shall be the duty and function of the State Planning Committee to:

- Conduct business pertaining to the students they serve
- Propose and review proposed amendments to the SkillsUSA Georgia Postsecondary Constitution and Bylaws and recommend legislation to the delegates
- Make recommendations as to the design of the state pin and wearing apparel and other items it may wish to adopt as official property of the organization with the approval of the State Planning Committee
- Shall make a recommendation to the host site of upcoming conference and retreats
- Shall make a recommendation as to the official list of contests which are to be offered at each state conference and the number of eligible contestants from each school per contest
- Shall make recommendations to the planning and coordination of the conferences offered by SkillsUSA Georgia Postsecondary.

#### **ARTICLE VIII – DELEGATES**

Section 1. The delegates for the SkillsUSA Georgia Postsecondary delegate sessions shall consist of one (1) voting delegate for each local chapter, plus an additional delegate for each ten (10) active student members as reported by National SkillsUSA. Each delegate shall have one (1) vote and must be present to vote.

It shall be the duties and functions of the delegates to:

- Enact bylaws, rules and regulations necessary for carrying out the affairs and activities of the organization
- Elect state officers of the organization
- Act upon items of business as requested by the State Planning Committee



## **ARTICLE IX – MEETINGS**

- Section 1. An annual meeting of SkillsUSA Georgia Postsecondary shall be held at such time and place as the State Planning Committee may decide.
- Section 2. Parliamentary procedures at all meetings will be governed *by Robert's Rules of Order, Newly Revised*.

## **ARTICLE X – VOTING**

- Section 1. Members shall exercise their franchise at state meetings or conferences through duly elected representatives or delegates of the chartered local chapter.
- Section 2. All official delegates or alternates must be active members of their respective local chapter, state associations, and National SkillsUSA by March 1 of the year.
- Section 3. Voting on state officers and amendments shall be by secret ballot.

## **ARTICLE XI – FINANCES**

- Sections 1. Local chapters will be responsible for annual state and national dues according to the number of individual members claimed in each membership classification.
- Section 2. All organization monies shall be deposited with the Technical College System of Georgia's Foundation.
- Section 3. Annual dues shall be designated by State and National guidelines.
- Section 4. The fiscal year of SkillsUSA Georgia Postsecondary shall be July 1 through June 30 in accordance with the fiscal year of the Technical College System of Georgia.
- Section 5. Annual college assessment fees will be determined by the State Planning Committee.

## **ARTICLE XII – AMENDMENTS**

- Section 1. The Constitution and Bylaws may be amended as follows:
- A proposed amendment must be presented in writing to the State Director 90 days prior to a statewide meeting
  - The Planning Committee shall review the amendments
  - Amendments must be submitted to each local chapter as soon as possible or at the time of the statewide meeting
  - Amendments must be presented for vote at an official business meeting of the delegates or at the annual meeting at the State Conference.

Amendments to the Constitution and to the Bylaws shall be adopted by a majority vote of the delegates.

### **Funding for SkillsUSA Georgia Postsecondary**

Funding for SkillsUSA Georgia is provided under the provision of the Carl D. Perkins Act which covers the administrative cost such as the salary of the State Director and any consultants needed to implement the state level program of work. Additional funding must come from other sources such as donations from business and industry, assessed fees to technical colleges and student participation fees in the Championships. The following is the fee structure for colleges and students.

For the 2015-2016 SkillsUSA year, technical colleges will be assessed \$1,000 for participation in the SkillsUSA Georgia Postsecondary Championships and each participating student contestant will be assessed a participation fee of \$75.00.

### **Policies for Participation in the Championships**

The official SkillsUSA year runs from August 1<sup>st</sup> thru the Annual Conference which is nearly always the last week in June. Ideally, students should become members starting in August and before the March 1<sup>st</sup> deadline for membership so they are eligible to receive the *Championships* Magazine and other benefits. Students must be enrolled in a coherent series of courses or a career major that prepares them for further education and/or employment related technology, the health industry, or trades or industry. College/postsecondary contestants must be earning credit toward a postsecondary degree/certificate during the college year (July 1<sup>st</sup> – June 30<sup>th</sup>) immediately preceding the national Leadership and Skills Conference. For SkillsUSA Georgia Postsecondary, this means that students must be enrolled in or have completed a series of courses in a major program area to be eligible to participate in the state level Championships which is usually the third or fourth week of March each year.

The following are specific requirements for participation in the Georgia Postsecondary Championships and ultimately in the national Championships:

- Must be an active member of SkillsUSA and be registered as a contestant in a specific contest on the National Data Base before the deadline for the state Championships
- Can only participate in one contest area (leadership, occupationally related, and Skills and technical Sciences)
- Can only participate as a contestant in a contest at the state or national level for two years.

- Should have earned the right to represent their college by participating in a preparation experience such as a local SkillsUSA Championships, or a simulated competitive event under the oversight of business and industry leaders or qualified college instructors and earn first place or be deemed adequately prepared to advance to state level competition.. In the event that the first place winner is unable to participate in the state or national Championships, the alternate must be the next highest placing contestant who is able to participate. All contestants must qualify through state SkillsUSA approved contest. To qualify to advance to the National Championships,
- The first place winner must meet the standards of national competition as evaluated by the judges and technical chairperson of state level competition before being certified by the Georgia Postsecondary SkillsUSA Director. In other words, simply because a student is the only contestant in a contest does not guarantee him or her opportunity to advance to national competition. Contestants must meet reasonable standards which serve to protect the student from being embarrassed in a national contest for which they are unprepared. The SkillsUSA planning committee established a cutoff score of 700 points out of 1000 possible points or a 70% criterion which is the passing score for CTE programs for colleges. There is one exception and that is related technical math in which the contestant advancing to nationals must have no less than 600 points (60%) and be recommended by the technical chair of the state level contest. Only students who have been screened for competition can be certified to represent Georgia Postsecondary SkillsUSA in the National Championships. In the event that a student from a technical college is the only contestant in a state championships contest, the student must compete in a local contest or preparation event administered at their college or an alternate site. The winners of local contest must be submitted to the State Director with a copy sent to the SkillsUSA Consultant and the registration official. It is the advisor's responsibility to ensure that their contestants are prepared for competitive events. Only official SkillsUSA members who have submitted their dues to the national office by midnight of February 13th are eligible to participate in the state level Championships.
- To be eligible for recognition at the State level Championships, second and third place winners must also earn point scores that are no less than 100 points below the national level cutoff scores respectively (600 or 60% for second place and 500 or 50% for third place.) For Related technical Math contestants, second place winners would have to score 500 points or 50% and third place winners 400 points or 40% for state level recognition.
- A full team (including alternates if allowed) must be registered members before the state deadline for competition
- Contestants must be dressed as specified for the contest especially for safety reasons

- A full team (including alternates if allowed) must be registered members before the state deadline for competition
- A liability form must be completed for all contestants and be maintained by the adviser at all competitive events
- Colleges can only send one contestant from their colleges to participate in a given contest unless they receive information from the State Director stating another number. For a number of years information has been sent out to advisers regarding the count allowed for each contest in the various contests.

### **Policies for Conduct at Meetings and Conferences**

SkillsUSA is an organization that is governed by a Creed that includes a belief in fair play. Members repeat the Creed that includes the statement “I will, through honest 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 whom I work as I would like to be treated.” SkillsUSA Georgia Postsecondary students are adults but sometimes adults do not conduct themselves in an accepted manner. The following is the Code of Conduct for SkillsUSA Georgia Postsecondary students.

#### **Code of Conduct for students**

Local Advisors/Teachers/Approved Chaperones shall be responsible for their students at all times. Postsecondary students are over age 18 and are considered adults but sometimes even adults need guidance at official SkillsUSA meetings, conferences and competitive events. The following information is the code of conduct for Postsecondary SkillsUSA.

1. Participants shall attend all sessions in accordance with the conference agenda.
2. Participants’ behavior at all times should be such that it reflects credit to them, their college and their organization.
3. All conference participants shall wear their conference ID or badge while participating in conference activities.
4. Participants shall keep advisors informed of where they are at all times.
5. Participants shall sleep in the rooms for which they are registered.
6. Students are expected to observe the designated curfew. (Curfew is described as being in assigned rooms by the designated hour.) Curfew times are established by the overall college SkillsUSA advisor.
7. Participants are expected to respect hotel property and contest facilities and equipment. The individual(s) and/or parents/guardians must pay any damages to the property or furnishings in the hotel rooms or building.
8. Participants shall be considerate and respect the rights of their roommates and other hotel guests by refraining from behavior that may disturb others. Do not make excessive noise or have the radio or TV at a high volume.

9. Conference participants shall not possess or consume alcohol, drugs, or any form of artificial stimulant while traveling to, during, or returning from the conference/contest site. Drugs prescribed by doctors are permissible in original container. Violators will be expelled from the conference and turned over to the proper authorities. Chapter advisors will notify parents/guardians and college administrator of the action taken.
10. Visitation of male and female members of the opposite sex in hotel guest rooms is strongly discouraged. Permission from advisors of both parties and adult supervision must be obtained before visitation can take place. It is the responsibility of chapter advisors to provide proper supervision between visitations of the opposite sex.
11. Participants are to report any accidents, injuries, or illnesses to their advisor immediately.
12. Use of tobacco products is prohibited in business sessions, workshops and other scheduled conference activities and while in official dress (blazer or jacket must be removed if smoking is necessary).
13. Participants shall refrain from using profane language, making obscene gestures, or performing acts that would mar the image of the organization.
14. When leaving the hotel or conference site, students are to stay in groups of at least 3 or 4 and avoid walking on streets late at night.
15. Students shall not participate in any activity that might cause personal injury to him/her or any other person. Any participant found in violation of hotel safety codes or criminal laws may be sent home at the students'/parents'/guardians' expense. The chapter advisor will contact the parents/guardian and the appropriate college administrator.
16. The State SkillsUSA Director has the right to take immediate action when violations occur, including sending individuals home at their own expense. In the event this occurs, the local advisor or the assigned chaperone will contact the parents/guardian and college personnel.
17. Championships contestants should come dressed to the awards ceremony either in official SkillsUSA Dress, their contestant uniform, or in clean clothing that is in good taste for the occasion. Dress in denims, sandals, and revealing clothing would not be in good taste.

### **Code of Ethics for Advisors**

SkillsUSA advisers are professional educators and must always act in a professional and ethical manner. They serve as models to colleagues and students. They are also human and can get caught up in a situation that requires careful thought before action. All of us have said things or done things that we wish later that we had not said or done. The Championships provide opportunity for students to learn important lessons in life such as how to graciously win and lose and how to use losing as a motivation for improving future performance. It is natural for advisers to want their students to do their best in Championship contests but advisers should guard against becoming too emotionally involved and siding with students before they know the facts. Advisers need to keep in mind that everyone involved in planning and delivering competitive events are doing the best they can to ensure that contests are appropriate, conducted

in a fair and impartial manner, and want them to be a positive experience for everyone. There are some things to consider before the Championships, during the competitive events and after the contests are over that will help keep negative situations from occurring.

### **Advisor's Responsibilities Before the Championships**

- Ensure that students are adequately prepared for competitive events by sharing with them appropriate information. This would include sharing with them the technical standards that include the competencies that they may have to demonstrate. Advisers should avoid sharing actual contests that have been previously conducted. Instead, they can share the skills or work stations that students may have to demonstrate in the contests. Contests are almost always different than ones that have been previously conducted so advisers should guard against preparing students for a contest that is significantly different than the one they eventually experience.
- Ensure that students are furnished with any tools and equipment that must be brought to a contest as described in the *Technical Standards* or in communications on the Listserv or website.
- Ensure that students have the required clothing and shoes for competition as well as appropriate clothing for the Opening Ceremony and Awards Ceremony.
- Go over the code of conduct established by your college as well as the code of conducts for SkillsUSA Georgia Postsecondary for the Championships and Conferences.
- Ensure that students are official members of SkillsUSA and that they are registered for the contest in which they intend to compete before the February 15<sup>th</sup>, 2015 deadline
- Ensure that printed out liability forms are in your possession at all times when attending the Championships or Conferences
- Ensure that an appropriate number and gender of chaperons are present to supervise students who attend the Championships and Conferences
- Ensure that all students follow travel policy established by their college. It is recommended that advisers meet with their students the day before the travel date so that everyone is prepared for the trip.

- Notify the State Director of any students who drop out of competitive events as soon as that occurs.

### **General Etiquette during the Championships or Conference**

- Ensure that all students are checked in to their hotels and that adviser and chaperons know the room assignments.
- Ensure that students are made aware of safety measure such as exits from the building, fire extinguisher locations and appropriate use, bad weather procedures, and so forth.
- Remind students to keep their room doors locked at all times and that they are responsible for ensuring that rooms are maintained in a respectful manner.
- Take a tour of the hotel with your students so that they know the location of restaurants and meeting rooms.
- Ensure that contestants are aware of travel times and arrangements to and from contest facilities and sites such as Atlanta Technical College, Georgia International Convention Center, Allen Vigil Ford in Morrow, Georgia, and other remote sites.
- Remind students that lunches are not provided for contestants at Atlanta Technical Colleges unless specific information sent to advisers says differently.
- Attend the mandatory contestant orientations for at the hotel.
- Attend the adviser's meeting at the hotel.
- Ensure that advisers and chaperons know where students are at all times and enforce the code of conduct. Ensure that all advisers, chaperons, and students understand that they are to follow the same conduct as they would on their college campus during the entirety of the conference, including free time.
- Wear appropriate dress at all times and set an example for students
- Ensure that students are taken to an eating place following the competitive events for lunch.
- Ensure that all students attend the Opening Ceremonies and the Awards Ceremony and that they stay until both meetings are over.

- Deliver prizes provided by the college for contests to the prize room at the time specified.
- Ensure that winning contestants pick up their prizes and sign that they have done so. In the event that students cannot pick up their prizes, advisers are responsible to do so.
- In the event that a student cannot attend the awards ceremony and make a stage presence, the adviser needs to meet with the state director or a member of the planning committee to secure the appropriate medallion at the close of the Awards Ceremony.

### **Specific Etiquette during and following competitive events**

- Advisers should move about the various contests to observe and monitor the competition.
- Should an adviser observe something that does not seem to be consistent or fair to all contestants, he or she should record the observed behavior and report the incident to the State Director and/or any member of the planning committee. Advisers should not make comments to the technical chairperson or judges and should avoid talking loudly to another observer that can be heard by contestants or others.
- An adviser, who feels that the contest is inadequate or has not been conducted in a fair and impartial manner, can complete a Grievance Form and submit it to the State Director or to the chairperson of the grievance committee within 30 minutes following the close of the contest. Advisers can talk to their students following the contest to obtain facts but should avoid agreeing with the student's responses. Contestants will not be able to come before the grievance committee so the adviser filing the grievance must be prepared to complete the grievance form in a complete and thorough manner.
- Advisers should act as a professional and control their emotions at all times, especially in front of students or others. In contests where advisers can observe the competition such as in several of the leadership events, advisers must refrain from asking questions, making comments, or sending body language signals to contestants. Such behavior will not be tolerated and the person will be escorted out of the room and further action may be taken.
- Following the contests, advisers can ask questions to their students, but should guard against making any negative comments about the contest in any manner. Professionals emphasize the positive and eliminate the negative.



- On the way home students may want to vent their frustrations about the Championships, but advisers need to counsel the student and point out the positive outcomes of the experience.

### **Etiquette Following the Championships and State Conference**

- Encourage the students who won prizes to send thank you letters to the sponsoring companies
- Ensure that winning students are appropriately recognized for their accomplishments at the college and community levels.
- If you have recommendations for how any aspect of the Championships and State conference can be improved, send them to the State Director.
- Inform any contestant or a colleague that they are not to send communications about a contest to the State Director, consultants, or to the National SkillsUSA Office. All student and colleague communications about a contest must be submitted to you, the main SkillsUSA adviser for further action if deemed necessary.
- Be sure to thank the leaders of the host colleges and/or business sites for making the Championships a positive experience for all.
- Thank the State Director and the planning committee members for making the Championships a great learning experience for everyone.

## Appendices K

### Adviser Responsibilities

The key professional in determining whether or not a SkillsUSA chapter will be established and become active in a technical college is a college teacher or administrator who recognizes that a quality program of Career and Technical Education includes an integrated Career and Technical Student Organization (CTSO). Likewise, the number of students in the chapter and how active they are in chapter activities and programs like the SkillsUSA Championships is largely determined by the enthusiasm and leadership skills of the advisor. The SkillsUSA advisor has many duties and tasks to perform in recruiting students to become members and helping them get organized and involved in chapter activities and programs. New advisors as well as experienced advisors can improve their advisor skills by visiting the SkillsUSA.org site and click on educators. There is a series of advisor training modules that are designed to help advisors know how to be effective advisor as well as free information invaluable for new and existing advisors. The advisor duty addressed here is encouraging students to become contestants in the SkillsUSA Championships and in helping them to prepare for competition. The following is a listing of things advisors can do to encourage members to enter contests and to prepare them for competitive events:

- Go to the Membership and Resources heading of the SkillUSA website and click on the advisers link. Review all of the available materials found there to help advisers. Download the latest Membership kit or request one from the National Office.
- Go to the Membership and Resources heading of the SkillUSA website and review the resources there for students and chapters.
- .Go to the Membership and Resources heading and scroll down to the advisers modules

- and become familiar with the training information found in these modules.
- Review the materials on the SkillsUSA website regarding the SkillsUSA Championships
  - Obtain brochures and fliers that describe the Championships and share them with students.
  - Obtain a videotape or DVD on the National SkillsUSA Championships conducted in Kansas City and show it to students
  - Obtain the latest copy of the SkillsUSA Championships Technical Standards CD and share the scopes of specific contests with interested students
  - Download the Power Point presentation available for promoting a local SkillsUSA Chapter and show them to students
  - Read memorandums sent by the State SkillsUSA Director and SkillsUSA Consultant regarding the Championships
  - Describe the activities that occur at the annual State SkillsUSA Championships and State Conference.
  - Inform students that they have an opportunity to earn valuable prizes if they are a first, second or third place winner
  - Provide practice opportunities for students who have decided to be a contestant
  - Work with a technical chairperson to design and conduct a local college SkillsUSA Championships.
  - Provide copies of the current Leadership handbook and the materials on the first two levels of the Professional Development Program to help students prepare for the SkillsUSA Knowledge test (required at the national level only)..
  - Obtain specific information on appropriate contests that are available on the SkillsUSA website as “Helpful Contest Hints From Our National Education Team Members.”
  - Provide each contestant with a copy of the contest regulations from the latest Technical Standards and with a copy of the contest singles entitled “Prepare for National Conference with Contest Singles” available for a small cost from National SkillsUSA.
  - Obtain a tool and equipment list for each contest in which your students are participating and be sure they have these tools and equipment with them when they travel to the competition.
  - Submit registration payment for contestants on time to the national office thru the online registration site.
  - Check with the students to be sure they have the clothing and shoes required to participate in the competitive events and to accept their medallions at the awards ceremony.
  - Go over the code of conduct with all students who will attend the State SkillsUSA Championships and Conference
  - Obtain prizes of appropriate value to honor your commitment to the Awards Committee so that winners receive worthwhile prizes
  - Contact the State SkillsUSA Director or SkillsUSA Consultant if there are any questions

- about competitive events or the conference
- Submit the tentative list of contestants to the registration official on the pre-registration and registration forms on time
- Submit the names of students who will participate in the State SkillsUSA Championships to the registration official by March 1<sup>st</sup> or on an earlier date specified in the pre-registration and registration materials
- Notify the State SkillsUSA Director or the registration official of any contestant substitutions or drops
- Be sure that all contestants are official members in good standing with the National SkillsUSA Headquarters.
- Attend the advisors meeting on the first day of the Championships and pick up the registration packets
- Be sure that completed liability forms are submitted to the registration official at the conference or at any remote site
- Arrange for additional college teachers to serve as chaperons and to supervise students that attend the State SkillsUSA Championships and Conference
- Be sure to observe all students as they demonstrate their skills in competitive events
- Stay for the awards ceremony and insist that students do so
- Be sure to thank host college faculty and staff for hosting the Championships
- Act as a professional and control your emotions at all times so that you demonstrate a positive view of the conference
- If you believe that a contest is being operated unfairly, try to contact the SkillsUSA Consultant to correct the situation and if you are unsuccessful, file a written protest to headquarters with 30 minutes after the contest. Do not take sides with students but obtain accurate and objective information regarding the situation
- Know where your students are at all times and enforce the code of conduct  
Ask members of the planning committee if they need assistance with anything at the conference.
- Use a digital camera without flash to take pictures of contestants in action or contestant products
- Inform your contestants that they are not to send e-mails with complaints about any contest to the State Director, the State Consultant, or to members of the Planning Committee. The advisor should be the only one who communicates to these Championships leaders.

### **Policies for Contest Grievances**

Sometimes advisers observe conditions or behaviors in a contest that seems unfair and departs from normal practice. Advisers can file a grievance that must be in writing and submitted to the State Director or another member of the Planning Committee within 30 minutes following the end of the contest. A Grievance Committee composed of the Georgia Postsecondary SkillsUSA Director, SkillsUSA Consultant, overall technical chairperson of the host college, and at least four other members of the State SkillsUSA Championships Planning Committee is established each year to handle any grievances. The committee should meet on call to hear any protested contest. The committee must obtain information from the technical chairperson and/or judges as well as the host college contest facilitator, along with the information provided in the written protest before making a decision. The committee may choose to interview the advisor who has submitted the protest but should not involve the student in the process. If warranted, the committee may uphold the protested contest and request that the results not be announced at the award ceremony and that advisors and students involved in this contest meet the State SkillsUSA Director immediately following the awards ceremony for explanation and future action. The proceedings of the Grievance Committee should be kept confidential and decisions of the committee communicated only by the State SkillsUSA Director. A copy of the grievance form is included below.

## Grievance Form

Date: \_\_\_\_\_ Time Contest Ended \_\_\_\_\_, Submitted \_\_\_\_\_

College Name: \_\_\_\_\_ Advisor/Instructor \_\_\_\_\_

Contest: \_\_\_\_\_ Student # \_\_\_\_\_

**Description of the perceived violation of contest procedures that ensure fairness and adequate assessment of contestants' knowledge and skills. Please be specific and describe what if any action that you took to try to talk with the technical chairperson to adjust any perceived problem(s) with a contest.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Signature or author** \_\_\_\_\_

**Official Grievances must be in writing (preferably on this form) and submitted to the technical chairperson of the contest, to any planning committee member, to the State Director, State Consultant(s), or to any member of the planning committee (usually in the headquarters area) within 30 minutes following the end of the contest. You should make yourself available for questioning by the grievance committee. The committee usually meets within the hour following the close of all contests.**

## **Appendix L**

### **SkillsUSA Georgia Postsecondary Officer Screening/Election Package**

SkillsUSA Georgia Postsecondary is a student organization and leadership is to be provided by a slate of state elected officers who develop and implement an annual plan of work under the guidance of the State Director and/or an officer advisor appointed by the State Director. Like any organization, leadership must be provided by qualified and trained officers if the organization is to fulfill its goals and purposes. The following information describes the state officer election process.

#### **Introduction**

To obtain and hold a position as a state officer in Georgia Postsecondary SkillsUSA is a high honor requiring certain responsibilities. It can also be one of the most rewarding experiences for a student. Being a state officer does lead to some great learning opportunities, travel and is a great addition on a resume.

The state officers are the leaders of the state organization and are expected to work together as a team to enlarge their perspective from purely member and local chapter member interest to encompass the purpose of the state organization and its' effective and efficient functioning.

We ask potential candidates be dedicated to SkillsUSA, possess excellent communication skills such as public speaking (or at least be willing to learn), display professionalism, be able to work as part of a state team, and be able to handle one's self appropriately in many different situations.

The state officers for the Georgia SkillsUSA Georgia Postsecondary organization are elected each year during the state conference. Any student member meeting the minimum qualifications as outlined is eligible to be a state officer candidate.

The state officers campaign for and are elected to the State Officer Team. They are NOT elected to a specific state officer position. The specific officer positions are selected later and are explained further in the "Selection of Officer Positions" section.

#### **State Officer Positions**

Article V, Section 1 of the Georgia Postsecondary SkillsUSA Constitution and By-Laws states that the state officers shall be the president, vice president, secretary/treasurer, reporter/historian, and parliamentarian.

#### **Officer Responsibilities**

Each state officer must know and understand the duties of their office as outlined in the SkillsUSA Leadership Handbook. In addition, state officers will have additional duties that may be assigned.

The State Officer Team is responsible for conducting the organization meetings during the Fall Leadership Conference, State Conference, and the Georgia delegation meetings at the National Conference. The officers, under the guidance and leadership of the State

Officer Advisor will determine the agendas for these meetings and their individual responsibilities prior to each meeting and will be prepared at each meeting to perform their duties.

The State Director has the responsibility of the daily operations of the state organization. The State Director is assisted in her duties by her assistant, the State Advisor, Assistant State Advisor, State Officer Advisor, and the State Planning Committee. No state officer is to make a decision for the organization without input and approval from the State Director.

The State Officer Advisor has the responsibility for the preparation of the State Officer Team and will work closely with the team. The State Officer Advisor will schedule meetings during the year for the purpose of preparing the state officers for upcoming responsibilities.

### **State Officer Contract**

**As part of the** qualification process, each state officer candidate will sign and submit a State Officer Contract. This contract outlines the rules and regulations of a state officer. By signing the contract, the state officer candidate agrees to abide by the rules and regulations as set forth in the document. A copy of the **State Officer Contract** is included.

### **Minimum Qualifications**

The minimum qualifications of a state officer candidate have been determined by the State Director and State Planning Committee and are provided to all local chapters each year. The **Minimum Qualifications** are included in this championship guide.

### **State Officer Candidate Orientation Meeting**

Each state officer candidate is required to attend an orientation meeting held on the First afternoon of the state SkillsUSA conference. Officer candidates and their advisors are advised of the time and location of this meeting prior to arriving for the conference. The officer candidates will be given a brief review of the campaigning and election process, announcing of newly elected officers and installation process, and events in the upcoming year. This is also the opportunity for any candidates to ask any questions they may have. At this meeting, the officer candidates also take the State Officer Qualifying Exam. Because all of the candidates are running for the State Officer Team and not a particular office, all candidates take the identical test. The test covers SkillsUSA knowledge, duties of officers, etiquette, conducting a meeting, and parliamentary procedure. The test is used as a tie-breaker in case of a tie vote.

### **Election Procedures**

After meeting all of the minimum qualification requirements as a state officer candidate, the candidates may begin campaigning immediately following the state officer candidate



orientation meeting. Each officer candidate will also give a short campaign speech during the Opening Session of the State SkillsUSA Conference.

Immediately following the Opening Session, the delegates from each school assemble for the Delegate Session. The number of delegates from each school is determined by the number of student members as reported by National SkillsUSA. Each school has one (1) delegate for each ten (10) student members. The state secretary/treasurer conducts a roll call of chapters to determine the schools and number of delegates present. Each delegate must be present to cast their vote.

The five (5) candidates receiving the most votes are elected as the State Officer Team. In the case of a tie vote, the state officer qualifying exam scores would be used as a tie-breaker.

Newly elected state officer team members are announced during the Awards Ceremony at the State SkillsUSA Conference. Immediately after they are announced, the state officers are installed into office. They will assume their duties immediately after the adjournment of the Awards Ceremony and the Conference.

### **Selection of Officer Positions**

The newly elected state officers are no longer elected to a specific position, or office, but rather as part of the State Officer Team. The selection of which officer assumes each particular office is determined during the State Officer Retreat which is held either in late May or early June each year. During this retreat, the officer team will receive training in parliamentary procedure, how to conduct an effective meeting, leadership development, public speaking, and team building. Each officer will also sit through an interview conducted by the presenters of the various workshops. The presenters would determine which officer would be best suited for each officer position based on their interviews and observations of the officers during the retreat. The presenters will not be SkillsUSA advisors or affiliated with the organization.

### **Leadership Training**

Each state officer is expected to perform their duties effectively and professionally. To assist the state officers with this, they are provided numerous opportunities for leadership training. As part of the minimum qualifications as a state officer, each candidate commits to be available to attend various leadership development conferences throughout the year. These conferences are listed on the Minimum Qualifications form.

### **Expenses**

The cost of sending the state officers to the various leadership conferences is very costly to the state organization. Income into the state organization budget comes solely from membership dues collected. This limits the amount of money available for covering the expenses of sending the state officers to their conferences.

Following is a breakdown of how state officer expenses are typically covered. This list may change without prior notice and is always dependent upon available budgets.

**State SkillsUSA Organization**

- Registration
- Hotel room (2 officers per room)

**Local Chapter/College**

- Travel expenses (mileage, airfare, etc.)
- Meal stipend
- Parking fees (hotel, airport)
- Blazer or any other official dress item

**State Officer**

- Miscellaneous spending money
- Meal expenses not already covered
- Room charges (room service, laundry, movies, phone, etc.)

**National Officer Candidacy**

State officers may also want to consider running for a national office. Being a part of the National Officer Team provides the student with opportunity to learn a lot about them, make many new and long lasting friends and have fun in the process.

Anyone wishing to run for a national office must register for the state conference as a “National Officer Candidate” and receive the endorsement of the State Director, or a majority vote of the State Planning Committee or Delegates.

National officer candidates must download the National Officer Application Forms from the SkillsUSA website ensure all of the requirements have been met and the completed paperwork is submitted to the national office by the posted deadline.

**State Officer Candidate Form**

(Please type or print neatly)

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

College Name: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Instructor/Advisor: \_\_\_\_\_

Local Chapter Advisor: \_\_\_\_\_

Date Enrolled: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Participant In:

Local or State Contest

Contest Name \_\_\_\_\_

Leadership Conference

- \_\_\_\_\_ GA Postsecondary SkillsUSA Conference
- \_\_\_\_\_ GA Fall Leadership Conference
- \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Chapter Officer

Office Held \_\_\_\_\_

## **SkillsUSA Georgia Postsecondary State Officer Contract**

As a state officer of SkillsUSA Georgia Postsecondary, you have the responsibility to represent all members of the state association. Your conduct must be exemplary at all times while representing the organization. You will have an opportunity to meet students, advisors, administrators, business and industry and labor representatives during your term of office. Your actions will set a standard for all SkillsUSA members to follow. When you sign the State Officer 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 Georgia Postsecondary, I agree to the following rules and regulations:

- I will, at all times, respect public and private property.
- I will spend each night in the room of the hotel/motel to which I am assigned.
- I will not be in the sleeping room with a member of the opposite sex unless the door is completely open at all times, unless the person is my spouse.
- I will not use alcoholic beverages or drugs at any time when involved in SkillsUSA activities.
- My conduct will be exemplary at all times during SkillsUSA functions.
- I will forfeit my office if I leave school before completing my training program, drop out, suspended, or expelled.
- I will respect authority at all times.
- I will keep the State Director and/or State Advisor informed of my whereabouts at all times.
- I will respect the official SkillsUSA dress by not smoking while wearing it.
- I will attend all activities for which I am assigned/registered and will be on time to all functions and assignments.
- I will adhere to the dress code at all times.
- I will maintain good academic standing at my college.
- I will submit my name on a membership roster and pay dues as a member for the year in which I am an officer.
- If involved in any activity that is detrimental to SkillsUSA, and/or my college, such as police arrest for DUI or drug charges, I will immediately forfeit my office.
- I will provide a spark of enthusiasm for the state organization and SkillsUSA.
- I will represent the state organization as a delegate or alternate delegate during the National SkillsUSA Conference (except in the case when an officer is also a competitor)
- I will participate as an active member of the State Officer Team.
- I will know the parts of the Opening and Closing Ceremony.
- I will prepare in advance for any speaking parts at any upcoming conference.
- I will be prepared to assume the duties of another officer, if necessary.

### **Violations and Penalties**

Violations of any items may be grounds for disqualification or suspension from an activity or office. The violator will be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the appropriate college official.

I understand that, by signing this contract, if I am in violation of any of the above regulations and/or conduct myself in a manner unbecoming of a State SkillsUSA officer, I may be suspended from further state office activity or lose my officer status. 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: \_\_\_\_\_  
(Typed or Printed)

Signature of Candidate \_\_\_\_\_ Date \_\_\_\_\_

### **SkillsUSA Georgia Postsecondary State Officer Candidate Minimum Qualifications**

To obtain and hold a position as a state officer in SkillsUSA Georgia Postsecondary is a high honor requiring certain responsibilities. The state officers are the leaders of the state organization and are expected to work together as a team to enlarge their perspective from purely member and local chapter member interest to encompass the purpose of the state organization and its' effective and efficient functioning.

The minimum qualifications of a state officer candidate are:

1. Endorsement of their instructor, local chapter advisor, and college president
2. Has at least three (3) quarters remaining in their technical program
3. Maintains active member status
4. Successfully passes the SkillsUSA Knowledge Test and Officer's Qualifying Exam
5. Attends the state officer candidate orientation meeting at the state conference
6. Pass or present participant in one of the following:

- Local or state contest
- Leadership conference
- Chapter officer

7. Will file candidacy for office with the State SkillsUSA Director or designee by the deadline prior to the State SkillsUSA Conference by submitting the following:

Officer Candidate Form  
State Officer Contract  
Resume  
Individual Letters of Recommendation  
Instructor/Program Advisor  
Local Chapter Advisor  
College President  
Medical Release Form  
State Officer Contract

8. Will be available to represent the state organization through personal appearances as listed below during the tenure of their office:

State Officer Retreat – May (3 days)  
National SkillsUSA Conference – June (7 days)  
State Organization Officer Training – August (3 days)  
Washington Leadership Training Institute – September (4 days) \*  
State Fall Leadership Conference – November (4 days)  
State officer meetings during the year – Oct & Feb (1) day                      State  
SkillsUSA Conference – March (4 days)  
\* Optional

9. Will, if elected, stay for a brief orientation immediately following the SkillsUSA Awards Ceremony

10. If elected, state officers will at all times uphold the high moral and ethical values of the SkillsUSA organization.

The current chairperson of the State Officer Committee will e-mail each college Advisor State Officer information which is similar to the information described above with specific information for the 2015-2016 SkillsUSA year. The following is a copy of an example e-mail letter:

To: SkillsUSA Georgia Postsecondary Advisors

From: State Officer Committee Chairperson

Date:

RE: State Officer Candidates

As you already know, in addition to the state Skills USA Championships, we will also be electing our 2015-20116 state officers. If you have any students interested in running for a state office, I

have included the qualifying material that they will need to complete. If you have a state officer candidate, please have their qualifying material returned to me at the following address no later than **March 8<sup>th</sup>**.

Committee Chairperson Address:

**NO OFFICER CANDIDATE MATERIAL WILL BE ACCEPTED AFTER THE MARCH 8<sup>th</sup> 2016 DEADLINE.** The due dates for submitting officer candidate's changes each year so please monitor the information on the Listserv.

All state officer candidates will need to attend a **mandatory officer candidate meeting** that will be announced. The time and location of this meeting will be announced. They will be taking the qualifying exam while at this meeting. **PLEASE BE ON TIME!** The exam consists of 50 questions and covers basic SkillsUSA knowledge, parliamentary procedure, and the duties of the offices. Officer candidates will also be required to give a short 2-3 minute speech during the Opening Session on Thursday, \_\_\_\_\_.

Officer candidates may begin campaigning immediately upon their arrival at the conference. More information on campaigning will be sent to the officer candidates at a later date. The 5 state offices are: President, Vice President, Secretary/Treasurer, Reporter, and Parliamentarian.

The Delegate Session will once again be held immediately following the Opening Session on Thursday night. The number of delegates for each chapter will be determined by their student membership as reported by National SkillsUSA. The appropriate number of delegate ribbons will be placed in each chapter's packet at registration.

The Delegate Session usually takes about 15 minutes, so advisors need to make sure their chapter delegates stay for the session. State officer candidates can be a delegate for their chapter. Current state officers CANNOT be delegates.

### **Officer Installation Committee**

The Officer Installation Committee is responsible for overseeing the installation of officers at the awards ceremony. If the formal officer installation ceremony is selected, the committee must obtain the candles and other officer installation materials, including copies of the formal installation ceremony for each participant, so that officers will know what they are to say and do during the installation ceremony. This committee must meet with the State Officers and review the procedures for the installation of officers that will occur at the awards ceremony. The committee is responsible for the retrieval and storage of officer installation materials. The committee may elect to use an abbreviated officer installation ceremony which follows or the formal installation ceremony found in Appendix A.

### **Short State Officer Installation Ceremony**

*Will the state officers please take their place for the installation of the newly elected state officer team.*

#### **Reader**

It is your responsibility as state officers to represent each member throughout the all local chapters, to carry out an active development program, to be available for travel and speaking engagements, and to serve as liaisons between the local and state organizations.

#### **Reader**

You are to provide the spark of enthusiasm that keeps SkillsUSA running smoothly. As a leader in this organization, you are always to be an ambassador, and to help ensure SkillsUSA meets the challenges and demands of these ever-changing times.

#### **Reader**

Please repeat after me:

“I, (pause) promise to fulfill the duties of my office as a state officer of SkillsUSA to the best of my ability.”

#### **Reader**

You are duly declared, obligated and installed as state officers of SkillsUSA Georgia Postsecondary for the \_\_\_\_\_ year.







