



State Leadership and Skills Conference

April 7-9, 2017

Grand Rapids, Michigan

Please read everything carefully and follow all instructions. Failure to do so may result in your school not receiving its first hotel choice!

General Instructions

- **Only one conference registration form per school will be accepted.**
- **All individual registrations for your school must go through your Lead Advisor.**

Housing Information

- As approved by the Advisor Council in July 2012, all schools and participants competing on April 7-9, 2017 **MUST** stay at one of the official State Conference hotels. No other hotels are allowed. Commuting is NOT allowed.
- The hotel registration is separate from the State Conference registration and reservations are made on a separate form. **The hotel charges are NOT included in the State Conference registration fee.**
- Housing forms have been posted to the web site at <http://miskillsusa.org/advisors/forms/>.

Due Dates

All registrations, forms and payment must be received **prior** to the date indicated.

- February 15, 2017 – Regional Qualifier Direct to States Form, at <http://miskillsusa.org/advisors/forms/>.
- March 1, 2017 – School Hotel Reservations Open (First day that school housing lists will be accepted by the conference hotels)
- March 3, 2017 – Early Conference Registration and Payment Due for all participants
- March 24, 2017 – Final Hotel Registration Due
- March 27, 2017 – Changes, Refund Requests and Regular Conference Registration Due for all participants
- March 24, 2017 – Final Hotel Changes and Cancellations Due (A \$25 fee will be assessed for hotel rooms **NOT cancelled** by this date)
- ***Absolutely no registration changes, refund requests or registrations will be accepted after March 27, 2017.***

Regional Contestant Forms

The Regional Contestant Ranking Sheet or a Regional Qualifier Direct to States Form is **REQUIRED** for all contests so that we know what contestants have qualified for States. An accurate contestant count is necessary for contest supply orders, contest site set-up, conference registration, etc. One of these forms **MUST** be filled out for all regional contests (including those contests that are Direct to States) and for both HS and CPS divisions. ***I cannot stress the importance of these forms enough!*** These forms are on the web site at <http://miskillsusa.org/advisors/forms/>.

- The Regional Contestant Ranking Sheet must be signed by the contest coordinator and faxed to your regional representative no later than 2 days after your contest.
- **NEW** – The Regional Qualifier Direct to States Form is now an online form only and is due **February 15, 2017**. It is available at <http://miskillsusa.org/advisors/forms/> and faxes or emails will NOT be

accepted. Failure to submit this form by **February 15, 2017** will result in those students NOT being allowed to compete at the State Conference!

- If we receive a State Conference registration for a contestant NOT on the appropriate Regional Contestant Ranking Sheet or Regional Qualifier Direct to States Form, he/she will NOT be allowed to compete! ***NO EXCEPTIONS!***

Request for Payment Deadline Extension

Because SkillsUSA Michigan realizes that some schools have a long lead time to have a check issued for payment, we have developed this procedure for schools to request a two week payment extension. Schools requesting a payment extension need to complete and submit this form by **March 10, 2017**. A new form must be submitted for each conference for which an extension is requested. The form is available at <http://miskillsusa.org/advisors/forms/>.

Registration Packet

Each school must complete and submit the following to the state office *prior* to the due dates for your registration fee category.

- State Conference Registration Form (please send in as soon as it is completed)
- Participant Code of Conduct Form for each person attending the conference (students, advisors, observers, guests, etc.)
- State Conference Registration Fee payment for the *entire amount*

One Contest Per Student

A student can compete in only one state contest.

Participant Code of Conduct Form

With your registration, each person attending the conference **must** submit a Participant Code of Conduct Form. Failure to turn in a Participant Code of Conduct Form for each person attending the conference (students, advisors, observers, etc.) will disqualify the person (whose form is missing) from conference activities, including competition. Please make a copy of these forms to submit to our office. The originals are to remain with you or the Lead Advisor at the conference. The form is available at <http://miskillsusa.org/advisors/forms/>

Please make sure that all persons attending the conference are familiar with the Participant Code of Conduct. The Participant Code of Conduct is for the protection of you, your students, your school, and SkillsUSA Michigan.

Personal Medical Information

In order for SkillsUSA Michigan to be HIPAA compliant, we are no longer allowed to collect personal medical information for each person attending the conference. ***It will be the responsibility of the local school to maintain/keep medical information and have permission to dispense it as needed.*** We will still be requiring the signed Participant Code of Conduct form for each person attending the conference (students, advisors, observers, etc.).

Conference Registration Fee

All registrations must be made electronically on the registration form available on our web site at <http://miskillsusa.org/advisors/forms/>. Everyone attending the state conference and/or competing in a state contest must be registered using this form and pay the registration fee. Paper registration forms will **NOT** be accepted. The registration fee **must** be submitted to the state office *prior* to your chosen due date. Please be aware of the due dates and corresponding registration fee! Make checks payable to SkillsUSA Michigan.

- Early Registration Fee (payments received by March 3, 2017) - The conference registration fee is \$70.00 for each person attending the conference (students, advisors, observers, guests, etc.). If your registrations, forms and payment are not received by March 3, 2017, you will be responsible for paying

the difference between the Early and Late Registration Fees and your school will be invoiced accordingly.

- All contestants in a state contest that is held before April 7, 2017, **MUST** be registered by the Early Registration date or they will not be eligible to compete.
- No refunds or cancellations will be allowed on or after the state contest start date for contestants in a state contest that is held before April 7, 2017.
- Regular Registration Fee (between March 4, 2017 and March 24, 2017) - The conference registration fee is \$85.00 for each person attending the conference (students, advisors, observers, guests, etc.).
- Purchase Orders - SkillsUSA Michigan accepts purchase orders, but they need to be processed so the payment *arrives* by the deadline date to receive the early registration fee.
- Credit Card Payments – SkillsUSA Michigan accepts credit cards as payment. Please use the charge card form that is available at <http://miskillsusa.org/advisors/forms/>. These payments are processed within 24 hours (if received during business hours) and the receipt is emailed.

Your school is responsible for the **full amount** of registration fees owed as per the initial registration. Any monies owed to the State Association must be paid in full prior to registering at the conference. Failure of making full payment at this time will result in the school being put on probation and therefore prohibiting members from attending official association functions, including the current year's National Conference. This probation will remain in effect until the monies are paid in full.

Housing Reservations

IMPORTANT INFORMATION -

- As approved by the Advisor Council in July 2012, all schools competing on April 7-9, 2017 **MUST** stay at one of the official State Conference hotels. No other hotels are allowed. Commuting is NOT allowed.
- The hotel registration is separate from the State Conference registration and reservations are made on a separate form. **The hotel charges are NOT included in the State Conference registration fee.**
- Housing forms have been posted to the web site at <http://miskillsusa.org/advisors/forms/>.

Please review the following process in order to make your housing reservations for the SkillsUSA Michigan State Leadership and Skills Conference to be held in Grand Rapids.

Important Notes

- All schools are required to stay at one of the official conference hotels.
- Parlors/Suites are assigned in the order that deposits are received.
- Parlors/Suites are only available to schools that need four or more rooms.
- All housing changes are due by 5:00 pm on March 27, 2017.
 - All changes made after this time, will have a \$25 fee per change (to either name or room).
 - If a room is canceled after this time, the school will not receive a refund for the first night's stay.
- Suites and parlor rooms are only available to schools that reserve the minimum number of rooms. This is to help chapter advisors with large numbers of students to conduct chapter meetings without blocking hallways.
- Rooms will be reserved in the order that deposit (\$100 per room) is received, not when the file is emailed.
- You will be charged the state's 6% sales tax if the hotel does not receive a completed Tax Exempt Certificate.

Registration Process Summary

1. Chapters are to use this Official State Conference Housing Form for reserving their lodging at the State Conference.
2. The completed form should be emailed to: jberghorst@ahchospitality.com.

3. Schools can begin registering for hotels on **March 1, 2017** after all regional competitions have taken place. Hotel registrations received before March 1, 2017 will be entered in the hotel system on March 2, 2017.
4. The Amway Grand Reservations Department will email the advisor back within two business days an acknowledgement that they received the housing file. This does not confirm that you will be staying at the Amway; it simply verifies that they have received your information. Please do not call the hotel to confirm, it only takes them away from processing registrations.
5. The invoice page of the form should be printed and given to the school bookkeeper so payment can be sent directly to the Amway Grand.
6. Once the Amway Grand Plaza receives your full deposit, along with a copy of your completed Tax Exempt Form and the invoice page, they will begin processing your reservations and you will receive notification as to which hotel you will be staying at. Following this notification from your assigned hotel, you will receive confirmation codes for your rooms as well as the final invoice for any remaining balances, which are due no later than March 24, 2017.
7. **Rooms will be reserved in the order that deposit is received, not when the file is emailed.**
8. **All rooms must be paid in full by March 24, 2017.**
9. The reservations department will email the advisor with any questions that they might have with your reservation. Chapter advisors will have 24 hours (until the next school day) to return the email. After 24 hours, the hotel will place a phone call, and then go on to the next school to fill rooms. This is particularly important when the hotels start filling up and have questions about offering triple rooms instead of quad rooms.
10. If you have any questions about your reservations, you should call Joel Berghorst at 616-776-6411.

Amway Grand Plaza Room Types

- Single - (1 person) Room with one bed.
- Double - (2 people) If two students occupy the room, there will be one bed. If two adults occupy the room and have the same last name (male/female), the hotel will place you in a King, otherwise there will be two beds.
- Triple - (3 people) Either a room with a king bed and a roll-a-way or a room with two double beds.
- Quad - (4 people) A room with two double beds.
- Superior Room - Sixteen (16) of these rooms are available, they are open to schools that reserve four or more rooms. One room in the historic Pantlind section with a king bed and an oversized living area. (32' x 14' total area)
- Tower Luxury Suite - Twenty (20) of these suites are available, they are open to schools that reserve six or more rooms. This two room suite is located in the tower section of the hotel with a king bed and a separate living room. (16' x 15' living room and a 16' x 17' bedroom) The Tower Suite offers the ability to add a connecting room with two queen beds at the group rate.
- Plaza Luxury Suite - Nine (9) of these suites are available, they are open to schools that reserve eight or more rooms. This two room suite is located in the historic Pantlind section of the hotel with a king bed and a separate living room and dining room area. (36' x 14' living room/dining room and a 19' x 19' bedroom) The Plaza Luxury Suite offers the ability to add two connecting rooms, one with a king bed and another room with two queen beds at the group rate.

Courtyard by Marriott Room Types

- Single - (1 person) Room with one bed.
- Double - (2 people) If two students occupy the room, there will be one bed. If two adults occupy the room and have the same last name (male/female), the hotel will place you in a King, otherwise there will be two beds.
- Triple - (3 people) Either a room with a king bed and a sofa-pullout or a room with two double beds.
- Quad - (4 people) A room with two double beds.

- Extended Suite - One (1) of these rooms are available, they are open to schools that reserve four or more rooms. This room has a king bed and a living room area. Five (5) of these rooms offer the ability to add a connecting room with two double beds at the group rate.
- King Suite - Two (2) of these suites are available, they are open to schools that reserve six or more rooms. This two room suite has a king bed and a separate living room.



State Leadership and Skills Conference

April 7-9, 2017

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Supervision

The Advisors Council has determined that there should be adequate supervision for the students provided by each school.

- One (1) adult is responsible for every ten (10) students attending the conference. Please be sure to register the appropriate number of advisors from your school.
- Each school will decide which advisors are to be responsible for which students.
- Accountability for any student's misconduct will be the direct responsibility of the advisor in charge of his/her designee.
- Advisors should have available at all times the name, address, and phone number of the parents/guardians of each student they are responsible for.

State Conference Tentative Agenda

Friday, April 7, 2017

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|--------------------|--|-------------------------|
| • 12:00 pm-6:00 pm | Conference Registration
(all schools) | Amway Grand Plaza Hotel |
| • 1:00 pm-6:00 pm | Hotel Check In | Assigned Hotel |
| • 1:30 pm-4:30 pm | State Officer Candidate Interviews | Amway Grand Plaza Hotel |
| • 3:00 pm-7:00 pm | Leadership Test (for all students) | Amway Grand Plaza Hotel |
| • 8:30 pm | Opening General Session | DeVos Place |
| • After session | Final Leadership Test Seating
(for those who did not take it earlier) | Amway Grand Plaza Hotel |

Saturday, April 8, 2017

- | | | |
|-----------|-------------------------------|-------------------------|
| • 8:00 am | Contests Start | Various Locations |
| • 5:00 pm | Delegate Meeting | Amway Grand Plaza Hotel |
| • 8:00 pm | Advisor Meeting | Amway Grand Plaza Hotel |
| • 8:00 pm | Statesman Award Certification | Amway Grand Plaza Hotel |

Sunday, April 9, 2017

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|--------------------|-----------------|-------------|
| • 8:30 am-11:00 am | Awards Ceremony | DeVos Place |
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Available Contest Spots Lottery

Available high school contest spots, not filled by the approved number of regional qualifiers, are filled by a contest lottery, as determined by the State Director. The procedure by contest is as follows:

- All regions are put in a hat and regions are drawn based on the number of available spots.
- The winning region's Regional Contestant Ranking Sheet is then consulted and the next available competitor is then contacted.
- If there is no available competitor from a winning region, then the procedure starts over.

Approved Alternate List

Students who did NOT qualify to compete at States but are attending the State Conference may be eligible to be on the Approved Alternate List. Students accepted for the Approved Alternate List must be approved by the State Director before the State Conference and have met the following criteria:

- Competed at Regionals in that contest.
- Are registered as an alternate for a team event and must indicate what team they are an alternate for. These alternates are only allowed to substitute for a competitor of the indicated team.

Competitor Meals

The day of the competition, competitors are encouraged to bring with them snacks and/or lunch to the contest site, as they may not be able to leave the contest site until the contest is finished. Contestant lunches are not provided by SkillsUSA Michigan but may be provided by the contest technical committee.

State Conference Map

An interactive map of all State Conference contest sites and hotels will be available at <http://tinyurl.com/2017miskillsusasemap>.

Transportation

SkillsUSA Michigan will provide transportation from the Amway Grand Plaza Hotel to outlying contest sites on Saturday. Transportation is NOT provided for contests held before April 7-9, 2017 or not held in Grand Rapids on April 7-9, 2017 unless otherwise stated in the state contest information posted here:

<http://miskillsusa.org/compete/statecontests/>.

State Conference Text Messages

Please sign up using the codes below to receive important text messages at the State Conference. We are using Remind for these text messages.

- To receive messages via text, text @2017misc to 81010. You can optout of messages at anytime by replying, 'unsubscribe @2017misc'.
- Trouble using 81010? Try texting @2017misc to (734) 680-8322 instead.

State-wide Food Sculpture Contest

SkillsUSA supports community service activities and the State Officers are sponsoring a State-wide Food Sculpture Contest. Winning schools will be recognized at the Sunday Morning Awards Program. Detailed information about the State-wide Food Sculpture Contest is available at

<http://miskillsusa.org/compete/specialcontests/>.

Friday Conference Registration

The lead advisor from each attending school will be given their conference materials upon registration on Friday at the SkillsUSA Michigan headquarters at the Registration Desk on the second floor of the Amway Grand Plaza Hotel. Conference registration starts on Friday at 12:00 pm. You will need to check-in before your students take the Leadership Test.

Corrections and/or Changes

After reviewing the conference materials if there are corrections and/or changes, please bring them to the conference headquarters at the Amway Grand Plaza Hotel before the Opening General Session on Friday. Corrections will be made Friday evening and if needed, new name badges will be available at the SkillsUSA Michigan headquarters on Saturday morning. No changes will be allowed after the start of the Opening General Session.

Contest Information

Contest information for each event will be available on our web site by the first week in March at <http://miskillsusa.org/compete/statecontests/>. The web site contains important information about each contest, including what each competitor needs to bring to the contest.

Dress Code

The State Conference Dress Code was approved by the Advisor Council in July 2008. The Advisor Council will be on hand at each meeting to determine if a student is properly dressed before he/she will be allowed on the stage. This dress code applies to all participants (students, advisors, observers, guests, etc.).

Friday Night General Session and Saturday Delegate Meeting: ***School-logo attire or SkillsUSA Michigan attire is required. A SkillsUSA blazer, sweater or windbreaker is encouraged but not required.*** Business attire is **NOT** allowed.

- Women: School-logo collared shirt (any color) or white collared or collarless shirt, dress pants or skirt no shorter than 2" above the knee, skin-tone seamless hose, and close toed dress shoes OR white collared shirt, black pants or skirt no shorter than 2" above the knee, skin-tone seamless hose, and close toed dress shoes.
- Men: School-logo collared shirt or white collared shirt, dress pants, dress socks, and dress shoes OR white collared shirt, black pants, black socks, and dress shoes.

Sunday Morning Awards Ceremony:

Students and Advisors - ***SkillsUSA Michigan attire or appropriate National Competition clothing is required. A SkillsUSA blazer, sweater or windbreaker is encouraged but not required.*** Business attire and non-white school-logo shirts are **NOT** allowed. Please see <http://miskillsusa.org/advisors/forms/> for the National Competition Clothing list.

- Women: White collared or collarless shirt (with or without school/SkillsUSA logo), black pants or skirt no shorter than 2" above the knee, skin-tone seamless hose, and close toed dress shoes OR appropriate National competition clothing.
- Men: White collared shirt (with or without school/SkillsUSA logo), black pants, black socks, and dress shoes OR appropriate National competition clothing.

Guests – Guests are to wear business or business casual.

Social and Free Time: Neat casual clothing is acceptable. Shoes must be worn when in public areas. Items not acceptable include hats, bathing suits (unless at the pool), and suggestive attire. Shirts must have sleeves and no bare mid drift. Skirts and shorts must be at least finger tip length.

Awards Presentation Procedure

SkillsUSA Michigan and the Advisor' Council changed the State Conference awards presentation procedure in 2010. At the State Conference Awards Ceremony on Sunday, the Advisors' Council will be on hand to determine if a student is properly dressed before he/she will be allowed on the stage. If a student is determined to be **not** properly dressed (as outlined above), then the student will be instructed to go to the right of the stage to receive their award. Improperly dressed students will **not** be allowed to stand in front of the stage to receive their medallions (as in previous years). Pictures may be taken on the awards podium after the completion of the awards ceremony.

Industry Awards Procedure

In an effort to conserve time and resources, the industry awards will be announced and distributed as follows:

- Announcement - Before the Awards Ceremony begins, recognition will be given to the industry award donors on the large screen.
- Program – Industry award donors will also be recognized in the State Conference program.

- Distribution - The industry awards will be given to the winners in a separate room outside of the ballroom. After the winners receive their medal and plaque on stage and have had their picture taken, they will need to go to the industry awards room and show their plaque to claim their industry award. They must show their plaque in order to receive their industry award.

For an industry award donor to receive recognition at the State Conference, the new Industry Awards Form must be filled out completely and sent in to the State Office by **March 1, 2017**. This form is available at <http://miskillsusa.org/advisors/forms/>.

Important – All industry awards must be picked up at the Sunday Awards Ceremony at the State Conference. Industry awards will NOT be sent after the State Conference, as in year past, with the medal and plaque.

Resume

Each student must submit a one-page printed resume before the contest start at the contest site (present to contest coordinator, not judges). The resume is no longer submitted online. This is the only time that resumes can be turned in. Failure to do so will result in a 10 point penalty.

SkillsUSA Leadership Test

All students will be required to take the SkillsUSA Leadership Test on Friday afternoon anytime between 3:00 pm and 7:00 pm. The students with the top ten scores on the Leadership test will be recognized at the Sunday Awards Ceremony. This test is also used as a tie-breaker for competitors. A study guide for this test is available on our web site at <http://miskillsusa.org/advisors/forms/>.

Specific Contests Start Friday

There are several contests that start and/or have testing on Friday, April 7, 2017. Be sure to download the state contests information at <http://miskillsusa.org/compete/statecontests/> and review it carefully. SkillsUSA Michigan is not responsible for competitors that do not follow the posted contest information.

Special Needs Request Form

SkillsUSA Michigan is committed to providing equal access to all persons in admission to, access to, or operation of its programs or services. Individuals with disabilities or needing accommodations must complete and submit a Special Needs Request Form to the state office with your registration. This form is available on our web site at <http://miskillsusa.org/advisors/forms/>. SkillsUSA Michigan is not responsible for providing special accommodations if this form is not submitted.

Official Voting Delegates

Each chapter will be allowed to have official voting delegates at the Delegate Meeting. All delegates must be registered for the state conference. They may be students that are already attending the conference in another capacity (competitor, observer, alternate, etc.). Only students with a voting delegate or alternate delegate ribbon on their name tag will be admitted to the Delegate Meeting on Saturday afternoon and therefore, be allowed to vote for the state officers and on state business.

The number of official voting delegates is based on your chapter's membership as of January 15, 2017. The chart of official voting delegates is available on the web site at <http://miskillsusa.org/advisors/forms/>.

Friday Miracle Minute

At the Friday Opening General Session, we will have a Miracle Minute to donate money to a charity. We are asking all students and advisors to donate a few dollars and/or their pocket change to this Community Service activity. Please be sure to bring your donation with you to the Friday Opening General Session.

Saturday Advisor Meeting

All advisors are asked to attend the Advisor Meeting on Saturday night. This meeting is conducted by the Advisors Council. Advisor Years of Service awards and information regarding the National Leadership and Skills Conference will be given out at this meeting.

National Leadership and Skills Conference Information Packets

Information regarding the National Leadership and Skills Conference on June 19-24, 2017 will be passed out at the Advisor Meeting on Saturday Night. There will NOT be a meeting immediately following the Awards Ceremony, as in the past.

Saturday Statesman Award Certification

All students can earn the Michigan Statesman Award on Saturday evening. Information will be included in your school packet. The award (a pin and certificate) can be earned by:

- Reciting to a state officer the answers to the seven SkillsUSA knowledge questions.
- Have the state officer initial the spaces by all of the oral questions that he or she has reviewed.
- Turning in the completed checklist that evening.

Sunday Morning Awards Program

Information on the Sunday Morning Awards Program is as follows:

- Breakfast will not be provided.
- Pictures of the medalists in each contest will be taken
- The pictures will be posted on the web site at <http://www.flickr.com/photos/miskillsusa/sets/>.

State Contest Results

State contest results will be sent to the lead advisor two weeks after the State Conference.

Non-Discrimination Policy

The policy of SkillsUSA Michigan is that no person shall, on the basis of race, color, national origin, ancestry, age, gender, marital status, weight, sexual orientation, sex or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity or in employment.

SkillsUSA Michigan will not discriminate on the basis of race, color, creed, national origin, ancestry, age, gender, marital status, weight, sexual orientation, or disability. Any student requiring an accommodation as a result of a disability should contact the chapter advisor to arrange such accommodation.