



2019-2020
**ADVISOR
MANUAL**



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Ferris State University is an equal opportunity institution. For information on the University's Policy on Non-Discrimination, visit ferris.edu/non-discrimination.



2019-2020 State Officers

President:

Nadia Lawrence
Breithaupt Career and Technical Center

Vice-President:

Kyle Lewandowski
Bay Arenac ISD Career Center

Secretary:

D’Naughtia Curry
Oakland Schools Technical Center NE Campus

Treasurer:

Karrissa Zerod
Bay Arenac ISD Career Center

Reporter:

Blake Brannam
Eaton RESA Career Preparation Center

Parliamentarian:

Corey Haney
Breithaupt Career and Technical Center

Chairperson of Community Service:

Aracely Hernandez-Ramos
Oakland Schools Technical Center NE Campus

Chairperson of Public Relations:

Natalie Wallas
Eaton RESA Career Preparation Center

Chairperson of Social Activities:

Mackenzie Moore
Genesee Career Institute

Chairperson of Ways and Means:

Sam Anderson
Oakland Schools Technical Center SW Campus

State Officer Coordinator:

Rosa L. Williams



Contact Info

USPS Address:	SkillsUSA Michigan Eastern Michigan University Ypsilanti, MI 48197
UPS/Fed Ex Address:	SkillsUSA Michigan 204 King Hall Eastern Michigan University Ypsilanti, MI 48197
Phone:	734-487-3888
Fax:	734-487-4329
Michigan Web Site:	www.miskillsusa.org
National Web Site:	www.skillsusa.org
Michigan Facebook:	www.facebook.com/miskillsusa
National Facebook:	www.facebook.com/skillsusa
State Director:	Tammy Brown info@miskillsusa.org
Executive Treasurer:	David Wait dwait@emich.edu

SkillsUSA Michigan is a tax-exempt, non-profit, 501(c)(3) educational association and is affiliated with National SkillsUSA in Leesburg, VA. SkillsUSA Michigan is supported by a grant from the Michigan Department of Education to Eastern Michigan University. SkillsUSA Michigan is part of the College of Technology at Eastern Michigan University.

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.



2019-2020 Advisor Council

President:

Aaron Gaertner
Regional Career Technical Center

President Elect:

Carrie Warning
Genesee Career Institute

Past President:

Dave Urlaub
Bay-Arenac ISD Career Center

Secretary:

Kathy Dardas
Bay-Arenac ISD Career Center

Treasurer:

MaryEllen Brocklehurst
Eaton RESA Career Preparation Center

Parliamentarian:

Rosa L. Williams
Dorsey School of Beauty

Region 1 Senior Representative:

Ray Wheaton
Branch Area Careers Center

Region 1 Junior Representative:

Julie Lublin
Wilson Talent Center

Region 2E Senior Representative:

Michael Hintze
L'anse Creuse Pankow Center

Region 2E Junior Representative:

Tom Koehler
St. Clair TEC

Region 2W Senior Representative:

Patty Fox
Oakland Schools Technical Center SW Campus

Region 2W Junior Representative:

Lacetia Walker
Breithaupt Career and Technical Center

Region 3 Senior Representative:

Carrie Warning
Genesee Career Institute

Region 3 Junior Representative:

Maggie McKnight
Huron Area Technical Center

Region 4 Senior Representative:

Region 4 Junior Representative:

Region 5 Senior Representative:

John Partridge
Wexford-Missaukee Career Technical Center

Region 5 Junior Representative:

College/Postsecondary Representative:

Dan Wanink
Ferris State University

College/Postsecondary Representative:

Don Ricker
Southwestern Michigan College

Member-At-Large:

Melissa Conklin
Lenawee ISD TECH Center

Member-At-Large:

Scott Satterly
L'Anse Creuse Pankow Center

Business and Industry Representative:

Mike Sculthorpe
Raytheon

Business and Industry Representative:

Becky Brimley
Mi-Michigan Mechanical Contractors

Alumni Representative:

Nolan Rogers

Alumni Representative:

Haley Charbonneau



2019-2020 Themes

SkillsUSA Michigan Theme:

The SkillsUSA Michigan theme for the 2019-2020 year is:

Discover the Leader Within

SkillsUSA Competition Theme:

The SkillsUSA competition theme for the 2019-2020 year is:

SkillsUSA: Champions at Work, I'm Ready

The SkillsUSA competition theme is used throughout the year as the topic to be addressed by contestants in the Chapter Display, Prepared Speech and Promotional Bulletin Board competitions at local, state and national levels.



Billing and Late Fee Procedures

The following procedures and charges have been developed by the Advisors' Council to encourage chapters to pay membership dues and registration fees on time. SkillsUSA Michigan relies on registration fees to be paid when registration forms are submitted so that we can have proper cash flow to pay our bills on time and without late dues being assessed to our association.

SkillsUSA Michigan accepts payments in the form of check, money order, and credit cards (American Express, Visa, MasterCard, and Discover). We are not able to accept cash payments. Payments made by students/parents should be turned over to the school to have a school check issued to SkillsUSA Michigan. **We are not able to accept personal checks from anyone other than the chapter advisor. All refunds will be processed to the school's account, and not to a specific individual.**

A Purchase Order is not a form of payment, but rather a promise to pay an invoice. Schools will be responsible for any late fees if payments arrive after the due date, even if the Purchase Order was received prior to the due date. SkillsUSA Michigan is not able to hold personal checks and/or credit cards until payment is received from a school.

Membership Dues:

Membership dues are due to SkillsUSA by January 15. SkillsUSA Michigan will compare chapter rosters with regional contest registrations. Chapter advisors will be notified if they have any student registered for a regional contest that is not on their roster. The advisor will have 1-2 days to submit the student membership to SkillsUSA without a penalty. If SkillsUSA does not receive the additional membership within 1-2 days, SkillsUSA Michigan will bill the chapter a \$5.00 late fee for each member, each 30 days until the membership and late dues are paid.

Each chapter is responsible for the payment of membership dues for every student registered for any conference, workshop or activity, even if the student does not attend the conference.

Conference Registrations:

Chapters will be assessed a late registration and payment fee for all registrations and payments received after the registration deadline. A fee of up to \$15.00 per person up to a maximum of \$200.00 per chapter will be assessed per conference. Any chapter that owes any amount or has not submitted a Purchase Order for a conference by time the conference takes place, will have a letter faxed to the school principal and superintendent asking for assistance with the payment.

Statements:

All past due accounts will be invoiced the first of each month. An additional invoicing fee of \$20.00 will be applied for each statement sent for accounts over 30 days past due.

- Second Request – A copy of the invoice will also be sent to the School Bookkeeper.
- Third Request – A copy of the invoice will also be sent to the School Principal.
- Final Action – Any school that is not paid in full for any outstanding invoices will have the invoice(s) sent to the School District's Finance office asking for their assistance with the outstanding charges.



Membership Guidelines

- Membership **MUST** be submitted online at www.skillsusa-register.org
- Initial membership registration is due to National SkillsUSA by November 15, 2019 via the online system at www.skillsusa-register.org Final membership registration is due to National SkillsUSA by January 15, 2020 via the online system at www.skillsusa-register.org
- State and national membership dues are:
 - Student - \$14.00 (\$6.00 state, \$8.00 national)
 - Professional - \$26.00 (\$6.00 state, \$20.00 national)
- ***NEW THIS YEAR*** – All advisors must be registered as professional members.
- Once a roster has been submitted online to National SkillsUSA, the chapter is responsible for payment for the number of members submitted (the amount due on the roster). Changes or substitutions cannot be made, only additions.
- Student members must be enrolled in a CTE program.
- State and national membership dues are non-transferable and non-refundable.
- ***All students and advisors must be paid members of SkillsUSA Michigan by January 15, 2020 in order to participate in regional, state and national competitions and/or conferences.***



Membership Incentives

SkillsUSA Michigan is encouraging each chapter to increase their membership this year. Each chapter that submits their membership by the due date listed below will qualify for the following incentive(s). Membership **MUST** be submitted online at www.skillsusa-register.org by the due dates in order to meet the requirements.

State Incentive:

Membership Increase by January 15, 2020

- For every five member increase over last year's membership, the chapter will receive one entry into the drawing for a SkillsUSA blazer, a \$99 value.
- Both student and professional members are included in the chapter's total membership.
- Drawing will be held at the State Leadership and Skills Conference in April.

National Incentives:

Membership Submitted by November 15, 2019

- As a special membership incentive, register at least 15 student members in your training program plus one or more professionals by Nov. 15, and you will receive a free educational resource item, *Critical Thinking at Work* (value \$9.95).
- Instructors who register with 100% membership with a minimum of 15 students plus one or more professional members will also receive a **SkillsUSA Program of Work calendar** (value: \$5.95).



Dress Code

Official SkillsUSA Attire

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

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

Fall Leadership Conference

To allow students to fully participate with the leadership activities, business casual attire is allowed. Khaki (Dockers) style pants (no cargo pants) is appropriate for both males and females. Women should wear blouses, sweaters, polo-style or collared shirts. Men should wear sweaters, polo-style, or collared shirts. Shirts must have sleeves and no bare midriff. Skirts and shorts must be at least fingertip length. Denim, t-shirts, hats, and cargo pants are not allowed.

State Conference

The State Conference Dress Code was approved by the Advisor Council in July 2008. The Advisor Council will be on hand at each session or meeting to determine if a student is properly dressed before he/she will be allowed on the stage. *This dress code applies to both students and advisors.*

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

- Women: School-logo collared 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, dress pants, dress socks, and dress shoes OR white collared shirt, black pants, black socks, and dress shoes.

Sunday Morning Awards Ceremony: *SkillsUSA Michigan attire or appropriate National Competition clothing is required. A SkillsUSA blazer or windbreaker is encouraged but not required.* Business attire and non-white school-logo attire are **NOT** allowed. Please see <http://miskillsusa.org/forms-and-documents/> 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.

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 midriff. Skirts and shorts must be at least fingertip length.



Dress Code

National Conference

As an organization, we must portray a professional image to the business, industry, education and government representatives attending the opening and awards sessions. Official SkillsUSA attire should be worn to the opening ceremony.

The national board of directors has ruled that students who come on stage during the awards ceremony be dressed in official SkillsUSA attire or SkillsUSA Championships work clothing. Students not wearing official SkillsUSA attire or Championships work clothing will not be allowed on stage. Other attire is not allowed, including jeans, shorts, T-shirts, tank tops, sneakers, boots and sandals. This rule will be enforced, and any awards earned will be presented backstage if the student is not dressed properly.

During 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 fingertip length.



2019-2020 Calendar of Events

September 21-25	Washington Leadership Training Institute - Washington, DC
September 27	Technical Committee Nomination Forms Due - State Office
September 30	New Advisor Workshop Registration Due - State Office
October 7	Fall Leadership and Professional Development Conference Regular Registration Due - State
October 8	New Advisor Workshop - Eastern Michigan University, Ypsilanti
October 21	Fall Leadership and Professional Development Conference Late Registration Due - State Office
October 31	Intent to Compete Forms Due - State Office
November 4	Fall Leadership and Professional Development Conference –Lansing Center, Lansing
November 15	Initial Membership Registration Due - online at www.skillsusa-register.org Schools registering after this date will not receive all mailings from SkillsUSA
December 6	SkillsUSA Night with the Detroit Pistons
January 10	State National Anthem Contest Entries Due - State Office
January 15	Final Membership Registration Due - online at www.skillsusa-register.org <i>Students registered after this date will not be able to compete!</i>
February (all month)	Regional Competitions – contact your Regional Representative for more info
February 1	No State Run Contest Online Survey Due - online at http://miskillsusa.org/forms-and-
February 1	Judge Nomination Forms Due – State Office
February 2-7	SkillsUSA Week
February 15	Regional Direct to States Online Form Due – online at http://miskillsusa.org/forms-and-
February 15	Chapter Excellence Program (CEP) Applications Due – online at www.skillsusa-register.org
February 15	Advisor of the Year Nominations Due – State Office
March 1	State Conference Hotel Reservations Open – Amway Grand Plaza
March 6	State Officer Applications Due - State Office
March 13	State Conference Regular Registration and Payment Due - State Office
March 27	State Conference Final Hotel Registration Due – Amway Grand Plaza
March 27	State Conference Changes, Refund Requests, Late Registration and Payment Due - State Office
March 30	Final State Conference Hotel Cancellations Due – Amway Grand Plaza
April 17-19	State Leadership and Skills Conference – Grand Rapids
April 20	Qualifier Not Attending Nationals Notification Form Due - State Office
April 24	National Conference Registration Due - State Office and online at www.skillsusa-register.org
May 1	National Conference Payment, Final Cancellations and Refund Requests Due - State Office
May 15	Additional Trading Pins Pre-Order Form Due – State Office
May 4-8	SkillsUSA National Week of Service
June 22-27	National Leadership and Skills Conference – Louisville, KY



2019-2020 Cost Summary

All costs per person/participant*.

(Please refer to the specific registration information for each conference for more details.)

SkillsUSA Membership Dues – January 15, 2020:

- Student - \$14 (\$6 state, \$8 national)
- Professional - \$26 (\$6 state, \$20 national)

New Advisor Workshop – October 8, 2019:

- Registration - \$40
- Transportation – At your expense
- Meal – Lunch included
- Parking – Validated for Student Center Parking lot only

Fall Leadership and Professional Development Conference – November 4, 2019:

- Regular Registration (forms and payments received before October 7, 2019) - \$35
- Late Registration (forms and payments received between October 7, 2019 and October 21, 2019) - \$45
- Transportation – At your expense
- Parking – At your expense
- Meal – Lunch included

Regional Competitions – February 2020:

- Registration - Approx. \$20 - \$25 (varies by region, contact your regional representative for details)
- Transportation – At your expense
- Meals – Varies by region, may or may not be included in your registration fee

State Leadership and Skill Conference – April 17-19, 2020:

- Early Registration (forms and payments received before March 13, 2020) - \$80
- Regular Registration (forms and payments received between March 13, 2020 and March 27, 2020) - \$95
- Hotel – \$125-\$145 per room per night depending on hotel
- Transportation (To and From) – At your expense
- Meals – At your expense

National Leadership and Skill Conference – June 22-27, 2020:

- Registration - \$170
- Travel Package (includes transportation, hotel and some meals) – Approx. \$800 (quad) to \$1,300 (single). The exact price will be distributed at the State Leadership and Skill Conference.
- Meals – Some meals are included

*All costs are subject to change.



SkillsUSA Michigan/EMU Pledge Form

YES, I want to help SkillsUSA Michigan grow by giving to the SkillsUSA Michigan Development Campaign.

Please designate my contribution to go toward the following:

- Contest Co-Sponsorship - Contest Name _____
- SkillsUSA Michigan's Endowment
- Other: _____



Giver: _____

Pledge in the Name of: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Total Contribution: \$ _____

If this is a personal contribution, will you or your spouse's company match this contribution? Yes No

If yes, Company Name: _____

Method of Payment:

A receipt will be issued by the Eastern Michigan University Foundation Development Office for personal contributions for your State Tax Credit.

Check enclosed (payable to Eastern Michigan University)

Bill my Visa/Master Card

Exp Date: _____

Security Code: _____

Signature

Date

Mail to: SkillsUSA Michigan
Eastern Michigan University
Ypsilanti, MI 48197
734-487-3888

Make Check Payable to:
Eastern Michigan University

Fax to: 734-487-4329





Memorial/Retirement Tribute Form

I would like donate to SkillsUSA Michigan in tribute of a special person.

Please designate my tribute to go toward the following:

- Contest Co-Sponsorship - Contest Name _____
- SkillsUSA Michigan's Endowment
- Other: _____



Tribute in the Name of: _____

Tribute Type: Memorial Retirement Other _____

Giver: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Total Contribution: \$ _____

If this is a personal contribution, will you or your spouse's company match this contribution? Yes No

If yes, Company Name: _____

Method of Payment:

A receipt will be issued by the Eastern Michigan University Foundation Development Office for personal contributions for your State Tax Credit.

Check enclosed (payable to Eastern Michigan University)

Bill my Visa/Master Card

Exp Date: _____

Security Code: _____

Signature

Date

Mail to: SkillsUSA Michigan
Eastern Michigan University
Ypsilanti, MI 48197
734-487-3888

Make Check Payable to:
Eastern Michigan University

Fax to: 734-487-4329





New Advisor Workshop
October 8, 2019
Eastern Michigan University, Ypsilanti

SkillsUSA Michigan is pleased to offer assistance in establishing your chapter by holding a New Advisor Workshop on October 8, 2019, at Eastern Michigan University in Ypsilanti. This workshop is for teachers who have been a SkillsUSA advisor for 2 years or less.

There is a \$40.00 registration fee per participant. The fee will cover lunch, materials and useful resources for new chapters.

Please return the registration form if you will be attending the workshop, so we can have adequate membership and contest materials available at the workshop. A map and confirmation letter will be sent to those who register by September 30, 2019.

Please register online at <http://miskillsusa.org/advisors/newadvisorworkshop/>

Tentative Agenda

October 8, 2019

9:30 a.m. - 2:30 p.m.

Student Center

Eastern Michigan University, Ypsilanti

- SkillsUSA's Relationship with the CTE Program
- Establishing your Chapter
- Conferences
- Membership Recruitment
- Lunch
- Contest Information
- Questions



Advisor Mentoring Program

SkillsUSA Michigan is looking for experienced advisors who are willing serve as a mentor to a new SkillsUSA advisor. The mentor will assist the new advisor with understanding SkillsUSA policies, events and activities. The mentor's role includes:

1. Talking to the new advisor by phone at least once each month.
2. Answer questions regarding SkillsUSA and their program.
3. Visiting the new advisor's school at least once.
4. Providing the new advisor with an opportunity to visit your school.
5. Assist the new advisor with registrations and due dates.
6. Assist the new advisor with all necessary paperwork.
7. Assist the new advisor with the Regional, State and National Conferences.
8. Provide input and structure for the continuation of the program.

Interested individuals should complete the Advisor Mentoring Program Form on our web site at <http://miskillsusa.org/forms-and-documents/>.



Fall Leadership and Professional Development Conference

November 4, 2019

Lansing Center, Lansing

Regular Registration Deadline: October 7, 2019

Late Registration Deadline: October 21, 2019

No registrations will be accepted after October 21, 2019

Substitutions accepted at onsite registration on November 4, 2019

Start the SkillsUSA year off right by attending the Fall Leadership Conference! The conference will start with leadership development activities designed to help each student become an active member of SkillsUSA.

Challenging activities that are both educational and enjoyable have been designed for participants to explore all the opportunities available through SkillsUSA. The conference will begin with an opening session which will set the direction for the conference. Special professional development sessions will be available for advisors also.

It is our goal that by participating in these activities each participant will leave the conference with the skills needed to have a successful year and actively participate in SkillsUSA's programs.

Information about the conference can be found at <http://miskillsusa.org/fall-leadership-conference/>

Location

Lansing Center
333 E. Michigan Avenue
Lansing, MI 48933
517-483-7400
<http://lansingcenter.com>

Lansing Center Parking

Parking is accessible behind the Lansing Center off Cedar Street or at the North Grand Parking Ramp for a fee. Additional information is available at <http://lansingcenter.com/about/parking-directions>.

Registration Fees

All registrations must be made via the online conference registration system available at <http://miskillsusa.org/advisors/conference-registration-process/>. Any previous registration form will not be accepted. The Regular Registration Fee is \$35.00 per participant (students and advisors) for all registration and payment received *prior to* October 7, 2019. The fee includes lunch, participation in all sessions, and registration materials.



The Late Registration Fee is \$45.00 per participant (students and advisors) for all registrations and payment received *after* October 7, 2019. The fee includes lunch, participation in all sessions, and registration materials. ***No registrations will be accepted after October 21, 2019.***

Membership Policy: All conference participants must be paid members of SkillsUSA Michigan. Students do not have to be a member prior to attending, but must have their memberships submitted to SkillsUSA by January 15, 2020. Chapters will be invoiced in February for students who are not paid members.

Refunds: There will be no refunds after the registration window closes. You may come back and edit your registrations or add registrants until we close the registration window.

- To edit a previously submitted registration, login to the membership portal, then click on the number in the “edit” column for the person to wish to edit:
 - For a substitution, change the name, emergency contact information and birthdate, then click on the “Save” button at the top.
 - For a cancellation, click on the “Delete” button at the top. You can choose to generate a new invoice for the remaining registrants. If payment is already in process for your school, any overpayments can be applied towards the next conference.
 - If you have changes after the registration window closes on October 21, 2019, you will need to send an email to registration@miskillsusa.org with the registration change form attached. There will be no refunds for cancellations after the registration window closes, but we will accept substitutions onsite at the conference.

Participant Code of Conduct Form

Each participant attending the conference must sign the Participant Code of Conduct Form. This form is to be hand-carried to the conference by the advisor and not sent in with the registration. The form is available at <http://miskillsusa.org/forms-and-documents/>

Tentative Agenda

Monday, November 4, 2019

- 8:30 a.m. – 9:00 a.m. Registration
- 9:00 a.m. – 9:15 a.m. Opening Session
- 9:20 a.m. – 10:00 a.m. First Breakout Session
- 10:05 a.m. – 10:45 a.m. Second Breakout Session
- 10:55 a.m. – 11:30 a.m. Third Breakout Session
- 11:30 a.m. – 12:30 a.m. Lunch
- 12:30 p.m. – 2:15 p.m. FOCUS Training
- 2:15 p.m. – 2:30 p.m. Closing Session

Dress Code

To allow students to fully participate with the leadership activities, business casual attire will be allowed. Khaki (Docker) style pants (no cargo pants) will be appropriate for both males and females. Ladies should wear blouses, sweaters, polo-style or collared shirts. Gentlemen should wear sweaters, polo-style, or collared shirts. **Denim, t-shirts, hats, and cargo pants are not allowed.**

Advisors' Meeting and Assistance

There will be a special meeting for all advisors. Professional development breakout sessions will also be available for advisors.

Advisors will be assigned to sessions to monitor participation and behavior. Each advisor is asked to assist with supervision at the conference. To keep the registration fee as low as possible, we have elected to use advisors in place of outside security.

Advisors will be assigned one session to serve as host to monitor student behavior.

Supervision

One (1) advisor must attend for each twenty (20) students.

Overnight Stay

An overnight stay is not necessary at the Fall Leadership Conference, but if you plan on spending the night (either before or after), please book your stay with the Radisson at http://www.radisson.com/lansing-hotel-mi-48933/lansing?s_cid=se.bng.rad_cmp27.

State Officer Assistants

NEW – Students that have at least one full year remaining in their career & technical training program and are interested in running for state office for the 2020-2021 school year are invited to assist at the Fall Leadership Conference. This opportunity will give the state officer assistants a chance to see what is involved in being a state officer. If you have an interested student, please register them as a state officer assistant and more information will be sent to you.

State officer assistants:

- Will assist the current state officers in one of the morning breakout sessions.
- Will have the opportunity to eat lunch with and talk to the current state officers.
- Must wear official dress.



SkillsUSA Night with the Detroit Pistons

SkillsUSA Michigan members will have a one of a kind opportunity to meet professionals who work behind the scenes for the Detroit Pistons.

Guest speakers will cover many aspects of the industry including marketing, sales, communications, public relations, internships and more. At the end of the day members will be guests of the Pistons as they watch a Detroit Pistons game.

Register early to ensure that your chapter members won't miss out on this awesome opportunity. The registration form is available at <http://miskillsusa.org/forms-and-documents/> and is due November 15, 2019.

Game Date: December 6, 2019



vs.



Tentative Agenda

2:15 p.m.	Registration & Shot on Court
3:00 - 5:30 p.m.	Presentations & Speakers
7:30 p.m.	Detroit Pistons Game

Chapters are recommended to have at least one adult for every ten (10) students.

There are two different pricing options, so please check the registration form for what is included with each option. Registration includes presentations and ticket to the Pistons game. The registration form is at <http://miskillsusa.org/forms-and-documents/> and is due November 15, 2019.

All student participants are required to be members of SkillsUSA or another Career and Technical Student Organization. Chapters will be required to turn in a participation list when they arrive at the event.

Chapters will need to provide their own transportation to Little Caesars Arena in Detroit.



2020 State National Anthem Auditions

A SkillsUSA Michigan member will be selected to sing the National Anthem acapella at the Friday Opening General Session on April 17, 2020 at the State Conference. Interested members must submit an audition file of them singing the National Anthem in order to be considered. Student must be a current member of SkillsUSA Michigan and must pay the State Conference registration fee. Only individual entries are allowed, no groups.

All audition files must be posted via the online form available at <http://miskillsusa.org/forms-and-documents/> no later than **January 10, 2020**. Audition files received after this date will not be considered.

SkillsUSA Michigan reserves the right to not have a student sing the National Anthem if it is deemed that there are no qualified entries submitted by the due date.



Regional Competitions February 2020

All regional competitions are determined on a region-by-region basis. All students are required to compete at the regional level in order to qualify for the state competition.

Please contact your Regional Representative for more information regarding your regional competition. Regional information will be posted on the web site at <http://miskillsusa.org/regional-contests/> as it becomes available.

Region 1 Senior Representative:

Ray Wheaton

Branch Area Careers Center
School Phone: 517-279-5726
wheatonr@branch-isd.org

Region 1 Junior Representative:

Julie Lublin

Wilson Talent Center
School Phone: 517-244-1303
julie.lublin@inghamisd.org

Region 2E Senior Representative:

Michael Hintze

L'anse Creuse Pankow Center
School Phone: 586-783-6570
hintzmi@lc-ps.org

Region 2E Junior Representative:

Tom Koehler

St. Clair TEC
School Phone: 810-455-4226
koehler.tom@sccresa.org

Region 2W Senior Representative:

Patty Fox

Oakland Schools Technical Center SW Campus
School Phone: 248-668-5646
Patricia.Fox@oakland.k12.mi.us

Region 2W Junior Representative:

Latecia Walker

Breithaupt Career and Technical Center
School Phone: 313-866-9552
lacetia.walker@detroitk12.org

Region 3 Senior Representative:

Carrie Warning

Genesee Career Institute
School Phone: 810-591-3326
cwarning@geneseeisd.org

Region 3 Junior Representative:

Maggie McKnight

Huron Area Technical Center
School Phone: 989-269-9284
mmcknight@huronisd.org

Region 4 Contest Coordinator

Mary Dittrich

Bay College
School Phone: 906-217-4081
dittrichm@baycollege.edu

Region 5 Senior Representative:

John Partridge

Wexford-Missaukee Career Technical Center
School Phone: 231-876-2223
jpartridge@wmisd.org

Region 5 Junior Representative:



SkillsUSA Week

SkillsUSA Week is February 3-7, 2020.

SkillsUSA Week gives state associations, advisors and student members the opportunity to promote SkillsUSA programs at activities at the local and state levels.

During SkillsUSA week, members can also help raise awareness of SkillsUSA. This can be accomplished through field trips to local businesses, an open house for parents or industry partners, a visit to local community organizations to make a brief presentation about SkillsUSA, or providing news releases and public service announcements to local media outlets for possible distribution.

Involvement in activities such as these brings positive recognition to SkillsUSA, and to local schools and their students. Also, it underscores the importance of SkillsUSA's purposes and mission, which is to help prepare America's high performance workers in public career and technical programs.

Local Chapter Ideas for Celebrating SkillsUSA Week

There are lots of ways to celebrate SkillsUSA Week. Some local chapters plan a different activity for each day of the week, while others pick one day and hold one or two events. Start planning well before SkillsUSA Week to organize any special events. Here are some sample activities you might consider:

MONDAY—P.R. Day

Make a school announcement about SkillsUSA Week and any special activities you have planned (over PA or school television station). Hang SkillsUSA signs or banners throughout the school. Hold a poster or photo contest with prizes. Deliver PSAs to local radio or television stations. Provide news releases and photographs to the school or local newspaper. Make a bulletin board or display about SkillsUSA for a school hallway. Set up a SkillsUSA information table in the school cafeteria or at the mall to tell people about the program. Invite the press to attend any events you plan during the week and let them know who to contact for more information.

TUESDAY—SkillsUSA Advisor Appreciation Day

Make the instructors who support your program feel special by bringing them a corsage, a special bag lunch, or host a lunch through the culinary program. Or, deliver cookies and a thank you note to instructors who support the program. Formally recognize the principal of your school with a certificate of appreciation and an honorary membership in SkillsUSA. Principals are vital in supporting your SkillsUSA chapter.



SkillsUSA Week

WEDNESDAY—Advocacy Day

This is an excellent time to make the community and business leaders in your community aware of your SkillsUSA chapter. Request a Proclamation from the Mayor, City Council, Board of Supervisors or School Board and ask if your local SkillsUSA officers can be present at an upcoming meeting to receive it. Invite local business, community and industry leaders to a chapter meeting to hear a presentation. Or, host an open house to showcase chapter activities and make short presentations in each program. Invite parents, community leaders, business and industry representatives, and middle school or elementary students who might be interested in technical career paths. Visit a local elementary or middle school and talk about career and technical programs. Use our [Media Guide](#) to find your local media outlets.

THURSDAY—Leadership Through Service Day

Conduct a community service activity to bring greater awareness to your program. Visit a nursing home to provide services to the residents, hold a car care clinic, donate toys or other items to a local shelter or children's floor at a hospital. Conduct a cleanup/early spring landscape program at your school. Offer to paint a mural at a day care center.

FRIDAY—Wear Red Day

Encourage all members to wear SkillsUSA t-shirts, polo shirts or SkillsUSA official attire. Or, just tell everyone to wear a red shirt and give out stickers to members that say Ask Me Why I Am Wearing Red to put on their shirts. When asked, members can explain about SkillsUSA and that red is the color of our official blazer.

Share Your News!

Send news of what your chapter did for SkillsUSA Week to Tom Hall, *SkillsUSA Champions* magazine, 14001 SkillsUSA Way, Leesburg, VA 20206-5494 or email pictures and stories to: thall@skillsusa.org



State Leadership and Skills Conference

April 17-19, 2020

Grand Rapids, Michigan

Please read everything carefully and follow all instructions. Failure to do so may result in your school not being registered for the conference!

General Instructions

- All individual registrations for your school must go through your Lead Advisor.

Due Dates

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

March 1, 2020	Hotel Reservations Open - Amway Grand Plaza <i>(First day that school housing lists will be accepted)</i>
March 13, 2020	Registration and Payment Due to receive the Regular Price - State Office
March 27, 2020	Final Hotel Reservations Due - Amway Grand Plaza Hotel
March 27, 2020	Changes, Refund Requests and Late Registration Due - State Office <i>Absolutely no registration changes, refund requests or new registrations will be accepted after March 27!</i>
March 30, 2020	Final Hotel Cancellations Due <i>(A \$25 fee will be assessed for hotel rooms NOT cancelled by this date)</i>

Membership

All students and advisors must be paid members of SkillsUSA Michigan by January 15, 2020 in order to participate in the state conference.

Regional Contestant Forms

The Regional Contestant Ranking Sheet or a Regional Direct to State Online Form is **REQUIRED** for all contests so that we know what contestants have qualified for the state contests. 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 going directly to State) 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/forms-and-documents/>

- Failure to submit one of these forms 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 Direct to State Form, he/she will NOT be allowed to compete!
- ***NO EXCEPTIONS!***

Request for Deadline Extension

Because SkillsUSA Michigan realizes that some schools have a long lead time to have a check issued for payment, we have developed a procedure for schools to request a two week payment extension. Schools requesting a payment extension need to complete and submit the Request for Deadline Extension form at least *two weeks prior to the payment deadline*. A new form must be submitted for each conference for which an extension is requested.

Registration Packet

Each school must complete and submit the following to the state office *prior* to your chosen due date.

- State Conference Registration
- Participant Code of Conduct for each person attending the conference
- Registration Fee payment for the *entire amount*

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/forms-and-documents/>

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.).

Registration Fee

All registrations must be made electronically at <http://www.skillsusa-register.org>. Paper registration forms will not be accepted. Please be aware of the due dates and corresponding registration fee! Make check payable to SkillsUSA Michigan.

- Regular Registration Fee (registration and payments received by March 13, 2020) - The conference registration fee is \$80.00 for each person attending the conference. This is for all participants: students, delegates, advisors, administrators, etc. If your registration is not received by March 13, 2020, the membership system will automatically calculate the late registration rate.
 - Purchase Orders - SkillsUSA Michigan accepts purchase orders, but they need to be processed so the payment *arrives* by the above date to receive the regular registration fee.
- Late Registration Fee (between March 13, 2020 and March 27, 2020) - The conference registration fee is \$95.00 for each person attending the conference. This is for all participants: students, delegates, advisors, administrators, etc.
- Credit Card Payments – SkillsUSA Michigan accepts credit cards as payment. Please use the charge card form that is available at <http://miskillsusa.org/forms-and-documents/>. These payments are processed within 24 hours (if received during business hours) and the receipt is emailed after processing.

Your school is responsible for the *full amount* of registration fees owed when your registration was submitted. 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 school is paid in full.

Housing Reservations

*As approved by the Advisor Council in July 2012, all schools **MUST** stay at the State Conference approved hotels. No other hotels are allowed and no commuting is allowed.*

Hotel Reservation Procedure

Room reservations are to be made by using the housing registration form. The housing form will be available on the SkillsUSA Michigan web site in January 2020. Please email completed forms directly to the email listed on the form. Hotel reservations cannot be made until March 1, 2020. The hotel must receive the reservations on or before March 27, 2020. **A \$100.00 deposit per room must be received prior to room reservations being confirmed.**

Please mail the deposit to the hotel at:

Amway Grand Plaza Hotel
187 Monroe NW
Grand Rapids, MI 49503

To use a credit card for the deposit, please fill out the credit card form, found with the housing registration form.

Student housing is based on four (4) to a room. If a chapter does not have multiples of four (4) delegates of the same gender, the chapter may fill a room by contacting other chapters, or absorb the additional cost (per person) for occupancy less than four (4). Chapters need to house the majority of their delegation in quad rooms so SkillsUSA Michigan can ensure that there will be adequate room for all delegates. Students will not be permitted to be in a single room.

If you make arrangements with another school to fill a quad room, only one school should list the student on the housing form; this school should be designated as responsible for prepayment of the shared room. The other school(s) should then pay the designated school. Please note that the hotel cannot guarantee that the shared room will be near both schools' hotel rooms.

The same procedure will be in place if advisors from two different schools plan to room together. Remember to check with your intended roommate first. Also, remember to **register your spouse** if they will be staying with you during the conference.

Hotel Assignments

There is a unique housing form for each hotel, since different housing rates are offered for each hotel. Advisors should review the rates listed and then select the hotel that best fits their needs. Once you have decided on your first choice for a hotel, select the corresponding form. If the hotel is not able to accommodate your rooms, you will be placed at the other hotel and that hotel will email you a revised invoice for your housing charges. Remember that the Amway Reservation Department will process registration forms in the order that both the form AND the deposits are received.

Both hotels are connected to each other and the Convention Center by a series of Skywalks.

Amway Grand Plaza Hotel - 187 Monroe Avenue NW - 616-774-2000

Courtyard by Marriott - 11 Monroe Avenue NW - 616-242-6000

Incidental Charges

All incidental charges, (i.e. room services, movies, etc.) must be paid before checking out. There is to be no room service or phone calls made from the room. All phones will be restricted so no outside calls can be placed unless a credit card imprint is left at the front desk at time of check-in. Phone calls can be made from pay phones located throughout the hotel. Hotel operators have been instructed not to connect outside or room-to-room calls after curfew.

NEW - Elevator Repair Fee

An elevator repair fee of \$800-\$1,300 will be charged to schools that require an elevator technician to release them from any elevator if it is determined that the school is at fault. This fee will be payable at check-out. For your safety, please refrain from overcrowding and jumping in the elevator. Failure to do so will result in the elevator becoming stuck and fees will be applied for repairs. Elevators are monitored by security cameras.

Suites and Parlors

Suites and parlor rooms are only available to schools that have the minimum number of rooms listed below. This is to help chapter advisors with large numbers of students to conduct chapter meetings without blocking hallways. Suites and parlors are assigned in the order that the registration lists and the deposit are received.

Descriptions of suites available at the Amway Grand Plaza Hotel. Rates are on the registration form.

Superior Rooms: One room in the historic Pantlind section with a king bed and an oversized living area. The Superior Rooms also offer the ability to add a connecting room with 2 queen beds-offered at the group rate.

Tower Suites: 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) These rooms have a connecting room with 2 queen beds-offered at the group rate.

Plaza Suites: 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) These rooms have two connecting rooms; one with a king bed and one with 2 queen beds-offered at the group rate per room.

Descriptions of suites available at the Courtyard by Marriott. Rates are on the registration form.

Extended Rooms: They are open to schools that reserve four or more rooms. The one room suite has with a king bed and a living room area. These rooms have a connecting room with 2 queen beds-offered at the group rate.

King Suites: They are open to schools that reserve six or more rooms. This two room suite has a king bed and a separate living room. These rooms have a connecting room with 2 queen beds-offered at the group rate.

Important Points to Remember:

- **SkillsUSA Michigan Policy requires all participants stay at one of the official conference hotels. Conference Registration will not be accepted for schools that are not staying at one of the official hotels.**
- Special requests are based upon the availability at the time the housing form and full prepayment are received at the hotel.

- The Hotels will accept housing changes until 5:00 p.m. on March 30, 2020. After that time there will be a \$25.00 fee per change (name or room) and there will be no refunds for cancellations.
- **Please note that all sleeping rooms may not be available upon arrival, delegates should plan accordingly.**

Hotel Conduct and Courtesy Guidelines

One of SkillsUSA's purposes is to provide opportunities for personal development and preparation for adult life. SkillsUSA conferences and activities are prime opportunities to help members develop important social skills, and among those, appropriate hotel behavior. These guidelines have been designed to assist our members in this area; by no means is this list exhaustive.

1. Do not change rooms with a friend; you must stay in your assigned room. Your parents may call looking for you, and the hotel should be able to connect them to the proper room.
2. Students may not have a member of the opposite sex in their room unless the chapter advisor is present.
3. Irons and ironing boards are usually located in each guest room. If you use them, make sure you put them away at the end of each night.
4. Window curtains should be drawn when lights are on in your room. Be completely dressed if your curtains are open.
5. Be completely dressed according to the SkillsUSA Michigan Dress Code any time you're outside of your own room.
6. Do not leave money or valuables unattended in your room or hotel lobby. Keep your room door closed and locked at all times. If someone knocks, find out who it is before opening the door. Make certain the night lock is engaged before you go to bed.
7. Do not prop your door open. An open door invites strangers in.
8. We are not the only guests in the hotel. **Do not let your door slam when you enter or leave your room.**
9. Your room is not soundproof. **Be in your own room and quiet at curfew to give hotel guests peace and quiet when they want to sleep.**
10. Be courteous to all other hotel guests on the elevators/escalators. Because it's difficult to move the number of people we have participating at our activities, do not delay the elevators in any way. When entering an elevator, step aside to let people off of the elevator before getting on. Whenever possible, especially if you only have to go up or down a floor or two, see if you can take the stairs to help with elevator congestion.
11. For your safety, please refrain from overcrowding and jumping in the elevator. Failure to do so will result in the elevator becoming stuck and a fee of \$800-\$1,300 will be applied for repairs. Elevators are monitored by security cameras.
12. Be sure your room is in neat order when you checkout. All trash should be placed in the trash can, irons and ironing boards put away, bedding at least piled on the bed, and towels in the bathtub.
13. You may not order any food deliveries after curfew. This includes deliveries from room service and off-property restaurants.
14. When dining in the hotel or neighboring restaurants, please remember the following guidelines for gratuities; 15% of bill for good service and 20% of bill for great service.



State Leadership and Skills Conference

April 17-19, 2020

Grand Rapids, Michigan

Conference Headquarters

Amway Grand Plaza Hotel
Second Floor Center Concourse Registration Desk
187 Monroe NW
Grand Rapids, MI 49503

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 17, 2020

- | | | |
|------------------------|--|--|
| • 12:00 p.m.-7:00 p.m. | Conference Registration
(all schools) | Amway Grand Plaza
Registration Desk 2 |
| • 1:30 p.m. | State Officer Candidate Interviews | Amway Grand Plaza |
| • 3:00 p.m. | Hotel Check In | Assigned Hotel Front Desk |
| • 3:00 p.m.-7:00 p.m. | Leadership Test
(for all students) | Amway Grand Plaza |
| • 8:30 p.m. | Opening General Session | DeVos Place |
| • After session | Final Leadership Test
(for those who did not take it earlier) | Amway Grand Plaza |
| • 11:00 p.m. | Curfew | |

Saturday, April 18, 2020

- | | | |
|--------------|-------------------------------|-------------------|
| • 8:00 a.m. | Contests Conducted | Various Locations |
| • 5:00 p.m. | Delegate Meeting | Amway Grand Plaza |
| • 8:00 p.m. | Advisor Meeting | Amway Grand Plaza |
| • 8:00 p.m. | Statesman Award Certification | Amway Grand Plaza |
| • 11:00 p.m. | Curfew | |

Sunday, April 19, 2020

- | | | |
|------------------------|-----------------|-------------|
| • 8:30 a.m.-11:00 a.m. | Awards Ceremony | DeVos Place |
|------------------------|-----------------|-------------|



Available Contest Spots Lottery

Available 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 State 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.

Contestant Meals

The day of the competition, contestants 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://miskillsusa.org/forms-and-documents/>

Transportation

SkillsUSA Michigan will provide transportation from the official conference hotels to most contests on Saturday. A schedule will be enclosed in your chapter registration packet.

State Officer Application

Being a State Officer is one of the highest honors a student can achieve in SkillsUSA Michigan. If you have a student who wants to run for a state office, please have them complete and submit the State Officer Application by March 6, 2020. The State Officer Application is available on our web site at <http://miskillsusa.org/forms-and-documents/>

Friday Check-in

The lead advisor from each attending school will be given their conference materials upon check-in on Friday at the SkillsUSA Michigan headquarters at the Amway Grand Plaza. You will need to check-in before your students can 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 before the Opening General Session on Friday. Corrections will be made Friday evening and if needed, new name badges will be available at the conference headquarters.

Contest Information

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

Awards Presentation Procedure

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 below), 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.

Dress Code

IMPORTANT - This dress code applies to both students and advisors!

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

- Women: School-logo collared 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, dress pants, dress socks, and dress shoes OR white collared shirt, black pants, black socks, and dress shoes.

Sunday Morning Awards Ceremony: ***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 attire are **NOT** allowed. Please see <http://miskillsusa.org/forms-and-documents/> 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.



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 midriff. Skirts and shorts must be at least fingertip length.

Resume

All competitors will be required to submit a one-page, type-written resume. Online submission is no longer required. The resume will be turned in at the contest sites before the start of the contest. A penalty of 10 points will be assessed for failure to submit a resume at the beginning of the contest. A sample resume worksheet is available on our web site at <http://miskillsusa.org/forms-and-documents/>

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 and again when the contest is announced.
- 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 Industry Awards Form must be filled out completely and sent in to the State Office by **March 1, 2020**. This form is available at <http://miskillsusa.org/forms-and-documents/>

SkillsUSA Leadership Test

All students will be required to take the SkillsUSA Leadership Test on Friday afternoon. A study guide for this test is available on our web site at <http://miskillsusa.org/forms-and-documents/>. The students with the top scores on the SkillsUSA Leadership Test will be recognized. This test is also used as a tie-breaker for competitors and is not included in the final contest score.

Special Accommodations 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 the online Special Accommodations Request Form to the state office with your registration. This form is available on our web site at <http://miskillsusa.org/forms-and-documents/>. SkillsUSA Michigan is not responsible for providing special accommodations if this form is not submitted. Any readers, interpreters or other assistance implements or supplies must be supplied by the chapter.

Official Voting Delegates

Each chapter will have official voting delegates at the Delegate Meeting. All delegates must be registered for the state conference. Students that are already attending the conference in another capacity (competitor, observer, alternate, etc.) may also serve as an official voting delegate. Only students with a delegate or alternate 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, 2020. The chart of official voting delegates will be available on the web site at <http://miskillsusa.org/forms-and-documents/>.

Advisor Meeting

All advisors are asked to attend the Advisor Meeting on Saturday night. This meeting is conducted by the Advisor Council.



State-Wide Food Sculpture Contest

SkillsUSA Michigan invites everyone to participate in the State-Wide Food Sculpture Contest! Collect non-perishable food items and/or paper products at your school and create a sculpture out of what you collect!

Each sculpture will be made of non-perishable food items and/or household paper products collected by your school. All items in the sculpture must be in their original containers and not opened. The sculpture items will then be donated to a charity of your choosing. At the State Conference, SkillsUSA Michigan will recognize one school in each of the following categories:

- Most Creative Sculpture
- Most Items in Sculpture
- Sculpture Best Portraying SkillsUSA

Rules:

- One entry per school.
- Each school can only win in one category.
- Each entry will consist of a picture(s) of your sculpture and a receipt from the charity of your choice for your donated items.
- Both the picture(s) and the receipt from a charity must be submitted in order to qualify.
- The picture(s) should be at least 4" x 6" and must show the entire sculpture.
- All picture(s) and receipts must be submitted at the State Conference.
- All picture(s) and receipts will be accepted at the State Conference headquarters only on Friday, April 17, 2020.
- The receipt must contain the following information:
 - Name of Charity
 - Date
 - School Name
 - Total Number of Items Donated
 - Signature of Person Receiving the Donation
- ***Food items will NOT be accepted at the State Conference.***



SkillsUSA National Week of Service

We invite all of our chapters to conduct or promote a community service project during the week of May 7-13, 2020. This will help commemorate the founding of SkillsUSA as well as harness the power of our combined efforts to showcase the good work being done by our student members and bring attention to Career and Technical Education, and the value of SkillsUSA. With more time for chapters to plan their community service efforts, we hope to increase the number of chapters participating and therefore gain more local and national media attention for our efforts. More information is available at <https://www.skillsusa.org/events-training/national-week-of-service/>.

Advisors are encouraged to submit a National Week of Service project report to the national office by **May 15, 2020**. Photos are also appreciated. The first 50 chapters that report Week of Service plans will receive a free item.

SkillsUSA is an official certifying organization for the President's Volunteer Service Award. Your students' service volunteer hours count toward this award. Details available at <http://skillsusa.org/students/volsvc.shtml>

Share your stories! Email a summary of your chapter's project and any photos to info@myskillsusa.org

Sample Community Service Projects:

- Help at a hospital or nursing home
- Adopt a grandparent or become a big sister/big brother
- Work to get out the vote at election time
- Hold a beautification/renovation project
- Adopt a needy family at the holidays



National Leadership and Skills Conference

June 22-27, 2020

Louisville, KY

Tentative Due Dates

- **April 20, 2020** – Qualifier Not Attending Notification Form due to State Office
- **April 24, 2020** – SkillsUSA Michigan Registration Form due to State Office available at <http://miskillsusa.org/forms-and-documents/>.
- **April 24, 2020** – Online Conference Registration Due at www.skillsusa-register.org – **All fields must be completed including home address!**
- **May 1, 2020** – Payment Deadline, Final Cancellations and Refund Requests due to State Office
- **May 1, 2020** – Additional Trading Pins Pre-Order Form due to State Office

National Conference Information Packet

The National Conference Information Packet will be posted on our web site in April. Registration forms, travel packages and other important information will be included.

Championships Contest Updates

Please be sure to read the contest updates posted on the National web page at

<http://www.skillsusa.org/compete/updates.shtml> Please be sure to check the contest updates regularly.

Your student(s) will not be prepared for the contest without this information. We want all competitors to be aware of this information and any changes!

SkillsUSA Michigan State Orientation Meeting

A Michigan orientation meeting will be held on Monday evening at the hotel at 7:00 pm. All participants are required to attend. At this meeting, you will receive all conference information and materials, including name badges and programs.

SkillsUSA Leadership Test Study Guide

All contestants at the National Conference will be required to take the SkillsUSA Leadership Test at the State Orientation Meeting. A study guide for this test is available on our web site at

<http://miskillsusa.org/forms-and-documents/> all contestants must bring a #2 pencil with them to the meeting as extra pencils will not be available.

Sample Resume Worksheet

All contestants will be required to submit a one-page, type-written resume. A penalty of 10 points will be assessed for failure to submit a resume. The resume will be turned in at the contest orientation meeting. A sample resume worksheet is available on our web site at <http://miskillsusa.org/forms-and-documents/>



Clothing Requirement

The clothing requirement for your contest is found in the Technical Standards. Please be sure to follow this *exactly* as you will receive a penalty for not having the proper clothing. Be sure to get the proper clothing beforehand as there is no guarantee that you will be able to purchase what you need at the National Conference. Competition uniforms may be purchased at <https://www.skillsusastore.org/>.

Dress Code

Registrants traveling as a group should remember that they are representing SkillsUSA and forming a public impression of the organization. When traveling, registrants are not required to wear official SkillsUSA attire, but they are encouraged to wear clothing with the SkillsUSA logo — for example, an embroidered polo shirt with khaki slacks. At all times, whether traveling or during the conference, registrants' overall appearance should be clean and neat. Their attire should be appropriate for the occasion. Contestants must follow the clothing requirements in the official technical standards for their contests. *During formal events such as the opening and awards ceremonies, official SkillsUSA attire is required.*

Opening and Awards Ceremonies Attire

As an organization, we must portray a professional image to the business, industry, education and government representatives attending the opening and awards sessions. *Official SkillsUSA attire must be worn to the opening ceremony.*

The National Board of Directors has ruled that students who come on stage during the awards ceremony must be dressed in official SkillsUSA attire or SkillsUSA Championships work clothing. Students not wearing official SkillsUSA attire or Championships work clothing *will not be allowed on stage*. Other attire is not allowed, including jeans, shorts, T-shirts, tank tops, sneakers, boots and sandals. This rule will be enforced, and any awards earned will be presented backstage if the student is not dressed properly.

Official SkillsUSA Attire

- Women: Red SkillsUSA blazer or windbreaker; white blouse (collarless or small-collared), black dress skirt or black dress slacks, black sheer (not opaque) or skin-tone seamless hose, and black shoes.
- Men: Red SkillsUSA blazer or windbreaker, white dress shirt, solid black tie, black dress slacks, plain black socks and black dress shoes.



Advisor Code of Ethics

Advisor: _____ **School:** _____

Individual conduct and appearance is an important aspect of Career and Technical Education. At SkillsUSA's conferences and activities this phase of the education program becomes apparent. Since being a good example is one method of teaching, and students participating in SkillsUSA's conferences are impressionable, this Code of Ethics has been set for adult advisors. It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times.

1. The term "advisor" refers to the chapter advisor and all other chaperones and adults attending SkillsUSA conferences.
2. The advisor is responsible for all registrations and ensuring that all fees are paid for and all forms submitted by the respective deadlines. The advisor understands that late fees will be assessed for registrations received after the deadline.
3. Advisors are role models for students. As such, they are responsible for acting in a manner that sets a positive tone for the conference.
4. Advisors are responsible for their students' actions. An advisor must take the appropriate disciplinary steps as defined in the SkillsUSA Michigan Code of Conduct.
5. It is highly recommended that advisors meet personally with a parent/guardian prior to registering students for activities to explain the SkillsUSA Michigan Code of Conduct.
6. Advisors must be available to their students and other advisors 24 hours per day. This responsibility begins from the time parents/guardians leave students with the advisor until the time they pick them up after the conference.
7. Proper supervision is essential for successful management of conferences. Listed below are the minimum student to advisor ratios for conferences. Failure to comply with these guidelines will result in the chapter registration not being processed. An ideal chaperone situation would be to have both a male and female chaperone responsible for each chapter. All advisors/chaperones attending the conference or activity must pay the appropriate registration fees. The minimum number of adults are required to be at the conference location for the entire conference.
 - Regional and/or Fall Leadership Conference: At least one (1) advisor must attend for the first twenty (20) students, at least two (2) advisors must be registered and attend for chapters with twenty-one (21) or more students registered.
 - State Leadership Conference and Skills Championships: One (1) advisor is required for the first ten (10) students. (At eleven (11) students – two (2) adults are required.) Then an additional adult is required for every twelve (12) additional students.
 - National Leadership Conference and Skills Championships: One (1) advisor is required for the first five (5) students. (At six (6) students – two (2) adults are required.) Then an additional adult is required for every eight (8) students.
8. Advisors are assigned job duties during conferences and activities. It is the responsibility of the advisor to promptly carry out his or her job duties.
9. Advisors shall conduct daily meetings with participants for progress reports, time schedules and other activities.
10. Advisors are expected to explain all competition procedures and policies to their students, including but not limited to cancellation and substitution policies.



- 11. Advisors shall keep an agenda for each student in order that they may be reached at any time during the conference. Advisors are responsible for knowing the whereabouts of all of their students at all times. Each local advisor should establish procedures with his/her students prior to the conference in order to meet this responsibility.
- 12. Advisors must have with them at the conference, completed and signed Participant Code of Conduct Forms for all students attending.
- 13. Advisors will enforce curfew. Local advisors are responsible for room checks to ensure that their students are in the assigned rooms at curfew. Advisors will not hold student meetings or provide food for students after curfew.
- 14. The local principal and/or designated administrator will be contacted in emergency situations if the local advisor cannot be located within a reasonable amount of time or is unable to give proper amount of supervision.

By signing this Code of Ethics, the advisor agrees to abide by the points set forth in this document. Additionally, the advisor agrees to abide by the judgment set down by SkillsUSA Michigan and/or SkillsUSA’s Board of Directors giving an explanation of circumstances and decision. Additionally, any violation could result in either sending the students, or in some cases, the entire chapter home, or the advisor-to-student ratio being increased for a designated period of time. This form is required in order to attend all recognized SkillsUSA conferences and activities and must be signed by the advisor and their administrator.

I have read the Advisor Code of Ethics and agree to comply with these guidelines.

Advisor Name (print) School

Advisor’s Signature Date
Advisors’ Cell phone or pager number: (_____) _____ - _____

Administrator’s Signature Date

In case of emergency, the following school administrators should be contacted:

Name: _____ Name: _____

Title: _____ Title: _____

School Phone: _____ School Phone: _____

Evening/Emergency Contact numbers: _____ Evening/Emergency Contact numbers: _____

Please email completed form to info@miskillsusa.org





2020 Technical Committee Nomination Form

Please fill out entire form, failure to do so may result in non-approval.

Contest: _____

Advisor *:

Advisor Name: _____

School Address: _____

School City, State & Zip: _____

School Phone: _____

Home Phone: _____

Cell Phone: _____

School E-mail: _____

*** For 2020:**

- *All advisors MUST include a business & industry representative and both people must serve on the technical committee the entire year.*
- *Advisor nomination forms without a business & industry representative (including email address) will NOT be accepted.*
- *Advisors MUST re-apply for participation each year.*

Business & Industry:

Name: _____

Current or Former Occupation: _____

Address: _____

City, State & Zip: _____

Work Phone: _____

Home Phone: _____

Cell Phone: _____

E-mail: _____

Has this person been contacted? Yes No

Please give some background on your business & industry nominee. (i.e.: advisory committee member, former local or regional judge, or anything else that you feel is important).

You may use an additional sheet(s) if necessary.

Nominated by: _____

School & Phone: _____

Please return by September 27, 2019 to:

Mail to: SkillsUSA Michigan
Eastern Michigan University
Ypsilanti, MI 48197

Email to: info@miskillsusa.org





Judge Nomination Form

Please fill out entire form, failure to do so may result in this person not being contacted.

Contest Nominated For: _____

Name: _____

Current or Former Occupation: _____

Address: _____

City & State: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

E-Mail: _____

Have you contacted this person: Yes No

Please give some background on your nominee. (Please give the selection committee as much information as possible, i.e.: advisory committee member, former local or regional judge, or anything else that you feel is important).

You may use an additional sheet(s) if necessary.

Nominated by: _____

School & Phone: _____

Please return by February 1, 2020 to:

Mail to: SkillsUSA Michigan
Eastern Michigan University
Ypsilanti, MI 48197

Email to: info@miskillsusa.org





Participant Code of Conduct Form

Participant Name: _____ Chapter: _____
Conference: _____ Conference Date: _____

Attendance at any SkillsUSA sponsored conference or activity is a privilege. The following conduct policies will apply to all participants: students, adults, and any other authorized persons attending the conference. This form must be signed by each student, and the student's parent or guardian, attending a SkillsUSA conference or activity (including but not limited to, conferences, meetings, workshops, etc.) and brought to the conference by the chapter advisor.

Participants shall abide by the rules and practices of SkillsUSA at all times, to and from the designated point of origin of the activity. Participants shall respect and abide by the authority vested in SkillsUSA Michigan. Determination of penalties for violations will be at the discretion of SkillsUSA Michigan. Additional penalties may be imposed by the local school district.

The following shall be regarded as **major violations** of the SkillsUSA Code of Conduct and will result in being sent home and not being allowed to participate in any SkillsUSA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of SkillsUSA Michigan, the SkillsUSA chapter advisor or local school district.

1. Alcohol, drugs, and tobacco: A student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medication prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol or chemical substances in any form (including tobacco), at any time, or under any circumstances, on public or private properties. All local and state laws concerning personal behavior will be honored.
2. Willful companionship: Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of the Code of Conduct violations.
3. Personal conduct: Conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); throwing objects out the window or into the hallway; other serious violations of personal conduct regulations.
4. Private transportation: No driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor (Participants are required to stay at state selected hotels). Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. Once a driving/riding participant has arrived at the conference site, s/he shall not be in a private automobile again until leaving the site at the end of the conference.
5. Abusive behavior and lewd conduct: A student shall not engage in any lewd, indecent, sexual or obscene act or expression. A student shall not engage in written, verbal, physical or electronic activities that may lead to harassment, hazing or bullying. The use of any harassment against anyone on the basis of race, color, creed, national origin, ancestry, age, gender, sexual orientation, or disability is prohibited.
6. Violations of the student's school district code of conduct.

Should a code of conduct violation occur for the following items, regardless of when exposed, the violating student(s) may be sent home and may not be allowed to participate in any SkillsUSA activities for the remainder of the school year. Determination of other penalties for violations will be at the discretion of SkillsUSA Michigan, SkillsUSA chapter advisor or local school district.

1. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a participant is registered (unless engaged in a specific assignment taking place at the same time). Participants displaying rude or unprofessional behavior during conference sessions or activities will be subject to disciplinary action.
2. Curfew: Failing to be in your assigned sleeping room from the curfew time designated until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering or receiving any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
3. Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
4. Personal Conduct: Failing to keep adult advisors informed of activities and whereabouts at all times; participating in unapproved social activities or for behavior unbecoming of a participant.
5. Hotel Conduct: Students members may not be in the sleeping room of students of the opposite gender, unless the chapter advisor is present. Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to checkout; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations; inappropriate noise or verbal abuse; and not demonstrating respect for other hotel guests not participating with the SkillsUSA conference.
6. Unregistered individuals are not permitted at SkillsUSA conferences.
7. Cell phones and electronic devices are not permitted at meetings or conference activities, sessions, or competitions. Students may use them during free-time.
8. The chapter advisor shall be responsible for their chapter participants' conduct. Participants that do not follow the Code of Conduct may subject their entire delegation to be sent home at the individual's and/or chapter's expense.
9. Advisors are responsible for room check. No group or chapter activities are to be scheduled by advisors after curfew. Advisors will not provide food or order room service to students after curfew.
10. Participants shall allow SkillsUSA Michigan to use conference photographs, video footage, and their names for promotional purposes.

SkillsUSA Michigan is committed to creating and maintaining a healthy and respectful environment for all of our champions at work. Our philosophy is to ensure all members, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or socio-economic status are treated equally and respectfully. Any behavior in the form of discrimination, harassment or bullying will not be tolerated. It is the responsibility of all members to uphold and contribute to this climate.



As parent/guardian, I have reviewed the Participant Code of Conduct with our son/daughter, and he/she agrees to abide by the rules. The Chapter Advisors and/or SkillsUSA Michigan has the right to send the participant home from the activity, at my expense, provided that he/she has violated the Participant Code of Conduct and I have been notified of the violation and transportation arrangements.

The participant has my permission to attend the SkillsUSA Michigan activity. I understand the participant will be supervised by the SkillsUSA chapter advisor. I, the parent/guardian, will not hold the school, the advisor, the Board of Education, SkillsUSA Michigan nor the conference staff responsible for any injuries while attending or while in route to and from the SkillsUSA sponsored activity.

In the event of accident or illness requiring emergency medical treatment, occurring while in attendance at this SkillsUSA activity, the undersigned parent/guardian hereby authorizes the SkillsUSA chapter advisor to procure suitable medical treatment for the below signed participant, and I will provide for the payment of those costs on behalf of the named participant. I also expect the SkillsUSA chapter advisor to contact me by telephone, as soon as possible, if medical services are necessary.

Conference or Activity: _____ Conference Date: _____

School: _____

Participant Name: _____ Date of Birth: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____ Cell Phone: _____

Emergency Contact: _____ Phone: _____

Participant's
Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____



2020 Advisor of the Year

Enclosed are all the materials and directions necessary to begin the process of selecting the SkillsUSA Michigan Advisor of the Year.

Step #1 Copy and distribute the enclosed application as necessary throughout your school and select your **Chapter Advisor of the Year**. (This person can be either High School and/or College/Postsecondary.)

Step #2 Send the name and all forms and paperwork of your **Chapter Advisor of the Year** to the State Office by **February 15, 2020**. They will then be given to a selection committee to review and select a **State Advisor of the Year**.

Mail to: SkillsUSA Michigan
Eastern Michigan University
Ypsilanti, MI 48197

Email to: info@miskillsusa.org

Step #3 If they met the criteria, the SkillsUSA Michigan Advisor of the Year will be submitted to the National Committee for inclusion into the **National Advisor of the Year** selection process the following year.

Please note that all nominations forms must be typed or in black ink and submitted to the State Office no later than February 15, 2020. Forms submitted after the due date will not be accepted.



2020 Advisor of the Year Nomination Form

Criteria

This award will be presented to high school and/or college/postsecondary educators involved in Trade, Technical or Skilled Service courses, and who have achieved prominence at local, state, or national levels. One such award will be presented annually.

Eligibility

Individuals who are currently employed as high school or college/postsecondary, full-time classroom/laboratory teachers and/or co-op coordinators in a Career and Technical Education program, or persons who are not classroom teachers, but have been designated by their school administration as the SkillsUSA advisor (coordinator) for their school, are eligible recipients for this award. Contributions and achievements with SkillsUSA on which the nomination is based must have been within the past ten years. **The nominee must be a paid professional member of SkillsUSA.**

NEW This Year:

- The nominee's chapter must have achieved at least level 1 of the Chapter Excellence Program (CEP) this school year in order to be considered for the State Advisor of the Year.
- The nominee's chapter must have achieved level 2 of the Chapter Excellence Program (CEP) this school year in order to be considered for the National Advisor of the Year.

Nominator's Instructions

Nominator should submit to the State Office:

- Nomination form
- One page narrative-style biography of the nominee (one page, single spaced).
- One page accomplishments or resume
- Two letters of support from the following people:
 - One letter from a student
 - One letter from the school administrator
- No additional materials will be accepted.

Send the completed application to the State Office by **February 15, 2020**.

Mail to: SkillsUSA Michigan
Eastern Michigan University
Ypsilanti, MI 48197

Email to: info@miskillsusa.org



2020 Advisor of the Year Nomination Form

Page 2 of 4

Region _____

Name of Nominee _____

Home Address _____

City _____ State _____ Zip _____

Home Telephone _____ Home E-mail Address _____

Current job title: _____ CTE subject area: _____

Current paid member of SkillsUSA: (Please check) Yes No

Achieved at Level 1 of the Chapter Excellence Program (CEP) this year: (Please check) Yes No

Achieved at Level 2 of the Chapter Excellence Program (CEP) this year: (Please check) Yes No

School Name _____

School Address _____

City _____ State _____ Zip _____

School Telephone _____ School E-mail Address _____

Number of Years as a SkillsUSA Advisor: _____

Nominator's Name _____

Nominator's Address _____

City _____ State _____ Zip _____

Home Telephone _____ Office Telephone _____

E-mail Address _____

Nominator's Signature _____





Outstanding SkillsUSA Contributions and Achievements of Nominee

Describe in the space provided the contributions and achievements of the nominee that have advanced SkillsUSA in the nominee’s state, region and/or nation. You may also describe how the nominee has advanced career and technical education in his/her occupational area. Please use this sheet. Answers may be supplemented on a single-spaced, 8 ½” x 11”page.



Accomplishments or Resume of Nominee

Please use this sheet or answers may be supplemented on a single-spaced, 8 1/2" x 11" page. Please use the Times New Roman font – 12 point type. Use front of page only

Significant positions held: (in education or SkillsUSA)

Honors and/or recognitions:

Professional Memberships: (include offices held)

Civic, Fraternal Activities, etc.:

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





Credit Card Payment Form

To pay other than by check, there will be a convenience fee of 3.0% on all charged amounts. To pay by credit card, complete this form and mail or fax to 734-487-4329. You may also call us to pay by phone.

School: _____

*Name On Card: _____

*Phone: _____

*Email Address: _____
(credit card receipt will be emailed)

*Billing Address: _____

*City: _____ *State: _____ *Zip: _____

This charge will appear on your billing statement from: "EMU Career and Tech Student Orgs (CTSO)"

*Payment: _____ + _____ = \$ _____
Payment Amount 3.0% Convenience Fee Total Amount to be Charged

Purpose of Payment: _____

*Credit Card Type: Visa MasterCard Discover American Express

*Credit Card Number: _____

*Expiration Date: _____ *Card Verification Number: _____
(3 or 4 Digit Code found on the back of the Card)

Signature: _____ Date: _____

Mail to: SkillsUSA Michigan Fax to: 734-487-4329
 Eastern Michigan University Email to: info@miskillsusa.org
 Ypsilanti, MI 48197

*Required Information





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 at least two weeks prior to the payment deadline**. A new form must be submitted for each conference for which an extension is requested.

1. **This form must be submitted at least two weeks prior to the printed payment deadline for any conference.**
Registration forms are still required by the deadline.
2. SkillsUSA Michigan will automatically grant a two week extension, if this form is completed and submitted to the state office at least two weeks prior to the printed payment deadline.
3. The Chapter Advisor must obtain the school bookkeeper’s signature verifying that the check request has been submitted.
4. These procedures only apply for payments by check.
5. These procedures do not apply for payments due to others besides SkillsUSA Michigan; i.e. hotels, travel agencies, etc.
6. Email and phone requests will not be granted.

TO BE COMPLETED BY THE CHAPTER ADVISOR:

Chapter _____ Advisor _____

Email _____ Fax Number (_____) _____ - _____

Conference for which the extension is requested _____

Payment Deadline _____

TO BE COMPLETED BY THE BOOKKEEPER/ACCOUNTS PAYABLE DEPARTMENT:

A completed check request has been submitted to the school/district bookkeeper on _____

Anticipated date that the check will be mailed _____ Amount of check \$ _____

Bookkeeper’s Name _____

Bookkeeper’s Signature _____ Date _____

Email to info@miskillsusa.org at least two weeks prior to the payment deadline.

TO BE COMPLETED BY THE SKILLSUSA MICHIGAN STATE OFFICE:

Date Received _____ Date Faxed back to the Advisor _____

New Payment Deadline _____
Late Fees will be applied for payments received after this date

Approved Yes No, Reason _____ Signature _____





State Officer Candidate Information

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

As a potential state officer, you must be dedicated to SkillsUSA Michigan. Possessing excellent leadership skills such as public speaking, professionalism, teamwork and responsibility are major priorities.

Filling out the State Officer Application is the first step to becoming an officer and also your “first impression”. The application will be posted on our website in January 2020. It is imperative that the completed application arrive at the State Office on or before the due date, **March 6, 2020!** Any application that is received after the due date will not be accepted.

Besides the State Officer Application, all state officer candidates are required to volunteer for at least one activity as a State Conference volunteer. Failure to do so will result in denial of your candidacy. **Both the State Officer Application and the State Conference Volunteer applications must be received at the State Office by March 6, 2020!** Any applications received after the due date will not be accepted.

The opportunity is there for you. Are you willing to become “Champions at Work”? I wish you the best in your quest of becoming a state officer for SkillsUSA Michigan.



State Officer Candidate Information

Interested Individuals should:

- Talk to your parents, advisor, employer, and principal to discuss the responsibilities and activities
- Obtain permission for absences from school, work, and family activities

SkillsUSA Michigan does pay for or reimburse most in-state expenses for travel, lodging, meals, and supplies necessary for carrying out an officer's duties. Each officer should expect some personal expenses such as (check with your advisor for school funding for all expenses):

- SkillsUSA official dress (\$150 - \$200)
- Leverage Training (optional - approx. \$300)
- National Leadership and Skills Conference (optional - approx. \$1,000)
- Washington Leadership Training Institute (optional - approx. \$1,000)
- Miscellaneous. A few other personal items.

Your responsibilities as a State Officer will be to:

- Participate in CTSO State Officer Workshop – May 2020 (3 days)
- Participate in Leverage Training – June 2020 (3 days – optional)
- Participate in the National Leadership & Skills Conference (NLSC) – June 2020 (6 days – optional)
- Participate in the State Officer meeting – July 2020 (3 days)
- Participate in Washington Leadership Training Institute – September 2020 (5 days – optional)
- Participate in Fall Leadership Conference – November 2020 (2 days)
- Participate in the State Officer Planning meeting – January 2021 (3 days)
- Preside at the SkillsUSA Michigan State Leadership & Skills Conference – April 2021 (5 days)
- Represent Michigan at the National Leadership & Skills Conference (NLSC) – June 2021 (6 days – optional)
- Speak when necessary for SkillsUSA Michigan at social, educational, and civic events
- Attend weekend State Officer meetings when called during the school year
- Be absent from school for periods of time
- Excuse yourself from work on occasion to perform officer responsibilities
- Represent SkillsUSA Michigan in official dress
- Make a monthly post on the SkillsUSA Michigan Facebook page
- Write at least two articles for the Michigan newsletter “Envision Tomorrow Today with SkillsUSA”
- Maintain a minimum 2.5 grade point average (on a 4.0 scale)

Training occurs during the CTSO State Officer Workshop. The areas of training are:

- Responsibilities and duties
- SkillsUSA knowledge
- Public speaking, writing letters and articles
- Goal setting, team building and motivation
- Determination of state officer positions



State Officer Candidate Information

Your Advisor's Role will be to:

- Act as a consultant for you
- Provide references and information
- Assist in arranging for excused absences at school and work for official SkillsUSA activities
- Assist in arranging transportation to the meetings and conferences
- Follow-up with you on your responsibilities
- Proof all articles and correspondence
- Help with planning your part of the conferences or workshops

Election Procedure:

- Complete State Officer Candidate Application
- Gather all supporting documents
- Send completed State Office Candidate Application and all supporting documents to the State Office. Your completed application must be received by **March 6, 2020**.
- Receive a confirmation letter if application is accepted
- Participate in a phone interview with the Advisor Council State Officer Candidate Committee
- At the State Conference in April:
 - Volunteer on either Friday or Saturday
 - Friday:
 - In the afternoon:
 - Take SkillsUSA State Officer Candidate Knowledge Test
 - Information is from the *SkillsUSA Leadership Handbook*
 - Be interviewed by the State Officer Nominating Committee at the conference HQ hotel
 - At the Opening Session, find out if you were selected to run for office
 - Saturday
 - Compete in the morning (if you qualify for your state contest)
 - Campaign for office 1 hour before the Delegate Meeting (hand-out campaign materials)
 - At the Delegate Meeting in the afternoon:
 - Give a one minute campaign speech of why you think you should be a state officer
 - Answer a problematic question given by the State Officers
 - Elections will be immediately following the last problematic question
 - Announcement of newly elected State Officers
 - Immediately following the Delegate Meeting (if elected):
 - Attend Orientation Meeting for new State Officers
 - Practice for Installation Ceremony on Sunday
 - Sunday:
 - At the Awards Ceremony (if elected):
 - Be installed as a new State Officer and receive state officer pin
 - Close the Awards Ceremony with the current State Officers