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 receiving its first hotel choice!

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

Housing Information
- As approved by the Advisor Council in July 2012, all schools and participants competing on April 17-19, 2020 MUST stay at one of the official State Conference hotels. No other hotels are allowed. Commuting is NOT allowed.
- The hotel registration is separate from the State Conference registration and reservations are made on a separate form. The hotel charges are NOT included in the State Conference registration fee.
- Housing forms have been posted to the web site at http://miskillsusa.org/forms-and-documents/.

Due Dates
All registrations, forms and payment must be received prior to the date indicated.
- March 1, 2020 – School Hotel Reservations Open (First day that school housing lists will be accepted by the conference hotels)
- March 13, 2020 – Regular Conference Registration and Payment Due for all participants
- March 27, 2020 – Final Hotel Registration Due
- March 27, 2020 – Changes, Refund Requests and Late Conference Registration Due for all participants
- March 30, 2020 – Final Hotel Changes and Cancellations Due (A $25 fee will be assessed for hotel rooms NOT cancelled by this date)
- Absolutely no registration changes, refund requests or registrations will be accepted after March 30, 2020.

Online Regional Direct to State Form due February 15
All Direct to State contestants MUST be submitted via an online form by February 15, 2020. The online form is available at https://goo.gl/forms/duxuI3BLn8iWuRAJ2. This is a major change from the past in both format and due date. Failure to submit this form by February 15, 2020 will result in those students NOT being allowed to compete at the State Conference! FYI - The old Direct to States form WILL NOT be accepted!

Regional Contestant Ranking Sheet
The Regional Contestant Ranking Sheet is REQUIRED for all regional contests so that we know what contestants have qualified for States. An accurate contestant count is necessary for contest supply orders, contest site set-up, conference registration, etc. This form MUST be filled out for all regional contests with one form for HS and one form for CPS divisions. I cannot stress the importance of this form enough! The form is on the web site at http://miskillsusa.org/forms-and-documents/ and are Excel compatible.
The Regional Contestant Ranking Sheet must be signed by the contest coordinator and faxed to your regional representative no later than 2 days after your contest.

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

**Request for Payment Deadline Extension**
Because SkillsUSA Michigan realizes that some schools have a long lead time to have a check issued for payment, we have developed this procedure for schools to request a two week payment extension. Schools requesting a payment extension need to complete and submit this form by **March 1, 2020**. A new form must be submitted for each conference for which an extension is requested. The form is available at [http://miskillsusa.org/forms-and-documents/](http://miskillsusa.org/forms-and-documents/).

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

- State Conference Registration Fee payment for the **entire amount**
- Participant Code of Conduct Form for each person attending the conference (students, advisors, observers, guests, etc.)

**One Contest per Student**
A student can compete in only one state contest, either as an individual or a member of a team.

**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 of 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/](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.).

**Conference Registration Fee**
All registrations must be made electronically at [http://www.skillsusa-register.org](http://www.skillsusa-register.org). Everyone attending the state conference and/or competing in a state contest must be registered and pay the registration fee. Paper registration forms will **NOT** be accepted. The registration fee must be submitted to the state office prior to your chosen due date. Please be aware of the due dates and corresponding registration fee! Make checks payable to SkillsUSA Michigan.
• Regular Registration Fee (registrations submitted by March 1, 2020) - The conference registration fee is $80.00 for each person attending the conference (students, advisors, observers, guests, etc.). If your registration has been entered but you do not click SUBMIT by March 1, 2020, you will be responsible for paying the difference between the Regular and Late Registration Fees and your school will be invoiced accordingly.
  o All contestants in a state contest that is held before April 5, 2020, MUST be registered by the Regular Registration date or they will not be eligible to compete.
  o No refunds or cancellations will be allowed on or after the state contest start date for contestants in a state contest that is held before April 5, 2020.
• Late Registration Fee (between March 1, 2020 and March 15, 2020) - The conference registration fee is $95.00 for each person attending the conference (students, advisors, observers, guests, etc.).
• Purchase Orders - SkillsUSA Michigan accepts purchase orders, but they need to be processed so the payment arrives by the deadline date to avoid late fees.
• 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.

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

Billing and Late Fee Procedures
The following procedures and charges have been developed by the Advisors’ Council to encourage chapters to pay registration fees on time. SkillsUSA Michigan relies on registration fees to be paid when registration is 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.

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.

Housing Reservations

**IMPORTANT INFORMATION** -

- As approved by the Advisor Council in July 2012, all schools competing on April 17-19, 2020 **MUST** stay at one of the official State Conference hotels. No other hotels are allowed. Commuting is NOT allowed.
- The hotel registration is separate from the State Conference registration and reservations are made on a separate form. **The hotel charges are NOT included in the State Conference registration fee.**
- Housing forms have been posted to the web site at [http://miskillsusa.org/forms-and-documents/](http://miskillsusa.org/forms-and-documents/).

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

**Important Notes**

- All schools are required to stay at one of the official conference hotels.
- Parlors/Suites are assigned in the order that deposits are received.
- Parlors/Suites are only available to schools that need four or more rooms.
- All housing changes are due by 5:00 pm on March 30, 2020.
  - If a room is canceled after this time, the school will not receive a refund for the first night's stay.
- Suites and parlor rooms are only available to schools that reserve the minimum number of rooms. This is to help chapter advisors with large numbers of students to conduct chapter meetings without blocking hallways.
- Rooms will be reserved in the order that deposit ($100 per room) is received, not when the file is emailed.
- You will be charged the state's 6% sales tax if the hotel does not receive a completed Tax-Exempt Certificate.

**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 the 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.

**Registration Process Summary**

1. Chapters are to use this Official State Conference Housing Form for reserving their lodging at the State Conference.
2. The completed form should be emailed to the address listed on the form.
3. Schools can begin registering for hotels on **March 1, 2020** after all regional competitions have taken place. Hotel registrations received before March 1, 2020 will be entered in the hotel system on March 2, 2020.
4. The Amway Grand Reservations Department will email the advisor back within two business days an acknowledgement that they received the housing file. This does not confirm that you will be staying at your chosen hotel; it simply verifies that they have received your information. Please do not call the hotel to confirm, it only takes them away from processing registrations.
5. The invoice page of the form should be printed and given to the school bookkeeper, so payment can be sent directly to the Amway Grand.
6. Once the Amway Grand Plaza receives your full deposit, along with a copy of your completed Tax-Exempt Form and the invoice page, they will begin processing your reservations and you will receive
notification as to which hotel you have been assigned. Following this notification from your assigned hotel, you will receive confirmation codes for your rooms as well as the final invoice for any remaining balances, which are due no later than March 30, 2020.

7. **Rooms will be reserved in the order that the deposit is received, not when the file is emailed.**

8. **All rooms must be paid in full by March 30, 2020.**

9. The reservations department will email the advisor with any questions that they might have with your reservation. Chapter advisors will have 24 hours (until the next school day) to return the email. After 24 hours, the hotel will place a phone call, and then go on to the next school to fill rooms. This is particularly important when the hotels start filling up and have questions about offering triple rooms instead of quad rooms.

10. If you have any questions about your reservations, please call Joel Berghorst at 616-776-6411.

**Amway Grand Plaza Room Types**

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

**Courtyard by Marriott Room Types**

- Single - (1 person) Room with one bed.
- Double - (2 people) If two students occupy the room, there will be one bed. If two adults occupy the room and have the same last name (male/female), the hotel will place you in a King, otherwise there will be two beds.
- Triple - (3 people) Either a room with a king bed and a sofa-pullout or a room with two double beds.
- Quad - (4 people) A room with two double beds.
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 pm-6:00 pm Conference Registration (all schools)  
  Amway Grand Plaza Hotel
- 1:00 pm-6:00 pm Hotel Check In  
  Assigned Hotel
- 1:30 pm-4:30 pm State Officer Candidate Interviews  
  Amway Grand Plaza Hotel
- 3:00 pm-6:30 pm Leadership Test (for all students)  
  Amway Grand Plaza Hotel
- 8:30 pm Opening General Session  
  DeVos Place
- After session Final Leadership Test Seating (for those who did not take it earlier)  
  Amway Grand Plaza Hotel

Saturday, April 18, 2020
- 8:00 am Contests Start  
  Various Locations
- 5:00 pm Delegate Meeting  
  Amway Grand Plaza Hotel
- 8:00 pm Advisor Meeting  
  Amway Grand Plaza Hotel
- 8:00 pm Statesman Award Certification  
  Amway Grand Plaza Hotel

Sunday, April 19, 2020
- 8:30 am-11:00 am Awards Ceremony  
  DeVos Place
Available Contest Spots Lottery
Available high school contest spots, not filled by the approved number of regional qualifiers, are filled by a contest lottery, as determined by the State Director. The procedure by contest is as follows:

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

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

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

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

Transportation
SkillsUSA Michigan will provide transportation from the Amway Grand Plaza Hotel to outlying contest sites on Saturday. Transportation is NOT provided for contests held before April 17-19, 2020 or not held in Grand Rapids on April 17-19, 2020 unless otherwise stated in the state contest information posted here: http://miskillsusa.org/state-contests/.

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

- If you have a smartphone, get push notifications. On your iPhone or Android phone, open your web browser and go to rmd.at/2020misc. Follow the instructions to sign up for Remind. You’ll be prompted to download the mobile app.
- If you don’t have a smartphone, get text notifications. Text the message @2020misc to the number 81010. If you’re having trouble with 81010, try texting @2020misc to (734) 680-8322. * Standard text message rates apply

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

Friday Conference Registration
The lead advisor from each attending school will be given their conference materials upon registration on Friday at the SkillsUSA Michigan headquarters at the Registration Desk on the second floor of the Amway Grand Plaza Hotel. Conference registration starts on Friday at 12:00 pm. You will need to check-in before your students take the Leadership Test.
Corrections and/or Changes
After reviewing the conference materials if there are corrections and/or changes, please bring them to the conference headquarters at the Amway Grand Plaza Hotel before the Opening General Session on Friday. Corrections will be made Friday evening and if needed, new name badges will be available at the SkillsUSA Michigan headquarters on Saturday morning. No changes will be allowed after the start of the Opening General Session.

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

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

Friday Night General Session and Saturday Delegate Meeting: School-logo attire or SkillsUSA Michigan attire is required. A SkillsUSA blazer, sweater or windbreaker is encouraged but not required. Business attire is NOT allowed.
• School-logo collared shirt OR
• SkillsUSA Michigan attire:
  ○ Button-up, collared, white dress shirt (accompanied by a plain, solid black tie) or white blouse (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, or windbreaker
  ○ Black dress slacks (accompanied by black dress socks or black or skin-tone seamless hose) or black dress skirt (knee-length, accompanied by black or skin tone seamless hose)
  ○ Closed toed 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 school-logo attire are NOT allowed. Please refer to the 2020 Technical Standards for the National competition clothing requirements for your contest.
Students and Advisors -
• Button-up, collared, white dress shirt (accompanied by a plain, solid black tie) or white blouse (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, or windbreaker
• Black dress slacks (accompanied by black dress socks or black or skin-tone seamless hose) or black dress skirt (knee-length, accompanied by black or skin tone seamless hose)
• Closed toed dress shoes

Guests – Guests are to wear business or business casual.

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

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

**Industry Awards Procedure**

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

- **Announcement** - Before the Awards Ceremony begins, recognition will be given to the industry award donors on the large screen.
- **Program** – Industry award donors will also be recognized in the State Conference program.
- **Distribution** - The industry awards will be given to the winners in a separate room outside of the ballroom. After the winners receive their medal and plaque on stage and have had their picture taken, they will need to go to the industry awards room and show their plaque to claim their industry award. They must show their plaque in order to receive their industry award.

For an industry award donor to receive recognition at the State Conference, the new Industry Awards Form must be filled out completely and sent in to the State Office by **March 1, 2020**. This form is available at [http://miskillsusa.org/forms-and-documents/](http://miskillsusa.org/forms-and-documents/).

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

**Resume**

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

**SkillsUSA Leadership Test**

All students will be required to take the SkillsUSA Leadership Test on Friday afternoon anytime between 3:00 pm and 6:30 pm. The students with the top scores on the Leadership test will be recognized at the Sunday Awards Ceremony. This test is also used as a tie-breaker for competitors. A study guide for this test is available on our web site at [http://miskillsusa.org/forms-and-documents/](http://miskillsusa.org/forms-and-documents/).

**Specific Contests Start Friday**

There are several contests that start and/or have testing on Friday, April 5, 2020. Be sure to download the state contests information at [http://miskillsusa.org/state-contests/](http://miskillsusa.org/state-contests/) and review it carefully. SkillsUSA Michigan is not responsible for competitors that do not follow the posted contest information.

**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 a 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/](http://miskillsusa.org/forms-and-documents/). SkillsUSA Michigan is not responsible for providing special accommodations if this form is not submitted.

**Official Voting Delegates**

Each chapter will be allowed to have official voting delegates at the Delegate Meeting. All delegates must be registered for the state conference. They may be students that are already attending the conference in another capacity (competitor, observer, alternate, etc.). Only students with a voting delegate or alternate delegate ribbon on their name tag will be admitted to the Delegate Meeting on Saturday afternoon and therefore, be allowed to vote for the state officers and on state business.
The number of official voting delegates is based on your chapter’s membership as of January 15, 2020. The chart of official voting delegates is available on the web site at http://miskillsusa.org/forms-and-documents/.

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

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

**National Leadership and Skills Conference Information Packets**
Information regarding the National Leadership and Skills Conference on June 24-29, 2020 will be passed out at the Advisor Meeting on Saturday Night. There will NOT be a meeting immediately following the Awards Ceremony, as in the past.

**Saturday Statesman Award Certification**
All students can earn the Michigan Statesman Award on Saturday evening. Information will be included in your school packet. The award (a pin and certificate) can be earned by:
- Reciting to a state officer the answers to SkillsUSA knowledge questions.
- Have the state officer initial the spaces by all of the oral questions that he or she has reviewed.
- Turning in the completed checklist that evening.

**Sunday Morning Awards Program**
Information on the Sunday Morning Awards Program is as follows:
- Breakfast will not be provided.
- Pictures of the medalists in each contest will be taken
- The pictures will be posted on at https://www.facebook.com/pg/miskillsusa/photos/?ref=page_internal.

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

**Non-Discrimination Policy**
The policy of SkillsUSA Michigan is that no person shall, on the basis of race, color, national origin, ancestry, age, gender, marital status, weight, sexual orientation, sex or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity or in employment. SkillsUSA Michigan will not discriminate on the basis of race, color, creed, national origin, ancestry, age, gender, marital status, weight, sexual orientation, or disability. Any student requiring an accommodation as a result of a disability should contact the chapter advisor to arrange such accommodation.