

2020-2021



**ADVISOR
MANUAL**





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Forms

Are available on our website at: <http://miskillsusa.org/forms-and-documents>



2020 Calendar

October 14	Deadline: Advisor Workshop Series Registration Due to State Office
October 15	Deadline: Technical Committee Nomination Forms Due to State Office
October 19	Advisor Workshop Series #1 for New Advisors at New Schools, <i>Virtual</i>
October 20	Advisor Workshop Series #2 for New Advisors, <i>Virtual</i>
October 23	Deadline: Fall Leadership Conference Registration Due
October 26	Advisor Workshop Series #3 for Lead Advisors, <i>Virtual</i>
October 27	Advisor Workshop Series #4 for All Advisors, <i>Virtual</i>
October 28	Advisor Workshop Series #5 for Everyone Q&A, <i>Virtual</i>
October 31	Deadline: Intent to Compete Forms Due to State Office
November TBA	Technical Committee Meeting, <i>to be announced</i>
November 6	Fall Leadership Conference, <i>Virtual</i>
November 15	Deadline: Initial Membership Registration Due online at www.skillsusa-register.org Schools registering after this date will not receive all mailings from SkillsUSA or be eligible to participate in Michigan virtual activities
November 20	Chapter Officer Training, <i>Virtual – Free for student attendees of the Fall Leadership Conference</i>



2021 Calendar

January 15	Deadline: 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 info
February 1	Deadline: No State Run Contest Online Survey Due to State Office
February 1	Deadline: Judge Nomination Forms Due to State Office
February 7-13	SkillsUSA Week
February 15	Deadline: Regional Direct to States Online Form Due to State Office
February 15	Deadline: Chapter Excellence Program (CEP) Applications Due online at www.skillsusa-register.org
February 15	Deadline: Advisor of the Year Nominations Due to State Office
March 1	Deadline: State Officer Applications Form Due to State Office
March 1	State Conference Hotel Reservations Open Due to Amway Grand Plaza
March 15	Deadline: State Conference Registration and Payment Due to State Office
March 24	Deadline: State Conference Hotel Registration Due to Amway Grand Plaza
March 26	Deadline: State Conference Changes, Refunds, Late Registration and Payment Due to State Office
March 30	Deadline: Final State Conference Hotel Cancellations Due to Amway Grand Plaza
April 16-18	State Leadership and Skills Conference, <i>Grand Rapids, Michigan</i>
April 21	Deadline: Qualifier Not Attending National Conference Form Due to State Office
April 24	Deadline: National Conference Registration Due <i>Must register using State Office form AND ALSO online at www.skillsusa-register.org</i>
May 1	Deadline: National Conference Payment, Cancellations and Refund Requests Due to State Office
May 1	Deadline: Additional Trading Pins Pre-Order Form Due to State Office
May 3-7	SkillsUSA National Week of Service
June 21-26	National Leadership and Skills Conference, <i>Atlanta, Georgia</i>



Contact Info

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Michigan Facebook:	http://ww.facebook.com/miskillsusa
Michigan Twitter:	https://twitter.com/MISkillsUSA
Michigan Instagram:	https://instagram.com/miskillsusa
National Web Site:	www.skillsusa.org
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State Director:	Carrie Warning cwarning@emich.edu
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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 Engineering and Technology at Eastern Michigan University.

Non-Discrimination Policy

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.



2020-2021 State Officers

Alaina Andersen
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Andreze Suggs-Ewing
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Elizabeth Swarthout
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eswarthout@miskillsusa.org
Bay Arenac ISD Career Center



2020-2021 Theme

The SkillsUSA competition theme for the 2020-21 school year is:



SkillsUSA: Champions at Work, Empowered to Succeed

The topic is to be addressed by contestants in the 2021 SkillsUSA Chapter Display, Prepared Speech and Promotional Bulletin Board competitions at local, regional, state and national levels.

Within this topic, contestants might illustrate or discuss any of the following:

- What does “Empowered to Succeed” mean to you in relation to your career readiness?
- How has participating in the SkillsUSA Program of Work empowered you to succeed?
- How does the SkillsUSA Framework empower you to succeed?
- How are you empowered with the personal skills needed for career success?
- How are you empowered with the workplace skills needed for career success?
- How are you empowered with the technical skills needed for career success?
- In what specific ways has SkillsUSA empowered you to be successful in life?
- What activities or learning within your career and technical education program have empowered you to succeed?



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 check to the National Office. 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 and conference registration for every student registered for any conference, workshop or activity, even if the student does not attend the conference or drops out of their program.

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 bookkeeper and school principal 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, 2020 via the online system at www.skillsusa-register.org Final membership registration is due to National SkillsUSA by January 15, 2021 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)
 - 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.
- **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 or drops out of their program.**
- Student members must be enrolled in a state approved CTE program to be eligible to compete.
- 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, 2021 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, 2021

- For every five member increase over last year's membership, the chapter will receive one entry into the drawing for a SkillsUSA blazer, a \$125 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, 2020

Becoming a professional member of SkillsUSA is one of the best ways to demonstrate to students the opportunities that membership provides. Professional members receive online access to the following as a benefit of membership: Framework Integration Toolkit consisting of 45 separate resources, Program of Work Toolkit for in-person and virtual chapter activities, Championships Toolkit including 2021 SkillsUSA Championships Technical Standards and local competition guides, Jump into STEM! Toolkit plus virtual lesson plans.

As a special membership incentive, those who register at least 15 student members plus one or more professionals by Nov. 15 will receive a complimentary copy of *JumpStart 2.0*, a collection of 33 mixers and icebreakers to engage SkillsUSA students in meetings, workshops and other activities.

JumpStart 2.0 will help you find immeasurable success in the rewarding and fulfilling venture of being a SkillsUSA advisor as you coach your students to excellence. We hope you enjoy making this resource a part of your classroom and chapter environment.



State Conference Dress Code

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 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

Competition: Delegates must be in the attire listed in the contest guidelines by the event's Technical Committee.

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 current year's 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 fingertip length.



National Conference 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.

Awards 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.



SkillsUSA Michigan Pledge Form

Yes, I would like donate to SkillsUSA Michigan.

Please designate my tribute to go toward the following:

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



EASTERN
MICHIGAN UNIVERSITY

Tribute in the Name of: *(if applicable)* _____

Tribute Type: Memorial Retirement Other _____

Donor: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Total Contribution: \$ _____

Will you or your spouse's company match this contribution? *(if personal donation)* 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



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”. It is imperative that the completed application arrive at the State Office on or before the due date, **March 1, 2021!** 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 1, 2021!** 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.

***NOTE:** There are 12 high school positions and 1 college/post-secondary position, for a total of 13 positions, available each year. There is an extensive evaluation system in place to ensure a professional and productive State Officer Team is selected. If a student is not selected to move on in the State Officer Candidate process, the student and their advisor will be contacted directly by a SkillsUSA Advisor Council member or designee to provide detail to the student regarding not being selected to run for office.*



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 2021 (3 days)
- Participate in Leverage Training – June 2021 (3 days – optional)
- Participate in the National Leadership & Skills Conference (NLSC) – June 2021 (6 days – optional)
- Participate in the State Officer meeting – July 2021 (3 days)
- Participate in Washington Leadership Training Institute – September 2021 (5 days – optional)
- Participate in Fall Leadership Conference – November 2021 (2 days)
- Participate in the State Officer Planning meeting – January 2022 (3 days)
- Preside at the SkillsUSA Michigan State Leadership & Skills Conference – April 2022 (5 days)
- Represent Michigan at the National Leadership & Skills Conference (NLSC) – June 2022 (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:

- Send completed State Office Candidate Application and all supporting documents to the State Office. Your completed application must be received by **March 1, 2021**.
- Receive a confirmation email if application is accepted
- Participate in a phone interview with the State Officer or a member of the Advisor Council State Officer Candidate Committee
- Send in a video by **March 12, 2021** of your State Officer Candidate one minute campaign speech through the Google form posted at <http://miskillsusa.org/forms-and-documents/>.
- At the State Conference in April:
 - Volunteer on either Friday or Saturday
 - Friday:
 - 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
 - At the Opening Session, find out if you were selected to run for office
 - Saturday
 - Compete in the morning (*if you are a qualifier in 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
 - Immediately following the Delegate Meeting (all will attend unless dismissed*):
 - Attend Orientation Meeting for all State Officer Candidates
 - Practice for Installation Ceremony on Sunday
 - Sunday at the Awards Ceremony (if elected):
 - Be installed as a new State Officer
 - Close the Awards Ceremony with the current State Officers

**If dismissed, the state officer candidate and advisor will be contacted directly prior to Sunday's Closing Ceremony by a SkillsUSA Advisor Council member.*



Advisor Workshop Series

SkillsUSA Michigan is pleased to offer assistance to advisors by offering five different Advisor Workshops. Each workshop is scheduled for two hours (3-5pm).

The registration deadline is October 14, 2020 and the form has been posted on our web site at <http://miskillsusa.org/advisors/forms/>.

Each workshop will be tailored to the specific advisor group but will include discussion of each of the following topics:

- CTE Program Relevance
- Recruitment
- Advisory Support
- Conferences and Contests
- Chapter of Excellence
- Career Essentials
- SkillsUSA Connect

October 19 - New Advisor at a New School/Chapter - \$40 registration fee - Learn about SkillsUSA and the many benefits and activities that are available to members and we will help them with getting the year started. This is an ideal training for the school's lead advisor or administration. We also recommend that new chapters visit: <https://www.skillsusa.org/about/start-a-chapter/>

October 20 - New Advisor at an Existing School/Chapter - \$40 registration fee - All new advisors should attend this workshop with a veteran advisor at their school and we will help get the new advisor acquainted with SkillsUSA and the many benefits of the organization (*Note: No cost to the Mentor advisor*)

October 26 - Lead Advisor Workshop - no registration fee - This workshop is intended for Lead advisors and we will review membership and new contest registration requirements and there will be an opportunity for a general Q/A session at the end.

October 27 - General Advisor Workshop - no registration fee - This session is for any advisor that is interested in learning more about SkillsUSA and its many benefits. There will also be a short presentation from the national office regarding SkillsUSA online career-readiness skills development resources Career Essentials.

October 28 - General Information and Q&A - no registration fee - Continuation of training of topics from previous workshops and open to anyone who has additional questions or concerns. For the New Advisor Workshops on October 19 and/or 20, there is a \$40.00 registration fee per participant. The fee will cover materials, a SkillsUSA Michigan polo shirt, and useful resources for new chapters.



Advisor Mentoring Program

SkillsUSA Michigan is looking for experienced advisors who are willing to 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 Conference

November 6, 2020

Virtual

Registration Deadline: October 23, 2020

Substitutions accepted until November 2, 2020

Start the SkillsUSA year off right by attending the Virtual Fall Leadership Conference! The conference will start with leadership development activities designed to help each student become an active member of SkillsUSA. We will be partnering with the National SkillsUSA office to provide this interactive virtual experience.

Challenging activities that are both educational and enjoyable have been designed for participants to explore all the opportunities available through SkillsUSA. 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.

Registration Fee

The Regular Registration Fee is \$18.00 per participant (students and advisors) for all registration and payment received *prior to* October 23, 2020.

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, 2021. Chapters will be invoiced in February for students who are not paid members.

Refunds: There will be no refunds after the registration deadline.

Participant Code of Conduct Form

Each participant attending the conference must sign the Participant Code of Conduct Form, and submit to their advisor.

Dress Code

Neat casual attire is appropriate. If available, a SkillsUSA or school polo shirt would be ideal.

Supervision

One (1) advisor must attend for each school.

In addition to the Leadership Conference, SkillsUSA will also be offering a special training for Chapter Officers on Friday, November 20, 2020. There is no additional cost for officers that have participated in the Fall Leadership Conference.



Regional Competitions February 2021

All regional competitions will be determined on a region-by-region basis after receiving guidance from the Michigan Department of Health and the national SkillsUSA Office. All students are required to compete at the regional level in order to qualify for the state competition, unless it is a direct-to-state event.

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.



SkillsUSA Week

SkillsUSA Week is February 7-13, 2021.

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 *SkillsUSA Champions* magazine, 14001 SkillsUSA Way, Leesburg, VA 20216-5494 or email pictures and stories to: info@skillsusa.org and with SkillsUSA Michigan at cwarning@emich.edu



State Leadership and Skills Conference

April 16-18, 2021

Grand Rapids, Michigan

We will make a decision in January if we can safely hold an in-person conference, or if we have to pivot to a virtual platform.

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, 2021	Hotel Reservations Open - Amway Grand Plaza <i>(First day that school housing lists will be accepted)</i>
March 15, 2021	Registration and Payment Due to receive the Regular Price - State Office
March 26, 2021	Final Hotel Reservations Due - Amway Grand Plaza Hotel
March 26, 2021	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, 2021	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, 2021 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.

Conference Registration

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

- State Conference Registration
- Registration Fee payment for the ***entire amount***

Participant Code of Conduct Form

To maintain the confidentiality of student information, copies of the Code of Conduct form will no longer be turned into Conference Headquarters at registration material pickup.

Signed, original forms are to remain with the Lead Advisor(s) 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.

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 15, 2021) - 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 submitted by March 15, 2021, 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 16, 2021 and March 27, 2021) - 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 or 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 2021. Please email completed forms directly to the email listed on the form. Hotel reservations cannot be made until March 1, 2021. The hotel must receive the reservations on or before March 26, 2021. **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.

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, 2021. 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.



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 16, 2021

12:00 p.m.-7:00 p.m.	Conference Registration <i>(all schools)</i>	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 <i>(all students)</i>	Amway Grand Plaza
8:30 p.m.	Opening General Session	DeVos Place
After session	Final Leadership Test <i>(for those who did not take it earlier)</i>	Amway Grand Plaza
11:00 p.m.	Curfew	

Saturday, April 17, 2021

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 18, 2021

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

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 1, 2021. 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.

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, 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 current year's Technical Standards for the National competition clothing requirements for your contest.

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.

- 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.



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, 2021**. 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, 2021. 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 16, 2021.**
- 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 3-7, 2021. 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, 2021**. 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 <https://www.skillsusa.org/membership-resources/awards/presidents-volunteer-service-award/>

Share your stories! Email a summary of your chapter's project and any photos to info@miskillsusa.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 21-26, 2021

Atlanta, Georgia

Due Dates

- April 21, 2021** Qualifier Not Attending Notification Form due to State Office
- April 24, 2021** SkillsUSA Michigan Registration Form due to State Office available at <http://miskillsusa.org/forms-and-documents>
- April 24, 2021** Online Conference Registration Due at www.skillsusa-register.org
All fields must be completed including home address!
- May 1, 2021** Payment Deadline, Final Cancellations and Refund Requests due to State Office
- May 15, 2021** 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

- Red SkillsUSA blazer, windbreaker or sweater, or black or red SkillsUSA jacket
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie), white blouse (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
- 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)
- Black dress shoes