

2021-2022
SkillsUSA

UNITED
AS ONE



SkillsUSA
MICHIGAN

2021-2022 Advisor Manual



2021-2022 Summary of Changes and Updates

Please note that the items listed here are a summary of the major changes to this year's SkillsUSA Michigan Advisor Manual. Several other areas that are not listed here have been updated and clarified. Please read the entire Advisor Manual for complete information.

- The state office no longer has a fax machine.
- We will be getting new website later this fall, so some links you may have saved or bookmarked may change.
- **All conference participants will be required to complete and turn in a fully signed COVID-19 Acknowledgement and Liability Waiver when arriving at any SkillsUSA Michigan conference.**
- Advisor Information Forms are now a Google Form for you to update your contact information. We would appreciate it greatly if you and your chapter's advisors would complete this if you have changes, so we can keep our database up to date. The link to the form is posted on the Forms page of our website.
- The New Advisor In-Service we be held on October 5, 2021, at Eastern Michigan University in Ypsilanti, Michigan. Please encourage any advisors from your school to attend. Register by September 27. Please see page 19 for more information.
- Intent to Compete Forms are now a Google Form for easy submission. Due October 31, 2021. The link to the form is posted on the Forms page of our website.
- Students must be submitted members before registering for any conference.
- The Michigan Chapter Challenge is our exciting new incentive program to increase chapter participation. There are some great awards for the chapters that participate in the challenge, so be sure to see page 10 for more information.
- The SkillsUSA national office is hosting their Elevate Virtual Chapter Officer Development Conference on October 20, 2021. Registration is open September 13-October 6, 2021. Please see page 20 for more information.
- The Fall Leadership Conference will be held November 8, 2021, at the Lansing Center in Lansing, Michigan. We're looking forward to seeing everyone! Register by October 19 for the early price, or the final deadline on November 1. Please see pages 21-22 for more information.
- Statewide Fundraiser - Double Good Popcorn Pop-Up Stores will be active November 24-28, 2021. Please see page 23 for more information.
- Regional Competition registrations will be through the SkillsUSA Register portal (like the other conference registrations). Deadlines will be announced by your Regional Contact.
- The State Leadership and Skills Conference will be held April 8-10, 2022, in Grand Rapids. Please see pages 26-35 for more information.
- The National Leadership and Skills Conference will be held June 20-25, 2022, in Atlanta, Georgia. Please see pages 36-37 for dates and basic information. Detailed information will be available during the State Leadership Conference.



2021-2022 Cost Summary

All costs per person/participant*.

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

SkillsUSA Membership Dues – January 15, 2022:

Please submit by November 15, 2021, to receive all the benefits of the membership and to be eligible for the Michigan conferences and activities.

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

New Advisor Workshop –Ypsilanti, Michigan – October 5, 2021:

- Registration - \$40 by September 27, 2021
- Transportation – At your expense
- Meal – Lunch included
- Parking – Validated for Student Center Parking lot only

Elevate Virtual Chapter Officer Development Conference – Online – October 20, 2021

All students must be submitted members prior to registering.

- Registration - \$10 per participant for registrations submitted September 13-October 6, 2021

Fall Leadership Conference – Lansing, Michigan – November 8, 2021:

All students must be submitted members prior to registering.

- Registration - \$40 per participant for registrations submitted prior or on October 19, 2021
- Registration - \$50 per participant for registrations submitted October 19 to November 1, 2021
- Meal – Lunch included
- *Transportation and Parking – At your expense*

Regional Competitions – February 2021:

All students must be submitted members prior to registering.

- Registration - Approx. \$20 - \$25 (varies by region, to be announced)
- Meals – Varies by region, may or may not be included in your registration fee
- *Transportation – At your expense*

State Leadership and Skill Conference – Grand Rapids, Michigan – April 8-10, 2022:

All students must be submitted members by January 15, 2022, prior to registering.

- Registration - \$75 per participant for registrations submitted prior or on March 14, 2022
- Registration - \$90 per participant for registrations submitted March 14 to March 21, 2022
- Hotel – *estimated* \$130-\$150 per room per night, depending on hotel
- *Transportation, Parking, and Meals – At your expense*

National Leadership and Skill Conference – Atlanta, Georgia – June 20-25, 2022:

All students must be submitted AND paid members by January 15, 2022, prior to registering.

- Package Price – *estimated* \$900 (quad) to \$1,500 (single). *The exact price will be distributed at the State Leadership and Skill Conference.*
- *Meals – Some meals may be included, others at your expense*

*All costs are subject to change.



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Forms

Forms are available on our website at <http://miskillsusa.org>



Contact Information

| | |
|-----------------------------------|---|
| USPS Address: | SkillsUSA Michigan Eastern Michigan University Ypsilanti, MI 48197 |
| UPS/Fed Ex Address: | SkillsUSA Michigan 204 King Hall Eastern Michigan University Ypsilanti, MI 48197 |
| Phone: | 734-487-3888 |
| Michigan Web Site: | http://miskillsusa.org |
| Michigan Facebook: | http://facebook.com/miskillsusa |
| Michigan Twitter: | http://twitter.com/MISkillsUSA |
| Michigan Instagram: | http://instagram.com/miskillsusa |
| National Web Site: | http://skillsusa.org |
| National Facebook: | http://facebook.com/skillsusa |
| State Director (Interim): | Carrie Warning info@miskillsusa.org |
| Executive Treasurer: | David Wait dwait@emich.edu |
| Office Manager/Bookkeeper: | Ann Day aday7@emich.edu |

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



2021 Calendar

| | |
|--------------------|--|
| September 27 | Deadline: Advisor Workshop Registration Due to State Office |
| October 5 | New Advisor Workshop, <i>Eastern Michigan University</i> |
| October 6 | Deadline: Elevate Virtual Chapter Officer Development Conference Registration Due |
| October 15 | Deadline: Technical Committee Nomination Forms Due to State Office |
| October 19 | Deadline: Fall Leadership Conference Early Registration Due |
| October 20 | Elevate Chapter Officer Training, <i>Virtual</i> |
| October 31 | Deadline: Intent to Compete Forms Due to State Office |
| November 1 | Deadline: Fall Leadership Conference Late Registration Due |
| November 8 | Fall Leadership Conference, <i>Lansing Center, Lansing, Michigan</i> |
| November 10 | Deadline: Fall Leadership Conference Payment Due |
| November 15 | Deadline: Initial Membership Registration Due online at http://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 24-28 | Statewide Fundraiser – Double Good Popcorn Pop-Up Stores |



2022 Calendar

| | |
|----------------------|--|
| January 14 | Deadline: Regional Competition Online Registration |
| January 15 | Deadline: Final Online Membership Registration <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: Judge Nomination Forms to State Office |
| February 6-12 | SkillsUSA Week |
| February 15 | Deadline: Regional Direct to States Online Form Due to State Office |
| February 15 | Deadline: Chapter Excellence Program (CEP) Applications online |
| February 15 | Deadline: Advisor of the Year Nominations to State Office |
| March 1 | Deadline: State Officer Applications Form to State Office |
| March 1 | State Conference Hotel Reservations Open to Amway Grand Plaza |
| March 14 | Deadline: State Conference Early Registration Due |
| March 14 | Deadline: State Conference Hotel Registration to Amway Grand Plaza |
| March 21 | Deadline: State Conference Changes and Late Registration Due |
| March 28 | Deadline: State Conference Hotel Cancellations to Amway Grand Plaza |
| March 28 | Deadline: State Conference Payment to State Office |
| April 8-10 | State Leadership and Skills Conference, <i>Grand Rapids, Michigan</i> |
| April 22 | Deadline: Qualifier Not Attending National Conference Form to State Office |
| April 29 | Deadline: National Conference Registration |
| May 10 | Deadline: National Conference Payment, Cancellations and Refund Requests |
| May 10 | Deadline: Additional Trading Pins Pre-Order Form to State Office |
| June 20-25 | National Leadership and Skills Conference, <i>Atlanta, Georgia</i> |

2021-2022 State Officers



Jack Munn
State President,
IMPACT Chair,
Regions 1 and 5
Representative
jmunn@miskillsusa.org
Kent Career Tech Center



Nick Shepich
State Vice President,
Social Media and
Communications Chair,
Regions 2-East and 3
Representative
nshepich@miskillsusa.org
Saginaw Career Complex



Sam Dittmar
State Secretary,
State Historian,
Regions 2-West and 4
Representative
sdittmar@miskillsusa.org
Saginaw Career Complex

2021-2022 Theme

The SkillsUSA competition theme for the 2021-21 school year is:



The topic is to be addressed by contestants in the 2022 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:

1. What does “United as One” mean to you in relation to your SkillsUSA chapter?
2. How has your participation in SkillsUSA made you a better team member and what have you learned and demonstrated around the Essential Element of teamwork?
3. How has your participation in SkillsUSA impacted your knowledge and demonstration of the Essential Element of multicultural sensitive and awareness?
4. How is the theme, “SkillsUSA: United as One” related to the SkillsUSA Framework and how will the Framework, in turn, prepare you for career success.
5. What activities or learning within your career and technical education program have prepared you to contribute to a business setting with the attitude of “United as One”?



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 with an added processing fee (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 sent 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 <http://skillsusa-register.org>
- Initial membership registration is due to National SkillsUSA by November 15, 2021, via the online system at <http://skillsusa-register.org>
- Final membership registration is due to National SkillsUSA by January 15, 2022, via the online portal at <http://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.**
- All students must have their SkillsUSA membership submitted in the online portal before being allowed to register for any conference.
- 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, 2022, to participate in regional, state, and national competitions and/or conferences.*



National Membership Incentive

Deadline - Membership Submitted by November 15, 2021

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 2022 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.



Michigan Chapter Challenge

NEW! SkillsUSA Michigan is encouraging each chapter to increase their membership this year. We are challenging all chapters to complete each of the following to earn points toward our new incentive program. To earn points, chapters/schools must complete each item by the deadline.

- Help find a Business & Industry and/or Post-secondary Sponsor (\$500 or more) for the State Leadership & Skills Conference – *20 points*
- Increase membership by 5% (in relation to the 2019-2020 membership) – *15 points*
- Help recruit a new chapter into SkillsUSA (middle school, high school, and/or college post-secondary) – *15 points*
- Nominate a new Business/Industry and/or Post-secondary Partner to serve on Technical Committee – *15 points*
- Participate in state-office sponsored Fundraising – *10 points*
- Complete levels of the Chapter Excellence Program (CEP) – *10 points for each level*
- Submit application for a State Officer Candidate – *10 points*
- Participate in any of the following – *10 points each*:
 - SkillsUSA Week – Food Sculpture Can Food Drive
 - Community Service Project
 - Community Outreach Project (ex. Mentor 2 Mentor)
- Nominate an advisor for one of the following – *10 points each*:
 - Advisor of the Year
 - Outstanding Educator
 - Outstanding Service Award (Business & Industry member)
- Participate in Career Essentials program with your students – *5 points per training program*
- Register 100% students in training program – *5 points per training program*

State Awards:

- Each chapter that scores 50 or more points will receive a \$50 Lowes gift card.
- Each chapter that scores 100 or more points will be entered into a drawing for a SkillsUSA Blazer PLUS a \$50 Lowes gift card.
- The chapter that scores the highest points will receive priority seating at State Leadership and Skills Conference PLUS a \$50 Lowes gift card.



Chapter Goals

Below is a list of goals to chapters and advisors to help grow their chapters and become strong productive organizations that help students become world class employees.

| Goal | Recommended Quantity |
|--|--|
| New Advisor Workshop – have new advisors attend | All new advisors |
| Advisor Mentorship - Mentor a new advisor | All new advisors |
| Career Essentials – Have students participate in the Career Essentials Program | Chapter Officers and/or Student Members |
| Chapter of Excellence (CEP) – Level 1 via registration system | Level 1 |
| Chapter Officers - Have active chapter officers | 3 Chapter Officers |
| Chapter Officers – Hold monthly chapter meetings | Doc. with agenda & minutes) |
| Chapter Officers – Have Chapter Officers participate in leadership training (Impact, Engage, etc.) | Chapter Officers |
| Membership – register advisors by early deadline | All chapter advisors |
| Membership – register students by early deadline | All students OR Students attending FLC |
| Business / Industry Sponsorships – help recruit a Business Sponsor for SkillsUSA Michigan (B/I and College Post-secondary sponsors needed) | \$500 or more |
| Business Partners – help recruit a Business Partner for Technical Committees and/or judging/volunteering at conferences | One B/I partner per training program |
| Fall Leadership Conference – have students and 1 advisor attend FLC | 1 advisor and chapter officers |
| Fundraising – participate in the Double Good Fundraiser and have pop up stores | 5 pop-up stores |
| Fundraising – participate in a fundraising program to reduce CTSO costs for students | Each student raising funds (besides double good) |
| Membership – increase membership by at least 5% above the 2019-2020 membership count | 5% minimum increase |
| Membership – register 100% of students in training program | Per training program |
| Chapter of Excellence (CEP) – Level 2 via registration system | Level 2 |
| SkillsUSA Week – promote SkillsUSA during SkillsUSA Week (with pictures) | Plan and document participation |
| SkillsUSA Week – participate in the Food Sculpture/Can drive during SkillsUSA Week (with pictures) | Plan and document participation |
| Community Service Project – participate in a community service project | Plan and document participation |
| Community Outreach/Student Mentoring – participate in a community outreach or student mentorship program | Plan and document participation |
| Regional Contests – have students participate in the Regional Competition | Leadership, Occupation Related, or Technical |
| Chapter of Excellence (CEP) – Level 3 via registration system | Level 3 |
| State Officer - Submit student application | 1 application |
| State Leadership & Skills Conference – have students participate in the State Leadership and Skills Conference | Regional Qualifiers, State Officers, Direct to State |
| Advisor of the Year Award - Nominate a teacher | 1 advisor |
| Outstanding Educator Award - Nominate a teacher | 1 advisor |
| Outstanding Service Award – Nominate Business & Industry partner for Outstanding Service to SkillsUSA Michigan | 1 Business & Industry partner |



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.

- School-logo 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 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.



Advisor Mentoring Program

SkillsUSA Michigan is looking for experienced advisors who are willing serve as a mentor to a new SkillsUSA advisor. The mentor will assist the new advisor with understanding SkillsUSA polices, 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>



SkillsUSA Michigan Pledge Form

Yes, I would like to donate to SkillsUSA Michigan.

Please designate my tribute to go toward the following:

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



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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 always on you.

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 your “first impression”. It is imperative that the completed application arrive at the State Office on or before the due date, **March 1, 2022!** Any application that is received after the due date will not be accepted.

The application form can be found on our website at <http://miskillsusa.org>

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, 2022!** 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.*



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 2022-2023 State Officer will be to:

- Participate in CTSO State Officer Workshop – May 2022 (3 days, *required*)
- Participate in Leverage Training (*held before start of NLSC*) – June 2022 (3 days, *optional*)
- Participate in the National Leadership & Skills Conference (NLSC) – June 2022 (6 days, *optional*)
- Participate in the State Officer meeting – July 2022 (3 days *required*)
- Participate in Washington Leadership Training Institute – September 2022 (5 days, *optional*)
- Participate in Fall Leadership Conference – November 2022 (2 days *required*)
- Participate in the State Officer Planning meeting – January 2023 (3 days *required*)
- Preside at the SkillsUSA Michigan State Leadership & Skills Conference – April 2023 (5 days *required*)
- Participate at the National Leadership & Skills Conference (NLSC) – June 2023 (6 days, *optional*)
- Speak when necessary for SkillsUSA Michigan at social, educational, and civic events
- Attend weekend State Officer meetings whenever scheduled, throughout 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

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, 2022**.
- 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, 2022**, of your State Officer Candidate one minute campaign speech through the Google form posted at <http://miskillsusa.org>
- 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.*



New Advisor In-Service

October 5, 2021

Eastern Michigan University, Ypsilanti

Registration deadline: September 27, 2021

SkillsUSA Michigan is pleased to assist in establishing your chapter by holding a New Advisor In-Service at Eastern Michigan University in Ypsilanti. This workshop is for teachers who have been a SkillsUSA advisor for 2 years or less.

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

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

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

Tentative Agenda

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

Student Center

Eastern Michigan University, Ypsilanti

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



Virtual Chapter Officer Development Conference

Wednesday, October 20, 2021

11:00 a.m. – 4:30 p.m.

Registration opens September 13, 2021

Registration closes October 6, 2021

Registration cost is \$10.00 per participant

All registrations must be made via the online conference registration system at <http://skillsusa-register.org>

Led by the national SkillsUSA office, this conference focuses on building successful chapters by equipping chapter officer teams with the skills to lead.

Chapter officers will:

- Identify the importance of Self-Motivation, Communication, Teamwork, Planning, Organizations and Management in serving chapter members
- Describe the intentional development of Framework skills through planning their chapter's Program of Work activities
- Analyze the four-step process of conducting successful chapter activities

ELEVATE
SKILLSUSA CHAPTER OFFICER
DEVELOPMENT CONFERENCE



COVID-19 Acknowledgement and Liability Waiver

All conference participants will be required to complete and turn in this fully signed form when arriving at any SkillsUSA Michigan conference.

SkillsUSA Michigan has implemented protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus (“COVID-19”) between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention (“CDC”), as well as state and local authorities. However, SkillsUSA Michigan cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

By signing this agreement, I acknowledge the risk of COVID-19 transmission while participating in or attending SkillsUSA Michigan’s events and further acknowledge that I am knowingly assuming that risk by voluntarily participating in or attending an event. I further agree to comply with all protective measures and protocols implemented by SkillsUSA Michigan, the event’s host hotel, the event’s suppliers, and partners, and/or established by the CDC and state or local authorities.

I specifically affirm and attest to the following, to the best of my knowledge:

- I am not presently experiencing any symptoms of COVID-19, including, but not limited to, a fever in excess of 100.4 degrees, cough, shortness of breath or difficulty breathing, sore throat, body aches or chills, or new loss of taste or smell.
- I have not been in close contact with someone with a suspected or confirmed case of COVID-19.
- I have not been diagnosed with COVID-19 and/or have been cleared as non-contagious by my medical provider or public health authorities, consistent with CDC guidance.
- If I (a) develop any symptom of COVID-19, (b) come in close contact with someone with a suspected or confirmed case of COVID-19, or (c) am diagnosed with COVID-19, I will not attend the event.
- I am following all guidance from the CDC and state and local authorities regarding COVID-19 and limiting exposure to the COVID-19 virus.

Accordingly, I voluntarily agree to assume all risks and accept sole responsibility for any COVID-19 infection that may result due to my participation in or attendance at the event. I hereby release, covenant not to sue, discharge, and hold harmless SkillsUSA Michigan, its employees, agents, and representatives, of and from any claims associated with, arising from, or related to COVID-19 infection, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of SkillsUSA Michigan, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after my participation in or attendance at the event.

Delegate’s Printed Name Date

Delegate’s Signature

Parent/Guardian’s Signature *(required if under 18)* Date

Principal’s Signature Date



Fall Leadership Conference

November 8, 2021

Lansing Center, Lansing

Early Registration Deadline: October 19, 2021

Late Registration Deadline: November 1, 2021

No registrations will be accepted after November 1, 2021

Substitutions accepted at onsite registration on November 8, 2021

Payment Deadline: November 10, 2021

Start the SkillsUSA year off right by attending the Fall Leadership Conference! The conference will start with leadership development activities designed to help each student become an active member of SkillsUSA. Challenging activities that are both educational and enjoyable have been designed for participants to explore all the opportunities available through SkillsUSA. The conference will begin with an opening session which will set the direction for the conference. 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.

Location

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

Lansing Center Parking

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

Registration Fees

All registrations must be made via the online conference registration system at <http://skillsusa-register.org> The fee includes lunch, participation in all sessions, and registration materials.

- The Early Registration Fee is \$40.00 per participant (students and advisors) for all registrations submitted *prior to* October 19, 2021.
- The Late Registration Fee is \$50.00 per participant (students and advisors) for all registrations submitted from October 20 to November 1, 2021.

NEW Membership Policy: All students must be submitted members of SkillsUSA Michigan prior to registering them for any conference.

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



Participant Code of Conduct Form

Each participant attending the conference must sign the Participant Code of Conduct Form. This form is to be hand-carried to the conference by the advisor and kept with the advisor (not turned in to the state office). The form is available at <http://miskillsusa.org>

Tentative Agenda

| | |
|------------|-------------------|
| 8:30 a.m. | Registration |
| 9:00 a.m. | Opening Session |
| 9:20 a.m. | Breakout Sessions |
| 11:30 a.m. | Lunch |
| 12:30 p.m. | FOCUS Training |
| 2:15 p.m. | Closing Session |

Dress Code

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

Advisors' Meeting and Assistance

There will be a special meeting for all advisors. Professional development breakout sessions will also be available for advisors. Advisors will be assigned to sessions to monitor participation and behavior. Each advisor is asked to assist with supervision at the conference. To keep the registration fee as low as possible, we have elected to use advisors in place of outside security.

Supervision

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

Overnight Stay

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

State Officer Assistants

Students that have at least one full year remaining in their career & technical training program and are interested in running for state office for the 2022-2023 school year are invited to assist at the Fall Leadership Conference. This opportunity will give the state officer assistants a chance to see what is involved in being a state officer. If you have an interested student, please register them as a state officer assistant and more information will be sent to you.

State officer assistants:

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



Statewide Fundraiser

Pop-Up Store November 24-28, 2021

SkillsUSA Michigan is partnering with Double Good to offer an easy way to fundraise for your SkillsUSA chapter.

More information will be in the emailed Advisor Updates, as well as during the Fall Leadership Conference.

100% Virtual

No paperwork to fill out, no cash to collect, and no product to distribute. Fundraise from anywhere.

Each of your chapter members selling popcorn will get their own Pop-Up Store to personalize using the Double Good app and a unique link to share with friends and family.



When creating their personal Pop-Up Store, each participant will set a goal for popcorn sold, and upload their own photo or video.

Pop-Up Stores activate your team's participation through your real-time Leaderboard where everyone can see who has opened their Pop-Up Store and how much each person is selling. With only 4 days to sell as much ultra-premium gourmet popcorn as they can, participation & competition heat up fast!

Easy for Supporters

Orders are placed online. Without needing to download an app or create an account, supporters simply follow the Pop-Up Store link shared with them and they will be greeted with all varieties and sizes of our insanely delicious, ultra-premium popcorn that they can effortlessly purchase to their (and your) heart's delight.

50% Profit

No fees. No minimums. You earn 50% of what you sell. On average each participant sells \$400.

Zero Product to Handle

Popcorn is made to order and ships to the doorstep of supporters, anywhere in the USA.





Regional Competitions

February 2022

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 to qualify for the state competition unless it is a direct-to-state event.

NEW: All regional competition registration will be submitted online by January 14, 2022, at <http://skillsusa-register.org>

NEW Membership Policy: All students must be submitted members of SkillsUSA Michigan prior to registering them for any conference.

Please contact your Regional Representative for more information regarding your regional competition. Regional information will be emailed and also posted on the SkillsUSA Michigan web site as it becomes available.



SkillsUSA Week

February 6-12, 2022

SkillsUSA Week is the opportunity to promote career and technical education, and SkillsUSA programs at activities at the local, state, and national 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.

Learn more at <https://www.skillsusa.org/events-training/skillsusa-week/>

MONDAY—Recognition Day

Recognize and honor members, advisors, administrators, business partners, community leaders, and supporters who make a meaningful impact on your CTE program and SkillsUSA chapter.

TUESDAY—Give Back Day

Rally around your school community by focusing on ways for your chapter to give back.

WEDNESDAY—Partner Day

Invite local business and industry leaders to connect with members, highlighting the importance of developing career-readiness skills found in the SkillsUSA Framework.

THURSDAY—Advocacy Day

Amplify CTE in your community by conducting a local public relations activity, such as presenting to school board members, administrators, and community group leaders.

FRIDAY—SkillsUSA Day

Celebrate SkillsUSA by wearing your favorite SkillsUSA T-Shirt, planning a celebration activity or by posting your SkillsUSA Framework story on social media. Be sure to use *#SkillsUSAWeek*



State Leadership and Skills Conference

April 8-10, 2022
Grand Rapids, Michigan

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

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

| | |
|----------------|--|
| March 1, 2022 | Hotel Reservations Open - Amway Grand Plaza <i>(First day that school housing lists will be accepted)</i> |
| March 14, 2022 | Early Registration Due – Online Portal |
| March 14, 2022 | Hotel Reservations Due - Amway Grand Plaza Hotel |
| March 21, 2022 | Changes and Late Registration Due – Online Portal <i>Absolutely no registration changes, refunds, or new registrations will be accepted after this date!</i> |
| March 28, 2022 | Final Hotel Cancellations Due <i>(A \$25 fee will be assessed for hotel rooms NOT cancelled by this date)</i> |
| March 28, 2022 | Registration Payment Due – State Office <i>(A late payment fee will be assessed for all balances not paid by this date)</i> |

Conference Headquarters

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

Membership

All students and advisors must be **paid** members of SkillsUSA Michigan by January 15, 2022, to participate at 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. These forms are on the web site at <http://miskillsusa.org>

- 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!



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>

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.

Supervision

The Advisor's 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 always have available the name, address, and phone number of the parents/guardians of each student they are responsible for.
- Advisors may be asked to help/volunteer during the State Conference.

Registration Fee

All registrations must be made via the online conference registration system at <http://skillsusa-register.org>

- Early Registration Fee (registration submitted by March 14, 2022) - The conference registration fee is **\$75.00** for each person attending the conference. This is for all submitted participants: students, delegates, advisors, administrators, etc.
- Late Registration Fee (between March 14-21, 2022) - The conference registration fee is **\$90.00** for each person attending the conference. This is for all submitted participants: students, delegates, advisors, administrators, etc.

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.

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.



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 2022. Please email completed forms directly to the email listed on the form. Hotel reservations cannot be made until March 1, 2022. The hotel must receive the reservations on or before March 18, 2022. **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 most 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 plan 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 28, 2022. 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 the elevator before getting on. Whenever possible, especially if you only must go up or down a floor or two, see if you can take the stairs to help with elevator congestion.
11. For your safety, please refrain from overcrowding and jumping in the elevator. Failure to do so will result in the elevator becoming stuck and a fee of \$800-\$1,300 will be applied for repairs. Elevators are monitored by security cameras.
12. Be sure your room is in neat order when you checkout. All trash should be placed in the trash can, irons and ironing boards put away, bedding at least piled on the bed, and towels in the bathtub.
13. You may not order any food deliveries after curfew. This includes deliveries from room service and off-property restaurants.
14. When dining in the hotel or neighboring restaurants, please remember the following guidelines for gratuities; 15% of bill for good service and 20% of bill for great service.



State Conference Tentative Agenda

Friday, April 8, 2022

| | | |
|----------------------|--|--|
| 12:00 p.m.-6:00 p.m. | Conference Registration (All schools) | Amway Grand Plaza Registration Desk 2 |
| 1:30 p.m. | State Officer Candidate Interviews | Amway Grand Plaza |
| 3:00 p.m. | Hotel Check-In | Assigned Hotel Front Desk |
| 8:30 p.m. | Opening General Session | DeVos Place |
| 11:00 p.m. | Curfew | |

Saturday, April 9, 2022

| | | |
|------------|-------------------------------|-------------------|
| 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 10, 2022

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

Professional Development and Technical Assessments

All students will be required to take the Professional Development (*formerly known as the SkillsUSA Leadership Test*) and Technical Assessments. Assessments will be administered online prior to the conference. A study guide for this test is available on our web site at <http://miskillsusa.org> The students with the top scores will be recognized. These tests are also used as a tiebreaker for competitors. The PD Assessment is not included in the final contest score. However, the Technical Assessment *may* be used as part of the final score.

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.

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, 2022. The State Officer Application will be available on our website in late fall at <http://miskillsusa.org>

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.

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> 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.

- School-logo 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 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.



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>

Industry Awards Procedure

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 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 to the State Office by **March 1, 2022**. This form is available at <http://miskillsusa.org>

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> 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, 2022. The chart of official voting delegates will be posted on the web site in February.



National Leadership and Skills Conference

June 20-25, 2022

Atlanta, Georgia

Due Dates

- April 22, 2022** Qualifier Not Attending Notification Form due to State Office
- April 29, 2022** SkillsUSA Michigan Hotel Registration Form due to State Office
- April 29, 2022** Online Conference Registration Due at <http://skillsusa-register.org>
All fields must be completed including home address!
- May 10, 2022** Payment Deadline, Final Cancellations and Refund Requests due to State Office
- May 10, 2022** 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> 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>



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