



## *State Leadership and Skills Conference Information*

April 12-14, 2024  
*Grand Rapids, Michigan*

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

March 1, 2024	Conference Registration Open – Online Portal  Hotel Reservations Open - to your selected hotel <b><i>All schools are required to stay at one of the official conference hotels.</i></b>
March 8, 2024	Early Registration Due – Online Portal
March 20, 2024	Hotel Reservations Due – to your selected hotel
March 20, 2024	Changes and Late Registration Due – Online Portal <b><i>Absolutely no registration changes, refunds, or new registrations will be accepted after this date!</i></b>
March 27 to April 10, 2024	Online Testing – all competitors will take either (or both) <i>See page 8 for more information.</i> <ul style="list-style-type: none"><li>• PD Assessment</li><li>• Technical Assessment</li></ul>
April 2, 2024	Registration Payment Due – State Office <i>(A late payment fee will be assessed for all balances not paid by this date)</i>
April 8, 2024	Hotel Payment Due Final Hotel Cancellations Due <i>(A \$25 fee will be assessed for hotel rooms <b>NOT cancelled</b> by this date)</i>



## ***Required Form to be turned in at Conference Headquarters***

### **1. Participant Code of Conduct Form**

All conference participants will be required to complete and turn in this fully signed form when arriving at the conference. Failure to turn in a Participant Code of Conduct Form for each person attending the conference (students, advisors, observers, etc.) will disqualify the person (whose form is missing) from conference activities, including competition. Please make a copy of this form to submit to our office. The originals are to remain with the Lead Advisor at the conference.

Please make sure that all people 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.

- **At least one (1) advisor must attend from the chapter**, regardless if the students are high school or college/post-secondary.
- **One (1) adult is required for every ten (10) students attending the conference**, regardless if the students are high school or college/post-secondary. Please be sure to register the appropriate number of adults 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.

### **Conference Headquarters**

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



## ***Registration Information***

### **Membership**

All students and advisors must be **paid** members of SkillsUSA Michigan by January 20, 2023, to participate at 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 8, 2024) - The conference registration fee is **\$80.00** for each person attending the conference. This is for all submitted participants: students, delegates, advisors, administrators, etc.
- Late Registration Fee (between March 8-20, 2024) - The conference registration fee is **\$95.00** 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 to make 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.

### **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 accommodation 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.

### **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.



## Housing Information

- **All schools are required to stay at one of the conference hotels.**
- Everyone staying in a hotel room in our housing block must be registered for the conference.
- Special requests are based upon the availability at the time the housing form and full prepayment are received at the hotel.
- Please note that all sleeping rooms may not be available upon arrival, delegates should plan accordingly.

### Hotels

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 order that both the form AND the payment 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

	<b>Amway Grand Plaza</b>	<b>Courtyard by Marriott</b>
Single Room	\$ 146.06	\$ 146.06
Double Room	\$ 146.06	\$ 146.06
Triple Room	\$ 167.86	\$ 146.06
Quad Room	\$ 167.86	\$ 146.06
Tower Luxury Suite	\$ 325.91	Not available
Plaza Luxury Suite	\$ 325.91	Not available

**The above room rates include the non-waivable 9% local tax.**

*Suite room descriptions are on page 7*



### **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 website in late afternoon on February 29, 2024. ***Please email completed forms as an attached Excel File (not a PDF file)*** directly to the email address listed on the form. Hotel reservations cannot be made until March 1, 2024. The hotel must receive the reservations on or before March 20, 2024. **Full payment must be received prior to room reservations being confirmed.**

Please mail the payment to the hotel address on the Invoice worksheet found on the housing form.

If you plan with another school to room together, 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.

- All housing changes are due by 5:00 pm on April 8, 2024.
- If a room is canceled after April 8, 2024, the school will not receive a refund for the first night's stay.
- You will be charged the state's 6% sales tax if the hotel does not receive a completed [Tax-Exempt Certificate](#).

### **Suites and Parlors**

Suites and parlor rooms are only available to schools that need four or more rooms. 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:**

- **Tower Suites:** They are open to schools that reserve six or more rooms. This two-room suite is 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 two 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 in the historic Pantlind section of the hotel with a king bed and a separate living room with a built-in bar area with three stools. (36'x 14' living room/bar area and a 19'x 19' bedroom) These rooms have two connecting rooms: one with a king bed and one with two queen beds-offered at the group rate per room.

**Hotel Parking Rates** (both hotels)

- Self-parking is complimentary for SkillsUSA Michigan hotel occupants, one vehicle per room.
- Valet parking is \$10 per pay with unlimited in-and-out privileges.

**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 the time of check-in. 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.



## 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 are 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 is difficult to move the number of people we have participating in 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.



## ***Competition Information***

Students may compete in only one contest at the State Conference.

### **Regional Contestant Forms**

Contestants must have either competed and qualified at their regional conference, or their advisor must have completed the Direct to State Online Form for all contests so that we know what contestants have qualified for the state contests.

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 results or Direct to State Form, he/she will NOT be allowed to compete.

### **Professional Development and Technical Assessments**

All contestants are required to take at least one assessment online prior to the conference. A study guide for the Professional Development Assessment is available on our website. The students with the top scores will be recognized. These tests are also used as a tiebreaker for competitors.

Each contest's Technical Committees will determine if the Professional Development, Technical Assessment, or both are administered, and whether they will be included in the competition score. Refer to the Michigan contest guidelines for specific requirements.

### **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**

On 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.

### **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 contest guidelines contain important information including what each competitor needs to bring to the contest and the contest clothing requirements.





### 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.

### 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 Conference Tentative Agenda*

### Friday, April 12, 2024

12:00 p.m.-6:00 p.m.	Conference Registration <i>(All schools)</i>	Amway Grand Plaza Registration Desk 2
12:00 p.m.-8:30 p.m.	Pre-Competitive Events <i>Orientations, networking, etc.</i> <i>Check the event's guidelines to see if the contest has any Fri activities</i>	
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 13, 2024

8:00 a.m.	Competition	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 14, 2024

9:30 a.m.-11:30 a.m.	Awards Ceremony	DeVos Place
----------------------	-----------------	-------------



## *State Conference Activities*

### **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, 2024. The State Officer Application is available on our website at <http://miskillsusa.org>

### **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, 2024. The chart of official voting delegates will be posted on the website in March.

### **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 **April 1, 2024**. This form is available at <http://miskillsusa.org>

### **Friday Miracle Minute**

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

### **State-wide Food Sculpture Contest**

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



### **Saturday Advisor Meeting**

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

### **Saturday Statesman Award Certification**

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

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

### **Non-Discrimination Policy**

SkillsUSA Michigan is committed to creating and maintaining a healthy and respectful environment for all our members. Our philosophy is to ensure all members, regardless of race, color, religion, gender, 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.



## *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.