****

**SkillsUSA Washington**

**State Leadership &**

**Skills Conference**

**April 27 – April 29, 2017**

**Yakima, Washington**

**Registration Packet**

**SkillsUSA Washington Leadership & Skills Conference**

Please check the appropriate boxes as you complete the registration process. This will ensure proper registration of your chapter’s delegation at the State Conference.

**Action Due Date**

**Conference Invite:**

Received State Conference registration packet and Invitation List from March 1, 2017

SkillsUSA Washington. List available at [www.skillsusawashington.org](http://www.skillsusawashington.org).

**Registration will be available March 1, 2017**. Only register students

Included on the invitation list and their advisors or chaperones.

**Registration & Competitive Event Application:** April 5, 2017

All registrations must be completed at: [www.skillsusa-register.org](http://www.skillsusa-register.org) for everyone

attending SkillsUSA Washington Leadership and Skills Conference.  Please make sure you include all information. If you need a blank form (NLSC Form 1) to obtain needed registration information from students before entering online, log-on to: <http://www.skillsusa-register.org> Then click the “Conference” tab, Blank NLSC1 Form. Do not bring printed registration forms to registration.

**Early Registration Deadline:**

Early Registration $90. March 10, 2017

Available only if you submit and create your invoice by this date. No exceptions.

**Hotel Reservations:**

Book hotel reservations with the approved conference hotels. April 5, 2017

Submit a rooming list to the hotel.

**Advisor Acknowledgement Form:**

Send to: tlufkin@comcast.net or mail to: April 5, 2017

SkillsUSA Washington, P.O. Box 2698, Olympia, WA 98507.

**Courtesy Corps Applications:**

Send applications to: tlufkin@comcast.net or mail to: April 10, 2017

SkillsUSA Washington, P.O. Box 2698, Olympia, WA 98507.

Applications are available at www.skillsusawashington.org.

**Registration Materials:**

I will pick-up my registration packet at conference check-in (Yakima April 27, 2017

Convention Center) April 27 between 12:00 & 3:00 PM. Please have one advisor

per school pick up packets. Students are not allowed to pick up registration packets.

**Resume Submission:**

Each contestant is required to submit a one page resume at **each** April 27- 4/29 2017

**Contest and Call backs**. Submit resumes to contest host and at job application.

**National SkillsUSA Leadership & Skills Conference**

**Registration Deadline:** May 15, 2017

The NLSC “Nationals Declarations Form” (green) and information packet

will be given to contestants immediately following closing ceremony.

**SkillsUSA Washington State Leadership and Skills Conference – 2017** *Tentative Schedule*

**Thursday, April 27 – Yakima Convention Center, Yakima, WA**

Noon-3:00 pm CHECK-IN One Advisor per school, no students

* Confirm contest times at Information and Registration Packet
* Testing Room open – test early to avoid time conflicts (ID Required)

3:00-5:00 pm OPENING Session

5:00-8:00 pm SkillsUSA Store

Testing Room Open (ID Required)\*

Conference Registration Continued

5:30-6:30 pm Technical Contest Orientations

7:00-10:00 pm Quiz Bowl Rounds 1 & 2

Health Knowledge Bowl

11:00 pm Curfew

**Friday, April 28**

6:45-7:00 am Busses to Technical Contests

8:00-1:00 pm Technical Contests

11:00-12:00 pm Workshop – SkillsUSA Certified Trainer Meeting

12:30-2:00 pm Leadership Judges Lunch and Orientation

12:00-1:00 pm SET UP: Chapter Displays, Promotional Bulletin Board & Notebooks

12:00-2:00 pm Lunches: Contest Sites & Yakima Valley Convention Center

12:00-4:00 pm Testing Room Open (ID Required)\*

1:00-2:00 pm Workshop – New Advisor Training and Support

2:00-6:00 pm Leadership Contests

6:00-7:30 pm State Officer Candidate Interviews

6:30-7:00 pm PICK UP: Chapter Displays, Promotional Bulletin Board & Notebooks

8:00-10:30 pm Social Activity - Hypnotist

11:00 pm Curfew

**Saturday, April 29**

7:00-9:00 am Advisor Breakfast & Regional Meetings

8:00-11:00 am Community Service Project

8:00-10:00 am FINALS – Job Interview FINALS – Job Skills Demo ‘A’

9:30-11:30 am State Delegate Meeting & Election

1:00 – 3:00 pm Closing Awards Ceremony

**Testing Room\***

SkillsUSA Professional Test is required and used as tie breaker

Medical Math

Medical Terminology

Job Interview & Employment Application Process

Related Technical Math



TO: SkillsUSA Washington Advisors

FROM: Terri Lufkin, Executive Director

RE: 2017 SkillsUSA Washington State Leadership & Skills Conference (SLSC)

**Please read this registration packet carefully. Changes take place annually. Do not rely on**

**previous experience for registration procedures.** *This letter contains information all participants at the State Leadership & Skills Conference (SLSC) will need. Please follow the instructions and meet all deadlines! Your cooperation is appreciated.*

SkillsUSA Washington members are invited to Yakima, Washington this year for the annual State Leadership & Skills Conference. Your contest hosts this year are Perry Technical College and Yakima Public Schools.

**Registration Deadline ($100) – April 5, 2017**

**Early Registration ($90) Deadline – March 10, 2017**

**REGISTRATION: You will be able to register through the SkillsUSA.org website by Wednesday, March 1st. This is the same site utilized for SkillsUSA national registration/membership. There is a 7 minute YouTube video to help!**

Registration fee is $100 for all contestants, advisors and chaperones. Registration for Courtesy Corps and observers will be $60. **Make checks/purchase orders payable to SkillsUSA Washington. You may pay with a credit card including 3.75% fee by contacting Terri Lufkin at 360.904.8578. Purchase order or payment must be on file with the SkillsUSA Washington Office prior to picking up your school’s contest materials at check-in.** **Registration fees are non-refundable.** Online registration, payment or purchase order and the Advisor’s Acknowledgement Form are to be postmarked or received by April 5, 2017, and must be sent to SkillsUSA Washington at tlufkin@comcast.net or P.O. Box 2698, Olympia, WA 98507. If your payment and your Advisor Acknowledgement form are not postmarked by April 5th, we will assume your students will not be attending or competing and they will be dropped from the contestant list. Please notify Terri Lufkin at tlufkin@comcast.net or at: (360) 904-8578 by **March 15th** if a student is not going to compete. This will allow us to contact the next student on the invitation list.

**If you register and submit registrations by March 10th, your fees will be $90 per person. Only if you submit and create your invoice by this date will you qualify for the $10 reduced price. NO EXCEPTIONS.**

The registration fee includes conference contest materials, insurance, workshops, transportation (assigned times and locations & only to conference hotels), Friday night activities and Friday lunch. **Lodging, personal expenses and all other meals are your responsibility.**

**REGISTRATION OF STATE OFFICER & ADVISOR:**

State Officers must be registered for the conference but there is no fee. State Officer’s housing will be covered by the state office. Officer trainers will make rooming assignments. Advisors are responsible for their own housing. Meals for advisors and state officers will be covered Monday evening through Thursday lunch. State Officers and Advisors are responsible for meals Thursday dinner and Friday dinner. Friday lunch is on own or box lunch available. Saturday “order in” lunch will be provided to officers and advisors.

**REGISTRATION PACKETS:**

Packets will be available for **advisors** to pick-up at Conference Check-In at the Yakima Convention Center Thursday, April 27 from 12:00 – 3:00 PM and from 5:00 – 8:00 PM. Students are not allowed to pick-up conference materials or be in the check-in area. Registration materials will be released when “Advisor Acknowledgement Form” and final payment or purchase order are received. Contestant numbers, name badges and delegate ribbons will be provided in registration materials.

**CONTESTANT RESUMES:**

All contestants must submit a typed one-page resume at each contest. Give resumes directly to the contest judges or host at their contest time. Students who do not submit a one-page typed resume will be deducted the points possible from the contestant’s final score.

**HOTEL ACCOMODATIONS:**

SkillsUSA Washington will be using the following approved hotels **(these are the ONLY approved conference hotels).** All participants requiring lodging must stay at an approved conference hotel. All reservations must be made by contacting the hotel directly and stating you are with SkillsUSA. All reservations are subject to availability. Please be sure to get your purchase order completed so you can bring a check with you to the conference or have the check mailed immediately following the conference. If you need further information regarding hotel accommodations, contact the SkillsUSA Washington Office.

Howard Johnson Red Lion

9 N 9th Street 607 E Yakima Ave

Yakima, WA 98901 Yakima, WA 98901

(509) 452-6511 (509) 248-5900

Rates: $90+ and taxes Rates: $92+ and Taxes

Complimentary breakfast is included in the rate.

Official check in time is 3:00pm, Check out time is 11:00am.

**WASHINGTON STATE LEADERSHIP & SKILLS CONFERENCE (SLSC):**

Posted on the SkillsUSA Washington Website is the list of eligible contestants for the WSLSC called **“Washington State Leadership & Skills Conference Invitation List.”** This is located under events and “slide right” after you scroll down to WA State Conference. This list is also available through Regional Coordinators. Do not register students for a contest if they are not on the invitation list. Contestant eligibility is determined by a formula outlined in the SkillsUSA Washington Competition Policies and Procedures guidelines. Contestants are listed by contest, region, name, and school. Should an eligible contestant withdraw from a contest, an alternate from that region will be chosen and allowed to compete. The number of positions may vary in several contests due to equipment, work stations, and space. State competition is for the most qualified. Alternates are listed for all contests, designated by the word “Alternate,” to assist in your conference registration. Alternates must be members and properly registered for the conference to compete if there is a “no show.” Please notify the SkillsUSA Washington office at (360) 904-8578 or tlufkin@comcast.net **before March 15, 2017** with any contest withdrawals.

Review Technical Standards with your contestants prior to the SkillsUSA State Championships. Current technical standards are available with professional membership. If you have difficulty accessing with your PIN # for these standards, contact the SkillsUSA membership hotline at 1-844-875-4557 or operators@skillsusa.org.

**Regarding** **State Level Contests**, individuals may participate in more than one contest. A student may compete in up to three contests. (1) Technical Science Contest and either (2) Leadership Development Contests or (2) Occupationally Related Contests. If not participating in a Skill Contest, individuals may participate in a combination of 3 leadership and occupationally related contests. Individuals may participate in only one state sanctioned Technical Contest, even if it is held locally.

**At National,** students are limited to one contest in any of the above categories.

**LEADERSHIP CONTEST ANNOUNCEMENTS:**

Notebooks must be dropped off Thursday at the Yakima Convention Center. Notebooks will be evaluated by a panel of judges. Notebooks that have not completed 80% of requirements will not be allowed to compete on Friday. Promotional Bulletin Boards & Chapter Displays are to be set-up in their designated room on Friday, April 28th. Chapter Displays, Promotional Bulletin Boards, and Notebooks must be picked up by 7:00 PM Friday, April 28 or will be discarded.

**LEADERSHIP/OCCUPATIONAL CONTESTANT TIMES:**

On April 27th, once advisors receive conference registration materials, it is their responsibility to give Leadership Contestants their contest times. These contest times have been pre-assigned. Check for postings in your registration packet and at the information booth.

**DONATIONS & PRIZES:**

SkillsUSA Washington receives prizes and donations for some contest areas. Local advisors and interested persons may solicit prizes and donations for presentation to contestants after the Awards Program. Contact tlufkin@comcast.net for a current sponsorship form or if you need a donation receipt or letter from SkillsUSA Washington.

**SKILLSUSA WASHINGTON PROFESSIONAL TEST & REQUIRED ID:**

The SkillsUSA Washington Professional Test will be administered at the Yakima Convention Center from noon-3:00 pm and 5:00-8:00 pm on Thursday, April 27, 2017 and Noon-6:00 pm Friday, April 28th. The test is not available on-line. **All contestants and State Officer Candidates must take the SkillsUSA Professional Test.** This test will be used as a tie breaker for all contests. We prefer the professional test be taken prior to competitions on April 27th but the test may be taken April 28th by 6:00 pm. Questions from the test are taken from the Leadership Handbook and PDP Levels 1 & 2, which can be purchased from National SkillsUSA.

All contestants must have proof of identity (**Picture ID**) to check-in for competition. Suggested types are valid driver’s license, Washington State Identification Card, ASB card, or valid passport. ID will be required at contest sites before sign-in. Students not having ID must have two SkillsUSA advisors verify their identity to the contest host. To avoid problems, please have your students arrange to bring their identification and carry it with them at all times.

**SkillsUSA Technical Skills Contest Written Tests:**

Technical Skills Contests will have their written test during the contest unless otherwise stated during contest orientation.

**DELEGATE ASSEMBLIES & VOTING DELEGATES:**

Delegates from each SkillsUSA Chapter will meet 9:00-11:00 AM on Saturday, April 29th. State Officer Candidates will be introduced and campaign speeches will be given. State delegates will discuss new business and constitutional amendments.

We will be electing state officers for next year’s State Officer Team on an open State Ballot. Each region is allowed two officers on the State Officer Team (total of ten officers). All State Officer Candidate Application Forms, letters of recommendation and school transcripts are to be sent to the SkillsUSA Washington Office or contest headquarters by April 28, 2017. The 2016-17 State Officer Application can be downloaded from the SkillsUSA Washington Website.

Each chartered school will have 2 delegates plus one for each 50 active members above the first 50, plus one for 100 percent of the total possible membership. Please select your voting delegates prior to the conference and prepare them for participation in their State Delegate Meeting. Voting delegates will be identified by a ribbon attached to their name badges that are included in your registration packet. Submissions to the agenda for the State Delegate Session must be made in writing and sent to the State Executive Director by April 10th. Revisions or amendments to the State Constitution must be submitted to the SkillsUSA Washington State Office prior to the State Conference.

**NATIONAL LEADERSHIP CONFERENCE & SKILLSUSA CHAMPIONSHIPS:**

The SkillsUSA Conference is in Louisville, Kentucky, June 19-23, 2017. Information will be available at the State Conference. All participants attending Nationals need to register online by May 15, 2017 at [www.skillsusa.org](http://www.skillsusa.org). All inquiries should be directed to SkillsUSA Washington at: tlufkin@comcast.net.

**DRESS CODE:**

Be sure to read the following dress code requirements. All students and advisors are to be in official dress or the specified option at opening session, delegate meetings, workshops and awards ceremony. Anyone not wearing required dress may not be allowed entrance to events listed above. **SkillsUSA Washington Polo Shirts are allowed as Official Dress in Washington State only.** Polos may be purchased at the conference, sizes and colors limited.

The objective of the SkillsUSA dress code is to project a sharp, professional image to business, industry, and the general public. Each advisor and student has a responsibility to project the best image possible.

**Check the dress requirements for specific contests so your students will not be penalized. Contest orientation and Friday night activity dress is casual.**

**Women’s dress requirements - Students & Advisors**

**Official Dress:** White blouse, SkillsUSA polo shirt, SkillsUSA blazer or Washington or National jacket/sweater, black Carhartt jacket; black skirt/slacks; black sheer or skin-tone seamless nylons; black dress flats or heels. **Specified Option:** Those who do not possess official dress shall wear a solid color dress, skirt/slacks, and blouse or sweater and dress shoes.

**Men’s dress requirements - Students & Advisors**

**Official Dress:** White shirts, SkillsUSA polo shirt, black solid neck tie, SkillsUSA blazer or Washington/ National jackets/sweater, black Carhartt jacket, black slacks, black socks, black dress shoes. **Specified Option**: Solid color button shirt and tie, solid color slacks and belt, dress sock and dress shoes. Jacket optional.

**ADVISOR BREAKFAST MEETING:**

An Advisor Breakfast Meeting will be held Saturday, April 29th, 7:00 AM at the Red Lion. Please attend this meeting as important association information will be discussed. Advisors who have items for the agenda should contact SkillsUSA Washington at (360) 904-8578 or tlufkin@comcast.net and add agenda items. Regional advisor meetings are scheduled in the same room right after the Advisor Meeting. Contact your Regional Coordinator to have regional items put on the agenda.

**STATE COURTESY CORPS:**

Courtesy Corps application is available at [www.skillsusawashington.org](http://www.skillsusawashington.org) for those students interested in being a part of the SkillsUSA Washington State Courtesy Corps. Courtesy Corps students will assist state officers and conference staff at information booths, as runners for contests, workers in headquarters, etc. If you have students interested, please have them fill out the application and mail to SkillsUSA Washington by April 10, 2017.

**ADVISOR OF THE YEAR:**

SkillsUSA Washington is honoring our Advisor of the Year at the Closing Ceremony. If you know an advisor that should be nominated to represent your region and possibly Washington at Nationals, please fill out the nomination form found at [www.skillsusawashington.org](http://www.skillsusawashington.org). Nominations can be submitted by students and/or advisors.

**SkillsUSA Washington Advisor/Chaperone Responsibilities**

1. Advisors are to make sure all students abide by the rules, practices, and procedures of the SkillsUSA organization.
2. Advisors will be informed and responsible for the activities and whereabouts of their students at all times.
3. Advisors shall stay at the designated hotel while attending the conference with students.
4. Advisors are not permitted in bars, night clubs, etc.
5. No alcohol or illegal drugs in any form shall be possessed by advisors at any time or under any circumstances.
6. Curfew, as shown on the agenda, shall be absolutely enforced by each advisor.
7. There will be no smoking by advisors in the presence of students, during the general sessions, official business and/or banquets.
8. Advisors will conduct themselves in a professional manner and maintain a neat and well-groomed appearance.
9. Leaving the conference prior to the conclusion will only occur in case of emergency.
10. Rule infractions by any student(s), observed by advisors (regardless of program), shall be handled as if the student(s) were a part of that advisor’s program.
11. Anytime advisors are working with a student/s in a hotel room, the door must remain wide open.
12. Advisors should check student rooms before check out.

**SkillsUSA Washington Conference Code of Conduct**

The sponsoring school district is responsible for the conduct, safety, welfare, and liabilities incurred by students attending SkillsUSA activities. The following are designed to protect the interests of all parties involved in SkillsUSA activities.

1. The term ”conference participant” shall mean any SkillsUSA student member and/or attendee at a state leadership conference or workshop.
2. Conference participants shall abide by rules, practices, and procedures of SkillsUSA Washington at all times. From the time they leave home until the time they return home.
3. Conference participants shall keep their adult advisors informed of their activities and whereabouts at all times.
4. Conference participants shall stay at the designated hotel, not with friends or relatives, while attending the conference; except that the participants from the host city may be assigned to their accommodations by their school district advisor.
5. Conference participants shall not use their own car(s) or ride in cars belonging to others during the conference unless authorized by their school district or advisor.
6. Only conference participants shall be in attendance at the conference and related program activities.
7. Conference participants are not permitted in bars, night clubs, etc.
8. No alcohol or illegal drugs in any form shall be possessed by conference participants at any time under any circumstances.
9. Conference participants shall respect and abide by the authority vested in the Executive Council, advisors and other authorized conference representatives.
10. Curfew, as shown in the agenda, shall be absolutely enforced by each chapter’s advisor.
11. Conference participants will not be allowed in the rooms assigned to the opposite sex.
12. There will be no use of tobacco products during general sessions, official business sessions, or banquets.
13. Conference participants violating and ignoring any of the above rules may subject their entire delegation to being unseated, its candidates being disqualified, and any honors or offices being cancelled and withdrawn from members of the delegation, and the entire delegation being sent home. Rule infractions will be acted upon by school advisors, the SkillsUSA Washington Executive or State Director or authorized conference representatives.
14. Conference participants will conduct themselves in a professional manner and maintain a neat and well-groomed appearance. Participants must commit to the high standard of SkillsUSA or remove themselves from the conference.

The cost of defacing any public or private property will be assumed by the participating individual(s) or associated chapter.

**ADVISOR ACKNOWLEDGEMENT FORM**

**THIS PAGE IS TO BE INITIALED IN EACH SPACE, THEN SIGNED & RETURNED NO LATER THAN**

**April 5, 2017**

**\_\_\_\_\_\_ I understand that there will be no changes or refunds for changes made after April 5, 2017, to my registration.**

**\_\_\_\_\_\_** I understand there is a $5 charge for any lost or misplaced name badge. Your school will receive a bill after the conference for each name badge requested.

**\_\_\_\_\_\_** **I understand if my student fails to pick up his/her medal(s) or prize(s) and wishes to receive them, the student will be responsible for shipping/handling charges associated with the items, payable prior to shipping.**

**\_\_\_\_\_\_** I understand my registration must be submitted by April 5, 2017.

**\_\_\_\_\_\_ I understand the SkillsUSA Professional test will serve as a tie breaker in all contests.**

**\_\_\_\_\_\_** I understand any grievances must be filed with the State Office within one (1) hour of the end of the contest. Grievances filed after that time will not be reviewed.

**\_\_\_\_\_\_ I understand that tool lists are posted on the SkillsUSA Washington web site, and will not be sent to individual schools. National lists will be used unless otherwise noted, and the website will be updated on a regular basis.**

**\_\_\_\_\_\_** I affirm I have read and explained “Code of Conduct” and “Dress Standards” with my students and that I will be notified if a student is not adhering to the standards.

**\_\_\_\_\_\_ My chapter members participating in the SkillsUSA Washington Leadership and Skills Conference agree to abide by the rules. I have had each student and the respective parent/guardian sign the consent form (NLSC Form 1).**

**\_\_\_\_\_\_** Students are not allowed in rooms of students of the opposite sex.

**\_\_\_\_\_\_** **As a role model/advisor, I agree to set a positive example for my students.**

I understand that as an advisor, I accept responsibility for the supervision of my students at all times.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature / Advisor Name Principal/Vocational Director Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name School Address School Phone

Please Note: Reference WAC 180-44-060 Teachers using habit forming drugs (without valid prescriptions) or use of alcoholic beverages on school premises or at school-sponsored activities off school premises shall constitute sufficient cause for dismissal or non-renewal of contract.

**Send to: SkillsUSA Washington, PO Box 2698, Olympia, WA 98507. Postmark Date: April 5, 2017**