



SkillsUSA Washington State Leadership & Skills Conference

**April 19 – April 21, 2018
Yakima, Washington**

and

Locally Hosted State Contests at

Various dates and locations

(see local host fliers for registration deadlines and locations)

Registration Packet

SkillsUSA Washington Leadership & Skills Conference

Please follow these steps and pay attention to the following deadlines.

Action

Due Date

Conference Invite:

Received State Conference registration packet and Invitation List from SkillsUSA Washington. List available at www.skillsusawashington.org.

February 26, 2018



Registration will be available February 26, 2018. Only register students on the invitation list and their advisors or chaperones. Alternates may register as observers. Locally hosted may be available sooner, refer to fliers with details.

Registration & Competitive Event Application Closes

March 19, 2018



All registrations must be completed at: www.skillsusa-register.org for everyone attending SkillsUSA Washington Leadership and Skills Conference including locally hosted contestants. Advisors must register unless attending locally hosted contest. 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 or \$50 for locally hosted.

March 9, 2018



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

Hotel Reservations:

Book hotel reservations with the approved conference hotels. Submit a rooming list to the hotel.

April 1, 2018



Advisor Acknowledgement Form:

Send to: tlufkin@comcast.net or mail to:

March 19, 2018



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

Courtesy Corps Applications:

Send applications to: tlufkin@comcast.net or mail to:

April 6, 2018



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

Applications are available at www.skillsusawashington.org.

Registration Materials:

Pick-up registration packet at conference check-in at Yakima Convention Center April 19, 2018 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 contest and call backs. Submit resumes to contest host and at job application.



National SkillsUSA Leadership & Skills Conference

Registration Deadline:

May 11, 2018



The NLSC "Nationals Declarations Form" (green) will be given to contestants immediately following closing ceremony. Information about NLSC 2018 will be at www.skillsusawashington.org

SkillsUSA Washington State Leadership and Skills Conference – 2018

Tentative Schedule

Thursday, April 19 – Yakima Convention Center, Yakima, WA

Noon-3:00 pm	CHECK-IN One Advisor per school, no students <ul style="list-style-type: none">• Confirm contest times at Information and Registration Packet• Testing Room open – test early to avoid time conflicts (ID Required)
1:00-3:00 pm	Testing Room Open / Job Interview & Employment Applications Accepted (20 minutes) You DO NOT need to be in professional dress – (ID Required)*
3:00-5:00 pm	OPENING Session
5:00-8:00 pm	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 20

7:00 am	Busses to Technical Contests
8:00-1:00 pm	Technical Contests
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 only (outside food not allowed in Yakima Convention Ctr)
12:00-4:00 pm	Testing Room Open (ID Required)*
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
11:00 pm	Curfew

Saturday, April 21

8:00-9:00 am	Regional Meetings for Advisors
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 for all contests – information for NLSC professional test comes from CRC (new name - career essentials foundations) available free with professional membership

*Medical Math

*Medical Terminology

*Job Interview & Employment Application Process

*Related Technical Math



TO: SkillsUSA Washington Advisors

FROM: Terri Lufkin, Executive Director

RE: 2018 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 for the annual State Leadership & Skills Conference. Your contest hosts are Perry Technical College and Yakima Public Schools.

Registration Deadline (\$100) – March 19, 2018
Early Registration (\$90) Deadline – March 9, 2018

REGISTRATION: You will be able to register at www.skillsusa.org by February 26, 2018. Registration for locally hosted contests is open February 6, 2018.

Registration fee is \$100 for all contestants, advisors and chaperones. Registration for locally hosted contests such as Aerospace Assembler, Teamworks, Cosmetology and Jewelry Design is \$60 or \$50 if completed by March 10th. Registration for Courtesy Corps and observers will be \$60. Each school must register an advisor and may have multiple advisors. Additional adults that are coming to chaperone may register as observers. If advisors are coming to the advisor's meeting and receiving clock hours, they should register for the conference as an advisor. You do not need to register an advisor if you are hosting a "Local" state sanctioned contest and not attending the state conference. These contests include **Aerospace Assembler, Teamworks, Cosmetology, Motorcycle Service and Sheet Metal**. You may attend the awards ceremony if you are hosting a "local" contest. Parents do not need to register as observers unless they are serving as school chaperones.

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 March 19, 2018**, 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 March 19th, 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 5th** if a student is not going to compete. This will allow us time to contact the next student on the invitation list. You may contact the alternate's advisor if you have their contact information. Please include tlufkin@comcast.net with your communication.

If you register and submit registrations by March 9th, 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, medals, banners, transportation (assigned times and locations & only to conference hotels), Friday night activities and Friday lunch if you are at a contest location away from the convention center. **Lodging, personal expenses and all other meals are your responsibility. No outside food can be brought into the Convention Center.**

REGISTRATION OF STATE OFFICER & ADVISOR:

State Officers must be registered for the conference but there is no fee if they are not competing. If a state officer is competing they need to be registered as a contestant and pay registration. 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 will be provided for state officers and their advisors Tuesday afternoon 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 if competing off site. Saturday "order in" lunch will be provided to officers and advisors at the Convention Center.

REGISTRATION PACKETS:

Packets will be available for **advisors** to pick-up at Conference Check-In at the Yakima Convention Center Thursday, April 19 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. Please save your registration list with student names, contest numbers and date of birth for future reference.

CONTESTANT RESUMES:

All contestants must submit a typed one-page resume at each contest. Give resumes directly to the contest judges or host at 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. All participants requiring lodging should 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 these hotels are full, the next closest hotel is the Holiday in Express.

Howard Johnson
9 N 9th Street
Yakima, WA 98901
(509) 452-6511
Rates: \$90+ and taxes

Red Lion
607 E Yakima Ave
Yakima, WA 98901
(509) 248-5900

AEROSPACE ASSEMBLY Hotel: Towne Place Suites by Marriott, 8521 Mukilteo Speedway, Mukilteo, WA 98275, 425-551-5900, Room rate \$109 for March 23

Complimentary breakfast is included. Official check in is 3:00pm. Check out is 11:00am.

WASHINGTON STATE LEADERSHIP & SKILLS CONFERENCE (SLSC)

“**Washington State Leadership & Skills Conference Invitation List**” is posted on the SkillsUSA Washington Website. These are the students eligible to register. The list is located under State Conference – Washington State Conference 2018 Invite List. 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. The 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 (as observer) 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 5, 2018** 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 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 NLSC**, students are limited to one contest.

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 20th. Chapter Displays, Promotional Bulletin Boards, and Notebooks must be picked up by 7:00 PM Friday, April 20 or will be discarded.

LEADERSHIP/OCCUPATIONAL CONTESTANT TIMES:

On April 19th, 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 19, 2018 and Noon-6:00 pm Friday, April 20th. 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 19th but the test may be taken April 20 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 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 21st. 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 9, 2018. The 2018-19 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 25-29, 2018. Information will be available at the State Conference. All participants attending Nationals need to register online by May 11, 2017 at 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 have 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:** 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 MEETING:

Advisor Meeting will be held Saturday, April 21st, 8:00 AM. 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 for 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 or email tlufkin@comcast.net at SkillsUSA Washington by April 6, 2018.

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, please fill out the nomination form found at 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 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
March 19, 2018

- _____ **I understand that there will be no changes or refunds for changes made after March 19, 2018, 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 March 19th, 2018.
- _____ **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) – This does not need to be turned in – information should be entered in registration system.**
- _____ 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 as an advisor, I accept responsibility for the supervision of my students at all times.

Advisor Signature / Advisor Name

Principal / CTE 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: March 19, 2018