



# SkillsUSA®

*Guide to*  
**SkillsUSA**  
*in*  
**Middle Schools**



# Introduction

*SkillsUSA is a partnership of students, teachers and industry representatives, working together to ensure America has a skilled work force. We help each student excel. As SkillsUSA members, your students can be part of one of America's largest associations for technical education teachers and students.*

***Interest in SkillsUSA is growing rapidly in the middle school community. Middle schools see the value of introducing students to the concepts of personal and professional development before they enter high school. That's because SkillsUSA helps to deliver a better-prepared middle school graduate.***

## What is SkillsUSA?

SkillsUSA is a national, nonprofit student organization serving more than 300,000 student and professional members in all 50 states and four U.S. territories. Members are enrolled in trade, technical and skilled service professions, including health occupations.

SkillsUSA is made up of more than 17,000 member classrooms in public schools, career and technical centers and two- and four-year colleges. SkillsUSA complements technical skills training with instruction the employability skills that make for a well-rounded worker and citizen.

SkillsUSA activities foster the development of creativity, problem-solving skills, self-esteem and integrity. Students are introduced to the corporate quality culture, which emphasizes dignity of work, high standards in trade ethics and workmanship, lifelong learning and job safety. Community service, patriotism and an understanding of the free enterprise system are also core elements of a SkillsUSA education.



## How Can You Participate This Year?

SkillsUSA seeks middle or intermediate schools to participate in an ongoing program to implement our activities at the middle school level.

This is an in-school program that does not require any uniforms or any travel. Dues are \$8 plus state dues, which vary. For instructors, national dues are \$14 plus state dues, which vary. The national membership deadline is March 1 of each year, but many state deadlines fall earlier. For a list of state dues and deadlines, visit: [www.skillsusa.org/join/statedues.shtml](http://www.skillsusa.org/join/statedues.shtml).

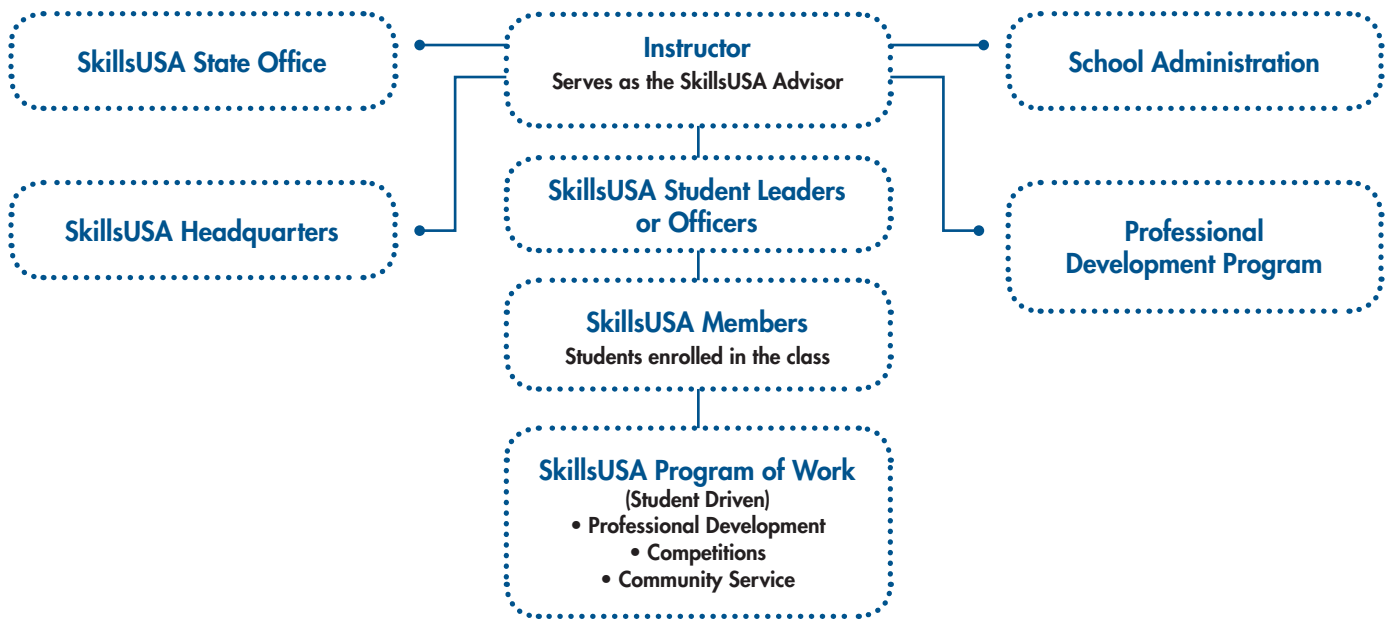
## Models

*There are three basic options for your middle school programs:*

- ***A chapter within a single class period,** with one teacher acting as the advisor and students in the class participating as time permits*
- ***A school-wide SkillsUSA chapter** with student officers who are elected. In this model, students from multiple classes meet during an activity period or other assigned school time period to conduct business.*
- ***An extracurricular leadership club** where students opt to participate in a format that meets before school, at lunch or after school. Students select leaders, plan activities and carry out a program of work.*



# CLASSROOM MODEL



## Model 1 – Individual Classroom

In the individual classroom model, students in a single instructor's class are invited to become members of SkillsUSA.

### Program Description:

Membership is voluntary, and any national, state or local dues are collected from each student or paid by the school. The student leaders will then take the lead on planning activities for the other students.

### Role of the Advisor:

The instructor serves as the SkillsUSA advisor. He or she explains SkillsUSA at the beginning of the year using the sample script. Next, he or she conducts a recruitment effort. Once the chapter has members, student leaders should be elected and they may serve for one semester or the whole year. The instructor facilitates the process, but the students are expected to be leaders of their own organization.

### Role of the Students:

Once the chapter is activated, the students are asked to take the lead on planning activities. By planning and carrying out activities and then evaluating them to see what could be improved, students will develop effective basic leadership skills.

### Membership:

There are two ways to join SkillsUSA: by using the SkillsUSA online Registration System or by completing a Membership Roster (Form 10). To register electronically download an online registration flier from the website: [www.skillsusa.org/downloads/PDF/memberkit/onlineflier.pdf](http://www.skillsusa.org/downloads/PDF/memberkit/onlineflier.pdf) and follow the steps. See Page 13 for a Membership Roster (Form 10).

Membership materials can be downloaded at: [www.skillsusa.org/join/materials.shtml](http://www.skillsusa.org/join/materials.shtml). To request a membership kit by mail, call 800-355-8422.

After submitting a membership roster, to stay informed of any upcoming activities or deadlines, advisors should contact their state SkillsUSA offices and request to be placed on the state mailing list. A complete list of SkillsUSA state association offices can be found on the website at: [www.skillsusa.org/about/dir4.shtml](http://www.skillsusa.org/about/dir4.shtml).

### Program of Work and Sample Activities:

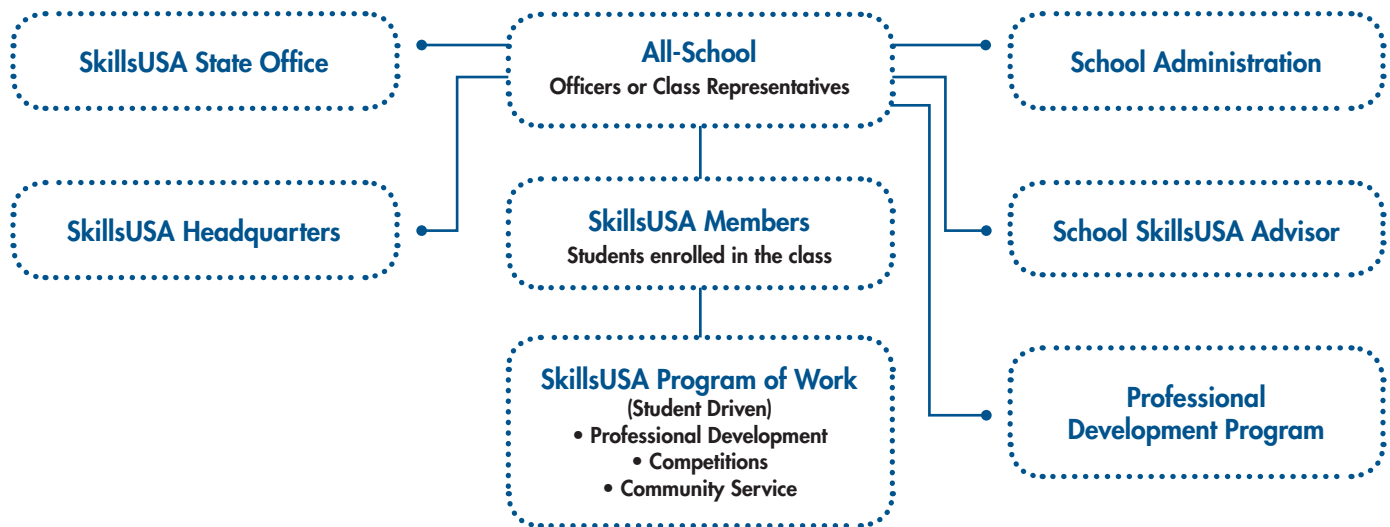
See Page 8 for a sample Program of Work and Page 9 for sample activities to hold this school year.

### Resources:

See Page 11 for SkillsUSA resources.



# SCHOOL MODEL



## Model 2—School-wide Chapter

In the school-wide chapter model, students throughout the school participate in SkillsUSA. This is similar to the way SkillsUSA operates in high schools and career and technical schools. Ideally, SkillsUSA is seen as part of the instructional program.

School-wide implementation requires a bit more coordination, but the rewards for students are also much greater. They'll interact with a variety of adults and with various groups of students. They'll gain skills and confidence, plus have a much larger impact on their school.

### Program Description:

Students from various classes are organized into one chapter, meeting weekly or monthly during class time or during an activity period. Student leaders should be elected and may represent each class.

Membership is voluntary and any national, state or local dues are collected from each individual student or paid by the school.

### Role of the Advisor:

The instructor serves as the SkillsUSA advisor. He or she explains SkillsUSA to the students using the sample script (see resources, Page 10).

Next, he or she conducts a recruitment effort. Once the chapter has members, student leaders should be elected and may serve for one semester or the whole year.

### Role of the Students:

Once the chapter is activated, the students are asked to take the lead on planning activities. By planning and carrying out activities and then evaluating them to see what could be improved, students will develop effective basic leadership skills. When students from various classes are involved, meetings take place during an activity period or other designated class time.

### Membership:

There are two ways to join SkillsUSA: by using the SkillsUSA online Registration System or by completing a Membership Roster (Form 10). To register electronically download an online registration flier from the website: [www.skillsusa.org/downloads/PDF/memberkit/onlineflier.pdf](http://www.skillsusa.org/downloads/PDF/memberkit/onlineflier.pdf) and follow the steps. See Page 13 for a Membership Roster (Form 10)

Membership materials can be downloaded at: [www.skillsusa.org/join/materials.shtml](http://www.skillsusa.org/join/materials.shtml). To request a membership kit by mail, call 800-355-8422.

After submitting a membership roster, advisors should stay informed of any upcoming activities or deadlines by contacting their state SkillsUSA offices and request to be placed on the state mailing list. A complete list of SkillsUSA state association offices can be found on the website at: [www.skillsusa.org/about/dir4.shtml](http://www.skillsusa.org/about/dir4.shtml).

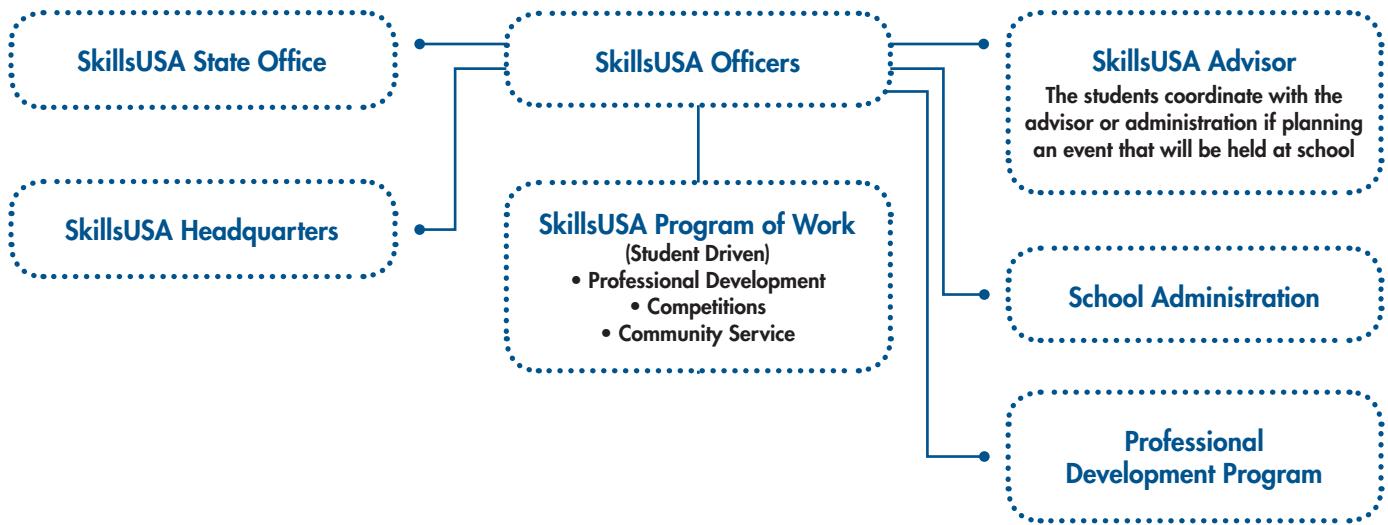
### Program of Work and Sample Activities:

See Page 8 for a sample Program of Work and Page 9 for sample activities to hold this school year.

### Resources:

See Page 11 for SkillsUSA resources.

# EXTRACURRICULAR LEADERSHIP CLUB



## Model 3—Extracurricular Leadership Club

In the extracurricular club model, SkillsUSA meetings take place before school, at lunch or after school with an adult leader. This is an optional activity, similar to a scouting group or other community activity.

This model allows an instructor to include any interested student in the program. Also, it will not impact your daily schedule or regular instructional program. Students opt to participate and activities are planned and carried out by the group. The group should meet weekly for a set number of weeks, or monthly for the whole school year.

### Program Description:

Membership is voluntary, and any national, state or local dues are collected from each student or paid by the school. The student leaders will then take the lead on planning activities for the other students.

### Role of the Advisor:

The instructor serves as the SkillsUSA advisor. He or she explains SkillsUSA at the beginning of the year using the sample script. Next, he or she conducts a recruitment effort. Once the chapter has members, student leaders should be elected and they may serve for one semester or the whole year. The instructor facilitates the process, but the students are expected to be leaders of their own organization. Regular meeting times are established.

### Role of the Students:

Once the chapter is activated, the students are asked to take the lead on planning activities. By planning and carrying out activities and then evaluating them to see what could be improved, students will develop effective basic leadership skills.

### Membership:

There are two ways to join SkillsUSA: by using the SkillsUSA online Registration System or by completing a Membership Roster (Form 10). To register electronically download an online registration flier from the website: [www.skillsusa.org/downloads/PDF/memberkit/onlineflier.pdf](http://www.skillsusa.org/downloads/PDF/memberkit/onlineflier.pdf) and follow the steps. See Page 13 for a Membership Roster (Form 10).

Membership materials can be downloaded at: [www.skillsusa.org/join/materials.shtml](http://www.skillsusa.org/join/materials.shtml). To request a membership kit by mail, call 800-355-8422.

After submitting a membership roster, to stay informed of any upcoming activities or deadlines, advisors should contact their state SkillsUSA offices and request to be placed on the state mailing list. A complete list of SkillsUSA state association offices can be found on the website at: [www.skillsusa.org/about/dir4.shtml](http://www.skillsusa.org/about/dir4.shtml).

### Program of Work and Sample Activities:

See Page 8 for a sample Program of Work and Page 9 for sample activities to hold this school year.

### Resources:

See Page 11 for SkillsUSA resources.

## The Professional Development Program

The SkillsUSA Professional Development Program (PDP) helps students develop the skills they need to make a smooth transition to the work force or higher education. The program guides students through activities that help meet state standards and the competencies outlined by the U.S. Secretary of Labor's Commission on Achieving Necessary Skills (SCANS). Skills include self-assessments, communications skills, ethics, conflict resolution, government awareness, time management skills, career research and more.

The curriculum can be used by individuals or for group instruction. It can be integrated into the existing curriculum or used as a separate course of study. Students are recognized for achievement as they develop their professional and occupational skills. The program encourages students to become responsible for their own development.

For middle school students, we recommend the Starter Kit. The Level 1 PDP is also available for the highly motivated or more advanced student.

The following educational materials are available in the *SkillsUSA Educational Resources Catalog*. See the catalog or shop online for quantity pricing: [www.skillsusa.org/shop/](http://www.skillsusa.org/shop/)

### PDP INSTRUCTOR'S GUIDE

A complete CD-ROM edition features Instructor's Guide and companion materials for the Starter Kit, Level 1, Level 2, Level 3, Level 4, Level 5. Also featured are Special Needs Adaptations.

**PDP10 — Price: \$25.95**

### PDP STARTER KIT

Before your students begin PDP Level 1, they can discover personal goals and talents with this exploratory Starter Kit. Completers earn the SkillsUSA Discovery Degree (certificate of completion and pin available). Also available as an online course.

**PDP00 — Price: \$5.45**

### PDP LEVEL 1 STUDENT WORKBOOK

Self-motivation, cultural diversity and time management are just some of the 12 employability skills your students will learn in Level 1. Completers earn the Trainee Degree (certificate of completion and pin available). Also available as an online course.

**PDP01 — Price: \$5.45**

# PDP

*While proper technical skills are important to employers, so are soft skills, including the ability to communicate, work on a team, resolve conflicts and manage one's time. The Professional Development Program (PDP) was developed by SkillsUSA to teach these necessary skills.*

***We suggest the Starter Kit for middle school chapters.***

### STARTER KIT CERTIFICATE

Set of 25 certificates that list the Starter Kit competencies on the back. Ideal for portfolio.

**PDP21 — Price: \$7.95 set**

### STARTER KIT LAPEL PIN

Hold a recognition ceremony for PDP completers to award these enamel lapel pins for the Starter Kit. This will encourage students and give them portfolio credentials. PDP Discovery (Starter Kit) Award 1-inch pin.

**PDP40 — Price: \$2.60**

#### **PDP features:**

- Multiple instructional strategies
- Individual or team projects and activities
- Student-driven lesson plans
- Practical, teacher friendly materials
- Recognition opportunities for students
- Affordable training for instructors (if desired)

#### **PDP benefits:**

- Delivers skills employers want
- Builds a job portfolio
- Teaches workplace values and employability skills
- Meets SCANS and state standards requirements
- Involves industry in the classroom
- Facilitates teamwork between academic and CTE
- Easy to implement or modify to meet your needs

# Program of Work

*SkillsUSA's national Program of Work sets the pace for SkillsUSA chapters nationwide. The expectation is that each chapter will carry out this program of work. All of the SkillsUSA programs are in some way related to our seven major goals.*

*The students should discuss and develop their own plan. Your role as advisor is to help them select activities which relate to their interests and training, and to guide them as they develop their personal skills in communications, organization, planning and follow-through.*

*We encourage our middle school chapters to select just three Program of Work areas of focus for the school year, rather than trying to encompass the entire program of work.*



## The Program of Work

Chapter activities will provide some of the best opportunities your students will have to learn by doing. A successful program of work creates a positive learning atmosphere in the classroom and shop. Your students learn how to accept responsibility, work as a team, manage a budget, and handle success and failure. The SkillsUSA Program of Work covers seven key areas:

### Professional development

The purpose of professional development activities is to prepare each SkillsUSA member for entry into the work force and provide a foundation for success in a career.

### Community service

The purpose of conducting community service activities is to promote goodwill and to improve understanding among all segments of the community through service, and to instill in members a commitment to serving others.

### Employment

Employment activities help increase student awareness of quality job practices and attitudes, and also increase the opportunities for employer contact and eventual employment.

### Ways and means

Ways and means projects allow students to plan and carry out fund-raising activities that in turn support social events or the chapter's projects.

### SkillsUSA Championships

The SkillsUSA Championships is a competition program that offers students an opportunity to demonstrate skills and be recognized for them through occupational and leadership events.

### Public relations

The public relations component of SkillsUSA makes the general public aware of the good work that students are doing to better themselves as well as their community, their state and the nation.

### Social activities

Social activities increase cooperation in the school and community by allow SkillsUSA members to get to know one another in something other than a typical classroom setting.

## Suggested Activities

### Professional development

- Bring in community speakers on topics such as My First Job, How I Launched My Career or How to Be an Entrepreneur
- Host a High School Clubs Day and ask representatives from your high school to visit and explain some of the opportunities for students at their school
- Visit the local technical school to tour programs

### Community service

- Conduct a school cleanup day
- Fill shoe boxes with toiletries for the homeless

### Employment

- Bring in career speakers (one a month)
- Develop career charts that show education and earning for various careers
- Take a field trip to see a local company

### Ways and Means

- Hold a breakfast bake sale before school
- Sell snacks at rallies or sporting events
- Volunteer to clean lockers for a small fee

### SkillsUSA Championships

- Tour local, regional or state SkillsUSA contests
- Hold a public speaking contest or job skill demonstration

### Public relations

- Write stories about your school and take photos
- Send these stories to the community newspaper or to your school district media contact person
- Make a short video about your activities to show other classes

### Social activities

- Hold a pizza party with a DJ and prizes for best dancers or the best karaoke performance
- Hold movie night with popcorn and snacks
- Hold a teacher appreciation day and serve lunch

# Sample Activities

*Almost any activity can be educational if there is planning, a team of people carrying out the event and evaluation of what went well and what can be improved.*

*Your role as advisor is to help students evaluate their own work and determine how to improve in the future. When students take the lead in activities, they are more interested in the outcome and they'll learn a lot more, too. Offer as many formal or informal leadership roles as you can. Be sure students always issue any invitations or thank yous by phone or mail. Have students greet guests at the door and give tours. Practice in these basic social interactions builds student confidence quickly.*



# Chapter Calendar

*Local chapters typically hold their activities on a monthly basis, according to a calendar of events developed early in the year.*

*See the list at right for sample activities by month, or reference the SkillsUSA Planning Calendar for more ideas. There is no right or wrong combination of activities; just do what works best for your school. It is better to hold a few high-quality events during the year than to suffer “busy bee syndrome” and run lots of events for the students instead of by the students.*

*Remember, it usually takes students longer to plan activities for themselves than it would take an adult, so allow ample planning time for the student team in charge of each event.*



## September

- Organize the chapter
- Hold a SkillsUSA kickoff event
- Elect or appoint local chapter officers
- Collect SkillsUSA member dues
- Have first chapter meeting

## October

- Conduct a fundraiser, if desired
- Install and train local chapter officers
- Form committees and develop program of work
- Hold meeting with a guest speaker

## November

- Hold a chapter meeting
- Conduct a community service activity

## December

- Hold a chapter meeting
- Conduct a social activity

## January

- Hold a chapter meeting
- Hold a contest in public speaking/job interview

## February

- Hold a chapter meeting
- Celebrate SkillsUSA Week

## March

- Hold a chapter meeting
- Plan a field trip to area career-technical school

## April

- Hold a chapter meeting with a guest speaker
- Take photos and send to local newspaper

## May

- Hold a chapter meeting
- Hold a final social event

## Resources for New Chapters

SkillsUSA offers educational materials including books and videos that support a well-rounded program. See the *SkillsUSA Educational Resources Catalog* for our complete line of products. Each chapter should have the following:

*SkillsUSA Leadership Handbook*  
*Advisor's Success Kit (ASK) CD-ROM*  
*SkillsUSA Championships Technical Standards*  
*The Professional Development Program (PDP)*

## Advisor Training Modules

The Advisor Essentials Training Library was designed to provide a strong foundation of SkillsUSA knowledge to local advisors. Access these free online learning modules anytime or anywhere:

[www.skillsusa.org/educators/change2.shtml](http://www.skillsusa.org/educators/change2.shtml)

## Other Supplies

The SkillsUSA Store catalog offers the equipment needed to run a chapter: a gavel, SkillsUSA banner, ceremonial emblem, officer notebooks, scrapbooks, official blazers or competition clothing. Also included are award and recognition items, mugs, pens, T-shirts and a variety of SkillsUSA logo items:

[www.skillsusastore.org/skillsusa/welcome.asp](http://www.skillsusastore.org/skillsusa/welcome.asp)

## Introducing SkillsUSA to Students and Parents

SkillsUSA offers a script to help instructors explain SkillsUSA to students at the start of the school year. It is posted online so teachers can download it and then personalize it as desired:

[www.skillsusa.org/educators/chapmanage.shtml](http://www.skillsusa.org/educators/chapmanage.shtml)

## SkillsUSA Fact Sheet

[www.skillsusa.org/about/factsheet.shtml](http://www.skillsusa.org/about/factsheet.shtml)

## Information for Parents

[www.skillsusa.org/supporters/parents.shtml](http://www.skillsusa.org/supporters/parents.shtml)

## Sample Letter to Send Home to Parents

[www.skillsusa.org/educators/chapmanage.shtml](http://www.skillsusa.org/educators/chapmanage.shtml)

## Still Have Questions?

Call the Membership Department:  
Phone: 800-355-8422, Monday to Friday  
Hours: 8:30 a.m. to 4 p.m. Eastern Time  
Membership Fax: 703-777-1740  
E-mail: [anyinfo@skillsusa.org](mailto:anyinfo@skillsusa.org)  
Website: [www.skillsusa.org](http://www.skillsusa.org)

# Resources

*Each local chapter should establish a library of SkillsUSA educational materials and basic supplies. This will make it easy for the chapter to run a variety of activities.*







# SkillsUSA Membership Roster

If you join through our website, you do not need to fill out this form.  
 Check instruction booklet for your state dues and deadlines.  
 Drops and substitutions are not allowed. Deadline: March 1, 2012

<b>NATIONAL COPY</b>	<b>STATE COPY</b>
Arrival Date: _____	

**FORM 10**

**Name and Address**

1. Please provide your training area, name and school address and contact information.

TRAINING AREA YOU TEACH: \_\_\_\_\_

ADVISOR NAME: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

School District: \_\_\_\_\_  
 (High school only. Does not apply to college/postsecondary.)

Chapter No.: \_\_\_\_\_  
 (If applicable to your state.)

**Chapter Summary**

2. How many students are enrolled in your class? \_\_\_\_\_  Check box if 100% of the class is registered in SkillsUSA.

How many of the SkillsUSA members are: Black/African-American \_\_\_\_\_ Asian \_\_\_\_\_  
 White/Caucasian \_\_\_\_\_ Hispanic/Latino/Spanish \_\_\_\_\_  
 American Indian/Alaska Native \_\_\_\_\_ Multicultural \_\_\_\_\_  
 Native Hawaiian/Other Pacific Islander \_\_\_\_\_ Other \_\_\_\_\_

How many of the SkillsUSA members are: Males \_\_\_\_\_ Females \_\_\_\_\_

**Dues Summary**

3. See Web site or membership kit for a list of state dues and state deadlines.

	a. ▼	b. ▼	c. (a x b) ▼	d. ▼	e. (a x d) ▼	f. (c + e) ▼
	No. of Members	National Dues Rate	National Dues Paid	State Dues Rate	State Dues Paid	Total Dues
<b>STUDENT</b>						
High School		\$8.00	\$	\$	\$	\$
College/PS		\$8.00	\$	\$	\$	\$
<b>PROFESSIONAL</b>						
High School		\$14.00	\$	\$	\$	\$
College/PS		\$14.00	\$	\$	\$	\$
			\$			\$
	<b>Total Members</b>		<b>Total National Dues</b>		<b>Total State Dues</b>	<b>TOTAL DUES PAYMENT</b>

Dues include \$1.30 for one-year subscription to *SKILLSUSA CHAMPIONS* magazine.

**Student Members**

4. LIST YOUR STUDENT MEMBERS Drops and substitutions are not allowed. If you prefer, you may attach a typed list or computer printout.

Check **HS** for high school or **C/PS** for college/postsecondary

You may use the school address, but please provide a home address if required by your state.

NAME	ADDRESS (include city, state and ZIP code)	HS	C/PS

**Professional Members**

5. LIST YOUR PROFESSIONAL MEMBERS Drops and substitutions are not allowed. If you prefer, you may attach a typed list or computer printout.

Check **HS** for high school or **C/PS** for college/ps.

You may use a school address or a home address.

NAME	ADDRESS, IF OTHER THAN SCHOOL (include city, state and ZIP code)	HS	C/PS

Mailing Instructions: Send a roster with your check or money order payable to SkillsUSA. Questions? Call 800-355-8422  
**Mail to: SkillsUSA Inc., Attn: Membership, 14001 SkillsUSA Way, Leesburg, VA 20176**  
 Download additional paper roster forms from: [www.skillsusa.org/downloads/PDF/memberkit/roster.pdf](http://www.skillsusa.org/downloads/PDF/memberkit/roster.pdf)



14001SkillsUSA Way.  
Leesburg, VA 20176

**Phone:** 703-777-8810

**Membership Line:** 800-355-8422

**Publications Orders:** 800-321-8422

**Fax:** 703-777-8999

**Website:** *[www.skillsusa.org](http://www.skillsusa.org)*

In keeping with a tradition of respect for the individuality of our members and our role in work force development, SkillsUSA strives to ensure inclusive participation in all of our programs, partnerships and employment opportunities.