



# **OPERATING POLICIES**

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## **PHILOSOPHY**

The SkillsUSA Championships motivates career-technical students and teachers to be their best. They are encouraged and evaluated by representatives of business, industry and organized labor. The SkillsUSA Championships also promotes the quality of technical education to the American public.

Direct evaluation by employers results in relevant training in the technical program. Students learn firsthand the requirements of work, and teachers respond by updating curricula.

For employers, the SkillsUSA Championships is a positive way to express their needs directly to educators, influence instruction and find quality employees. Working with students and sharing in their achievements motivates employers.

The SkillsUSA Championships program, from local to international events, displays this cooperation to the public and raises the level of recognition for career and technical education and its importance to the development of America's skilled workforce.

### **Principles of Operation**

- I. Business, industry and organized labor set standards for competitions that are based on competencies appropriate for entry-level workers and for career and technical education. These standards are kept current through broad industry representation on technical committees composed of companies, trade and professional associations and unions.
  - A. One company or organization may not exclusively dominate a national technical committee or contest. It is further suggested to have co-chairs where necessary. The Program Director of the SkillsUSA Championships will work with contests that require assistance in this area.
  - B. Continuity on committees promotes systematic improvement and long-term communication with education. However, new companies/organizations are recruited to ensure the competitions are continuously being updated, and competitors are exposed to the latest technologies and equipment.
- II. The SkillsUSA Championships policies are approved by the board of directors of SkillsUSA to govern the operation of the SkillsUSA Championships. State associations will establish their own competition policies.
- III. The SkillsUSA Championships has grown to prominence as a volunteer-driven event. Further, SkillsUSA's budget does not support subsidy of a volunteer's out-of-pocket expense for participation. Therefore, technical committee members, judges and other contest volunteers must be supported by the organization they represent or provide their own means of financial support.

IV. All items and material donated become the property of SkillsUSA and will be used for educational purposes only. Any personal use is a violation of policy and IRS regulations. All items left over from the SkillsUSA Championships will be distributed to schools for use in their educational programs with specific approval of the director of the SkillsUSA Championships.

V. Alcoholic beverages are prohibited at official functions where students are invited to attend.

### **Educational Objectives**

The SkillsUSA Championships is an educational program designed primarily to improve training and to provide recognition for student accomplishments. Its learning value must be shared systematically with educators in these ways:

- Contest debriefings and industry seminars following the SkillsUSA Championships. Competitor attendance at post-contest debriefings is mandatory.
- Educational liaison committees, such as the National Education Team (NET's) share with other educators what they have learned from the contests and technical committees.
- Technical committee companies working directly with local training programs.
- Sharing information through national SkillsUSA publications such as the *SkillsUSA Championships Technical Standards* and trade journals.

## SECTION ONE

### SKILLSUSA CHAMPIONSHIPS COMMITTEE POSITIONS

There are three types of committees working together to coordinate activities of the SkillsUSA Championships: executive, technical and the National Education Team.

#### I. Executive Committee

- A. The SkillsUSA board of directors appoints the Executive Committee, which is directly responsible to it and has the power to implement board policy regarding activities of the SkillsUSA Championships program. All actions of the Executive Committee are subject to board approval.
- B. The Executive Committee is composed of a co-chair representing labor, a co-chair representing education, a co-chair representing management, and the SkillsUSA Championships director. National SkillsUSA staff will serve as the committee secretary. An emeritus position may also be appointed, if deemed necessary.
- C. Members will be appointed for a three-year term limited to one reappointment. Appointments will be made by the board on a staggered basis to ensure continuity of leadership.
- D. If, for any reason, a member becomes inactive, the SkillsUSA board of directors reserves the right to replace that person with a new member for the rest of the term.
- E. All executive committee meetings will be presided over by the executive committee chairperson. The chairperson position will rotate among the three co-chairpersons annually beginning July 1 and ending June 30.
- F. Responsibilities of the SkillsUSA Championships Executive Committee include the following:
  - 1. Serves as the grievance committee for the SkillsUSA Championships, reviewing formal protests filed by state SkillsUSA associations.
  - 2. Rules on any questions unresolved by the technical committees regarding administration of the contest.
  - 3. Upon the recommendation of the SkillsUSA Championships director, in consultation with the technical committee chairperson, officially appoints all SkillsUSA Championships technical committee members.
  - 4. Serves as consultant to the SkillsUSA Championships director.
  - 5. Assists the SkillsUSA Championships headquarters in all management functions required to ensure a safe, orderly and successful SkillsUSA Championships.
  - 6. Reviews sponsorship proposals where several companies desire the same sponsorship within a committee and recommends appropriate action.
  - 7. Reviews and makes recommendations concerning the selection of SkillsUSA Championships sites.
  - 8. Assists and reviews demonstration contests when properly submitted and provides due diligence so they can be voted on by state directors.

- G. Qualifications for Appointment
1. Must have demonstrated good management skills in carrying out previously assigned SkillsUSA responsibilities.
  2. Must be able to manage a volunteer effort effectively and maintain a generally cooperative attitude.
  3. Must have knowledge of SkillsUSA and support the basic objectives of the organization.
  4. Must have served SkillsUSA and the SkillsUSA Championships in a leadership role for a minimum of five years and demonstrated a thorough knowledge of the operation of the SkillsUSA Championships.

## II. National Technical Committee Chairpersons

- A. Chairpersons are experts from business, industry or organized labor elected by majority vote of their technical committees. Elections must be held not less than every three (3) years. Other than by individual committee rule, there is no limit to the number of consecutive terms a chair may serve. The SkillsUSA Championships Executive Committee will resolve any disputes concerning the leadership of a technical committee.
- B. Responsibilities of technical committee chairpersons are as follows:
1. Attend all meetings called by the SkillsUSA Championships director or officially designate a committee member to serve as the authorized representative at those meetings.
  2. Keep the technical committees apprised as to changes in personnel or companies within the committee.
  3. Make sure the appropriate companies are invoiced (for those with custodial accounts).
  4. Submit a budget and work with SkillsUSA's Office of Business and Industry Partnerships to ensure that appropriate companies are annually invoiced (for those national contests with custodial accounts).
  5. Make sure all committee members are familiar with the *SkillsUSA Championships Technical Standards*.
  6. In consultation with all committee members, the chairperson will delegate duties and assign individuals as appropriate to ensure all the following requirements for a successful competition are met:
    - a. Select the skills to be tested in the national contest and identify necessary equipment and supplies. Make arrangements for borrowing and/or soliciting donations of all items.
    - b. Develop contest projects, drawings and instruction sheets for the contestants.
    - c. Locate individuals who are knowledgeable in the contest trade or skill area and invite them to serve as judges.
    - d. Make arrangements for acquiring appropriate industry awards. Provide appropriate recognition for donors of contest prizes.
    - e. Plan and conduct the mandatory pre-contest orientation and post-contest debriefing meetings for contestants.
    - f. Instruct the contest judges and offer training where necessary.

- g. Conduct the SkillsUSA Championships contest.
- h. Encourage other activities, such as industry update seminars.
- i. Assign duties, communicate and oversee the work of the National Education Team members.

### **III. National Technical Committees**

- A. Technical committees consist of experts from business, industry and organized labor and are officially appointed by the executive committee with the recommendation of the SkillsUSA Championships director, in consultation with the technical committee chairperson. Technical committees should be as broadly representative of their industry as is practical.
- B. Being a volunteer position, any cost associated with being on the committee is that of the individual and or company. If a monetary issue should arise, it will be brought to the attention of the Championships' Executive Committee for consideration.
- C. It is the responsibility of the members to plan the technical aspects of the contest and be responsible for the contest project/problem, equipment, materials and administration of their specific contest as specified in the most current edition of the *SkillsUSA Championships Technical Standards*.
- D. Companies desiring membership on the technical committee must participate actively in the planning process and make their reasonable contribution toward a successful SkillsUSA Championships.
- E. Committee members who fail to actively contribute to the planning and implementation of the SkillsUSA Championships will be dropped from committee membership.
- F. Each organization has one vote on the technical committee. In some cases, it is appropriate to list more than one individual from a company or organization as a technical committee member. When a vote is taken to decide action, however, each company or organization may cast only one vote. Subject to approval of the Executive Committee, separate divisions of some organizations may be recognized as having individual voting privileges if they provide technical services or materials and are engaged in the planning and administration of the SkillsUSA Championships separately from their parent organization.
- G. Individuals appointed to serve on a technical committee are considered representatives of their employer and, in effect, it is the employer that is appointed to the committee. In the event the committee member changes employment, it is appropriate for the individual to resign from the committee. If they desire to continue to serve on the committee, a request must be submitted to the SkillsUSA Championships director and approved by the executive committee.

#### **IV. National Education Team (NET)**

- A. The purpose of the National Education Team is to:
1. Assist the national technical committees in conducting and managing the SkillsUSA Championships.
  2. Assist the national staff with the overall management of the National Leadership and Skill Conference (NLSC).
  3. Communicate industry expectations for the quality of instruction and professional development in occupational areas represented in the SkillsUSA Championships to advisors. NET members may also be called upon throughout the year for expertise in their assigned area.
- B. The number of National Education Team members assigned to a contest or conference management committee will be determined by the contest technical committee chairperson or the conference management committee chairperson. Each contest or conference management committee will have a NET chairperson appointed by the director of the SkillsUSA Championships to coordinate the activities of the NET members. That NET Chairperson will work directly with the contest technical committee chairperson or national staff.
- C. State associations may nominate currently employed educators and administrators who are active professional members of SkillsUSA to contest or conference management committees.
- D. NET members will be appointed to three-year terms. Appointments must have the approval of the state association director, national technical committee chairperson for that contest and the SkillsUSA national office. The NET member is eligible to reapply at the conclusion of each three-year term.
- E. Attendance at SkillsUSA's National Leadership and Skills Conference is mandatory, and NET members must work with the designated contest or conference management committee for a minimum period of time or as set by the technical committee chairperson or national staff.
- F. Responsibilities of the NET member will include the following:
1. Suggest areas of need for industry update seminars at state and national SkillsUSA conferences.
  2. Submission by NET contest chairpersons to the national office following the NLSC a report on industry assessment of competitor preparedness that would assist teachers in better preparing student contestants for the competition. Submissions should be sent to the director of the SkillsUSA Championships by July 15 for posting on the national web-site.
  3. Assist in identifying other organizations and potential sources of materials and equipment that can support the contest or committee, if needed.
  4. Provide assistance as needed in setting up and tearing down the contest area under direct supervision of the technical committee for the contest.

5. Explore ways to make the contest more effective at local and state levels by securing industry's help. Also, work with the other NET members of those contests and suggest time reductions from the national contest so that they can be adapted to a shorter state-level contest.
6. Attend the technical committee debriefing of the contest.
7. Work with the state association to promote increased SkillsUSA participation and membership at the local and state levels.
8. Assist in other areas as determined by the technical committee.
9. Serve as a mentor to new professional members in their occupational specialty.

NET members will *not*:

1. Be involved in the preparation of the contest projects to be used in the SkillsUSA Championships or have specific knowledge of the projects.
2. Participate in the contestant orientation meeting or administer any written test.
3. Have direct contact with a competitor from their school or state during the contest.
4. Serve as judges, except in selected leadership contests.
5. Serve on the contest committee if they have a contestant from their school competing in that contest at the championships. Such NET members may serve on a second or third-choice contest or committee when this situation exists. Or, they may sit out a year of eligibility for NET while accompanying such contestant(s) to the NLSC. It is the responsibility of the NET member to notify the director of the SkillsUSA Championships of the above situation by May 15. The director will work with the NET member to provide access to the second and third-choice contest.

G. Qualifications for appointment:

1. Must be a currently employed educator and/or administrator who is an active professional member of SkillsUSA.
2. Must be willing to follow the leadership of the technical committee and complete the requested assignments in an orderly and congenial manner to ensure the success of the SkillsUSA Championships.
3. Must be committed to improving communications between instructors, technical committees, state association directors and state departments of education for the purpose of improving instruction and job readiness.
4. Must have financial support. Some travel and meal expenses may be partially reimbursed through a National Education Team stipend. In lieu of a stipend, there may be another form of compensation offered. If this is accepted, the NET is not entitled to the stipend.

H. Nomination process:

1. No nominations will be considered without the approval of the state SkillsUSA director and local administrator.
2. State association directors may send applications to selected teachers and/or administrators. Teachers and administrators may also download the nomination form from [www.skillsusa.org](http://www.skillsusa.org), complete all necessary information and forward the application to the state association director.

3. The state association director will review the application and signify endorsement of the nominee by signing off and dating the application. The approved application should be mailed to the *SkillsUSA Championships Office*, postmarked by March 1 of each year. Mail the packet to the director of the SkillsUSA Championships, SkillsUSA, 14001 SkillsUSA Way, Leesburg, VA 20176-5494, or scan it and send it to [dworden@skillsusa.org](mailto:dworden@skillsusa.org) or fax it to 703-777-8999 (Attn: Dave Worden).
4. The SkillsUSA national staff and appropriate national technical committee chairpersons will review nominations.
5. SkillsUSA national office will notify the educators selected.

## **SECTION TWO**

### **Donations, Awards and Publicity**

#### **I. Responsibilities Regarding Donations, Awards and Publicity**

- A. Technical committee chairpersons approve and coordinate awards to be presented to SkillsUSA Championships contestants. The Office of Business & Industry Partnerships at SkillsUSA will assist in the procurement and management of contest awards, as appropriate.
- B. Organizations wishing to present awards must be sure that the awards offered are in duplicate for each division (high school and college/postsecondary) and meet the policies outlined in this document. *Exception:* tuition scholarships may be offered to high school contestants only.
- C. Organizations wishing to host a special function during the National Leadership and Skills Conference must coordinate such activity with the SkillsUSA Office of Business & Industry Partnerships Office no later than ninety (90) days prior to the start date of the conference.
- D. Organizations desiring to have public relations people, photographers or film crews at the National Leadership and Skills Conference must make prior arrangements and coordinate such activity through the Office of Communication and Government Relations at SkillsUSA. All such activities will be subject to the discretion of the SkillsUSA Championships Executive Committee in cooperation with the SkillsUSA board of directors. The intent of publicity must be made known prior to conference.
- E. The SkillsUSA Championships Executive Committee will give guidance to the SkillsUSA Championships awards program, as required.

#### **II. Categories of Support for the SkillsUSA Championships**

- A. National Technical Committees

The national technical committees provide the primary support for the SkillsUSA Championships. Technical committees design and manage the contests and secure equipment, supplies, judges, prizes and awards. The nature of the contest and members' share of responsibilities dictate the cost to member companies. This includes travel expenses and donated personnel costs.

In addition, membership generally requires a donation of equipment and materials. For contests with a custodial account, a donation to the custodial account may be required, as determined by the Technical Committee chair.

B. SkillsUSA Championships Sponsor Designation

1. SkillsUSA Championships contest sponsor: Contest sponsors are cited on sponsor list signage within the contest area and in the *Awards & Recognition Book*. Contest sponsor designation applies to:
  - a) companies represented on the contest's national technical committee
  - b) companies providing equipment and supplies used in the contest
  - c) companies providing contest prizes and awards
  - d) selected companies providing a qualifying amount of general financial support to the SkillsUSA Championships.

Every effort will be made to have the appropriate companies acknowledged. The deadline for the Awards & Recognition Book is May 31. National technical committees may also approve written tests for specific contests such as the Workforce Ready System Assessments (WFRS), the National Occupational Competency Testing Institute (NOCTI), or develop their own written test.

2. Organizations that provide general operating funds for the SkillsUSA Championships, which are utilized at the discretion of the SkillsUSA national staff, receive citation on the contest area sign on the following basis:
  - a) For an unrestricted cash donation to the SkillsUSA Championships of at least \$5,000, citation as a "Foundation" (Youth Development Foundation) sponsor on sponsor list signage in one contest of the sponsor's choice.
    - For a \$10,000 unrestricted cash donation = 2 contests
    - For a \$15,000 unrestricted cash donation = 3 contests
    - For a \$20,000 unrestricted cash donation = 4 contests
    - For a \$25,000 unrestricted cash donation = 5 contests
3. Official Sponsor of SkillsUSA: Any supporter of the national level of SkillsUSA whose annual contributions equal or exceed \$25,000 qualifies for status as "Official Sponsor of SkillsUSA." Qualifying contributions must be in the form of cash donations and/or documented in-kind (non-cash) support. Combinations of unrestricted financial support equaling or exceeding \$15,000 also qualify.
4. Official Sponsors will be cited in the *Awards & Recognition Book* and will have the right to affix the "Official Sponsor" mark to their signage and advertising. For other "Official Sponsor" benefits, including access to SkillsUSA's national address lists of member classrooms, please contact the Office of Business and Industry Partnerships.

### **III. Types of Contest Awards and Prizes**

- A. Scholarships must relate to furthering the student's occupational education. Scholarship offers must give the student substantial relief from annual tuition and fees.
- B. Tools, equipment and/or uniforms must relate to the occupational training area of the student place winner or to the contest in which he or she is entered.
- C. Book and manuals must relate to the student's occupational training objectives.
- D. Educational trips must be designed to further the student's occupational education.
- E. The official medallion of SkillsUSA shall be the only award symbolic of participation in the SkillsUSA Championships given to the place winners of the SkillsUSA Championships.
- F. CASH AWARDS TO STUDENTS ARE NOT PERMITTED. Should an organization desire to give freedom of choice to a place winner (selections of tools, books, etc.), funds for that purpose must be donated to the Youth Development Foundation of SkillsUSA. Scholarship awards to individuals should be made payable to the student's postsecondary institution of choice.

### **IV. Procedure for Offering Awards**

- A. No industry awards or other outside awards shall be presented during the official SkillsUSA Championships medallion presentation referred to as the "Awards Ceremony." The director of the SkillsUSA Championships shall designate the time and location for presenting industry awards/prizes after the Awards Ceremony. The director of the SkillsUSA Championships must approve any alternative arrangements.
- B. Organizations represented on a contest's national technical committee may have their representative present industry awards/prizes. Organizations other than those represented on the contest's national technical committee shall have their awards presented with the approval of the technical committee chairperson, or at the discretion of the SkillsUSA Championships Executive Committee.
- C. Organizations that have made no meaningful contribution to the SkillsUSA Championships or to the national mission of SkillsUSA shall not present, or have presented, awards to SkillsUSA Championships place winners or contestants.

### **V. Private School Scholarship Policy**

- A. All scholarships to be awarded to contestants or place winners of the SkillsUSA Championships must be approved by the contest's national technical committee

chairperson and by the Office of Business & Industry Partnerships at the SkillsUSA National Office.

All institutions interested in granting scholarships at the national level will be required to annually submit an application by April 1 for the year's award. *Applications for postsecondary institutions desiring to offer a scholarship at the national level of SkillsUSA may be obtained through the Office of Business & Industry Partnerships at the SkillsUSA Leadership Center by emailing Karen Beatty at [Kbeatty@skillsusa.org](mailto:Kbeatty@skillsusa.org).*

- B. The application should include criteria for evaluation, such as:
  1. Offering institution's contact information
  2. Criteria for awarding the scholarship
  3. Cost to the student for tuition, fees, supplies, room and board, and other costs
  4. Annual dollar value of the scholarship offered
  5. Duration of the institution's training program
  6. Duration of the scholarship
  7. Required student performance standards for retaining the scholarship
  8. Campus locations, curricula and start dates for which the scholarship may be accepted.
- C. SkillsUSA National Office will notify applying institutions by May 15 of the status of their scholarship offer.
- D. Scholarships offered to national SkillsUSA Championships contestants or place winners must provide the student with substantial relief from the costs of education. An educational institution offering a scholarship must offer to all three place winners in the high school division - gold, silver and bronze. Offering to 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, etc. place is optional. Scholarship offer to the gold medalist cannot be less than 30 percent of first year tuition and fees. The offer to the bronze medalist must not be less than \$1,000.
- E. Place winners are eligible to receive the scholarship offered at their respective medal placement only.
- F. Institutions offering scholarships must provide an awards packet for each scholarship offered that will be presented to the winner after the Awards Ceremony by either the institution's representative or a SkillsUSA staff member.
- G. Unlike other industry awards and prizes, tuition scholarships may be offered to high school division contestants/place winners only.
- H. In the event the place winner designated for the scholarship is an underclassman and cannot utilize the scholarship in the upcoming school year, the scholarship winner is required to request in writing that the offering institution hold the award until the academic year immediately following the awardee's high school graduation. This petition must be made by the awardee in writing within 30 days of being offered the scholarship. The offering institution must then respond to the student's petition in writing.

## SECTION THREE

### Donations and Solicitations

#### I. Donations and Solicitations of Equipment, Supplies and Funds

- A. Contributions, supplies, equipment and materials must be donated with the understanding that SkillsUSA Inc. has the right to govern their disposition as directed by the policies established by the board of directors. An official receipt form is available upon request from the SkillsUSA's Office of Business and Industry Partnerships.

All equipment and materials used in the SkillsUSA Championships that are warehoused by SkillsUSA are considered to be donated to SkillsUSA and, as such, become the property of SkillsUSA. The company or organization donating the equipment/materials releases SkillsUSA of any obligation or liability. The management of SkillsUSA will determine the uses and ultimate disposal of warehoused equipment and supplies.

- B. All cash donations for use by various technical committees must be given to and made payable to the *Youth Development Foundation* of SkillsUSA Inc. No cash donation will be accepted in the name of SkillsUSA other than that processed through the Youth Development Foundation.
- C. All solicitations for materials, funds and equipment for the SkillsUSA Championships must be made in the name of SkillsUSA Inc.
- D. All solicitations for SkillsUSA Championships contest materials, equipment, supplies, prizes and awards must be made by official members of the SkillsUSA Championships national technical committees and other officially designated representatives, including members of the national staff of SkillsUSA.
- E. National Technical Committee "Custodial" Accounts
1. National technical committees may each choose to establish a custodial account through the Youth Development Foundation. Funds paid into this account are maintained by SkillsUSA national office and are used to pay for documented committee expenses with the joint approval of the technical committee chairperson and the program director of the SkillsUSA Championships. Custodial accounts are used to:
    - a) Improve the quality of the competition
    - b) Promote participation in the contest
    - c) Pay for unexpected expenses incurred in preparing for the national contest, or for purchase of contest materials that the committee did not succeed in procuring by donation or loan.
    - d) Provide contestants (and perhaps their teachers) with update seminars or meal functions, guest speakers, local industry tours, etc.
    - e) Create material that promotes the technical committee's industry to SkillsUSA audiences

- f) Recognize or reward the service of technical committee members or judges (a meal event, group shirts, plaques, etc.).
- 2. The rules for establishing and maintaining a custodial account by a national technical committee are as follows:
  - a) A budget for each year's custodial account must be submitted by the technical committee chairperson to the director of the SkillsUSA Championships by March 15, preceding that year's SkillsUSA Championships. The director of the SkillsUSA Championships must approve all annual custodial account budgets.
  - b) Custodial account budgets should be annual, with expenses approximately equaling revenues, unless a specific project requires a multi-year collection of account funds. SkillsUSA is obligated to donors to ensure that custodial account funds are used responsibly and as the account budget indicates.
  - c) All cash contributions designated for the custodial account must be made payable to the SkillsUSA Youth Development Foundation and be sent to SkillsUSA.
  - d) All committee expenses to be reimbursed from the custodial account must be accompanied by receipts or similar documentation and be submitted by the technical committee chairperson or his/her designee to Office of Business and Industry Partnerships at SkillsUSA.
  - e) SkillsUSA will invoice organizations on the national technical committee for custodial account contributions at the direction of the committee's chairperson.
  - f) Interest accruing to a custodial account becomes the property of SkillsUSA.
  - g) The Youth Development Foundation has created a Prize Equity fund to provide prizes for selected contests that historically have not been well supported by their industry. Contributions to the Prize Equity Fund can be received in the form of cash donations and/or material goods. Contact the SkillsUSA Championships staff for more information about the Prize Equity Fund.

## **II. Endorsement of Products and Services**

- A. SkillsUSA and its employees will not endorse, directly or indirectly, products or services of any persons, firms or corporations, even if such persons, firms or corporations are sponsors of or contributors to SkillsUSA. The acceptance by SkillsUSA of contributions or loans of equipment, supplies, and/or materials will not entitle the sponsor or contributor to state or imply that SkillsUSA and its members, associations or chapters endorse specific products or services for sale of a sponsor or contributor.
- B. Sponsors and contributors recognized by a national technical committee or SkillsUSA are encouraged to publish statements in their advertising of their media involvement with and support for SkillsUSA, the SkillsUSA Championships and other SkillsUSA projects. Such sponsors and contributors may also use the SkillsUSA mark/logo in such statements, so long as the mark's graphic standards are upheld and the mark is not used in a way that implies endorsement of a product or service for sale.

- C. Only formally recognized “Official Sponsors” may use that designation and mark (see Section Two, II, B, 2). Those contributors not achieving “Official Sponsor” status may refer to themselves as a “Supporter” or “Partner” of SkillsUSA.
- D. The SkillsUSA name and mark can never be used to sell any product or service without a formal licensing agreement with SkillsUSA Inc.

### **III. SkillsUSA Championships Sponsorship**

- A. All contests conducted by SkillsUSA will be known officially as the SkillsUSA Championships. No competitive event will carry the name of a contest supporter, and no contributions or loans of material will be accepted from any contributor attempting to place a condition, restriction or limitation on the use of the contribution other than those within these policies
- B. Insofar as it is reflective of industry practices, a broad variety of tools, materials and products will be used in an official contest. Brands of tools, materials and products used in an official contest should also reflect the variety of industry practice, to the extent feasible. No official contest shall feature all tools, products and materials from one brand or company.

### **IV. Recognition on the Skills Floor**

- A. Contributors of contest equipment shall have the right to affix a 12” x 12” sign with white background on each piece of equipment that identifies the contributing company. Brand marks on equipment that already carry adequate company identification need not be modified. The contest technical committee will assure safety compliance and visibility. The SkillsUSA Championships Executive Committee will determine final resolution to any concern.
- B. Organizations making unrestricted cash donations of at least \$5,000 to the SkillsUSA Championships will secure the right to citation on sponsor list signage as a “Foundation” (Youth Development Foundation) sponsor in one contest of the sponsor’s choice. For higher levels of unrestricted cash donation to the SkillsUSA Championships, please see II.B.1. in Section Two of these *Official Operating Policies*.

Organizations making unrestricted cash donations of at least \$5,000 to the SkillsUSA Championships will be separately cited as “SkillsUSA Championships Financial Partners” in SkillsUSA’s published lists of donors.

- C. Each national technical committee shall retain discretion over the display of larger signs inside the contest area identifying individual contest sponsors, except that:
  - 1) no sign may exceed 12 sq. ft. in size
  - 2) no organization may place more than four (4) such signs in one contest area
  - 3) no sign may be placed in an area which may constitute a safety hazard or block spectators’ views of the contest area
  - 4) no sign may be placed on the OUTSIDE perimeter of the contest area.