50 YEARS of CHAMPIONS at WORK

2014-2015 MEMBERSHIP KIT
Dear Advisor:

As we look toward membership for the coming year, I am humbled by the fact that in 2015, SkillsUSA will celebrate 50 years of Champions at Work. When I reflect on this significant milestone, I am in awe of our organization’s progress. We continually evolve to address ongoing economic and industry demands, and we consistently grow in numbers and in purpose. This is precisely why we are one of the premier student organizations for career and technical education (CTE). Be proud of your role in making this possible — this is a great moment for all of us!

What do 50 years represent for SkillsUSA? Since 1965, we have served more than 11.2 million members. That is 11.2 million lives positively influenced by their experiences while wearing the red blazer. When you take that number and consider that each of those lives affected other lives, SkillsUSA’s influence becomes even more impressive. While we will never know the exact impact, we do know we are making a big difference. We’ve existed for 50 years because we are relevant; our students need us and business and industry need us.

So, what is the task ahead? We need to expose more and more high-school students to the benefits of SkillsUSA. Our organization offers a huge advantage to members because of its focus on developing personal, workplace and technical skills grounded in academics — the SkillsUSA framework. There has never been a time in our 50 years when this has been more valuable to our nation’s future economic security than now. Recent research shows some very harsh realities regarding the preparedness of today’s workforce. A Rice University study revealed 80 percent of new employees are deficient in areas of professionalism, work ethics, teamwork, oral communications, critical thinking, creativity and essential workplace skills. Scary. The good news is, CTE students in our charge do not have to become part of these statistics. Everything we do in SkillsUSA points to correcting this negative trend.

Now is the time to consider the future of every CTE student in your high-school classroom. Now is the time to ensure your students have an opportunity to experience the difference SkillsUSA can make in their lives. As you make your push toward membership, keep in mind how far we’ve come in the past 50 years and how far we can go in the next 50. You are part of the legacy, and America’s workforce depends on it!

Thank you in advance for all you do to support membership and involvement in SkillsUSA. Here’s to past, present and future generations of red blazers!

Sincerely,

Timothy W. Lawrence
Executive Director
FREE TEACHER INCENTIVES — TWO WAYS TO WIN!
You are eligible to receive a commemorative SkillsUSA 50th Anniversary podium banner when you submit your membership.

Requirements:
■ Register at least 15 student members
■ Register one or more professionals by Nov. 14, 2014

Ways to Win:
■ You will receive a SkillsUSA 50th Anniversary podium banner to commemorate the year. You can proudly display your banner for years to come.
■ As a free member benefit, SkillsUSA professional members will receive the Career Readiness Curriculum (CRC). The CRC can help ensure that students are being prepared for workplace success. CRC supports the framework of the SkillsUSA mission, which includes personal, workplace, and technical skills grounded in academics — all essential to a successful, student-oriented career and technical education (CTE) program. This innovative curriculum includes 27 lesson plans and is based on Common Core State Standards and infuses 21st-century skills into student engagement activities.
# Table of Contents

**What’s New?** ................................................................................................................. 5

New Educational Resources for the Classroom ....................................................... 5

*2015-2016 SkillsUSA Championships Technical Standards* ............................ 6

*2014-2015 SkillsUSA Membership Recruitment Materials DVD* ......................... 7

**How to Get Students Involved** .................................................................................. 8

Video Competition ........................................................................................................ 8

E-Learning Opportunities ............................................................................................ 9

Chapter Excellence Program ....................................................................................... 10

**How to Start Your School Year** .................................................................................. 18

12 Steps to Start Your SkillsUSA Year! .................................................................... 18

**How to Energize Students and Integrate SkillsUSA** .............................................. 20

Scholarship Opportunities .......................................................................................... 20

SkillsUSA Chapter Programs ..................................................................................... 21

**How to Register Members** ....................................................................................... 28
STAY SAFE ON THE JOB
Know your risks. Put safety on your list. That means choosing the right safety gear before the work begins. Explore 3M’s educational tools to help you select the right safety protection for the job.

How Loud is Too Loud?
Noise is everywhere. How much of it can be harmful to your hearing? Even common sounds you hear at work or home can contribute to long-term hearing loss. Over time, noise at or above 85 decibels can damage hearing and cause ringing in the ears. Which sounds are safe, and which require hearing protection? How loud is too loud? Explore 3M’s Guide to Decibels tool at 3msafety.com to find out!

Choosing the Right Safety Eyewear
Every day, more than 600 workers worldwide suffer from eye injury simply because they do not wear protective eyewear.* Protective lenses come in many different colors to shield your eyes in all types of conditions. Yellow, blue, gray, clear — which color lenses are right for your project? Use 3M’s Lens Selector tool at 3msafety.com to find out!

Safety Essentials

*Source: Bureau of Labor Statistics
IGNITE
The activities presented in Ignite will help teachers to gain a better understanding of their students’ classroom knowledge as well as personal feelings, attitudes and beliefs. Activities are divided into the three components of the SkillsUSA framework: personal, workplace and technical skills grounded in academics with the goal to teach employability skills to all students.

CAREER READINESS CURRICULUM
The Career Readiness Curriculum (CRC) can help ensure that you prepare your students for workplace success. CRC supports the framework of the SkillsUSA mission, which includes personal, workplace and technical skills grounded in academics — all essential to a successful, student-oriented career and technical education program. This curriculum includes 27 lesson plans and based on Common Core State Standards. It infuses 21st-century skills into student engagement activities. The Career Readiness Curriculum is a free member benefit as part of payment of SkillsUSA professional membership dues.

RESOLUTE: Ethics at Work Cards
As students enter the workforce, they will face a variety of ethical dilemmas that require well-developed decision-making and problem-solving skills. The decisions they make will influence the quality of their work and their productivity. RESOLUTE: Ethics at Work cards are a collection of scenarios that represent day-to-day dilemmas that workers of many occupations are likely to face on their jobs.

As students wrestle with these dilemmas, they gain new insights about conflicting values, and they discover the variety of options and consequences that often exist. These engaging activities challenge students to work together to resolve ethical dilemmas, and expose them to a variety of values and cultures.

RESULTS TO HONOR CARDS
Most of us would agree that hearing the words “good job” or “nice work” is encouraging. But when we get a compliment, praise or “thank you” that is targeted and specific, it can be even more meaningful. When we acknowledge the specific, positive behaviors of our students, we help them to grow. The Results to Honor cards are user-friendly teaching tools designed to reinforce the character and leadership skills key to success in the classroom, workplace and other areas of their lives. The set consists of seven different cards, designed around SkillsUSA’s Champions at Work seven key words: connected, motivated, respected, educated, involved, skilled and prepared. They reinforce the SkillsUSA From Quotes to Results poster series.
JUMPSTART, PROPEL AND ACCELERATE
This three-part series of books will provide a collection of engaging and proven activities to use in chapter meetings, workshops, conferences and the classroom. Ideas within these books will add fun and positive energy to any SkillsUSA event or classroom experience. *Jumpstart* focuses on icebreakers and mixers, while *Propel* is a collection of team-building activities. These resources will assist student leaders who want to turn the ordinary into the extraordinary. *Accelerate* is designed to add relevance and retention to student learning and has a philosophy centered on “learning by doing.” It includes a compilation of interactive and student-centered activities that apply content in a practical yet effective way.

LEVERAGING YOUR LEADERSHIP WITH EFFECTIVE CHAPTER MEETINGS
Meetings are vital to organize activities, plan and fulfill a chapter’s program of work, and learn essential lifetime skills such as parliamentary procedure. Hosting and facilitating effective chapter meetings is critical to overall chapter success. To be effective, officers must understand their roles at meetings and within the chapter. This booklet features six interactive lesson plans to help your students learn about their officer roles and how to apply them within the chapter, especially at chapter meetings. In 10 to 15 minutes, each lesson can be supported using enrichment activities. Enjoy equipping yourself and your students with knowledge and tools that will make meetings a highlight of the SkillsUSA chapter experience.

SKILLSUSA CHAMPIONSHIPS TECHNICAL STANDARDS
The 2015-2016 *SkillsUSA Championships Technical Standards* is the official competition guide for the SkillsUSA Championships. It contains rules for all national events, including an overview, lists of technical skills and knowledge required, clothing requirements, eligibility, equipment lists, and scoring criteria. It also lists the embedded academic skills in math, English and science. Rules for state and local events may vary from the national guidelines, but most competitive events are modeled after the national technical standards. For more information on how to get a copy of the 2015-2016 *SkillsUSA Championships Technical Standards*, visit: www.skillsusa.org/compete/updates.shtml

SKILLSUSA MEMBERSHIP HOTLINE
CALL TOLL FREE: 844-875-4557
Have questions? Need answers? The SkillsUSA Membership Hotline can take care of all of your chapter questions. From how to start a new chapter, to ways to engage more of your chapter members, or strategies to strengthen your existing chapter, the hotline operators are standing by and ready to help. If you have questions or need assistance with online membership registration, the hotline operators can take care of that as well. Call toll free: 844-875-4557.
MEMBERSHIP RECRUITMENT MATERIALS DVD

2014-2015 SkillsUSA Membership Recruitment Materials DVD

Ever wish that you had your own SkillsUSA materials including high-energy, engaging videos to get your students excited about SkillsUSA? Look no more! The SkillsUSA Membership Kit DVD has just what you need—videos, templates, brochures, posters and more.

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Ever wish that you had your own SkillsUSA materials including high-energy, engaging videos to get your students excited about SkillsUSA? Look no more! The SkillsUSA Membership Kit DVD has just what you need—videos, templates, brochures, posters and more.

What's even better is that the 12 Steps to Start Your SkillsUSA Year poster puts them all into steps so you can easily weave them into your year in just the right places.

In addition to the videos, be sure to check out the bonus files.

Video Content:

- **Kickoff Video** offers the message around SkillsUSA programs to get students excited about joining your chapter. This video is a great recruitment tool.
- **Student Message:** Executive Director Tim Lawrence encourages students in a short, three-minute video to embrace the theme for the year, “SkillsUSA: 50 Years of Champions at Work.” And, he discusses the many opportunities SkillsUSA membership offers.
- **Teacher Message:** Executive Director Tim Lawrence shares a call-to-action video message for advisors to assist them in integrating the theme into their school year.

Recruitment Resources:

- **Guide for Administrator Meeting** will help you set up a meeting and present the benefits of SkillsUSA. Use it with the Outline and Talking Points for Administrator Meeting and SkillsUSA Administrator Flier.
- **Application for Chapter Charter** and Suggested Local Constitution help establish your chapter.
- **Parent Letter High School** provided in English and Spanish help you communicate immediately with the families of students to let them know of the exciting events that are going to take place during the year. Edit the letter to provide details about your program and chapter.
- **Membership Form** can be used to quickly collect student information and get students signed up for your SkillsUSA chapter.
- **High School SkillsUSA Brochure Template** includes what you need to explain SkillsUSA to parents, students and other teachers. Text and pictures can be edited to personalize the brochure.
- **Meeting Promotional Flier** allows you to customize it with your name, date, time and meeting location. Print and place around school.
- **Sample Meeting Agenda** will guide students in organizing chapter meetings and lead them through discussion of the Program of Work Descriptions, Committee Report Form and Committee List and a Sample SkillsUSA Chapter Calendar. Students can become immediately involved in the chapter through the use of the Membership Interest Survey.
- **Chapter Excellence Program (CEP) Application** along with the CEP Lesson Plans will make it simple for your chapter to embrace this new recognition program.
- **The Chapter of Distinction Rubric** and CEP Poster listing awards show students to how to earn state and national recognition for their chapter. The more in-depth Chapter Excellence Program Teacher’s Guide can be downloaded at: www.skillsusa.org/educators/cep.shtml.
- **Themed Poster Activities** will help you introduce SkillsUSA’s theme for the year.
- **SkillsUSA Fact Sheet** will assist students in preparing for presentations and “meet and greet” opportunities with stakeholders.
- **Membership Kit Presentation 2014-2015**, a PowerPoint for students, parents and administrators, will simplify setting up an open house, parent night and even the first day of school. To maximize your presentation, check out Ideas for Using the Membership PowerPoint file.

**DVD Instructions:** Insert the DVD into a computer with a DVD-ROM drive (a CD-ROM drive will not accommodate a DVD). When you insert the DVD-ROM into a PC or Mac, the DVD menu may appear, just as it does when using a standalone DVD player. Please note that the bonus files cannot be accessed from the menu; you must open the contents of the DVD disc to view them. To access the bonus files on a PC, find the icon that designates the DVD on your desktop. It will be labeled “SkillsUSA Membership Kit 2014-15.” Double-click on the icon and look for the folder labeled “Recruitment Resources.” In that folder, you’ll find the files described on this page. Also included on the DVD is a folder labeled “Videos.” This folder contains the same videos accessible from the main DVD menu, but in separate Windows Media (PC) or QuickTime (Mac) formats for your convenience. To access the bonus files on a Mac, open a new “Finder” window and look for the DVD icon as described above. (You may need to quit the built-in DVD player first, which may open the DVD menu automatically.)

If you cannot access the Recruitment Resources on the DVD, download them at: www.skillsusa.org/join/materials.shtml.
SKILLSUSA: 50 YEARS OF CHAMPIONS AT WORK VIDEO COMPETITION

What is the topic?
“SkillsUSA: 50 Years of Champions at Work” is SkillsUSA’s theme for the year. Your students’ challenge is to create a video that captures the impact that SkillsUSA has had on their individual lives, school and community. Get creative and have fun telling your SkillsUSA story.

Who can enter?
Currently enrolled high-school and college/postsecondary students who are registered members of SkillsUSA can enter. Membership will be verified for each entry. The work can be done by an individual, a team or an entire class.

How should the video be submitted for entry?
Enteries should be between 2-3 minutes in length. Upload your entry to YouTube at www.youtube.com. Please allow up to a 24-hour registration process and become familiar with YouTube prior to uploading your video. Email your video entry link to: gsilvey@skillsusa.org and include name, school, address, email address and telephone number. Submit your entries no later than Nov. 14, 2014.

How will the videos be judged?
A panel of SkillsUSA partners will judge the entries. The top five entries will then be voted on by the public.

How will the winners be announced?
Winners will be notified directly by SkillsUSA. Additionally, the winning entry, honorable mention winners and other entries will be linked to the SkillsUSA website.

Can participants use other people’s material?
Enteries must contain only original material (including music, images, etc.) unless written permission has been obtained. No trademarked, copyrighted or otherwise branded materials, logos or products may be used except for the SkillsUSA logo.

What are the prizes?
Winning video teams and/or their schools will receive prizes and recognition provided by SkillsUSA. The winning videos will be aired on the SkillsUSA website. The winning school will receive a $300 award. Up to two honorable mention awards of $100 each may also be distributed.

Does it cost anything to enter?
There is no charge for submitting an entry.

Can I submit more than one entry?
Yes. Participants may submit up to two entries.

Can entries be disqualified?
Enteries will be disqualified if they contain vulgar or inappropriate content, are uploaded later than Nov. 14 or use copyrighted material.

How many students can work on the video?
There is no limit on the number of students who can work on a video. The video must be entered under one chapter name, and there will only be one prize awarded for the winning video.

Still have questions?
For questions not answered here, email Gayle Silvey: gsilvey@skillsusa.org
E-Learning Opportunities

Ready for practical answers and useful solutions? Ready to empower your student members to lead your chapter to success? These 45-minute, online training sessions offer new information that can be used to immediately strengthen your chapter. All sessions are presented at 3:30 p.m. or 6:30 p.m. Eastern time. Register today at www.skillsusa.org/educators/elearning.shtml.

Starting a New Chapter (Tuesday, Sept. 16). Are you just beginning your journey with SkillsUSA? Discover step by step how to start a chapter that operates efficiently and is student-lead, teacher-advised.

Membership Recruitment (Thursday, Sept. 18). You know that SkillsUSA is a great organization for students, but how do you make them aware of the opportunities that membership provides? Learn recruitment strategies, activities and how to make recruitment fun.

Online Membership Registration System (Monday, Sept. 22, and repeats on Oct. 21 and Nov. 11). With quick, how-to demonstrations as well as step-by-step instructions, this session will cover the online process to register your students as SkillsUSA members.

Chapter Officer Toolkit (Thursday, Oct. 2). This training merges online tutorials with best practices. Chapter officers will increase their abilities in personal management, leadership, teamwork, communications, chapter operations, public relations, recruitment, member engagement and marketing.

Managing Successful Chapter Meetings (Tuesday, Oct. 14). Successfully organized chapter meetings involve every member. Ensure that your chapter officers are leading the meetings and that you, the advisor, are advising them. This session will also demonstrate how the use of committees engages every member.

SkillsUSA Framework (Thursday, Oct. 16). Discover how your career and technical education (CTE) program and SkillsUSA are relevant in today’s economy. This framework is supported by innovative programming, quality instruction and industry partnerships focused on preparing students to succeed at work and in life. Use the framework in your publicity efforts to showcase your CTE program and SkillsUSA.

Developing Your Chapter’s Program of Work (Tuesday, Oct. 28). The SkillsUSA program of work allows chapters a vehicle for developing personal, workplace and technical skills among their members. To create a fully functioning chapter, include each of the seven pieces of the program of work: professional development, employability, community service, public relations, social, fundraising and championships.

Chapter Excellence Program (Thursday, Oct. 30). The Chapter Excellence Program (CEP) establishes a quality baseline with incentives for exemplary chapter performance. The program consists of three award tiers. The first two are recognized at the state level and the third at the national level. The first honors chapters for achieving standards of excellence as a “Quality Chapter.” The second recognizes chapters that go beyond the baseline requirements with bronze, silver and gold “Chapters of Distinction” awards. The third honors the best chapters in the nation through a “Models of Excellence” award. These chapters define excellence and serve as models for other chapters to emulate. Learn how your chapter can be recognized as part of the CEP.

Career Readiness Curriculum (Tuesday, Nov. 4). The Career Readiness Curriculum (CRC) helps ensure you are preparing students for workplace success. CRC supports the framework of the SkillsUSA mission, which includes personal, workplace and technical skills grounded in academics. With 27 lesson plans, CRC is based on Common Core State Standards and infuses 21st-century skills into student activities. The CRC comes free with SkillsUSA professional membership.

SkillsUSA Programs (Thursday, Nov. 6). Learn about the many programs SkillsUSA offers. Programs covered will include scholarship opportunities, Work Force Ready System, CareerSafe, Professional Development Program, Career Skills Education Program, Student2Student Mentoring, President’s Volunteer Service Award and more.

College/Postsecondary Member Engagement Strategies (Thursday, Nov. 13). College/postsecondary members have limited time to devote to SkillsUSA. Discover practices to lead members toward getting a job, getting a better job or making more money.
CHAPTER EXCELLENCE PROGRAM

Get ready for a new and exciting SkillsUSA program. The Chapter Excellence Program (CEP) establishes a quality baseline that all chapters will be encouraged to attain with extra incentive for exemplary chapter performance. The program consists of three award tiers, with the first two tiers recognized at the state level and the final tier eligible for national recognition. The first tier honors chapters for achieving essential standards of excellence as a “Quality Chapter.” The second tier recognizes chapters that go beyond the baseline requirements with bronze, silver and gold “Chapters of Distinction” awards. Finally, the third tier honors the very best chapters in the nation through a “Models of Excellence” award. These chapters define excellence across the board, serving as models for other chapters to emulate in strengthening their local programs. Achievement is based on student efforts in assuming key workplace skills including personal responsibility, integrity, work ethics and organization in chapter activities. The Chapter Excellence Program is focused on the learning and skills developed by students as a result of chapter involvement versus honoring chapters simply by the number of activities they employ throughout the year. Pages 11 to 17 offer examples of how to complete the CEP application. Lesson plans to implement the CEP can be found on the Membership Recruitment DVD.

The SkillsUSA Chapter Excellence Program Teacher’s Guide can be downloaded at: www.skillsusa.org/educators/cep.shtml
Application represents the work of (select one): ☑ Chapter or □ Section

Name of school: **Rockdale Career Academy**

Chapter email address (required): rockdaleca@workplace.edu

Primary contact advisor’s name: **Mr. Bob Hauser**

School address: **555 Winslow Drive**

School city: Rockdale, State: CA, Zip: 94578

School telephone number (including area code): **718-999-5200**

Cellphone number (required): **718-232-7400**

Number of unduplicated student enrollment in courses eligible for SkillsUSA membership: **50**

Total SkillsUSA membership as indicated above by chapter or section: **40** (auto-fill from registration site)

**Note:** To qualify for Level 1, the Quality Chapter Award, a chapter or section must conduct at least one activity related to each of the three SkillsUSA framework components.

**CERTIFICATION:**

We hereby certify that all claims and information reported in this application are true and accurate.

**Electronic signature:** The parties may execute this application electronically, equivalent to a handwritten signature. Use the following process to create an electronic symbol signifying intent: At the end of each line marked “Electronic Signature,” “replace the empty box with a blackened box — simply copy and paste this black box ■ or select the font style Wingdings and type a lowercase letter “n” to insert a black box.

Chapter president name: (Print) **Paolo Benitez**

Chapter president electronic signature (Replace empty box with blackened box here)：■

Chapter secretary name: (Print) **Monique Johnson**

Chapter Secretary Electronic Signature (Replace empty box with blackened box here)：■

Chapter advisor name: (Print) **Jennifer Brunello**

Chapter Advisor Electronic Signature (Replace empty box with blackened box here)：■

Superintendent or principal name: (Print) **Steven Smith**

Superintendent or Principal Electronic Signature (Replace empty box with blackened box here)：■

**State association director signature of approval:**
State signature only required on applications forwarded for national selection.

**Note:** SkillsUSA will not return this application. Please make a copy for your records.
Chapter Excellence Program (CEP) Instructions

Each chapter/section must submit Level 1 and Level 2 applications, which will be evaluated for national and state awards above the Quality Chapter category. Level 2 requires the chapter/section to describe a major activity conducted under the component that had the strongest impact in development of personal, workplace and technical skills.

Major activities described in Level 2 must be different than those listed in Level 1. Chapters/sections may use activities or parts of activities only one time in Level 2. There must be a different and distinct activity that relates to essential elements under each of the framework components. If an activity or part of an activity is listed twice, the application will receive a 10-point deduction in the duplicated framework component areas. There is a 25-point deduction for not selecting the essential elements in Level 2.

### Chapter Excellence Program

#### Level 1 — Quality Chapter Award

<table>
<thead>
<tr>
<th>Quality Chapter Indicators</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter paid membership dues</td>
<td></td>
</tr>
<tr>
<td>All section/program advisors paid professional dues to SkillsUSA</td>
<td></td>
</tr>
<tr>
<td>The chapter elected chapter officers</td>
<td></td>
</tr>
<tr>
<td>The chapter conducted well-planned, regularly scheduled chapter meetings</td>
<td></td>
</tr>
<tr>
<td>The chapter completed a projected budget (list of planned income and expenses for the year)</td>
<td></td>
</tr>
<tr>
<td>The chapter completed a Program of Work (list of planned chapter activities for the year)</td>
<td></td>
</tr>
</tbody>
</table>

Circle or highlight “YES” OR “NO” for each of the indicators.
SAMPLE

Framework Component 1 — Personal Skills
The purpose of this component is to encourage students to develop essential values, personality traits, and personal characteristics for success in life.

List one major activity: Fall Leadership Conference

Select the personal skills the activity developed in students (required field):
- Integrity
- Work Ethic
- Professionalism
- Responsibility
- Adaptability/Flexibility
- Self-Motivated

Framework Component 2 — Workplace Skills
The purpose of this component is to encourage students to develop essential attitudes and abilities for success in the workplace.

List one major activity: Career Day

Select the workplace skills the activity developed in students (required field):
- Communication
- Decision Making
- Teamwork
- Multicultural Sensitivity and Awareness
- Planning, Organizing and Management
- Leadership

Framework Component 3 — Technical Skills
The purpose of this component is to encourage students to develop essential knowledge and competencies for success on the job.

List one major activity: Auto Service Sunday

Select the technical skills the activity developed in students (required field):
- Computer and Technology Literacy
- Job Specific Skills
- Safety and Health
- Service Orientation
- Professional Development
### SAMPLE

**Chapter Excellence Program**

**Level 2 — Chapter of Distinction**

<table>
<thead>
<tr>
<th>Essential Activities</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducted chapter officer training</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Conducted a chapter recruitment activity such as a membership drive or middle school presentation</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Members are engaged in committee structure to implement chapter activities</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Plan to participate in state leadership and skills conference</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter of Distinction Indicators <em>(Must answer YES to at least seven of the following 13 indicators)</em></th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 percent of eligible students are SkillsUSA members (auto-fill from registration site)</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Held executive committee meetings with local chapter officers</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Conducted an activity to engage business and industry partners</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Students attended fall leadership conference</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Chapter members attended one activity above the chapter level excluding fall leadership conference</td>
<td>YES/NO</td>
</tr>
<tr>
<td>A report of chapter activities/accomplishments is presented to the school board</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Held local technical area SkillsUSA Championships</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Held SkillsUSA local leadership/occupational area Championships</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Celebrated SkillsUSA Week through chapter activities</td>
<td>YES/NO</td>
</tr>
<tr>
<td>One or more articles were published in local news media</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Local chapter has a social media or Web presence</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Has a candidate for state office</td>
<td>YES/NO</td>
</tr>
<tr>
<td>A chapter awards program or banquet is conducted on the local level in which all members may attend</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>

Circle or highlight "YES" OR "NO" for each of the indicators. If you cannot answer "YES" to these first four, you cannot move on to the next step.

This will depend on the member numbers auto-filled from the first page.
SAMPLE

Activity One (Personal Skills)

Name of activity: Turkey Trot “So Others Can Eat”

A. Which framework elements apply to the activity? (Check all that apply)

<table>
<thead>
<tr>
<th>Personal skills</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrity</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Work Ethic</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Professionalism</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Responsibility</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Adaptability/Flexibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Motivated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. What were the goals of the activity? (Need three SMART goals)

The purpose of this activity was to collect food items for donation to families in need through the community food bank. On the Thursday before Thanksgiving, chapter members were divided into teams to collect food from different parts of town as well as at a collection point at a basketball game. Members were given two hours to collect as much canned food and nonperishable food items as they could. The team collecting the most items received a prize.

Goal 1: At least 30 percent of chapter members will participate in the activity.

Goal 2: Collect at least 1,000 canned and nonperishable food items for donation the Monday before Thanksgiving.

Goal 3: Collect canned and nonperishable food items from 50 percent of nearly 1,500 households in our community as well as from 25 percent of attendees at the game.

B. Plan of Action (who, what, when, where)

The chapter officer team and personal skills committee will develop all activities associated with this plan of action. They will work in cooperation with the public relations committee and all other parties necessary for its successful completion. Members will have an opportunity to demonstrate self-motivation, responsibility and work ethic.

1. 8/30/14 – Plan and discuss details at our chapter leadership retreat. (all goals)
2. 9/20/14 – Present plan of action for this activity at our first chapter meeting of the school year. (all goals)
3. 10/25/14 – Create and distribute fliers throughout our school to promote Turkey Trot “So Others Can Eat.” (Goal 1)
4. 10/30/14 – Develop a signup list to determine interest level of this activity. (Goal 1)
5. 11/3/14 – Promote activity to members and community by posting it on our chapter’s social media sites. (all goals)
6. 11/10/14 – Distribute fliers informing citizens of our upcoming activity. (Goal 3)
7. 11/10/14 – Place advertisements in local newspapers to inform people in our community of this activity. (Goal 3)
8. 11/15/14 – Make announcement at home basketball game to advertise upcoming activity. (Goal 3)
9. 11/18/14 – Divide the individuals who signed up into teams so they can plan their routes or create signage for the game. (Goal 1)
10. 11/22/14 – Conduct Turkey Trot “So Others Can Eat” beginning at 5:15 p.m. (all goals)
11. 11/25/14 – Distribute canned and nonperishable food items to the local food bank for distribution. (Goal 3)

Note character limit of 1,500 including spaces.
SAMPLE

C. Results/Evaluation/Framework (What was accomplished? How did this activity help members gain these skills based on the essential elements selected above?)

Goal 1 Results: (EXCEEDED) 38 members of the chapter participated in this activity for at least a portion of the night. A few members had to leave before the activity concluded, but 95 percent of our members participated.

Goal 2 Results: (MET) The Turkey Trot “So Others Can Eat” activity was a success. We met our goal of collecting 1,000 canned and nonperishable food items.

Goal 3 Results: (NOT MET) Our chapter members knocked on approximately 600 doors, but we missed some of the more populated areas in our community, which could have netted a higher return of food items. Only 15 percent of our basketball game attendees contributed a food item.

Evaluation: This activity helped feed many in our community. It was also an excellent activity to help members bond. We will continue to promote this activity in the community and encourage more members to become involved. We will re-evaluate the date of the activity and consider moving it to Halloween to add a costume contest. We will also consider collecting food items at a football game prior to Halloween to kick off the event.
Activity One

Name of activity: Turkey Trot “So Others Can Eat”

On Nov. 22, our chapter conducted a Turkey Trot “So Others Can Eat” activity to collect canned and nonperishable food items to be donated to our local food bank for distribution to families in need. Thirty-eight members participated in this activity. We collected 1,000 items that were presented to the Food Bank on Nov. 22. The “Gobblers” team won by collecting the most food with 153 canned and nonperishable items.
**12 Steps to Start Your SkillsUSA Year!**

Want to ensure a great start to your school year? One that will engage students in program opportunities that will increase their personal, workplace and technical skills? SkillsUSA programs are integral to the career and technical education classroom and lab. It is the perfect fit to support you academically and provide students with leadership opportunities. The following steps will ensure that you successfully start the school year and engage students in leading the chapter. If you already have your chapter started, jump ahead to Step No. 3.

1. **Secure support from your school administration.**
   - Successful SkillsUSA chapters work with school administrators from the onset. It is essential to receive permission and support from your administration to start a SkillsUSA chapter.
   - If you haven’t already started your chapter, then resources to assist you in securing support from your school administration can be found on the Membership Kit DVD. To help you build your case, check out the Guide for Administrator Meetings, Outline and Talking Points for Administrator Meeting and Administrator flier. You can also order the booklet *Simple Steps to Start a SkillsUSA Chapter*. Request your free copy by calling the SkillsUSA Membership Toll-Free Hotline at 844-875-4557.

2. **Connect to your state SkillsUSA director.**
   - Connecting to your state SkillsUSA director will ensure you are included on future mailing lists and are up to date on all upcoming events and activities. Your state SkillsUSA director can also provide you with assistance in getting your SkillsUSA chapter running.
   - A complete listing of state SkillsUSA directors and their contact information can be found at: [www.skillsusa.org/about/dir4.shtml](http://www.skillsusa.org/about/dir4.shtml).
   - Once you have received support from your administration and connected with your state SkillsUSA director, it is time to make the formation of your chapter official if it is not already set up. Both a charter and constitution must be submitted to your state SkillsUSA director.
   - A SkillsUSA sample chapter charter is provided on the Membership Kit DVD. Complete a charter, and have your administrator sign it. Students can also be involved in this process and share their excitement about the new chapter by delivering the charter to the administrator for his or her signature.
   - Along with the charter, the chapter must submit a constitution. A sample constitution is also provided on the Membership Kit DVD.

3. **Incorporate SkillsUSA into your syllabus, and include Membership Form, Parent Letter and SkillsUSA Brochure that showcases the value of SkillsUSA for students.**
   - Don’t miss this fundamental opportunity to start the year off right. Ensure parents and families understand that SkillsUSA is an integral component of your career and technical program by placing information directly into your syllabus to illustrate its importance. Check the Membership Kit DVD for templates to use.
   - SkillsUSA activities and programs develop students in three distinct areas: personal skills, workplace skills and technical skills that are grounded in academics. Families will appreciate that their students are becoming more employable and gaining a competitive advantage in the job market through their SkillsUSA experiences.

4. **Create excitement and awareness by showing students the SkillsUSA kickoff video.**
   - A video introduces the theme for the year, SkillsUSA: 50 Years of Champions at Work and walks students through their year of engagement in SkillsUSA activities and programming. Videos can be located on the Membership Kit DVD.
   - Executive Director Tim Lawrence addresses students in a video designed especially for them. Also, make sure to catch Tim’s video to teachers and learn why, as a former instructor, he felt it was so important to engage all of his students in SkillsUSA.
   - Students will catch the enthusiasm of SkillsUSA participation by seeing firsthand students who are involved in conferences, either competing or on stage representing their chapter.
   - Hold a membership recruitment drive and encourage everyone to join. Create incentives for students to join (door prizes, drawings, special snacks). Get creative and have fun! Check out all of the Membership Recruitment Drive Ideas on the Membership Kit DVD.

5. **Select your first meeting date, and advertise the meeting.**
   - Don’t lose a minute in getting your students engaged in SkillsUSA activities. After you have made them aware of the opportunities and created excitement around SkillsUSA, then set your first meeting date and advertise!
   - Customize the Meeting Promo Flier with specific meeting information. Display the fliers through your classroom and school so members and potential members are aware of the upcoming meeting. A template for the flier is included on the Membership Kit DVD.
   - If possible, arrange for refreshments at your meeting. (A few soft drinks and chips go a long way in making students feel welcomed, or try orange juice and doughnuts if it is a morning meeting.)
   - Because of the integral nature of SkillsUSA and the leadership skills that are learned from students being actively engaged, many chapters will hold their meetings during the school day within each class period to give everyone an opportunity to be involved.
   - Create an agenda for this meeting that includes upcoming dates of any SkillsUSA state-related activities or conferences. Also discuss the upcoming election of officers, their responsibilities and any other pertinent information. Include information about being selected to serve as a committee chair for the Program of Work. The Membership Kit DVD contains a Sample Meeting Agenda to use when organizing your meeting.
6. Hold officer elections, select committee chairs and dive into the Program of Work.
- Once officers are elected, your chapter moves from advisor-led to advisor-supported. Students take the lead with SkillsUSA; serving as a chapter officer is one of the best ways for students to hone their workplace and leadership skills.
- Allow officers to organize the agenda and manage the chapter meeting. Ensure all parts of the Program of Work are built into your yearly calendar. The Membership Kit DVD includes Program of Work descriptions, Committee List and Committee Report Form and a sample Chapter Calendar to use in establishing your yearly goals. Use the membership survey to discover the projects individual members are interested in organizing and leading within the chapter.
- Train your local chapter officers to lead their organization. You will be so impressed by how training your officers becomes a win-win as they develop into professionals and you, as the advisor, are able to be a facilitator of their learning. Consider purchasing the Leveraging Your Leadership with Effective Chapter Meetings, Teacher’s Kit. In six short lessons, your officers will be able to plan an agenda, organize and run a meeting, and operate committees to create a successful chapter. You will be amazed at their progress and skills!

7. Introduce the Chapter Excellence Program.
- Validate your students’ involvement in SkillsUSA. Students gain valuable professional development and leadership skills through participation in chapter activities. Acknowledge the importance of those skills by linking them to a point system that recognizes and honors your chapter.
- The Chapter Excellence Program actualizes the SkillsUSA mission on the local level. The chapter experience makes intentional leadership development a reality for every student. This program has the potential to influence students in all areas of each of the three categories within the SkillsUSA framework — personal skills, workplace skills and technical skills. Specific characteristics defined within each category help ensure tangible benchmarks are achieved by students involved in chapter programming.
- The Chapter Excellence Program application is included in the Membership Kit booklet and DVD. Along with the application, the Membership Kit DVD contains a Chapter Excellence Program Lesson Plans, a scoring rubric and awards level poster.
- Ensure students are leading the cause in completing the Chapter Excellence Program. Students will reap the benefits connected to growing their personal, workplace and technical skills through the activities.

8. Display the SkillsUSA theme poster, SkillsUSA: 50 Years of Champions at Work.
- Introduce your students to the theme and use the poster theme activities that are included in the Membership Kit to lead a discussion with students.
- Students may want to use the SkillsUSA Fact Sheet that is located on the Membership Kit DVD.
- Encourage students to create entries for the “SkillsUSA: 50 Years of Champions at Work” video competition. Entries must be submitted by Nov. 14. Complete contest details can be found in the Membership Kit booklet.
- After the discussion, place the poster in a prominent location either in the classroom or hallway outside.
- Throughout the year, ensure you use the theme for the year in promotional materials, presentations and programs, as well as any way in which you reach out to your stakeholders. Garner their excitement for your SkillsUSA chapter with a consistent message.

9. Register for and attend the SkillsUSA e-learning courses.
- Throughout the fall, SkillsUSA will offer free, e-learning courses. These online sessions are designed to teach participants to immediately strengthen their chapters. Topics include starting a chapter, membership recruitment, managing successful chapter meetings and how to maneuver the online registration system. Whether you are a new or veteran teacher, these webinars can have an exciting impact on your chapter.
- Registration information can be located in the Membership Kit booklet and online at: www.skillsusa.org.

10. Show the SkillsUSA membership PowerPoint presentation during open house.
- Invite student members to “meet and greet” parents and any nonmembers. Encourage college/postsecondary members to invite their families to attend the open house.
- Have plenty of copies of the SkillsUSA Brochure for students to take home and discuss with their families. A template of the SkillsUSA Brochure is located on the Membership Kit DVD.
- Consider this a recruitment opportunity for your technical program and SkillsUSA chapter.
- Either allow the presentation to play as parents and students visit your classroom/lab, or …
- If possible, have parents and students seated and present the PowerPoint to them. An extra bonus is to have SkillsUSA members present selected slides or even give short testimonies on why they benefit from being involved in SkillsUSA. A PowerPoint can be found on the Membership Kit DVD.

11. Include administrators in your early chapter success.
- As you kick off your year and get everyone engaged in your chapter, be sure to share the excitement and success with your administrators and guidance counselors.
- Chapter officers can send an official invitation to administrators, deans or faculty members asking that they bring greetings to the members during an upcoming chapter meeting. This will give administrators an opportunity to see the student members in action and using their leadership skills. Have a chapter officer follow up by sending a thank-you card.
- Your students are the stars of your organization, so don’t miss any opportunity to spread the message about their success and involvement in SkillsUSA activities and programs. Local newspapers appreciate positive stories to share with their communities.
- Continuously consider ways to keep all your stakeholders involved and aware of your chapter.

12. Register yourself and your students as members of SkillsUSA!
- Register your members by visiting www.skillsusa-register.org and selecting the “Login” header. Contact Judy Garrison at jgarrison@skillsusa.org or at 703-737-0616 if you do not see your school listed on the online registration system.
- For additional help in establishing your SkillsUSA chapter, call the SkillsUSA Membership Toll-Free Hotline: 844-875-4557.
- Celebrate the incredible opportunities that you, as an advisor, are making available to your students. You are changing lives — one student at a time!
SkillsUSA offers many scholarship opportunities. For complete details, go to: www.skillsusa.org/students/scholarships.shtml

**International SkillsUSA Degree**

Students who successfully complete the International Degree of the Professional Development Program (PDP) are eligible for a $1,000 travel scholarship to attend the national conference. For more information, call Marsha Daves at 703-737-0605 or email mdaves@skillsusa.org.

**National Technical Honor Society Scholarship**

The NTHS annually awards a $1,000 scholarship to two high-school SkillsUSA members and two college/postsecondary SkillsUSA members who are also involved in NTHS. For details, go to: www.skillsusa.org/students/nths.shtml

**Robert Flint Student Leadership Development Scholarship**

SkillsUSA members with financial needs may be eligible for this scholarship to attend SkillsUSA’s Leverage, Activate and Engage conferences in June or the Washington Leadership Training Institute (WLTI) in September. Four scholarships of $1,300 will be awarded to attend the Leverage, Activate and Engage conferences, and four scholarships of $800 will be awarded to attend WLTI. Nominations must be made by a state association director. For details, contact your state SkillsUSA office.

**SkillsUSA Alumni Merit Scholarship**

The SkillsUSA Alumni and Friends Association awards two $500 scholarships to outstanding SkillsUSA members who will be attending a postsecondary training program next school year. Visit: www.skillsusa.org/supporters/alumnischolar.shtml

**Robert Flint Leadership Award**

The elected national high-school and college/postsecondary SkillsUSA student presidents are awarded $1,000 leadership scholarships at the completion of their term.

**Sharon Melton Myers Memorial Scholarship**

Through a donation from the Sharon Melton Myers Memorial Scholarship fund, the Athens, Tenn., McMinn County Vocational Center and SkillsUSA alumni association offer $500 to a graduating SkillsUSA member for continuing education in college or technical school. Visit: www.skillsusa.org/students/scholarships.shtml

**SkillsUSA Championships**

Scholarships are offered through the national headquarters to winners of the SkillsUSA Championships. Most scholarships are awarded to first-, second- and third-place winners (gold, silver and bronze medalists). In most cases, these scholarships are applied directly to tuition and education expenses. Medalists also receive tools, software and other awards. For complete details, go to: www.skillsusa.org/students/scholarships.shtml
**Employability Curricula**

**Professional Development Program**

The Professional Development Program (PDP) helps students develop the employability or soft skills needed for a smooth transition to the workforce or higher education. The PDP provides the tools to strengthen school-based learning.

Available in printed workbooks or as an online program, PDP has 76 employability skills activities that are covered in six levels. Skills include self-assessment, communications, ethics, conflict resolution, government awareness, time management, career research, job interviewing and more. Activities help meet state standards and competencies outlined by the U.S. Secretary of Labor's Commission on Achieving Necessary Skills (SCANS).

**PDP benefits:**
- Delivers skills employers want
- Builds a job portfolio for students preparing to graduate
- Teaches workplace values and employability skills
- Meets SCANS and state standards requirements
- Involves industry in the classroom
- Facilitates integration of academic and CTE content
- Is easily modified to meet your program needs

**PDP Online** is an Internet-based course that uses the latest Web technology to teach the same employability skills as in the latest print edition. Students can use PDP Online wherever they have Internet access. This powerful online resource integrates with your own curriculum and goals. Skills are introduced, developed and reinforced over six levels. Enrollment and class setup are easy. Most important, PDP Online is a real-world program that gives students the skills and attitudes they need to succeed at school or work. The system allows online grading and real-time forums. Users are able to check student progress and print certificates. Capabilities include student learning, grade and skills tracking; uploading, mapping and tracking of skills standards and student skill acquisition; delivery and tracking; and communication between system users via wikis, chats and forums; and more.

Go to: [www.skillsusa.org/educators/pdp.shtml](http://www.skillsusa.org/educators/pdp.shtml)

**PDP Online benefits:**
- Students learn new skills, awareness and attitude
- Students earn credentials to their job portfolios
- Teachers have a way to teach employability skills
- Teachers have data to demonstrate program value
- Ensures smoother transitions into the workforce
- Business and industry gain better employees
- Community gains motivated, involved citizens

**Customer Service Training Program**

Developed with input from SkillsUSA industry partners including Lowe’s, Mosaic, Irwin and Toyota, this new online program trains students on the practical skills required by customer service professionals.

In 10 lesson levels, students learn what customer service is, why it is important and what constitutes excellent customer service. Through virtual, simulated scenarios, students test their knowledge and explore the qualities required for exceptional customer service skills in any field. Note: This customer service program aligns with the content of the Work Force Ready System Skill Connect® Assessment.

For details, visit: [www.workforcereadysystem.org](http://www.workforcereadysystem.org)

**Career Skills Education Program**

The Career Skills Education Program (CSEP) provides an easy way for college/postsecondary instructors to ensure their students learn the basic employment and life skills that lead to career success.

CSEP is grouped into five modules:
- Personal Growth
- Communication and Technology
- Career Focus
- Professional Growth
- Portfolio Development

Each of the 49 online lessons deals with topics of concern to the working individual. In addition to text and hands-on, interactive graphics, each lesson contains activities to help develop and test comprehension. The program covers goal setting, communications, time management, résumé writing, job interviewing, financial management, teamwork, networking, portfolio development and more.

For details, visit: [www.skillsusa.org/educators/csep.shtml](http://www.skillsusa.org/educators/csep.shtml)
SkillsUSA is known for providing real-life application of skills. In fact, SkillsUSA has been assessing technical skills for more than 45 years. Our current standards were developed in partnership with 1,800 corporations, labor unions, trade associations and businesses. With the Work Force Ready System, we can now provide an on-ramp to other professional certifications and pave the way ahead for our future American workforce.

The SkillsUSA Work Force Ready System provides assessments for career and technical education that are supported by industry, education and policy leaders. The Skill Connect Assessment parallels SkillsUSA’s successful hands-on, authentic assessment philosophy. The system helps instructors prove the benefit of their programs, and helps young people find rewarding careers.

**Skill Connect Assessments**
Available in 38 Skill Connect Assessments and four ASE co-branded automotive assessments, the system offers a reliable evaluation of technical knowledge and skill. Assessments are supported by a comprehensive system that makes administration simple. They are designed to be used for end of unit, end of course or end of program, depending on the design of your curriculum.

**Interactive**
Advances in media technology have made it possible to deliver rich-in-media assessments that are much more than electronic versions of a paper-pencil test. To ensure clarity, items are multiple choice and drag-and-drop with photographs, videos, animations and illustrations.

Each Skill Connect Assessment consists of approximately 50 questions and takes an estimated 60 minutes to complete. Questions are delivered in random order.

**Industry-Driven**
Our rigorous and educationally sound process captures critical competencies, standards as defined by industry. Assessments may be used as pre-program, end of program, or as preparation for industry certification. A certificate, earned upon successful completion, is available to print on demand.

**What is the Work Force Ready System?**
The Work Force Ready System is the way ahead for students pursuing rewarding careers, helping candidates prove their technical skills and knowledge to potential employers. Our industry-driven assessments for the next generation are part of a comprehensive package:
- Skill Connect Assessments — Helping students prove what they can do. Discount for the number of SkillsUSA members in your school
- Skill Connect Certificate — Earned for students achieving the passing cut-score
- Student Certification — Earned for students achieving the passing cut-score on one of our five PrintED Co-brand assessments
- Skill Point Certificate — Earned only at the SkillsUSA Championships

Visit: [www.workforcereadysystem.org](http://www.workforcereadysystem.org)

Pricing: [www.workforcereadysystem.org/shtml](http://www.workforcereadysystem.org/shtml)

**Affordable**
Designed to be affordable for everyone, Skill Connect Assessments are offered at a discount for SkillsUSA members.

**Benefits to Your Classroom**
The Work Force Ready System helps you meet Perkins IV requirements. Our assessments offer these benefits:
- Interactive: Animations allow assessment of a broader range of competencies than paper-based or text-only assessments
- Industry-driven: Developed by industry experts
- Responsive: Real-time assessment capability allows immediate grading and feedback for students, teachers and administrators, including printing of a certificate for successful scores
- Diverse: Assesses employability or technical skills
- Affordable: Designed with budgets in mind

**How to Purchase**
View sample questions, purchase assessments and learn more at: [www.workforcereadysystem.org](http://www.workforcereadysystem.org)

For questions about the assessments and benefits to your school, call 1-866-444-7779 or email support@skillconnect.org.
SkillsUSA offers Student2Student Mentoring as a national mentoring program that provides a way for our members to participate in America’s Promise Alliance.

Mentoring is a voluntary relationship between two people: a high school or college student and a younger student (usually one in middle school). The aim is to encourage younger students to explore future careers and make decisions that will lead to marketable skills and productive futures.

Participating in Student2Student starts with identifying a younger group of students to mentor. Next, the SkillsUSA chapter meets with school administrators and asks permission to mentor. Then members start planning activities and set some dates on the calendar. On mentoring day, the fun begins with icebreakers and other activities. After participants have gotten to know each other, they engage in hands-on activities designed to encourage the younger students to think about career options. Activities may include holding a career day, conducting job skill demonstrations, making a joint visit to a science or technology museum or even holding a community service project together. The goal is to get the younger students thinking about their future careers as they work with their older mentors and see technical training programs firsthand.

Benefits to Your Classroom
Younger students benefit by having a chance to visit one or more technical programs, see the school they may attend and learn about various careers. Mentors develop self-confidence as they demonstrate what they are learning in their training programs. The school is showcased to the community, and specific training programs can even recruit future students.

Recognition for Chapters
SkillsUSA sponsors a national recognition program based on the Student2Student mentoring program. The program recognizes excellence by selecting the chapter that best exemplifies the purposes and goals of the Student2Student Mentoring program.

Eligibility
This event is open to all SkillsUSA chapters at high schools or colleges that are participating in a mentoring project with local elementary or middle-school students. All entries must be submitted online to the national headquarters by April 1. For details: www.skillsusa.org/educators/mentrecog.shtml

Awards
The Grand Prize chapter will be invited to attend the national conference and present its winning mentoring program as a part of SkillsUSA University. The Grand Prize chapter also receives a plaque, a $500 check for the chapter to use toward expanding next year’s mentoring project, and a $500 stipend for the chapter advisor and at least one student to attend the national conference.

To enter, document your mentoring project and then complete the project description questionnaire online at: www.skillsusa.org/educators/mentoring.shtml

Resources
For information on the Student2Student program, visit: www.skillsusa.org/educators/mentoring.shtml. On the website, you can print an Advisor’s Guide, download a presentation and read about mentoring projects done by other SkillsUSA chapters.

For information, call Heidi Walsh at 703-737-0615 or email hwalsh@skillsusa.org.

For additional resources, visit the National Mentoring Partnership online: www.mentoring.org

SkillsUSA Week: Feb. 8-14, 2015
SkillsUSA members are proud to have their own annual week for celebrating our national professional organization. SkillsUSA Week will be celebrated Feb. 8-14, 2015. For resources and ideas on how your chapter can participate, go to: www.skillsusa.org/educators/skillsusaweek.shtml

The Association for Career and Technical Education (ACTE) is dedicated to the advancement of education that prepares youth and adults for careers. ACTE promotes its own Career and Technical Education (CTE) Month, which is celebrated in February. For CTE resources, go to: www.acteonline.org

Questions? Call the SkillsUSA Membership Toll-Free Hotline: 844-875-4557 • 23
National Conference
Pin and T-shirt Design Contest

Lowe’s is sponsoring a SkillsUSA national conference pin and T-shirt design competition open to all dues-paying student members. The winning designs will become the official pin or T-shirt for the 2015 SkillsUSA National Leadership and Skills Conference and will be produced in a limited quantity. One winner each for the pin and T-shirt will be selected.

Awards
The national pin and T-shirt winners each receive:
- Recognition at the national conference
- Commemorative plaque

Contest Rules
Entries must comply with the contest rules available at: www.skillsusa.org/compete/pindesign.shtml

Submitting Your Design
Entries must be submitted and received at national headquarters by Feb. 1, 2015. Ship entries to: SkillsUSA Pin and T-Shirt Contest, 14001 SkillsUSA Way, Leesburg, VA 20176.

Questions?
For questions, call Carol Lowery at 641-456-4515 or 641-512-0504 or email clowery@skillsusa.org. Please include your full name, school and a daytime telephone number.

National Week of Community Service

SkillsUSA members are known for their community service efforts. As part of their annual program of work, SkillsUSA asks all chapters to conduct and promote a community service project during the National Week of Service, May 3-9, 2015. You may also conduct and promote your project at any time during the year, then promote it again during the week of service.

This helps commemorate the founding of SkillsUSA (May 8, 1965). Harnessing the power of our combined efforts showcases the good work being done by our students and brings attention to SkillsUSA.

To assist you with carrying out this event, SkillsUSA has created a Community Service Guide and customizable media releases, public service announcements and thank-you letters to help generate publicity for your service event. Free online resources include a Community Service Guide, sample media releases, sample PSAs, sample thank-you letters and more. To view or download these resources, go to: www.skillsusa.org/events/service.shtml

SkillsUSA will help promote your events if we know well in advance what you’re doing. Advisors should email a brief description of their chapter’s events to Gayle Silvey at gsilvey@skillsusa.org. In return, we’ll send the chapter advisor or officer a SkillsUSA logo gift item valued at $15 to say thanks.
PRESIDENT’S VOLUNTEER SERVICE AWARD

The President’s Volunteer Service Award program is a way to thank and honor SkillsUSA members who demonstrate a commitment to volunteer service. The award recognizes individuals, families and groups who have achieved a certain standard — measured by the number of hours served over a 12-month period or cumulative hours earned over the course of a lifetime.

SkillsUSA is a certifying organization for these awards. Recipients can receive an official lapel pin, personalized certificate of achievement, and a congratulatory letter from the president of the United States.

To apply for the award, candidates must document their volunteer activities and the number of hours served. This record of service may be a diary, calendar or timesheet with proof of service documented and verified by an agency representative.

Candidates must submit a letter of nomination from one of the following: the direct supervisor/agency representative working with the candidate, a school administrator, school SkillsUSA advisor or SkillsUSA state director. Proof of SkillsUSA membership must also be submitted.

Candidates must meet the number of hours designated by the President’s Volunteer Service Award to reach the bronze, silver or gold levels of service.

All entries must be received by April 1. No exceptions.

For a complete list of rules and requirements, go to: www.skillsusa.org/students/volsvc.shtml

If you have questions on the program, call Heidi Walsh at 703-737-0615 or email hwalsh@skillsusa.org.

More information about the President’s Volunteer Service Award Program is available at: www.presidentialserviceawards.gov.

CAREERSAFE

SkillsUSA and CareerSafe have joined forces to provide students with fast and affordable CareerSafe youth safety training that is authorized by the Occupational Safety and Health Administration (OSHA). CareerSafe is committed to enabling young people to have a safe and successful entry into the workforce by offering them a practical, Web-based course designed specifically for youth workers.

By making this course available, CareerSafe hopes to reduce the more than 200,000 injuries that occur every year among youth workers in this country. Upon successful completion of one of the OSHA 10-Hour courses (General Industry or Construction Industry), the student receives an OSHA 10-Hour wallet card. The program covers core topics relevant to basic safety in any workplace, and the card adds a valuable credential that the student can take into the job market.

The cost for a CareerSafe OSHA 10-Hour course is $25 per student. Further, for every student who completes the course, a donation will be made to the SkillsUSA Foundation to support the other SkillsUSA programs. Learn more about CareerSafe or buy program vouchers for the course at: www.careersafeonline.com.
**Training Opportunities**

**Washington Leadership Training Institute Sept. 20-24**

SkillsUSA offers advanced training for students and advisors that focuses on the skills needed to be champions at work, in their communities and in their personal lives. It's known as the Washington Leadership Training Institute (WLTI). Student attendees must apply to attend the conference, which will focus on developing advanced leadership, citizenship and employability skills. This training is held in Washington, D.C., and allows members the opportunity to share their SkillsUSA and career and technical experiences with elected officials. Training centers on three distinct areas:

The impact of the individual as a leader
- Developing influence: how to manage for success
- Communicating: how to deliver persuasive messages
- Leading others: how to delegate and motivate

The impact of the individual as a citizen
- Decision-making: having an impact on a local event
- Serving the community: developing altruism and influence
- Legislating: how government leaders effect change

The impact of the individual as an employee
- Risk taking: a dialog about success and failure
- Facilitating growth: teaching and reinforcing employability
- Becoming a change agent: developing vision and exercising focus

Other WLTI activities will include:
- Congressional visits
- Guided tours of Washington, D.C.
- Touring the Smithsonian Institution and Washington area monuments
- Laying of a wreath at the Tomb of the Unknowns, Arlington, Va.
- Pentagon Memorial ceremony
- Opportunity to earn National Statesman award
- Tour of National Leadership Center

**Advisor Sessions**

Like students, advisors will have opportunities to learn how to be change agents for career and technical education. Sessions for advisors will inspire advisors to lead the change process in their schools and districts, develop strategies to gain support for education issues, motivate supporters and learn from those who take risks.

**Who Should Attend WLTI?**

Members of SkillsUSA who are committed to the developing their leadership potential. Interested students need to apply with their state association directors. Applicants must articulate their leadership commitment by submitting information on previous experiences and leadership training. Acceptance is based on a history of demonstrating a commitment to leadership development. Applicants should describe their active roles in school, community, church and/or other organizations.

Visit: [www.skillsusa.org/events/wlti.shtml](http://www.skillsusa.org/events/wlti.shtml)

**Leverage June 20-22, 2015**

To help state officers reach their full potential, SkillsUSA created this program open to all high school and college/postsecondary state officers. Leverage training equips state officers with the knowledge and skills to lead their state during their year of service.

Leverage will provide officers with high-energy and motivational training that focuses on servant leadership. Participation in the training will not only develop and hone the state officers’ own leadership knowledge and skills, but they also will learn how to teach those leadership strategies to the state members that they serve.

Our state officer teams are important to the success of
the organization. What the officers do and how they do it can have a significant impact — not only on the image and essence of SkillsUSA, but also on career and technical education (CTE) in general. While being elected to a leadership position is a worthy accomplishment, it comes with a set of responsibilities. And for the state officer’s own growth and development, it also presents many opportunities that will last a lifetime.

**ACTIVATE**
**JUNE 20-22, 2015**
SkillsUSA is all about students assuming leadership roles and taking action, whether at school, at home or in their communities. Our students serve as role models and on teams that get things done. However, we often have the desire to act but have a hard time getting started.

Open to all SkillsUSA members, Activate, a three-day leadership conference, will help SkillsUSA members find their “start button.” Through action-oriented, high-energy and motivational programming, chapter leaders discover how to maximize their potential. Participants will spend time learning what motivates them and how to motivate others. They will take a look at what it means to present a positive image, and the effects that image can have not only on themselves, but also on their school, SkillsUSA, and career and technical education.

**LOCAL, STATE AND NATIONAL OFFICE**
Being an officer is one of the highest honors and most rewarding experiences a SkillsUSA student can achieve. Are you dedicated to SkillsUSA? Do you possess excellent communications skills such as public speaking (or at least willingness to learn)? Do you display professionalism, are you able to work well as part of a team, and can you be responsible to handle yourself appropriately in many different situations? If you answered yes to these questions, then consider running for a local, state or ultimately a national office. Before considering running for an office, be sure you are doing it for the right reasons. Yes, it can lead to a great title, some travel and can look good on a résumé, but holding an office means you agree to take on certain responsibilities and you agree to represent the organization on a national level.

As an officer, you will learn about yourself, make many new and lasting friends and have fun. It is the ultimate membership experience!

**Engage**
**JUNE 20-22, 2015**
Engage is a SkillsUSA teacher-training program that empowers teachers to grow their SkillsUSA chapters through the latest tools in employability and leadership development.

This two-and-a-half-day professional development training takes place just prior to the SkillsUSA National Leadership and Skills Conference and is designed to help teachers better understand and use the many leadership development materials and interactive resources available through SkillsUSA. The program is taught by experts within youth leadership development as well as guest presenters.

Advisors will dive deep into the world of chapter operations and discover how to use chapter activities as classroom teaching tools. Answers on how to successfully engage students in chapter meetings, committees, recruitment, fundraising, public relations and the entire program of work will be revealed. Teachers will gain the latest techniques in giving clear directions, answering questions and processing and accessing student achievement.

Engage also focuses on new educational resources being launch by SkillsUSA. New products are unveiled during the training and each will be shared in workshops led by the authors of the product. Participants unpack the new resources and share best practices on how to implement these tools for the greatest impact in their chapters. In addition, teachers participating in Engage will receive a set of all the new resources. Visit: www.skillsusa.org/events/training.shtml

**TAG Tuesday**
**JUNE 23, 2015**
TAG Tuesday leads conference delegates on a quest to “Train, Act, Grow” (TAG) from their leadership experiences. TAG helps students engage more, give more and be better delegates for their state associations.

- Training for high-school delegates builds on servant leadership, member recruitment and creating an atmosphere of teamwork. The day concludes with a hands-on activity to enhance leadership abilities.
- College/postsecondary delegates will focus on skills to kick-start their careers: successful networking, marketing themselves, interviewing skills and creating personal and professional success. Training concludes with live interviews with business leaders who offer feedback on résumés and interviewing techniques.
How to Register Members

Free Teacher Incentives
Register at least 15 student members plus one or more professionals by Nov. 14, 2014, and you will receive commemorative SkillsUSA 50th Anniversary podium banner. As a free member benefit, SkillsUSA professional members will receive the Career Readiness Curriculum (CRC). The CRC helps ensure you are preparing students for workplace success. With 27 lesson plans, CRC is based on Common Core State Standards and infuses 21st-century skills into student activities.

Instructors who register with 100-percent membership plus one or more professionals will also receive a SkillsUSA Program of Work calendar (value: $5.95).

Details on SkillsUSA free teacher incentives for registering students can be found on Page 2.

Membership Cards
Enclosed in the Membership Kit are 24 membership cards for students. For more cards, call 800-355-8422 or email strent@skillsusa.org.

Before You Get Started
Online training videos are available to help you navigate the SkillsUSA membership enrollment system. Visit: www.skillsusa-register.org/TrainingVideos.htm

How to Join SkillsUSA
Register students and professional members on our website. Using online registration makes it easier to register for state or national conferences. Should you need assistance, call our membership staff: 800-355-8422.

1. Before you begin, obtain a purchase order number or a credit card (VISA, MasterCard or American Express). You may submit a check with your invoice.
2. Prepare your list of students and professional members.
3. Log in at www.skillsusa-register.org. Type in your email address and password, then go to the “Membership” tab. New User? Click “Create Login.” Select your state, select your school, and enter your email and password. Click “Create Login.”

Payment Requirement and Options
By submitting membership online, you are agreeing to pay the stated SkillsUSA membership fees. Student membership runs annually from Sept. 1 to Aug. 31. Professional membership is for one year from date of registration. Services begin when membership is submitted.

1. If paying by VISA, MasterCard or American Express: Enter your credit card information as requested. There is no need to mail anything to the national headquarters. You can print your invoice from the registration site for your records.
2. If paying by check: Please send a copy of your membership invoice (roster) with the check.
3. If using a purchase order: When checking “Join Now” enter your PO number in the Payment Option box on the website. Then, submit your purchase order and a copy of your membership invoice to your school accounting office for payment. Please follow up to be sure your invoice is paid. After March 2, no purchase orders are accepted; all membership must be prepaid by credit card or check.

Note: Payments for all membership submitted is required for your students to be eligible for national competitions or to serve as national voting delegates or national officer candidates.

4. Mail a copy of your membership invoice and payment to:
SkillsUSA Inc.
Attn.: Membership
14001 SkillsUSA Way
Leesburg, VA 20176-5494

National Dues and Deadlines

National Dues: $8 per student; $14 per professional
State Dues and Deadlines: See Pages 29-32
Full Membership Services Deadline: Nov. 14, 2014
Membership names submitted by Nov. 14 receive all member services for the 2014-15 school year, including four issues of SkillsUSA Champions magazine and free teacher items. Student membership runs from Sept. 1 to Aug. 31 each year.

National Membership Deadline: March 2, 2015
Submit membership by March 2 for students to be eligible for national competition.

You must meet both the state and national deadlines to be eligible for national competition, serve as voting delegates or national officer candidates.
# NATIONAL DUES AND DEADLINES

- Students: $8 plus state dues
- Professionals: $14 plus state dues

## ONLINE REGISTRATION

All states request local SkillsUSA chapters to join online at: 
[www.skillsusa-register.org](http://www.skillsusa-register.org)

This allows you to view and update your membership at any time during the school year.

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<tr>
<th>State</th>
<th>Contact Information</th>
<th>Dues</th>
<th>State Deadline</th>
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<tbody>
<tr>
<td>ALABAMA</td>
<td>Myron Laurent 334-353-4522 Email: <a href="mailto:mlaurent@alsde.edu">mlaurent@alsde.edu</a></td>
<td>Stdt. $7.00</td>
<td>Feb. 14, 2015</td>
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<td>ALASKA</td>
<td>Ray Jensen 907-355-4558 Email: <a href="mailto:rmj@mtaonline.net">rmj@mtaonline.net</a></td>
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<td>ARIZONA</td>
<td>Carrie Wolf 602-542-5565 Email: <a href="mailto:carrie.wolf@azed.gov">carrie.wolf@azed.gov</a></td>
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<tr>
<td>ARKANSAS</td>
<td>Chip McAfee 501-682-1271 Email: <a href="mailto:charles.mcafee.jr@arkansas.gov">charles.mcafee.jr@arkansas.gov</a></td>
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<tr>
<td>CALIFORNIA</td>
<td>Clay Mitchell 916-445-5568 Email: <a href="mailto:cmitchell@cale.ca.gov">cmitchell@cale.ca.gov</a></td>
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<td>COLORADO</td>
<td>Tony Raymond 720-858-2794 Email: <a href="mailto:tony.raymond@cccs.edu">tony.raymond@cccs.edu</a></td>
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<td>CONNECTICUT</td>
<td>Heidi Balch 860-807-2138 Email: <a href="mailto:heidi.balch@ct.gov">heidi.balch@ct.gov</a></td>
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<tr>
<td>DISTRICT OF COLUMBIA</td>
<td>Tony Johnson 202-727-8576 Email: <a href="mailto:tonyjohnson@dc.gov">tonyjohnson@dc.gov</a></td>
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<td>DELAWARE</td>
<td>Dale Derrickson 302-857-3323 Email: <a href="mailto:dale.derrickson@doe.k12.de.us">dale.derrickson@doe.k12.de.us</a></td>
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<tr>
<td>FLORIDA</td>
<td>Tyler Kercher 850-284-8534 Email: <a href="mailto:tkercher@skillsusafl.org">tkercher@skillsusafl.org</a></td>
<td>Stdt. $7.50</td>
<td>Feb. 1, 2015</td>
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<tr>
<td>GEORGIA HIGH SCHOOL</td>
<td>Ashley Brown 470-235-0417 Email: <a href="mailto:abrown@skillsusageorgia.org">abrown@skillsusageorgia.org</a></td>
<td>Stdt. $7.00</td>
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<tr>
<td>GEORGIA COLLEGE/POSTSECONDARY</td>
<td>Amy Holloway 404-679-1685 Email: <a href="mailto:aholloway@tcsge.edu">aholloway@tcsge.edu</a></td>
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<tr>
<td>HAWAII</td>
<td>Iris Mizuguchi 808-305-9705 (press 1) Email: iris_mizuguchi/cib/notes.k12.hi.us</td>
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<td>ILLINOIS</td>
<td>Donald Bauc 708-479-8422 Email: <a href="mailto:ilskillsusa@aol.com">ilskillsusa@aol.com</a></td>
<td>Stdt. $8.00</td>
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<td>IOWA</td>
<td>Dale Schumacher 515-979-0514 Email: <a href="mailto:iowaskillsusa1@aol.com">iowaskillsusa1@aol.com</a></td>
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<td>IDAHO</td>
<td>Irene Vogel 208-334-3216 Email: <a href="mailto:ivogel@pte.idaho.gov">ivogel@pte.idaho.gov</a></td>
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<td>INDIANA</td>
<td>Kelley Baker 317-667-8247 Email: <a href="mailto:kelley.skillsusa@gmail.com">kelley.skillsusa@gmail.com</a></td>
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<td>JOHNSON</td>
<td>Susan Johnson 708-479-8422 Email: <a href="mailto:johnson.skillsusa@gmail.com">johnson.skillsusa@gmail.com</a></td>
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If you have questions regarding dues payments or with member registration, call toll-free: 800-355-8422.

Monday to Friday from 8 a.m. to 5 p.m. Eastern time, or send an email to Susan Trent at strent@skillsusa.org.

For all other membership questions, call the SkillsUSA Membership Toll-Free Hotline: 844-875-4557
## How to Register Members

**KANSAS**
Becky Warren 620-820-9367
Email: bwarren@ksde.org

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*State deadline: Feb. 1, 2015*

Dues must be paid by state deadline.

**KENTUCKY**
Larry Johnson 502-564-4286, Ext. 4230
Email: larry.johnson@education.ky.gov

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*State deadline: Jan. 31, 2015*

Students' home addresses required.

**LOUISIANA HIGH SCHOOL**
Larry Rabalais 225-492-2249
Email: skillsusala@yahoo.com

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*State deadline: March 2, 2015*

**LOUISIANA COLLEGE/POSTSECONDARY**
Patricia Felder 225-247-8552
Email: pfelder@lctcs.edu

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*State deadline: Feb. 25, 2015*

Students' home addresses required.

**MAINE**
Hal Casey 207-974-4865
Email: hcasey@emcc.edu

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*State deadline: Feb. 1, 2015*

**MARYLAND**
Charles Wallace 410-767-8872
Email: cwallace@msde.state.md.us

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*State deadline: Jan. 31, 2015*

Students' home addresses required.

**MASSACHUSETTS**
Karen Ward 508-230-1273
Email: kward@maskillsusa.org

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*State deadline: Feb. 15, 2015*

**MICHIGAN**
Tammy Brown 734-487-3888
Email: thbrown51@emich.edu

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*State deadline: Jan. 15, 2015*

**MINNESOTA**
Jennifer Polz 763-560-1932
Email: Executive.Director@mnskillsusa.org

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*State deadline: Feb. 6, 2015*

**MISSISSIPPI**
Andy Sims 601-359-3075
Email: asims@msde.k12.ms.us

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*State deadline: Jan. 31, 2015*

Students' home addresses required.

**MISSOURI**
Cody Bashore 573-751-4460
Email: cody.bashore@dese.mo.gov

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*State deadline: Feb. 1, 2015*

Dues must be paid by state deadline.

**MONTANA**
Cassie Huntley 406-461-5016
Email: chuntley@skillsusamontana.org

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*State deadline: March 2, 2015*

Students' home addresses required.

**NEVADA**
Sindie Read 775-742-3652
Email: sread@washoeschools.net

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*State deadline: Feb. 1, 2015*

**NEW HAMPSHIRE**
Kate Krumm 603-781-1351
Email: skillsusanh@gmail.com

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*State deadline: Jan. 15, 2015*

**NEW JERSEY**
Peter Carey 908-526-8900
Email: pcarey@skcvts.net

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*State deadline: Feb. 1, 2015*

**NEW MEXICO**
Bobbi Eichorst 575-694-2877
Email: bobbi.eichorst@regionix.org

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*State deadline: Feb. 23, 2015*

**NEW YORK HIGH SCHOOL**
Bruce J. Potter 585-366-4675
Email: bpotter@nysskillsusa.org

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*State deadline: March 2, 2015*

**NEW YORK COLLEGE/POSTSECONDARY**
Craig Clark 607-587-3101
Email: clarkcr@alfredstate.edu

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*State deadline: Feb. 23, 2015*

Students' home addresses required.

Questions? If you have questions while completing your membership registration, call SkillsUSA at 800-355-8422, Monday to Friday from 8 a.m. to 5 p.m. Eastern time, or send an email to Susan Trent at strent@skillsusa.org.
How to Register Members

NORTH CAROLINA

Glenn Barefoot 919-631-3941
Email: hgbarefoot@gmail.com
Stdt. $6.00
Prof. $6.00
State deadline: March 2, 2015
Students' home addresses required. Dues must be paid by state deadline.

NORTH CAROLINA

College/Postsecondary

Peyton Holland 919-291-8835
Email: peytonwholland@gmail.com
High School College/PS
Stdt. $6.00 $6.00
Prof. $6.00 $6.00
State deadline: March 2, 2015
Students' home addresses required. Dues must be paid by state deadline.

NORTH DAKOTA

Samantha Kuntz 701-328-3163
Email: sakuntz@nd.gov
High School College/PS
Stdt. $7.00 $7.00
Prof. $6.00 $6.00
State deadline: Feb. 15, 2015
Students' home addresses required. Dues must be paid by state deadline.

OHIO

Mike Cowles 614-466-8782
Email: mike.cowles@education.ohio.gov
High School College/PS
Stdt. $7.50 $7.50
Prof. $10.00 $10.00
State deadline: March 2, 2015

OKLAHOMA

Darren Gibson 405-743-5143
Email: darren.gibson@careertech.ok.gov
High School College/PS
Stdt. $7.00 $7.00
Prof. $7.00 $7.00
State deadline: Feb. 1, 2015
Dues must be paid by state deadline.

OREGON

Teresa Mankin 541-633-4287
Email: teresa@skillusaoregon.org
High School College/PS
Stdt. $6.00 $6.00
Prof. $6.00 $6.00
State deadline: March 2, 2015

Pennsylvania

Jeri Widdowson 814-238-0380
Email: skillsusapennsylvania@comcast.net
High School College/PS
Stdt. $5.00 $5.00
Prof. $5.00 $5.00
State deadline: Feb. 1, 2015

Puerto Rico

Millie Pérez 787-740-7538
Email: coordinadoravocacional@yahoo.com
High School College/PS
Stdt. $5.00 $5.00
Prof. $5.00 $5.00
State deadline: Dec. 15, 2014
Students' home addresses required. Dues must be paid by state deadline.

Rhode Island

Joshua Klemp 401-825-2316
Email: jklemp@skillsusari.org
High School College/PS
Stdt. $4.00 $8.00
Prof. $14.00 $14.00
State deadline: Feb. 1, 2015

South Carolina

Jackie Clarkson 843-364-0095
Email: jclarkson6@aol.com
High School College/PS
Stdt. $7.00 $7.00
Prof. $10.00 $10.00
State deadline: March 2, 2015
Students' home addresses required. Dues must be paid by state deadline.

South Dakota

Randy Doescher 605-995-7199
Email: randy.doescher@mitchelltech.edu
High School College/PS
Stdt. $5.00 $5.00
Prof. $6.00 $6.00
State deadline: Feb. 1, 2015
Dues must be paid by state deadline.

Tennessee

College/Postsecondary

Chelle Travis 615-366-3987
Email: chelle.travis@tbr.edu
College/PS
Stdt. $6.00
Prof. $8.00
State deadline: March 2, 2015
Students' home addresses required. Dues must be paid by state deadline.

Texas

High School

Janet Conner 800-444-2297
Email: chelle.travis@tbr.edu
College/PS
Stdt. $8.00
Prof. $14.00
State deadline: Feb. 2, 2015

College/Postsecondary

Stacy Scott 210-394-8580
Email: stacyreneescott@hotmail.com
College/PS
Stdt. $10.00
Prof. $12.00
State deadline: March 2, 2015

Utah

Richard Wittwer 435-865-3938
Email: rwittwer@swatc.edu
High School College/PS
Stdt. $8.00 $8.00
Prof. $10.00 $10.00
State deadline: Feb. 13, 2015
Students' home addresses required. Dues must be paid by state deadline.

Vermont

Jane Donahue-Holt 802-864-8426
Email: jdonahue@bsdvt.org
High School College/PS
Stdt. $8.00 $8.00
Prof. $10.00 $10.00
State deadline: Feb. 1, 2015
Students' home addresses required. Dues must be paid by state deadline.

Virgin Islands

Anton Doos 340-690-9521
Email: awdusvi@gmail.com
High School College/PS
Stdt. $17.00 $0.00
Prof. $16.00 $0.00
State deadline: Feb. 21, 2015
Students' home addresses required.
VIRGINIA
Deborah Tripp 407-697-1360
Email: dtripp@nr.edu
High School College/PS
Stdt. $4.50 $4.50
Prof. $7.00 $7.00
State deadline: Dec. 31, 2014

WASHINGTON HIGH SCHOOL
Dennis Wallace 360-725-6241
Email: dennis.wallace@k12.wa.us
High School
Stdt. $8.00
Prof. $8.00
State deadline: Feb. 13, 2015
Dues must be paid by state deadline.

WASHINGTON COLLEGE/POSTSECONDARY
Bob Monroig 425-922-7255
Email: bob.monroig@frontier.com
College/PS
Stdt. $10.00
Prof. $10.00
State deadline: Feb. 20, 2015
Students’ home addresses required.

WEST VIRGINIA
Kathy Gillman 304-558-2194
Email: kgillman@access.k12.wv.us
High School College/PS
Stdt. $6.00 $6.00
Prof. $7.00 $7.00
State deadline: Feb. 1, 2015
Dues must be paid by state deadline.

WISCONSIN HIGH SCHOOL
Brent Kindred 608-266-2683
Email: brent.kindred@dpi.wi.gov
High School
Stdt. $5.00
Prof. $3.00
State deadline: Feb. 15, 2015
Students’ home addresses required.

WISCONSIN COLLEGE/POSTSECONDARY
Dale Drees 920-841-8946
Email: drees@fvtc.edu
College/PS
Stdt. $7.00
Prof. $9.00
State deadline: Feb. 15, 2015

WYOMING
Toni Deekleveer 307-426-4007
Email: skillsusawyoming@gmail.com
High School College/PS
Stdt. $7.00 $7.00
Prof. $6.00 $6.00
State deadline: Feb. 22, 2015

Not sure where to start? We’re here to help.
Call the SkillsUSA Membership Toll-Free Hotline:
844-875-4557
For the latest regarding state dues, deadlines and conference dates, visit:
www.skillsusa.org/about/dir4.shtml
Dear Advisors:

As we look toward membership for the coming year, I am humbled by the fact that in 2015, SkillsUSA will celebrate 50 years of Champions at Work. When I reflect on this significant milestone, I am in awe of our organization’s progress. We continually evolve to address ongoing economic and industry demands, and we consistently grow in numbers and in purpose. This is precisely why we are one of the premier student organizations for career and technical education (CTE). Be proud of your role in making this possible — this is a great moment for all of us!

What do 50 years represent for SkillsUSA? Since 1965, we have served more than 11.2 million members. That is 11.2 million lives positively influenced by their experiences while wearing the red blazer. When you take that number and consider that each of those lives affected other lives, SkillsUSA’s influence becomes even more impressive. While we will never know the exact impact, we do know we are making a big difference. We’ve existed for 50 years because we are relevant; our students need us and business and industry need us.

So, what is the task ahead? We need to expose more and more college/postsecondary students to the benefits of SkillsUSA. Our organization offers a huge advantage to members because of its focus on developing personal, workplace and technical skills grounded in academics — the SkillsUSA framework. There has never been a time in our 50 years when this has been more valuable to our nation’s future economic security than now. Recent research shows some very harsh realities regarding the preparedness of today’s workforce. A Rice University study revealed 80 percent of new employees are deficient in areas of professionalism, work ethics, teamwork, oral communications, critical thinking, creativity and essential workplace skills. Scary. The good news is, CTE students in our charge do not have to become part of these statistics. Everything we do in SkillsUSA points to correcting this negative trend.

Now is the time to consider the future of every CTE student in your college/postsecondary classroom. Now is the time to ensure your students have an opportunity to experience the difference SkillsUSA can make in their lives. As you make your push toward membership, keep in mind how far we’ve come in the past 50 years and how far we can go in the next 50. You are part of the legacy and America’s workforce depends on it!

Thank you in advance for all you do to support membership and involvement in SkillsUSA. Here’s to past, present and future generations of red blazers!

Sincerely,

Timothy W. Lawrence
Executive Director
FREE TEACHER INCENTIVES – TWO WAYS TO WIN!
You are eligible to receive a commemorative SkillsUSA 50th Anniversary podium banner when you submit your membership.

Requirements:
- Register at least 15 student members
- Register one or more professionals by Nov. 14, 2014

Ways to Win:
- You will receive a SkillsUSA 50th Anniversary podium banner to commemorate the year. You can proudly display your banner for years to come.
- As a free member benefit, SkillsUSA professional members will receive the Career Readiness Curriculum (CRC). The CRC can help ensure that students are being prepared for workplace success. CRC supports the framework of the SkillsUSA mission, which includes personal, workplace, and technical skills grounded in academics — all essential to a successful, student-oriented technical program. This innovative curriculum includes 27 lesson plans and is based on Common Core State Standards and infuses 21st century skills into student engagement activities.
TABLE OF CONTENTS

WHAT’S NEW?..................................................................................................................5
  New Educational Resources for the Classroom .....................................................5
  2015-2016 SkillsUSA Championships Technical Standards ..........................6
  2014-2015 SkillsUSA Membership Recruitment Materials DVD ..............7

HOW TO GET STUDENTS INVOLVED .................................................................8
  Video Competition ...............................................................................................8
  E-Learning Opportunities ...................................................................................9
  Chapter Excellence Program .........................................................................10

HOW TO START YOUR SCHOOL YEAR ..........................................................18
  12 Steps to Start Your SkillsUSA Year! ...........................................................18

HOW TO ENERGIZE STUDENTS AND INTEGRATE SKILLSUSA ..............20
  Scholarship Opportunities .............................................................................20
  SkillsUSA Chapter Programs .......................................................................21

HOW TO REGISTER MEMBERS .....................................................................28
HP LIFE - Learning Initiative for Entrepreneurs

HP LIFE e-Learning is a free Open Educational Resource available for use in your course now.

• Access free 21st Century business concepts and IT skills training

• Easy to integrate in business or technical courses

• Twenty-three simple, interactive courses that cover finance, operations, marketing and communications. Students receive certificates of completion.

• SkillsUSA North Carolina State Entrepreneurship winner, Catawba Valley CC, used HP LIFE

For more information on how to use HP LIFE e-Learning, contact Kim Norbuta at norbuta@nacce.com

HP LIFE e-Learning:
www.life-global.org/go/skillsusa
IGNITE
The activities presented in Ignite will help teachers to gain a better understanding of their students’ classroom knowledge as well as personal feelings, attitudes and beliefs. Activities are divided into the three components of the SkillsUSA framework: personal, workplace and technical skills grounded in academics with the goal to teach employability skills to all students.

CAREER READINESS CURRICULUM
The Career Readiness Curriculum (CRC) can help ensure that you prepare your students for workplace success. CRC supports the framework of the SkillsUSA mission, which includes personal, workplace and technical skills grounded in academics — all essential to a successful, student-oriented career and technical education program. This curriculum includes 27 lesson plans and based on Common Core State Standards. It infuses 21st-century skills into student engagement activities. The Career Readiness Curriculum is a free member benefit as part of payment of SkillsUSA professional membership dues.

RESOLUTE: ETHICS AT WORK CARDS
As students enter the workforce, they will face a variety of ethical dilemmas that require well-developed decision-making and problem-solving skills. The decisions they make will influence the quality of their work and their productivity. RESOLUTE: Ethics at Work cards are a collection of scenarios that represent day-to-day dilemmas that workers of many occupations are likely to face on their jobs.

As students wrestle with these dilemmas, they gain new insights about conflicting values, and they discover the variety of options and consequences that often exist. These engaging activities challenge students to work together to resolve ethical dilemmas, and expose them to a variety of values and cultures.

RESULTS TO HONOR CARDS
Most of us would agree that hearing the words “good job” or “nice work” is encouraging. But when we get a compliment, praise or “thank you” that is targeted and specific, it can be even more meaningful. When we acknowledge the specific, positive behaviors of our students, we help them to grow. The Results to Honor cards are user-friendly teaching tools designed to reinforce the character and leadership skills key to success in the classroom, workplace and other areas of their lives. The set consists of seven different cards, designed around SkillsUSA’s Champions at Work seven key words: connected, motivated, respected, educated, involved, skilled and prepared. They reinforce the SkillsUSA From Quotes to Results poster series.
Jumpstart, Propel and Accelerate

This three-part series of books will provide a collection of engaging and proven activities to use in chapter meetings, workshops, conferences and the classroom. Ideas within these books will add fun and positive energy to any SkillsUSA event or classroom experience. Jumpstart focuses on icebreakers and mixers, while Propel is a collection of team-building activities. These resources will assist student leaders who want to turn the ordinary into the extraordinary. Accelerate is designed to add relevance and retention to student learning and has a philosophy centered on “learning by doing.” It includes a compilation of interactive and student-centered activities that apply content in a practical yet effective way.

Leveraging Your Leadership with Effective Chapter Meetings

Meetings are vital to organize activities, plan and fulfill a chapter’s program of work, and learn essential lifetime skills such as parliamentary procedure. Hosting and facilitating effective chapter meetings is critical to overall chapter success. To be effective, officers must understand their roles at meetings and within the chapter. This booklet features six interactive lesson plans to help your students learn about their officer roles and how to apply them within the chapter, especially at chapter meetings. In 10 to 15 minutes, each lesson can be supported using enrichment activities. Enjoy equipping yourself and your students with knowledge and tools that will make meetings a highlight of the SkillsUSA chapter experience.

SkillsUSA Championships Technical Standards

The 2015-2016 SkillsUSA Championships Technical Standards is the official competition guide for the SkillsUSA Championships. It contains rules for all national events, including an overview, lists of technical skills and knowledge required, clothing requirements, eligibility, equipment lists, and scoring criteria. It also lists the embedded academic skills in math, English and science. Rules for state and local events may vary from the national guidelines, but most competitive events are modeled after the national technical standards. For more information on how to get a copy of the 2015-2016 SkillsUSA Championships Technical Standards, visit: www.skillsusa.org/compete/updates.shtml

SkillsUSA Membership Hotline Toll Free: 844-875-4557

Have questions? Need answers? The SkillsUSA membership hotline can take care of all of your chapter questions. From how to start a new chapter, ways to engage more of your chapter members or strategies to strengthen your existing chapter, the hotline operators are standing by and ready to help. If you have questions or need assistance with online membership registration, the hotline operators can take care of that as well. Call toll free: 844-875-4557.
2014-2015 SkillsUSA Membership Recruitment Materials DVD

Ever wish that you had your own SkillsUSA materials including high-energy, engaging videos to get your students excited about SkillsUSA? Look no more! The SkillsUSA Membership Kit DVD has just what you need — videos, templates, brochures, posters and more. What’s even better is that the 12 Steps to Start Your SkillsUSA Year poster puts them all into steps so you can easily weave them into your year in just the right places.

In addition to the videos, be sure to check out the bonus files.

Video Content:
- **Kickoff Video** offers the message around SkillsUSA programs to get students excited about joining your chapter. This video is a great recruitment tool.
- **Student Message**: Executive Director Tim Lawrence encourages students in a short, three-minute video to embrace the theme for the year, “SkillsUSA: 50 Years of Champions at Work.” And, he discusses the many opportunities SkillsUSA membership offers.
- **Teacher Message**: Executive Director Tim Lawrence shares a call-to-action video message for advisors to assist them in integrating the theme into their school year.

Recruitment Resources:
- **Guide for Administrator Meeting** will help you set up a meeting and present the benefits of SkillsUSA. Use it with the Outline and Talking Points for Administrator Meeting and SkillsUSA Administrator Flier.
- **Application for Chapter Charter** and **Suggested Local Constitution** help establish your chapter.
- **Spouse or Significant Other Letters** provided in English and Spanish help you communicate immediately with the families of students to let them know of the exciting events that are going to take place during the year. Edit the letter to provide details about your program and chapter.
- **Membership Form** can be used to quickly collect student information and get students signed up for your SkillsUSA chapter.
- **High School SkillsUSA Brochure Template** includes what you need to explain SkillsUSA to parents, students and other teachers. Text and pictures can be edited to personalize the brochure.
- **Meeting Promotional Flier** allows you to customize it with your name, date, and meeting location. Print and place around school.
- **Sample Meeting Agenda** will guide students in organizing chapter meetings and lead them through discussion of the Program of Work Descriptions. Committee Report Form and Committee List and a Sample SkillsUSA Chapter Calendar. Students can become immediately involved in the chapter through the use of the Membership Interest Survey.
- **Chapter Excellence Program (CEP) Application** along with the CEP Lesson Plans will make it simple for your chapter to embrace this new recognition program.
- **The Chapter of Distinction Rubric and CEP Poster** listing awards show students how to earn state and national recognition for their chapter. The more in-depth Chapter Excellence Program Teacher’s Guide can be downloaded at: www.skillsusa.org/educators/cep.shtml
- **Themed Poster Activities** will help you introduce SkillsUSA’s theme for the year.
- **SkillsUSA Fact Sheet** will assist students in preparing for presentations and “meet and greet” opportunities with stakeholders.
- **Membership Kit Presentation 2014-2015**, a PowerPoint for students, parents and administrators, will simplify setting up an open house, parent night and even the first day of school. To maximize your presentation, check out Ideas for Using the Membership PowerPoint file.

DVD Instructions: Insert the DVD into a computer with a DVD-ROM drive (a CD-ROM drive will not accommodate a DVD). When you insert the DVD-ROM into a PC or Mac, the DVD menu may appear, just as it does when using a standalone DVD player. Please note that the bonus files cannot be accessed from the menu; you must open the contents of the DVD. It will be labeled “SkillsUSA Membership Kit 2014-15.” Double-click on the icon and look for the folder labeled “Recruitment Resources.” In that folder, you’ll find the files described on this page. Also included on the DVD is a folder labeled “Videos.” This folder contains the same videos accessible from the main DVD menu, but in separate Windows Media (PC) or QuickTime (Mac) formats for your convenience. To access the bonus files on a Mac, open a new “Finder” window and look for the DVD icon as described above. (You may need to quit the built-in DVD player first, which may open the DVD menu automatically.)
SkillsUSA: 50 Years of Champions at Work Video Competition

What is the topic?
“SkillsUSA: 50 Years of Champions at Work” is SkillsUSA’s theme for the year. Your students’ challenge is to create a video that captures the impact that SkillsUSA has had on their individual lives, school and community. Get creative and have fun telling your SkillsUSA story.

Who can enter?
Currently enrolled high-school and college/postsecondary students who are registered members of SkillsUSA can enter. Membership will be verified for each entry. The work can be done by an individual, a team or an entire class.

How should the video be submitted for entry?
Entries should be between 2-3 minutes in length. Upload your entry to YouTube at www.youtube.com. Please allow up to a 24-hour registration process and become familiar with YouTube prior to uploading your video. Email your video entry link to: gsilvey@skillsusa.org and include name, school, address, email address and telephone number. Submit your entries no later than Nov. 14, 2014.

How will the videos be judged?
A panel of SkillsUSA partners will judge the entries. The top five entries will then be voted on by the public.

How will the winners be announced?
Winners will be notified directly by SkillsUSA. Additionally, the winning entry, honorable mention winners and other entries will be linked to the SkillsUSA website.

Can participants use other people’s material?
Entries must contain only original material (including music, images, etc.) unless written permission has been obtained. No trademarked, copyrighted or otherwise branded materials, logos or products may be used except for the SkillsUSA logo.

What are the prizes?
Winning video teams and/or their schools will receive prizes and recognition provided by SkillsUSA. The winning videos will be aired on the SkillsUSA website. The winning school will receive a $300 award. Up to two honorable mention awards of $100 each may also be distributed.

Does it cost anything to enter?
There is no charge for submitting an entry.

Can I submit more than one entry?
Yes. Participants may submit up to two entries.

Can entries be disqualified?
Entries will be disqualified if they contain vulgar or inappropriate content, are uploaded later than Nov. 14 or use copyrighted material.

How many students can work on the video?
There is no limit on the number of students who can work on a video. The video must be entered under one chapter name, and there will only be one prize awarded for the winning video.

Still have questions?
For questions not answered here, email Gayle Silvey: gsilvey@skillsusa.org
E-Learning Opportunities

Ready for practical answers and useful solutions? Ready to empower your student members to lead your chapter to success? These 45-minute, online training sessions offer new information that can be used to immediately strengthen your chapter. All sessions are presented at 3:30 p.m. or 6:30 p.m. Eastern time. Register today at www.skillsusa.org/educators/elearning.shtml.

Starting a New Chapter (Tuesday, Sept. 16). Are you just beginning your journey with SkillsUSA? Discover step by step how to start a chapter that operates efficiently and is student-lead, teacher-advised.

Membership Recruitment (Thursday, Sept. 18). You know that SkillsUSA is a great organization for students, but how do you make them aware of the opportunities that membership provides? Learn recruitment strategies, activities and how to make recruitment fun.

Online Membership Registration System (Monday, Sept. 22, and repeats on Oct. 21 and Nov. 11). With quick, how-to demonstrations as well as step-by-step instructions, this session will cover the online process to register your students as SkillsUSA members.

Chapter Officer Toolkit (Thursday, Oct. 2). This training merges online tutorials with best practices. Chapter officers will increase their abilities in personal management, leadership, teamwork, communications, chapter operations, public relations, recruitment, member engagement and marketing.

Managing Successful Chapter Meetings (Tuesday, Oct. 14). Successfully organized chapter meetings involve every member. Ensure that your chapter officers are leading the meetings and that you, the advisor, are advising them. This session will also demonstrate how the use of committees engages every member.

SkillsUSA Framework (Thursday, Oct. 16). Discover how your career and technical education (CTE) program and SkillsUSA are relevant in today’s economy. This framework is supported by innovative programming, quality instruction and industry partnerships focused on preparing students to succeed at work and in life. Use the framework in your publicity efforts to showcase your CTE program and SkillsUSA.

Developing Your Chapter’s Program of Work (Tuesday, Oct. 28). The SkillsUSA program of work allows chapters a vehicle for developing personal, workplace and technical skills among their members. To create a fully functioning chapter, include each of the seven pieces of the program of work: professional development, employability, community service, public relations, social, fundraising and championships.

Chapter Excellence Program (Thursday, Oct. 30). The Chapter Excellence Program (CEP) establishes a quality baseline with incentives for exemplary chapter performance. The program consists of three award tiers. The first two are recognized at the state level and the third at the national level. The first honors chapters for achieving standards of excellence as a “Quality Chapter.” The second recognizes chapters that go beyond the baseline requirements with bronze, silver and gold “Chapters of Distinction” awards. The third honors the best chapters in the nation through a “Models of Excellence” award. These chapters define excellence and serve as models for other chapters to emulate. Learn how your chapter can be recognized as part of the CEP.

Career Readiness Curriculum (Tuesday, Nov. 4). The Career Readiness Curriculum (CRC) helps ensure you are preparing students for workplace success. CRC supports the framework of the SkillsUSA mission, which includes personal, workplace and technical skills grounded in academics. With 27 lesson plans, CRC is based on Common Core State Standards and infuses 21st-century skills into student activities. The CRC comes free with SkillsUSA professional membership.

SkillsUSA Programs (Thursday, Nov. 6). Learn about the many programs SkillsUSA offers. Programs covered will include scholarship opportunities, Work Force Ready System, CareerSafe, Professional Development Program, Career Skills Education Program, Student2Student Mentoring, President’s Volunteer Service Award and more.

College/Postsecondary Member Engagement Strategies (Thursday, Nov. 13). College/postsecondary members have limited time to devote to SkillsUSA. Discover practices to lead members toward getting a job, getting a better job or making more money.
BEST PRACTICES

USING A NEW-STUDENT ORIENTATION TO BUILD A SKILLSUSA CHAPTER

Part One of a Three-Part Series Based on the Experiences of Tracy Whitehead, SkillsUSA Advisor, Tennessee College of Applied Technology (TCAT), Hohenwald, Tenn.

Intense postsecondary technical programs can make it challenging for SkillsUSA recruitment and chapter involvement. Many of these programs are set up to get students in, out and on with their lives. This gives SkillsUSA advisors limited time, anywhere from 12 to 18 months, to support a meaningful and beneficial experience. Time is of the essence because many college/postsecondary students juggle their time with other jobs. Single parents are constantly multitasking. And, many have returned to school to seek better careers with industry-specific training.

Tracy Whitehead, SkillsUSA advisor for the Tennessee College of Applied Technology (TCAT) in Hohenwald, Tenn., understands this uphill battle. Yet she also knows the value of SkillsUSA to all career and technical education (CTE) students, even if it’s for a short period of time. Why does she think SkillsUSA is so valuable? Here are three reasons:

- SkillsUSA is often a student’s first leadership experience
- SkillsUSA is an excellent professional development tool
- SkillsUSA is both a résumé builder and networking opportunity

An essential element of Whitehead’s program is the use of a simple and effective orientation for new students. It consists of a 15-minute meeting at the beginning of each enrollment period. Her meeting is mandatory. For others, hosting a mandatory meeting may not be possible. The good news is most campuses have some type of new student orientation event where various individuals speak. We suggest obtaining a time slot during this presentation or at another venue that draws new students. In any case, your time will be limited, so it’s essential to make your presentation relevant and to the point. Give students a reason to be involved.

NEW-STUDENT ORIENTATION — SKILLSUSA KICKOFF MEETING

As new students arrive during the September, January or May enrollment periods, they are required to attend a 15-minute meeting about SkillsUSA. Whitehead has buy-in from her fellow faculty members, which is essential. If your colleagues have not been sold on SkillsUSA, invite them to sit in on this meeting and other activities. Her agenda during the meeting involves four items:

- Welcome
- SkillsUSA action items – hit the high notes!
- Handout/take-away
- Question-and-answer period

Welcome — The welcome meeting is a chance to draw students
GET STUDENTS INVOLVED

in, and get them thinking about the possibilities. In Tennessee, the board of regents pays membership dues for TCAT students. However, membership does not guarantee involvement. Everything shared in the welcome meeting should focus on how SkillsUSA is an opportunity. SkillsUSA also needs to be tied into the bigger picture of why they are pursuing a better career.

SkillsUSA Summary — Hit the High Notes! This is where you sell the benefits of the organization. Whitehead bases this part of the presentation on what her program is doing at that moment and how students can be involved. For example, September saw her highest enrollment. This is when she hits on key calendar items such as the fall leadership conference, professional development and chapter officer elections. In January, she empha-
sizes the state conference, championships and community service. In May, she talks about the National Leadership and Skills Conference (NLSC) and summer activities. Emphasize that no matter when they enter the program, the activities on the SkillsUSA calendar can benefit them. Whitehead also uses chapter officers, videos (don’t be afraid to develop your own), success stories and other tools during this section.

Handout/Takeaway — Make sure students leave with something. For Whitehead, this is usually a calendar of activities. Use the program of work tools on the SkillsUSA website to help you, and empower your chapter officers to take the lead.

Keep in mind that for TCAT, most SkillsUSA activities are integrated into the school day. Very few activities and program of work items are held outside these hours due to student schedules. Develop a program of work calendar that works for your campus. Let them know you value their time and that they can make SkillsUSA their own.

Question and Answer Period — Give them an opportunity to ask questions at the end. Remain at the meeting for those who want to speak with you privately. Personally invite them to get involved. Many don’t get involved because they were never asked.

By letting students know what’s available and how it can fit into their schedules, you are opening a very important door to career readiness. Whitehead is in her eighth year at TCAT, and 75 percent of her students are involved in SkillsUSA in some way. Give the new-student orientation a try and make it your own. The results may surprise you!
Valuing the Program of Work with Limited Time

Part Two of a Three-Part Series
Based on the Experiences of Tracy Whitehead,
SkillsUSA Advisor,
Tennessee College of Applied Technology (TCAT),
Hohenwald, Tenn.

In Part One of this series, you
learned how SkillsUSA advisor
Tracy Whitehead uses new-student
orientation to recruit and engage
members in her postsecondary
technical program. Her students,
like most in postsecondary technical
training, are busy juggling multiple
responsibilities. Making their time in
SkillsUSA as valuable and worth-
while as possible is what Whitehead
seeks to achieve in her program. In
this second part, you will gain ideas
on how she connects the program
of work in a program with ongoing
student turnover. Please note these
are just a few ideas for chapters in
situations such as TCAT. We chal-
lenge advisors to find out what
works best on their campus and
continually develop the program of
work to maximize engagement and
learning opportunities.

Program of Work in Motion

Involvement in the program of work
at TCAT begins with the calendar
presented at the new-student ori-
entation. The calendar, directed by
chapter officers with advisor guid-
ance, is set up to keep the program
moving regardless of when students
transition into TCAT. Whitehead
describes it as a wheel, always roll-
ing forward, but adaptable enough
for students to jump on and off.

Make the program of work objec-
tives relevant to students’ training
and their diploma. Here are some of
her ideas.

Professional Development

View every activity as a chance for
professional development. White-
head’s chapter turns officer elections
into a job interview process. Rather
than just using a popular vote, offi-
cers are required to submit an appli-
cation and go through an interview
process. Whether they are elected or
not, they receive feedback on both
the application and interview. Stu-
dents not elected to office have an
opportunity to take a leadership role
on the chapter advisory committee.
This ensures each student is able to
build his or her leadership skills.

Community Service

These activities are based on student
interest and also directed by chapter
officers. Projects have included a
campus cleanup and improvement
projects, food drives and initiatives
to support the military. Whitehead’s
chapter focuses on holding activities
when students are on campus to
ensure optimal participation.

Employment

The chapter hosts speakers on a reg-
ular basis on various topics during
the lunch hour or other convenient
times. These speakers include TCAT
faculty, business leaders and indus-
try experts. They also regularly hold
workshops relevant to employability
skills. One of the most successful is
the job application and résumé-writing
workshop. Students learn about
common mistakes and gain a better
understanding of what’s required.
GET STUDENTS INVOLVED

QUESTIONS? CALL THE SKILLSUSA MEMBERSHIP TOLL-FREE HOTLINE: 844-875-4557

WAYS AND MEANS

As with community service, most fundraisers are done on campus. If planning is done outside of class time, keep the meeting brief and schedule it after students’ last classes.

Fundraisers include the following:

- Serve lunches on campus
- Sell school T-shirts
- Host bake sales or pancake breakfasts
- Have automotive students work on cars for other students
- Host a community event that includes a meal plus a silent auction of donated goods and services
- Have photography students take holiday portraits
- Broadcasting students can announce local high school sports events for a fee
- Have a “learn to use your computer or smartphone” clinic sponsored by the IT department
- Law and public-safety students can install infant and toddler car seats for families. Students can educate about car-seat safety and solicit donations
- Commercial baking students can hold a pie auction at a local service club like Lions
- Clean up garages for local residents for a fee
- Hold a carnival on campus. Use the carnival or any event as an opportunity to educate parents about high-wage, high-demand jobs
- Build sets for high-school proms
- Find a need in the community or on campus and you can find great fundraising ideas

SKILLSUSA CHAMPIONSHIPS

Championships are a great way to motivate students to test their skills and provide a worthwhile networking opportunity. Whitehead’s students typically incorporate practice into class time. Participation in championships has been valuable, with several TCAT students receiving job offers through their participation. Any day a student gets hired, it’s a great day.

PUBLIC RELATIONS

The chapter officers serve in an ongoing public relations role. This includes opportunities to meet with a local official or state legislator to promote the program, and having students serve as ambassadors to spread the word among fellow students about SkillsUSA’s value. The chapter also regularly promotes activities throughout campus via written and electronic communication.

SOCIAL ACTIVITIES

Whitehead’s chapter sees every activity — community service, professional development, fundraising — as an opportunity to build upon social skills. Students learn the value of communicating, sharing ideas and being social in a professional manner. If your chapter allows for opportunities to host a social activity outside of class time, consider a networking mixer to foster confidence and interaction with industry professionals.

Whitehead suggests viewing the program of work as a building block for career readiness, not a one-size-fits-all endeavor. She says to avoid doing anything that jeopardizes class success. In the postsecondary education business, the diploma comes first and each student is different. Some students are not able to take on additional responsibilities, while others handle it with ease. Even if a student only participates in one activity, it could be that one activity that makes a significant difference. Most importantly, always remember that regardless of time frame, there is always potential to create a meaningful SkillsUSA chapter and experience.
HARNESSING STUDENT ENGAGEMENT FOR OPTIMAL RESULTS

Part Three of a Three-Part Series Based on the Experiences of Tracy Whitehead, SkillsUSA Advisor, Tennessee College of Applied Technology (TCAT), Hohenwald, Tenn.

In Parts One and Two of this best practice series, we shared details for new-student orientations and ideas for implementing the program of work in programs with rapid turnover. In Part Three, we’ll look at how one of Tracy Whitehead’s students — Gildor Simplice — implemented a highly effective program that is thriving because of student-driven leadership.

Simplice is an electrical mechanical student and chapter president. Also elected as SkillsUSA Tennessee president, he will graduate in August. Gildor approached Whitehead with the idea of creating programming that would benefit the entire student body. He suggested using a survey to determine student interests and then developing a schedule of professional development activities based on student feedback. With Whitehead’s guidance, he and his officer team did just that. This initiative has had such an excellent response that other TCAT campuses are implementing the program. Here is how Simplice and his team made it happen.

Step 1: Create a Survey
- Develop a survey relevant to your chapter (see sample on Page 15)
- Brainstorm topics that are essential to students in your program (interviewing, résumé writing, networking, workplace etiquette, communication tips)

Step 2: Use a Personal Approach
- Have officers visit every class at the beginning of each enrollment period and present information on SkillsUSA and the survey (officers can delegate who goes to what class)
- Officers share their desire to serve the student body and the importance of offering professional development courses
- Officers collect surveys and answer any questions
Step 3: Determine Programming
a. Sit down as a team and review survey results
b. Select top-ranking topics (this number depends on how often you want to offer professional development; Whitehead’s chapter has one activity per month)
c. Determine who will present the programming
   - The officers can each take a topic and create 10-minute presentations
   - Reach out to local industry for guest speakers
   - Consider inviting human resource professionals for a lunch hour to network with students
   - Involve other faculty members who may have an area of expertise related to a selected topic
   - Career centers offer excellent resources

Step 4: Publicize It!
- Once programming is determined, find the best way to publicize
- Use electronic media available on campus such as e-newsletters, email, the website or social media
- Create and post signs throughout campus
- Invite faculty to attend and promote in their classes
- Use sign-up sheets (create demand and give the presenter an idea of class size)

Step 5: Evaluation and Results
- At the end of each semester or trimester, sit down with the officer team and discuss those activities that went well and those that need improvement
- Engage students by welcoming feedback. Provide an email address for students to offer input and feedback
- Document findings for future officer teams and to keep content fresh

Whitehead says this program has had a snowball effect in getting students involved. They realize their input has value, and chapter officers assume an important leadership role in ensuring the program is carried out. It also provides one more venue for students to receive essential workplace training and readiness, while exposing them to current trends, professional requirements, local businesspeople and career resources. Encourage students to make the program their own, provide any guidance they may require, and then enjoy watching the magic happen.
12 Steps to Start Your SkillsUSA Year!

Want to ensure a great start to your school year? One that will engage students in program opportunities that will increase their personal, workplace and technical skills? SkillsUSA programs are integral to the career and technical education classroom and lab. It is the perfect fit to support you academically and provide students with leadership opportunities. The following steps will ensure that you successfully start the school year and engage students in leading the chapter. If you already have your chapter started, jump ahead to Step No. 3.

1. Secure support from your school administration.
   - Successful SkillsUSA chapters work with school administrators from the outset. It is essential to receive permission and support from your administration to start a SkillsUSA chapter.
   - If you haven’t already started your chapter, then resources to assist you in securing support from your school administration can be found on the Membership Kit DVD. To help you build your case, check out the Guide for Administrator Meetings, Outline and Talking Points for Administrator Meeting and Administrator flier. You can also order the booklet Simple Steps to Start a SkillsUSA Chapter. Request your free copy by calling the SkillsUSA Membership Toll-Free Hotline at 844-875-4557.

2. Connect to your state SkillsUSA director.
   - Connecting to your state SkillsUSA director will ensure you are included on future mailing lists and are up to date on all upcoming events and activities. Your state SkillsUSA director can also provide you with assistance in getting your SkillsUSA chapter running.
   - A complete listing of state SkillsUSA directors and their contact information can be found at: www.skillsusa.org/about/dir4.shtml.
   - Once you have received support from your administration and connected with your state SkillsUSA director, it is time to make the formation of your chapter official if it is a new chapter. Both a charter and constitution must be submitted to your state SkillsUSA director.
   - A SkillsUSA sample chapter charter is provided on the Membership Kit DVD. Complete a charter, and have your administrator sign it. Students can also be involved in this process and share their excitement about the new chapter by delivering the charter to the administrator for his or her signature.
   - Along with the charter, the chapter must submit a constitution. A sample constitution is also provided on the Membership Kit DVD.

3. Incorporate SkillsUSA into your syllabus, and include Membership Form, Parent Letter and SkillsUSA Brochure that showcases the value of SkillsUSA for students.
   - Don’t miss this fundamental opportunity to start the year off right. Ensure parents and families understand that SkillsUSA is an integral component of your career and technical program by placing information directly into your syllabus to illustrate its importance. Check the Membership Kit DVD for templates to use.
   - SkillsUSA activities and programs develop students in three distinct areas: personal skills, workplace skills and technical skills that are grounded in academics. Families will appreciate that their students are becoming more employable and gaining a competitive advantage in the job market through their SkillsUSA experiences.

4. Create excitement and awareness by showing students the SkillsUSA kickoff video.
   - A video introduces the theme for the year, SkillsUSA: 50 Years of Champions at Work and walks students through their year of engagement in SkillsUSA activities and programming. Videos can be located on the Membership Kit DVD.
   - Executive Director Tim Lawrence addresses students in a video designed especially for them. Also, make sure to catch Tim’s video to teachers and learn why, as a former instructor, he felt it was so important to engage all of his students in SkillsUSA.
   - Students will catch the enthusiasm of SkillsUSA participation by seeing firsthand students who are involved in conferences, either competing or on stage representing their chapter.
   - Hold a membership recruitment drive and encourage everyone to join. Create incentives for students to join (door prizes, drawings, special snacks). Get creative and have fun! Check out all of the Membership Recruitment Drive Ideas on the Membership Kit DVD.

5. Select your first meeting date, and advertise the meeting.
   - Don’t lose a minute in getting your students engaged in SkillsUSA activities. After you have made them aware of the opportunities and created excitement around SkillsUSA, then set your first meeting date and advertise!
   - Customize the Meeting Promo Flier with specific meeting information. Display the fliers through your classroom and school so members and potential members are aware of the upcoming meeting. A template for the flier is included on the Membership Kit DVD.
   - If possible, arrange for refreshments at your meeting. (A few soft drinks and chips go a long way in making students feel welcomed, or try orange juice and doughnuts if it is a morning meeting.)
   - Because of the integral nature of SkillsUSA and the leadership skills that are learned from students being actively engaged, many chapters will hold their meetings during the school day within each class period to give everyone an opportunity to be involved.
   - Create an agenda for this meeting that includes upcoming dates of any SkillsUSA state-related activities or conferences. Also discuss the upcoming election of officers, their responsibilities and any other pertinent information. Include information about being selected to serve as a committee chair for the Program of Work. The Membership Kit DVD contains a Sample Meeting Agenda to use when organizing your meeting.
6. **Hold officer elections, select committee chairs and dive into the Program of Work.**
   - Once officers are elected, your chapter moves from advisor-led to advisor-supported. Students take the lead with SkillsUSA; serving as a chapter officer is one of the best ways for students to hone their workplace and leadership skills.
   - Allow officers to organize the agenda and manage the chapter meeting. Ensure all parts of the Program of Work are built into your yearly calendar. The Membership Kit DVD includes Program of Work descriptions, Committee List and Committee Report Form and a sample Chapter Calendar to use in establishing your yearly goals. Use the membership survey to discover the projects individual members are interested in organizing and leading within the chapter.
   - Train your local chapter officers to lead their organization. You will be so impressed by how training your officers becomes a win-win as they develop into professionals and you, as the advisor, are able to be a facilitator of their learning. Consider purchasing the Leveraging Your Leadership with Effective Chapter Meetings, Teacher’s Kit. In six short lessons, your officers will be able to plan an agenda, organize and run a meeting, and operate committees to create a successful chapter. You will be amazed at their progress and skills!

7. **Introduce the Chapter Excellence Program.**
   - Validate your students’ involvement in SkillsUSA. Students gain valuable professional development and leadership skills through participation in chapter activities. Acknowledge the importance of those skills by linking them to a point system that recognizes and honors your chapter.
   - The Chapter Excellence Program actualizes the SkillsUSA mission on the local level. The chapter experience makes intentional leadership development a reality for every student. This program has the potential to influence students in all areas of each of the three categories within the SkillsUSA framework — personal skills, workplace skills and technical skills. Specific characteristics defined within each category help ensure tangible benchmarks are achieved by students involved in chapter programming.
   - The Chapter Excellence Program application is included in the Membership Kit booklet and DVD. Along with the application, the Membership Kit DVD contains a Chapter Excellence Program Lesson Plans, a scoring rubric and awards level poster.
   - Ensure students are leading the cause in completing the Chapter Excellence Program. Students will reap the benefits connected to growing their personal, workplace and technical skills through the activities.

8. **Display the SkillsUSA theme poster, SkillsUSA: 50 Years of Champions at Work.**
   - Introduce your students to the theme and use the poster theme activities that are included in the Membership Kit to lead a discussion with students.
   - Students may want to use the SkillsUSA Fact Sheet that is located on the Membership Kit DVD.
   - Encourage students to create entries for the “SkillsUSA: 50 Years of Champions” at Work video competition. Entries must be submitted by Nov. 14. Complete contest details can be found in the Membership Kit booklet.
   - After the discussion, place the poster in a prominent location either in the classroom or hallway outside.
   - Throughout the year, ensure you use the theme for the year in promotional materials, presentations and programs, as well as any way in which you reach out to your stakeholders. Garner their excitement for your SkillsUSA chapter with a consistent message.

9. **Register for and attend the SkillsUSA e-learning courses.**
   - Throughout the fall, SkillsUSA will offer free, e-learning courses. These online sessions are designed to teach participants to immediately strengthen their chapters. Topics include starting a chapter, membership recruitment, managing successful chapter meetings and how to maneuver the online registration system. Whether you are a new or veteran teacher, these webinars can have an exciting impact on your chapter.
   - Registration information can be located in the Membership Kit booklet and online at: www.skillsusa.org.

10. **Show the SkillsUSA membership PowerPoint presentation during open house.**
    - Invite student members to “meet and greet” parents and any nonmembers. Encourage college/postsecondary members to invite their families to attend the open house.
    - Have plenty of copies of the SkillsUSA Brochure for students to take home and discuss with their families. A template of the SkillsUSA Brochure is located on the Membership Kit DVD.
    - Consider this a recruitment opportunity for your technical program and SkillsUSA chapter.
    - Either allow the presentation to play as parents and students visit your classroom/lab, or …
    - If possible, have parents and students seated and present the PowerPoint to them. An extra bonus is to have SkillsUSA members present selected slides or even give short testimonial on why they benefit from being involved in SkillsUSA. A PowerPoint can be found on the Membership Kit DVD.

11. **Include administrators in your early chapter success.**
    - As you kick off your year and get everyone engaged in your chapter, be sure to share the excitement and success with your administrators and guidance counselors.
    - Chapter officers can send an official invitation to administrators, deans or faculty members asking that they bring greetings to the members during an upcoming chapter meeting. This will give administrators an opportunity to see the student members in action and using their leadership skills. Have a chapter officer follow up by sending a thank-you card.
    - Your students are the stars of your organization, so don’t miss any opportunity to spread the message about their success and involvement in SkillsUSA activities and programs. Local newspapers appreciate positive stories to share with their communities.
    - Continuously consider ways to keep all your stakeholders involved and aware of your chapter.

12. **Register yourself and your students as members of SkillsUSA!**
    - Register your members by visiting www.skillsusa-register.org and selecting the “Login” header. Contact Judy Garrison at jgarrison@skillsusa.org or at 703-737-0616 if you do not see your school listed on the online registration system.
    - For additional help in establishing your SkillsUSA chapter, call the SkillsUSA Membership Toll-Free Hotline: 844-875-4557.
    - Celebrate the incredible opportunities that you, as an advisor, are making available to your students. You are changing lives — one student at a time!
WHAT IS THE CHAPTER EXCELLENCE PROGRAM?

The Chapter Excellence Program (CEP) honors chapter achievement relative to SkillsUSA’s framework of developing personal, workplace and technical skills. The framework actualizes SkillsUSA’s mission “to empower members to become world-class workers, leaders and responsible American citizens.” It also serves as the blueprint for workplace readiness — our ultimate goal. By centering on industry demands, the framework builds the foundation for relevant and intentional student learning and employability skill development.

 Paramount to the framework’s success is the creation and implementation of an effective program of work — SkillsUSA’s planning tool for chapters. By participating in program of work activities, SkillsUSA chapters become conduits for student growth. Students take part in the planning, organization and implementation of activities, which develops their skills and builds character. The CEP recognizes these efforts by offering every chapter an opportunity to attain measurable competencies.

Value of the Framework

- Ensures students learn skills valued and demanded by industry
- Enables students to articulate what they’re learning
- Adds relevance to chapters or sections through awards and recognition
- Develops the whole student — personal, workplace, technical
- Creates a baseline to consistently measure success
- Brings the mission of SkillsUSA to life

Why Should My Chapter or Section Participate?

The advantages of the CEP are many. To take your chapter to the next level, implement this program.

For Students

- Fosters student ingenuity and employability skill development
- Promotes friendly competition
- Creates opportunities to apply framework skills
- Improves chapter operations
- Gives chapter officers a valuable leadership role
- Recognizes student achievement

For Teachers/Chapter Advisors

- Increases member engagement and empowers student leadership
- Reduces workload when students manage and lead chapter activities
- Garners support from school administration with “bragging rights” of chapter accomplishments
- Illustrates relevance in accomplishing the school district or campus goals
- Strengthens presence and support of SkillsUSA in community
- Potential recruitment tool into CTE program
- Contributes to increased graduation and completion rates from CTE program

How Does My Chapter or Section Get Involved?

Every chapter or section with paid membership is eligible to participate in the CEP. To benefit fully, your chapter is encouraged to participate in the CEP on an annual basis. Most likely, your chapter already has an active program of work, and this is your opportunity to be recognized. The CEP application specifically outlines
how chapter success is measured. An electronic application, **Chapter Excellence Program Application.doc** is located on the 2014-2015 Membership Recruitment Materials DVD.

As you consider CEP requirements, reference the program of work guidelines online at: [www.skillsusa.org/educators/chapmanage5.shtml](http://www.skillsusa.org/educators/chapmanage5.shtml) and on the Champions Serving Others CD. This CD is available for purchase at: [www.skillsusa.org/shop/](http://www.skillsusa.org/shop/) and offers valuable project management information including how to motivate students, form committees, create timelines and budgets, and build student accountability and project leadership.

**How Does the CEP Work?**
The CEP establishes a quality baseline that all chapters will be encouraged to attain with extra incentive for exemplary performance. The program consists of three award levels, with the first two levels recognized by the state and the final level eligible for national recognition.

- **First Level** — Honors chapters for achieving essential standards of excellence as a “Quality Chapter”
- **Second Level** — Recognizes chapters that go beyond baseline requirements with bronze, silver and gold “Chapters of Distinction” awards. All chapters receiving a gold award will be invited to the national SkillsUSA conference and recognized alongside the program sponsor at a reception. Up to the top 10 percent of all chapters in each state that receive the gold award will be eligible for selection as a Models of Excellence chapter, which will be announced during the national conference.
- **Third Level** — Honors the very best chapters through “Models of Excellence” awards. These chapters define excellence, and best practices will be gleaned from the award winners and will be shared with the field to serve as models for other chapters to emulate in strengthening their local programs.

The CEP focuses on the learning and skills developed by students as a result of chapter involvement versus honoring chapters simply by the number of activities they employ throughout the year. The award application is written and presented in a manner that supports evidence of these findings.

**Applying the Framework To Achieve CEP Standards**
Framework success can only be achieved through student engagement. If you already have a program of work in place and an active chapter, you will find this program challenges you and your students to strengthen chapter activities. If you don’t have a program of work or active chapter, participation in the CEP identifies the specific requirements needed for chapter success. In either case, the CEP requires chapters to evaluate where they are currently and set goals for the future. The biggest step is making the decision whether or not to pursue chapter excellence. After that, the journey for you and your students will be about unlocking their individual potential and the potential of the chapter as a whole.
SkillsUSA offers many scholarship opportunities. For complete details, go to: www.skillsusa.org/students/scholarships.shtml

**INTERNATIONAL SKILLSUSA DEGREE**
Students who successfully complete the International Degree of the Professional Development Program (PDP) are eligible for a $1,000 travel scholarship to attend the national conference. For more information, call Marsha Daves at 703-737-0605 or email mdaves@skillsusa.org.

**NATIONAL TECHNICAL HONOR SOCIETY SCHOLARSHIP**
The NTHS annually awards a $1,000 scholarship to two high-school SkillsUSA members and two college/postsecondary SkillsUSA members who are also involved in NTHS. For details, go to: www.skillsusa.org/students/ntbs.shtml

**ROBERT FLINT STUDENT LEADERSHIP DEVELOPMENT SCHOLARSHIP**
SkillsUSA members with financial needs may be eligible for this scholarship to attend SkillsUSA's Leverage, Activate and Engage conferences in June or the Washington Leadership Training Institute (WLTI) in September. Four scholarships of $1,300 will be awarded to attend the Leverage, Activate and Engage conferences, and four scholarships of $800 will be awarded to attend WLTI. Nominations must be made by a state association director. For details, contact your state SkillsUSA office.

**SKILLSUSA ALUMNI MERIT SCHOLARSHIP**
The SkillsUSA Alumni and Friends Association awards two $500 scholarships to outstanding SkillsUSA members who will be attending a postsecondary training program next school year. Visit: www.skillsusa.org/supporters/alumnischolar.shtml

**ROBERT FLINT LEADERSHIP AWARD**
The elected national high-school and college/postsecondary SkillsUSA student presidents are awarded $1,000 leadership scholarships at the completion of their term.

**SHARON MELTON MYERS MEMORIAL SCHOLARSHIP**
Through a donation from the Sharon Melton Myers Memorial Scholarship fund, the Athens, Tenn., McMinn County Vocational Center and SkillsUSA alumni association offer $500 to a graduating SkillsUSA member for continuing education in college or technical school. Visit: www.skillsusa.org/students/scholarships.shtml

**SKILLSUSA CHAMPIONSHIPS**
Scholarships are offered through the national headquarters to winners of the SkillsUSA Championships. Most scholarships are awarded to first-, second- and third-place winners (gold, silver and bronze medalists). In most cases, these scholarships are applied directly to tuition and education expenses. Medalists also receive tools, software and other awards. For complete details, go to: www.skillsusa.org/students/scholarships.shtml
CAREER SKILLS EDUCATION PROGRAM

The Career Skills Education Program (CSEP) provides an easy way for college/postsecondary instructors to ensure their students learn the basic employment and life skills that lead to career success.

CSEP is grouped into five modules:
- Personal Growth
- Communication and Technology
- Career Focus
- Professional Growth
- Portfolio Development

Each of the 49 online lessons deals with topics of concern to the working individual. In addition to text and hands-on, interactive graphics, each lesson contains activities to help develop and test comprehension. The program covers goal setting, communications, time management, résumé writing, job interviewing, financial management, teamwork, networking, portfolio development and more.

How it works
CSEP Online can help your students get the most of their education, whether they are coming to you directly from high school or coming back for retraining from the workforce. Students gain valuable critical personal and employability skills.

CSEP Online is flexible to fit your program and your style of delivery, but immediately useful to you as a college instructor.

CSEP can be used as:
- an enhancement for existing technical curriculum
- a stand-alone course
- as a virtual class where students work from home computers
- a resource to enhance any life skills curriculum
- a foundation for teaching career and life skills

For students
Surveys of business and industry representatives reveal that employers are looking for qualities such as a positive attitude, teamwork ability, communication skills, leadership skills, and good work ethics and habits. Unfortunately, many students get technical and academic training without ever learning the vital career skills that will help them get a job and keep a job. CSEP Online is designed to enable students to connect their current interests, strengths, and experiences to their future life requirements, expectations, and successes.

Training
Learn more about CSEP. Participants in this workshop will gain a better understanding of the course, how it can be used and instruction on the LearnMate system. This training is hands on and includes demonstrations of the modules and setting up classes. Participants receive one free license. Cost is $145 per person.

Registration: Seminar prices do not include lodging. For information about setting up a CSEP, email Stephanie Bland at: sbland@skillsusa.org or call her at 703-737-0622. Visit: www.skillsusa.org/educators/csep.shtml
**Work Force Ready System®**  
**Skill Connect® Assessments**

SkillsUSA is known for providing real-life application of skills. In fact, SkillsUSA has been assessing technical skills for more than 45 years. Our current standards were developed in partnership with 1,800 corporations, labor unions, trade associations and businesses. With the Work Force Ready System, we can now provide an on-ramp to other professional certifications and pave the way ahead for our future American workforce.

The SkillsUSA Work Force Ready System provides assessments for career and technical education that are supported by industry, education and policy leaders. The Skill Connect Assessment parallels SkillsUSA’s successful hands-on, authentic assessment philosophy. The system helps instructors prove the benefit of their programs, and helps young people find rewarding careers.

**Skill Connect Assessments**  
Available in 38 Skill Connect Assessments and four ASE co-branded automotive assessments, the system offers a reliable evaluation of technical knowledge and skill. Assessments are supported by a comprehensive system that makes administration simple. They are designed to be used for end of unit, end of course or end of program, depending on the design of your curriculum.

**Interactive**  
Advances in media technology have made it possible to deliver rich-in-media assessments that are much more than electronic versions of a paper-pencil test. To ensure clarity, items are multiple choice and drag-and-drop with photographs, videos, animations and illustrations.

Each Skill Connect Assessment consists of approximately 50 questions and takes an estimated 60 minutes to complete. Questions are delivered in random order.

**Industry-Driven**  
Our rigorous and educationally sound process captures critical competencies, standards as defined by industry. Assessments may be used as pre-program, end of program, or as preparation for industry certification. A certificate, earned upon successful completion, is available to print on demand.

**What is the Work Force Ready System?**

The Work Force Ready System is the way ahead for students pursuing rewarding careers, helping candidates prove their technical skills and knowledge to potential employers. Our industry-driven assessments for the next generation are part of a comprehensive package:

- **Skill Connect Assessments** — Helping students prove what they can do. Discount for the number of SkillsUSA members in your school
- **Skill Connect Certificate** — Earned for students achieving the passing cut-score
- **Student Certification** — Earned for students achieving the passing cut-score on one of our five PrintED Co-brand assessments
- **Skill Point Certificate** — Earned only at the SkillsUSA Championships

Visit: www.workforcereadysystem.org  
Pricing: www.workforcereadysystem.org/shtml

**Affordable**  
Designed to be affordable for everyone, Skill Connect Assessments are offered at a discount for SkillsUSA members.

**Benefits to Your Classroom**

The Work Force Ready System helps you meet Perkins IV requirements. Our assessments offer these benefits:

- **Interactive:** Animations allow assessment of a broader range of competencies than paper-based or text-only assessments
- **Industry-driven:** Developed by industry experts
- **Responsive:** Real-time assessment capability allows immediate grading and feedback for students, teachers and administrators, including printing of a certificate for successful scores
- **Diverse:** Assesses employability or technical skills
- **Affordable:** Designed with budgets in mind

**How to Purchase**

View sample questions, purchase assessments and learn more at: www.workforcereadysystem.org

For questions about the assessments and benefits to your school, call toll-free: 1-866-444-7779 or email support@skillconnect.org.
**Student2Student Mentoring**

SkillsUSA offers **Student2Student Mentoring** as a national mentoring program that provides a way for our members to participate in America’s Promise Alliance.

Mentoring is a voluntary relationship between two people: a high school or college student and a younger student (usually one in middle school). The aim is to encourage younger students to explore future careers and make decisions that will lead to marketable skills and productive futures.

Participating in Student2Student starts with identifying a younger group of students to mentor. Next, the SkillsUSA chapter meets with school administrators and asks permission to mentor. Then members start planning activities and set some dates on the calendar. On mentoring day, the fun begins with icebreakers and other activities. After participants have gotten to know each other, they engage in hands-on activities designed to encourage the younger students to think about career options. Activities may include holding a career day, conducting job skill demonstrations, making a joint visit to a science or technology museum or even holding a community service project together. The goal is to get the younger students thinking about their future careers as they work with their older mentors and see technical training programs firsthand.

**Benefits to Your Classroom**

Younger students benefit by having a chance to visit one or more technical programs, see the school they may attend and learn about various careers. Mentors develop self-confidence as they demonstrate what they are learning in their training programs. The school is showcased to the community, and specific training programs can even recruit future students.

**Recognition for Chapters**

SkillsUSA sponsors a national recognition program based on the Student2Student mentoring program. The program recognizes excellence by selecting the chapter that best exemplifies the purposes and goals of the Student2Student Mentoring program.

**Eligibility**

This event is open to all SkillsUSA chapters at high schools or colleges that are participating in a mentoring project with local elementary or middle-school students. All entries must be submitted online to the national headquarters by April 1. For details: [www.skillsusa.org/educators/mentrecog.shtml](http://www.skillsusa.org/educators/mentrecog.shtml)

**Awards**

The Grand Prize chapter will be invited to attend the national conference and present its winning mentoring program as a part of SkillsUSA University. The Grand Prize chapter also receives a plaque, a $500 check for the chapter to use toward expanding next year’s mentoring project, and a $500 stipend for the chapter advisor and at least one student to attend the national conference.

To enter, document your mentoring project and then complete the project description questionnaire online at: [www.skillsusa.org/educators/mentoring.shtml](http://www.skillsusa.org/educators/mentoring.shtml)

**Resources**

For information on the Student2Student program, visit: [www.skillsusa.org/educators/mentoring.shtml](http://www.skillsusa.org/educators/mentoring.shtml). On the website, you can print an Advisor’s Guide, download a presentation and read about mentoring projects done by other SkillsUSA chapters.

For information, call Heidi Walsh at 703-737-0615 or email hwalsh@skillsusa.org.

**For additional resources, visit the National Mentoring Partnership online: www.mentoring.org**

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**SkillsUSA Week: Feb. 8-14, 2015**

SkillsUSA members are proud to have their own annual week for celebrating our national professional organization. **SkillsUSA Week** will be celebrated Feb. 8-14, 2015. For resources and ideas on how your chapter can participate, go to: [www.skillsusa.org/educators/skillsusaweek.shtml](http://www.skillsusa.org/educators/skillsusaweek.shtml)

The Association for Career and Technical Education (ACTE) is dedicated to the advancement of education that prepares youth and adults for careers. ACTE promotes its own Career and Technical Education (CTE) Month, which is celebrated in February. For CTE resources, go to: [www.acteonline.org](http://www.acteonline.org)

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**Questions? Call the SkillsUSA Membership Toll-Free Hotline: 844-875-4557** • 23
How to Energize Students and Integrate SkillsUSA

National Conference Pin and T-shirt Design Contest

Lowe’s is sponsoring a SkillsUSA national conference pin and T-shirt design competition open to all dues-paying student members. The winning designs will become the official pin or T-shirt for the 2015 SkillsUSA National Leadership and Skills Conference and will be produced in a limited quantity. One winner each for the pin and T-shirt will be selected.

Awards
The national pin and T-shirt winners each receive:
- Recognition at the national conference
- Commemorative plaque

Contest Rules
Entries must comply with the contest rules available at: www.skillsusa.org/compete/pindesign.shtml

Submitting Your Design
Entries must be submitted and received at national headquarters by Feb. 1, 2015. Ship entries to: SkillsUSA Pin and T-Shirt Contest, 14001 SkillsUSA Way, Leesburg, VA 20176.

Questions?
For questions, call Carol Lowery at 641-456-4515 or 641-512-0504 or email clowery@skillsusa.org. Please include your full name, school and a daytime telephone number.

National Week of Community Service

SkillsUSA members are known for their community service efforts. As part of their annual program of work, SkillsUSA asks all chapters to conduct and promote a community service project during the National Week of Service, May 3-9, 2015. You may also conduct and promote your project at any time during the year, then promote it again during the week of service.

This helps commemorate the founding of SkillsUSA (May 8, 1965). Harnessing the power of our combined efforts showcases the good work being done by our students and brings attention to SkillsUSA.

To assist you with carrying out this event, SkillsUSA has created a Community Service Guide and customizable media releases, public service announcements and thank-you letters to help generate publicity for your service event. Free online resources include a Community Service Guide, sample media releases, sample PSAs, sample thank-you letters and more. To view or download these resources, go to: www.skillsusa.org/events/service.shtml

Available for purchase is the turnkey community service organizational CD-ROM for your students. Go to www.skillsusa.org/store and look for the Champions Serving Others CD.

SkillsUSA will help promote your events if we know well in advance what you’re doing. Advisors should email a brief description of their chapter’s events to Gayle Silvey at gsilvey@skillsusa.org. In return, we’ll send the chapter advisor or officer a SkillsUSA logo gift item valued at $15 to say thanks.

‘SkillsUSA Champions’ Photo Contest

SkillsUSA Champions, SkillsUSA’s official magazine, features members’ photography in its “Image” section. In addition to having their work published for a portfolio, members whose photos are selected receive $150 for their SkillsUSA chapter.

Photos should capture other SkillsUSA members in action or show individuals’ concentration or perseverance. Digital photography is acceptable as long as the resolution is suitable for print publishing (300 dpi/ppi). Prints should be at least 5 inches by 7 inches, preferably horizontal.

For details and a submission form, email: thall@skillsusa.org or write to: SkillsUSA Champions, 14001 SkillsUSA Way, Leesburg, VA 20176-5494.
President’s Volunteer Service Award

The President’s Volunteer Service Award program is a way to thank and honor SkillsUSA members who demonstrate a commitment to volunteer service. The award recognizes individuals, families and groups who have achieved a certain standard — measured by the number of hours served over a 12-month period or cumulative hours earned over the course of a lifetime.

SkillsUSA is a certifying organization for these awards. Recipients can receive an official lapel pin, personalized certificate of achievement, and a congratulatory letter from the president of the United States.

To apply for the award, candidates must document their volunteer activities and the number of hours served. This record of service may be a diary, calendar or timesheet with proof of service documented and verified by an agency representative.

Candidates must submit a letter of nomination from one of the following: the direct supervisor/agency representative working with the candidate, a school administrator, school SkillsUSA advisor or SkillsUSA state director. Proof of SkillsUSA membership must also be submitted.

Candidates must meet the number of hours designated by the President’s Volunteer Service Award to reach the bronze, silver or gold levels of service.

All entries must be received by April 1. No exceptions.

For a complete list of rules and requirements, go to: www.skillsusa.org/students/volsvc.shtml

If you have questions on the program, call Heidi Walsh at 703-737-0615 or email hwalsh@skillsusa.org.

More information about the President’s Volunteer Service Award Program is available at: www.presidentialserviceawards.gov.

CareerSafe

SkillsUSA and CareerSafe have joined forces to provide students with fast and affordable CareerSafe youth safety training that is authorized by the Occupational Safety and Health Administration (OSHA). CareerSafe is committed to enabling young people to have a safe and successful entry into the workforce by offering them a practical, Web-based course designed specifically for youth workers.

By making this course available, CareerSafe hopes to reduce the more than 200,000 injuries that occur every year among youth workers in this country. Upon successful completion of one of the OSHA 10-Hour courses (General Industry or Construction Industry), the student receives an OSHA 10-Hour wallet card. The program covers core topics relevant to basic safety in any workplace, and the card adds a valuable credential that the student can take into the job market.

The cost for a CareerSafe OSHA 10-Hour course is $25 per student. Further, for every student who completes the course, a donation will be made to the SkillsUSA Foundation to support the other SkillsUSA programs. Learn more about CareerSafe or buy program vouchers for the course at: www.careersafeonline.com.
SkillsUSA offers advanced training for students and advisors that focuses on the skills needed to be champions at work, in their communities and in their personal lives. It’s known as the Washington Leadership Training Institute (WLTI). Student attendees must apply to attend the conference, which will focus on developing advanced leadership, citizenship and employability skills. This training is held in Washington, D.C., and allows members the opportunity to share their SkillsUSA and career and technical experiences with elected officials. Training centers on three distinct areas:

The impact of the individual as a leader
- Developing influence: how to manage for success
- Communicating: how to deliver persuasive messages
- Leading others: how to delegate and motivate

The impact of the individual as a citizen
- Decision-making: having an impact on a local event
- Serving the community: developing altruism and influence
- Legislating: how government leaders effect change

The impact of the individual as an employee
- Risk taking: a dialog about success and failure
- Facilitating growth: teaching and reinforcing employability
- Becoming a change agent: developing vision and exercising focus

Other WLTI activities will include:
- Congressional visits
- Guided tours of Washington, D.C.
- Touring the Smithsonian Institution and Washington area monuments
- Laying of a wreath at the Tomb of the Unknowns, Arlington, Va.
- Pentagon Memorial ceremony
- Opportunity to earn National Statesman award
- Tour of National Leadership Center

Who Should Attend WLTI?
Members of SkillsUSA who are committed to the developing their leadership potential. Interested students need to apply with their state association directors. Applicants must articulate their leadership commitment by submitting information on previous experiences and leadership training. Acceptance is based on a history of demonstrating a commitment to leadership development. Applicants should describe their active roles in school, community, church and/or other organizations. Visit: www.skillsusa.org/events/wlti.shtml

Advisor Sessions
Like students, advisors will have opportunities to learn how to be change agents for career and technical education. Sessions for advisors will inspire advisors to lead the change process in their schools and districts, develop strategies to gain support for education issues, motivate supporters and learn from those who take risks.
**Leverage**  
**June 20-22, 2015**  
To help state officers reach their full potential, SkillsUSA created this program open to all high school and college/postsecondary state officers. Leverage training equips state officers with the knowledge and skills to lead their state during their year of service.

Leverage will provide officers with high-energy and motivational training that focuses on servant leadership. Participation in the training will not only develop and hone the state officers’ own leadership knowledge and skills, but they also will learn how to teach those leadership strategies to the state members that they serve.

Our state officer teams are important to the success of the organization. What the officers do and how they do it can have a significant impact — not only on the image and essence of SkillsUSA, but also on career and technical education (CTE) in general. While being elected to a leadership position is a worthy accomplishment, it comes with a set of responsibilities. And for the state officer’s own growth and development, it also presents many opportunities that will last a lifetime.

**Local, State and National Office**  
Being an officer is one of the highest honors and most rewarding experiences a SkillsUSA student can achieve. Are you dedicated to SkillsUSA? Do you possess excellent communications skills such as public speaking (or are at least willing to learn)? Do you display professionalism, are you able to work well as part of a team, and can you be responsible to handle yourself appropriately in many different situations? If you answered yes to these questions, then consider running for a local, state or ultimately a national office. Before considering running for an office, be sure you are doing it for the right reasons. Yes, it can lead to a great title, some travel and can look good on a résumé, but holding an office means you agree to take on certain responsibilities and you agree to represent the organization on a national level.

As an officer, you will learn about yourself, make many new and long-lasting friends and have fun. It is the ultimate membership experience!

**Engage**  
**June 20-22, 2015**  
Engage is a SkillsUSA teacher-training program that empowers teachers to grow their SkillsUSA chapters through the latest tools in employability and leadership development.

This two-and-a-half-day professional development training takes place just prior to the SkillsUSA National Leadership and Skills Conference and is designed to help teachers better understand and use the many leadership development materials and interactive resources available through SkillsUSA. The program is taught by experts within youth leadership development as well as guest presenters.

Advisors will dive deep into the world of chapter operations and discover how to use chapter activities as classroom teaching tools. Answers on how to successfully engage students in chapter meetings, committees, recruitment, fundraising, public relations and the entire program of work will be revealed. Teachers will gain the latest techniques in giving clear directions, answering questions and processing and accessing student achievement.

Engage also focuses on new educational resources being launch by SkillsUSA. New products are unveiled during the training and each will be shared in workshops led by the authors of the product. Participants unpack the new resources and share best practices on how to implement these tools for the greatest impact in their chapters. In addition, teachers participating in Engage will receive a set of all the new resources. Visit: www.skillsusa.org/events/training.shtml

**TAG Tuesday**  
**June 23, 2015**  
TAG Tuesday leads conference delegates on a quest to “Train, Act, Grow” (TAG) from their leadership experiences. TAG helps students engage more, give more and be better delegates for their state associations.

- Training for high-school delegates builds on servant leadership, member recruitment and creating an atmosphere of teamwork. The day concludes with a hands-on activity to enhance leadership abilities.
- College/postsecondary delegates will focus on skills to kick-start their careers: successful networking, marketing themselves, interviewing skills and creating personal and professional success. Training concludes with live interviews with business leaders who offer feedback on résumés and interviewing techniques.
How to Register Members

Free Teacher Incentives
Register at least 15 student members plus one or more professionals by Nov. 14, 2014, and you will receive commemorative SkillsUSA 50th Anniversary podium banner. As a free member benefit, SkillsUSA professional members will receive the Career Readiness Curriculum (CRC). The CRC helps ensure you are preparing students for workplace success. With 27 lesson plans, CRC is based on Common Core State Standards and infuses 21st century skills into student activities.

Instructors who register with 100-percent membership plus one or more professionals will also receive a SkillsUSA Program of Work calendar (value: $5.95).

Details on SkillsUSA free teacher incentives for registering students can be found on Page 2.

Membership Cards
Enclosed in the Membership Kit are 24 membership cards for students. For more cards, call 800-355-8422 or email strent@skillsusa.org.

Before You Get Started
Online training videos are available to help you navigate the SkillsUSA membership enrollment system. Visit: www.skillsusa-register.org/TrainingVideos.htm

How to Join SkillsUSA
Register students and professional members on our website. Using online registration makes it easier to register for state or national conferences. Should you need assistance, call our membership staff: 800-355-8422.

1. Before you begin, obtain a purchase order number or a credit card (VISA, MasterCard or American Express). You may submit a check with your invoice.
2. Prepare your list of students and professional members.
3. Log in at www.skillsusa-register.org. Type in your email address and password, then go to the “Membership” tab. New User? Click “Create Login.”

Select your state, select your school, and enter your email and password. Click “Create Login.”

Payment Requirement and Options
By submitting membership online, you are agreeing to pay the stated SkillsUSA membership fees. Student membership runs annually from Sept. 1 to Aug. 31. Professional membership is for one year from date of registration. Services begin when membership is submitted.

1. If paying by VISA, MasterCard or American Express: Enter your credit card information as requested. There is no need to mail anything to the national headquarters. You can print your invoice from the registration site for your records.
2. If paying by check: Please send a copy of your membership invoice (roster) with the check.
3. If using a purchase order: When checking “Join Now” enter your PO number in the Payment Option box on the website. Then, submit your purchase order and a copy of your membership invoice to your school accounting office for payment. Please follow up to be sure your invoice is paid. After March 2, no purchase orders are accepted; all membership must be prepaid by credit card or check.

Note: Payments for all membership submitted is required for your students to be eligible for national competitions or to serve as national voting delegates or national officer candidates.

4. Mail a copy of your membership invoice and payment to:
   SkillsUSA Inc.
   Attn.: Membership
   14001 SkillsUSA Way
   Leesburg, VA 20176-5494

National Dues and Deadlines

National Dues: $8 per student; $14 per professional
State Dues and Deadlines: See Pages 29-31

Full Membership Services Deadline: Nov. 14, 2014
Membership names submitted by Nov. 14 receive all member services for the 2014-15 school year, including four issues of SkillsUSA Champions magazine and free teacher items. Student membership runs from Sept. 1 to Aug. 31 each year.

National Membership Deadline: March 2, 2015
Submit membership by March 2 for students to be eligible for national competition.

You must meet both the state and national deadlines to be eligible for national competition, serve as voting delegates or national officer candidates.


**ONLINE REGISTRATION**

ALL states request local SkillsUSA chapters to join online at: www.skillsusa-register.org

This allows you to view and update your membership at any time during the school year.

Stdt.—Student  \ Prof.—Professional

**ALABAMA**

Myron Laurent 334-353-4522  
*Email: mlaurent@alsde.edu*

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*State deadline: Feb. 14, 2015*

*Dues must be paid by state deadline.*

**ALASKA**

Ray Jensen 907-355-4558  
*Email: rnj@mtaonline.net*

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*State deadline: March 2, 2015*

**ARIZONA**

Carrie Wolf 602-542-5565  
*Email: carrie.wolf@azed.gov*

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*First semester deadline: Nov. 1, 2014*

*Second semester deadline: March 2, 2015*

**ARKANSAS**

Chip McAfee 501-682-1271  
*Email: charles.mcafee.jr@arkansas.gov*

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*State deadline: Feb. 2, 2015*

**CALIFORNIA**

Clay Mitchell 916-445-5568  
*Email: cmitchell@cde.ca.gov*

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*State deadline: Feb. 27, 2015*

*Dues must be paid by state deadline.*

**COLORADO**

Tony Raymond 720-858-2794  
*Email: tony.raymond@cccs.edu*

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*State deadline: Feb. 6, 2015*

*Dues must be paid by state deadline.*

**CONNECTICUT**

Heidi Balch 860-807-2138  
*Email: heidi.balch@ct.gov*

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*State deadline: March 2, 2015*

*Dues must be paid by state deadline.*

**DISTRICT OF COLUMBIA**

Tony Johnson 202-727-8576  
*Email: tony.johnson@dc.gov*

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*State deadline: March 2, 2015*

**FLORIDA**

Tyler Kercher 850-284-8534  
*Email: tkercher@skillsusafl.org*

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*State deadline: Feb. 1, 2015*

**GEORGIA HIGH SCHOOL**

Ashley Brown 470-235-0417  
*Email: abrown@skillsusageorgia.org*

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*State deadline: March 2, 2015*

*Students’ home addresses required.*

**GEORGIA COLLEGE/POSTSECONDARY**

Amy Holloway 404-679-1685  
*Email: aholloway@tcsg.edu*

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*State deadline: March 2, 2015*

*Dues must be paid by state deadline.*

**HAWAII**

Iris Mizuguchi 808-305-9705 (press 1)  
*Email: iris_mizuguchi/cib/hiboe/notes.k12.hi.us*

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*State deadline: Jan. 30, 2015*

*Dues must be paid by state deadline.*

**IDAHO**

Irene Vogel 208-334-3216  
*Email: ivogel@pte.idaho.gov*

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*State deadline: March 2, 2015*

**ILLINOIS**

Donald Bauc 708-479-8422  
*Email: ilskillsusa@aol.com*

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*State deadline: Feb. 15, 2015*

*Students’ home addresses required.*

*Dues must be paid by state deadline.*

**INDIANA**

Kelley Baker 317-667-8247  
*Email: kelley.skillsusa@gmail.com*

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*State deadline: Dec. 12, 2014*

**IOWA**

Dale Schumacher 515-979-0514  
*Email: iowaskillsusa1@aol.com*

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*State deadline: March 2, 2015*

*Students’ home addresses required.*
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<td>Kansas</td>
<td>Becky Warren 620-820-9367 Email: <a href="mailto:bwarren@ksde.org">bwarren@ksde.org</a></td>
<td>$5.00</td>
<td>$5.00</td>
<td></td>
<td>Feb. 1, 2015</td>
</tr>
<tr>
<td>Kentucky</td>
<td>Larry Johnson 502-564-4286, Ext. 4230 Email: <a href="mailto:larry.johnson@education.ky.gov">larry.johnson@education.ky.gov</a></td>
<td>$5.00</td>
<td>$5.00</td>
<td></td>
<td>Jan. 31, 2015</td>
</tr>
<tr>
<td>Louisiana HS</td>
<td>Andy Sims 601-359-3075 Email: <a href="mailto:asims@mdc.k12.ms.us">asims@mdc.k12.ms.us</a></td>
<td>$6.00</td>
<td>$6.00</td>
<td></td>
<td>Feb. 6, 2015</td>
</tr>
<tr>
<td>Louisiana CS</td>
<td>Patricia Felder 225-247-8552 Email: <a href="mailto:patriciafelder@lctcs.edu">patriciafelder@lctcs.edu</a></td>
<td>$10.00</td>
<td>$8.00</td>
<td></td>
<td>Feb. 25, 2015</td>
</tr>
<tr>
<td>Maine</td>
<td>Hal Casey 207-974-4865 Email: <a href="mailto:hcasey@emcc.edu">hcasey@emcc.edu</a></td>
<td>$7.50</td>
<td>$8.00</td>
<td></td>
<td>Feb. 1, 2015</td>
</tr>
<tr>
<td>Maryland</td>
<td>Charles Wallace 410-767-8872 Email: <a href="mailto:cwallace@msde.state.md.us">cwallace@msde.state.md.us</a></td>
<td>$3.00</td>
<td>$3.00</td>
<td></td>
<td>Jan. 31, 2015</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Karen Ward 508-230-1273 Email: <a href="mailto:kward@maskillsusa.org">kward@maskillsusa.org</a></td>
<td>$4.00</td>
<td>$4.00</td>
<td></td>
<td>Feb. 15, 2015</td>
</tr>
<tr>
<td>Michigan</td>
<td>Tammy Brown 734-487-3888 Email: <a href="mailto:tbrown51@emich.edu">tbrown51@emich.edu</a></td>
<td>$6.00</td>
<td>$6.00</td>
<td></td>
<td>Jan. 15, 2015</td>
</tr>
<tr>
<td>Minnesota</td>
<td>Jennifer Polz 763-560-1932 Email: <a href="mailto:Executive.Director@mnskillsusa.org">Executive.Director@mnskillsusa.org</a></td>
<td>$6.00</td>
<td>$6.00</td>
<td></td>
<td>Feb. 6, 2015</td>
</tr>
<tr>
<td>Mississippi</td>
<td>Andy Sims 601-359-3075 Email: <a href="mailto:asims@mdc.k12.ms.us">asims@mdc.k12.ms.us</a></td>
<td>$8.00</td>
<td>$8.00</td>
<td></td>
<td>Jan. 31, 2015</td>
</tr>
<tr>
<td>Missouri</td>
<td>Cody Bashore 573-751-4460 Email: <a href="mailto:cody.bashore@dese.mo.gov">cody.bashore@dese.mo.gov</a></td>
<td>$3.00</td>
<td>$3.00</td>
<td></td>
<td>Feb. 1, 2015</td>
</tr>
<tr>
<td>Montana</td>
<td>Cassie Huntley 406-461-5016 Email: <a href="mailto:chuntley@skillsusamontana.org">chuntley@skillsusamontana.org</a></td>
<td>$5.50</td>
<td>$6.00</td>
<td></td>
<td>Mar. 2, 2015</td>
</tr>
<tr>
<td>Nebraska</td>
<td>Greg Stahr 402-471-0898 Email: <a href="mailto:greg.stahr@nebraska.gov">greg.stahr@nebraska.gov</a></td>
<td>$6.00</td>
<td>$6.00</td>
<td></td>
<td>Feb. 15, 2015</td>
</tr>
<tr>
<td>Nevada</td>
<td>Sindie Read 775-742-3652 Email: <a href="mailto:strent@washoeschools.net">strent@washoeschools.net</a></td>
<td>$8.00</td>
<td>$8.00</td>
<td></td>
<td>Feb. 1, 2015</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Kate Krumm 603-781-1351 Email: <a href="mailto:skillsusanh@gmail.com">skillsusanh@gmail.com</a></td>
<td>$7.00</td>
<td>$10.00</td>
<td></td>
<td>Jan. 15, 2015</td>
</tr>
<tr>
<td>New Jersey HS</td>
<td>Peter Carey 908-526-8900 Email: <a href="mailto:pcreay@skcvts.net">pcreay@skcvts.net</a></td>
<td>$6.00</td>
<td>$6.00</td>
<td></td>
<td>Feb. 1, 2015</td>
</tr>
<tr>
<td>New Mexico</td>
<td>Bobbi Eichorst 575-694-2877 Email: <a href="mailto:bobbi.eichorst@regionix.org">bobbi.eichorst@regionix.org</a></td>
<td>$7.50</td>
<td>$7.50</td>
<td></td>
<td>Feb. 1, 2015</td>
</tr>
<tr>
<td>New York HS</td>
<td>Bruce J. Potter 585-366-4675 Email: <a href="mailto:bpotter@nysskillsusa.org">bpotter@nysskillsusa.org</a></td>
<td>$5.00</td>
<td>$5.00</td>
<td></td>
<td>Mar. 2, 2015</td>
</tr>
<tr>
<td>New York CS</td>
<td>Craig Clark 607-587-3101 Email: <a href="mailto:clarkcr@alfredstate.edu">clarkcr@alfredstate.edu</a></td>
<td>$8.00</td>
<td>$8.00</td>
<td></td>
<td>Feb. 23, 2015</td>
</tr>
</tbody>
</table>

Questions? If you have questions while completing your membership registration, call SkillsUSA at 800-355-8422, Monday to Friday from 8 a.m. to 5 p.m. Eastern time, or send an email to Susan Trent at strent@skillsusa.org.
How to Register Members

Questions? Call the SkillsUSA Membership Toll-Free Hotline: 844-875-4557

NORTH CAROLINA
Glenn Barefoot 919-631-3941
Email: hglenn.barefoot@gmail.com
High School
Stdt. $6.00
Prof. $6.00
State deadline: March 2, 2015
Students’ home addresses required.
Dues must be paid by state deadline.

NORTH CAROLINA COLLEGE/POSTSECONDARY
Peyton Holland 919-291-8835
Email: peytonwholland@gmail.com
College/PS
Stdt. $6.00
Prof. $6.00
State deadline: March 2, 2015
Students’ home addresses required.
Dues must be paid by state deadline.

NORTH DAKOTA
Samantha Kuntz 701-328-3163
Email: sakuntz@nd.gov
High School College/PS
Stdt. $7.00 $7.00
Prof. $6.00 $6.00
State deadline: Feb. 15, 2015
Students’ home addresses required.
Dues must be paid by state deadline.

OHIO
Mike Cowles 614-466-8782
Email: mike.cowles@education.ohio.gov
High School College/PS
Stdt. $7.50 $7.50
Prof. $10.00 $10.00
State deadline: March 2, 2015
Students’ home addresses required.
Dues must be paid by state deadline.

OKLAHOMA
Darren Gibson 405-743-5143
Email: darren.gibson@careertech.ok.gov
High School College/PS
Stdt. $7.00 $7.00
Prof. $7.00 $7.00
State deadline: Feb. 1, 2015
Dues must be paid by state deadline.

OREGON
Teresa Mankin 541-653-4287
Email: teresa@skillsusaoregon.org
High School College/PS
Stdt. $6.00 $6.00
Prof. $6.00 $6.00
State deadline: March 2, 2015

PENNSYLVANIA
Jeri Widdowson 814-238-0380
Email: skillsusapennsylvania@comcast.net
High School College/PS
Stdt. $5.00 $5.00
Prof. $5.00 $5.00
State deadline: Feb. 1, 2015

PUERTO RICO
Millie Pérez 787-740-7538
Email: coordinadoravocacional@yahoo.com
High School College/PS
Stdt. $5.00 $5.00
Prof. $5.00 $5.00
State deadline: Dec. 15, 2014
Students’ home addresses required.
Dues must be paid by state deadline.

RHODE ISLAND
Joshua Klemp 401-825-2316
Email: jklemp@skillsusuri.org
High School College/PS
Stdt. $4.00 $4.00
Prof. $14.00 $14.00
State deadline: Feb. 1, 2015

SOUTH CAROLINA
Jackie Clarkson 843-364-0095
Email: jclarkson6@aol.com
High School College/PS
Stdt. $7.00 $7.00
Prof. $10.00 $10.00
State deadline: March 2, 2015
Students’ home addresses required.
Dues must be paid by state deadline.

SOUTH DAKOTA
Randy Doescher 605-995-7199
Email: randy.doescher@mitchelltech.edu
High School College/PS
Stdt. $5.00 $5.00
Prof. $6.00 $6.00
State deadline: Feb. 15, 2015
Students’ home addresses required.
Dues must be paid by state deadline.

TEXAS HIGH SCHOOL
Janet Conner 800-444-2297
Email: janet@skillsusatx.org
High School
Stdt. $6.00
Prof. $8.00
State deadline: Jan. 31, 2015
Students’ home addresses required.
Dues must be paid by state deadline.

TEXAS COLLEGE/POSTSECONDARY
Stacy Scott 210-394-8580
Email: stacyreneescott@hotmail.com
College/PS
Stdt. $10.00
Prof. $12.00
State deadline: March 2, 2015

UTAH
Richard Wittwer 435-865-3938
Email: rwittwer@swatc.edu
High School College/PS
Stdt. $8.00 $8.00
Prof. $10.00 $10.00
State deadline: February 21, 2015
Students’ home addresses required.
Dues must be paid by state deadline.

VERMONT
Jane Donahue-Holt 802-864-8426
Email: jdonaheue@bsdvt.org
High School College/PS
Stdt. $8.00 $8.00
Prof. $10.00 $10.00
State deadline: Feb. 1, 2015
Students’ home addresses required.
Dues must be paid by state deadline.

VIRGIN ISLANDS
Anton Doos 340-690-9521
Email: awdusvi@gmail.com
High School College/PS
Stdt. $17.00 $0.00
Prof. $16.00 $0.00
State deadline: Feb. 21, 2015
Students’ home addresses required.
VIRGINIA
Deborah Tripp 407-697-1360
Email: dtripp@nr.edu
High School College/PS
Stdt. $4.50 $4.50
Prof. $7.00 $7.00
State deadline: Dec. 31, 2014

WASHINGTON HIGH SCHOOL
Dennis Wallace 360-725-6241
Email: dennis.wallace@k12.wa.us
High School
Stdt. $8.00
Prof. $8.00
State deadline: Feb. 13, 2015
Dues must be paid by state deadline.

WASHINGTON COLLEGE/POSTSECONDARY
Bob Monroig 425-922-7255
Email: bob.monroig@frontier.com
College/PS
Stdt. $10.00
Prof. $10.00
State deadline: Feb. 20, 2015
Students’ home addresses required.

WEST VIRGINIA
Kathy Gillman 304-558-2194
Email: kgillman@access.k12.wv.us
High School College/PS
Stdt. $6.00 $6.00
Prof. $7.00 $7.00
State deadline: Feb. 1, 2015
Dues must be paid by state deadline.

WISCONSIN HIGH SCHOOL
Brent Kindred 608-266-2083
Email: brent.kindred@dpi.wi.gov
High School
Stdt. $5.00
Prof. $3.00
State deadline: Feb. 15, 2015
Students’ home addresses required.

WISCONSIN COLLEGE/POSTSECONDARY
Dale Drees 920-841-8946
Email: drees@fvtc.edu
College/PS
Stdt. $7.00
Prof. $9.00
State deadline: Feb. 15, 2015

WYOMING
Toni Deckleve 307-426-4007
Email: skillsusawyoming@gmail.com
High School College/PS
Stdt. $7.00 $7.00
Prof. $6.00 $6.00
State deadline: Feb. 22, 2015

Not sure where to start? We’re here to help.
Call the SkillsUSA Membership Toll-Free Hotline:
844-875-4557
For the latest regarding state dues, deadlines and conference dates, visit:
www.skillsusa.org/about/dir4.shtml

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