



SkillsUSA[®]
CHAMPIONSHIPS

Official Operating Policies

(Revised 7/16/20)

SkillsUSA, Inc.
14001 SkillsUSA Way
Leesburg, VA 20176-5494
Phone: 703-777-8810
Email: anyinfo@skillsusa.org

TABLE OF CONTENTS

INTRODUCTION

Philosophy.....	2
Principles of Operation.....	2
Educational Objectives.....	3

SECTION ONE: SkillsUSA Championships Committee Composition

Executive Committee.....	4
National Technical Committee Chairpersons.....	5
National Technical Committees.....	6
Custodial Account Guidelines.....	7
National Education Team.....	8
Championships Management Team	11

SECTION TWO: Donations, Awards and Publicity

Responsibilities Regarding Donations, Awards and Publicity.....	12
Categories of Support for the SkillsUSA Championships.....	12
Types of Contest Awards and Prizes.....	13
Procedure for Offering Awards.....	14
Private School Scholarship Policy.....	14

SECTION THREE: Donations and Solicitations

Donations and Solicitations of Equipment, Supplies and Funds.....	15
Endorsement of Products and Services.....	17
SkillsUSA Championships Sponsorship.....	17
Recognition on the Skills Floor.....	18

INTRODUCTION

PHILOSOPHY OF THE SKILLSUSA CHAMPIONSHIPS

The SkillsUSA Championships is a program that recognizes career and technical education students and teachers and motivates them to test their skills against standards for entry-level workers in the skilled trades with the goal of determining who is the very best. The SkillsUSA Championships promotes the quality of technical education not only within education, but also to industry and the American public. Students are evaluated by representatives of business, industry and organized labor.

This direct evaluation by future employers results in improvements to the relevant training in each technical program. Students learn firsthand the requirements of working in a timed event to standards, while teachers see the highest standards nationwide and can update curricula.

For employers, the SkillsUSA Championships is a positive way to express their hiring needs and skills required directly to educators, influencing instruction and finding a pipeline of quality employees. Working directly with students and sharing in their achievements motivates employers.

The SkillsUSA Championships program flows from local contests to regional or district events, then to state and national events, all the way to international events. At every level, what is highlighted is a display of cooperation, communication and collaboration that benefits everyone involved. The program continues to raise awareness of the skilled trades to the public and demonstrates the importance of career and technical education to the development of America's skilled workforce.

Please note: The National Leadership and Skills Conference (NLSC) is always held the last full week in June and the conference site moves every six years.

Principles of Operation

- I. Business, industry and organized labor set standards for competitions that are based on competencies appropriate for entry-level workers and for career and technical education. These standards are kept current through broad industry representation on technical committees composed of companies, trade and professional associations and unions.
 - A. One company or organization may not exclusively run or dominate a SkillsUSA Championships National Technical Committee or contest. **When possible, there should be co-chairs.** The program director of the SkillsUSA Championships will work with each contest group that requires assistance in this area.
 - B. Continuity of personnel within committees promotes systematic improvement and long-term communication with education. However, new companies and organizations will also be recruited to ensure the competitions are continuously being updated and that competitors are exposed to the latest technologies and equipment.

II. The SkillsUSA Championships policies are approved by the SkillsUSA Board of Directors to govern the operation of the SkillsUSA Championships. Each state association will establish their own competition policies.

III. The SkillsUSA Championships has grown to prominence as a volunteer-driven event. Further, SkillsUSA's budget does not support subsidy of a volunteer's out-of-pocket expense for participation. **Therefore, technical committee members, judges and other contest volunteers must be supported by the company or organization they represent or provide their own means of financial support.***

*** Refer to Custodial Accounts and the policies regarding their use on pages 7-8.**

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

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

Educational Objectives

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

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

SECTION ONE

SKILLSUSA CHAMPIONSHIPS COMMITTEE POSITIONS

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

I. Executive Committee

- A. The SkillsUSA board of directors appoints the SkillsUSA Championships Executive Committee, which is directly responsible to it and has the power to implement board policy regarding activities of the SkillsUSA Championships program. All actions of the executive committee are subject to board approval.
- B. The executive committee is composed of a co-chair representing labor, a co-chair representing education, a co-chair representing management and the SkillsUSA Championships program director. National SkillsUSA staff will serve as the committee secretary. An emeritus position may also be appointed, if deemed necessary.
- C. Members will be appointed for a three-year term limited to one reappointment. Appointments will be made by the board on a staggered basis to ensure continuity of leadership.
- D. If, for any reason a member becomes inactive, the SkillsUSA Board of Directors reserves the right to replace this person with a new member for the remainder of the term.
- E. All executive committee meetings will be presided over by the executive committee chairperson. The chairperson position will rotate among the three co-chairpersons annually beginning July 1 and ending June 30.
- F. Responsibilities of the SkillsUSA Championships Executive Committee include the following:
 - 1. Serves as the grievance committee for the SkillsUSA Championships, reviewing formal protests filed by state SkillsUSA associations.
 - 2. Rules on any questions unresolved by the technical committees regarding administration of the contest.
 - 3. Upon the recommendation of the director of the SkillsUSA Championships, in consultation with the technical committee chairperson, officially appoints all SkillsUSA Championships Technical Committee members. **Removal of any technical committee member must be discussed with the director of the SkillsUSA Championships.**
 - 4. Serves as consultant to the director of the SkillsUSA Championships.
 - 5. Assists the SkillsUSA Championships headquarters in all management functions required to ensure a safe, orderly and successful SkillsUSA Championships.

6. Reviews sponsorship proposals when several companies desire the same sponsorship within a committee and recommends appropriate action.
7. Reviews and makes recommendations concerning the selection of SkillsUSA Championships contest sites.
8. Assists and reviews demonstration contests when properly submitted and provides due diligence so they can be voted on by state SkillsUSA directors.

G. **Qualifications for Appointment**

1. Must have demonstrated management skills and excellence in carrying out previously assigned SkillsUSA responsibilities.
2. Must be able to manage volunteers effectively and maintain a cooperative attitude.
3. Must have knowledge of SkillsUSA and support the mission of the organization.
4. **Must have served SkillsUSA and the SkillsUSA Championships in a leadership role and demonstrate a thorough knowledge of the operation of the SkillsUSA Championships.**

II. **National Technical Committee Chairpersons**

A. Chairpersons are experts from business, industry or organized labor elected by majority vote of their technical committees. **Elections must be held every two years.** Other than by individual committee rule, there is no limit to the number of consecutive terms a chair may serve. **The SkillsUSA Championships Executive Committee will resolve any disputes concerning the leadership of a technical committee.**

B. Responsibilities of technical committee chairpersons are as follows:

1. Attend all meetings called by the director of the SkillsUSA Championships or officially designate a committee member to serve as the authorized representative at those meetings.
2. **Keep their technical committees apprised as to changes in personnel or companies within the committee.**
3. **For those contests with custodial accounts with SkillsUSA Inc., annually submit a budget by Nov. 15 identifying significant expenses, an expense total and the compensating revenue sources to be invoiced.**
4. **Plan and conduct the mandatory contest orientation and debriefing meetings.**
5. Make sure all committee members are familiar with the latest version of the official competition rules, in the *SkillsUSA Championships Technical Standards*.
6. In consultation with all committee members, the chairperson **will delegate duties and assign individuals as appropriate** to ensure all the following requirements for a successful competition are met:
 - a. Select the skills to be tested in the national contest and identify necessary equipment and supplies. **Make necessary arrangements for borrowing equipment and/or soliciting donations of all items.**
 - b. Develop contest projects, drawings and instruction sheets for the contestants.
 - c. Locate individuals who are knowledgeable in the contest trade or skill area and invite them to serve as judges.

- d. **Make necessary arrangements for acquiring appropriate industry awards. The program director of the SkillsUSA Championships is responsible for making sure that the companies providing awards are recognized, therefore the technical chair is responsible to notify the director of the SkillsUSA Championships by May 15 accordingly.** Provide appropriate recognition for donors of contest prizes. **This can be done by acknowledging them in the Awards & Recognition Book as well as on the contest floor with signage.**
- e. Plan and conduct the mandatory pre-contest orientation and post-contest debriefing meetings for contestants.
- f. **Secure, instruct and train qualified contest judges.**
- g. Conduct the SkillsUSA Championships contest.
- h. Encourage other related activities, such as industry tours, workshops, debriefings.
- i. **Assign duties, communicate and oversee the work of the National Education Team members.**
- j. **Provide scoring rubrics.**
- k. **Make themselves available to the SkillsUSA Championships management team, if needed to settle an issue or grievance.**

III. National Technical Committees

- A. Technical committees consist of volunteer experts from business, industry and organized labor and are officially appointed by the executive committee with the recommendation of the director of the SkillsUSA Championships. **The technical committee chair should work to ensure that SkillsUSA's commitment to diversity and inclusion is reflected within their committee. Engaging a diverse committee (age, gender and ethnicity) will be given top priority to ensure that the composition of the technical committee mirrors SkillsUSA's membership.**
- B. Being a volunteer position, **any cost associated with being on the committee is the responsibility of the individual and/or company. The custodial account is not to be used to pay for judges, or technical committee members' travel. The technical committee members are volunteers and should request their expenses be covered by their respective companies.** If a monetary issue should arise, it will be brought to the attention of the SkillsUSA Championships Executive Committee for consideration.
- C. It is the responsibility of the members to plan the technical aspects of the contest and be responsible for the contest project/problem, equipment, materials and administration of their specific contest as specified in the most current edition of the *SkillsUSA Championships Technical Standards*.
- D. Companies desiring membership on the technical committee **must participate** actively in the planning process and make their reasonable contribution toward a successful SkillsUSA Championships.
- E. Committee members who fail to actively contribute to the planning and implementation of the SkillsUSA Championships will be dropped from committee membership.

- F. Each company or organization has **one vote** on the technical committee. In some cases, it is appropriate to enlist more than one individual from a company or organization as a technical committee member. However, when a vote is taken to decide action, each company or organization may cast only one vote. Subject to approval of the executive committee, separate divisions of some organizations may be recognized as having individual voting privileges if they provide technical services or materials and are engaged in the planning and administration of the SkillsUSA Championships separately from the parent organization.
- G. Individuals appointed to serve on a technical committee are considered representatives of their employer, so it is the employer or company that is appointed to the committee.

In the event the committee member changes employment, it is appropriate for the individual to resign from the committee. If they desire to continue to serve on the committee, a new request to serve the committee must be submitted to the SkillsUSA Championships director and then be approved by the executive committee.

Custodial Accounts Guidelines

Custodial accounts are restricted accounts maintained within the budget of SkillsUSA Inc. Monies paid into a custodial account are considered donations to SkillsUSA Inc. Invoices to be paid or expenses to be reimbursed from the custodial account must be jointly approved by (1) the technical committee chair or co-chair and (2) the program director of the SkillsUSA Championships.

Custodial accounts are usually fed by contributions from committee member companies and are typically used to:

- a) Improve the quality of the SkillsUSA Championships contest.
- b) Promote participation in the contest.
- c) Pay for unexpected expenses incurred in preparing for the national contest, or for purchase of contest materials that the committee failed in procuring by donation or loan.
- d) Provide contestants and/or instructors with update seminars, meal functions, guest speakers, local industry tours, etc.
- e) Create and distribute materials that promote the industry to SkillsUSA audiences.
- f) Recognize or reward the service of technical committee members or judges (a meal event, group shirts, plaques, etc.)

Custodial accounts WILL NOT be used to reimburse travel-related expenses of technical committee members or judges, unless by exception expressly granted by the program director of the SkillsUSA Championships. Parent companies are expected to support the expenses of their SkillsUSA Championships volunteers.

The technical committee operating a custodial account must annually submit an estimated budget of projected expenses and a list of revenue sources and amounts to be solicited for support of the technical committee to the program director of the SkillsUSA Championships by **Nov. 15**.

- 1) To request an account to be established, notify the director of the championships.

- 2) Fill out the estimated budget/expenses form.
- 3) Supply with the names and addresses of the companies to be invoiced.
- 4) Upon receipt, SkillsUSA will invoice companies and track payments.

Reporting of Account Status

- 1) Annual invoicing submitted on or before **Nov. 15**.
- 2) SkillsUSA will send out a report on or about **Feb. 1**.
- 3) SkillsUSA will send a second report on or about **May 1**.
- 4) A year-end report will be sent after the close of the SkillsUSA fiscal year **Sept. 1**.

Requests of Account Balances

If there is a need for account balances before the scheduled reports, it requires a written request and a response time of 14 business days.

Requests for payments.

- 1) All requests for payments must be submitted in writing with the proper paperwork attached, and signed off by the technical committee chair.
- 2) There is also an option to have the SkillsUSA Championships team assist in acquiring needed items. The championships will need a request in writing and a “need by” date. Once the items are shipped, the funds will be deducted from the account and notification will be sent to the tech chair.

IV. National Education Team (NET)

The National Education Team (NET) has two important functions: (1) assists the national technical committees in conducting and managing the SkillsUSA Championships and (2) communicates to advisors the industry expectations for the quality of instruction and professional development in occupational areas represented in the SkillsUSA Championships. NET members may also be called upon throughout the year for their insights and expertise.

Selection and Duties

The number of NET members assigned to a contest or conference committee is determined by the contest committee chair or the conference committee chair. Each contest or conference committee will select the NET chair to coordinate the activities of its NET members. That NET chair will work directly with their contest or conference committee chair.

State associations may nominate educators and administrators who are **paid professional members** of SkillsUSA in the trade area assigned to contest or conference committees. These nominees should already be supporting their state conferences in some capacity.

NET members are appointed to three-year terms. Appointments must have the approval of the state association director, local/district administration, the national technical committee chair and the SkillsUSA national office. NET members are eligible to reapply at the conclusion of each three-year term.

NET members can be removed from a contest due to the potential appearance of impropriety or conflict of interest. Retired educators do not need approval of a local/district administrator and will be appointed to the technical committee with approval from the director of the SkillsUSA Championships.

Attendance at SkillsUSA's National Leadership and Skills Conference (NLSC) is mandatory. NET members must work with their designated contest or conference committee for a period of time as set by the contest committee chair or the conference committee chair. The NET member will receive a packet that covers expectations and work assignments.

NET members must register for NLSC as a NET member through the conference registration system. NET members must check in daily with the technical committee chair. Additionally, all NET members should be available to assist at their state conferences as needed.

NOTE: Individuals selected for the National Education Team should not have student supervisory responsibilities during the NLSC.

- Skill Contests **as assigned per the application.**
- Leadership Contests **as assigned per the application.**
- Occupationally Related Contests **as assigned per the application.**
- Demonstration Contests **as assigned per the application.**
- Conference Management Committees **as assigned per the application.**

Failure to attend the SkillsUSA Championships and NLSC is cause for immediate removal from NET status.

Responsibilities of NET members includes the following:

1. Suggest areas of need for industry update seminars at state and national SkillsUSA conferences.
2. Following the NLSC, submit a list of three to five criteria that would assist teachers in better preparing student contestants for the competition to the NET contest chairs. They will be forwarded to the director of the SkillsUSA Championships for **posting and review** on the national website.
3. Assist in identifying ways to make the contest more effective, help recruit other organizations and potential sources of materials and equipment to support the contest and/or committee at state and national levels.
4. **Provide assistance as needed in setting up and tearing down the contest area under direct supervision of the contest technical committee.**
5. Attend the technical committee contest debriefing.
6. Work with the state association to promote increased SkillsUSA participation and membership at the local and state levels.
7. Assist in other areas as determined by the technical committee.

NET Committee members WILL NOT:

1. Be involved in the preparation of the contest projects to be used in the SkillsUSA Championships or have specific knowledge of the projects.
2. Participate in the direct creation of the **contest project or written test.***
3. **Have direct contact with any competitor from their school or state during the contest.**
4. **Serve as judges, except in selected leadership contests.** (Doing so will result in student competitor disqualification.)
5. Serve on the contest committee if they have a contestant from their school competing in that contest at the SkillsUSA Championships. If this happens, NET members may serve on a 2nd or 3rd choice contest committee. Or, they may sit out a year while accompanying their contestant(s) to the NLSC. **The NET member must notify the championships program director by June 1 if they have a national competitor. The director will work with the NET member to provide access to the 2nd and 3rd choice contest or committee chair.**

*The NET member will be asked to submit potential test questions that can be used for future written exams or randomly added as deemed appropriate. The NET member will not know when or if the questions they submit are used in any given year.

Qualifications:

1. Must be a current active instructor and **paid professional member of SkillsUSA** and be skilled in the subject matter area of the assignment.
2. Must be willing to follow the leadership of the technical committee or conference committee and complete the requested assignments in an orderly and cooperative manner to ensure the success of the SkillsUSA Championships.
3. Must be committed to improving communications between instructors, technical committees, state association directors and state departments of education for the purpose of improving instruction and career readiness.
4. **Must have financial support. Some expenses may be reimbursed through a National Education Team stipend.**
5. **This NET stipend availability and amount are contingent upon funds raised by SkillsUSA and are not guaranteed in any year.**
6. **The NLSC registration fee will be waived for NET members, providing they are NOT attending NLSC as a registered advisor from their school chapter.**

Nomination process:

1. No nominations will be considered without the recommendation of the SkillsUSA state director and local administrator. **No NET member will be appointed to a contest unless there is a need or request from a technical committee. NET members should also be active at their state conference and will be removed from a committee if there is a conflict of interest or non-performance. Further, they are required to be active, paid members of SkillsUSA at the state and national levels.**

2. State SkillsUSA directors may send applications to selected teachers and/or administrators. Teachers and administrators may also download the nomination form from this web site: www.skillsusa.org/competitions/skillsusa-championships/national-education-team/. All information on the form must be completed, along with a letter of support from a local/district administrator (retired educators do not need approval of a local/district administrator). The completed application should be sent to the state association director for endorsement.
3. The state SkillsUSA director will review the application and signify endorsement of the nominee by signing off and dating the application.
4. The endorsed application should be emailed to dworden@skillsusa.org, faxed to 703-777-8999 or mailed to:

Darren Gibson, Director of Career Competition Events
SkillsUSA Championships
14001 SkillsUSA Way Leesburg, VA 20176
5. The SkillsUSA national staff and appropriate national technical committee chairs will review nominations and staff will notify the educators and state association directors when members have been selected.

Addition Information:

1. Once a NET member is approved, they will receive notification from the SkillsUSA Championships director, and the necessary technical committee chair will also be notified.
2. The director of the SkillsUSA Championships may remove a NET member from a contest if there is a concern about performance or a conflict of interest. The state director from the state where the NET member resides will also receive notification of this action from the director of the SkillsUSA Championships.
3. No stipends will be issued after **Sept. 1**.
4. It is imperative that the NET member fill out the correct forms and properly register for NLSC to receive the potential stipend.
5. The NET will be tested on his/her knowledge of their NET duties prior to being approved.

V. Championships Management Team (CMT)

The Championships Management Team (CMT) is a group of support personal who work with the director of the SkillsUSA Championships to ensure all events run efficiently. The support team will receive monetary and housing support for their efforts. The duties include:

- Assist with compiling requests for space.
- Gather information on assigned competitive events to achieve quality event productions.
- Create and revise room layouts as needed.
- Propose new ideas to improve planning and implementation of contests.
- Serve as a liaison between technical committees and the SkillsUSA Championships director.
- Assist in managing on-site production and clean-up of contest area.
- Other duties as assigned.

SECTION TWO DONATIONS, AWARDS AND PUBLICITY

I. Responsibilities Regarding Donations, Awards and Publicity

- A. Technical committee chairpersons solicit approve and coordinate awards to be presented to SkillsUSA Championships contestants. The Office of Business Partnerships and Development at SkillsUSA may assist in the procurement and management of contest awards, as appropriate.
- B. Organizations wishing to present awards must offer identical awards at gold, silver and bronze medal levels for both the high school and the college/postsecondary place winning students according to the policies outlined in this document. **Exception: tuition scholarships may be offered to high school contestants only.**
- C. Organizations wishing to host a special function during NLSC must coordinate their activity with our national staff in advance. **Please contact the SkillsUSA NLSC Conference Manager or the Championships team with your proposed events and request.**
- D. Organizations desiring to have journalists, photographers or film crews on site in their contest areas at NLSC must coordinate such activity through the Office of Communications at SkillsUSA in advance of the conference. All such activities are subject to the discretion of the SkillsUSA Championships Executive Committee and must not disrupt contests. The intent of these media efforts must be known prior to NLSC and approved in advance.
- E. The SkillsUSA Championships Executive Committee will give guidance to the SkillsUSA Championships awards program, as required.

II. Categories of Support for the SkillsUSA Championships

A. National Technical Committees

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

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

B. SkillsUSA Championships Sponsor Designation

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

Every effort will be made to have the appropriate companies acknowledged. The deadline for the *Awards & Recognition Book* is April 28.

2. Organizations may qualify for **SkillsUSA Official Partner** status through cash contributions of \$25,000 or more, or by documented in-kind donations valuing \$75,000 or more, in the calendar year (as of June 1). Organizations that are seeking official partnership recognition should work with our fundraising team to determine the specifics of the partnership and recognition levels.
3. **Official partners are cited in the NLSC “Awards & Recognition Book”** and will have the right to affix the “SkillsUSA Official Partner” mark to their signage and advertising. For other “Official Partner” benefits, including access to SkillsUSA’s address lists of member classrooms, contact the Office of Business Partnerships and Development.
4. For more detailed information with regards to sponsorship and partner status please contact:
Dave Worden, Director of Career Competition Events
SkillsUSA
14001 SkillsUSA Way
Leesburg, VA 20176-5494
Phone: 405-202-1511

III. Types of Contest Awards and Prizes

- A. Scholarships must relate to furthering the student’s occupational education. Scholarship offers must give the student substantial relief from annual tuition and fees.
- B. Tools, equipment and/or uniforms must relate to the occupational training area of the student place winner or to the contest in which he or she is entered.
- C. Book and manuals must relate to the student’s occupational training objectives.
- D. Educational trips must be designed to further the student’s occupational education.

- E. The official medallion of the SkillsUSA Championships shall be the only award symbolic of participation in the SkillsUSA Championships given to the first, second and third place winners of the SkillsUSA Championships.
- F. **Cash awards to students are not permitted.** Should an organization desire to allow a place winner to select his or her prize of tools or books, etc., funds for the prize must be donated to SkillsUSA Inc. Scholarship awards to individuals must be made payable to the student's postsecondary institution of choice.

IV. Procedure for Offering Awards

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

VI. Private School Scholarship Policy

- A. All scholarships to be awarded to contestants or place winners of the SkillsUSA Championships must be approved in advance, and submitted in writing to the technical committee chair and the director of the SkillsUSA Championships.

All institutions granting scholarships at the SkillsUSA Championships must apply annually by April 1. An administration fee is charged to handle these scholarships.

- B. The scholarship application should include criteria for evaluation, such as:
 1. Offering institution's contact information.
 2. Criteria for awarding the scholarship.
 3. Cost to the student for annual tuition, fees, supplies, room and board and other costs.
 4. Annual dollar value of the scholarship offered.
 5. Duration of the institution's training program.
 6. Duration of the scholarship.
 7. Required student performance standards for retaining the scholarship.
 8. Campus locations, curricula and start dates for which the scholarship may be accepted.

- C. The SkillsUSA National Office will notify applying institutions by May 15 of the status of their scholarship offer.
- D. Scholarships offered to national SkillsUSA Championships contestants or place winners must provide the student with substantial relief from the costs of education. An educational institution offering a scholarship must offer it to all three place winners in the high school division — gold, silver and bronze. Offering to the 4th, 5th, 6th, etc. place is optional. Scholarship offers to the gold medalist cannot be less than 30% of first year tuition and fees. The offer to the bronze medalist must not be less than \$1,000.
- E. Place winners are eligible to receive the scholarship offered at their respective medal placement only.
- F. Institutions offering scholarships must provide an awards packet for each scholarship offered that will be presented to the winner backstage at the Awards Ceremony, by either the institution’s representative or a SkillsUSA staff member.
- G. Unlike other industry awards and prizes, tuition scholarships may be offered to high school division contestants/place winners only.
- H. In the event a scholarship winner is an underclassman and cannot utilize the scholarship in the upcoming school year, the scholarship winner is required to request in writing that the offering institution hold the award until the academic year immediately following the awardee’s high school graduation. This petition must be made by the awardee in writing within 30 days of being offered the scholarship. The offering institution must then respond to the student’s petition in writing.

SECTION THREE DONATIONS AND SOLICITATIONS

I. Donations and Solicitations of Equipment, Supplies and Funds

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

All equipment and materials used in the **SkillsUSA Championships that is warehoused by SkillsUSA is considered to be donated to SkillsUSA and therefore becomes the property of SkillsUSA.** The company or organization donating the equipment/materials releases SkillsUSA of any obligation or liability. **The management of SkillsUSA will determine the use and ultimate disposal of warehoused equipment and supplies.**

- B. All cash donations for use by various technical committees must be given to and made payable to the SkillsUSA, Inc. No cash donation will be accepted in the name of SkillsUSA other than that processed through SkillsUSA, Inc. **Donations supporting SkillsUSA activities but made to entities other than SkillsUSA, Inc. will not be recognized by SkillsUSA.**
- C. All solicitations for materials, funds and equipment for the SkillsUSA Championships must be made in the name of SkillsUSA, Inc.
- D. All solicitations for SkillsUSA Championships contest materials, equipment, supplies, prizes and awards must be made by official members of the SkillsUSA Championships national technical committees and other officially designated representatives, including members of the national staff of SkillsUSA.
1. National technical committees are encouraged to **establish a custodial account** through SkillsUSA, Inc. This can assist in promoting and development of the contest and also help cover any unforeseen expenses. **All demonstration contests must establish a custodial account.** Funds paid into this account are maintained by SkillsUSA national office and are used to pay for documented committee expenses with the joint approval of the technical committee chairperson and the program director of the SkillsUSA Championships. Custodial accounts are used to:
 - a) Improve the quality of the competition.
 - b) Promote participation in the contest.
 - c) Pay for unexpected expenses incurred in preparing for the national contest, or to purchase contest materials the committee failed to procure by donation or loan.
 - d) Provide contestants (and/or their teachers) with update seminars, meal functions, guest speakers, local industry tours, etc.
 - e) Create materials that promote the industry to SkillsUSA audiences.
 - f) Recognize or reward the service of technical committee members or judges (a meal event, group shirts, plaques, etc.).
 2. The rules for establishing and maintaining a custodial account by a national technical committee are as follows:
 - a) A budget for each year's custodial account must be submitted by the technical committee chairperson to the director of the SkillsUSA Championships by **Nov. 15**, preceding that year's SkillsUSA Championships. The director of the SkillsUSA Championships must approve all annual custodial account budgets.
 - b) Custodial account budgets should be annual, with expenses approximately equaling revenues, unless a specific project requires a multi-year collection of account funds. SkillsUSA is obligated to donors to ensure that custodial account funds are used responsibly and as the account budget indicates.
 - c) All cash contributions designated for the custodial account must be made payable to SkillsUSA, Inc.
 - d) **All committee expenses to be reimbursed from the custodial account must be accompanied by receipts and be submitted by the technical committee**

chairperson or his/her designee to the program director of the SkillsUSA Championships.

- e) SkillsUSA will invoice organizations on the national technical committee for custodial account contributions at the direction of the committee's chairperson.
- f) Interest accruing to a custodial account becomes the property of SkillsUSA.
- g) SkillsUSA, Inc. has created a prize equity fund to provide prizes for selected contests that historically have not been well supported by their industry. Contributions to the prize equity fund can be received in the form of cash donations and/or material goods. Contact the SkillsUSA Championships staff for more information about the prize equity fund.

II. Endorsement of Products and Services

- A. SkillsUSA and its employees will not endorse, directly or indirectly, products or services of any persons, firms or corporations, even if such persons, firms or corporations are sponsors of or contributors to SkillsUSA. The acceptance by SkillsUSA of contributions or loans of equipment, supplies, and/or materials will not entitle the sponsor or contributor to state or imply that SkillsUSA and its members, associations or chapters endorse specific products or services for sale by a sponsor or contributor.
- B. Sponsors and contributors recognized by a national technical committee or SkillsUSA are encouraged to publish statements in their advertising of their media involvement with and support for SkillsUSA, the SkillsUSA Championships and other SkillsUSA projects. Such sponsors and contributors may also use the SkillsUSA mark/logo in such statements, so long as the mark's graphic standards are upheld, and the mark is not used in a way that implies endorsement of a product or service for sale.
- C. Only formally recognized "Official Partners" may use that designation and mark (see Section Two, II, B, 2). Those contributors not achieving "Official Partner" status may refer to themselves as a "Supporter," "Contributor" or "Partner" of SkillsUSA.
- D. While SkillsUSA encourages the general association of its name and marks with those of its partners, the SkillsUSA name and mark can never be used to sell any specific product, commodity or service without a formal licensing agreement with SkillsUSA, Inc.

III. SkillsUSA Championships Sponsorship

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

an official contest should reflect the variety of industry practice, to the extent feasible. In the spirit of serving all of our students, **SkillsUSA will not offer the promise of exclusivity to any brand or company in the SkillsUSA Championships for any contest or sector.**

IV. Recognition on the SkillsUSA Championships Floor

- A. Contributors of contest equipment have the right to affix a **12 inch x 12 inch sign** with a white background on each piece of equipment provided, that identifies the contributing company. Brand marks on equipment that already carry adequate company identification should not be modified. The contest technical committee will assure safety compliance and visibility. The SkillsUSA Championships Executive Committee will determine final resolution to any concern.
- B. Organizations making unrestricted cash donations of at least \$5,000 to the SkillsUSA Championships secure the right to citation on sponsor list signage as a SkillsUSA, Inc. sponsor in one contest of the sponsor's choice. For higher levels of unrestricted cash donation to the SkillsUSA Championships, please see II.B.1. in Section Two of these *Official Operating Policies*.
- C. Each national technical committee shall retain discretion over the display of larger signs inside the contest area identifying individual contest sponsors, except that:
 - 1) no organization may place more than four such signs in one contest area**
 - 2) no sign may be placed in an area which may constitute a safety hazard or block spectators' views of the contest area
 - 3) Signs may be placed on the outside perimeter of the contest area on an easel but shall not be larger than 2 feet.**