

**SkillsUSA Kentucky
Leadership Conference
&
Skills Championship
Registration Guide**



**Conference Headquarters
Galt House Hotel & Suites
Louisville, Kentucky
April 2-5, 2012**

Fran Dundon – SkillsUSA KY Interim Director

**State contest information is available at
<http://www.kytech.ky.gov/SkillsUSA%20Kentucky%20Page.htm>**

Check it often for updates

SkillsUSA Kentucky

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**SkillsUSA Kentucky
2012 State Leadership & Skills Championship – Galt House Hotel
MEMORANDUM**

TO: Regional Directors, District Coordinators, Area Technology Centers, Community and Technical Colleges, and Locally Operated Schools

FROM: Fran Dundon, SkillsUSA Kentucky Interim Director

DATE: January 29, 2012

SUBJECT: SkillsUSA Kentucky State Conference Information and Registration Packet

The 2012 SkillsUSA Kentucky State Conference is almost here and we are looking forward to a great event. While it will be everything it has always been – **it will also be much more!** SkillsUSA KY has adopted the American Cancer Society in recognition of former state director Steve Phillippi who retired because he has cancer. Our goal of raising \$10,000 is becoming a reality. At state, we will split money between the American Cancer Society and provide Steve Phillippi Scholarships to our chapters based on a lottery donation formula. For additional information, visit <http://www.kytech.ky.gov/SkillsUSA%20KY%20ACS-Steve%20Phillippi%20Fund.pdf>

If you haven't made a pledge, please do so immediately. All monies are due in Fran Dundon's office by March 15, 2012 in order to be counted toward the lottery.

By attending the state conference, your students will experience the positive leadership learning activities one gains from competition. Your students will be exposed to traveling, meeting new people, gaining new insights, and developing positive social skills.

The conference will provide a variety of opportunities for you, which include networking with other professionals, guest speakers and, above all, sharing the thrill of competitive events and the conference atmosphere with your students.

Not only will there be competitions, but students may campaign and be elected to a state office ([Click on this link to download the State Officer Candidate Form](#)). Students may participate as a senator or representative. Students can attend the conference in one of these roles without having won a local or regional competition. Please encourage your students to take advantage of one of these important SkillsUSA Kentucky roles. ***(All students attending must participate in an organized event.)***

This information packet will assist you in planning for the 2012 State Conference. Please read it carefully and register as many students as possible.

REGISTRATION DEADLINE: All required forms must be in the SkillsUSA KY State Office by March 15, 2012. No late registrations will be accepted. Galt House Hotel registrations must be submitted by March 15, 2012. We will adhere to these deadlines – so pay attention!

On behalf of SkillsUSA KY, we look forward to seeing you and your students at the 2012 SkillsUSA Kentucky Leadership Conference and Skills Championship.

By attending, you and your students are “Champions at Work.”

2012 Leadership Conference and Skills Championship

TENTATIVE AGENDA

Monday, April 2	3:00-6:00 p.m.	Conference Registration
	3:00-6:00 p.m.	State Officer Candidate Interview and Statesman
	6:00-7:00 p.m.	Advisors Meeting <i>(All Must Attend)</i>
	8:00-10:00 p.m.	First General Assembly <i>(Must attend all General Sessions)</i> OFFICIAL DRESS REQUIRED
	11:00 p.m.	Curfew
Tuesday, April 3	7:30-8:30 a.m.	Leadership Chair & Judge Meeting
	7:30 a.m.	Courtesy Corp Members meeting
	8:30 a.m.	Leadership contestants report to contest site
	9:00 a.m.	Leadership Contests begin
	9:00-11:00 a.m.	Congressional Committees meet
	12:00 noon	Post 2012 State Officer Ballot
	1:00 p.m.	Continue Leadership Contests
	1:00-2:00 p.m.	SkillsUSA Delegate Assembly
	2:30 p.m.	Shuttle service to contest sites for orientation/practice
	3:30-5:00 p.m.	Skills Contestants Meeting <i>(Must Attend)</i>
5:30-7:30 p.m.	Talent Show Practice	
8:00-11:00 p.m.	Talent and Variety Show	
	11:00 p.m.	Curfew
Wednesday, April 4	7:30-8:30 a.m.	Skills Chair & Judge Meeting
	7:45 a.m.	Shuttle service to contest sites begins
	8:30 a.m.	Skills contestants report to contest area
	8:30-10:00 a.m.	Joint Delegate Session
	4:00 p.m.	Skills Contests end
	4:00-6:00 p.m.	Deadline to complete Statesman
	6:30-9:00 p.m.	State Officer Reception OFFICIAL DRESS REQUIRED
	9:30-11:00 p.m.	Karaoke Night
	11:30 p.m.	Curfew
Thursday, April 5	8:00-11:00 a.m.	Third General Assembly & Awards OFFICIAL DRESS REQUIRED
	11:00 a.m.	Meeting of all first place medalists to pick up Nationals' packets

*This is only a general outline of the conference.
The conference program will be the official conference agenda.*

REGISTRATION PACKET

ITEM 1 – REGISTRATION

Participants must register online (www.skillsusa.org). Each student, advisor and guest should complete the NLSC 1 FORM online. Please complete the required online form and print it out for each participant and include appropriate signatures. These must be mailed to Fran Dundon. ***The School Registration Summary Form must be completed.*** The conference registration fee is ***\$60 per person and is non-refundable.*** Everyone attending the conference must be registered and all forms submitted. If a student is competing in two contests, you must submit a registration form for each contest.

Each school should send one check, payable to SkillsUSA KY, for the total number of students attending. Advisors and guests should send individual personal checks for their registration fees (in the same packet) because of reimbursement procedures. ***Cash, Credit Cards And Purchase Orders Will Not Be Accepted For Conference Registration.*** Receipts will be placed in the school packets to be picked up during conference check-in at headquarters at the Galt House.

A copy of each student's resume must be sent in with their registration. A copy of Level I PDP verification must also be sent in with their registration. If the resume and Level I PDP sheets are not received, a 5% deduction from their overall leadership/skills score will be made for each. The resumes will be graded and will be added to their overall leadership/skills score.

The Leadership/Skills Test will be based on the Statesman information. If the student does not take the Leadership/Skills Test, a 5% deduction from their overall leadership/skills score will also be made.

Copy the completed and signed student registration forms and keep one set with you during the conference. ***All registration forms must be in the SkillsUSA KY State Office by March 15, 2012. LATE REGISTRATION WILL NOT BE ACCEPTED. REGISTRATION MUST BE DONE ONLINE TO BE ACCEPTED BY THE STATE OFFICE.***

********See ITEM 25 for more REGISTRATION details.***

ITEM 2 – ACTION SKILLS AND BUILDING MAINTENANCE

IEPs need to be handed to Contest Chairpersons at the contestants meeting on Wednesday and Thursday. Action Skills will present their IEP in a sealed envelope to the contest chair on Wednesday. Building Maintenance will present their IEP to the contest chair at the contest orientation meeting on Thursday.

ITEM 3 – SKILL AND LEADERSHIP COMPETITORS

Kentucky allows students to compete in **two events**; however, events must not interfere with one another. A student can compete in **one leadership** and **one skill** event at state level. A test covering SkillsUSA Statesman information will be administered again this year and used as a tie breaker. **If the student does not take the test, a 5% overall deduction will be made to the events the student is competing in.** *Students may compete in only one event at Nationals. A test covering materials from Levels I and II, PDP and SkillsUSA Knowledge PDP, is required at Nationals for all contestants. If a student wins first place in a leadership and skills contest at State, they must choose one contest for national competition.*

ITEM 4 – ROOM RESERVATIONS

Please complete your Room List Form and mail it to the hotel. Send to the address on the form by **March 15, 2012**. A hotel registration form is included with the packet. To make reservations, please contact the Galt House at 1-800-843-4258.

NOTE: *Please mark “advisor” in the appropriate box and identify who will be responsible for your registration pick-up.*

SMOKERS: Smoking is permitted in designated smoking areas only. If anyone smokes in a non-smoking room, **they will be charged a \$100 cleaning fee.**

ITEM 5 – HOTEL CHECK-IN AND CHECK-OUT

CHECK-IN: Check-in time is 3:00 p.m. Buses may unload at the front entrance of the Suite Tower or Rivue Tower depending on where your school is staying. There will be parking for buses if needed. **Hotel keys and room assignments will only be distributed to advisors.** Any changes made on site will cause some delay in check-in time.

CHECKOUT: Check-out time is 11:00 a.m. for the hotel. See the hotel registration form for more details. All charges, room fees, taxes, telephone charges, room service, and damages to the room or hotel property are the direct responsibility of the sending schools and not SkillsUSA Kentucky.

ITEM 6 – CONFERENCE REGISTRATION PACKET

Individual school packets may be picked up between **3:00-6:00 p.m. (EST), April 2, 2012**, in the SkillsUSA State Registration Area on the second floor of the Suite Tower (look for sign in the Lobby). No registrations or changes will be accepted on site. ***The conference registration fee is \$60 per person and is non-refundable.*** Everyone attending the conference must be registered. *Name badges must be worn at all times.*

ITEM 7 – TRANSPORTATION TO CONTESTS FROM HOTEL

Shuttle buses will be provided to transport students and advisors to all skill contest areas on Tuesday, April 2nd and Wednesday, April 3rd. Students have first priority. Check conference program for details.

ITEM 8 – KY SKILLSUSA CONGRESS

The State Congress shall consist of a combined Secondary/High School Senate/House of Representatives and Postsecondary/Collegiate Senate/House of Representatives. Each chartered chapter shall elect two senators per division for a term not to exceed the end of the year in which the election takes place. Each chartered chapter shall be allowed one representative, plus one for each 75 members per division for a term not to exceed the end of the school year in which the election takes place. This is the time to voice the local chapter’s opinion on SkillsUSA KY matters as required under our constitution and bylaws. For more information, consult the constitution (posted on our website). **ALL** chapters in Kentucky are eligible for and are encouraged to send representatives from their chapter whether or not they have district contest winners.

Official Dress is required at all Congressional Meetings.

ITEM 9 – CANDIDATES FOR SkillsUSA KY State OFFICE

- [Click here to download the newly revised \(and short\) State Officer Candidate Form.](#)
State officers will now be able to compete in one (1) state event.

Qualifications needed to become a State Officer with proof and verification of the following:

- Be an active member
- Be approved by a majority of chapter members
- Be enrolled in a high school, technical center or college with one semester remaining
- Fulfill the requirements of the KY Statesman Award
- Agree to abide by the State Officer Contract
- Have completed Levels 1 and 2 of the Professional Development Program
- Be interviewed by the State Officer Committee
- Bring portfolio with PDP Levels 1 & 2 to the interview

Please submit applications to Fran Dundon, Interim Director, SkillsUSA Kentucky, 20th Floor CPT, 500 Mero Street, Frankfort, KY 40601, by **March 15, 2012**. For more information, you may contact Fran Dundon at (502) 564-4286 or (502)-564-3923. [Click here to download SkillsUSA Kentucky State Officer Application Form.](#)

ITEM 10 – INSURANCE

Students must provide proof of insurance with registration information. Please provide a photocopy of your insurance card and attach it to the back of your Registration Form. KY Tech students covered on school-sponsored activities is considered secondary. A letter (on official school letterhead) must list the names and policy information of the students covered by this school insurance.

ITEM 11 – KENTUCKY STATESMAN

For those interested, [Click here for the SkillsUSA Kentucky Statesman Brochure Document.](#) Requirements for students and advisors must be met during the Spring Conference. This meets most of the SkillsUSA Knowledge 1 Professional Development. Everyone completing the KY Statesman will receive a pin and be recognized.

NOTE: *State Officer Candidates and National Officer Candidates must be prepared to complete Statesman requirements by 11:00 p.m. Tuesday, April 3, 2012. Only State Officers and/or appointed staff will be allowed to sign off for Statesmanship.*

ITEM 12 – SKILLS CONTESTANTS' MEETINGS

Skill contestants **must** visit their contest area from 3:30 p.m. to 5:00 p.m. on Tuesday, April 3, 2012. If applicable, students wishing to practice during this time must bring their materials with them. (Host schools **will not** furnish practice materials.)

Students are not required to wear official dress to these orientation meetings. Some contests will be allowed extended practice time until 6:30 p.m. (Return transportation is not provided for extended practice time.) Check bus schedule for departure times.

ITEM 13 – TOOLS

Please label your tools before coming to conference. If you have two students, one high school and one postsecondary/collegiate that will compete in the same contest, they **may not** share tools and materials. They must bring separate sets of tools and materials with them. All tools will be transported from the hotel **Tuesday morning** to the contest site and locked up overnight. Please tag all tools and equipment. The required tool list for each contest can be found on the SkillsUSA KY website **in the State Conference Section**

ITEM 14 – DRESS CODE REQUIREMENTS FOR THE SPRING CONFERENCE

1. Students who participate in Leadership, Job Skill Demonstration, Occupationally-Related and Action Skills events must wear official dress as described in the SkillsUSA Championships, Technical Standards 2011-2012 Revised Edition. All other skill contestants should refer to the SkillsUSA Championships Technical Standards 2011-2012 Book or CD for clothing requirements.
2. Senators, Representatives and State Officer Candidates must wear blazers and accompanying official dress as described in the SkillsUSA Championships, Technical Standards 2011-2012 Revised Edition when in assembly, at committee meetings, or when otherwise acting in any official capacity.
3. When not in official dress or competition clothing, appropriate attire should be worn. This includes going to and from meals, and social activities.
4. Official dress is required for the First General Assembly, the reception and the awards ceremony.

ITEM 15 – PREPARED SPEECH, BULLETIN BOARD AND DISPLAY TOPIC

SkillsUSA: Champions at Work – Skilled and Motivated.

ITEM 16 – DISPLAYS

OUTSTANDING CHAPTER, CHAPTER DISPLAY, PROMOTIONAL BULLETIN BOARD, COMMUNITY SERVICES

Set up will be Monday evening, or from 7:00 a.m-9:00 a.m. Tuesday morning in Ballroom C, 2nd Floor - Suite Tower. See the conference program for details.

ITEM 17 –ADVISORS MEETING - Required

An advisor from each school ***is required*** to meet from 6:00-7:00 p.m. (EST), Monday, April 2, 2012. Any last minute changes to the program will be announced. Your students will need information and guidance on the changes. A meeting will be held in the Combs Chandler Room, 2nd Floor – Suite Tower.

ITEM 18 – FIRST GENERAL ASSEMBLY

We are inviting many special guests, ***including industry partners*** to this session. The State Officers will open the conference at 8:00 p.m. on Monday, April 2, 2012, in Ballroom A & B, 2nd Floor – Suite Tower. **It is imperative that all conference participants (students and advisors) attend this assembly and be on time. All Participants Must Be In Official Dress.**

ITEM 19 – CODE OF CONDUCT

Students under the age of 18 must have a parent's signature on their Registration Form and Code of Conduct Form. Advisors are responsible for student conduct before, during and after the conference.

Everyone registered is required to sign and observe the Personal Liability/Medical Release and Code of Conduct Form. These forms are included as part of the online registration form.

ITEM 20 – TRANSPORTATION TO LOUISVILLE

Secondary/High School students must travel to and from Louisville with the supervision of their administrator, teachers or parents. Postsecondary/Collegiate students who drive must complete the Postsecondary Driving Guidelines Form and return with registration forms.

ITEM 21 – MEALS

There will be a reception for all participants Wednesday evening from 6:30 p.m. to 9:00 p.m. in honor of our 2011-2012 State Officers and to announce the winners of the American Cancer Society-Steve Phillippi Scholarship. This event is included in the registration fee. **All conference participants must attend. (Official Dress is Required) The reception will be held in Ballroom A & B, 2nd Floor – Suite Tower.**

Box lunches will be served to students whose contests are in progress during lunchtime on Wednesday, April 4. Conference participants must coordinate other meals so they will not conflict with conference activities.

ITEM 22 – PARENTAL PERMISSION

Make certain your students under the age of eighteen (18) have documented parental permission to participate in the state conference.

ITEM 23 – CONTEST RULES

State Leadership, Job Skill Demonstration, Occupationally Related and Action Skills competitions will be conducted in accordance with the REVISED 2011-2012 SkillsUSA Championships, Technical Standards. State Skill Championship competitions will be conducted in accordance with the 2012 SkillsUSA Championships Technical Standards and the 2012 Contest Specifications CDs.

NOTE: Be sure to check with your Regional Director for other contest changes before you come to the conference.

State contest information is available at

<http://www.kytech.ky.gov/SkillsUSA%20Kentucky%20Page.htm>

Check often for updates!

ITEM 24 – NLC/USSO

SkillsUSA Kentucky is handling NLC/USSO registration and lodging arrangements. **All members of the 2011 Kentucky Delegation must meet with the State Director immediately following the awards ceremony.**

Following the Closing Ceremony meeting on Thursday morning, there will be a national conference registration packet distributed to all eligible National Leadership Conference and Skills Championship participants. **You must attend this meeting if you are an eligible gold medalist.** (The following State Only contests **are not eligible for Nationals**: 3-D Print Design, Airbrush Design, Architectural Board Drafting, Aviation Flight Fundamental, Aviation Flight Advanced, Banner, Cabinetmaking Design, Cake Decorating, Carpentry 1, Creed, Debate, Desktop Publishing, Extemporaneous Writing, Green and Healthy School Projects, Heavy Equipment, Interior Design, Masonry 1, Pin Design, Pledge, Poster, Skills Spelling, Talent & Variety Single, Talent & Variety Group, Technical Board Drafting and Wood Sculpture,

ITEM 25 – REQUIREMENTS FOR PARTICIPATION IN THE CONFERENCE

Please send rooming lists for all participants to: Galt House Hotel & Suites, 140 North Fourth Street, Louisville, KY 40202, Attention: Reservations. Phone: (502)589-5200, 1-800-843-4258 or FAX: (502)585-9029, no later than March 15, 2011.

All registration forms and registration fees must be received by March 15, 2012. Send to - SkillsUSA Kentucky, Attention: Fran Dundon, SkillsUSA Kentucky Interim Director, 20th Floor CPT, 500 Mero Street, Frankfort, KY 40601. *Late registrations will not be accepted because of the turnaround time it takes us to process registration materials and get everything ready for contest chairs...please understand this!*

Registration forms, NLSC FORM 1, should include the appropriate information for each person attending the state conference including a copy of health insurance card and the signed Personal Liability/Medical Release and Code of Conduct Form.

There must be a signed principal/teacher/student/guest/parent NLSC FORM 1 for each individual attending the state conference. Please print these out after completing your online registration.

A copy of each student's resume and Level I PDP verification must be sent in with registration.

The state registration fee is \$60.00 per person. Please send one check for students. Advisors and guests will need to send individual personal checks. *Make checks payable to SkillsUSA Kentucky.*

State Officer Candidate Forms – Deadline : March 15, 2012. Download form:

<http://www.kytech.ky.gov/SkillsUSA%20KY%202012%20Candidate%20Application%20Form%20final.pdf> Mail to: Fran Dundon, SkillsUSA Kentucky Interim Director, SkillsUSA KY, Office of Career and Technical Education, 20th Floor CPT, 500 Mero Street, Frankfort, KY 40601.

All required Officer Candidate forms must be completed and received by March 15, 2012 in order for the candidate to run for office. No application form will be taken at the state conference unless approved by the state director.

The Candidate Interview Schedule will be posted at the State Officer Headquarters on Monday, April 2nd. Interviews will begin at 3:00 p.m. in the State Officer Headquarters (2nd Floor – Suite Tower).

**SkillsUSA KENTUCKY
2012 SKILL CHAMPIONSHIPS**

**REGISTRATION FORM INFORMATION
Secondary/High School & Postsecondary/Collegiate**

INSTRUCTIONS

Enter all information requested on the registration form online for all persons attending. This will prevent mistakes on the name badges and Certificates of Participation and other reports that must be generated during the conference. Print a copy of the Registration Form and mail with all conference forms.

Use the NLSC FORM 1 online for registration, enter all information and have parent signature when necessary. Remember, when students and/or advisors sign the NLSC FORM 1, they are agreeing to abide by the rules of the Personal Liability/Medical Release and Code of Conduct following the NLSC FORM 1.

Make sure students understand the Code of Conduct and the penalties involved if they elect to break those rules. SkillsUSA Kentucky reserves the right to disqualify and/or send students home for violations of conduct unbecoming the SkillsUSA Kentucky purposes and/or creed.

Listed below are the forms that must be received by SkillsUSA KY Headquarters with Registration Fee by March 15, 2011.

Online Copy of SkillsUSA Registration Form (Please register your students 2 times if they are competing in 2 separate contests – Skill and Leadership) All participants must turn in a Registration Form along with the registration fee, as well as, a copy (front & back) of their insurance card. If students do not have personal insurance, a letter from the school (on official school letterhead) listing student names, school policy number and information, and signed by the school principal will be accepted.	Page 20
KyR-1 Parent Permission Form	Page 21
KyR-2 Registration Summary Form	Page 22
KyR-3 Trainee Degree Certification Form (This form is located in the PDP Level I Book)	Page 23
Individual Resume (see sample)	Page 24
KyR-4 SkillsUSA Kentucky Code of Conduct (This form must be signed by all conference participants students and advisors.)	Page 25
KyR-5 Postsecondary/Collegiate Driving Instructions (Secondary students MUST be transported by school)	Page 26
KyR-6 SkillsUSA Kentucky Rooming List (This list MUST be turned in at Skills Registration Desk)	Page 29
KyR-9 SkillsUSA Competitive Events Students Requiring Special Assistance Form	Page 30

The following forms must be sent to the hotel no later than **March 15, 2012.**

KyR-7 Hotel Reservation Information Form	Page 27
KyR-8 Hotel Registration Form (with room assignment)	Page 28

HOTEL INFORMATION

HOTEL RESERVATIONS

Chapter Advisor will make all hotel reservations directly to the Galt House, 140 North Fourth Street, Louisville, KY 40202. Reservation requests are to be made on the HOTEL ROOM RESERVATION FORM. The Galt House, on or before **March 15, 2012**, must receive reservation forms. Please note the sales tax exemption information on the hotel reservation form.

RIVUE TOWER – Deluxe Rooms

\$105.00 – Single

\$112.00 – Double

\$119.00 – Triple

\$126.00 – Quad

SUITE TOWER – Executive Suites

\$135.00 – Single

\$142.00 – Double

\$149.00 – Triple

\$156.00 – Quad

*Room rates do not include state and local taxes. There is a maximum of four persons per room. All rates are net, non-commissionable.

To ensure reservations, a one-night deposit (including state and local taxes) using either a check, money order, purchase order or a major credit card with expiration date is required. Deposit will be charged to the credit card at the time the reservation is confirmed. Cancellation of a reservation must be received 48 hours in advance of the arrival date. Failure to notify the hotel will result in a charge of one night's tariff, plus state and local taxes. Advance deposit refunded less 15% if cancelled prior to date of arrival. Full day deposit forfeited if cancelled day of arrival, unless otherwise specified.

All participants requiring overnight lodging are to stay at convention hotel.

REGISTRATION

1. Plan your arrival for ample time to check-in and register.
2. Check your delegation into the hotel BEFORE registering for the conference, if possible. In some instances, your hotel rooms may not have been vacated or cleaned upon your arrival, however, the hotel will make every effort to have the rooms available when you arrive. (Official check-in time is 3:00 p.m.)
3. *Be prepared to list all students' and advisors' room numbers on the enclosed HOTEL ROOM LIST. This list must be turned in at the SkillsUSA registration desk when you register your delegation for the conference. You may want to note on your hotel reservation form that the advisor's room must be located on the same floor and in close proximity to your students.*
4. Notify the Galt House of any hotel room changes prior to March 15, 2012.

HOTEL ACCOUNTING OFFICE

Checks must be approved by hotel's business office.

HOTEL CHECK OUT

1. As with checking in, the advisors are responsible for checking their students out of the hotel.
2. Check hotel room conditions prior to checkout and departure. The hotel will also be checking room conditions prior to checkout.
3. Each student and/or chapter is responsible for any damage to hotel property.
4. No room service and/or phone calls are to be charged to room during conference. Miscellaneous charges must be paid prior to checkout.
5. The hotel requests that all luggage be placed in the advisor's room on Friday to facilitate the room checks and cleaning. All rooms will be checked by the hotel staff before the end of the closing session.

PHONES

Galt House phone numbers: 1-800-843-4258 or (502) 589-5200; FAX – (502) 585-9029

EMERGENCY

If you need help at the hotel, dial “0” and tell the operator the nature of the problem.

HOTEL RULES

The windows in the hotel rooms are **NOT TO BE OPENED** for any reason, except in an emergency.

SCHOOL BUSES

Parking for school buses will be provided by the hotel. For directions, please check with front desk upon arrival.

KENTUCKY SkillsUSA CONGRESS

The SkillsUSA Kentucky Congress shall consist of a House of Representatives and Senate.

Each active chapter shall elect two (2) Senators to serve for one term, which shall end the last day of the school year during which he/she was elected.

Each active chapter shall elect one or more Representatives according to the following number of paid members:

- 1 - 75 = 1
- 76 - 150 = 2
- 151 - 225 = 2
- 226 - 300 = 4
- 301 - 375 = 5
- 376 - 450 = 6

Schools with postsecondary/collegiate and secondary/high school division students may send the number of Senators and Representatives as stated above for each division.

Senators and Representatives shall be elected by a majority vote of their local chapter members, and elections shall be held annually.

The duties and functions of the SkillsUSA Kentucky's Congress shall be:

Enact by-laws, rules and regulations necessary for carrying out the program of work of the association.

Act on bills presented by the State Executive Council and the local chapter of the Association.

In joint session, elect officers, national voting delegates and approve national officer candidates.

Only duly elected Senators and Representatives or their alternate, wearing official dress, shall be seated at the Kentucky SkillsUSA Congress.

The Kentucky SkillsUSA Congress shall meet in joint session to elect State Officer Candidates.

Online Step-by-Step Registration Instructions:

Please follow these simple steps for a successful registration.

1. <http://www.skillsusa-register.org/Login.aspx> - Log in using your username & password
2. Be sure all participants have first been registered under the membership tab before proceeding.
3. Click on the blue Conference tab at the top of the page.
4. Select “**My Registrations**” from the pull down menu.
5. Be sure the Filter Event reads “**Kentucky State Skills Conference**”
6. Click “**New Registrant**” on the left hand side of screen. (OR, you can go to bottom to get directions to register from an existing member)
7. Select participants name from the pull down menu, after selecting their name, click the “**Register Member**” to the left of the box where name is shown.
 - a. Note after clicking this button, it should automatically fill in the participants address, telephone, birthday, and age. – **If not - you will need to fill in the blank spots.**
8. Work your way through this page making sure all areas are filled in all boxes
9. Next Click on the blue “**Details**” tab located below the participants address.
 - a. Please fill in **any blanks** that you feel are pertinent. (MAKE sure HOME ADDRESS is filled in on this page)
10. Next click on the blue “**Emergency**” tab located next to the details tab.
 - a. Please fill in all blanks. Reminder: What you put here will show on the students NLSC form that is needed for all conferences – including nationals.
11. Next click on the blue “**State Fees**” tab next to the emergency tab.
12. Scroll down and select which button is appropriate for the waiver you have for the participant:
 - a. Participant is over 18
 - b. Parent/Guardian has signed for this student to participate
13. Finally click the “**Save Registration**”
14. This will then return you to the Registration Information page with the participants name now located in the blue registration box.
15. Once **ALL** participants have been registered, then you can click the “**Submit Registration**” in the upper right hand corner. This will then send Fran Dundon an email stating your school is done entering students for state conference.
16. Last but not least, go to the blue “**Conference**” pull down menu and select “**Fee Summary**”. This should provide you with an invoice. **REMINDER WE DO NOT TAKE CREDIT CARDS! Only Checks.**

If at any time you have questions or concerns about registration, please feel free to contact Fran Dundon via e-mail: franc.dundon@ky.gov or by phone: 502-564-3923.

Add All information.

If you have a student who is competing in two (2) contests (Skills & Leadership) please fill out a registration form for each competition.

Official 2012 SkillsUSA Kentucky State Contests & Codes

DENOTES NOTEBOOK OR DISPLAY

(L)= Leadership; (S)= Skill; (PH)= Pre-held

<u>Leadership Contests</u>		<u>Skilled and Technical Sciences Contests</u>		<u>State Only Contests</u>	
Contest	CODE	Contest	CODE	Contest	CODE
Action Skills	AS	3-D Visualization and Animation "2"	VA	3-D Print Design (L) <input checked="" type="checkbox"/>	DDP
Chapter Business Procedure "6"	CBP	Advertising Design	ADV	Airbrush Design (L) <input checked="" type="checkbox"/>	AB
Chapter Display "1-3"	DIS	Architectural Drafting (CAD)	AD -	Architectural Board Drafting (S)	ABD
Community Service <input checked="" type="checkbox"/> "2-3"	CS	Automated Mfg. Technology "3"	MFG	Aviation Flight Fundamental (S - PH)	AFB
Customer Service	CUS	Automotive Refinishing Tech.	ART	Aviation Flight Adv. (S- PH)	AFA
Employment App. Process	EAP	Automotive Service Technology	AST	Banner (L)	BA
Entrepreneurship "4"	ENTR	Aviation Maint. Technology (PH)	AMT	Cabinetmaking Design (L) <input checked="" type="checkbox"/>	CD
Extemporaneous Speaking	ES	Broadcast News Production "up to 4"	TVN	Cake Decorating (S)	CKD
Job Interview	JI	Building Maintenance (PH)	BLMT	Carpentry 1 (S)	C1
Job Skill Demonstration A	JSDA	Cabinetmaking	CM	Creed (L)	CR
Job Skill Demo Open	JSDO	Carpentry	C	Debate – Team (L)	DB
Opening and Closing Ceremonies "7"	OCC	CNC Milling Technology	CNCM	Desktop Publishing (L)	DKP
Outstanding Chapter <input checked="" type="checkbox"/> "1-3"	OUT	CNC Turning Technology	CNCT	Extemporaneous Writing (L)	EW
Prepared Speech	PS	Collision Repair Technology	CRT	Green & Healthy School Project <input checked="" type="checkbox"/> (L)	GHSP
Promotional Bulletin Board <input checked="" type="checkbox"/> "1-3"	BB	Commercial Baking	CB	Heavy Equip (S- PH)	HE
Quiz Bowl "5"	QUIZ	Computer Maint. Technology	CMT	Interior Design (S)	ID
Related Technical Math	RTM	Computer Programming	CP	Masonry 1 (S)	M1

Official 2012 SkillsUSA Kentucky State Contests & Codes

☒ DENOTES NOTEBOOK OR DISPLAY

(L)= Leadership; (S)= Skill; (PH)= Pre-held

<u>Leadership Contests</u>		<u>Skilled and Technical Sciences Contests</u>		<u>State Only Contests</u>	
Contest	CODE	Contest	CODE	Contest	CODE
Sustainability Solutions	SUS	Cosmetology	CO	Pin Design (L) **Still a state contest	PIN
T-shirt Design (L) *Now a national contest	TSD	Criminal Justice	CJ	Pledge (L)	PL
Welding (Art) Sculpture - ☒	WSC	Crime Scene Investigation "3"	CSI	Poster (L)	PO
		Culinary Arts	CA	Skills Spelling (L)	SS
		Diesel Equipment Technology	DET	Talent & Variety Single (L)	VT1
		Electrical Construction Wiring (Formerly called: Residential Wiring)	ECW	Talent & Variety Group (L)	VT2
		Electronics Technology	ET	Technical Board Drafting (L)	TBD
		Esthetics "2"	EST	Wood Sculpture ☒ (L)	WDS
		Firefighting	FF		
		First Aid/CPR	CPR		
		Food and Beverage Service	FBS		
		Graphic Communications	GC		
		Heating, Ventilation, Air Cond. & Refrig	HVAC		
		Industrial Motor Control	MOTR		
		Internetworking	WORK		
		Masonry	M		
		Mechatronics "2"	MECH		
		Mobile Electronics Installation (DEMO)	MEI		
		Mobile Robotics Technology "2"	MRT		
		Nail Care "2"	NAIL		

Official 2012 SkillsUSA Kentucky State Contests & Codes

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<u>Leadership Contests</u>		<u>Skilled and Technical Sciences Contests</u>		<u>State Only Contests</u>	
Contest	CODE	Contest	CODE	Contest	CODE
		Photography	PH		
		Plumbing	PLB		
		Power Equipment Technology	PET		
		Precision Machining Technology	PMT		
		Robotics and Automation Technology "2"	RAT		
		Sheet Metal	SM		
		TeamWorks "4"	TW		
		Technical Computer Applications	TECH		
		Technical Drafting CAD	TD		
		Telecommunications Cabling	CAB		
		Television (Video) Production "2"	TV		
		Web Design "2"	WEB		
		Welding	W		
		Welding Fab "3"	WF		



SkillsUSA National Leadership and Skills Conference REGISTRATION, PERSONAL AND LIABILITY RELEASE FORM

**N L S C
FORM 1**

Read the other side of this form. Then, complete the *entire* form. Type or print clearly. You must wear your name badge *at all times* during the conference.

1 Complete this entire section.

SkillsUSA State Association:			Parents'/Guardians' Names (if participant is under age 18):		
Check one: <input type="checkbox"/> High School Division (Secondary) <input type="checkbox"/> College/Postsecondary Division			Parents' Telephone Number (area code required): ()		
Participant's Name (First, Last) as it should appear on name badge:			Name of Teacher/Adult accompanying participant to conference, if applicable:		
Participant's Home Address:			Name of SkillsUSA Advisor for participant's occupational area:		
City:	State:	ZIP Code:	School where participant's occupational training/trade area is taught:		
Home Telephone (area code required): ()		Cell Phone (area code required): ()	Mailing Address of above school:		
Age:	Date of Birth (MM/DD/YY):	Check one: <input type="checkbox"/> Male <input type="checkbox"/> Female	City:	State:	ZIP Code:
E-mail address:			School Telephone Number (area code required): ()		

2 Contestants and models *only*, complete this section.

Check if officer candidate.
All others, complete this section.
NTHS? Check:

Check one: <input type="checkbox"/> Contestant <input type="checkbox"/> Nail Care Model			Contest Abbreviation: and Name (from cover sheet) in which competing:		
			Occupational Training/Trade Area in which contestant is enrolled:		
Check if officer candidate: <input type="checkbox"/> National Officer Candidate					
Check one: <input type="checkbox"/> Advisor (Teacher) <input type="checkbox"/> Delegate		<input type="checkbox"/> Courtesy Corps Advisor* <input type="checkbox"/> Courtesy Corps Student* (*State director approval required)	<input type="checkbox"/> State Association Director <input type="checkbox"/> State Association Director's Spouse/Child <input type="checkbox"/> Observer/Other		
<input type="checkbox"/> National Technical Honor Society: Student Member			<input type="checkbox"/> National Technical Honor Society: Advisor		

3 Medical and Insurance Information. Complete this entire section.

Participants should carry a copy of their insurance card at all times during the conference.

If the participant doesn't have insurance, check where noted.

Name of Person to Contact in Event of Emergency:		Name of Person Responsible for Participant's Medical Bills:	
Contact Person's HOME Telephone Number (area code required): ()		Participant's Relationship to Person Responsible for Medical Bills (example: son, daughter):	
Contact Person's WORK Telephone Number (area code required): ()		Participant: Do you have a history of (check all that apply):	
Contact Person's CELL Telephone Number (area code required): ()			
Name of Family Physician: Physician's Telephone Number: ()			
Name of Insurance Company:			
Name of Insured:			
Insured's Plan Number:		Participant: Are you taking medication? No Yes	
Insured's Group Number:		If "yes," please attach description on separate sheet.	
Insurance Company's Telephone Number for Member Services: ()		Participant: When did you last have a tetanus shot?	
Insurance Company's Telephone Number for Precertification: ()		Check "yes" if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA). We will contact you for further information. Yes	
If participant does not have any medical insurance, check here: <input type="checkbox"/>			

I have read and completely understand the Personal Liability and Medical Release Form, the Code of Conduct, the Release of Personal Information Through Lead Retrieval System statement, and the Photography and Sound Release agreement, and, by checking the box, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA's national and state associations.

PARTICIPANTS —
CHECK HERE IF YOU ARE OVER AGE 18 AND ATTEST:

PARENT/GUARDIAN — CHECK HERE TO ATTEST FOR PARTICIPANT:
(MANDATORY IF PARTICIPANT IS UNDER AGE 18)

THIS COMPLETED FORM MUST BE TURNED IN, OR PARTICIPANT WILL NOT BE ALLOWED TO ATTEND.

Rev. 2/07

SAMPLE

PARENT PERMISSION FORM

PLEASE CHECK ONE AND SIGN

- I **give** permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any person listed above as soon as possible.
- I **DO NOT give** permission for medical treatment until I have been contacted.

I certify that the information described above is accurate and complete to the best of my knowledge. I understand each individual is responsible for his/her own insurance coverage during this activity. I give permission for _____ to attend and hereby release the state and local organization, and any adult in charge of the group from any legal or financial responsibility with respect to my personal or my student's participation.

**** PARENT/GUARDIAN SIGNATURE**

DATE

STUDENT SIGNATURE

DATE

***If participant is under the age of 18, Parents/Guardians section is to be completed and parent/guardian signature is required. It is strongly encouraged to have parent's signature notarized in case of medical emergency.*

****Supervision will be provided by the State Director or designee in the event the local advisor is unable to provide on-site supervision.****

**SkillsUSA Kentucky OFFICIAL REGISTRATION SUMMARY FORM
2012 LEADERSHIP/SKILLS CHAMPIONSHIP CONFERENCE
April 2-5, 2012**

Please return all registration forms by March 15, 2012 with the full amount for each student member in one check. Make checks payable to SkillsUSA Kentucky. Mail to: Fran Dundon, SkillsUSA Kentucky Director, 20th Floor CPT, 500 Mero Street, Frankfort, KY 40601.

The registration fee is \$60.00 per participant. Please list all conference participants on this form.

Charter Number _____

If a student is in more than one contest, please write both on form.

Name	M/F	Function/Category	AM/PM
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Total Number of Registrants _____ x \$60.00 per person = \$ _____
(Total)

COPY THIS FORM IF ADDITIONAL SPACE IS NEEDED. PLEASE TYPE OR PRINT NAMES LEGIBLE ON THIS FORM.

TURN THIS FORM INTO HEADQUARTERS

SAMPLE

TRAINEE DEGREE CERTIFICATION

KyR-3

Those who assist the student in completing this workbook should initial the Competencies next to the appropriate number, sign the statement below and make sure a copy of it goes into the student's portfolio.

- _____ 1.1 Complete a self-assessment and identify individual learning styles
- _____ 1.2 Discover self-motivation techniques and establish short-term goals
- _____ 1.3 Determine individual time-management skills
- _____ 1.4 Determine future occupations
- _____ 1.5 Develop awareness of cultural diversity and equity issues
- _____ 1.6 Define customer
- _____ 1.7 Recognize benefits of doing a community service project
- _____ 1.8 Demonstrate effective communication with others
- _____ 1.9 Participate in shadowing activity
- _____ 1.10 Identify components of an employment portfolio
- _____ 1.11 List proficiency in program competencies

_____ has satisfactorily completed the
(Student Name)

_____ competencies identified above. We, the signatories,
(Name of Level)

recommend that _____ be recognized for his/her
(Student Name)

achievements.

(Signatures of appropriate officials)

**Needed for each student participant

SAMPLE

DAN JENNINGS

1634 Moreno Blvd.
San Diego, CA 92110
(858) 445-1234

e-mail: djennings@hotmail.com

OBJECTIVE: To obtain a position in the automotive service industry.

EDUCATION: Hoover High School San Diego, CA
Expected Graduation Date June 2002
Grade Point Average 3.0

EXPERIENCE: **Food Service Worker** Present –
McDonald's Restaurant Sept. 2000
San Diego, CA

Provided excellent customer service, operated cash registers, maintained a sanitary work area, prepared food and refilled lobby items as necessary.

VOLUNTEER WORK: **Rowan Child Development Center** Summer 2001
Performed office work, such as data processing. Provided childcare services and general help as necessary.

AWARDS: **Airplane Construction** Summer 1999
Del Mar Fair Special Award

ACTIVITIES: Hoover High School Baseball Team 2001-1999
MESA Club 2001
Mid City Police Department Volunteer Summer 2000

REFERENCES: Available upon request

SkillsUSA Kentucky Code of Conduct Form

A good reputation enables you to take pride in your organization. SkillsUSA members have an excellent reputation of standards to uphold. Your conduct at any SkillsUSA function will hopefully enhance the reputation that is being established.

1. SkillsUSA members' behavior at all times should be such that it reflects credit to them, their school, and their SkillsUSA organization.
2. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all times. (SkillsUSA conference name badges shall be worn at all times.)
3. Students/Advisors are expected to attend all meetings, workshops and other scheduled conference activities. Please be prompt and prepared for sessions.
4. Students/Advisors are to report any accident, injuries or illness to their advisor immediately.
5. Students/Advisors are expected to observe the designated curfew. (Curfew, described as being in your own assigned room by the designated hour.) Curfew times are listed in the conference program.
6. If a student is responsible for stealing or vandalism, the student and his/her parents will be expected to pay the damage.
7. Students cannot purchase, sell or use any alcoholic beverages during any scheduled SkillsUSA activity.
8. No illegal drugs or narcotics can be purchased, sold or used during any SkillsUSA activity.
9. Smoking is prohibited in sessions, workshops, other scheduled conference activities and while wearing official SkillsUSA dress.
10. Students/Advisors who disregard the rules will be subject to disciplinary action and may be sent home by their advisor at the expense of the student/parent or guardian.
11. Any long distance phone calls, charges to the room, etc., will be the responsibility of the individual student and his/her parents or guardians.

Student/Advisor Signature

Date

Parent/Guardian Signature (if minor)

Date

POSTSECONDARY/COLLEGIATE DRIVING GUIDELINES

SkillsUSA Kentucky gives permission for a postsecondary student enrolled in a postsecondary institution to drive, or make transportation arrangements, to and from SkillsUSA Kentucky events.

The following terms apply:

- Postsecondary participants must not ride with individuals who are not associated with SkillsUSA Kentucky; this excludes their families.
- Postsecondary participants must not provide transportation to secondary participants without being accompanied by the secondary parent/guardian or school advisor.
- Documentation must be submitted to the State Director from the school advisor allowing multiple postsecondary participants to travel together to and from the event.
- Arrival must be on time and early departure will not be allowed.

I agree and will abide by the above guidelines while traveling to and from

Event

Postsecondary Participant Signature

Date

SkillsUSA Kentucky Director

Date

HOTEL RESERVATION FORM

SEND TO:
Galt House Hotel & Suites
Reservations Office
140 North Fourth Street
Louisville, KY 40202

Please send your reservation directly to the Galt House on this form. **The hotel must receive reservations no later than March 15, 2012.** The hotel, prior to your arrival, will make room assignments.

ROOM RESERVATION RATES

RIVUE TOWER – Deluxe Rooms	SUITE TOWER – Executive Suites
\$105.00 – Single	\$135.00 – Single
\$112.00 – Double	\$142.00 – Double
\$119.00 – Triple	\$149.00 – Triple
\$126.00 – Quad	\$156.00 – Quad

Room rates do not include state and local taxes. There is a maximum of four persons per room. All rates are net, non-commissionable.

SCHOOL INFORMATION (MUST COMPLETE)

Chapter _____ Advisor _____

E-mail of advisor for hotel to contact: _____

School/College _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Check One: Secondary Postsecondary/Adult

Check One: SkillsUSA Check School Check Credit Card Cash

Other, explain: _____

SALES TAX EXEMPTION

Many schools have a state purchase Exemption Certificate that could enable the chapter to save the 8.5% state sales tax. If this sales tax exemption is available for your use, write the exemption number in the space provided below and either attach or bring with you a Purchase Exemption Certificate (Form 51A126).

_____ Sales Tax Exemption Number
(Purchase Exemption Form 51A126 must be provided.)

We will arrive: Date _____ Time _____

We will depart: Date _____ Time _____

****TAX EXEMPTION FORM CAN ONLY BE USED WITH A SCHOOL OR SkillsUSA CHECK OR PRE-ARRANGED WITH THE HOTEL.****

Kentucky SkillsUSA Galt House Registration Form

School: _____ Phone: _____

Address: _____

Contact Person: _____ E-Mail: _____

Type or clearly print the complete names of occupants, including advisors, below as they should be grouped in rooms. Check single, double, etc. at the left of the form and check the information requested at the right side of the form. **MUST BE RECEIVED BY MARCH 15, 2012.**

RIVUE TOWER OR SUITE TOWER (CIRCLE ONE)

ROOM ASSIGNMENT	<u>Indicate:</u> SINGLE DOUBLE TRIPLE QUAD	TYPE OR PRINT COMPLETE NAME FOR EACH ROOM OCCUPANT	M A L E	F E M A L E	A D V I S O R
	___ Single ___ Double ___ Triple ___ Quad				
	___ Single ___ Double ___ Triple ___ Quad				
	___ Single ___ Double ___ Triple ___ Quad				
	___ Single ___ Double ___ Triple ___ Quad				
	___ Single ___ Double ___ Triple ___ Quad				
	___ Single ___ Double ___ Triple ___ Quad				
	___ Single ___ Double ___ Triple ___ Quad				

Please send to: Reservations, Galt House Hotel & Suites, 140 North Fourth Street, Louisville, KY 40202, or fax to (502) 585-9029. Phone Toll Free 1-800-843-4258. (If additional pages are needed, Please copy form and attach.)

SkillsUSA Kentucky Hotel Rooming List
(Present this completed form at Conference Registration)

CHAPTER _____
ADVISOR _____

Advisor's Room Number _____ Rivue Tower or Suite Tower
(please circle one)

Room# _____ Name of Occupant(s) _____

Room# _____ Name of Occupants(s) _____

Room# _____ Name of Occupant(s) _____

Room# _____ Name of Occupant(s) _____

Note: Please check into the hotel prior to presenting this room list with occupant(s) to the SkillsUSA Kentucky Registration Desk. This form must be completed and turned in at SkillsUSA Kentucky Headquarters before receiving the Conference Packet.



SKILLSUSA KENTUCKY – COMPETITIVE EVENTS
STUDENTS REQUIRING SPECIAL ASSISTANCE

If you have registered a student who will require the assistance of another person or special accommodations during the State Competitive Events, please complete the following information and submit this form to the SkillsUSA Kentucky Headquarters.

Contestant Name: _____
Contest: _____
School: _____

Name of Advisor/School Contact who will be in attendance with student:

Describe Assistance/Accommodations Needed:

Date

Administrator Signature

NOTE: This form must be submitted with registration forms. Once received, a representative of SkillsUSA Kentucky will contact you.