



Larry J. Rabalais, Executive Director
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<http://Laskillsusa.org>

MEMORANDUM

DATE: October 1, 2018

TO: SkillsUSA Advisors, SkillsUSA Sponsors, and Potential New SkillsUSA Advisors

FROM: Larry Rabalais, SkillsUSA Director *Larry Rabalais*

SUBJECT: Fall Leadership Conference (November 12-13, 2018 Lafayette, Louisiana)

The first planned event of this year is the 2018 Fall Leadership Conference. SkillsUSA's Theme: "Champions At Work" truly is what we are all about, that is, building academic skills, technical skills and employability skills of the future workforce, our SkillsUSA members. Simply stated, "SkillsUSA offers a Career Path." Combined with career and technical education, SkillsUSA offers your students the skills that will make "America Great Again!" I would like to challenge you to take part and begin personal quality improvements by joining in the SkillsUSA Fall Leadership Conference.

New for this year - This important conference will be held at the University of Louisiana Lafayette - Student Union 620 McKinley Street, Lafayette, LA 70504.

We have made hotel arrangements with the Fairfield Inn & Suites Lafayette 1606 West Pinhook Road, Lafayette, LA 70508. The Fairfield Inn & Suites is offering an online portal for easy registration. Follow this link

[Book your group rate for Skills USA LA](#) (You will find the information for your online reservation link in blue. If you have questions or need help with the link, please do not hesitate to ask. We appreciate your business and look forward to a successful event. Marriott hotel(s) is offering your special group rate of \$89USD per night)

(For your Rooming list Reservations (the traditional method): Group Code - SKILLS - Telephone (337-233-5558) Fax 337-233-5223). Please note: All participants are encouraged to **prepay reservations** in an effort to expedite check-in. A group will have all room keys ready for the lead person to pick up for smooth registration in a quick manner. There will be no meals served at the hotel.

Please invite SkillsUSA Advisors, SkillsUSA Sponsors, and Potential New SkillsUSA advisors, students, and any high school that you think may be interested in SkillsUSA. Your participation in this worthwhile activity will demonstrate the special interest that you have in the growth and development of your students. The purpose of this event is to help train local chapter officers and leaders to perform their duties in their home high school campuses.

Please take note of the following items as we plan for this activity.

1. Directions to the Fairfield Inn & Suites Lafayette: I-49 or I-10 to 1606 West Pinhook Road Lafayette, Louisiana

2. Registration: The cost of SkillsUSA Conference registration will be \$55 per person as approved by the SkillsUSA Louisiana, Inc. Board of Directors. This will include two meals: dinner Monday evening at ULL 7:00 pm to 8:00pm and breakfast Tuesday morning at ULL 7:00am to 8:00am; a 2018 SkillsUSA pin; SkillsUSA Louisiana drawing items; and prizes; which you can get only by attending and participating in this conference. You will also have the opportunity to earn the "Louisiana Statesman Pin."
3. Please handle your own room reservations. Note! It is very important that you make your group's hotel reservations by October 29th in order to receive this special rate and in order that we are allowed the use of the conference facilities. [Book your group rate for Skills USA LA](#)

Please remember to be sure to indicate the Group Code: SKILLS when making reservations at the Fairfield Inn and Suites. A map for quick travel to ULL Student Union will be provided.

RATES: Doubles, \$89.00; (WITH TAX EXEMPT FORMS)

HOTEL TAX-EXEMPT FORM: A TAX EXEMPT FORM MUST BE COMPLETED FOR EACH STUDENT/ADVISOR REGISTERED IN ORDER TO GET THE TAX EXEMPT RATE. By completing the enclosed and presenting it upon check in, no sales tax will be charged for your group's room(s) by the Fairfield Inn and Suites.

3. There will be a SkillsUSA registration desk at the University of Louisiana Lafayette - Student Union. Please plan to arrive at the registration area to pick up your group's registration packet between 8:00 a.m. to 10:00 a.m. on Monday, November 12. Parking directions will be given. You should plan to have your students checked in and seated in the first general session at 10:00 a.m. on Monday, November 12. The conference will end at 12:00 p.m. on Tuesday, November 13, 2018. This year's program is different from before. Pay careful attention to all forthcoming instructions.
4. Advisors, your assistance is needed in monitoring students during the session. Please assist us in making sure that our SkillsUSA members project a positive image during the entire conference. Please remember that this is an educational activity, and it should be stressed that everyone must attend every planned activity and take part whenever possible. No students will be allowed to leave at any time during the conference. Each instructor is responsible for his/her students.
5. The deadline for the SkillsUSA registration fee and participant names is October 31, 2018. Please have each student fill out a "medical release form printed from the software." Please register early! There will be no registration refunds.

Note: The SkillsUSA Fall Leadership Conference Registration will be on-line through the National membership Join program conference registration.

Please do not hesitate to contact SkillsUSA Louisiana O(225) 492-2249/C 225.603.5664 if you need additional information.

PS: This is a worthy activity and participation by high school students is being encouraged.

Enclosures:

Registration Form
Housing Form
Instruction page
Statesman Award Memo Study Guide
Advisor of the Year Application

Tax Exemption Form
Personal Liability and Medical Release Form
Skills Pin/T-Shirt Design

PERSONAL LIABILITY & MEDICAL RELEASE

Note: The Louisiana Association, SkillsUSA, shall be referred to in this form as SkillsUSA Louisiana, Inc. ALL PERSONS ATTENDING MUST SIGN THIS FORM.

State Association: _____ High School _____

Name: _____ Telephone ____ / ____ - _____

Parent, Guardian or Next of Kin: _____

State: _____ Zip Code: _____ Student _____ Advisor _____ SSD _____

I hereby agree to release SkillsUSA Louisiana, Inc. its representatives, agents, servants, employees, and assistants from any liability for any injury to the above named person, resulting from any cause whatsoever occurring to above named person at any time while attending the SkillsUSA Louisiana Fall Leadership Conference in Lafayette, Louisiana, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants and employees.

I do voluntarily authorize SkillsUSA Louisiana or its representatives to secure and obtain routine diagnostic services or emergency assistance and/or designees to administer routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment.

I agree to indemnify and hold harmless the SkillsUSA Louisiana, Inc. and said Medical Services Coordinator and/or assistants and designees for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the above-named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

Having read and understood completely the "Code of Conduct" of SkillsUSA Louisiana, Inc., I do hereby agree to follow procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and uphold at all times the finest qualities of a person representing the SkillsUSA.

Parent or Guardian (for all under age of 18)

Date

Participant

Date

Advisors,

This year the pin & t-shirt design contests will be held at the Louisiana SkillsUSA Fall Leadership Conference in November.

Any student wanting to participate in these contests must attend the SkillsUSA Fall Leadership Conference. The Contests will be run in accordance with the National SkillsUSA Technical Standards for each contest.

These contests must be held in November (instead of at the State Championships in April) because the winning pin and t-shirt designs must be sent off in January to have them produced prior to the state conference in April.

There will be NO pin & t-shirt contests at the State Conference.

It is suggested that if a school has a large number of designs, that they hold a contest at their school (in accordance with National Technical Standards). The top few students would then bring their designs to Fall Leadership Conference and compete.

(The students must attend to compete because there is a presentation and interview component in the contests)

Once judging is completed at Fall Leadership, the winning schools will be notified. First, second & third place students will receive their medals in April at the State Conference. The gold medal winners will qualify to attend the National Leadership & Skills Conference in June.

The registration for the Fall Leadership conference is \$55.00. In addition, there will be a charge of \$5.00 per pin and t-shirt contest entry. A student may enter their design in both the pin & t-shirt contests. They will be required to pay \$5 for each entry and will have to compete in each of the two contests.

(See attached form)

SkillsUSA Louisiana FALL LEADERSHIP CONFERENCE
REGISTRATION FORM
November 12-13 2018

PLEASE RETURN THIS REGISTRATION FORM TO:

Skills USA Louisiana
Fall Leadership Registration
P.O. Box 949
Innis, Louisiana 70747-0947


SkillsUSA Chapter:

SkillsUSA Advisor(s) or Professional Staff Member:

Make checks payable to SkillsUSA Louisiana. Mail your registration and checks to SkillsUSA Louisiana, P.O. Box 949, Innis, Louisiana 70747-0949

Amount of Registration Fee (\$55.00 Per Person) Enclosed: \$ _____

New for This Year ****PIN, T-Shirt, or BANNER** Design Registration Contest Fee \$(5.00 Per Design Contestant) (These contest will follow the National Technical Standards)

Enclosed: \$ _____ for _____ Designs. N.B. **ALL DESIGNS ARE THE PROPERTY OF SKILLSUSA LOUISIANA ONCE ENTERED.** Check here for above. 

Name(s): *NOTE PLEASE SEND THE PRINTED LIST OF ALL PARTICIPANTS WHO WILL ATTEND FROM THE SOFTWARE.

NUMBER OF PARTICIPANTS _____ x \$55.00 = _____

NUMBER OF DESIGNS Contestants _____ x \$5.00 = _____

TOTAL = _____

**DON'T MISS THIS ONCE-A-YEAR OPPORTUNITY FOR SkillsUSA TRAINING!
INVITE ANYONE WHO MIGHT BE INTERESTED.**

O = Observer
 S = High School Student
 A = Advisor/Adult
 X = In Charge
 \NLC27(L)
 Rev. 9-14-07

2018 Fall Leadership Conference SkillsUSA Louisiana



Group Room Reservation Form List PLEASE TYPE OR PRINT LEGIBLY.

School/Campus: _____ By: _____ Date: _____

Room No.	Name/s Last Name First	Type	Arrive	Depart	Accommodation	Rate
Room No. 1					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 2					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 3					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 4					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 5					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 6					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 7					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 8					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	

Send original list to: Hotel Reservations Manager
 Name of Conference Hotel: _____

Copy of list: SkillsUSA Louisiana

Instructions for On-Line Registration

To register for the Fall Leadership Conference to be held November 12-13, 2018, at the **University of Louisiana Lafayette - Student Union**, you are to register on line using the following address:

<http://www.skillsusa-register.org/Login.aspx> or <http://www.skillsusa-register.org>

If you have any problems accessing the site, please call:

Primary Contact, Larry Rabalais 1-225-492-2249 C 225-603-5664 skillsusala@yahoo.com

1. After accessing the site, you are to select Membership from the menu.
2. At the bottom of the screen, you should see a list of advisors for you school. You may modify this list of advisors as needed.

To add Members/Students, choose an advisor:

1. To choose an advisor, click on the advisors "id" number in the *Edit* column of the list of advisors.
2. You will now be able to edit the advisor's details, and enter new Members/Students.
3. To add a Student or Member, choose the button "New Member" at the bottom of the screen.

Registering for a conference:

1. To register anyone for a conference, click Conference Registration on the menu.
2. Choose which event to register for.
3. Click on the button "New Registrant"
4. Ignore the contest information at bottom of screen when registering for Fall Leadership Conference.
5. If the student has already been entered as a member, then you may choose their name from list on upper right side of screen and click button "Reg. Member", or you may enter all the registrant's information manually.
6. Non-Advisor and Non Members may also be registered here.
7. Be sure to choose the appropriate "Reg. Type" to the upper left of screen.

Payment for the Conference and Medical Release/Registration Form:

1. Click Conference Registration on the menu.
2. Print the Conference Registration And Release Form for each registrant:
 - a. Click Conference Registration on the menu.
 - b. From the list of registrants click NLSC1, under the column *Print*. A filled in form will appear; print the form and bring a signed copy to the conference for each participant
 - c. Send the **registration form**, along with Payment to LA Skills Office:
SkillsUSA Louisiana C/O Larry Rabalais
P.O. Box 949
Innis, LA 70747

SkillsUSA Louisiana State Pin & T-shirt Contest - [Look to Participate in the Banner Design Contest!](#) **ALL DESIGNS ARE THE PROPERTY OF SKILLSUSA LOUISIANA ONCE ENTERED.** [Check here for above.](#)

ELIGIBILITY: (A) High School

PURPOSE: To select the outstanding design for a LA SkillsUSA State Pin and T-shirt which have been submitted by active SkillsUSA members who have met the guidelines for the contest as provided by the Scope of the contest.

SCOPE OF THE CONTEST: (RULES)

1. Any active dues paying member may enter this contest. A \$5 registration fee must be submitted for each design Contestant. Contstants will follow national scopes and guidelines for these contest.
2. There can be only one design entry from any SkillsUSA member per category (A).
3. A contest schedule will be sent to you one we determine the number of participants and type of contest entered.
4. Design can be in the shape of the **state or other form (oval, rectangular, etc.)** The size of the pin is 1 ¼' by 1 ¼'. The year on the design is optional.
 - ⇒ A color scale drawing of the finished design as large as possible on an 8 1/2" x 11" sheet of white paper for T-shirt and pin.. A scale down drawing of the finished pin design 1 ¼" by 1 ¼" This is our actual pin size.
 - ⇒ A black outline scale drawing of the finished design with all detailed information (including a list of colors) as large as possible on 8 1/2" x 11" sheet of white paper
 - ⇒ Designs should be colorful, and those using red, white, blue, and gold or combinations thereof will usually be preferred since these are the SkillsUSA colors. **Only five (5) colors are allowed.** (*Other color schemes will be allowed but only five colors*).
 - ⇒ The full SkillsUSA emblem **cannot** appear on the design.
 - ⇒ The T-Shirt design may include writing outside of the state design.
5. Judging of the designs will take place at the Fall Leadership Conference. Industry judges will select the Gold, Silver, and Bronze winners in a category.
6. The winners will be announced at the Conference; however, the medals will be received at the Louisiana SkillsUSA Championships in the spring.
7. The winner will have the same opportunity as other **state only contest** winners to write an essay in hopes of being selected to attend SkillsUSA Championships as a part of the National Courtesy Corps team or be part of the national pin design contest.



SkillsUSA Louisiana State Banner Contest

ELIGIBILITY: (A) High School

PURPOSE:

To select the outstanding design for a SkillsUSA Louisiana State Banner, which have been submitted by active SkillsUSA members who have met the guidelines for the contest as provided by the Scope of the contest. This banner will displayed at the Louisiana State Skills Conference and the National Leadership and Skills Conference in Louisville.

SCOPE OF THE CONTEST: (RULES)

7. Any active dues paying member may enter this contest. A \$5 registration fee must be submitted for each design.
8. There can be only one design entry from any SkillsUSA member.
9. A contest schedule will be sent to you one we determine the number of participants and type of contest entered.
10. Design must include **SkillsUSA Louisiana** and well as features that represent the State of Louisiana. The words Secondary or **YEAR** should **NOT** appear on the banner.
 - ⇒ A color drawing of the finished design as large as possible on an 11" x 17" sheet of white paper. (The actual size of the banner, when produced, will be approx. 3' x 8')
 - ⇒ Designs should be colorful, and those using red, white, blue, and gold or combinations thereof will usually be preferred since these are the SkillsUSA colors. **Only five (5) colors are allowed.** (*Other color schemes will be allowed but only five colors*).
 - ⇒ The full SkillsUSA emblem **cannot** appear on the design.
11. Judging of the Contestants and designs will take place at the Fall Leadership Conference. Industry judges will select the Gold, Silver, and Bronze winners Secondary. From the gold medal banner, will be produced full size and taken to Louisville for display during the opening and closing sessions.
12. The winners will be announced at the Conference; however, the medals will be received at the LA Skills USA Championships in the spring.
13. The winner will have the same opportunity as other **state only contest** winners to write an essay in hopes of being selected to attend Skills USA Championships as a part of the National Courtesy Corps team or be part of the national pin design contest.



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October 1, 2018

TO: SkillsUSA Advisors,

FROM: Larry Rabalais, Director
SkillsUSA Louisiana

A handwritten signature in cursive script that reads "Larry Rabalais".

SUBJECT: **LOUISIANA STATESMAN AWARD**

November 12-13, 2018, are the dates for our Fall SKILLSUSA Leadership Conference to be held in Lafayette, Louisiana.

As part of the training for the participants (students and advisors) this year, we are again giving the opportunity for each participant to obtain the **SkillsUSA Louisiana Statesman Award**. In order to obtain the award each person must learn the SkillsUSA facts and PDP information that is listed on the attached check-off sheet. A study guide is enclosed for the SkillsUSA facts for Part I, and you may use the **Personal Development Levels One & Two** now changed to **Career Essentials** for you and the students review the information for Parts II & III. This year we are going to add a Part IV with questions from the sessions and overall conference activities and citizenship questions.

Each participant at the conference will receive the official check-off sheet at registration. In order to earn the award, the participants should be ready to answer all information to the designated national and state officers and designated advisors at the Conference. The designated officers and advisors will then initial the official check-off sheets that will be turned in upon completion.

All completed sheets must be turned in no later than 8:00 a.m. on Tuesday, November 13, 2018.

I look forward to your participation in this activity. See you in November.

PS: Advisors, let's show our members the importance of this activity and have all advisors attending participate in this activity in order to receive the **Statesman Award**. Start studying as soon as you receive this information.

Louisiana SkillsUSA Statesman Award

Test Questions and Study Guide

1. Recite the SkillsUSA Motto

Preparing for leadership in the world of work

2. Recite the theme for 2018-2019: SkillsUSA: *Champions at Work "Career-Ready Starts Here"*: relates to our national program of work in the area of Professional Development.

The theme will be used in the 2018-2019 display contests and prepared speech competitions

3. Recite the 6 points of the SkillsUSA Creed

- **I believe in the dignity of work**

I hold that society has advanced to its present culture through the use of the worker's hands and mind. I will maintain a feeling of humbleness for the knowledge and skills that I receive from professionals, and I will conduct myself with dignity in the work I do.

- **I believe in the American way of life**

I know our culture is the result of freedom of action and opportunities won by the founders of our American republic, and I will uphold their ideals.

- **I believe in education**

I will endeavor to make the best use of knowledge, skills and experience that I will learn in order that I may be a better worker in my chosen occupation and a better citizen in my community. To this end, I will continue my learning now and in the future.

- **I believe in fair play**

I will, through honesty and fair play, respect the rights of others. I will always conduct myself in the manner of the best professionals in my occupation and treat those with whom I work as I would like to be treated.

- **I believe satisfaction is achieved by good work**

I feel that compensation and personal satisfaction received for my work and services will be in proportion to my creative and productive ability.

- **I believe in high moral and spiritual standards**

I will endeavor to conduct myself in such a manner as to set an example for others by living a wholesome life and by fulfilling my responsibilities as a citizen of my community.

4. Paraphrase 6 of the Eleven (11) Purposes of SkillsUSA

- To unite in a common bond all students enrolled in trade and industrial, technical, technology and health occupations education
- To develop leadership abilities through participation in educational, career, civic, recreational and social activities
- To foster a deep respect for the dignity of work
- To assist students in establishing realistic career goals
- To help students attain a purposeful life
- To create enthusiasm for learning
- To promote high standards in trade ethics, workmanship, scholarship and safety
- To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process
- To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence
- To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for trade and industrial, technical, technology and health occupations education
- To develop patriotism through knowledge of our nation's heritage and the practice of democracy

Opening & Closing Ceremonies: See *the SkillsUSA Student Handbook* or the official *SkillsUSA Championships Regulations* book.

5. Recite the Official SkillsUSA Dress for men and women:

Women:

Red SkillsUSA blazer, windbreaker or sweater
White collarless blouse
Black dress skirt or black dress pants
Black sheer or skin-tone seamless hose
Black shoes

Men:

Red SkillsUSA blazer, windbreaker or sweater
White dress shirt
Black dress slacks
Plain solid black tie
Plain black socks
Black shoes
See the *SkillsUSA Student Handbook*

Professional Development, Levels 1& 2—should complete. (*The PDP will be replaced with (CRC) Career Readiness Curriculum*). Questions will be asked pertaining to this Level.

6. Recite the SkillsUSA Pledge

Upon my honor, I pledge:

To prepare myself by diligent study and ardent practice
to become a worker whose services will be recognized
as honorable by my employer and fellow workers.
To base my expectations of reward upon the solid foundation of service.
To honor and respect my vocation in such a way as to bring repute to myself.
And further, to spare no effort in upholding the ideals of SkillsUSA

7. Recite the 7 points of the National SkillsUSA Program of Work

The National Program of work sets the pace for SkillsUSA nationwide. All of the SkillsUSA programs are in some way related to the following seven major goals. The expectation is that each chapter will carry out this program of work

- Professional development
- Employment
- Skills USA Championships
- Social activities
- Community service
- Ways and means
- Public relations

8. Recite the three basic rights of an individual member of an assembly:

1. The right to *introduce* a motion
2. The right to *debate* a motion
3. The right to *vote* on a motion

9. Recite the four classes of motions

1. privileged
2. incidental
3. subsidiary
4. main

10. Recite the order in the process of making a motion

1. The motion is *introduced* (made)
2. The motion is *seconded*
3. The motion is *presented* to the assembly by the presiding officer
4. The motion is *debated* (if debatable)

5. The motion is *voted* on by the assembly
6. The motion is *ruled* upon by the presiding officer

11. Who is the SkillsUSA Executive Director is: **Tim Lawrence**

12. Who is the SkillsUSA Louisiana State Director: **Larry Rabalais**

13. **In what SkillsUSA region do you live? Name the 12 states or territories in your region.** There are **five** regions for SkillsUSA in the United States and **Louisiana is in Region 2** Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virgin Islands, and Virginia.

14. **Paraphrase 2 duties of each officer:**

President: presides at all meetings and serves as a representative of the executive council

Vice President: serves in the absence of the president carrying out his/her duties and oversees the function of all committees

Secretary: records chapter's minutes and keeps official records of chapter business

Treasurer: financial officer and custodian of the chapter's official membership roster.

Parliamentarian: advisor to the presiding officer on matters of parliamentary law and serves as a resource to all chapter members on matters of chapter business procedure.

Reporter: handles all chapter publicity and serves as a spokesperson for the chapter to the public and members of the media.

Historian: keeps a record of the chapter activities in the chapter scrapbook and is the custodian of the chapter photographs and videotapes.

15. **Recite the SkillsUSA colors and what they represent.** Red and White represent the individual states and chapters. Blue represents the common union of the states and the chapters. Gold represents the individual, the most important element of the organization.

16. **Recite the 5 parts of the SkillsUSA emblem and what each represents.** The shield represents patriotism. The gear represents the industrial society. The torch represents knowledge. The orbital circles represent technology. The hands represent the individual.

17. **Recite the procedure for obtaining the floor at a meeting and making a motion.** Rise and address the President –“Mr. President” or “Madam President”. Receive recognition by the President. Make motion-“I move that...”

18. **Define “Quorum”.** Quorum-the minimum number of members who must be present at the meetings in order for business to be legally transacted.

19. **What is the difference between a standing committee and an ad hoc committee?** A **standing committee** operates for the entire school year. (Examples: Professional Development, Community Service, Ways and Means, Social, SkillsUSA Championships, Employment, and Public Relations.) **Ad hoc committees** operate for a limited time period. (Example: A committee appointed to plan a party. It operates just to do the assigned task and not all year like a standing committee.

20. **Paraphrase 5 of the 8 SkillsUSA goals.**

- Acceptance of SkillsUSA activities by the educator as an integral part of the Instructional program.
- The creation of programs that will motivate members in their training and chapter activities.
- The continued development of high-quality leadership training programs.
- The creation and expansion of leadership training conferences on local, state and national levels.
- Expanded competitive activities.
- Improved public relations at all levels with business, industry, labor organizations and associations as well as involvement in local, school, civic and community activities through correspondence, publications, and goodwill tours.
- Continued growth of membership.

SkillsUSA National Advisor of the Year – 2018 Louisiana Advisor of the Year

NOMINATOR'S INSTRUCTIONS

Nominator should submit to his/her State SkillsUSA Director:

- A maximum of three letters of support or recommendation for the nominee along with the application. More than three (3) letters will disqualify the nominee. Note: Information provided in letters of support weighs heavily in evaluation.
- A color portrait (head and shoulders shot in SkillsUSA attire) of the nominee.
- A narrative-style biography of the nominee (one page, single spaced).

The State SkillsUSA Director will then submit the nomination materials to Jeri Widdowson, Chair of the State Directors Association, along with his/her official letter of support stating that the nominee is the "official" nominee for the state (the State Director's letter does not count as one of the three letters of support/recommendation). Please attach these letters to the application. No additional materials will be accepted.

Special Note: The procedure for the final selection of the National Advisor of the Year is as follows:

1. After all nominations from the individual states are received as instructed above, they are separated by region.
2. The nominations are then sent to Regional Representatives of the State Directors Association (representatives receive different regions each year).
3. The regional representative then forms a review committee to select a regional winner.
4. Regional winner names are returned to the Chair prior to or at the State Directors Association Board of Directors in January.
5. Regional winners are interviewed at the National Leadership and Skills Conference, and an overall national winner is selected.

(Continued)

SkillsUSA National Advisor of the Year

Criteria

This award will be presented to secondary and/or postsecondary educators involved in technical, skilled, and service occupations, including health occupations courses, and who have achieved prominence at local, state or national levels. One such award will be presented annually.

Eligibility

Eligible individuals are individuals who are currently employed by high schools, postsecondary institutions, career centers, area career technical schools, etc. Contributions and achievements on which the nomination is based should have been made within the past ten years. The nominee must be a paid professional member of SkillsUSA.

Louisiana Process

- Application Due Date November 16, 2018
- Two awards will be presented: One for High School Division and One for Postsecondary College Division. In the event there are no nominations from a Division only one award will be presented.

National Process

- State winner selected **no later than November 16, 2018**
- State winner's paperwork must be postmarked by Thursday, December 1, 2018 to Jeri Widdowson
- The regional representatives' selections of the five Regional Advisors of the Year will be submitted to the National staff at the winter meeting (end of January) of the State Directors Association Officers. Formal recognition and selection of the National Advisor of the Year will take place at the NLSC.
- Regional winners will be notified and invited to attend the National Leadership and Skills Conference (NLSC) in Louisville, Kentucky. There will be one winner per region. This person could be either secondary or postsecondary.
- At the NLSC, the regional winners will be interviewed by a selection committee comprised of the State Association Directors, National Staff, National Board of Directors, and industry representatives.
- All regional winners will be introduced and recognized at the Opening Session on Tuesday evening during the NLSC. The National Advisor of the Year will then be announced during the event. The winner could be either secondary or postsecondary.
- Regional winners will be notified and invited to attend the 2019 SkillsUSA National Leadership and Skills Conference (NLSC) in Louisville, Kentucky. There will be one winner per region. The winner could be either high school or college/postsecondary. During NLSC, the regional winners will be interviewed by a selection committee comprised of the state association directors, national staff, and members of the board and industry representatives.
- All regional winners will be introduced and recognized at the Opening Ceremony on during the NLSC. The National Advisor of the Year will then be announced during the event. The winner could be either high school or college/postsecondary.

NOTE:

1. \$2,500 program grant will be issued for national winner's school and \$1,000 program grants will be issued for the four (4) remaining regional winner's schools.
2. \$500 travel subsidy (reimbursement) to each regional winner (to individual or to agency providing travel to NLSC).
3. For national winner, three (3) trips to SkillsUSA events to include round trip air fare, meals and lodging.

Nominator's Instructions

Nominator should submit to his/her State SkillsUSA Director:

- Nomination form
- One page narrative-style biography of the nominee (one page, single spaced).
- One page accomplishments or resume
- Three letters of support or recommendation (maximum)
More than three (3) letters will disqualify the nominee.
Note: Information provided in letters of support weighs heavily in evaluation.
- State Director letter of support indicating the nominee is the "official" nominee. *The State Director's letter does not count as one of the three letters of support/recommendation*
- A *digital* color portrait (head and shoulders shot in SkillsUSA attire) of the nominee. *Portrait maybe submitted in digital format.*
- No additional materials will be accepted.

The State SkillsUSA Director will then submit the nomination materials to:

Jeri Widdowson, Advisor of the Year Committee,

Special Note: The procedure for the final selection of the National Advisor of the Year is as follows:

1. After all nominations from the individual states are received as instructed above they are separated by region.
2. The nominations are then sent to Regional Representatives of the State Directors Association (representatives receive different regions each year).
3. The regional representative then forms a review committee to select a regional winner. Attached rating form and evaluation rubric will be used by regional preventatives in the selection process.

4. Regional winner names are returned to the Chair prior to or at the State Directors Association Board of Directors in January.

5. Regional winners are interviewed at the National Leadership and Skills Conference, and an overall national winner are selected.

Criteria

This award will be presented to secondary and/or postsecondary educators involved in technical, skilled, and service occupations, including health occupations courses, and who have achieved prominence at local, state or national levels. One such award will be presented annually.

Eligibility

Eligible individuals are individuals who are currently employed by high schools, postsecondary institutions, career centers, area vocational technical schools, etc. Contributions and achievements on which the nomination is based should have been made within the past ten years. The nominee must be a paid SkillsUSA professional member. A nominee may only be nominated once in a three year time cycle.

Nomination Form
National Advisor of the Year



Region _____

Name of Nominee _____

Home Address _____

City _____ State _____ Zip _____

Home Telephone _____ Home E-mail Address _____

Current job title: _____ CTE subject area: _____

Current paid member of SkillsUSA: (Please circle) Yes No

School Name _____

School Address _____

City _____ State _____ Zip _____

School Telephone _____ School E-mail Address _____

School Administrator Signature (recommendation letter will suffice for signature) _____

Number of Years as a SkillsUSA Advisor: _____

Nominator's Name _____

Nominator's Title _____

Nominator's Address _____

City _____ State _____ Zip _____

Home Telephone _____ Office Telephone _____

E-mail Address _____

State Director E-mail address _____

Accomplishments or Resume of Nominee

Please use this sheet or answers may be supplemented on a single-spaced, 8 ½" x 11" page. Please use the Times font – 12 point type. Use front of page only

Significant positions held: (in education or SkillsUSA)

Honors and/or recognitions:

Professional Memberships: (include offices held)

Civic, Fraternal Activities, etc.:

Other specialized SkillsUSA activities, such as community service, safety projects or any other activity above and beyond the call of duty:



Nominee evaluated: _____

Criteria	Possible points	Points Scored
Outstanding SkillsUSA contributions and Accomplishments	20	
Significant positions held	10	
Honors and/or recognitions	15	
Professional memberships (include office held)	10	
Civic, fraternal activities, etc.	15	
Other specialized SkillsUSA activities Such as community service, safe projects, or other	20	
Letter of Recommendation (Three letters, plus state director's letter)	10	
Total points possible	100	

Evaluated by: _____

Date: _____

Evaluation Sheet SkillsUSA Advisor of the Year



Nominee evaluate _____

Outstanding SkillsUSA contributions and accomplishments

4	8	12	16	20
Basic related, minimal		Wide range and ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Significant positions held (in educations or SkillsUSA)

2	4	6	8	10
Basic related, minimal		Wide range and ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Honors and/or Recognition

3	6	9	12	15
Number of awards		Range of awards community recognition		Many stand-out awards highest honors

Professional Membership

2	4	6	8	10
Basic related, minimal		Wide range of activities, ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Civic, fraternal activities, etc.

3	6	9	12	15
1 or 2 activities involving limited time/effort		Expanded range of involvement valuable learning experiences		History of service; long-term personal career goals

Other specialized SkillsUSA activity, such as community service, safety project or other

4	8	12	16	20
Basic related, minimal		Wide range of activities, ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Comments by evaluator: _____

Evaluated by: _____ **Date:** _____