



Larry J. Rabalais, Executive Director  
SkillsUSA Louisiana, Inc  
PO Box 949, Junction Hwy. 417 & 419  
Innis, LA 70747

Email: [Skillsusala@yahoo.com](mailto:Skillsusala@yahoo.com)  
Phone : 225-492.2249  
Fax: 225-492.2226 Cell: 225.603.5664  
<http://Laskillsusa.org>

---

## MEMORANDUM

DATE: October 1, 2019

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

FROM: Larry Rabalais, SkillsUSA Director *Larry Rabalais*

SUBJECT: Fall Leadership Conference (November 18-19, 2019 Lafayette, Louisiana)

The first planned event of this year is the 2019 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 this year's theme, "I'M READY!" 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 SkillsUSA 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 28<sup>th</sup> 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 SkillsUSA 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 18. 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 18. [Monday Lunch in the ULL Student Union is available. Online registration click PRODUCT for number of meals. Cost \\$10 ea. ULL has all types of food, with endless meal and drink.](#) The conference will end at 12:00 p.m. on Tuesday, November 19, 2019. 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 November 4, 2019. 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

SkillsUSA Louisiana FALL LEADERSHIP CONFERENCE  
REGISTRATION FORM  
November 18-19 2019

PLEASE RETURN THIS REGISTRATION FORM TO:

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

SkillsUSA Chapter: \_\_\_\_\_  
Online Registration Invoice included: \_\_\_\_\_

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*

New for This Year **\*\*PIN, T-Shirt, or BANNER** Design Registration Contest Fee \$(5.00 Per Design Contestant **\*\*\*Two Sets per design**) (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.

Amount of Registration Fee Enclosed:

NUMBER OF PARTICIPANTS \_\_\_\_\_ x \$55.00 = \_\_\_\_\_  
NUMBER OF DESIGNS Contestants \_\_\_\_\_ x \$5.00 = \_\_\_\_\_  
NUMBER OF Monday LUNCHES \_\_\_\_\_ x \$10.00 = \_\_\_\_\_  
  
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

## 2019 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, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 2					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 3					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 4					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 5					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 6					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 7					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 8					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> 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 18-19, 2019, 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](mailto: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" Ignore the contest information at bottom of screen when registering for Fall Leadership Conference.
4. 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. **We do not order T-Shirts from the online sizes.**
5. Non-Advisor and Non Members may also be registered here.
6. 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

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) *Notice: Each Design now requires two exact copies of the design. This change is due to the new rules from the Technical Standards.*

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 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. Contestants will follow national scopes and guidelines for these contest.
2. There can be only one design entry from any SkillsUSA member per category (A). [Two copies must be submitted for each design.](#) (At Nationals this year our contestant had the original taken by the technical committee.)
3. A contest schedule will be sent to you once 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.



Larry J. Rabalais, Executive Director  
SkillsUSA Louisiana, Inc  
PO Box 949, Junction Hwy. 417 & 419  
Innis, LA 70747

Email: Skillsusala@yahoo.com  
Phone : 225-492.2249  
Fax: 225-492.2226 Cell: 225.603.5664  
<http://Laskillsusa.org>

---

October 1, 2019

TO: SkillsUSA Advisors,

FROM: Larry Rabalais, Director  
SkillsUSA Louisiana

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

SUBJECT: **LOUISIANA STATESMAN AWARD**

---

**November 18-19, 2019, 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 [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 19, 2019.

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 2019-2020: SkillsUSA: *Champions at Work "I'M READY"*: relates to our national program of work in the area of Professional Development.

The theme will be used in the 2019-2020 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:

---

National Skills USA  
PO Box 3000  
Leesburg, VA 20177

Phone: 703-777-8810  
FAX: 703-777-8999

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**, (*The PDP will be replaced with (CRC) Career Readiness Curriculum*). Questions will be asked pertaining to this CRC curriculum..

**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 - Chelle Travis as the next Executive Director at SkillsUSA**

**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.