



# SkillsUSA<sup>TM</sup>


## CHAMPIONSHIPS

**42<sup>nd</sup> ANNUAL  
SkillsUSA LOUISIANA  
CHAMPIONSHIPS  
April 10-12, 2024  
HOUMA, LOUISIANA**



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<http://skillsusala.org>

TO: SkillsUSA Louisiana Advisors and Members

FROM: Jeremy Boudreaux, SkillsUSA Louisiana Director 

SUBJECT: SkillsUSA Louisiana Championships – High School

DATE: January 8, 2024

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**THE ACTIVITIES ARE DIFFERENT FROM PREVIOUS CONFERENCES.**

April 10-12, 2024, are the dates for the 42<sup>nd</sup> SkillsUSA Louisiana Leadership and Skills Conference (SLSC) to be held in Houma, Louisiana. Registration and opening session will take place at **H.L Bourgeois High School 1** Reservation Ct. Gray, LA 70359. Activities for the second day will take place at **Louis Miller Terrebonne Career and Technical High School**, 3051 Patriot Dr. Houma, LA 70363. The Awards Session will be held Friday morning at **H.L Bourgeois High School 1** Reservation Ct. Gray, LA 70359.

The enclosed materials should be reviewed very carefully because they contain particularly valuable information and instructions regarding this year's conference. Updates on Championships, Contest, and COVID-19 mandates will be presented in a continuous and timely fashion via website. [www.skillsusala.org/contestupdates](http://www.skillsusala.org/contestupdates)

This year's SkillsUSA Championship Technical Standards may have changes for each contest. As a professional member, when you log into the SkillsUSA National Absorb website, you will have access to the Technical Standards.

**“Résumé Requirement** – High school competitors will be required to bring a one-page, type-written resume and submit it to the technical committee at the contestant orientation meeting. Failure to do so will result in a 10-point penalty. Resume Requirement not required for Middle School.

The enclosed materials are for Middle/High schools. Remember that high school students attending technical colleges must compete at the high school level.

Please do not hesitate to contact me at (985) 257-7545, if you have any questions or concerns. If you need any special accommodations to attend/participate in the conference, please contact us by March 22, 2024. Also please be sure to mark the accommodations Checkbox and describe the accommodations.

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# LOUISIANA SKILLSUSA CHAMPIONSHIPS AGENDA

April 10-12, 2024

This tentative agenda lists the SkillsUSA Louisiana SkillsUSA Championships Conference highlights and may be used for planning. Be sure to review and use the official conference program App at the conference.

<b>TIME</b>	<b>ACTIVITY</b>	<b>PLACE</b>
<u>April 10, 2024</u>	<b><u>H.L. Bourgeois High School</u></b> (1 Reservation Ct. Gray, LA)	
1:00 - 2:00 p.m.	High School Louisiana SkillsUSA Officers' Meeting	
3:00 - 3:30 p.m.	Registration Check-In.	
3:30 - 5:00 p.m.	<b>Opening General Session</b>	
5:15 - 5:30 p.m.	Officer Candidates Interview	
5:30 - 9:00 p.m.	Leadership Contests– <u>Opening &amp; Closing</u> and <u>Quiz Bowl</u>	
<u>April 11, 2024</u>	<b><u>Louis Miller Terrebonne Career and Technical High School</u></b> (3051 Patriot Dr. Houma, LA)	
7:30 - 8:00 a.m.	Judges Registration, Administration Building G	
8:30 - 9:00 a.m.	Judges Orientation, Contest Area of Competition	
8:30 a.m.	<b>All Competitors in Contest Area</b>	
9:00 a.m.	SkillsUSA Championships Contests Begin	
11:00 a.m.	On-site Lunch begins for contestants and workers	
4:00 p.m.	All Contests End	
5:00 p.m.	Completion of Judging and scores turned in to Headquarters	
6:30 p.m. – 9:30p.m.	<b><u>Houma Municipal Auditorium</u></b> (880 Verret St. Houma, LA) Festival of Champions	
<u>April 12, 2024</u>	<b><u>H.L. Bourgeois High School</u></b> (1 Reservation Ct. Gray, LA)	
7:30-9:30 a.m.	All High School Officers Meet & Executive Officers to set up	
9:30-10:00 a.m.	Pre-session Entertainment	
10:00 a.m.-12:00 Noon	<b>Awards SESSION and Recognition Program</b>	
Following Awards	Meeting of Participants (Gold Medal Winners and Advisors of school's attending National SkillsUSA Championship)	

# CONFERENCE COMMITTEES

Registration ..... Board of Directors  
Select Staff LMTCT  
Louisiana Leadership Team Members

Public Relations..... SkillsUSA Louisiana, Inc.

Awards..... State Officers, Louisiana Leadership Team Members

Food... ..Select Staff LMTCT

Testing.....Proctor(s) at Host School

Tabulation.....Scoring Committee  
Louisiana Leadership Team Members

## Conference Program

Yapp will be used as the Official Conference app



<https://my.yapp.us/LASLSC24>

The App will be available around 2 weeks prior but will be contentiously updated during the conference.

## CONFERENCE REGISTRATION INSTRUCTIONS

**REGISTRATION:** Registration must be completed on-line. The deadline for registration submission is March 22, 2024. Late registration is discouraged due to preprinted badges, and other personalized information.

**CONFERENCE CHECK-IN AND LOCATION:** Participating schools should report to **H.L. Bourgeois High School 1** Reservation Ct. Gray, LA 70359 between 3:00 p.m. to 3:30 p.m. on April 10, 2024, to secure their conference packets. Contest changes and drops will be taken at Check-in.

**REGISTRATION FEES:** Conference fees are set and determined following an analysis of all expenditures necessary to make the SkillsUSA Championships a meaningful experience to all of those who attend. In total, conference registration fees must cover several different expense categories: conference supplies e.g. (ID badges, programs, consumables, Software, etc.); conference awards (plaques, medallions, certificates, etc.); conference events; and miscellaneous items (facilities, speakers, security, etc.). **Fees for conference registration must be postmarked no later than March 22, 2024.** A printed copy of the Participant Listing must be completed and returned with payment.

**NO PERSONAL CHECKS WILL BE ACCEPTED**  
**THERE WILL BE NO ON-SITE REGISTRATION.**

**REGISTRATION DEADLINES:** Registration must be submitted on or before March 15, 2024. Late submitted registrations will add the **Late Registration Fee for all submitted.** **There will be no contestant registration after March 29.** Contestant registrations Fees must be delivered to SkillsUSA Louisiana, Inc. no later than March 29.

**Payment:** Full payment of fees **MUST** be submitted with registration. **Payment options:** Credit Card Via Request, School Check or Money Orders made payable to **SkillsUSA Louisiana, Inc.** (*Purchase Order or request for payment should be attached if check request has been processed.*) Include a printed copy of the participant listing from the SkillsUSA Conference Registrations Registration Summary of the Skills USA Championships on-line registration.

### **REFUND POLICY:**

**No refunds will be made.** Allocations of materials and supplies and other cost associated with each contestant's participation in the Championships will be dedicated as expendable by March 3, 2023. Therefore, no refunds will be made due to allocations based on the count in each contest. ***Please use every effort for accountability of participants before registration.*** ***\*Note: The national policy will be used to determine any extenuating circumstances.***

**Board of Directors Policy: (05-22-2017) "SKILLS MEMBERS MUST PAY BOTH STATE AND NATIONAL DUES PRIOR TO CONFERENCE"**

Substitution of students will be accepted until March 22, 2023, to allow for testing. Students substituted after may not be able to test resulting in lost of points.

## CONFERENCE REGISTRATION FEE SCHEDULE

“**Contestant**” includes student that are participating in only one contest.

“**Multi-Event Contestant**” Includes students that are participating in multiple contests.

(Includes Pin, T-shirt, Banner)

“**Advisor**” includes paid professional SkillsUSA members.

“**Observer**” includes SkillsUSA Louisiana members and non-members who are not competing in any contest but are attending the conference.

All registered conference participants will be allowed in the opening and closing sessions.

“**Guest**” includes **non-SkillsUSA** members, non-teachers, non-chaperons, and alumni that will only attend the Awards Session. Pre-Registration is required on the State Website for a entrance ticket. (SkillsUSALA.Org) Optional Donation is suggested. No Pin or T-Shirt included.

Registration/T-shirt/pin	Registration Fee	Late Registration Fee
One Event Contestant	\$60.00	Add \$10.00 to each registrant
Additional Contest	\$5.00 Ea.	
Advisor	\$50.00	
Observer	\$50.00	
Guest (Awards Only)	\$10.00 Suggested Donation	Must Pre-Register on SkillsUSALA.org Site

### **SUBSTITUTION POLICY:**

The deadline for making substitutions on-line/Email is by **March 22, 2024**. Substitutions may also be made on-site at the conference at the Registration Table no later than Wednesday, 1:30 p.m., March 29, 2023. **NO NEW CONTESTANTS MAY BE ADDED ON-SITE.**

Form A-1 contained in this packet is available to use if you are making substitutions on site.

Please have the form completed when you arrive. No Testing will be completed onsite.

### **SEND ALL REGISTRATION MATERIALS AND MONIES TO:**

**SkillsUSA Louisiana, Inc.**  
**Jeremy Boudreaux, Director**  
**P. O. Box 1678**  
**Gray, LA 70359**

**E-mail: Jeremy@skillsusala.com**

**DEADLINES:** March 15, 2024, **Regular Registration Submission due**

March, TBD **Hotel Reservations Due**

March 16-22, 2024, **Late Registration (+\$10.00 Ea.)**

March 22, 2024, **All Payments Due**

April 5, 2024, **All Online Test due**

<p>*Note: Use US Postal Priority Mailer to insure tracking and delivery in a timely manner.</p>
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## **HOTEL ARRANGEMENTS**

### **Conference Hotel:**

**To be determined, Contracts are in the works at this time. Hotel will be posted on the website when finalized.**

**Conference participants are responsible for their own hotel accommodation.** Each chapter is responsible for making its own reservations.

### **Hotel Allowances:**

- 2 Queen - \$TBD
- 1 King – \$TBD

### **Reminders:**

Check in time is TBD P.M. Check out time is TBD A.M.

Maintain a copy of the hotel registration form for your records.

Check-in and pick up of keys must be done by a chapter advisor.

**Advisors** are responsible for rooms assigned to their chapters. Inventory rooms upon checking in and report any room damage to the hotel manager and the SkillsUSA Louisiana State Director. On checkout, inventory furniture, linens, and room condition for damage. Hotel personnel will check rooms after check-out; any damage that has not previously been reported could be charged to the chapter



# 2024 Skills USA Championships SkillsUSA Louisiana



O = Observer  
 S = High School Student  
 M= Middle School Student  
 A = Advisor/Adult  
 X = Advisor In Charge

**NLC28(LA)**

## 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      Copy of list: SkillsUSA Louisiana  
 Name of Conference Hotel: \_\_\_\_\_

## SPECIAL NOTES

1. Gold, silver, and bronze medallions may be awarded to the top three contestants in each category for the High School and Middle School divisions. There may be events in which judges determine that **NO** contestants meet criteria for receiving recognition in the entire event or at one or more levels of recognition. No ties will be permitted.
2. Each participant must fill out a "Conference Liability Form." Those participants below the age of eighteen must include a parent/guardian signature. Conference liability forms should be turned in at the time of on-site registration. Medical Release forms should be submitted for all participants at registration. **The Emergency medical information for all participants must be attached with the conference liability form. The NLSC1 Form online for Registration, Personal and Liability Release should be filled out online.**
3. It is strongly recommended by the SkillsUSA Louisiana Board of Directors that students attending this year's conference have personal, school, and/or trip insurance, and that all students, advisors, and chaperones attending the conference have read and have signed the enclosed behavior and ethics codes. These forms should be maintained by the chapter advisor.
4. T-Shirts and Pins may be for sale at the conference depending on availability. T-Shirt Fees may change or adjusted for any additional fees incurred for inflation. If you have not pre-ordered, there is no guarantee that shirts will be available. If available, T-shirts may be purchased for \$18.00 (S, M, L, XL, 2XL, 3XL) and pins will cost (\$1.00 Last year's pin) - \$3.00 (New 2024 pin).
5. A lunch will be provided to contestants on April 11, 2024. After contestants have been served other participants, guests, advisors, etc., will be provided with a sack lunch as available
6. To participate and compete at the National Conference, it is necessary for the official SkillsUSA attire guidelines be followed. To provide for maximum participation at the state level, national dress guidelines are not as strict. However, it is expected that appropriate and safe attire will be worn by participants and contestants. For example, open-toed shoes or sandals are not safe attire in contests such as welding, machining, and automotive technology. Contestants with long hair which poses a possible safety hazard must wear OSHA approved hair containment devices. Safety glasses, where needed, must comply with OSHA standards and must be worn during all contests on the floor.  
**Remember: CareerSafe is the National OSHA sponsor for SkillsUSA at [www.careersafeonline.com](http://www.careersafeonline.com)**
7. The suggested attire for the opening session and the awards session is business casual. Official dress is recommended but optional. Jeans, sweat suits, t-shirts, and tennis shoes should be avoided.
8. All members must have paid SkillsUSA Louisiana dues by March 1 and may compete in **ONE** Wednesday Leadership contest and **ONE** Thursday Skill contest. **NOTICE –contestant cannot compete in two events on Thursday.** Events that are classified as "Team Events" are limited to two teams from the entire school. For example, Caddo Career Center could enter two teams of 7 in the Opening and Closing contest. Please note that a student may compete in the Quiz Bowl or Opening & Closing on Wednesday evening and compete in a skill contest or leadership contest on Thursday.
9. Skill and leadership contest are allowed 3 to 4 contestants per school. On occasion, when there is available space, additional contestants from a school are allowed to enter. To maintain fairness and

provide equal opportunities to all, a process for registering extra contestants has been established. Please refer to the ADDITIONAL CONTESTANTS' REQUEST FORM ([Online Form](#)) for specific details.

10. SkillsUSA Louisiana student members wishing to be a candidate for State Office must submit application to Mr. Jeremy Boudreaux via the SkillsUSA Louisiana website. The applications are included in this packet or go online to <https://www.skillsusa.org/state-officers> .
11. Once Registration has been submitted it will be lockdown to prevent editing of contestants. You can add new registrants after you have initially submitted up to the deadline cutoff date. Substitution changes will need to be email via the A-1 Form in this packet.

## **LOUISIANA SKILLSUSA CHAMPIONSHIPS GENERAL REGULATIONS**

- A. Louisiana SkillsUSA Championships Regulations are written as *guidelines* from the *SkillsUSA Championships Technical Standards 2023-24* and the Louisiana SkillsUSA Championships contest. *All problems and exercises mentioned in the SkillsUSA Championships Technical Standards are sample exercises only.* These guidelines should serve as models for administration of state contest and should not be considered binding for the state association in conducting state SkillsUSA Championships.
- B. All contests are to be of a performance nature. However, pencil and paper problem-solving related to the occupational contest and/or an oral professional assessment, such as a personal interview, explanation of skills to be performed, problem to be solved, *or other employability skills assessment*, may be included as a part of each contest. “All competitors (except Action Skills and Building Maintenance and Quiz Bowl) will be required to bring a one-page, type-written resume and submit it to the technical committee as the contestant orientation meeting. The resume may be used by the technical committee for the oral professional assessment segment of the competition. A penalty of 5 percent of the total points will be assessed for failure to submit a resume.” Competitors are expected to understand such principles as they apply to their skill areas. They will be expected to know and demonstrate the following:
- a. Mathematics and written problems specific to area of training
  - b. Engineering drawing/print interpretation and schematics related to specific areas of training
  - c. Reading comprehension/interpreting technical manuals
  - d. Completion of a job application form
  - e. Making an appointment for a job interview
  - f. Proper interview techniques
  - g. Responding clearly to oral questions
  - h. Safety knowledge (Some contests require evidence of safety training. Students are encouraged to complete the Occupational Safety and Health Administration’s (OSHA) 10-hour Web-based CareerSafe Course. For information, please visit the Web site at [www.careersafeonline.com](http://www.careersafeonline.com) . Participants completing the safety training course will receive a wallet card from OSHA.)
  - i. Compliance with all copyright laws and software licensing requirements

In some skill contest areas, skill-related written test and problem-solving exercises covering skills and related information will be included as part of each contest. The number of points allowed will not exceed 20% of the total possible points and will be determined by the SkillsUSA Louisiana, Inc. Board of Directors. The Skills-Related Written Test may be given online before, or at the pre-contest orientation meeting or on the day of the contest, or after the contest. The test will cover the appropriate math, technology, schematic/engineering drawing/print interpretation, safety, problem solving, and related information needed for employment. The Professional Development Program (PDP) Test will be administered to each individual contestant in both leadership and skill contests. The PDP test will be taken from Levels 1 through 2 and the SkillsUSA manual of the *Professional Development Program*

(except Action Skills and Building Maintenance contestants). The test results will be used in the event of a tie between contestants to determine first-second-and third-place winners only. An oral **professional assessment**, such as a personal interview, explanation of skills to be performed, problem to be solved, *or other employability skills* assessment, will be included as a part of each contest. Competitors in contests that require verbal presentations must use the proper name of the national organization, "SkillsUSA." Contestants in American Spirit, Chapter Display, Community Service, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board and Tech Prep must exhibit the organization's proper name and logo. Failure to do so will result in penalty points being assessed by the technical committee.

- C. **SkillsUSA Championships Awards** will be presented to the top three contestants in the high school division. Contestants are rated against a standard of performance rather than automatically being awarded first-, second- or third-place medals based on the highest-rankings. Contestants must be present to receive awards. In addition, contestants will be recognized with appropriate certificates.

**No ties will be permitted.**

**All Decisions of the judges are final.**

Final interpretation of all contest rules will be made by the Skills USA Louisiana, Inc. Board of Directors, in any regular scheduled meeting or any special called meeting.

- D. Grievance Procedure: Approved online grievance form should be filled out after speaking with the contest chair. Grievance must be submitted by 7:00 PM on the day of the contest for the SkillsUSA Louisiana Conference Management Committee to review.

### ***WHO MAY COMPETE:***

- E. Participants must be active SkillsUSA Louisiana members in the secondary division whose dues have been postmarked by midnight of March 1. A policy exist whereby exceptions may be made under certain conditions.
- F. High School contestants are students enrolled in a coherent sequence of courses or career major that prepares them for further education and/or employment related to technology, the health industry, trades, or industry and is earning credit toward a high school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference. High School students attending technical colleges and pursuing Carnegie credits for graduation will compete within the high school division.
- G. Participants must meet the eligibility requirements set forth in each contest description.
- H. There must be at least 4 contestants/teams in each official contest for the contest to be held. Proper procedure must be followed at the local level for contest with fewer than 5 contestants. (Exceptions are Chapter Display, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board, and health occupations contests.) If the program is one-of-a-kind, request the LOCAL CONTEST FORM.

Participants in the state contest must have been selected on a competitive basis at the state level competition. **The ability of the contestants to meet the standard of state competition must be considered before they are certified by the State Association to receive Gold, Silver, and Bronze medallions.** Participants must meet the eligibility requirements set forth in each contest description. Contestants are rated against a standard of performance rather than automatically being awarded first-, second or third-place medals to the highest-ranking competitors. **In some situations, Gold medallions are not awarded and only Silver or Bronze or no medallions are awarded. In this scenario, NO REPRESENTATION FROM THIS CONTEST WILL COMPETE AT THE NATIONAL LEVEL.**

- I. Participants in national contests must have been first-place winners selected on a competitive basis at the state level. In the event the first-place winner is unable to participate, the alternate must be the next highest-placing contestant at the state level who is able to participate. **The ability of the contestants to meet the standards of national competition must be considered before they are certified by the state association.** All contestants must qualify through state SkillsUSA Louisiana approved contests. Participants must meet the eligibility requirements set forth in each contest description.

#### **HOW TO REGISTER:**

- K. Only properly registered participants may enter Louisiana SkillsUSA Championships contests. Proper registration requires:
  1. Complete ON-LINE registration and submitting (NLSC) registration forms by the official deadline.
  2. Chapters may make changes and substitutes are allowed up to one hour before Opening General Session.
  3. In team leadership contests, teams may compete with one fewer team member in the case of an unforeseen circumstance if a full team was registered originally.
  4. Completing and submitting the "Liability-Medical Release Form" and the "Code of Ethics" to the State SkillsUSA Louisiana Executive Director prior to the start of the contest.
  5. High School SkillsUSA Louisiana members wishing to be a candidate for a State Office must send in their applications before March 15, 2023.

#### **PROCEDURE FOR CONTESTANTS:**

- L. Contestants must report to the orientation meeting prior to the contest as scheduled in the conference program, for instructions from the committee chairperson. This is a critical meeting, since technical committee chairs provide specific contest instructions, and many times administer the written test at this meeting. The pre-contest orientation meeting is mandatory for all Skills USA Championships

participants. The purpose of the meeting is to review the following items with all contestants.

1. Contestants' Credentials
2. Contest Rules
3. Contest Procedures
4. Safety Regulations
5. Tools and Materials
6. Workstations/Order of Performance
7. Equipment
8. Special Announcements
9. Contestants' Questions
10. Contestant Penalties

To participate and compete at the National Conference, it is necessary for the official SkillsUSA attire guidelines be followed. In order to provide for maximum participation at the state level, national dress guidelines are not followed as closely. However, it is expected that appropriate and safe attire will be worn by participants and contestants. T-shirt-style tops are not approved. All personal jewelry should contribute to a businesslike appearance. **SHOES:** No canvas, vinyl, plastic or leather athletic-type shoes, open-toed shoes or open-heel shoes, sandals are permitted in any SkillsUSA Championships event without penalty. Contestants may be **disqualified** where improper footwear constitutes a health or safety hazard. Work shoes are technically defined as low or high-top leather, lace-up shoes with rubber, skid-resistant soles. They can be steel or non-steel toed. Western style (cowboy) boots are not allowed, except Roper-style boots that are all leather, round-toed, flat-soled, with a low heel. Contestants with long hair which poses a safety or sanitary hazard must wear OSHA approved hair containment devices or hair nets. **SAFETY GLASSES:** Where specified, Safety glasses must meet ANSI 87 standards. An imprint with the mark "Z87" will appear on the frame or lens to identify the safety glasses as meeting ANSI Z87 requirements. Safety glasses must be worn during specified contests. Prescription safety glasses must also have side shields or must be covered with goggles. Contestants may be **disqualified** for lack of safety clothing or attire and not allowed to participate. No identification of the contestant, school is allowed on official clothing.

The penalty for contestants who do not satisfy the dress requirements will be one to five points of the contest points. This penalty will be assessed by the Louisiana SkillsUSA Championships Chairperson rather than the judges. Contestants may be **disqualified** for lack of safety clothing or attire and not allowed to participate. **Remember: CareerSafe is the National OSHA sponsor for SkillsUSA at [www.careersafeonline.com](http://www.careersafeonline.com)**

## **CONTESTANTS WITH SPECIAL NEEDS**

The Louisiana SkillsUSA Championships management team will make every effort to provide assistance/accommodations, as appropriate, to create equal opportunities and a level playing field for all contestants. No assistance will be provided that could be interpreted as giving the special needs contestant an unfair advantage. Advanced

identification of the contestants and their special needs will be required. The following are examples of the types of assistance that are allowed: Special tables will be allowed for contestants who need to use wheelchairs; Signers will be allowed to translate oral instructions given by the technical committee to deaf or hearing-impaired contestants; Special tools and devices will be allowed for contestants with prosthetics or physical challenges such as a club foot, burn injury or amputation; Contestants with dyslexia or other learning disabilities will be allowed assistance as determined by the complexity of the contest assignment. Readers will not be allowed in contest(s) where the use of technical manuals is required. Hearing-impaired contestants will be provided signers at contest orientations, at the startup of the competition and throughout the day if required by the technical committee.

During the contests, participants must work independently, without assistance from judges, teachers, instructors, fellow students, or observers. Contestants will be disqualified for receiving such assistance.

- M. Participants who do not bring the required tools and materials as specified in the individual contest regulations, may be penalized two points for each item missing. The contest chairperson may, at his or her discretion, furnish the required items (if available) but may assess the penalty per item.
- N. Contestants must have two (2) sharpened #2 pencils as required tools for all written tests and skill events.

### ***RELEASE OF CONTEST RESULTS:***

- P. The distribution of contest results and scores will be the sole prerogative and responsibility of the State SkillsUSA Louisiana Association Official Executive Director. An analysis of contestant scoring, and a ranking of the contestants will be available to the respective school by May 1 following the close of the Louisiana SkillsUSA Championships.
- Q. The release of records can only be accessed via the national website score site. Students will need their contest number and date of birth. No Phone calls will be accepted.
- R. The appropriate state official agrees not to use this information in any way that will violate any local, state, or federal law and will protect each student's right of privacy as required by law.

### ***OBSERVER RULES:***

- S. It is in the spirit of competition and good sportsmanship to demonstrate professional courtesy to other competitors. Contestants shall in no way disrupt or interfere with the work or performance of fellow contestants or teams. Any contestant or team found to be in violation of this regulation may be at the risk of penalty or even disqualification in the case of a serious violation.



- T. A roped or otherwise marked area will be designated for observers. No observers, including SkillsUSA Louisiana advisors, will enter the designated contest areas without the approval of the state contest chairperson, judges, and state director.
- U. No observer will talk or gesture to contestants.
- V. Judges may disqualify contestants who accept assistance from observers.
- W. No observer will be permitted in the contest holding room or at the contest orientation meeting unless specifically invited by the State contest chairperson.
- X. Additional limitations on observers, such as entering or leaving a contest area during a demonstration or sequence, may be posted to protect contestants from unnecessary distractions.
- Y. The technical committee chair may close the contest to observers if observers are seen to be communicating or aiding a contestant in any way or if safety demands such action.
- Z. Neither camera with flash attachments, cell phones, recording devices of any kind will be permitted in any contest area without the consent of the Louisiana SkillsUSA Championships executive director.

**SkillsUSA Louisiana, Inc.**  
**CODE OF CONDUCT**

SkillsUSA Louisiana wants every student representative to have an enjoyable experience with maximum attention on safety and comfort. All members representing SkillsUSA Louisiana will be expected to conduct themselves in a manner best representing the nation's greatest student organization.

To receive maximum benefit from your participation, the "Code of Conduct," as established by the SkillsUSA Louisiana Board of Directors, must be followed at all times.

It should be noted that your participation is voluntary, not mandatory, and as such you agree to abide by the official SkillsUSA Louisiana rules and regulations or forfeit your personal rights to attend and participate. We are proud of our students and know that by signing this "Code of Conduct" you are simply reaffirming your dedication to be the best representative of your state possible.

**STUDENT CONDUCT AND DRESS**

1. I will at all times, respect all public and private property, including the hotel/motel in which I am housed.
2. No intoxicants of any nature (including beer) will be permitted in the possession of anyone attending this educational activity.
3. Smoking is not permitted at any SkillsUSA Louisiana function.
4. Drugs in any form except prescribed medication shall be prohibited.
5. All students are to occupy the rooms which have been assigned to them.
6. Mixed company in students' rooms, without exception, is not permissible unless the advisor and/or a state staff or board member is present to assure proper conduct.
7. All students are to remain on the conference premises unless accompanied by local advisor or parent/legal guardian.
8. A curfew hour of 11 PM will be observed and enforced. This means that all contestants and others must be in their room at this time. Unnecessary noises at any hour shall be avoided in respect to other guests.
9. Every member will be expected to attend and be on time for all conference or workshop sessions and activities that I am assigned to and registered for unless otherwise assigned.
10. All students shall respect the authority of the advisors and keep them informed of their whereabouts and not leave the hotel/motel without the express permission of the advisor or state director.
11. All conference participants are encouraged to demonstrate sportsmanship and respect to the opinions of others at all meetings. Conduct shall be exemplary at all times.

12. To participate and compete at the National Conference, it is necessary for the official SkillsUSA Louisiana attire guidelines be followed. In order to provide for maximum participation at the state level, national dress guidelines are not followed as closely. However, it is expected that appropriate and safe attire will be worn by participants and contestants. For example, open-toed shoes or sandals are not safe attire in contests such as- welding, machining, automotive technology. Contestants with long hair which poses a possible safety hazard must wear OSHA approved hair containment devices. Safety glasses, where needed, must comply with OSHA standards. The suggested attire for the opening session for men is shirt and tie with dress pants. Jeans, sweat suits, T-shirts, and tennis shoes should be avoided.
13. Name tags shall be worn at all times.
14. Students are responsible for removal of all posters or information placed around the walls, bulletin boards, etc.
15. The SkillsUSA Louisiana policy of Student Conduct will be applied to all SkillsUSA Louisiana functions, as well as pre- and post-conference activities.
16. Any alterations to the Code of Conduct must be approved by conference coordinator and/or board of directors, and state directors.

## **COURTESIES AND SUGGESTIONS**

1. Care shall be taken not to deface or destroy any property. Room checks will be made, and you will be responsible for anything missing or damaged. Offenders will be dealt with promptly and individuals, local chapters and the schools/technical & community colleges/university campuses represented will be held responsible for all costs.
2. Littering is an offense subject to police attention resulting in financial penalties to the individual.
3. Each school will be responsible for any charges such as telephone calls and movies made from assigned rooms or restaurant charges incurred while at conference site.

## **VIOLATIONS**

Violation of conduct shall be subject to immediate action by the individual advisor, Louisiana Leadership Team or the Board of Directors, or the State SkillsUSA Louisiana Executive Director. Such action may include sending individuals or an entire school representation home immediately; when this occurs, those involved will be disqualified from competitive awards.

1. Violations of Items 1 through 6 of the "Code of Conduct" will be grounds for immediate removal from office and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. The contestants from the participant's campus could be disqualified as well.
2. Violations of Items 7 through 15 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's campus and parents or guardians. Repeated violations of Items 7 through 16 may result in the participant being sent home at his/her own expense.

## **ADVISOR RESPONSIBILITIES**

1. The advisors are responsible for the proper conduct of all students from their school during the conference or workshop.
2. A cooperative spirit is expected of each advisor in helping with the courtesy patrol.
3. Advisor conduct should be exemplary at conferences thus setting a good example for the students.
4. The advisor's availability in the conference facility is imperative so that students can reach the advisor in the event of an accident, illness or for other reasons.
5. Good sportsmanship is essential and therefore assistance must be given to instill an understanding that there is more to life than just winning.

6. Review the total conference program with the students emphasizing the importance of appearance, attitude, promptness, and courtesy.
7. Conduct of advisors at all conferences shall adhere to the code established for student conduct and dress.
8. Be sure you and your students are properly registered and understand the rate being charged. Changing rooms after registering is prohibited.
9. Advisors are responsible for always keeping in their possession a parental permission slip for their students (minors) in attendance or a signed release of liability form.
10. The SkillsUSA Louisiana policy of Student Conduct will be applied to all SkillsUSA Louisiana functions, as well as pre and post conference activities.

### **RULES FOR HEALTH SERVICES**

1. A student who becomes ill or needs health services must report to his/her SkillsUSA Louisiana advisor before contacting health personnel.
2. The SkillsUSA Louisiana advisor should call health personnel and accompany the student to the health care center.
3. The SkillsUSA Louisiana advisor is responsible for the transportation of the student to a physician or a hospital if the need arises.
4. The SkillsUSA Louisiana advisor is responsible for notification of parents if such need arises.
5. The host school shall prepare a list consisting of names of physicians and hospitals with telephone numbers of each in the area to be used by health personnel.
6. The host school hosting competition shall be responsible for emergency health care.

## Special Note: Online Testing & Assessments

### 1. State Online Testing –

- Online Testing will begin March 18 and ends March 29, 2023
- March 29 – March 5, will be set for late enrollees and any missed testing.
- No Onsite Occupational Knowledge test will be given.
- A correct Email is Imperative, Online testing will use email address to send log in information. It is recommended to use a student's personal email to prevent any blocks.

### 2. SkillsUSA Championships Online Assessments

#### Online SkillsUSA Occupational Knowledge Assessments and PDP for 2024

**For the 2024 SkillsUSA Championships:** As part of the registration fee, all contestants in contest which have a "SkillsUSA Occupational Knowledge" exam will take the online test rather than a written exam on site. This test will be taken at the contestant's school. Someone other than the contestant's teacher will proctor the online test. Only contest which do not have an online test, then contestants will then be given the Skills-Related Written Test on site. We will also have the PDP test online for this year.

**Online Assessments information to be announced when SkillsUSA Championships Registration Closes.**

**\*\*Look for more information to come on online testing.**

REQUIRED BY:	ALL CONFERENCE ATTENDEES
STATE DIRECTOR'S ADDRESS:	JEREMY BOUDREAUX, STATE DIRECTOR SkillsUSA Louisiana, INC. P.O. Box 1678 Gray, LA 70359

**Code of Ethics Form**  
**Behavior Code Form**

**SkillsUSA Louisiana PARTICIPANT:**

I agree if, for any reason, I am in violation of the rules of the conference, I may be brought before the appropriate discipline committee for an analysis of the violation, and I further agree to accept the penalty imposed on me, with the understanding that all such actions are explained to me, and further, I realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being sent home immediately at my own expense.

**Violations and Penalties**  
**(For All Participants)**

1. Violations of Items 1 through 6 of the Code of Conduct **will be** sent home at his or her expense. Proper notification of the violation and action taken will be sent to the State Department of Education and parents or guardians.
2. Violations of Items 7 through 15 will result in a warning and a reprimand. Proper notification of the violation and action taken will be sent to the State Department of Education and parents or guardians. Repeated violations of Items 7 through 15 may result in the participant being sent home at their own expense.

It is within the spirit of being a proud and meaningful member of SkillsUSA Louisiana that I agree to these rules of conduct by affixing my signature below.

\_\_\_\_\_

Participant's Signature

\_\_\_\_\_

Date

SIGNATURE: ADVISOR; PRINCIPAL; ADMINISTRATOR:

"I approve the student named above to attend the Louisiana Skills USA Championships at the H.L. Bourgeois High School and Louis Miller Terrebonne Career and Technical High School."

\_\_\_\_\_

Chapter Advisor's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Administrator's Signature

\_\_\_\_\_

Date

Submitted at Registration



# LOUISIANA SKILLSUSA CHAMPIONSHIPS CONFERENCE LIABILITY & MEDICAL RELEASE FORM

REQUIRED BY:	ALL CONFERENCE ATTENDEES
STATE DIRECTOR'S ADDRESS:	JEREMY BOUDREAUX, STATE DIRECTOR SkillsUSA Louisiana, INC. P.O. Box 1678 Gray, LA 70359

Name of Participant \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ School Phone \_\_\_\_\_

I hereby agree to release SkillsUSA Louisiana, its representatives, agents, servants, and employees from liability for any injury to above-named person, resulting from any cause whatsoever occurring to above-named person attending the Louisiana SkillsUSA Championships 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 the SkillsUSA Louisiana's director, conference assistants and/or designees to administer and/or obtain 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 SkillsUSA Louisiana state director and/or conference 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."

"I understand that it is recommended that each participant attending this conference have personal, school, and/or trip insurance.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian's Signature  
(If below the age of 18)

\_\_\_\_\_  
Date

Submitted at Registration

## CONTESTS TOOL LIST

**NOTE: Official tool list and updates can be found at**

**<https://www.skillsusala.org/contestupdates>.**

**Everyone must have two (2) sharpened No. 2 pencils**

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Tool list will be updated at a regular basis so please view the list online. The update page will also note any necessary information regarding the contest. The contest updates will be considered final and no longer updated 1 week before the championships.

### **RESUMES' and Theme**

All contests are to be of a performance nature. However, pencil and paper problem solving related to the occupational contest and/or an oral professional assessment, such as a personal interview, explanation of skills to be performed, problem to be solved, or *other employability skills assessment*, may be included as a part of each contest. "All competitors will be required to bring a one-page, type-written resume and submit it to the technical committee at the contestant orientation meeting. The resume may be used by the technical committee for the oral professional assessment segment of the competition. A penalty of 5 percent of the total points will be assessed for failure to submit a resume."

#### **SkillsUSA: - No Limits -**

The topic to be addressed by competitors in the 2023 SkillsUSA Chapter Display, Prepared Speech and Promotional Bulletin Board competitions is our theme, "SkillsUSA: No Limits."

Within this topic, competitors might illustrate or discuss any of the following:

1. The membership theme implies that members have both the tools and the confidence to take on further education or employment in their career field. Name three ways that SkillsUSA has prepared you with the tools to enter the workforce?
2. How is the SkillsUSA Framework of developing Personal Skills, Workplace Skills and Technical Skills Grounded in Academics central to the idea of being ready for employment?
3. The theme is inclusive of all SkillsUSA members and their collective preparedness and confidence in their skills and abilities. How has your SkillsUSA chapter worked together to ensure that all chapter members are career-ready?
4. If asked to create a member recruitment campaign around the theme, what would be your key points?
5. How has learning and practicing the SkillsUSA Framework Essential Elements given you confidence in your skill set? Name two Essential Elements that you have practiced during your SkillsUSA membership that are mastered now.
6. What activities or learning within your career and technical education program have prepared you to contribute to the workforce, implementing the concepts and the positive confidence exemplified in the Theme?
7. What does the theme mean to you?

# LOUISIANA SKILLSUSA CHAMPIONSHIPS

## HIGH SCHOOL CONTEST CODES

The codes identified on this page are to be used in connection with the on-line registration.

### *High School Contests*

VA	3-D Visualization and Animation	Thursday
AS	Action Skills	Thursday
AMF	Additive Manufacturing	Thursday
ADV	Advertising Design	Thursday
AM	American Spirit	Thursday
AD	Architectural Drafting	Thursday
RAP	Audio/Radio Production	Thursday
MLR	Automotive Maintenance & Light Repair	Thursday
ART	Automotive Refinishing Technology	Thursday
AST	Automotive Service Technology	Thursday
AMT	Aviation Maintenance Technology	Thursday
CB	Baking and Pastry Arts	Thursday
BAR	Barbering	Thursday
CARE	Basic Health Care Skills	Thursday
BLMT	Building Maintenance	Thursday
CM	Cabinetmaking	Thursday
CPSA	Career Pathways - Arts and Communication	Thursday
CPSB	Career Pathways - Business, Management and Technology	Thursday
CPSC	Career Pathways - Health Services	Thursday
CPSD	Career Pathways - Human Services	Thursday
CPSE	Career Pathways - Industrial and Engineering Technology	Thursday
CPSF	Career Pathways - Natural Resources-Agriculture-Food	Thursday
C	Carpentry	Thursday
CBP	Chapter Business Procedure	Thursday
DIS	Chapter Display	Thursday
CNCM	CNC Milling	Thursday
CNCT	CNC Turning	Thursday
CDA	Collision Damage Appraisal	Thursday
CRT	Collision Repair Technology	Thursday
ROOF	Commercial Roofing Demo	Thursday
DT	Commercial sUAS Drone	Thursday
CAP	Community Action Project	Thursday
CS	Community Service	Thursday
CP	Computer Programming	Thursday
CO	Cosmetology	Thursday
CSI	Crime Scene Investigation	Thursday
CJ	Criminal Justice	Thursday
CJCQB	Criminal Justice Court Quiz Bowl	Thursday

CA	Culinary Arts	Thursday
CUS	Customer Service	Thursday
CY	Cyber Security	Thursday
DA	Dental Assisting	Thursday
DET	Diesel Equipment Technology	Thursday
VPD	Digital Cinema Production	Thursday
PRE	Early Childhood Education	Thursday
ECW	Electrical Construction Wiring	Thursday
ET	Electronics Technology	Thursday
MMT	Emergency Medical Technician	Thursday
EAP	Employment Application Process	Thursday
ENG	Engineering Technology/Design	Thursday
ENTR	Entrepreneurship	Thursday
EST	Esthetics	Thursday
ES	Extemporaneous Speaking	Thursday
FM	Facilithon: Facility Management	Thursday
FF	Firefighting	Thursday
CPR	First Aid-CPR	Thursday
GC	Graphic Communications	Thursday
GIS	Graphic Imaging Sublimation	Thursday
BOWL	Health Knowledge Bowl	Thursday
HOPP	Health Occupations Professional Portfolio	Thursday
HVAC	Heating, Ventilation, Air Conditioning and Refrigeration	Thursday
HEO	Heavy Equipment Operation Demo	Thursday
MOTR	Industrial Motor Control	Thursday
CMT	Information Technology Service	Thursday
IAGD	Interactive Application & Video Game Development	Thursday
RSI	Internet of Things (IoT) Smart Home	Thursday
WORK	Internetworking	Thursday
JI	Job Interview	Thursday
JSDA	Job Skill Demonstration A	Thursday
JSDO	Job Skill Demonstration Open	Thursday
MT	Marine Service Technology	Thursday
M	Masonry	Thursday
MECH	Mechatronics	Thursday
MA	Medical Assisting	Thursday
MM	Medical Math	Thursday
MTM	Medical Terminology	Thursday
MEI	Mobile Electronics Installation	Thursday
MRT	Mobile Robotic Technology	Thursday
MST	Motorcycle Service Technology	Thursday
NAIL	Nail Care	Thursday
NA	Nurse Assisting	Thursday
OHSS	Occupational Health and Safety	Thursday
OCC	Opening and Closing Ceremonies	Wednesday

OUT	Outstanding Chapter	Thursday
P	Photography	Thursday
PIN	Pin Design	FLC
PLB	Plumbing	Thursday
PET	Power Equipment Technology	Thursday
PN	Practical Nursing	Thursday
PS	Prepared Speech	Thursday
PT	Principles of Technology	Thursday
BB	Promotional Bulletin Board	Thursday
QUIZ	Quiz Bowl	Wednesday
RTM	Related Technical Math	Thursday
MAT	Residential Commercial and Appliance Technology	Thursday
FBS	Restaurant Service	Thursday
RAT	Robotics & Automation Technology	Thursday
USR	Robotics: Urban Search and Rescue	Thursday
SP	Screen Printing Technology	Thursday
SM	Sheet Metal	Thursday
TSD	T-Shirt Design*	FLC
TW	Team Works	Thursday
TECH	Technical Computer Applications	Thursday
TD	Technical Drafting	Thursday
CAB	Telecommunications Cabling	Thursday
TV	Television (Video) Production	Thursday
TVN	Video News Production	Thursday
WEB	Web Design & Development	Thursday
W	Welding	Thursday
WF	Welding Fabrication	Thursday
WS	Welding Sculpture	Thursday

### LOUISIANA ONLY CONTESTS

LAC	Louisiana Account Clerk
LAT	Louisiana Automotive Tool Identification
LAT	Louisiana Carpentry Tool ID
LFD	Louisiana Fashion Design
LPM	Louisiana Precision Machining
LSB	Louisiana State Banner Contest* - Held at Fall Leadership
ADS	Louisiana Traditional Architectural Drafting
TDS	Louisiana Traditional Technical Drafting
LWP	Louisiana Word Processor Operator

## **SKILLSUSA FOR MIDDLE SCHOOL STUDENTS CONTEST**

AS	Action Skills	CD	Chapter Display
CAP	Community Action Project	CS	Community Service
E	Extemporaneous Speaking	Board	Promotional Bulletin Board
AM	American Spirit	JSDA	Job Skill Demonstration A
JSDO	Job Skill Demonstration Open	MRT	Mobile Robotic Technology
OCC	Opening and Closing Ceremonies	JSDA	Job Skill Demo A & Open
OUT	Outstanding Chapter	PIN	Pin Design
PS	Prepared Speech	TSD	T-Shirt Design
USR	Robotics-Urban Search & Rescue	TEC	Team Engineering Challenge

### ***PROPOSED DEMONSTRATION CONTEST***

If your school has the program and you have an interest in participation in a new state competition, please let us know ASAP.

LH	Horticulture
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**LOUISIANA SKILLSUSA CHAMPIONSHIPS  
HIGH SCHOOL / MIDDLE SCHOOL  
SUBSTITUTION / DELETION FORM**

<b>School:</b> _____
<b>Lead Advisor:</b> _____
<b>Telephone:</b> _____ <b>Email:</b> _____

Please use Contest codes used for registering contestants in completing this information.  
Duplicate this form as necessary.

**SUBSTITUTE THE FOLLOWING CONTESTANT(S)**

	Contest Code	Substitute Contestant Name	Contestant Name (to be deleted)
1.			
2.			
3.			
4.			
5.			

**DELETE THE FOLLOWING CONTESTANT(S)**

	Contest Code	Contestant Name
1.		
2.		
3.		
4.		
5.		

Use between registration submission until Conference Check-in

**Form A-1**

## **Instructions for Completing Certificate of Governmental Exemption**

**Do not be alarmed. This form is geared to an individual seeking an exemption. However, conversations with the Department of Revenue and the hotel have indicated this is the correct form.**

**The Department of Revenue said the person who will be paying the bill should complete this form and submit it to the hotel personnel at the time of registration. Payment must be made with a school check.**





**Governmental Employees Hotel Lodging  
Sales/Use Tax Exemption Certificate**

*Louisiana Revised Statute 47:301(8)(c)*

**This certificate is for use by employees of the United States government and the State of Louisiana and its political subdivisions. It is used to document employee eligibility for exemption from payment of state sales taxes on hotel lodging charges that are directly reimbursable by the government employer.**

PLEASE PRINT OR TYPE.

Employee Name	Hotel Folio or Reference Number		
Employee Title	Government Agency Employer		
Agency's Address	City	State	ZIP
Agency's Telephone Number			

**This certifies that the employee named above is an employee of the above named government agency and that the lodging charges incurred are necessitated by the employee's conduct of the official business of this government agency. The employee's lodging expenses are required to be accounted for to his government agency employer and are reimbursable by the government agency to the employee in the actual amount incurred. This government agency, therefore, claims exemption from the payment of state sales taxes on the lodging charges for the occupancy of the employee's hotel room.**

**Authorization**

Employee Name	Employee Title
Employee Signature X	Date (mm/dd/yyyy)
Government Agency Representative (other than employee)	Government Agency Representative Title (other than employee)
Government Agency Representative Signature X	Date (mm/dd/yyyy)

**Hotel Information**

Hotel's Name	Seller's Louisiana Sales Tax Registration Number (if applicable)
Dates of Employee's Stay (mm/dd/yyyy)	

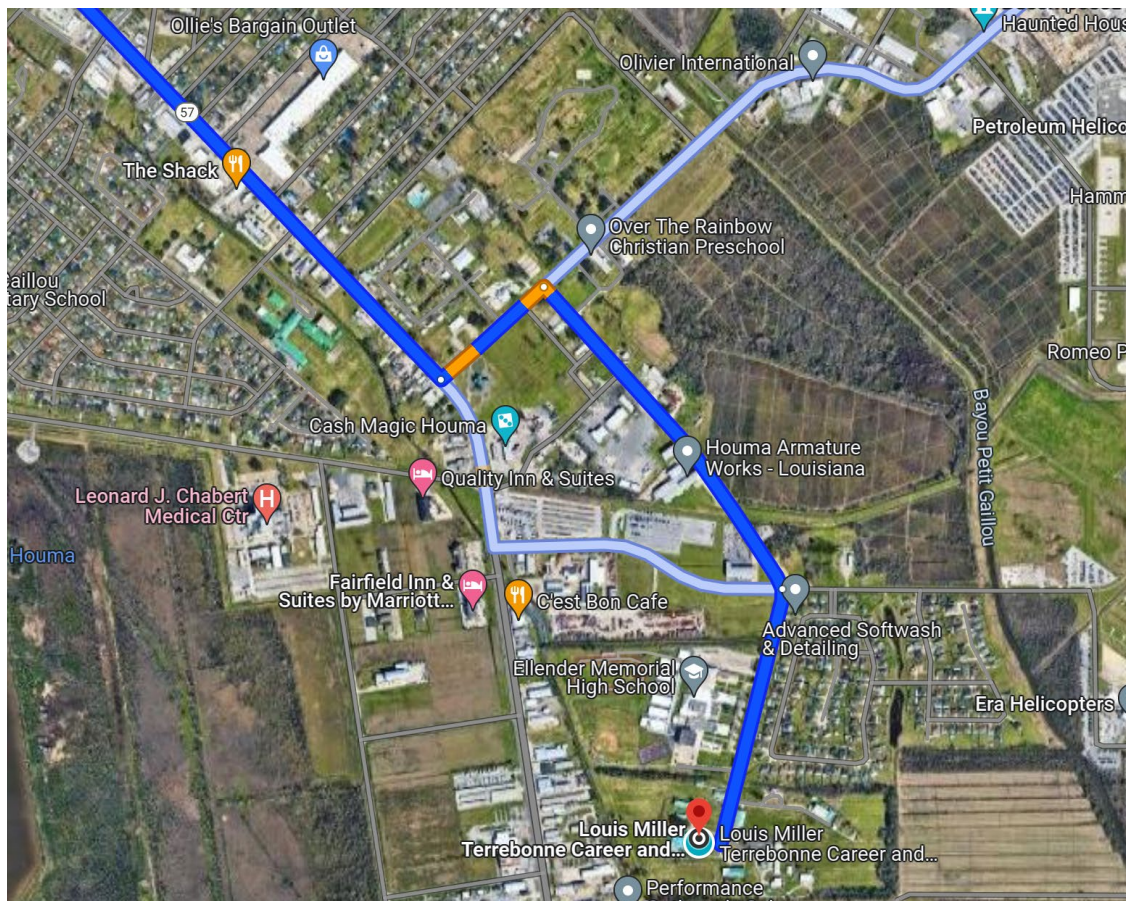
**Note:** This form is valid only for documenting eligibility for exemption from the payment of state sales tax on charges for room occupancy. The state sales tax must be paid on other taxable purchases from the hotel, including meals, laundry, dry cleaning, and vehicle parking. When this form bears the signature of only the employee, the form must be accompanied by a copy of the employee's written travel orders which states the dates and destination of the authorized travel. The hotel must retain this certificate and a photocopy of the travel orders to document the exemption. This form is not valid to document exemption from the payment of local room occupancy taxes.

# H.L. Bourgeois High School 1 Reservation Ct. Gray, La 70359



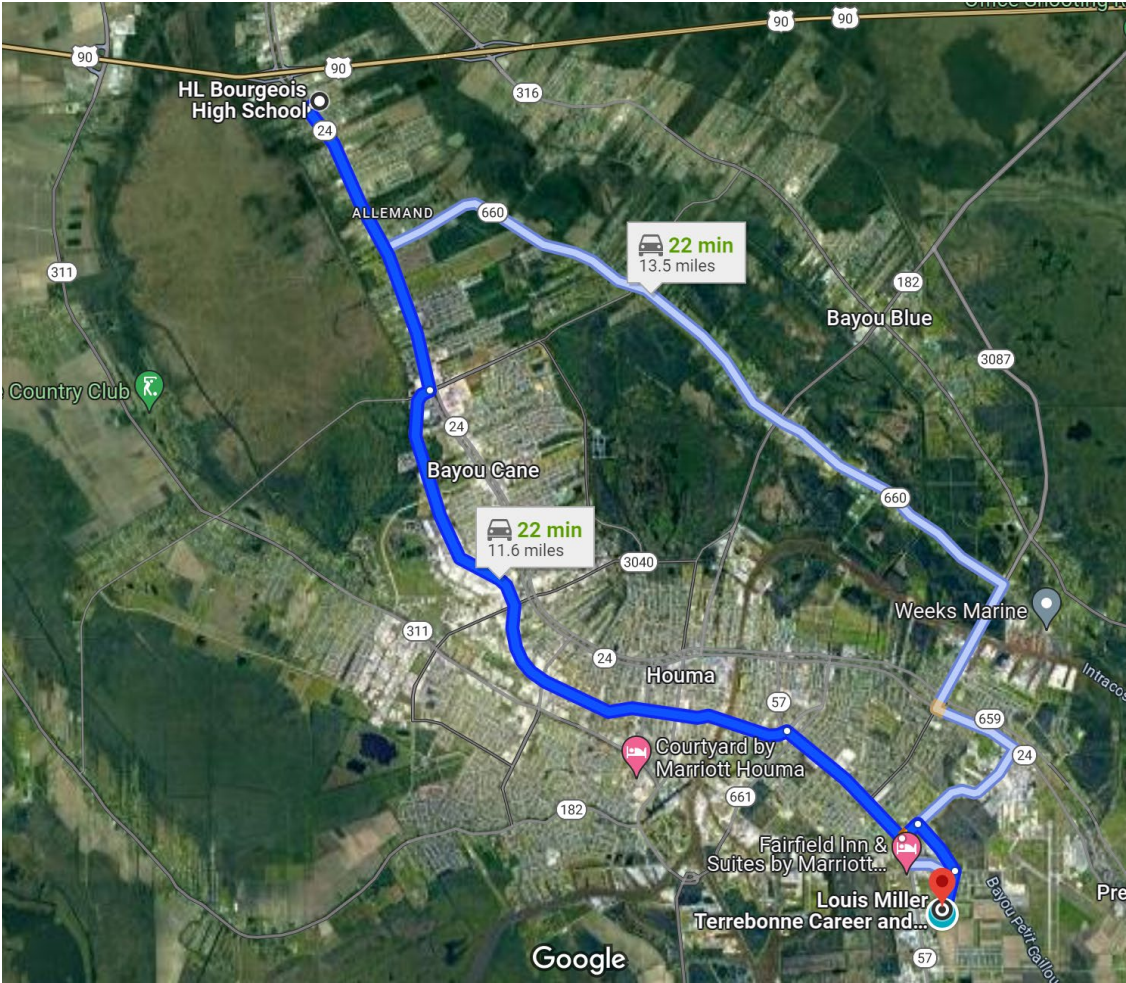


Louis Miller Terrebonne Career and Technical High School  
3051 Patriot Dr. Houma, La 70360





H.L. Bourgeois High School to Louis Miller Terrebonne Career Center



## SkillsUSA LOUISIANA High School OFFICERS

1. Active membership status.
2. Endorsement of Local Association
  - One letter from the candidate's school administrator or local chapter advisor endorsing the student is required.
  - Letter should reflect character, leadership abilities, and scholastic accomplishments.
3. A written test will be administered on Professional Development and Leadership Skills.
4. Candidate must be prepared to participate in a question and answer session at the SkillsUSA Championships on **WHY SkillsUSA?**
5. Committed to serve SkillsUSA from the election of office at SkillsUSA Championships through the next year's Skills USA Championships
6. Candidate and Advisor will sign a statement committing to candidate's one full year of service to SkillsUSA Louisiana. This will include attending all training sessions and any appearances that are necessary to represent the state organization.
7. Must present a **two-minute** campaign speech during the annual SkillsUSA Championships.
8. Each newly elected officer **must** remain for approximately 30-minutes following the Awards Session at Skills USA Championships to have pictures made and a short orientation. Officer positions will be determined at the State Officer Training meeting.
10. A school's SkillsUSA chapter may run only SEVEN (7) members as candidates for a state office team. The committee will place the candidates on the ballot running for the officer that they feel the candidate is best suited. **There may be Substitute Officer Positions.**

President	Vice President
Secretary	Treasurer
Reporter	Parliamentarian
Historian	Alternate

**The SKILLSUSA Officer Candidate Form along with the required letter for all candidates must be submitted online or hand carried to the SkillsUSA Louisiana Championships by Wednesday April 10, 2024. There will be no nominations from the floor.**

11. On Wednesday of the State Conference, the potential candidates will meet with the election committee for roll call.
12. On Thursday evening of the State Conference, the officer candidates will appear before the election committee to be interviewed.
13. After completion of the interviews, the committee will take into consideration the interview; and the committee will place the candidates on the ballot running for the officer that they feel the candidate is best suited
14. The officer candidates will be notified immediately.
15. The candidates will then appear before the House of Delegates made up of representatives from each school.
16. The candidates will give a two-minute speech and answer questions asked by the delegates. Each school present may ask one question.
17. The House of Delegates will then vote for the best person for each office.
18. The results will be announced at the Awards Ceremony on Friday morning

## SkillsUSA Louisiana OFFICER CANDIDATE FORM

This form is to be submitted by each candidate for an office for High School Louisiana SkillsUSA.  
**This form is preferred to be submitted electrically via our state website.**

Candidate's Name \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

High School Classification

First year \_\_\_\_\_ Second year \_\_\_\_\_ Third Year \_\_\_\_\_

**Candidate must be a Local Officer to run for a state office. Local office** \_\_\_\_\_

Other extracurricular activities:

\_\_\_\_\_  
\_\_\_\_\_

Name job objective (example: surgical tech, diesel tech, electronics, nursing, office systems, etc.)

\_\_\_\_\_

Scholastic standing: Excellent  Good  Fair  Poor

Home newspaper \_\_\_\_\_

Mark one choice that you do aspire for candidate for state office you desire to run for. A team or slate of officers are selected, the highest scores by candidates overall will determine the placement of the officers and after State Officer Training meeting.

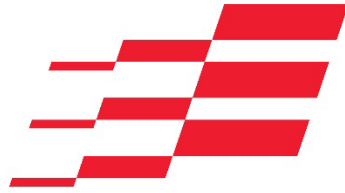
- President       Vice President       Secretary  
 Treasurer       Parliamentarian       Reporter       Historian

Will you be willing to serve as any one of the offices as a state officer?  Yes  No

\_\_\_\_\_  
Candidate Signature      Date

\_\_\_\_\_  
Chapter Advisor Signature      Date

\_\_\_\_\_  
High School Principal Signature - Date



SkillsUSA

LOUISIANA  
CHAMPIONSHIPS