

## MEMORANDUM

TO: SkillsUSA Massachusetts Chapter Advisors

FROM: Karen E. Ward, *CSD*  
Executive Director, Massachusetts SkillsUSA

DATE: January 30, 2010

RE: Mid-year update and Important District Conference Information

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HAPPY NEW YEAR! I hope this memo finds you well and your Chapter's preparations for the spring events well underway! This memo contains some very important information regarding District Leadership and Skills Conference participation, so please read carefully! This memo also contains some update information for the State Leadership and Skills Conference and even information for the next school year. So please consider saving this memo for reference.

### Item I. Membership

Membership deadlines are fast approaching. All membership for students who wish to compete in the District SkillsUSA Championships or participate in activities with deadline dates of February 2010 or earlier must be submitted to the National office no later than February 15, 2010. Please remember, we are requiring the use of the electronic roster for all non-total participation chapters. Please go on-line to [www.skillsusa.org](http://www.skillsusa.org) to register your students and teachers. Any chapters not registered by this deadline will be ineligible for participation at District competition. Additional members (*whom are not contestants at the district level*) may be added until February 24, 2010.

All Total Participation chapters and sections; the membership deadline for this type of membership was December 31<sup>st</sup>. Thank you for your compliance with this deadline. We are very proud to report that SkillsUSA Massachusetts has as of the date of this memo exceeded last years membership with a to date total of **25,420** members and we are still adding new members!

If you need assistance with your membership, feel free to contact the state office and we will be glad to assist you.

## **Item II. District Leadership and Skills Conference Information**

Your Chapter should be registered for the 2010 District Leadership & Skills Conferences. The registration deadline was January 25, 2010. Registration forms and Summary Sheets (excel files) should have been submitted to [registration@maskillsusa.org](mailto:registration@maskillsusa.org)

Hard copies of your registration along with your Purchase Order or check should be submitted via US Mail to SkillsUSA Massachusetts, attn. District Conference Registration, 250 Foundry Street, South Easton, MA 02375. – ***If you have not completed your registration as described above you must call Karen Ward at the State SkillsUSA Office immediately. Karen can be reached by calling (508) 230-1273.***

### **A. Arrival and Schedules for the Day at District Conferences.**

*Since each District's schedule is slightly different, please look for the information specific to YOUR Chapter's District Conference.*

#### **District III**

Assabet Valley RTHS  
Blue Hills RTHS  
J.P. Keefe Tech.  
Lynn Tech.  
Madison Park Vocational HS  
Minuteman RHS  
Rindge School of Technical Arts  
Weymouth HS/CTE

**Location & Date:** Tuesday, February 23, 2010  
JP Keefe Technical High School, Framingham, MA

#### ***Schedule for the day:***

9:45 a.m. – 10:30 a.m. – Arrival and registration (*Lobby of Auditorium*)  
10:45 a.m. – Opening Session (*Auditorium/Lecture Hall*)  
11:20 a.m. – Dismissal to Lunch  
11:30 a.m. – Lunch  
12:00 noon–12:15 p.m. – Contests begin  
2:00 p.m.–2:15 p.m. – Contests end  
2:15 p.m.–4:00 p.m. – Activity Period (*Dance/Movie*)  
4:00 p.m. – Dinner shift 1 – (*Café*)  
4:30 p.m. – Dinner shift 2 – (*Café*)  
5:00 p.m. – Awards  
5:45 p.m.–6:00 p.m. Departure

#### **District I**

Cape Cod VTTHS  
Greater New Bedford RTHS  
Old Colony RTHS  
Plymouth South THS  
Silver Lake RTHS  
South Shore RTHS  
Upper Cape Cod RTHS

**Location & Date:** Wednesday, February 24, 2010  
Greater New Bedford Regional Technical High School, New Bedford, MA

***Schedule for the day:***

11:00 a.m.–11:30 a.m.: Arrival and Registration

*Please do not arrive at Greater New Bedford before 11:00 a.m. to allow the host school to deal with the dismissal of their students.*

*Busses will be directed to the drop off point and participants should proceed to the gym for registration.*

11:30 a.m.–12:00 noon: Opening Session (gym)

12:00 noon–12:30 p.m.: Lunch (in contest rooms; bag lunches will be served)

12:30 p.m.–2:30 p.m.: Testing

2:30 p.m.–4:15 p.m.: Social

4:15 p.m.–5:15 p.m.: Dinner (two seating's in cafeteria)

5:30 p.m.: Awards (gym)

6:15 p.m.: Departure

**District II**

Attleboro HS/CTE

BMC Durfee HS/CTE

Bristol Community College

Bristol–Plymouth RTHS

Brockton HS/CTE

Diman RTHS

Southeastern RTHS

Tri–County RTHS

**Location & Date:** Thursday, February 25, 2010  
Diman Regional Technical High School, Fall River, MA

***Schedule for the day:***

10:15 a.m.–11:00 a.m.: Arrival and Registration

*(Busses will be directed to the drop off point and participants should proceed to the gym foyer for registration)*

11:10 a.m. – 11:45 a.m.: Opening Session (gym)

12:00 noon–12:30 p.m.: Lunch

*(in contest rooms – contestants will pick up lunch on the way to testing rooms)*

12:30 p.m.–2:30 p.m.: Testing

2:45 p.m.–4:15 p.m.: Social (gym)

4:15 p.m.: Dinner (cafeteria) – (two shifts)

5:15 p.m.: Awards (gym)

6:00 p.m.: Departure

**District VI**

Chicopee Comprehensive

Franklin County THS

Lower Pioneer Valley RVTHS

McCann VTHS

Pathfinder VTHS

R.L. Putnam VTHS

Smith VTHS

Location & Date: Tuesday, March 9, 2010  
McCann Technical High School, North Adams, MA

***Schedule for the day:***

8:00 a.m.–9:15 a.m.: Arrival and Registration  
*(Busses will be directed to the drop off point and participants should proceed to the gym for registration)*  
9:15 a.m. – 10:00 a.m.: Breakfast (in gym)  
10:00 a.m.–10:45 a.m. – Opening Session (gym)  
11:00 a.m.–1:00 p.m.: Testing (classrooms)  
1:00 p.m.–1:30 p.m.: Lunch (Group 1) *\*Group 2 remains in testing rooms*  
1:30 p.m.–2:00 p.m.: Lunch (Group 2) *\*Group 1 reports to gym*  
1:30 p.m.–3:30 p.m.: Social (*gym*) / Movie (*classrooms*)  
3:30 p.m.: Awards (gym)  
4:30 p.m.: Dinner (on-wheels) and Departure  
***\*Schools will pick up boxed dinner to take on busses to facilitate earlier departure due to extended travel distance in District VI.***

**District V**

Blackstone Valley HS  
Bay Path RVTHS  
Leominster CTE  
Montachusett VTTHS  
South HS—Worcester  
Tantasqua RVTTHS  
Worcester VHS

**Location & Date:** Wednesday, March 10, 2010  
Bay Path RVTTHS, Charlton, MA

***Schedule for the day:***

10:00 a.m.–11:00 a.m.: Arrival and Registration  
*(Busses will be directed to the drop off point and participants should proceed to the gym for registration)*  
11:10 a.m.–11:45 a.m.: Opening Session (*gym*)  
12:00 noon – 12:30 p.m.: Lunch (*in contest rooms; bag lunches will be served*)  
12:30 p.m. – 2:30 p.m.: Testing  
2:30 p.m.–4:15 p.m.: Social (*gym*)  
4:15 p.m.: Dinner (*two sittings in cafeteria*)  
5:30 p.m.: Awards (*gym*)  
6:00 p.m.: Departure

**District IV**

Greater Lawrence RVTTHS  
Greater Lowell RVTTHS  
Nashoba Valley THS  
North Shore RVTTHS  
Northeast Metro RVTTHS  
Shawsheen Valley VTTHS  
Whittier RVTTHS

**Location & Date:** Thursday, March 11, 2010  
Greater Lowell Technical High School, Tyngsboro, MA

***Schedule for the day:***

**\*NEW – 9:45 a.m.–10:30 a.m.: Arrival and Registration**

*(Busses will be directed to the drop off point, which will now be the faculty parking lot (new location 2010) and participants should proceed to the gym for registration)*

11:00 a.m.–11:40 a.m.: Opening Session (gym)

11:45 – 12:15 p.m.: Lunch (East & West Commons)

*\*Meal tickets will be in your packets at arrival, one per person for lunch and dinner*

12:30 p.m.: Return to gym for dismissal to testing locations

12:45 p.m. – 2:45 p.m.: Testing

2:30 p.m.–4:15 p.m.: Social *(mall area)*

4:15 p.m.: Dinner 1 (East & West Commons)

*\*Meal tickets will be in your packets at arrival, one per person for lunch and dinner*

4:45 p.m.: Dinner 2 (East & West Commons)

*\*Meal tickets will be in your packets at arrival, one per person for lunch and dinner*

5:15 p.m.: Awards

6:15 p.m.: Departure

**B. Registration**

All Chapters must use the Excel Spreadsheets, which are available on your Chapter Advisor's Reference CD. These files are also available on our web site at [www.maskillsusa.org](http://www.maskillsusa.org).

If you have NOT registered your registration is LATE and needs immediate attention. To register, please complete the two registration Excel spreadsheets and e-mail them to [registration@maskillsusa.org](mailto:registration@maskillsusa.org). Hard copies of these forms, along with your purchase order or check should then be mailed to the SkillsUSA state office. Please remember all registration, checks and purchase orders come directly to the state office.

**C. Testing Information \*IMPORTANT\***

The testing portion of the District Conferences will be two hours long. During that time, each contestant will take a 50-question trade specific written assessment and 50-question employability skills written assessment. In addition to the 50 question trade and employability skills exams, a 25 question "tie breaker" safety test will be administered. The test material for the tiebreaker test is based on the OSHA General Industries Safety Training Program.

The employability skills assessment will be based on ***levels one and two of the SkillsUSA Professional Development Program***. See PDP program materials for list of competencies.

**Important state conference qualifying information \*As described at the Chapter Advisor's Kick-off in September, this is the same process as last year but is worth repeating since it represents a recent change due to the six district format!**

At each District Conference, the **top three** students in each contest area will be awarded District level medals however, since we have moved to a six-district format, last school year, **only the top two (gold and silver medalists) will advance to the State Leadership and Skills Conference** except for TeamWorks and Automated Manufacturing. In the Team Works and Automated Manufacturing events, the top one team per District will advance and additional teams will be named later for a maximum of 8 teams at the State Conference.

#### **Additional Helpful Testing Information:**

**Use of Code Books:** Students competing in Plumbing, Residential Wiring, Industrial Motor Controls and TeamWorks **will be allowed** to use Massachusetts Electrical Code Books and Massachusetts Plumbing Code Books.

**Use of Calculators:** In all competition areas contestants **will be allowed** to use basic function calculators. ***NO scientific/programmable versions.***

#### **D. Clothing Requirements and Penalty Structure for Violations**

After consulting with Chapter Advisors at the Fall State Leadership Conference the Board of Directors voted at the December 18, 2003 meeting to revise the clothing requirements, slightly and add some additional requirements. The revised clothing requirements are listed below. The adjustments to allowable dress list have been slightly modified to be more "user friendly" and the unallowable dress list has also been modified to provide more clarity.

The biggest challenge is the requirement that **students must remain in proper attire right through the Awards Ceremony.** As you will see, the Board of Directors has voted an additional penalty be assessed for students who come to the podium to receive a medal at the District Conference dress inappropriately. The new penalty will be a **10% overall penalty assessed to the test score that follows the student to the state competition.**

**SkillsUSA Massachusetts  
Revised Dress Code for District Conferences**

***Acceptable dress is defined as:***

**Men and Women:** Official Skills USA Dress (see Skills USA Leadership Handbook for a complete list of appropriate Official Dress); or business-like attire consisting of:

**Men:** Dress shirt (i.e. shirt with collar and buttons) necktie optional, polo shirt, or sweater (with a turtleneck, collared shirt or polo underneath). Dress pants/slacks (*see list of unacceptable dress for further detail on pants*). Suit coat/blazer optional. Socks and clean shoes (no sneakers or work boots) with laces tied (*if applicable*.)

**Women:** Blouse, dress shirt, polo shirt, or sweater (with a turtleneck or collared shirt or polo underneath). Skirt with no hem shorter than 2" above the knee, pantsuit, dress pants or slacks (*see list on unacceptable dress for further detail on pants, skirts, and skorts*.) Blazer optional. Flesh color seamless stockings with skirts, pants, and skorts. Socks may be worn with pants. Clean shoes (no sneakers or work boots) with laces tied (*if applicable*).

***Unacceptable dress is defined as:***

Denim jeans of any color and style; fatigue, camouflage, or cargo pants; skirts/skorts shorter than 2" above the knee; blouse made of transparent material, revealing neckline, tank or halter top, and/or slits; no bare midriff; t-shirt; spandex skirt, shirt, and pants; hats of any kind; sneakers/tennis shoes, or work boots.

Penalties will be assessed as follows:

- Violation for hat (head area).....10% deduction
- Violation for shirt (waist to neck).....10% deduction
- Violation for pants/skirts/skorts (waist to ankles).....10% deduction
- Violation for footwear.....10% deduction

**Additional penalties assessed:**

**\*\*\*10% on District carry over score if a student receiving a medallion is inappropriately dressed.**

## Acceptable Official Clothing – Given the Name Change to SkillsUSA

1. The name change has been completed and is now in its fifth year. It became official on September 1, 2005
2. All existing official national clothing is acceptable

All official clothing with VICA or SkillsUSA-VICA name on it bought from Mid-West Trophy or the e-Group will always be acceptable.

**All Massachusetts official clothing is acceptable**

All red windbreakers with the Massachusetts SkillsUSA logo on them bought from New England Silk Screen will always be acceptable for use in Massachusetts. (As always for national competition official clothing from Mid-West Trophy is required see contest rules for details).

It is imperative that all Chapters understand that the only acceptable windbreakers are the solid red windbreakers. ***The two-tone blue and red windbreakers that can be purchased from Midwest Trophy are NOT considered official for competition but can be worn for casual attire.***

There are very specific requirements for the reproduction of the logo. It is important to note that the logo cannot be altered in any way and it is to be displayed as one solid color against any background other than white. Against a white background it can be one solid color or two colors (blue and red).

Chapters may only reproduce the logo with the word Massachusetts below the logo. If a Chapter name is to be inserted it must be inserted below the word Massachusetts in the logo. Chapter names are not be incorporated into the logo or used in place of the word Massachusetts.

**Chapters are prohibited from purchasing wearables with the SkillsUSA or SkillsUSA Massachusetts logo except through the official vendors: The E-Group and New England Silk Screen (for Massachusetts specific items)**

**Chapters that produce/purchase wearables from vendors other than the official vendors listed above are in violation of copyright laws and are subject to copyright infringement penalties.**

For competition purposes, all contestants are required to use the correct official name; SkillsUSA. All leadership and demonstration skill event participants must use the official name when speaking or penalties will be assessed. All display and Techspo entries must also use only the official name or penalties will be applied. Skill contestants are also reminded to use only the official name if asked about SkillsUSA.

## E. Registration Instructions Upon Arrival at the District Conference

*For advisors: When you register at the District conference we will expect that:*

1. Payment arrangements have been completed. A member of our staff and/or student Treasurer will be the first to greet you. Registration materials will not be given to your Chapter unless payment arrangements have been completed. Purchase Orders are acceptable (NOT PURCHASE REQUISITIONS) as are checks.
2. All "**registration, personal and liability form**" form {NLSC Form 1} have been completed, one per participant (including advisors), alphabetized by last name and turned in to the state office. You may turn in remaining forms the day of the competition provided that all signature lines have been double-checked as well as all other necessary information. ***The most common and unacceptable mistake on these forms is no parental signature for students under 18 years of age, so please be sure to check for parent signatures!***
3. You have checked that all students whom are with you are dressed properly, have read the code of conduct and are prepared for the day's activities.

*What you can expect from us provided that the above is in order:*

1. Registration Instructions (*which should be read PRIOR to handing ID badges to participants*).
2. ID Badge Materials; including ID badges (*stick on*) **one per person** to be worn on clothing (NOT COATS), clothing assessment ID badges (*stick on*) **one per contestant** to be affixed to index cards (*provided in your registration packets*) and carried by each contestant to their testing room. *Clothing assessment teams during the testing segment will collect these index cards.*
3. Lunch and Dinner Tickets (*if applicable to your District*).
4. List of contest locations (*room numbers*) and a map of the facility
5. List of participants by event. (*The Chapter Advisor*) is expected to review this list, draw a line through the name of any student not in attendance and bring the list to the SkillsUSA Headquarters room as soon as possible so the students not participating can be deleted from the list of contestants. Replacement advisor names or corrections to miss-spellings should be added in the margin before the list is and to the SkillsUSA Headquarters room.

***Note: replacements on site are not allowed for contestants! All changes to a Chapter's participant list should be completed BEFORE the February school vacation week if at all possible. The maximum number of changes on-site should be no more than 3-5 changes. Please check with all of your students who are scheduled to participate to confirm their participation.***

6. Participation Certificates, one per participant. We will provide pre-printed certificates for all of your participants. We suggest that the Chapter Advisor keep all certificates until such time as your Chapter is back at school to avoid them being ruined in transit. (*Each year we are asked to re-produce a large number of certificated for this reason*).

## **F. Advisor's Assignments for the Conference**

It is expected that **ALL** advisors who attend the conference will assist with "crowd control" and chaperoning. Your students are your responsibility! We expect that all participants will remain in the areas designated for our use and that you, as advisors will know and monitor the whereabouts of all of your students at all times and insure that students are conducting themselves in an appropriate manner including while participating in the dance! All advisors not otherwise assigned have **DANCE DUTY!!!**

In some Districts there may be specific assignments made for advisors to chaperone, hallway/corridor duty. If this is the case the assignment sheet will be in your registration packets.

## **Item III. State Leadership and Skills Conference Update**

### **A. Planning and Contributions**

Planning for the 2010 State Leadership and Skills Conference is well underway. Several major contributors have been identified to sponsor various parts of the conference. Therefore we are very energized by the planning process. Details of the conference will be available soon.

The SkillsUSA Championship will take place on Friday, April 30, 2010 at Blackstone Valley Regional Technical High School. This will be year four at Blackstone Valley and the SkillsUSA Championships will again be held under one roof and the competition schedule will ***remain a full day schedule*** so the competition will continue to feature the longer contest format! More details will follow, as the event gets closer.

### **B. Rooming and space concerns for the State Leadership & Skills Conference**

While the continued placement of the venue in Marlboro area has alleviated some of the space concerns, rooms and space in general are still going to be at a premium. We ask that you plan your participation early and carefully. Double up on rooming (*students in triples and quads*) as much as possible. Remember it is your responsibility to find roommates for your students. Do not simply fill in two names and then expect to pay for a quad leaving the pairing to us...**YOU** must find roommates. We are telling you now so that you can make contact with neighboring schools at the District conferences!

## **Item IV. The End**

You will be happy to know, this is the official end to this update memo for 2010. We will be in touch with more details as necessary. In the mean time...continue to prepare for the District Conferences! We look forward to your Chapters participation and to for very successful events with your assistance!

If you have questions, feel free to call or email us. We will get back with you as quickly as possible.