



Preparing World-Class Workers and Responsible American Citizens



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Massachusetts SkillsUSA
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To: Massachusetts SkillsUSA Chapter Advisors
From: Karen E. Ward, Executive Director, SkillsUSA Massachusetts
Date: April 13, 2010
RE: Final Information for the 2010 State Leadership & Skills Conference

I hope this memo finds you well and your Chapter's preparations nearing completion for participation in the 2010 State Leadership and Skills Conference. We are working hard to insure the success of this event.

This memo and the attached information will serve as your final information to assist you in making the experience the best it possibly can be for all participants. Please read the information completely, share it with those who need to see it and take any action as necessary. Additionally, *there is a tremendous amount of information, which has been posted to our web site. I would recommend looking at the web site and referring your students to our web site as well for news and updates on the conference.*

Item I. Supervision and Procedures for Sick or Injured Students

SkillsUSA Massachusetts is reminding every Chapter that we must have a Liability/Medical Release form on file for every conference participant (***including all registered adults***).

Additionally, it is imperative that every Chapter Advisor understands; the individual school is responsible for dealing with sick or injured students. Unless it is an emergency situation (life threatening) at which time local paramedics will be called.

SkillsUSA Massachusetts ***will not*** take care of sick students or students with asthma issues. We will not make decisions about how best to deal with a sick student or transporting students to a hospital on your behalf. Each school is responsible for dealing with sick or injured (non emergency) students at the hotels and at the Trade Center and making decisions about how best to deal with the student's illness.

If a student is injured in a contest Blackstone Valley will have nurses on duty and we do have paramedics at the hotel to deal with serious injuries only.

Please be sure that staff chaperones from your school are present at **all venues** where your students are and be sure your students know how to locate staff from your school should someone become ill. The accompanying supervision schedule and the Rules of Courtesy sign-off require a cell phone number for a Chapter Advisor who is staying **on-site** for the entire conference so that SkillsUSA Massachusetts staff can contact your Chapter in the event of an emergency. Please be sure to provide the cell phone number as required.

Item II. SkillsUSA Championships Requirements and Technical Standards – 2010

By now you should have downloaded a copy of the contest specifications and the official updates for the 2010 SkillsUSA Championships from our web site <http://www.maskillsusa.org>.

It is imperative that all contestants and their teachers be given a copy of the specifications and updates for their competition. We will follow the specifications in this book only **(do not use older versions of this publication)** the information changes on a yearly basis! It is also important to review the 2010 National Technical Standards CD (which was provided to each Chapter in October) for all contests, which will use national standards, **(do not use older versions of this publication)** the information in this publication also changes on a yearly basis! Please take the time to review and distribute the information to every contestant and their advisor.

If you have questions, please email the Series Director for the event and get your questions answered. We want everyone to have a great experience at our conference and we wish all contestants the best of luck with their event!

Item III. Contest Locations Roster and Health Knowledge Bowl Update

Included with in the 2010 State Technical Standards, which are available for download from our web site is the list of contests and their locations. Please share this with your school's team so everyone knows where he or she is going to compete. You may also want to share this with school administration and parents.

Special notes on lunch: **Advisors (with names tags-lunch ticket is attached) may eat lunch on Friday either at Blackstone Valley Tech or at the Best Western – Holiday Inn and Marriott venues are restricted)**

- ◆ The Health Knowledge Bowl will again be held at the Holiday Inn in Marlboro. **Lunch will be served there ONLY for the Health Knowledge Bowl contestants, 1 chaperone per school and event staff. Special Health Knowledge Bowl lunch tickets will be required and will be provided to the appropriate people at the contest by the Event Manager.** Health Knowledge Bowl spectators will not be included in the lunch.
- ◆ Contestants competing in events being held at the Marriott Courtyard will eat lunch at the Marriott Courtyard. Lunch at the Marriott Courtyard will also be restricted to contestants, Event Managers, judges and event staff. **Event spectators and advisors will not be included in the lunch at the Marriott.**

Item IV. Contest Briefing Meetings – **New This Year**

New this year: Advisors will **not** be allowed to attend contest briefing meetings; **except for advisors of students in Action Skills and Employment Application Skills.** The restriction is due to a lack of space in the briefing rooms. Please pass this information along to all advisors attending with your school. We want to insure everyone is aware before the conference begins to avoid an unpleasant situation at the conference. Series Directors will be available to advisors at the conclusion of the briefing meetings to clarify information, if necessary.

Item V. State Officer Candidate's Final Instructions Memo and Delegate Procedures

All State Officer Candidates were given a memo with final instructions (at their District conference awards session). If you are the Chapter Advisor of a State Officer Candidate, you should review that memo with your candidate. Please be sure they are prepared to meet all of the requirements listed in the memo.

Delegates from schools, which have state officer candidates, should also meet with the candidate(s) to review campaign information. There will be a briefing meeting for all delegates and all state officer candidates. The conference program will detail that information.

Also, please meet with your registered voting delegates prior to the conference and review the responsibilities associated with service as a delegate. Be sure they are aware that the delegate assembly will be an all day event (*of course students in Leadership Events will be allowed to come and go for the purpose of competition*).

REMINDER...ALL voting delegates (**including delegates who are also registered as Leadership contestants**) will take the required Employability Skills Exam beginning at 8:15 a.m. on Friday **IN THE TRADE CENTER**. This is being done, for a second year in a row, to accommodate the growing number of leadership contestants who also serve as delegates.

Student delegates who are not in a leadership event that reach the designated proficiency score will receive a portfolio quality recognition certificate after the conference. There is no need for delegates, who are not leadership contestants to spend extra time studying for the exam, we intend for this to be a measure of their leadership & employability skills, but it is not competitive.

Included with this e-mail is an official membership list, which provides you with the official number of delegates you are allowed by formula up to the maximum of 25 delegates. Please note the number on this sheet is the maximum number of delegates you may seat and the maximum number of ballots your Chapter may cast. All others registered, as delegates will be seated in the alternate section.

Item VI. Hotel Reservations, Arrival and Registration Appointment Times

Attached, please find a copy of the Arrival and Registration Appointments for all Chapters along with hotel assignments. The document details for you the hotel in which your Chapter will be housed, the street address and telephone number as well as the time your Chapter should register.

Please review this information carefully and plan accordingly. Registration appointment schedules will be strictly observed. We will NOT register your Chapter out of order so please try to arrive as close to your actual appointment time as possible.

Item VII. Rules of Courtesy Sign-off and Supervision Schedule

Attached to this mailing, please find a copy of the Rules of Courtesy Sign-off. This document must be *reviewed and signed by a Chapter Advisor and presented at the registration desk when registering for the conference*. The purpose of this document is to assist Chapter Advisors with focusing on the important details concerning the proper supervision of students at the conference.

Also attached is the master supervision schedule, which must be completed and presented along with the Rules of Courtesy Sign-off. The purpose of this document is to insure that there is adequate supervision of students at critical times during the conference. Of course it is the responsibility of Advisors to supervise their students at all time but we want to insure supervision at critical times and locations.

New this year, on the Supervision Schedule SkillsUSA Massachusetts is asking for a cell phone number of at least one Chapter Advisor who is staying the entire weekend in case of emergency. Please be sure to provide this information.

Item VIII. Theme for the Social and Guest DJ

Please let your students know that the theme for the dance is “**Dancing through the Decades**”. Yes, the event will be dedicated to a celebration of the decades of the **‘60’s-70’s-80’s-90’s and today**.

We suggest that participants come dressed (appropriately) in attire for a specific decade; 60’s-flower power; 70’s-disco; 80’s-big hair, parachute pants/preppy; 90’s-big pants, over sized shirts, etc.

There will be prizes for the BEST outfits for each decade!!!! Be sure to get your students involved in the fun-our decorator will be creating a look for each venue to match the decades theme!

Reminder: (No ripped or torn jeans, no bare mid-drifts, appropriate length to shorts (if shorts are to be worn) and no tank tops.

The Massachusetts Air National Guard is supporting the dance. Also, we will have a guest DJ...BassDJ...Justin O’Halloran. Justin will play “decades” mix as well as the “top 40” play-list and will take requests.

Also, the social will include fun and games courtesy of the Air National Guard and the alternative activities include the movie “Space Jam” showing at the Best Western, beginning at 9:00 p.m. in the Seminar Room along with popcorn, candy and drinks. *(For all those who are non-dancers)* Also, the Student Advisory Committee and Alumni Association will also sponsor a relaxation room with games and music in the West Wing Foyer of the Best Western as well as DDR and Guitar Hero, also at the Trade Center.

Special Note: SkillsUSA has received several complaints from students about some of the dancing that has been know to take place at high school dances including SkillsUSA. Attached, please find an open letter, which was composed by the SkillsUSA members who are part of the Student Advisory Committee. Their goal is to create an atmosphere at the dance, which is welcoming and comfortable for **ALL** who attend.

We ask you to share the attached letter with all of your students who are attending. Also, remind your students; SkillsUSA will be monitoring the dance **along with the staff from your Chapter** and inappropriate behavior (dancing included) will not be tolerated.

Item IX. Process for Awards Ceremony Admission and Ending Time

Awards Session Admission – READ CAREFULLY

Due to security concerns and the fact that this will be our largest conference ever, EVERYONE attending the awards ceremony MUST HAVE a nametag! General public (parents, non-invited and non-registered school staff or administrators) will be required to pay for their admission and receive an Awards Ceremony pass. Here are the exact procedures:

Registered Conference Participants

Must have their nametag to be admitted to the Opening & Awards Session. Please enter the trade center through the main entrance (front of the trade center). **Everyone will be required to show his or her nametag in order to gain admission.**

Invited Guests and VIPs (including all school administrators)

Are asked to attend the guest reception in the Best Western Hotel – Marlboro Room at 9:00 a.m., where they will be able to obtain a complimentary guess pass to the awards session. An escort will then be provided to a reserved seating area for invited guests and VIPs.

General Public

Thank you for the growing interest in attending SkillsUSA's awards session. Admission tickets will be available Saturday morning at the rear entrance of the trade center, for a donation of \$3.00 per person. Children under 12 are admitted with our compliments. **Please be SURE parents understand that there are a limited number of seats available and after the seats are filled we will not admit more. The capacity of the building and seating area is limited. We ask for cooperation and good attitudes from all who wish to attend.**

There will be signs to assist with finding the proper entrance. Please instruct your students to tell their parents they must enter at the **general public entrance** (look for the signs) and will **not** be able to sit with the school. For assistance please consult with members of the Alumni at the main entrance.

Additionally, everyone will have to be seated at the Awards Ceremony! NO One will be allowed to stand at the back or along the sides. **Parents, non-invited or registered school staff or administrators will be required to sit in a public viewing area. Seats with school delegations will be limited to registered attendees!**

This year we continuing the new set-up for the stage at the General Sessions, which utilizes two awards platforms on Saturday morning for awards, therefore we anticipate the awards moving at a good pace. We are estimating the conclusion of awards to be 1:30-1:45 p.m. Therefore you should instruct bus companies to be ready for 1:45-2:00 p.m. departures.

Item X. Busses for after awards

Chapters who are being housed at the Marriott Courtyard and Holiday Inn will need to have your bus company pick you up at the Best Western after the award session to go back to their hotel to load for departure. This is the same as last year since all reports indicate this worked well and we want to continue to pursue quality...do not forget to tell your bus company to pick you up at the Best Western hotel.

Item XI. Advisor's Techspo

We are asking each chapter to consider bringing at least one entry for the Advisor's Techspo. As we have been discussing throughout the year we would love to feature projects/work done by instructors as part of the Techspo.

Here's how to participate:

- *ask teachers from your Chapter to enter an exhibit for Techspo.**
- *collect the exhibits between now and the State Conference**
- *give the items to the Advisor(s) who will handle REGISTRATION at the Conference**
- *place the items in the area designated for Advisor's Techspo when all other Techspo exhibits are brought to the Trade Center REGISTER at the Conference - THAT'S IT!**

Item XI. The End

Okay that is it for now! That should give you enough information to get your Chapter prepared to be with us! We have many more exciting elements, which we will save for the conference. Thank you for your work as an advisor and we look forward to your Chapter's participation in the conference.

Companion documents (attached to e-mail):

1. Registration appointment times & hotel assignments
2. Supervision schedule
3. Rules of Courtesy Sign-off
4. Teacher's Techspo
5. Open Letter from the Student Advisor Committee