



## SERIES: TEAM LEADERSHIP EVENTS

# CONTEST: CAREER PATHWAYS SHOWCASE

Online Test  
Completed  
by April 26

Online  
Resumé  
Submission

Series Director: BRIAN BENTLEY • 508-246-9815 • [briansbentley@comcast.net](mailto:briansbentley@comcast.net)

Assistant: MINDY GAUTHIER • 401-297-7723 • [mgauthier@dimanregional.org](mailto:mgauthier@dimanregional.org)

Competition: Best Western - Courtyard with Event Managers: Debbie Pacheco, Ray Medeiros and Glenn Koocher

## REQUIREMENTS AND SCOPE OF CONTEST

Advisors will be sent log-on information for the [Learning Management System](#), which will be open on April 10.

Contestants must submit an electronic copy of their resumé to the [LMS](#) by April 26, by 5:00pm.

Employability tests will be in the [LMS](#) and the deadline for completion is April 26, by 5:00pm.

### Clothing Requirements: [avoid a clothing penalty](#)

SkillsUSA attire:

- Red SkillsUSA blazer, windbreaker or sweater, or black or red SkillsUSA jacket.
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie), white blouse (collarless or small collard) or white turtleneck, with any collar to not extend to the lapel area of the blazer, sweater, windbreaker or jacket.
- Black dress slacks or black dress skirt (knee-length) Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/non pattern.
- Black dress shoes

NO cell phones or SmartWatches allowed

### Tool Requirements: [Contestants must submit online a one-page type-written resume, failure to do so will result in a 10-point penalty per person](#)

1. Supplied by the technical committee:
  - a. Copy of SkillsUSA Massachusetts Technical Standards and all necessary information for judges and technical committee
  - b. The committee will identify a holding area and presentation room
  - c. Stopwatch/Timer
2. Supplied by the Contestant:
  - a. Project for display
  - b. Each team is to bring a three prong Power Strip
  - c. Each Team is to bring an Extension Cord at least 15' in length
  - d. A tape measure for measuring of the project for judges
  - e. All competitors must create a one-page resumé and submit an electronic copy to the [LMS on or before the posted deadline.](#)

**Purpose:** To encourage career technical students to promote their schools' career preparation program to their community and industry. They will develop a learning-based project that will benefit their school, industry or community with a focus on their career preparation. They will then develop a display to use in their community to explain the project, their studies and its benefits.

**Display Requirements:** Displays may not entail hazardous or flammable materials.

**Observer Rule:** Only the team's advisor WILL BE allowed to watch contestants compete.

**Eligibility:** A team consisting of three students enrolled in the same recognized Career Pathways course of a state-approved career and technical program. The Career Pathways program must be part of an organized chapter of SkillsUSA. Students must be current, active members of SkillsUSA. Only the first-place high-school and college/postsecondary winning teams are eligible to participate. Teams of fewer than three members will be penalized one-third or two thirds of the possible points, based on the number of team members missing.

### State Skills:

The student teams will use their course of study as the basis of a project that will benefit their class, school, community or industry. The project must highlight an aspect of their career cluster training. Upon completion of the project, the students will develop a display and use it within their community to explain their training and their project. This contest will judge mastery of their training, its application, the project's benefit to their community, and display and presentation techniques.

## CONTEST: CAREER PATHWAYS SHOWCASE CONTINUED

---

### Contest Guidelines

1. A team consisting of three students enrolled in the same recognized Career Pathways program must present the project; students may only be members of one team.
2. The project must be designed and constructed by students who were enrolled during the school year immediately preceding the National Leadership and Skills Conference.
3. Guidance by Career Cluster instructors, counselors, and career and academic teachers is encouraged.
4. Emphasis is placed on the project, the display and the presentations/ demonstrations.
5. The project must be related to the program of study of the team members and this program of study will determine the pathway of the project.
6. Panels of judges, selected from business, labor, education and government, will evaluate projects.
7. As stated above, "Guidance by career pathway instructors, counselors, and career and academic teachers is encouraged" but advisors may not assist in the setup or presentation.

### Project Requirements

1. Presentation times will be assigned in advance. Team members will be present at the holding area 15 minutes prior to their scheduled presentation time.
2. Time limit: The presentation/demonstration shall be at least four minutes in length but not exceed eight minutes. Penalty: five points will be deducted for each 30 seconds or fraction thereof under four minutes or over eight minutes. Judges may ask questions for a period not to exceed two minutes. Following judging, judges may return to debrief teams on their presentation.
3. Maximum size of the display area is 7'10"-wide x 7'10"-long. Display components may extend to 8' high. Projects exceeding these limits will be disqualified.
4. Project Mobility: All projects must be self-contained. There will be no on-site technical support, internet hookup or backup equipment. Each team must be able to maneuver the project into the contest area. For large projects, modular makeup is recommended.

### Judging Criteria

Each project will be judged according to its own merits and compliance with the listed criteria, as well as competitively within each pathway. Participants should read the guidelines carefully and make sure the project presentation covers all the criteria.

1. Knowledge Attained (150 points): Students should, through written and oral presentations, demonstrate the achievement of core knowledge related to their pathway
2. Demonstration/Evidence of Technical Skill (150 points): Through demonstrations, photographs, products and other media, students should show evidence of technology skills appropriate for their career level and pathway.
3. Presentation Skills (200 points): Students should demonstrate appropriate mastery of skills in communication, answering questions and explaining processes related to their projects. Each student team member must take an active role in the presentation/demonstration. Use of technology for the presentation is encouraged.
4. Integration of Business and Industry (150 points): The project must demonstrate evidence of integration and/or cooperation with business and industry. This must include at least one of the following:
  - a. Students' working in the industry
  - b. Business and industry partners providing assistance and guidance at the school
  - c. Application of the project to an industry setting
5. Community Impact (200 points): The project must reflect impact to the community, related business field or related field of study as determined by the pathway.
6. Overall Effect (150 points): Students project a businesslike and professional manner. Project and presentation are well-organized; students display knowledge of, and enthusiasm for, the project and its contribution to the community, business or related field of study. Booths must clearly convey the purpose (intent) of the project.

Standards and Competencies: See national technical standards.

Note: National technical standards are a benefit of professional membership. Advisors should log in to the national SkillsUSA site to access technical standards.

## CONTEST: CAREER PATHWAYS SHOWCASE CONTINUED

---

### CAREER PATHWAYS SHOWCASE - HOW TO REGISTER YOUR TEAMS

Please identify your student's career cluster and use the reference numbers next to that career cluster to identify the correct competition category, displayed below, to register your team(s)

The SIX Career Pathways for SkillsUSA Competition include the following Cluster options:

Cluster #1 – Arts and Communication

Cluster #4 – Health Services

Cluster #2 – Business, Management and Technology

Cluster #5 – Industrial and Engineering Technology

Cluster #3 – Human Services

Cluster #6 – Natural Resources/Agriculture/Food

Register for **Cluster #1 – Arts and Communications Cluster**, which includes:

- 1a.** Arts, A/V Technology & Communications: A/V Technology & Film • Journalism & Broadcasting • Performing Arts • Printing Technology • Telecommunications • Visual Arts

Register for **Cluster #2 – Business, Management and Technology**, which includes:

- 2a.** Business Management & Administration: Administrative Support • Business Information Management • General Management • Human Resources Management • Operations Management
- 2b.** Finance: Accounting • Banking Services • Business Finance • Insurance • Securities & Investments
- 2c.** Information Technology: Information Support & Services • Network Systems • Programming & Software Development • Web & Digital Communications
- 2d.** Marketing: Marketing Communications • Marketing Management • Marketing Research • Merchandising • Professional Sales

Register for **Cluster #3 – Human Services**, which includes:

- 3a.** Education & Training: Administration & Administrative Support • Professional Support Services • Teaching/Training
- 3b.** Government & Public Administration: Foreign Service • Governance • National Security • Planning • Public Management & Administration • Regulation • Revenue & Taxation
- 3c.** Hospitality & Tourism: Lodging • Recreation, Amusements & Attractions • Restaurants & Food/Beverage Services • Travel & Tourism
- 3d.** Human Services: Consumer Services • Counseling & Mental Health Services • Early Childhood Development & Services • Family & Community Services • Personal Care Services
- 3e.** Law, Public Safety, Corrections & Security: Correction Services • Emergency & Fire Management Services • Law Enforcement Services • Legal Services • Security & Protective Services

Register for **Cluster #4 – Health Services**, which includes:

- 4a.** Health Sciences: Biotechnology Research & Development • Diagnostic Services • Health Informatics • Support Services • Therapeutic Services

Register for **Cluster #5 – Industrial and Engineering Technology**, which includes:

- 5a.** Architecture & Construction: Construction • Design/Pre-Construction • Maintenance/Operations
- 5b.** Manufacturing: Health, Safety & Environmental Assurance • Logistics & Inventory Control • Maintenance, Installation & Repair • Manufacturing Production Process Dev. • Production • Quality Assurance
- 5c.** Science, Technology, Engineering & Mathematics: Engineering & Technology • Science & Mathematics
- 5d.** Transportation, Distribution & Logistics: Facility & Mobile Equipment Maintenance • Health, Safety & Environmental Management • Logistics Planning & Management Services • Sales & Service • Transportation Operations • Transportation Systems/Infrastructure Planning, Management & Regulation • Warehousing & Distribution Center Operations

Register for **Cluster #6 – Natural Resources/Agriculture/Food**, which includes:

- 6a.** Agriculture, Food & Natural Resources: Agribusiness Systems • Animal Systems • Environmental Service Systems • Food Products & Processing Systems • Natural Resources Systems • Plant Systems • Power, Structural & Technical Systems Architecture & Construction



## SERIES: TEAM LEADERSHIP EVENTS

# CONTEST: CHAPTER BUSINESS PROCEDURE

Online Test  
Completed  
by April 26

Online  
Resumé  
Submission

Series Director: BRIAN BENTLEY • 508-246-9815 • [briansbentley@comcast.net](mailto:briansbentley@comcast.net)

Assistant: MINDY GAUTHIER • 401-297-7723 • [mgauthier@dimanregional.org](mailto:mgauthier@dimanregional.org)

Competition: Best Western - Marlboro Room with Event Manager: Jessica Geada

## REQUIREMENTS AND SCOPE OF CONTEST

Advisors will be sent log-on information for the [Learning Management System](#), which will be open on April 10.

Contestants must submit an electronic copy of their resumé to the [LMS](#) by April 26, by 5:00pm.

Employability and Parliamentarian tests will be in the [LMS](#) and the deadline for completion is April 26, by 5:00pm.

### Clothing Requirements: **avoid a clothing penalty**

SkillsUSA attire:

- Red SkillsUSA blazer, windbreaker or sweater, or black or red SkillsUSA jacket.
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie), white blouse (collarless or small collard) or white turtleneck, with any collar to not extend to the lapel area of the blazer, sweater, windbreaker or jacket.
- Black dress slacks or black dress skirt (knee-length) Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/non pattern.
- Black dress shoes

NO cell phones or SmartWatches allowed

### Tool Requirements: **Contestants must submit online a one-page type-written resume, failure to do so will result in a 10-point penalty per person**

1. Supplied by the technical committee:
  - a. Copy of SkillsUSA Massachusetts Technical Standards and all necessary information for judges and technical committee
  - b. The committee will identify a holding area and presentation room
  - c. Stopwatch/Timer
  - d. Speaker's stand (if available but NOT required)
  - e. Gavel
  - f. Pad and pencil/pen for secretary
  - g. One copy of the latest edition of Robert's Rules of Order, Newly Revised (if available and placed in plain view)
  - h. Extra pencils as may be required
  - i. Computer with high-speed internet capability and camera to use ZOOM.
  - j. Packet for each team, which will include:
    1. List of business items (The Agenda)
    2. Minutes of a previous meeting
    3. Treasurer's report

NOTE: The Team will meet with the Technical Chairperson ONE (1) HOUR prior to the scheduled contest time to receive a packet containing the contest material of: Agenda, Treasurer's Report, Minutes of Prior Meeting, Pad and Pencils – Preparation Area will be Zachary's Restaurant – monitored by an Alumni member

2. Supplied by the contestants:
  - a. All competitors must create a one-page resumé and submit an electronic copy to the [LMS on or before the posted deadline](#).

**Purpose:** To evaluate a chapter's ability to conduct regular SkillsUSA business meetings according to the order of business published in these regulations and correct parliamentary procedure. The contest is based on the rules found in the latest edition of Robert's Rules of Order, Newly Revised.

**Eligibility (Team of 6):** Open to active SkillsUSA members. The team need not be composed of officers, but team members must be organized under one local charter. All team members must be members in the same division. Each team will consist of six registered members. The team may perform with five members without penalty in the event that a member fails to show up or is forced to withdraw within five days of the competition. (See exception policy in General Regulations.)

## CONTEST: CHAPTER BUSINESS PROCEDURE CONTINUED

---

**Observer Rule:** Only the team's advisor WILL BE allowed to watch contestants compete.

### State Skills:

The contest consists of two parts that test knowledge of parliamentary procedure: a written exam and a chapter business procedure demonstration. During a simulated regular SkillsUSA business meeting, teams will demonstrate the procedures necessary to complete the meeting, from call to order to adjournment, using only those portions of the following order of business that are required by contest materials given to the team.

### Knowledge Performance:

The online written exam consists of 100 multiple-choice questions related to material found in Robert's Rules of Order in Brief. Scores are averaged and included as part of the team's overall score. Contestants may obtain a study guide for preparing for the written exam by logging on to <http://www.300questions.org>. NOTE: A PDF file containing the 300 Questions and their answers is available. To obtain a copy, log on to <http://www.300questions.org/q3cnp/text/300questions-ror12-1020.pdf> and read/download the file. Additionally, all contestants will take an Employability tests. Both tests will be in the LMS and contestants can access that until the posted deadline.

**Skills Performance:** The contest consists of a demonstration of a simulated chapter business meeting.

### Contest Guidelines:

1. During the presentation, the team will demonstrate the running of a typical business meeting using a standard order of business.
2. The order of business to be followed will include:
  - a. Call to order
  - b. Reading and approval of the minutes
  - c. Reports of officers, boards and standing committees
  - d. Reports of special committees
  - e. Special orders
  - f. Unfinished business
  - g. New business
  - h. Adjourn

During the simulated demonstration, the team must properly handle items dictated by the above order of business and materials given to the teams by the technical committee. The demonstration must include no fewer than six motions, including at least one motion of each of the following types:

- i. Privileged
- j. Subsidiary
- k. Main
- l. Incidental
- m. Motions that bring a question before the assembly again

Note: Additional points will not be given for demonstrating extra motions correctly. If extra motions are used incorrectly, points will be deducted accordingly.

3. Each team member will take an online written test covering basic parliamentary procedures, based on the current membership exam for the **National Associations of Parliamentarians**.  
**The Parliamentary Exam will consist of 100 questions and will be available, along with the Employability Exam, through the Learning Management System. Both Exams MUST be completed on or before the posted deadline.**
4. Presentation times will be assigned in advance. Team members will be present at the holding area 15 minutes prior to their scheduled presentation time.
5. During the simulated meeting presentation, the team may use only the secretary's minutes of the previous meeting, the treasurer's report, the list of business items, and committee reports. The presiding officer may make notes on the list of business items; however, a team will be disqualified if any member uses notes during the simulated presentation. The secretary will be provided with a pad and pencil for recording minutes of the simulated meeting. One copy of Robert's Rules of Order, Newly Revised will be in the demonstration room for team reference. There will be a 30-point penalty for each item not covered.
6. The demonstration area will be set according to the diagram. The presiding officer will stand, not sit while presiding.

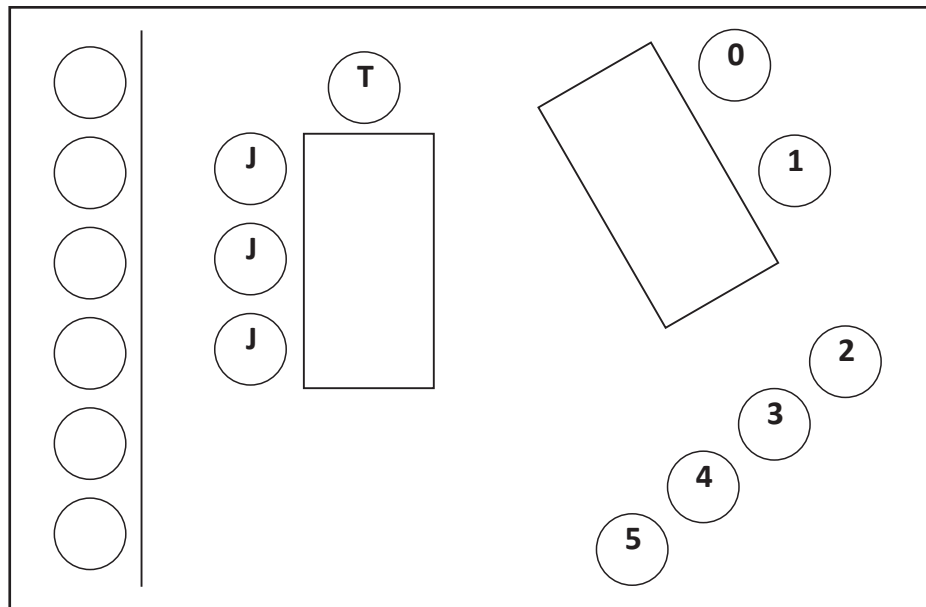
## CONTEST: CHAPTER BUSINESS PROCEDURE CONTINUED

- The demonstration should be at least 10 minutes in length but should not exceed 15 minutes. There will be five points deducted for each 30 seconds or fraction thereof under 10 minutes or over 15 minutes. The time required to complete the recording and reading of the secretary's minutes at the end of the presentation will not count toward a team's time. However, the secretary will have a maximum of three minutes to complete the recording and reading of the secretary's minutes after the meeting is adjourned.
- Following adjournment of the simulated business meeting, the secretary will read the minutes covering the demonstration to the judges. The minutes will be judged for completeness as read. The minutes will then be handed to ONE of the Judges as the team exits the room.
- Throughout the demonstration, team members will be referred to by first name only. No reference may be made to their school name, city or state. A five-point penalty will be assessed each time any of these are identified in the presentation.
- Tiebreakers for teams will be determined by first looking at total presentation score and second by looking at the team's average written test score.
- The chair and secretary shall be seated at the head table, with the other team members seated in four chairs staggered in front of the table. (See Diagram below)
- Note: The official SkillsUSA Opening and Closing ceremonies are not to be performed during this contest.

**Standards and Competencies:** See national technical standards.

Note: National technical standards are a benefit of professional membership. Advisors should log in to the national SkillsUSA site to access technical standards.

**0 = President**  
**1 = Secretary**  
**2 = Member 2**  
**3 = Member 3**  
**4 = Member 4**  
**5 = Member 5**  
**J = Judge**  
**T = Timekeeper**







## SERIES: TEAM LEADERSHIP EVENTS COMMUNITY ACTION PROJECT

Notebook  
Submission  
by April 1

Eligibility  
Letter in  
Notebook

Online  
Resumé  
Submission

Series Director: BRIAN BENTLEY • 508-246-9815 • [briansbentley@comcast.net](mailto:briansbentley@comcast.net)

Assistant: MINDY GAUTHIER • 401-297-7723 • [mgauthier@dimanregional.org](mailto:mgauthier@dimanregional.org)

Competition: Best Western - Marlboro Room with Event Managers: Sherry Anderson & Diane Swenson

### REQUIREMENTS AND SCOPE OF CONTEST

Advisors will be sent log-on information for the [Learning Management System](#), which will be open on April 10.

Contestants must submit an electronic copy of their resumé to the [LMS](#) by April 26, by 5:00pm.

Contestants must submit the required eligibility letter [along with the Notebook](#).

A PDF file of the Notebook must be emailed to [submissions@maskillsusa.org](mailto:submissions@maskillsusa.org) on or before April 1.

### Clothing Requirements: [avoid a clothing penalty](#)

SkillsUSA attire:

- Red SkillsUSA blazer, windbreaker or sweater, or black or red SkillsUSA jacket.
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie), white blouse (collarless or small collard) or white turtleneck, with any collar to not extend to the lapel area of the blazer, sweater, windbreaker or jacket.
- Black dress slacks or black dress skirt (knee-length) Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/non pattern.
- Black dress shoes

NO cell phones or SmartWatches allowed

### Tool Requirements: [Contestants must submit online a one-page type-written resume, failure to do so will result in a 10-point penalty per person](#)

1. Supplied by the technical committee:
  - a. Copy of SkillsUSA Massachusetts Technical Standards and all necessary information for judges and technical committee
  - b. The committee will identify a holding area and presentation room
  - c. Stopwatch/Timer
  - d. Table and chair will be made available for the contestant, to use if needed
2. Supplied by the Contestant:
  - a. A projector and screen may be used if using electronic media; however, it must be provided by the contestant
  - b. Presentation media, such as laptop computer, poster boards
  - c. Notebook, a digital version submitted ahead of competition and the original brought to competition
  - d. All competitors must create a one-page resumé and submit an electronic copy to the [LMS on or before the posted deadline](#).
  - e. Required eligibility letter must be submitted by the assigned deadline. State associations having restrictions on release of this information may submit a letter of eligibility that simply states, "I certify that (student names) meet the eligibility requirements for the SkillsUSA Community Action Project." The letter must be signed by the school official, who must also include his or her title.

### Time Limits:

Contestants' presentation must be a minimum of 5 minutes and a maximum of 10 minutes. Penalties apply for presentations less than the 5 minutes or greater than the 10 minutes in increments of 30 seconds or fraction thereof.

**Purpose:** To evaluate a team of two contestants' ability to develop, execute, document and present a project that was completed in their community or school and which provides a benefit or learning experience to the community or school. This event also enables the community to become aware of the outstanding work being performed by career and technical education students.

**Observers:** Only the team's Advisor WILL BE allowed to watch contestants compete No other observers will be allowed in the contest.

**Eligibility (Team of 2):** Open to active SkillsUSA members enrolled in career and technical programs with entry-level job skills as the occupational objective. A letter from an appropriate school official on school letterhead stating that both contestants are classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation.

## CONTEST: COMMUNITY ACTION PROJECT CONTINUED

---

Schools having restrictions on release of this information may submit a letter of eligibility that simply states, “I certify that (student’s name) meets the eligibility requirements for the SkillsUSA Community Action Project contest.” The letter must be signed by the school official, who must also include his/her title. The eligibility letter is to be submitted along with the Notebook. Teams must submit an electronic copy of their notebook in PDF format by April 1. Notebooks are to be emailed to [submissions@maskillsusa.org](mailto:submissions@maskillsusa.org) listing Community Action Project as the Subject of the email.

### State Skills:

The contest will require the contestants to develop and execute a project in their community or school. Documentation or recording of the events will be maintained in an electronic presentation (Powerpoint, Prezi, Google Slides, etc..) at the competition. The presentation shall last a minimum of 5 minutes and a maximum of 10 minutes and will include an explanation of the purpose and scope of the project, how the project was developed, methods used, implementation and execution of the project and its results.

**Skill Performance:** The contest requires the contestants to develop and execute a project in the community or school community.

The contest will consist of two parts: a notebook outlining the community service project and a live presentation by two eligible contestants explaining the project. Refer to contest guidelines for specific requirements.

### Contest Guidelines:

1. Project will be completed prior to competition. Requirements are:
  - a. Determine the need or desire for a project.
  - b. Outline the project.
  - c. Develop the timeline of the project.
  - d. Implement the project.
  - e. Anticipate results of the project or its impact to the community or school community.
  - f. Include participation of others involved: school peers, school administration, community leaders or other support people.
  - g. Evaluate final results of the project.
2. Presentation times will be assigned in advance. Team members will be present at the holding area 15 minutes prior to their scheduled presentation time.
3. Contestants will present their project to the panel of judges.
4. The purpose of the notebook is to document and capture the chronological events in the completion of the project.
  - a. Pictures (or copies of pictures) may be used throughout the presentation to assist judges in understanding the project.
  - b. Presentation Organization Requirements
    1. Title Page  
Name of the project, school name and address, names of the presenting team and any other members of the team who worked on the project at the home school.
    2. Introduction  
Provide a brief description of the project.
    3. Table of Contents
    4. Section 1 — Methodology  
Describe the methodology for determining the project to be completed. How did you decide on the project? Who did you enlist at this stage? What was the anticipated goal of the project?
    5. Section 2 — Organization  
Describe how the project was organized. What was the timeline? Who was responsible for which steps, and how did you determine this?
    6. Section 3 — Implementation Schedule  
What were the specific steps to be followed?
    7. Section 4 — Result of the Project  
What was the impact of the project on the school or community? Who benefited from the project?
    8. Section 5 — Recognition for the Project  
Was this project recognized in any local papers, school papers, radio, TV or other news media? Did you receive letters of appreciation, congratulations or any other types of recognition? Do you have pictures or copies of pictures that may be included?



## CONTEST: COMMUNITY ACTION PROJECT CONTINUED

---

### 9. Section 5 — Evaluation

Do you feel the project was successful? Why or why not? What are your recommendations and/or thoughts for this project?

### 5. Presentation

The purpose of the presentation is to provide the judges with an understanding of the project, how the project was decided or determined, how it was completed, results achieved, and comments or recommendations for others to do a similar project.

- a. Presentation is a minimum of 5 minutes and a maximum of 10 minutes in length.
- b. Time penalty of 5 points is deducted for each 30 seconds (or fraction) under the five minutes or for each 30 seconds (or fraction) over the 10 minutes.
- c. Timing is started when the presentation begins. Timekeeper will signal the presenters at 5, 7 and 9 minutes.
- d. Presentation can use any type of media, such as PowerPoint, slides, posters or any other media that would be appropriate. Be creative in expressing your presentation to the judges.
- e. All presentation materials must be produced by the students involved in the project, whether they are presenting or not.
- f. Both members of the team must participate in the presentation.
- g. Introduction: Brief description and scope of the project
- h. Project Scope: How was the project initiated, what triggered this project?
- i. Organization: Planning steps, objectives
- j. Steps and Timeline: What are the planning steps to implement this project, what was the timeline, and how did you align the steps and timeline?
- k. Results: Evaluate the impact of the project on the school or community or whoever was the recipient and received benefit of the project.
- l. Closing: Indicate if the project was successful or not. If successful, why, and if not successful, why not?
- m. Organization of Presentation: Follow the appropriate steps of a presentation: opening/introduction, scope of project, steps and timeline, results and closing.
- n. Presence, Demeanor, Self-Confidence: Involve all members, demonstrate poise, self-control, good platform performance and personal confidence

**Standards and Competencies:** See national technical standards.

Note: National technical standards are a benefit of professional membership. Advisors should log in to the national SkillsUSA site to access technical standards.



## SERIES: INDIVIDUAL LEADERSHIP EVENTS EMPLOYMENT APPLICATION PROCESS

Portfolio  
Submission  
by April 1

Eligibility  
Letter in  
Portfolio

Online  
Resumé  
Submission

Series Director: BRIAN BENTLEY • 508-246-9815 • [briansbentley@comcast.net](mailto:briansbentley@comcast.net)

Assistant: MINDY GAUTHIER • 401-297-7723 • [mgauthier@dimanregional.org](mailto:mgauthier@dimanregional.org)

Competition: Best Western - Weston & Northboro Rooms with Event Managers: Sherry Anderson & Diane Swenson

### REQUIREMENTS AND SCOPE OF CONTEST

Advisors will be sent log-on information for the [Learning Management System](#), which will be open on April 10.

A PDF file containing the Portfolio, resume and required eligibility letter must be emailed to [submissions@maskillsusa.org](mailto:submissions@maskillsusa.org) on or before April 1.

#### Clothing Requirements: **avoid a clothing penalty**

SkillsUSA attire:

- Red SkillsUSA blazer, windbreaker or sweater, or black or red SkillsUSA jacket.
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie), white blouse (collarless or small collard) or white turtleneck, with any collar to not extend to the lapel area of the blazer, sweater, windbreaker or jacket.
- Black dress slacks or black dress skirt (knee-length) Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/non pattern.
- Black dress shoes

NO cell phones or SmartWatches allowed

#### Tool Requirements: **Contestants must submit online a one-page type-written resume, failure to do so will result in a 50-point penalty**

1. Supplied by the technical committee:
  - a. Judges.
  - b. All necessary information for the judges and technical committee.
  - c. The committee will identify a holding area, reception/application room and interview room
  - d. Employment application forms
2. Supplied by the contestant:
  - a. The resumé must be submitted electronically to [submissions@maskillsusa.org](mailto:submissions@maskillsusa.org) by April 1.
  - b. Two printed copies of the resumé to the contest site, one for the Personnel Manager and one for the Interviewers.
  - c. The contestant's portfolio must be received in electronic PDF format via email in the subject stating EAP – Portfolio to [submissions@maskillsusa.org](mailto:submissions@maskillsusa.org) by April 1.
  - d. Portfolio must also be brought to the contest for review by the Interviewers.

**Purpose:** To evaluate competitors' readiness for applying for employment in their occupational areas and understanding the process and procedures required.

**Eligibility:** Open to active SkillsUSA members enrolled in career and technical programs with entry-level job skills as the occupational objective. A letter from an appropriate school official on school letterhead stating that the contestant is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation.

**Knowledge Performance:** No written employability skills knowledge test is required for this contest.

#### Skills Performance:

This contest evaluates the understanding of the employment process a student will face in applying for positions in the occupational area for which he or she is training. The contest consists of two parts.

## CONTEST: EMPLOYMENT APPLICATION PROCESS CONTINUED

---

### Scope of the State Skills:

Competition consists of:

1. Preparation and submission of the resume, completed at home. One copy is submitted by April 1 online. Two copies are required to be brought to the competition site as this is part of the judging.
2. Contestants shall apply for positions in keeping with their occupational objectives. In completing the resume and employment application, contestants will use their own name, address, school, and other related information. All information must be as accurate as possible.
3. Applications will be completed on site. Application is to be requested from the Personnel Manager as part of the competition. Note: A card (3"x5" or 4"x6") with necessary information may be used to assist in completing the application.
4. Preparation and submission of a portfolio, completed and submitted in electronic PDF format by April 1. Portfolio is to be emailed to [submissions@maskillsusa.org](mailto:submissions@maskillsusa.org) listing EAP - Portfolio as the Subject of the email. Also bring the hard copy of the portfolio to the contest site.
5. Personnel Manager will judge the application, resume, and portfolio.
6. Contestants will participate in an in-depth interview with two interviewers (judges). Approximately 10 to 15 minutes will be allotted for the interview. Judges will review the portfolio and resume prior to the interview. Five questions will be asked – three questions being the same for all contestants and two questions will be directly related to the contestant's portfolio. Questions will be determined by the judges.

### Procedures:

1. Presentation times will be assigned in advance. Contestants will be present at the holding area 15 minutes prior to their scheduled presentation time.
2. The Personnel Manager will serve as a judge.
3. When called from the holding room, the contestant will first greet the receptionist. Contestants will provide a copy of their resume and portfolio to the Personnel Manager and request an application.
4. The personnel manager will evaluate the application and the portfolio.
5. Participate in an in-depth interview with the two interviewers (judges), approximately 10 to 15 minutes. There will be two judges for the interview process. Judges will be given a copy of the resumé and the portfolio for their review prior to the interview. After review of the resumé and portfolio, the judges will interview the contestant by asking a series of five questions. Judges will use their own techniques for the interview.

### Resumé:

A typewritten resumé must be submitted by April 1 to [submissions@maskillsusa.org](mailto:submissions@maskillsusa.org) and two copies of the resumé to be brought to the contest site. Included in the resume must be:

- a. Name, address, phone number
- b. Career objective
- c. Education/training
- d. Work experience, listing present employment first, along with specific responsibilities or tasks involved. Volunteering also may be included in work experience.
- e. Accomplishments, awards earned, certificates, involvement with school activities, civic organizations, or clubs during school years.
- f. References

### Application:

Applications will be completed on site as this is part of the competition.

### Portfolio:

The portfolio is an electronic collection of a contestant's abilities and accomplishments. The purpose of the portfolio is to provide another means for the interviewers to learn about the contestant (potential employee). The portfolio should be created as a final product to be used in applying for future employment. The portfolio must be received in electronic PDF format by April 1. Portfolios are to be emailed to [submissions@maskillsusa.org](mailto:submissions@maskillsusa.org) listing Employment Application Process as the Subject of the email.

### Organization of Portfolio:

1. Title page — name, address, school, vocational goals, or type of job desired
2. Table of contents
3. Vocational skills
4. Work experience
5. Activities: school, community, civic, religious
6. Publicity: copies of awards, newspaper articles, school paper articles, pictures, etc.
7. Pictures or copies of pictures, clippings from other media
8. Other: Any other items that reflect the student's abilities and accomplishments.

Note: Pictures may be included throughout the portfolio.

### Preparing for Completing an Application:

At home, contestants should practice completing various employment applications, using their reference cards if necessary. Much of the information in an application is the same as in the resumé. Typical information requested includes:

1. Type of employment desired: What do you want to do, or what job are you seeking?
2. Education and training
3. Memberships, clubs, community activity, school organizations (include membership in SkillsUSA)
4. Certifications or other awards
5. Work experience (include voluntary jobs)
6. References are to be included

### Preparation for the Interview:

In preparation for the interview portion, the contestants should:

1. Understand the importance of first impressions.
2. Practice proper introductions, including handshaking, clearly providing your name and purpose of the interview.
3. Practice informal conversation including:
  - a. Stating your objectives
  - b. Providing information about yourself
  - c. Making yourself understood to the interviewer
  - d. Listening skills to be sure you understand the question
  - e. Learning to ask for clarification if necessary
  - f. Answering questions completely
4. Practice expressing your abilities confidently so that the employer wants to hire you.

### Time Limits:

The contestant will be allowed 30 minutes to complete the application. The introduction (meet and greet) portion requesting the application is not included in the 30 minutes. A penalty will apply for more than 30 minutes spent completing the application.

The interview will last approximately 10 to 20 minutes. No penalties will be given for exceeding this time, as this portion of the contest is under the judges' control.

### Contest Guidelines:

1. Contestants shall apply for positions in keeping with their occupational objectives. In completing the resumé, employment application and portfolio, contestants will use their own name, address, school, employment and occupational information, etc. All information must be as accurate as possible. Note: One 3"x5" or 4"x6" note card with information to assist in completing the application may be used by the contestant.
2. Contestants will be present at the waiting area 15 minutes prior to their scheduled presentation time.
3. When called from the waiting area, the contestant will speak to the Personnel Manager.
4. Contestants will complete the application in front of the Personnel Manager who will be timing and then judging the application and resumé.

## **CONTEST: EMPLOYMENT APPLICATION PROCESS** CONTINUED

---

5. The interview with the judges will be approximately 10 to 20 minutes. No penalty applies, as the time required is under the control of the judges.
6. All contestants will be asked five questions. Three questions will be the same for each contestant and two will be about the contestant's portfolio.
7. Judges are encouraged to use their own interview techniques and should keep the focus of the interview on the selected questions.

### **Penalties:**

Penalties apply for the following:

- a) Missing eligibility letter: -10 points
- b) Attire incorrect on competition day: -10 points
- c) Resume not submitted online: -10 points
- d) Application Time: -1 point for every minute, or fraction thereof, over 30 minutes.

**Standards and Competencies:** See national technical standards.

Note: National technical standards are a benefit of professional membership. Advisors should log in to the national SkillsUSA site to access technical standards.

**Observer Rule:** There will be no observers allowed to watch contestants compete.



## SERIES: TEAM LEADERSHIP EVENTS OPENING & CLOSING CEREMONIES

Online Test  
Completed  
by April 26

Online  
Resumé  
Submission

Series Director: BRIAN BENTLEY • 508-246-9815 • [briansbentley@comcast.net](mailto:briansbentley@comcast.net)  
Assistant: MINDY GAUTHIER • 401-297-7723 • [mgauthier@dimanregional.org](mailto:mgauthier@dimanregional.org)  
Competition: Best Western - Marlboro Room with Event Manager: Jessica Geada

### REQUIREMENTS AND SCOPE OF CONTEST

Advisors will be sent log-on information for the [Learning Management System](#), which will be open on April 10. Contestants must submit an electronic copy of their resumé to the [LMS](#) by April 26, by 5:00pm. Employability tests will be in the [LMS](#) and the deadline for completion is April 26, by 5:00pm.

### Clothing Requirements: [avoid a clothing penalty](#)

SkillsUSA attire:

- Red SkillsUSA blazer, windbreaker or sweater, or black or red SkillsUSA jacket.
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie), white blouse (collarless or small collard) or white turtleneck, with any collar to not extend to the lapel area of the blazer, sweater, windbreaker or jacket.
- Black dress slacks or black dress skirt (knee-length) Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/non pattern.
- Black dress shoes

NO cell phones or SmartWatches allowed

### Tool Requirements: [Contestants must submit online a one-page type-written resume, failure to do so will result in a 10-point penalty per person](#)

1. Supplied by the technical committee:
  - a. Copy of SkillsUSA Massachusetts Technical Standards
  - b. All necessary information for judges and technical committee
  - c. Official SkillsUSA emblem
  - d. Easel for emblem
  - e. U.S. flag
  - f. Gavel and sound block
  - g. Speaker's stand (lectern)
  - h. Two tables 8 feet long and 30 inches wide (recommended) – draping optional
  - i. Six chairs
  - j. The committee will identify a holding area and presentation room
2. Supplied by the contestant:
  - a. All competitors must create a one-page resumé and submit an electronic copy to the [LMS on or before the posted deadline](#).

**Observers:** Only the team's Advisor WILL BE allowed to watch contestants compete No other observers will be allowed in the contest.

### State Skills:

This is a teamwork and oral presentation contest that evaluates teams' understanding of the symbolic representation of the colors and assembled parts of the SkillsUSA emblem. Each team includes seven registered members in the roles of president, vice president, parliamentarian, reporter, treasurer, secretary and historian.

**Arrangement of Demonstration Room:** Refer to the diagram provided in this Technical Standard.

**Skill Performance:** The contest is a demonstration of the SkillsUSA Opening and Closing Ceremonies conducted according to the script and description as printed in the SkillsUSA Championships Technical Standards.

**Purpose:** To evaluate the contestants' understanding of the symbolic representation of the colors and assembled parts of the SkillsUSA emblem and to evaluate teamwork and professional presentation skills.



## CONTEST: OPENING & CLOSING CEREMONIES CONTINUED

---

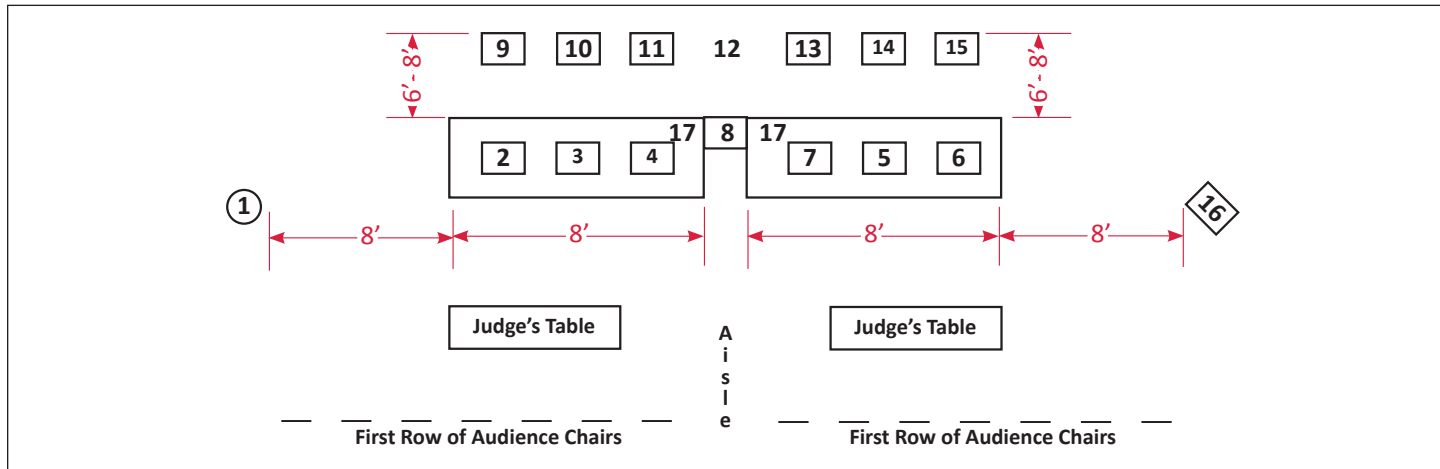
**Eligibility (Team of 7):** Open to a team of seven active SkillsUSA members. The team need not be composed of officers, and team members may be from more than one section, but team members must be organized under one local charter and active members in the same division.

### Contest Guidelines:

1. Presentation times will be assigned in advance. Team members will be present at the holding area 15 minutes prior to their scheduled presentation time.
2. Contestants will present their project to the panel of judges.
3. The official script and description for the contest shall be the one printed in the SkillsUSA Championships Technical Standards. No other method of performing the ceremony will be allowed for the purpose of the contest demonstration.
4. The day, time and instructions for the team to compete will be sent to the advisor by email in advance.
5. Each team must consist of seven registered members in the roles of president, vice president, parliamentarian, reporter, treasurer, secretary and historian.  
Note: The team may perform with six members (with a 14-point deduction) in the event that a member fails to show up or is forced to withdraw within five days of the competition. Another officer, not the president, will be assigned the missing part.
6. One member of the team, not the president, will deliver the thought for the day. It must be long enough to be scored for voice, stage presence and mechanics.
7. There is no time limit for the demonstration.
8. The room must be set up in advance of the competition, according to the diagram in this document. The team will be allowed three minutes to properly assemble the competition paraphernalia before the demonstration begins. Any number of team members may enter the room to set up. Members will be asked to leave the room when three minutes are up. No additional points are given for the manner in which the team comes into or leaves the room.
9. Only the official SkillsUSA emblem will be used.
10. If notification is given to the contest chairperson at the contestant orientation meeting that one or more team members will not say the Pledge of Allegiance for religious reasons, no points will be deducted. However, if no one on a team says the pledge, 42 points will be deducted.

## CONTEST: OPENING & CLOSING CEREMONIES CONTINUED

### Opening and Closing Ceremonies Room Diagram:



### Diagram Key:

1. American flag (4-8' from the front corner of the table)

### Emblem Plastics (Nos. 2–7)

Note: Teams may decide the proximity of the plastics to each other. However, they must still be placed in the specified order from the podium and may not overlap.

2. Shield
3. Gear
4. Torch
5. Orbital circles
6. Hands
7. Letters
8. Podium (speaker's stand)

### Chairs (Nos. 9–15)

Note: Teams may place the chairs any distance from the tables within the provided 6 feet to 8 feet space. For example, if the provided space is 7 feet, the chairs may be placed 1 foot, 2 feet, etc. from the table up to the point where the back of the chair is 7 feet from the table.

9. Parliamentarian
10. Reporter
11. Treasurer
12. President (no chair)
13. Secretary
14. Vice president
15. Historian
16. SkillsUSA emblem stand (easel — 4-8' from the front corner of the table)
17. Gavel and sound block (wooden block — either side is acceptable)

**Evaluation Criteria:** Evaluations will be made by visual observation at the performance. A scoring rubric will be used.

## CONTEST: OPENING & CLOSING CEREMONIES CONTINUED

---

### Official SkillsUSA Championships Opening and Closing Ceremonies: Opening Ceremony

The officers will walk in from the outside entrance to their respective places and remain standing.

President: (Raps twice with gavel.) The meeting will come to order. The thought for the day will be given by the (designated officer).

Designated Officer: (Gives the thought for the day at the speaker's stand and returns to his or her seat.)

President: (Raps gavel once to seat the officers.) The emblem is symbolic of the SkillsUSA organization. You are about to witness the emblem ceremony, in which the meaning of each component of our emblem will be given and the significance of the colors described. (Raps gavel once, calls for Mister or Madame Parliamentarian and steps directly back.)

Parliamentarian: (Picks up the shield and moves to speaker's stand and presents emblem piece, then pauses.) The shield represents patriotism. (Pauses.) The shield denotes our belief in democracy, liberty and the American way of life. (Moves to the emblem, presents piece to judges, pauses, and affixes the shield to the SkillsUSA emblem stand, calls for Mister or Madame Reporter and returns to seat.)

Reporter: (Picks up the gear and moves to the speaker's stand and presents emblem piece, then pauses.) The gear represents the industrial society. (Pauses.) The gear, symbolic of the industrial society, denotes the interdependence and cooperation of the individual working with labor and management for the betterment of mankind. (Moves to the emblem, presents piece to judges, pauses, and affixes the gear to the emblem, calls for Mister or Madame Treasurer and returns to seat.)

Treasurer: (Picks up the torch and moves to speaker's stand and presents emblem piece, then pauses.) The torch represents knowledge. (Pauses.) The flaming torch reflects the light of knowledge, which dispels the darkness of ignorance. In the light of the torch, progress will be made toward the vocational goals of the individual. (Moves to the emblem, presents piece to judges, pauses, and affixes the torch to the emblem, calls for Mister or Madame Secretary and returns to seat.)

Secretary: (Picks up the orbital circles and moves to speaker's stand and presents emblem piece, then pauses.) The orbital circles represent technology. (Pauses.) The circles represent the challenge of modern technology and the training needed to accept and master new technical frontiers and the need for continuous education. (Moves to the emblem, presents piece to judges, pauses, and affixes the circles to the emblem, calls for Mister or Madame Vice President and returns to seat.)

Vice President: (Picks up the hands and moves to speaker's stand and presents emblem piece, then pauses.) The hands represent the individual. (Pauses.) The hands portray a search for knowledge and our desire to acquire a skill. In the process of attaining knowledge and skill, we will develop a respect for the dignity of work and become productive and responsible citizens. (Moves to the emblem, presents piece to judges, pauses, and affixes the hands to emblem, calls for Mister or Madame Historian and returns to seat.)

Historian: (Moves to emblem and pauses.) With the affixing of the golden hands, we add the final official color of SkillsUSA. The colors of the emblem represent our organization. Red and white represent the individual states and the chapters; blue represents the common union of the states and the chapters; and gold represents the individual, the most important element of SkillsUSA. (Calls for Mister or Madame President and returns to seat.)

President: (Picks up the letters 'SkillsUSA' and moves to emblem. Presents piece to judges, then pauses and affixes the letters to emblem; pauses.) All of the components constitute our emblem. Separately, they could be applied to many organizations, but as one unit, they represent the fundamental principles and purposes of our organization. The emblem represents SkillsUSA. (Returns to speaker's stand and pauses. Raps three times with gavel for all to stand.) We will respect the flag with the Pledge of Allegiance. (In unison, team members turn to flag and place their right hands over their hearts.)

In Unison: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all. (In unison, right hand is lowered to side and all turn to front.)

President: (Raps once with gavel for all to be seated.)

## CONTEST: OPENING & CLOSING CEREMONIES CONTINUED

---

### Official SkillsUSA Championships Opening and Closing Ceremonies: Closing Ceremony

President: Mister or Madame Secretary, have you a record of any further business to come before the meeting at this time?

Secretary: (Rises.) I have none, Mister or Madame President. (Is seated.)

President: Does any member know of any new or unfinished business that should come before this meeting? (Pauses for response.) Since there is no further business to come before the meeting at this time, we will prepare to adjourn. Since the rule is the basic instrument of our work, it is particularly fitting that we select the Golden Rule, "Do unto others as you would have them do unto you," to govern our lives. Let us speak our pledge. (Raps three times with the gavel for all to rise and leads in reciting the pledge.)

In Unison: Upon my honor, I pledge:

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.

To base my expectations of reward upon the solid foundation of service.

To honor and respect my vocation in such a way as to bring repute to myself.

And further, to spare no effort in upholding the ideals of SkillsUSA.

President: I now declare this meeting adjourned until our next regular meeting or until a special meeting shall be called by your president.  
(Raps once with gavel.)

(All officers turn in unison and exit the room in a formal manner.)

**Standards and Competencies:** See national technical standards.

Note: National technical standards are a benefit of professional membership. Advisors should log in to the national SkillsUSA site to access technical standards.