



# **District Guidelines**

Revised January, 2011

## **PDE Non-Discrimination Policy Notification Statement**

The Pennsylvania Department of Education does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education's non-discrimination policies:

### **For Inquiries Concerning Non-Discrimination in Employment:**

Pennsylvania Department of Education  
Equal Employment Opportunity Representative  
Bureau of Human Resources  
333 Market Street, 11<sup>th</sup> Floor  
Harrisburg, PA 17126-0333  
Voice Telephone: (717) 787-4417  
Text Telephone: (717) 783-8445  
Fax: (717) 783-9348

### **For Inquiries Concerning Non-Discrimination in All Other Pennsylvania Department of Education Programs and Activities:**

Pennsylvania Department of Education  
School Services Unit Director  
333 Market Street, 5<sup>th</sup> Floor  
Harrisburg, PA 17126-0333  
Voice Telephone: (717) 783-3750  
Text Telephone: (717) 783-8445  
Fax: (717) 783-6802

## TABLE OF CONTENTS

	<u>Page</u>
SkillsUSA District Policies .....	3
SkillsUSA District Competition .....	5
District Assignments .....	6
Administration's Responsibility .....	8
District Chairperson .....	9
SkillsUSA District Competitive Event Registration - .....	12
Competitors Membership Verification .....	15
SkillsUSA District Competition Report... ..	21
Summary of Judges Rating. ....	29
Information for all Schools/Competitors in District Competition .....	30
Parental Permission .....	31
Sample Program Schedule .....	33
Sample of Room Scheduling .....	34
Finance Committee.....	35
Judges' Committee - Forms & Letters .....	36
Judges' Report .....	41
Registration Committee .....	42
Sample Sign-In Sheet .....	43
Skill Contest Committee .....	44
Leadership Contest Committee .....	46
Sample Tool & Equipment List.....	48
Graphics Committee.....	49
Hospitality Committee.....	50
Public Relations Committee .....	51
Sample SkillsUSA News Release .....	52

## **POLICIES FOR DISTRICT COMPETITIVE EVENTS**

### Locations and Dates

District sites and dates are determined by representatives from the schools within each district. A planning meeting should be held with representatives from all chapters in order to determine the number of locations that will be necessary to conduct the contests. An alternate date should also be selected in case of weather-related problems.

The teacher-advisor representative to the Board should be involved in the planning or apprised immediately of the dates and locations established.

District chairpersons are responsible for notifying all schools within the district of the dates and locations of district meetings.

Districts should consider establishing a rotation schedule for hosting the district events.

### Deadline Dates

District chairpersons, in consultation with the teacher-advisor representative on the Board of Directors, will establish all deadline dates relative to the district event. When establishing these dates, consideration needs to be given to the deadline date for state conference related materials.

When setting deadline dates, also consider the forms necessary for registering competitors.

First Deadline – SkillsUSA Pennsylvania-1 - List of events in which the students will be participating.

Second Deadline - SkillsUSA Pennsylvania-106 - List of competitors names.

Third Deadline – SkillsUSA Pennsylvania-113 - List of district winners. This form is due to the Executive Director ten (10) days after the district competition is complete. Keep in mind, however, the state conference forms and registration deadline date.

### Grievance Procedures

All grievances shall be resolved at the district level. The state office will not enter into any discussion relative to grievances at the district level. It is recommended that the district establish a grievance committee. All situations/problems must be solved at the district level. The teacher-advisor representative to the board can be contacted for assistance in resolving district matters.

### Financial Responsibilities

District conference fees should be established by the district chairperson in consultation with the schools represented in the district. This would also include late fees or any other fees established by a district to handle dropped competitors.

All school accounts (fees to be paid) must be paid in full prior to the district chairperson submitting names of competitors to the Executive Director for entry into state competition.

## Individual District Policies and Guidelines

Each district should have policy guidelines which cover individual district matters. Examples to be included, but not limited to, would be:

- Late Arrivals
- Awards/Certificates
- Conduct and Dress Requirements
- Meal Functions
- Number of Competitors
- Planning Meetings
- Violation of Deadline Dates
- Grievance Committee Members

\*The district chairperson should ascertain from the State Director whether all schools within the district have paid dues prior to the day of competition.

## SkillsUSA DISTRICT COMPETITION

Since 1976, district competition has been the responsibility of local personnel. This publication has been prepared and revised to provide assistance and directions to local district chairpersons assuming this task.

The information set forth in this package represents the wealth of experiences of individuals who have operated regional and district competitive events in the past. Commendations are given to those members of the state staff, local vocational administrators and teacher-advisors who have made contributions. Special appreciation is due to John Brandt and Bonnie Francavilla for writing and compiling the original material and to Daniel Butz, the teacher-advisor representative on the Pennsylvania SkillsUSA Board of Directors.

A district consists of those SkillsUSA chartered schools which are assigned to an area for competition purposes. Many factors were taken into account when establishing the eleven districts and in realigning schools.

District chairpersons should share information and competitive contests used from year to year. Regional teacher-advisor representatives are responsible for working with host schools within their region of the state. The regional teacher-advisor can work with the district chairperson on setting up competitive events and suggesting ways of organizing and managing the district activities.

Many districts have offered competitive events other than those held at the state and national levels. Each district has the prerogative to allow additional students to compete or to add district-level events. These decisions rest within the district and should be agreed upon by all schools participating in that district. No district is permitted to deviate from the contest rules and regulations as established in the Skills USA Championships Technical Standards and the Pennsylvania SkillsUSA Skills Championships Technical Standards.

The one exception could be the clothing requirements, if agreed to by all schools within the district. However, clothing requirements should not be changed if it will hinder the safety of the student.

Following the suggestions herein will result in well-planned district activities and increased public relations.

## DISTRICT ASSIGNMENTS

### DISTRICT 1 (10)

Carbon Co Career & Tech Inst\*\*\*  
Career Technology Ctr of Lackawanna  
Delaware Valley High School  
Hazleton Area Career Center  
Lackawanna Trail High School  
Susquehanna County CTC  
Tunkhannock Area High School  
Wallenpaupack Area High School  
West Side CTC\*\*\*  
Wilkes-Barre CTC

### DISTRICT 2 (12)

Automotive Training Center (Warminster)\*\*  
Bucks Co. Technical High School  
Central Montco Technical HS\*\*\*  
Delaware County Tech Sch.- Aston  
Delaware County Tech Sch.- Folcroft  
Eastern Ctr for Arts & Technology  
Middle Bucks Institute of Tech.\*\*\*  
North Montco Technical Career Ctr  
The Williamson Free School\*\*  
Western Ctr for Technical Studies

### DISTRICT 3 (9)

A Philip Randolph Career Academy  
Charles Audenried HS  
Edison/Fareira Skill Center  
Jules Mastbaum  
Lincoln Technical Institute\*\*  
Northeast High School  
Randolph Career Academy  
Swenson Arts & Technology HS  
West Philadelphia HS\*

### District 4 (13)

Automotive Training Center (Exton)\*\*  
Berks Career & Tech. Ctr - East  
Berks Career & Tech. Ctr - West  
Chester County Technical High School\*\*\*  
Ctr for Arts & Technology - Brandywine \*\*\*  
Ctr for Arts & Technology -Pickering \*\*\*  
Lancaster Co CTC-Brownstown  
Lancaster Co CTC-Willow Street  
McCaskey High School  
Pottstown HS  
Reading-Muhlenberg CTC  
Stevens College of Technology\*\*  
Warwick High School

### DISTRICT 5 (10)

Adams Co Tech Prep Consortium  
Carlisle Center for Careers & Technology  
Cumberland Perry AVTS  
Dauphin County Technical School  
Franklin County CTC  
Gettysburg Area School District  
Lancaster County CTC - Mt. Joy  
Lebanon County CTC  
Milton Hershey School  
York County School of Technology

### DISTRICT 6 (12)

Central Mountain High School  
Columbia-Montour AVTS  
Jersey Shore Area High School \*  
Lycoming County CTC  
Milton High School  
Northern Tier Career Center  
Northumberland County CTC  
Penn College of Technology\*\*  
Schuylkill CTC - North  
Schuylkill CTC - South  
SUN Area Technical Institute  
Williamsport High School

**DISTRICT ASSIGNMENTS (continued)**

**DISTRICT 7 (14)**

Admiral Peary AVTS  
Bedford County Technical Center  
Central PA Inst. For Science & Tech  
Clearfield County CTC  
Fulton County AVTS  
Greater Altoona CTC  
Huntingdon County CTC  
Jefferson-Dubois AVTS  
Kane HS\*  
Mifflin-Juniata CTC  
Northern Bedford Co. AVTS  
St. Marys Area HS  
State College CTC  
Tussey Mountain HS

**DISTRICT 8 (11)**

A. W. Beattie Career Center  
Beaver County CTC  
Eastern Westmoreland CTC  
Forbes Road CTC  
Greater Johnstown CTC  
Greater Johnstown High School  
Indiana County Technology Ctr  
McKeesport Area Technology Ctr\*\*\*  
Northern Westmoreland CTC\*  
Parkway West CTC  
Steel Center CTC

**DISTRICT 9 (8)**

Central Westmoreland CTC  
Connellsville Area CTC  
Fayette County AVTS  
Greene County CTC  
Mon Valley CTC  
Pittsburgh School District – Peabody  
Somerset County Technology Center  
Western Area CTC

**DISTRICT 10 (13)**

Bradford Area HS  
Butler County AVTS  
Central Tech  
Clarion County Career Ctr  
Corry Career & Technical Ctr  
Crawford County CTC  
Erie County Technical School  
Forest Hills School District  
Lawrence County CTC  
Lenape Technology Center  
Mercer County AVTS  
Venango Technology Center  
Warren County Career Center

**DISTRICT 11 (8)**

Bethlehem AVTS\*\*\*  
Bethlehem/Northampton\*\*\*  
Career Institute of Technology\*\*\*  
Colonial Academy  
Lehigh Career & Technical Institute\*\*\*  
Monroe Career & Technical Institute\*\*\*  
North Hampton Community College\*  
Upper Bucks County AVTS\*\*\*

\*Inactive

\*\*Postsecondary Chapter Only

\*\*\*TPP

## ADMINISTRATION'S RESPONSIBILITY

Checklist and/or  
Date Completed

Activities

\_\_\_\_\_ Request the director of vocational education and/or chief school administrator to send a letter of intent to host district competition to the regional teacher-advisor with a copy to:  
                    Jeri Widdowson  
                    Executive Director  
                    507 Marjorie Mae Street  
                    State College, PA 16803

\_\_\_\_\_ Obtain administrative approval through channels from proper school officials.

\_\_\_\_\_ Appoint district chairpersons to plan, direct and coordinate the event. If an instructor is appointed to this position, the teaching staff should know this has been administratively approved and supported.

Name \_\_\_\_\_

\_\_\_\_\_ Hold a meeting of the host school personnel, including their assistance and cooperation.

\_\_\_\_\_ Plan with administrative personnel the educational options for nonparticipating students on day of competition.

Examples of possible assignment:

Attend as observers  
Plan in-service day  
Field trip assignment  
Assign to remain at home school

**DISTRICT CHAIRPERSON**

Checklist and/or  
Date Completed

Activities

- \_\_\_\_\_ Preparation should begin three (3) to six (6) months prior to date of competition.
  
- \_\_\_\_\_ Develop District Advisor email list
  
- \_\_\_\_\_ Contact regional teacher-advisor representative to the Pennsylvania SkillsUSA Board of Directors for assistance.
  
- \_\_\_\_\_ Meet with committee chairpersons, as necessary, to assure timetable is being followed.
  
- \_\_\_\_\_ Meet with individuals interested in helping with the activities for the purpose of assigning committees. These committees should consist of faculty and student representatives.
  
- \_\_\_\_\_ Assign a person to serve as secretary to record minutes at all Planning Committee Meetings. Distribute copies to all faculty members and the regional teacher-advisor.

Name \_\_\_\_\_

\_\_\_\_\_ Appoint the following committees:

Committee

Chairperson

Finance \_\_\_\_\_

Judges \_\_\_\_\_

Skill Contests \_\_\_\_\_

Leadership Contests \_\_\_\_\_

Printing \_\_\_\_\_

Registration \_\_\_\_\_

Hospitality \_\_\_\_\_

Public Relations \_\_\_\_\_

\_\_\_\_\_ Establish a timetable for each committee's assignments.

**KEEP** the regional teacher-advisor representative informed on all aspects of planning; send copies of all correspondence, news releases, etc.

\_\_\_\_\_ Review Skills USA Championships Technical Standards and determine if there are occupational areas adequate to handle specific contests. State and leadership contests must be used.

\_\_\_\_\_ District Chairperson, along with administration, should determine whether contestants should bring their own lunches or serve a meal at the school.

It is nice to consider:  
serving coffee and rolls at orientation  
providing meals for judges, visiting guests  
thank you token to judges

\_\_\_\_\_ Designate the following areas:

Registration \_\_\_\_\_

Planned parking area \_\_\_\_\_

Tabulation of results \_\_\_\_\_

Announcement of winners \_\_\_\_\_

Holding Areas:

After contestants register \_\_\_\_\_

Leadership Contests \_\_\_\_\_

(Decide if Observers are allowed)

\_\_\_\_\_ Make sure contest chairpersons do not deviate from rules and guidelines as set forth in the Skills USA Championships Technical Standards and State Contest Rules, Pennsylvania SkillsUSA Skills Championships Technical Standards.

\_\_\_\_\_ Prepare a suggested time schedule for day of competition. This should also be a handout at registration desk.

\_\_\_\_\_ Decide who at the school will be the Master of Ceremonies for the day of competition, possibly the director or chief school official.

\_\_\_\_\_ The following supplies will be needed in tabulation headquarters: adding machines, table workspace, paper clips, rubber bands and marking pens.

\_\_\_\_\_ Secure persons to tabulate and verify results of all contests.  
Names \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Collect all contest materials from each contest chairperson and mail one copy of each contest to the SkillsUSA Executive Director.

\_\_\_\_\_ Mail/email copy of District Results to the SkillsUSA Pennsylvania Executive Director within ten days after contest. Be sure to include Byes if possible. It is important that the names of district winners be submitted promptly to the Executive Director.

\_\_\_\_\_ Develop room schedule listing all contests and rooms where they will be held.

\_\_\_\_\_ Consider establishing a District website and list all information enabling easy access or mail each participating school the following: NOTE: National Technical Standards may not be put on the website.

Suggested time schedule

Equipment list (include tools or materials each contestant must supply)

Map giving directions to school(s)

Information concerning lunch arrangements

Sample news release

Parental permission slip

Any other pertinent information

**SkillsUSA Pennsylvania District Competition Event Registration  
Local SkillsUSA Pennsylvania Chapter Summary Sheet**

School \_\_\_\_\_ District \_\_\_\_\_

Check One: Secondary \_\_\_\_\_ Postsecondary \_\_\_\_\_

A check mark in the space following the competitive event will indicate the intent of your chapter to compete in that particular district event at the Secondary level. Use an (\*) in the space if your chapter will compete at the Postsecondary level. YOUR SCHOOL WILL ONLY BE ELIGIBLE TO ENTER DISTRICT AND STATE COMPETITION IN THE EVENTS CIRCLED ON THE FORM.

Instructions for Mailing: One copy must be mailed to the District Chairperson. Keep one copy for your file.

**CONTEST AREAS**

(+) indicates State only contest

(\*) indicates Direct to State Competition

- |   |       |
|---|-------|
| 1. Action Skills                          | _____ |
| 2. Advertising Design                     | _____ |
| 3. American Spirit Award (*)              | _____ |
| 4. Architectural Drafting                 | _____ |
| 5. Audio Production (*)                   | _____ |
| 6. Automated Manufacturing Technology     | _____ |
| 7. Automotive Refinishing                 | _____ |
| 8. Auto Service Specialization (+)        | _____ |
| 9. Auto Service Technology                | _____ |
| 10. Basic Health Care                     | _____ |
| 11. Building Maintenance(*)               | _____ |
| 12. Building Maintenance Technology (+)   | _____ |
| 13. Cabinetmaking                         | _____ |
| 14. Carpentry                             | _____ |
| 15. Chapter Business Procedure(*)         | _____ |
| 16. Chapter Display (*)                   | _____ |
| 17. Collision Repair Technology           | _____ |
| 18. Commercial Baking                     | _____ |
| 19. Community Service(*)                  | _____ |
| 20. Computer Maintenance                  | _____ |
| 21. Computer Programming                  | _____ |
| 22. Cooperative Education Logbook (*) (+) | _____ |
| 23. Cosmetology                           | _____ |
| 24. Crime Scene Investigation             | _____ |
| 25. Criminal Justice                      | _____ |
| 26. Culinary Arts                         | _____ |
| 27. Customer Service                      | _____ |

- 28. Dental Assisting \_\_\_\_\_
- 29. Diesel Equipment Technology \_\_\_\_\_
- 30. Door Sign (+) \_\_\_\_\_
- 31. Electronics Technology \_\_\_\_\_
- 32. Employment Application Process \_\_\_\_\_
- 33. Entrepreneurship (\*) \_\_\_\_\_
- 34. Esthetics \_\_\_\_\_
- 35. Extemporaneous Speaking \_\_\_\_\_
- 36. Firefighting \_\_\_\_\_
- 37. First Aid/CPR \_\_\_\_\_
- 38. Food and Beverage Service \_\_\_\_\_
- 39. Graphic Communications \_\_\_\_\_
- 40. Health Occupations Knowledge Bowl \_\_\_\_\_
- 41. Health Occupations Professional Portfolio(\*) \_\_\_\_\_
- 42. Heating, Ventilation, Air Conditioning, Refrigeration \_\_\_\_\_
- 43. Heavy Equipment (\*) \_\_\_\_\_
- 44. Industrial Motor Control \_\_\_\_\_
- 45. Internetworking \_\_\_\_\_
- 46. Job Interview \_\_\_\_\_
- 47. Job Skill Demonstration A \_\_\_\_\_
- 48. Job Skill Demonstration Other \_\_\_\_\_
- 49. Marine Service (\*) \_\_\_\_\_
- 50. Masonry \_\_\_\_\_
- 51. Mechatronics(\*) \_\_\_\_\_
- 52. Medical Assisting \_\_\_\_\_
- 53. Medical Math \_\_\_\_\_
- 54. Medical Terminology \_\_\_\_\_
- 55. Motorcycle Service Technology (\*) \_\_\_\_\_
- 56. Nail Care \_\_\_\_\_
- 57. Nurse Assisting \_\_\_\_\_
- 58. Occupational Health and Safety – Single (\*) \_\_\_\_\_
- 59. Occupational Health and Safety – Multiple (\*) \_\_\_\_\_
- 60. Opening and Closing Ceremonies \_\_\_\_\_
- 61. Outstanding Chapter – Single (\*) \_\_\_\_\_
- 62. Outstanding Chapter – Multiple (\*) \_\_\_\_\_
- 63. Painting and Decorating (+) \_\_\_\_\_
- 64. Photography \_\_\_\_\_
- 65. Pin Design(\*)` \_\_\_\_\_
- 66. Plumbing \_\_\_\_\_
- 67. Power Equipment Technology \_\_\_\_\_
- 68. Precision Machining Technology \_\_\_\_\_
- 69. Prepared Speech \_\_\_\_\_
- 70. Preschool Teaching Assistant \_\_\_\_\_
- 71. Promotional Bulletin Board (\*) \_\_\_\_\_
- 72. Quiz Bowl \_\_\_\_\_

- 73. Related Technical Math \_\_\_\_\_
- 74. Residential Wiring \_\_\_\_\_
- 75. TeamWorks \_\_\_\_\_
- 76. Tech Prep (\*) \_\_\_\_\_
- 77. Technical Computer Applications \_\_\_\_\_
- 78. Technical Drafting \_\_\_\_\_
- 79. Telecommunications Cabling(\*) \_\_\_\_\_
- 80. Television Production (\*) \_\_\_\_\_
- 81. Web Design \_\_\_\_\_
- 82. Welding \_\_\_\_\_

**DISTRICT/STATE SKILLS CHAMPIONSHIPS  
COMPETITORS MEMBERSHIP VERIFICATION**

SCHOOL NAME \_\_\_\_\_

	COMPETITOR NAME	WEB #
Action Skills		
Advertising Design		
American Spirit Award (*)		
Architectural Drafting		
Audio Production (*)		
“		
Automated Manufacturing Technology		
“		
“		
Automotive Refinishing		
Auto Service Specialization (+)		
Auto Service Technology		
Basic Health Care		
Building Maintenance(*)		
Building Maintenance Technology (+)		
Cabinetmaking		
Carpentry		

Chapter Business Procedure (*)		
“		
“		
“		
“		
“		
“		
Chapter Display (*)		
Collision Repair Technology		
Commercial Baking		
Community Service (*)		
“		
Computer Maintenance		
Computer Programming		
Cooperative Education Logbook (*) (+)		
Cosmetology		
Crime Scene Investigation		
“		
“		
Criminal Justice		
Culinary Arts		

Customer Service		
Dental Assisting		
Diesel Equipment Technology		
Door Sign (+)		
Electronics Technology		
Employment Application Process		
Entrepreneurship (*)		
Esthetics		
Extemporaneous Speaking		
Firefighting		
First Aid/CPR		
Food and Beverage Service		
Graphic Communication		
Health Occupations Knowledge Bowl		
“		
“		
“		
“		
Health Occupations Professional Portfolio(*)		
Heating, Ventilation, Air Conditioning, Refrigeration		
Heavy Equipment (*)		
Industrial Motor Control		
Internetworking		

Job Interview		
Job Skill Demonstration A		
Job Skill Demonstration Other		
Marine Service (*)		
Masonry		
Mechatronics(*)		
Medical Assisting		
Medical Math		
Medical Terminology		
Motorcycle Service Technology(*)		
Nail Care		
Nurse Assisting		
Occupational Health & Safety – Single (*)		
Occupational Health & Safety – Multiple (*)		
Opening & Closing Ceremonies		
“		
“		
“		
“		
“		
“		
“		
“		
Outstanding Chapter – Single (*)		

Outstanding Chapter – Multiple (*)		
Painting & Decorating (+)		
Photography		
Pin Design (*)		
Plumbing		
Power Equipment Technology		
Precision Machining Technology		
Prepared Speech		
Preschool Teaching Assistant		
Promotional Bulletin Board (*)		
Quiz Bowl		
“		
“		
“		
“		
Related Technical Math		
Residential Wiring		
TeamWorks		
“		
“		
“		
Tech Prep (*)		
“		

“		
“		
Technical Computer Applications		
Technical Drafting		
Telecommunications Cabling(*)		
Television Video Production (*)		
“		
Web Design		
“		
Welding		

Advisor's Name \_\_\_\_\_

Complete this form. Send one (1) to the district coordinator and one(1) to the Pennsylvania SkillsUSA Executive Director.

\_\_\_\_\_ DATE \_\_\_\_\_ ADVISOR SIGNATURE

## DISTRICT REPORT

INSTRUCTIONS: District chairperson should complete this form within 10 days after the district event. Return a PDF typed file to the Executive Director of SkillsUSA Pennsylvania. Include name of first and second place winners plus those competitors who drew byes. If there are any postsecondary contestants, please indicate on form. Postsecondary students do not have to compete at the district level unless there is more than one postsecondary competitor in the contest. Postsecondary contestants may compete on the District level for the experience.

Chairperson \_\_\_\_\_

Date of District Event \_\_\_\_\_

District \_\_\_\_\_

Contest	Place	Winner's Name	School
Action Skills	1		
	2		
	Bye		
Advertising Design	1		
	2		
	Bye		
Architectural Drafting	1		
	2		
	Bye		
Automated Mfg. Tech.	1		
	1		
	1		
	2		
	2		
	2		
	Bye		
	Bye		
	Bye		
Auto Refinishing	1		
	2		
	Bye		

Auto Service Spec.	1		
	2		
	Bye		
Auto Service Tech	1		
	2		
	Bye		
Basic Health Care	1		
	2		
	Bye		
Building Maintenance	1		
	2		
	Bye		
Building Maintenance Tech	1		
	2		
	Bye		
Cabinetmaking	1		
	2		
	Bye		
Carpentry	1		
	2		
	Bye		
Chapter Business Procedure	1		
	1		
	1		
	1		
	1		
	1		
	1		
	1		
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	2		
	Bye		
	Bye		

	Bye		
	Bye		
	Bye		
	Bye		
	Bye		
Collision Repair	1		
	2		
	Bye		
Commercial Baking	1		
	2		
	Bye		
Computer Maintenance	1		
	2		
	Bye		
Computer Programming	1		
	2		
	Bye		
Cosmetology	1		
	2		
	Bye		
Crime Scene Investigation	1		
	1		
	1		
	2		
	2		
	2		
	Bye		
	Bye		
	Bye		
Criminal Justice	1		
	2		
	Bye		
Culinary Arts	1		
	2		
	Bye		

Customer Service	1		
	2		
	Bye		
Dental Assisting	1		
	2		
	Bye		
Diesel Equipment Tech	1		
	2		
	Bye		
Electronics Technology	1		
	2		
	Bye		
Employment Application	1		
	2		
	Bye		
Esthetics	1		
	2		
	Bye		
Extemp. Speaking	1		
	2		
	Bye		
Firefighting	1		
	2		
	Bye		
First Aid/CPR	1		
	2		
	Bye		
Food & Beverage Service	1		
	2		
	Bye		
Graphic Communications	1		
	2		
	Bye		

Health Knowledge Bowl	1		
	1		
	1		
	1		
	1		
	2		
	2		
	2		
	2		
	2		
	2		
	Bye		
	Bye		
	Bye		
	Bye		
	Bye		
Heating, Vent, AC	1		
	2		
	Bye		
Industrial Motor Control	1		
	2		
	Bye		
Internetworking	1		
	2		
	Bye		
Job Interview	1		
	2		
	Bye		
Job Skill Demo A	1		
	2		
	Bye		
Job Skill Demo Other	1		
	2		
	Bye		
Masonry	1		
	2		
	Bye		

Medical Assisting	1		
	2		
	Bye		
Medical Math	1		
	2		
	Bye		
Medical Terminology	1		
	2		
	Bye		
Nail Care	1		
	2		
	Bye		
Nurse Assisting	1		
	2		
	Bye		
Opening & Closing	1		
	1		
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Painting & Decorating	1		
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Photography	1		
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Plumbing	1		
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	Bye		
Power Equipment	1		
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	Bye		
Precision Machining	1		
	2		
	Bye		
Prepared Speech	1		
	2		
	Bye		
Preschool Teaching Asst	1		
	2		
	Bye		
Quiz Bowl	1		
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Related Technical Math	1		
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	Bye		
Residential Wiring	1		
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TeamWorks	1		
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	Bye		
	Bye		
	Bye		
	Bye		
Technical Computer Appl.	1		
	2		
	Bye		
Technical Drafting	1		
	2		
	Bye		
Web Design	1		
	1		
	2		
	2		
	Bye		
	Bye		
Welding	1		
	2		
	Bye		

## SUMMARY OF JUDGES' RATINGS

CONTEST AREA \_\_\_\_\_

CONTESTANT NUMBER											
JUDGE 1											
JUDGE 2											
JUDGE 3											
JUDGE 4											
JUDGE 5											
TOTAL SCORE											

JUDGES NOTATIONS:

CONTESTANT NUMBER

FIRST PLACE: \_\_\_\_\_

SECOND PLACE: \_\_\_\_\_

THIRD PLACE: \_\_\_\_\_

**INFORMATION THAT MUST BE MADE AVAILABLE TO ALL  
SCHOOLS/COMPETITORS IN DISTRICT COMPETITION**

Competitors from participating schools will need the following types of information to participate in district competition provided by the host district. This information should be available on District website.

While districts have the prerogative to change quotas per contest, this tends to create problems relating to participation in the state conference.

INDICATE LOCATION OF DISTRICT EVENT - exact address and telephone number. Provide a map of vicinity identifying specific location of host school. Indicate the building entrance to be used.

TENTATIVE PROGRAM SCHEDULE - for day of competition should be included. Indicate the date and time of registration.

LUNCH INFORMATION - All participants will need to bring their own lunch or a boxed lunch will be provided at \$\_\_\_\_\_ (cost) per person.

LIST OF EQUIPMENT - Available at host school and/or school sites where competition is being held.

LIST ALL CONTESTS THAT WILL BE HELD - It is conceivable that all contests will not need to be offered. All Occupational Health and Safety, Display, Outstanding Chapter, Spirit Award and Promotional Bulletin Board contests will be held at the state conference. Contests must be held if there are two or more entries.

CLOTHING REQUIREMENTS - for all district competitions can be waived. Exception - Models will wear official dress minus blazer. (Discretion of District Chair – Be sure to announce prior to competition date.)

SAFETY REGULATIONS - NO "tennis shoes," "sneakers," etc. will be permitted. Hard hats, safety glasses, shields, etc. are required and must be provided by each contestant.

SPECIAL CONSIDERATION - should be given to providing specific instructions in the following areas:

- Prepared speech topic
- Determine number of observers permitted
- Deadline date
- Equipment contestants must bring
- Registration

COMPETITIVE ENTRIES - Only one individual or team can represent a school in each competitive event. All representatives must be SkillsUSA members. One person in each of the competitive events will be selected to represent the district at the state level.

OBSERVERS – Limit observation to hallway of contest area.

PICTURE TAKING - No pictures with flash equipment will be taken during competition. No videotaping will be permitted.

# SkillsUSA Pennsylvania

## Parental Permission to Attend/Participate in Competitive Events and/or Conferences/Workshops

I/We hereby grant permission for our son/daughter \_\_\_\_\_,

Last Name      First Name

to attend the SkillsUSA Pennsylvania District Competition at \_\_\_\_\_

Place

on \_\_\_\_\_; and if a participant in a competitive event, grant permission

Date

to use the tools, power driven equipment, laboratory apparatus and supplies necessary to compete in the school chosen to sponsor the competitive events. In case of accident, injury or illness, I/we hereby authorize the SkillsUSA advisor to take the above named student to a physician or the emergency room of a hospital.

Since the health of the student is of paramount importance, it is imperative to know whether your child has any allergies, handicaps or other health problems of which the advisor should be aware. If so, please note:

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Parent/Guardian \_\_\_\_\_,

Last Name

First Name

Address

Telephone

Parent/Guardian's  
Employer

Name/Address

Telephone

Who can be reached if parent/guardian is not available in case of illness or injury?

Name

Telephone

Address

City/State/Zip

Health Insurance Carrier Name/Number \_\_\_\_\_

The above information is strictly confidential.

Date

Signature of Parent/Guardian

Signature of Advisor

Return to SkillsUSA advisor. Advisor should bring to workshop/conference and keep in his/her possession at all times.

## SAMPLE PROGRAM SCHEDULE

NAME OF SCHOOL

SkillsUSA DISTRICT \_\_\_\_\_ COMPETITION

(DATE OF COMPETITION)

<u>TIME</u>	<u>ACTIVITY</u>	<u>PLACE</u>
8:00 - 8:30 a.m.	Registration of judges	Cafeteria
8:30 - 9:30 a.m.	Orientation of judges and contest chairpersons	Cafeteria
8:30 - 9:15 a.m.	Registration of contestants, advisors and observers	Lobby Area
9:15 - 9:30 a.m.	Welcome and instructions for all contestants	Auditorium
9:30 - 10:00 a.m.	Orientation in contest areas	Shop/Lab
10:00 – 1:00 p.m.	Competitive events	
1:00 - 2:00 p.m.	Lunch	Cafeteria
2:00 – 3:00 p.m.	Announcement of winners	Auditorium

Optional Note: There will be coffee available in the Faculty Lounge for visitors.

## SAMPLE OF ROOM SCHEDULING

### Architectural Drafting

Contest Area - Drafting & Design

### Auto Collision

Contest Area - Auto Body

### Auto Service Technology

Contest Area - Auto Mechanics

### Cake Decorating

Contest Area - D. E. Store

### Carpentry

Contest Area - Building Construction

### Chapter Business Procedure

Holding Area - Commons

Preparation Room - Warehouse Classroom

Contest Area - D. E. Classroom

### Commercial Baking

Contest Area - Food Service Kitchen

### Commercial Food Trades

Contest Area - Food Service Kitchen

### Cosmetology

Contest Area - Cosmetology Classroom

### Electrical Trades

Contest Area - Electricity

### Extemporaneous Speaking

Preparation Room - Stage Classroom

Contest Area - Classroom 3

Holding Area - Cafeteria

### Graphic Communications

Contest Area - Commercial Art  
and Graphics Class

### Job Interview

Receptionist Area - Student Activity

Interview Area - Co-op Coordinator Office

Holding Area - Commons

### Machine Drafting

Contest Area - Drafting Classroom

### Nurse Assisting

Contest Area - Health Assistant  
Class & Lab

### Opening & Closing Ceremonies

Contest Area - Student Learning Center

Holding Area - Commons

### Precision Machining

Contest Area - Machine Shop

### Prepared Speech

Contest Area - Classroom 1

Holding Area - Commons

### Welding

Contest Area - Welding Shop

## FINANCE COMMITTEE

A finance committee needs to be established to coordinate and control the operating costs. Sample items to be considered for inclusion in the budget should be:

### Income

Registration fee - (A fee needs to incorporate the increasing cost of materials, etc. Consider assessing an extra fee for TeamWorks teams.)

### Expenditures

Contest materials and supplies for each occupational area

Examples: Culinary Arts

Welding

Graphic Arts

Carpentry

Awards

Judges lunches

Transportation (if necessary)

Staff time (if applicable)

Duplicating costs - printing/paper

- name badges (Committee/Judges)

- copy machine charges

Supplies - office

- safety pins

- ribbons

Postage - try to use e-mail

Checklist and/or

Date Completed

Activities

\_\_\_\_\_ Secure estimated budget from each contest chairperson and committee chairperson.

\_\_\_\_\_ Develop a budget for approval by the district chairperson and administration. This cost needs to be recovered by charging a registration fee if the host school does not assume this responsibility.

\_\_\_\_\_ Secure itemized expenses with accompanying receipts from/for all contest areas.

\_\_\_\_\_ Submit statement of expenses for the competition to the \_\_\_\_\_ District Chairperson.

## JUDGES COMMITTEE

Checklist and/or  
Date Completed

Activities

- \_\_\_\_\_ Secure judges (3 to 5) for each contest area. Always use an odd number of judges. Follow guidelines in Skills USA Championships Technical Standards and Pennsylvania SkillsUSA Skills Championships Technical Standards.
- \_\_\_\_\_ Prospective judges should be invited by letter or e-mail to participate. The letter should indicate the date, time, place and contest area to judge. Include a return sheet or card which provides for name, complete addresses (home and business), telephone numbers and a commitment of participation.
- \_\_\_\_\_ After judges have been secured, send follow-up letters with specific times, samples of rating sheet, instructions for judges, etc.
- \_\_\_\_\_ On the day of competition, judges should report for orientation purposes.
- \_\_\_\_\_ Remind judges to independently judge each contestant either for the entire competition or on a particular segment.
- \_\_\_\_\_ The contest chairperson is responsible for obtaining a complete list of names of judges with their addresses, reporting the required information on the appropriate report form.
- \_\_\_\_\_ Return all judging materials, such as rating sheets, instruction sheets, samples, etc., to the contest chairperson before the judges leave the contest area.

**SAMPLE OF  
SUGGESTED JUDGES REPORT FORM**

Each contest chairperson should submit this form to the Judges' Committee Chairperson.

Name, Email Address and Telephone

Number of Prospective Judge

Contest Area

1.

2.

3.

4.

5.

6.

## SAMPLE LETTER TO JUDGES

### Use school letterhead

Be sure to include contact person and a telephone number

Dear \_\_\_\_\_:

The SkillsUSA Organization of the     (school)     is an association comprised of \_\_\_\_\_ students from \_\_\_\_\_ of the course areas we have here at the school.

This chapter is affiliated with the State and National SkillsUSA Organizations whose primary objective is to promote leadership and skill development among its members.

Students participating in SkillsUSA compete with students from other schools in various competitions such as welding, machine trades, dental assisting, auto mechanics and many other skill contests. Contests, such as job interview, parliamentary procedure and speech are also offered to promote leadership skills.

On     (day, date)    , the     (school)     SkillsUSA Pennsylvania will be hosting the District \_\_\_\_\_ Competition where \_\_\_\_\_ students will be competing to determine who will go on to the State contest on     (include date and location)    .

We are now in the process of locating experts from certain trade areas who would be willing to help evaluate the performance of the contestants. With this in mind, we would like to ask you to spend the day of     (day, date)     at     (school)     to serve as a judge for the     (contest)    .

If you would be willing to do so, please reply by     (date)    . More information will then follow. I am sure you will enjoy this experience.

Sincerely,

## SAMPLE LETTER TO JUDGES

**Use school letterhead  
(Consider using Email)**

Dear \_\_\_\_\_:

Thank you for volunteering to participate in the District \_\_\_\_\_ SkillsUSA Pennsylvania Competition to be held here on     (date)    .

Enclosed for your review is the following information:

- Copy of Schedule
- Copy of General Rules and Regulations
- Instructions to Technical Committee Chairperson  
(Occupational Instructor)
- Instructions to Judges
- General Contest Regulations and Evaluation Sheets
- Copy of the Actual Contest

This information should serve to orient you as to what the contest material will include. There is a one hour orientation program for the judges     (time/day/date)    .

Sincerely,

## **SAMPLE LETTER OF APPRECIATION TO JUDGES**

**Use school letterhead  
(Consider using Email)**

Dear \_\_\_\_\_:

On behalf of the officers and students and the Board of Directors, we wish to express appreciation for your participation as a judge at the District SkillsUSA Pennsylvania Competition.

This event provided an additional educational opportunity for students enrolled in career and technical education and health occupations education programs to demonstrate their skills and leadership abilities. Career and technical students deeply appreciate the interest industry shows in their future. These events quite often establish important impressions which help in directing their career goals.

Our sincere thanks for your help in this significant work.

Sincerely,

**JUDGES' REPORT**

Please attach to tallied score sheets and return to contest chairperson.

CONTEST AREA \_\_\_\_\_

1st Place: Contestant Number \_\_\_\_\_

2nd Place: Contestant Number \_\_\_\_\_

3rd Place: Contestant Number \_\_\_\_\_

=====

Name of Judge:

E-mail Address/Telephone:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Contest Chairperson \_\_\_\_\_

## REGISTRATION COMMITTEE

Checklist and/or  
Date Completed

Activities

- \_\_\_\_\_ Determine the best area for registration of all contestants, accessible by an outside door, well lighted and spacious.
  
- \_\_\_\_\_ Have available at the registration area:  
1 - 8' table for leadership contests (2 chairs)  
2 - 8' tables for skill contests (4 chairs)
  
- \_\_\_\_\_ Identify six (6) adults (not contest chairpersons) to staff the registration desk.  
Names \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- \_\_\_\_\_ Containers with mixed numbers should be placed on the tables in front of each person seated there. Each contestant receives a number (two of same, pinned together).  
Exception: Nail Care Models and Team Events
  
- \_\_\_\_\_ Pencils or pens should be on tables for contestants to use when signing in.
  
- \_\_\_\_\_ Procedure for each contest registration:  
  
On the line coinciding with typed name on sheet entitled with the area of competition, each contestant will sign his/her name and identification number.
  
- \_\_\_\_\_ All judges should be registered in another area, away from student competition registration. A pre-typed list of judges (secured from judges committee) should be used. Ask judge's name and check it off on the list.
  
- \_\_\_\_\_ A floor plan of the school and a time schedule for the day's events should be available at the registration desk.
  
- \_\_\_\_\_ Work with the hospitality committee to coordinate the activities of Hosts and Hostesses (use students as guides).
  
- \_\_\_\_\_ Be sure no student or school names are showing on equipment or clothing.
  
- \_\_\_\_\_ Post identification signs listing contests alphabetically at registration area.
  
- \_\_\_\_\_ Use direction signs if necessary.

**SAMPLE SIGN IN SHEET**

(Name of Contest)

(USE A SEPARATE SHEET FOR EACH CONTEST AREA)

SCHOOL NAMES	CONTESTANT NAMES	CONTESTANT SIGNATURES	CONTESTANT NUMBERS
Type School & Contestant Name			
		Each contestant must sign his/her name and contestant number drawn.	

NOTE: Esthetics - Add extra line for model

Opening & Closing Ceremonies - Add 7 lines

Quiz Bowl - Add 5 lines

Health Occ. Knowledge Bowl - Add 5 lines

## SKILL CONTEST COMMITTEE

Checklist and/or  
Date Completed

Activities

### PRIOR TO COMPETITION

- \_\_\_\_\_ Follow general rules and regulations and specific contest guidelines in the Skills USA Championships Technical Standards and the SkillsUSA Pennsylvania Skills Championships Technical Standards.
- \_\_\_\_\_ Submit to judges committee the names of judges, utilizing craft advisory committee members, labor and union representatives, business and industrial persons.
- \_\_\_\_\_ Develop contests to run 2.5-3 hours.
- \_\_\_\_\_ The skill contest committee chairperson should see that each person responsible for developing a contest follows the Skills USA Championships Technical Standards and the PA SkillsUSA Skills Championships Technical Standards.
- \_\_\_\_\_ The contest should be designed to evaluate the contestant on as many basic skills as possible within the time limit for each individual contest.
- \_\_\_\_\_ Provide the district chairperson, through the skill contest committee chairperson, a list of major equipment in occupational areas and items necessary for contestants to bring with them on the day of the contest.
- \_\_\_\_\_ Obtain receipts when procuring materials for the contest. Turn in receipts to district chairperson through finance committee.
- \_\_\_\_\_ Suggest shop layout to facilitate progress from station to station in competitive areas.
- \_\_\_\_\_ Identify each station by letter, i.e., A, B, C, D, E. This will eliminate a mix-up relative to contestant and station numbers.
- \_\_\_\_\_ Materials and tools should be near each station. However, students may be expected to go across the shop for certain items if necessary.
- \_\_\_\_\_ Provide student for tool room and to aid in other duties.
- \_\_\_\_\_ Provide a student in the health occupations area as necessary.

## DAY OF COMPETITION

\_\_\_\_\_ The skill contest committee chairperson is responsible for conducting a general orientation meeting for all judges and contest chairpersons. This meeting must be held prior to the briefing of judges in specific contest areas.

\_\_\_\_\_ Instruct judges, in private and away from contestants, and appoint a chief judge to tally ratings and break ties. Do not announce or identify winners in contest area. Instruct judges not to ask contestants' names or schools.

\_\_\_\_\_ Each contest chairperson should serve as timekeeper and mark tardy entries as required.

\_\_\_\_\_ The contest chairperson is responsible to check for any exposed names or school identification on tools, clothing, etc. (Cover with masking tape.)

\_\_\_\_\_ Orientation of contestants:

Review rules (clothing requirements do not apply)

Review items to be evaluated

Review time for each task

Use of supplies

Toolroom

Provide contestant with pertinent information relative to the contest (Blueprints - Job Sheets, etc.)

Have contestants turn in all information and job sheets after contest.

Assign materials and equipment to contestants or assign contestants to work stations.

Indicate to contestants all equipment peculiarities, dial discrepancies, ambiguous prints, etc.

No contestant is to leave the contest area until released by the chief judge or contest chairperson.

Direct those who complete early to a designated holding area.

Judges will make interpretations of all rules and their decisions will be final.

All valid questions must be asked during the orientation preceding the contest.

Check for safety and protective devices.

\_\_\_\_\_ Turn in all backup materials along with judges rating sheets to tabulation headquarters.

## LEADERSHIP CONTEST COMMITTEE

Check list and/or  
Date Completed

Activities

- \_\_\_\_\_ Follow specific guidelines in the Skills USA Championships Technical Standards and SkillsUSA Pennsylvania Skills Championships Technical Standards.
- \_\_\_\_\_ Submit suggested names of judges to the judges committee. Utilize labor and union representatives, academic teachers, toastmasters, business and industrial persons.
- \_\_\_\_\_ Rooms needed for the following contests:

Chapter Business Procedure:

Holding or Assembly Room \_\_\_\_\_

Demonstration Room \_\_\_\_\_

Contest chairperson should develop agenda, minutes and treasurers report for business meeting.

Extemporaneous Speaking:

Holding Area \_\_\_\_\_

Preparation Room \_\_\_\_\_

Speech Room \_\_\_\_\_

Contest chairperson should select a list of 10 topics from the Leadership Handbook. Place a topic and number on a 3" x 5" card. The 10 cards with speech topics are placed on the table in front of all contestants. Selection of one card can be determined by the contestants. After a card is selected, contestants are told only the number of the speech, not the topic. In the preparation room, each contestant is given the selected topic 5 minutes prior to presenting his/her speech.

Job Interview:

Holding Area \_\_\_\_\_

Reception Area \_\_\_\_\_

Interview Room \_\_\_\_\_

Opening and Closing Ceremonies:

Holding Area \_\_\_\_\_

Demonstration Area \_\_\_\_\_

Prepared Speech:

Holding Area \_\_\_\_\_

Preparation Area \_\_\_\_\_

Speech Room \_\_\_\_\_

Speech topics appear in the State SkillsUSA Calendar of Activities.

\_\_\_\_\_ Be sure contest area is set up exactly as stated in the Skills USA Championships Technical Standards and PA SkillsUSA Skills Championships Technical Standards.

\_\_\_\_\_ Have all necessary equipment and materials needed in contest rooms as stated in the Skills USA Championships Technical Standards and PA SkillsUSA Skills Championships Technical Standards.

\_\_\_\_\_ Return all judges' rating sheets, contest materials and backup to the district chairperson immediately after the contest results are tabulated.

## SAMPLE

### TOOL AND EQUIPMENT LIST

#### Nurse Assisting

Blood Pressure Apparatus            Aneroids  
1 Electric Bed  
3 Manual Beds  
1 Wheelchair - Geriatric  
2 Wheelchairs - Regular  
1 Sima Torso Abdominal Organs - life size

#### Graphic Communications

##### Tools and Equipment Supplied

(10) 13x19 Ryobi duplicator offset plates  
(1) carton (5M sheets) 11x17 white offset paper

##### Typesetting:

(6) 17" Imac's  
(6) 15" powerbook laptop computer

##### Imagesetter:

Presstek Computer-to-Plate system

##### Folding:

Baum 22.5 folder – tri-fold letter)

##### Presses:

Ryobi 3200 13x19  
AB Dick 13x19 w/T51-Head and envelope feeder  
Ryobi 582 2-color Offset Press  
Ryobi 524H 4-color Offset Press w/CPC Console

##### Bindery:

31.5 BaumCut Programmable Cutter  
22' baum Folder  
Bostitch Single Head stitcher  
ChamPad 22", 14", 11" padding presses  
DibiPak Shrink Wrap

#### Precision Machining

##### Lathes

South Bend            13" CL145C  
Sheldon                13" R 13-6  
Cincinnati            15" Hydrashift

##### Grinders (Surface)

Brown & Sharpe 618 Micro Master  
Covel Style No. 7B

##### Grinders (Bench)

Rockwell                Model 23-612  
Baldor    Model 730-60  
Baldor    Model 1022 W

##### Milling Machines

Brown & Sharpe Universal Dynamaster 203  
Kearney & Trecker Plain 205 SA  
Bridgeport J Head

## Graphics Committee

Checklist and/or  
Date Completed

Activities

- \_\_\_\_\_ Print numbers for competitors in duplicate, beginning with 100, 101, etc. Size should be approximately 5" x 5", white with black numbers. Pin duplicate numbers together with two large straight pins.
- \_\_\_\_\_ Print map giving directions to school.
- \_\_\_\_\_ Print floor plan of school showing occupational areas. The floor plan should be distributed at the registration desk on the day of competition.
- \_\_\_\_\_ Print a list of major equipment available in shops and a list of equipment the contestants will need to bring with them.
- \_\_\_\_\_ Print schedule of activities for the day of competition.
- \_\_\_\_\_ Make signs for use at the registration desk; list contest areas in alphabetical order.
- \_\_\_\_\_ Provide direction signs as needed.
- \_\_\_\_\_ Print information cards for work stations in the contest areas. (Use letters to identify stations, i.e., A, B, C, D, E.)
- In addition to the above, consider printing Certificates of Appreciation to be given to all judges and Certificates of Participation to all contestants.

## HOSPITALITY COMMITTEE

This committee should have faculty and student representation.

Checklist and/or  
Date Completed

Activities

- \_\_\_\_\_ Plan parking area for buses and cars.
- \_\_\_\_\_ Have student guides available to direct people to and from the parking areas into the school, registration area, etc.
- \_\_\_\_\_ Guides should be available within the school to direct contestants and judges to occupational areas for contests, holding areas, eating areas and the room where announcement of winners will be made.
- \_\_\_\_\_ Assist registration committee on day of event.
- \_\_\_\_\_ Be aware of meal activities and provide assistance if necessary.
- \_\_\_\_\_ Assign tables by contest area in the cafeteria or holding area to allow for better flow of contestants to contest site. Hang contest area signs from ceiling or place on stands at tables.
- \_\_\_\_\_ Assign someone to the area where advisors can sit during competition. The availability of coffee and cookies or donuts is a nicety.
- \_\_\_\_\_ Assign someone to accompany news media or television personnel who come to cover the activities.
- \_\_\_\_\_ Be sure health service area is staffed and available to all contestants and guests in case of an emergency.

## PUBLIC RELATIONS COMMITTEE

This committee should have faculty and student representation.

Checklist and/or

Date Completed

Activities

- |       |  |
|-------|--|
| _____ | Contact school representative in charge of public relations and work cooperatively on releasing information to the media. Be sure all news releases are cleared through this person. |
| _____ | Schedule at least one picture prior to the event and invite news media (TV also) for the day of competition.   |
| _____ | Submit information and copies of releases to state and national offices.   |
| _____ | Distribute news release of results immediately after competition is completed - TV as well as newspaper.   |
| _____ | Develop sample news release for distribution to participating schools.   |

## **SAMPLE SkillsUSA NEWS RELEASE**

(To be used by host school and sent to participating schools.)

(Name(s) of students(s)) from (name of school) (occupational area) is/are among (insert number of students expected) from (insert number of school participating) schools participating in the SkillsUSA Pennsylvania District (insert number) Competition.

Competitive events are being held at (insert name and town of host school and date) for the purpose of selecting one team and one winner in each of the leadership and skill competitive events, respectively, to compete at the State Leadership Conference.

(Host school - In this paragraph insert some of the occupational areas covered, judges participating, local officers and teacher advisors working on the committee.)

District competition provides an opportunity for students to gain additional educational experiences comparable to the world of work. Additional leadership opportunities in speaking, job interview and parliamentary procedures provide the students with opportunities to extend their understanding of functioning in a democratic society. State competition will be held at (insert place and date). The first place winners in state contests will participate in national competition at (insert date and place).

National winners in a number of contest areas will have the opportunity to compete in international competition. SkillsUSA is a national student organization for students enrolled in career/technical and health occupations education.