|  |  |  |
| --- | --- | --- |
| SkillsUSA Minnesota Mailing address: SouthWest Metro Intermediate District attn: Cindy Walters / SkillsUSA MN 401 East 4th StreetChaska, MN  55318Email: executive.director@mnskillsusa.orgwww.mnskillsusa.org |   |   |

TO: SkillsUSA Minnesota College & High School Advisors

FROM: SkillsUSA Minnesota

DATE: January 25, 2019

# SUBJECT: **2019 Minnesota Leadership & Skills Championship Conference**

In this packet, we want to provide you with a few pieces of information that we hope will be helpful to you as you prepare your students for the **Annual Minnesota Leadership & Skills Championship Conference to be held on April 12 – 14th, 2019.** The conference will be housed at the **DoubleTree by Hilton Bloomington Mpls. South**, 7800 Normandale Boulevard, Bloomington, MN 55435 (952) 835-7800. Skill Contests will be held across the metro area over multiple weekends with dates and locations to be sent in the next few weeks.

There are some “NEW” format changes for this year’s conference packet. Please remember to submit your SkillsUSA Membership by February 15, 2019 onto the National Website first. Website - <https://www.skillsusa.org/membership-resources/join/>. **This is also the same website where you will complete the Online Registration Process and sign up to attend and compete at the State Championships.**

• **ALL PARTICIPANTS MUST BE REGISTERED NATIONAL MEMBERS BEFORE YOU WILL BE ALLOWED TO REGISTER THEM FOR STATE CONFERENCE PARTICIPATION.**

• Registration will be on-line at [www.skillsusa-register.org/Login.aspx](http://www.skillsusa-register.org/Login.aspx)

• Please look for the 2019 Contest grid chart document under our website’s events tab. You will also notice that there is a Contest Grid Chart for all (80) contests. The Grid Chart provides you with an overview of the number of contestants/contest, whether it is a team or individual contest, contest codes, notebook requirements, etc.

• **All forms will be located on the website at:** [**http://www.mnskillsusa.org/**](http://www.mnskillsusa.org/) **after Feb 1, 2019.**

There **will be NO additions after March 22nd.**

**NO On-Site substitutions this year at any contests. No exceptions!**

### Item 1 - Conference Attendance

\* Each student who attends the conference should participate in at least one competitive event and must attend all scheduled conference activities.

\* **ONE ADVISOR MUST ACCOMPANY EVERY 10 STUDENTS ATTENDING THE CONFERENCE.** Chapter advisors should assume the responsibility of seeing that students report to the competitive events they have registered for and that rules of conduct are maintained. Students may not stay at the hotel without an accompanying advisor.

Chapter advisors are responsible for picking up their chapter registration materials at the registration table at the **DoubleTree by Hilton Bloomington Mpls. South on Friday, April 12th beginning at 10:00 a.m.**

### Item 2 - Rules And Regulations For Competitive Events

\* All participants must be paid active members of State and National SkillsUSA as of February 15, 2019

* For the contests that are being held before April 12th, the student and advisor name badges will be sent directly to the contest site.
* Students must compete in the contest area that aligns with their occupational objective for the current school year.
* Please use the 2019 MSC contest grid worksheet to look up all contests and number of teams or individuals allowed per school.
* Participants may enter (1) skill contest and up to (3) general contests as long as they can work it into their schedule. This is **excluding** Mechanics Dexterity, Job Interview and all team events. Please remind students that they are eligible for only one national contest regardless of how many contests they win at the state level.

* If a student wishes to compete in more than (1) skilled contest area - **advisor must receive prior approval** from the state office before registering!

### Item 3 -- Registration, Personal And Liability Release Forms & Code Of Conduct

*2019 MSC-NLSC Form 1* To insure that the major objectives of our conference are met, all participants, including advisors, will be required to adhere to a Code of Conduct and ALL PARTICIPANTS MUST SIGN THE Registration, Personal and Liability Release Form (MSC/NLSC Form 1) of the Minnesota Association of SkillsUSA**.**

• There is a requirement to provide a home contact number in case of emergency as well as a mandatory onsite contact number for the adult in charge of the student.

• The required & designated school-level adult chaperone/advisor will have copies of all appropriate medical information at the function. This medical information will not be collected for the State SkillsUSA Office.

• It will be the responsibility of the local school to maintain/keep medical information and have permission to dispense it.

• Photocopy the form (both sides) and get appropriate signatures and information from each person attending the conference. Please mail or fax them in with your registration materials or bring them to the registration table at the conference.

These forms must be turned in **BEFORE** you can receive your registration materials.

## **Item 4 -**  **Conference Registration Process & Payments**

## \* All Registrations will be completed on the National Website: [www.SkillsUSA.org](http://www.skillsusa.org/)

**Online Registration Process**

* **ALL PARTICIPANTS MUST BE REGISTERED NATIONAL MEMBERS BEFORE YOU WILL BE ALLOWED TO REGISTER THEM FOR STATE CONFERENCE PARTICIPATION.**
* Registration will be on-line at [www.skillsusa-register.org/Login.aspx](http://www.skillsusa-register.org/Login.aspx)
* Type in Email Address and Password (if you forgot your password Click on Email My Password, it is instantly emailed to you)
* Click on blue tab “Conference” and select “My Registrations”
* Go to filter events and highlight “**Minnesota State SkillsUSA Conference**”
* Click on **“New Registrant”** or if students have participated in the State Skills Conference in the past click on “Lookup Previous Registrations”.
1. Remember to TYPE the Advisor’s First Name and Last Name in Upper and Lower Case Letters!
2. Don’t forget to click Professional for Advisor and either HS or College
3. Need to have birthdate for Advisors
4. Next remember to type the student’s first name and last name in upper and lower case letters
5. We will need to have birthdates for students
6. If you still have questions review the video or email the state office at executive.directer@mnskillsusa.org:
	1. [Need Help? Click here for online training about Conference Registration!](http://www.skillsusa-register.org/Training/ConferenceRegistrationProcess/ConferenceRegistrationProcess.html) or

• Click the submit registration button.

• Invoices: don’t forget to print out your invoice. This will generate an invoice for you to submit to your business office for payment and don’t forget to register yourself as an advisor.

• If a person(s) is not listed on the summaries, they will not have a nametag and/or competition number when they arrive. Located under the blue Conference Tab.

***Registration Fees***

**Registration fees are $125.00 per person**. Registration fees include registration materials, supplies, awards, evening entertainment, Awards Breakfast Buffet, etc. Every chapter with registered students is also required to have a registered advisor. All chapters that have been approved by their school administration for a hotel stay are required to stay at the Double Tree by Hilton in Bloomington. Questions about this policy should be addressed via email to executive.director@mnskillsusa.org.

***All State Conference Registration will OFFICIALLY CLOSE on February 25th, 2019 at midnight***

Make checks payable to SkillsUSA Minnesota.

 Please send payment for conference registration to:

 Mailing address:

 SouthWest Metro Intermediate District

 attn: Cindy Walters / SkillsUSA MN

 401 East 4th Street

 Chaska, MN  55318

### Item 5 - Refunds

Refunds will be extended **only in the event of extenuating circumstances.** Email executive.director@mnskillsusa.org in advance of the conference if you are in doubt.  **No Refunds after: March 22nd, 2019.**

### Item 6 - Hotel Pool

The hotel has a swimming pool. Encourage students to bring swimsuits. **A reminder--**SkillsUSA members will be subject to the same "Pool Rules" as other guests of the hotel.

### Item 7 - Hotel Reservations Form

Please send your completed Rooming List Form under the “Client Tab” directly to the

Double Tree by Hilton Bloomington Mpls. South Reservations Department at the following

E-mail address: **Abbie.Allison@hilton.com**

In the subject line of your e-mail please list it as SkillsUSA-“YOUR SCHOOL NAME”

** DEADLINE FOR ROOMS: MARCH 31st, 2019**

**Hotel Rates: PER ROOM, PER NIGHT for 2019 Conference**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Occupancy | Single | Double | Triple | Quad |
|  Rate | $146.00 | $146.00 | $160.00 | $169.00 |
| Including Tax | $167.21 | $167.21 | $183.24 | $193.55 |
|  14.525% |  |  |  |  |

**Reservations / Payment Instructions**

1. Please fill out the **tab labeled “client”** (type do not write) **note: the form is one line per room towards the right side of the form it has columns for roommates!**

2. Rooms with 3 or more occupants will be accommodated with a rollaway or sofa sleeper should a double not be available.

3. Advisors are to group names of students wishing to room together on the rooming list form.

4. Rooms are pre-assigned to ensure security / advisor’s school assignments.

5. Any room changes must be made a minimum of 3 days prior to arrival.

***Do not send students to the front desk to get keys!***

**Payment Policy Options**

**The Double Tree by Hilton Bloomington Mpls South has a credit card policy in place to help protect your privacy and personal information. Please be advised that they will not extend credit for hotel services on the strength of a Purchase Order only.**

**OPTION 1:** Please use the **Provided** credit card authorization form along with the rooming list form. **(BOTH documents should be sent via the secure Fax Number on the Credit Card Authorization Form)**

**OPTION 2:** If mailing a School/Government Check or Purchase Order for prepayment, it **must be received one week prior to arrival. It is important to provide the confirmation number and school name that will be using the prepayment. You will be asked for a credit card number to guarantee the room until payment is received.**

\*\* For your security any credit card forms that are mailed will not be accepted and will be discarded without notification!

**Only advisors will be able to check in reservations.**

**Please do not send students to the front desk to check in.**

*Please contact the State SkillsUSA Office if you have questions or are having problems. Thank You!*

### Item 8 - Conference Observers

Student Observers must be officially registered**, pay the $75 registration fee**, follow all the rules and regulations of the conference, and be chaperoned by an adult advisor. **This Name badge can not be used for Advisors!**

### Item 9 - Conference Guest Passes For Sunday Breakfast Buffet

Advisors or students who wish to have a guest attend the Awards breakfast must register those guests **by March 29th, 2019.** For **$35.00, paid in advance**, a guest will receive a name badge that will allow them entrance to the Sunday morning breakfast buffet and awards ceremony. Use the Guest Registration form located on the website for advanced registration. Limited guest passes will be available at the conference for $40.00 through the alumni committee. No guest passes will be sold at conference headquarters.

### Item 10 - Awards For Competitive Events

First (gold), second (silver), and third (bronze) place medallion will be awarded for each competitive event.

**It is mandatory that all competitors attend the awards ceremony.** Students not present will forfeit any award, medallion, prizes and the right to compete at the national level. **If a student has a legitimate excuse for not attending the ceremony, we must be notified by April 5th, in writing** and an alternate student selected to receive any awards that might be earned. Please provide the name of the alternate.

ADVISORS: Please remember that Students and Advisors should all dress in Official Dress or Professional Business attire for the Awards Ceremony! NO jeans, tennis shoes or hats are allowed!

Students and Advisors represent the MN SkillsUSA organization to business/industry partners, school administrators, family and friends at the Awards Ceremony. **We are “Champions at Work”!**

### Item 11 - Contest Registration- Use 2019 Msc Grid Worksheet

You will notice that there is a 2019 contest grid chart for all (80) contests. The Grid Chart provides you with an overview of the number of contestants/contest, whether it is a team or individual contest, contest codes, notebook requirements, etc. Due to limited equipment and space at a host school, contests will have a maximum number of contestants a school can register. Please provide a local competition for your students, judged by industry; to determine which students will best represent your local chapter in each area**.**

### Item 12 –Post Secondary Enrollment Option Students (PSEO)

HIGH SCHOOL students registered in post secondary programs as “Post Secondary Enrollment Option Students” are considered HIGH SCHOOL students. They should be registered as HIGH SCHOOL members with National SkillsUSA and a note made on your registration form specifying them as HIGH SCHOOL students so that they compete on the HIGH SCHOOL level. If a contest says “College Only” this still allows PSEO students to compete in that contest as HIGH SCHOOL students.

### Item 13 - Job Skill Demonstration Contest “A” and “Open”

**If there is a National Skill Contest in the area of the job skill, the student should enter as Job Skill Demo “A”.** FOR CLARIFICATION PURPOSES, ALL CURRENT NATIONAL CONTESTS ARE LISTED UNDER “ELIGILIBILITY”.

**If there is NO National Skill contest in the area of demonstration the student should enter the Job Skill Demo “OPEN” Contest.** Student demonstrations should be based on an entry-level skill in the skill area in which they are currently training.

### Item 14 - Nomination For Advisor Of The Year

Please consider nominating advisors that you know are doing a good job with their local chapters. Deadline for Advisor of the Year applications is **MARCH 11th, 2019.** The application form is available at mnskillsusa.org under the Student and Advisor Tabs- under forms. Please see that your student members receive this information.

### item 15 - Specific Contest Information & Updates

The Minnesota SkillsUSA contest updates will be posted on the website this year.

**PLEASE USE THE LATEST VERSION OF THE TECHNICAL STANDARDS – 2018-2019**

E-mails will be sent to the Advisors alerting them of contest updates. Please start looking for UPDATES in mid-February. If no additional information is received on a contest, the rules and regulations covering our contests will be based on those found in the *SkillsUSA Championships, Technical Standards*, except for clothing. State regulation regarding clothing should be appropriate.

***Item 16 –*** ***Resumes Will Be Required For All Student Competitors At The 2019 State Conference***

ALL contestants are REQUIRED to bring a one-page, typewritten résumé for ALL Leadership, Skilled & Technical Contests A penalty will be assessed for failure to submit a résumé. If a contestant is registered for more than one contest, they are required to bring a résumé to each contest.

### ITEM 17 - Job Interview Contest

**All registered students may compete in the SkillsUSA Job Interview contest.**

Please remind your students that the sole purpose of their education is to obtain a good job. Therefore, this contest – which IS a National Contest – is an excellent way to practice interview skills and get their résumé critiqued by others. The judges of this contest are interested in seeing more college students enter this contest. Specific Contest Information will be available the end of February. There will be separate information for the High School and College Competitors.

The following rules apply to the competition:

* Contestants must apply for a job in a trade, industrial, technical, or health occupation.
* Contestants must apply for a job which he or she is now qualified or will be qualified for at the completion of the

current school year.

* Contestants will prepare one letter of application for employment as well as four résumés. Both the letter and the résumé

must be typed.

* Specific contest information will be POSTED on the WEBSITE by the end of February. Please have student paperwork ready to send when the information arrives.

### Item 18 - Winners Going On To National Competition

There is a National SkillsUSA policy that **students may enter ONLY ONE CONTEST** at the National Conference. Please make your students aware that although they may enter more than one state contest, if they should happen to win first place in more than one National contest, they will have to choose which one they will compete in at the National level. This does include team contests!

### Item 19 - Contest Prize Donations

**ADVISORS:** Many of you already work at obtaining prizes for our contests from your advisory committee members, suppliers and other industry partners. If you don’t, we invite you to assist in doing this. Prizes should be clearly marked as to whom they are from (name & address of donating company) and whom they should be awarded to (contest area, 1st, 2nd or 3rd place, HIGH SCHOOL or COLLEGE winners) and brought to conference headquarters on

**Friday April 12th.** Thanks for your help. If everyone does their part, our contests can all have prizes!

Look for the Prize Donation Form *on the Website!*

### Item 20 - Alumni Will Hold A Silent Auction

The SkillsUSA Minnesota Alumni committee is again asking for EACH SkillsUSA CHAPTER or HIGH SCHOOL / COLLEGE to bring donations to help with the Alumni SILENT AUCTION this year! **The Silent Auction will be held on Saturday, April 13th in the evening at the hotel.** Details will be posted at a later date. The Alumni appreciate your donations and attendance at the auction. This auction is the major fundraiser for this group. Alumni are vital to the operation of the organization and its conferences. These funds allow them to attend our conferences and help us out. Become a member and/or support their fundraising efforts. THANKS!

### Item 21 - Community Service

**You and your students can participate in the Statewide Community Service Project during the State Conference! Come and help make 1,000 plus sandwiches in the afternoon on Saturday, April 13th.** SkillsUSA Minnesota members will prepare and donate sandwiches to the **363 Days Food Program.** Mr. Allan Law distributes an average of 1600 sandwiches a night to Twin Cities partner shelters and locations serving the homeless.

### Item 22 - Theme For 2019 Contests

****

The SkillsUSA competition theme for the 2018-19 year is:

***SkillsUSA: Champions at Work, Career-Ready Starts Here.***

The topic to be addressed by contestants in the Chapter Display, Prepared Speech and Promotional Bulletin Board competitions is how our theme, “SkillsUSA: Champions at Work, Career-Ready Starts Here,” addresses the SkillsUSA program of work in the area of professional development.

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

* What can you specifically point to within your SkillsUSA chapter that demonstrates Career-Ready Starts Here?
* What can you specifically point to within your career and technical education program that demonstrates Career-Ready Starts Here?
* What areas of the SkillsUSA program of work have assisted you in becoming career-ready?
* Using Career-Ready Starts Here, what would you say to students to convince them to join SkillsUSA?
* Using Career-Ready Starts Here, what would you say to campus administrators to convince them to support SkillsUSA?
* What are the specific skills and abilities that a member possesses when career-ready?
* How is the SkillsUSA Framework of developing personal, workplace and technical skills central to the concept of Career-Ready Starts Here?
* Which SkillsUSA programs ensure that members are developing the *personal* skills needed to be career-ready?
* Which SkillsUSA programs ensure that members are developing the *workplace* skills needed to be career-ready?
* Which SkillsUSA programs ensure that members are developing the *technical* skills needed to be career-ready?
* How will you demonstrate to an employer that you are career-ready?
* How does your career and technical education program emulate the workforce?
* What are your next steps in ensuring you are career-ready?

PLEASE - make sure this is a positive experience for all concerned.

**DO NOT register students for contests they are not adequately trained for.**

Safety is a major consideration, as well as the overall impression of our industry judges.

Minnesota is offering (80) Events at our 2019 Skill Conference with the maximum number of contestantsper school.

**If there is not a minimum number of contestants and schools reached by the deadline, a contest may be dropped.**

To help the state SkillsUSA office with accuracy there **will be no additions after March 22nd**