

**STATE LEADERSHIP**

**AND**

**SKILLS CONFERENCE 2020**

**INFORMATIONAL PACKET**

**Contact:**

Jessa Dahmes, Executive Director

[executive.director@mnskillsusa.org](mailto:executive.director@mnskillsusa.org)

(715) 225-4784

**STATE LEADERSHIP AND SKILLS CONFERENCE 2020**

**Date: APRIL 3-5, 2020\***

Location: DoubleTree by Hilton Bloomington

7800 Normandale Blvd, Bloomington, MN 55435

Location Phone: (952) 835-7800

\*Various Technical and Skill Contests will be held in Alexandria on March 27th, with others taking place across the metro area at various campus and industry partners the weekend of the conference. Specifics regarding times and locations will be updated regularly.

CONFERENCE FEES AND REGISTRATION:

* Registration Fees are $125.00 per Contestant or Advisor. Students observers may be registered at $75.00 per individual. Registration fees include registration materials, supplies, awards, evening entertainment, Awards Breakfast Buffet, etc. Fees may be paid by check to: SkillsUSA Minnesota
  + Please mail payment for conference registration to:

SouthWest Metro Intermediate District

attn: Cindy Walters / SkillsUSA MN

401 East 4th Street

Chaska, MN  55318

* + - Registration fees must be paid prior to the start of the conference.
    - Refunds only given in the event of extenuating circumstances. Appeals will be taken through the State Office: [executive.director@mnskillsusa.org](mailto:executive.director@mnskillsusa.org) only prior to March 15, 2020.
  + Every chapter with registered students must have a registered Advisor.
  + All chapters that have been approved for a hotel stay by their school are **REQUIRED** to stay at the DoubleTree by Hilton in Bloomington. Questions about this policy should be addressed to Jessa Dahmes at [executive.director@mnskillsusa.org](mailto:executive.director@mnskillsusa.org) or 715-225-4784.
    - Hotel Registration Information is located at <http://www.mnskillsusa.org/conference-forms>
* SkillsUSA Membership must be submitted prior to registering for SLSC 2020. The Conference Management System will not allow unsubmitted members to be registered for contests or the conference as a whole. <https://www.skillsusa.org/membership-resources/join/>
* Registration for the State Conference will be online at [www.skillsusa-register.org](http://www.skillsusa-register.org)
  + Conference Registration Instructions (This video provides a helpful tutorial: <https://www.youtube.com/watch?v=vtFI1MB_oJ4>)
    - Type in email address and password
    - Click on the blue tab “Conference” and select “My Registrations”
    - Filter events and highlight “Minnesota State SkillsUSA Conference”
    - Click on “New Registrant” or “Lookup Previous Registrations” if individual has participated before
      1. Remember to capitalize all First and Last Names of attendees (Advisors and Students!)
      2. Don’t forget to choose Professional for Advisor and either HS or College
      3. Birthdates are required for all!
      4. PSEO students are to be listed as High School students for both their member registration and conference registration.
    - Click “Submit Registration”
    - Don’t forget to print out your INVOICE! Registration will generate an invoice for you to submit to your business office for payment. (Don’t forget to register yourself as an Advisor!)
    - If a person is not listed on the summary, they will not have Registration Materials when they arrive.
* The 2020 Contest Grid can be found at <http://www.mnskillsusa.org/conference-forms>
  + Overview of number of contestants per contest
  + Team or Individual contest
  + Contest Codes
  + Notebook Requirements
  + Resume Required
* Please note that on-site substitutions are NOT allowed

CONFERENCE ATTENDANCE:

* Student attendees should be encouraged to participate in at least one competitive event during the conference and must attend all scheduled conference activities. (Exceptions will only be made for student observers identified as such prior to the conference).
* One Advisor must accompany every 10 students attending the conference.
  + Chapter advisors should assume the responsibility of seeing that students report to competitive events and that rules of conduct are maintained.
  + Advisors are required to stay at the Bloomington DoubleTree with their chapter attendees
* Chapter Advisors are responsible for picking up registration materials at the Registration Table at the Bloomington DoubleTree between 10:00am and 12:45pm on Friday, April 3rd.

RULES AND REGULATIONS FOR COMPETITIVE EVENTS

* All Contestants/Participants must be paid, active members of State and National SkillsUSA as of March 1, 2020
* For contests held prior to Event Registration (check-in), the student and advisor name badges will be sent directly to the contest site.
* Contestants are encouraged to enter up to one (1) technical skill contest and up to three (3) leadership/occupational related contests as long as it fits their schedule. This **excludes** Mechanics Dexterity, Job Interview and all team events.
  + Contestants should compete in the technical skill area that most closely aligns with their occupational objective for the current school year.
  + Please remind students that they are eligible for **only one national contest** regardless of how many contests they win at the state level.
  + Contestants wishing to compete in more than one (1) technical skill area must appeal through the state office.
  + PSEO students listed as High School students may still compete in “College Only” Competitions

FORMS:

* All Participants, including Advisors, will be required to adhere to a Code of Conduct.
* All Participants must sign the Registration, Personal Liability Release Form of the Minnesota Association of SkillsUSA: <http://www.mnskillsusa.org/downloads/events/state_conference/2019/NLSC-Registration-Form.pdf>
  + Advisors should collect the forms and email a copy of each participants completed form to the State Office [executive.director@mnskillsusa.org](mailto:executive.director@mnskillsusa.org) or bring them to the Registration Table during check-in.
  + Note that there is a requirement to provide a home contact number in case of emergency as well as a mandatory onsite contact number for the Advisor/Chaperone accompanying the student.
  + The required & designated school-level adult Advisor/Chaperone will have copies of all appropriate medical information at the function. SkillsUSA Minnesota will not collect that information at the state office level.
    - Schools are responsible to have the appropriate medical information on record and to have permission to dispense that information.
  + Participants/Contestants without a complete form on file prior to the conference will not receive registration materials until the form is collected.

CONFERENCE GUEST PASSES:

* Family members or guests who wish to attend the Awards Breakfast and Ceremony must register by March 22, 2020.
  + Registration for the Awards Breakfast and Ceremony is $20.00 per guest.
  + Registration may be done through the Conference Registration Site.
  + Depending on availability, limited guest passes may be available for $25.00 at the conference through the Alumni Committee.

AWARDS CEREMONY:

* First (Gold), Second (Silver) and Third (Bronze) place medallions will be awarded for each competitive event.
* It is mandatory for all competitors to attend the awards ceremony.
  + Students not present will forfeit any award, medallion, prizes and the right to compete at the national level.
  + Students with a legitimate excuse for missing the Awards Ceremony, must appeal through the State Office prior to March 27, 2020. Contact Jessa Dahmes at [executive.director@mnskillsusa.org](mailto:executive.director@mnskillsusa.org) or 715-225-4784.
  + Students and Advisors should 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 SkillsUSA Minnesota organization to business/industry partners, school administrators, family and friends throughout the entire conference, but especially at the Awards Ceremony.

SPECIFIC CONTEST INFORMATION:

* Refer only to the **Technical Standards for 2019-2020** as changes do occur from year to year.
  + Professional members have access to the standards via their membership dashboard
* **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 the Job Skill Demo “A” Contest.
  + If there is no National Skill Contest in the area of the job skill, the student should enter Job Skills Demo “OPEN” Contest.
  + Student demonstrations should be based on an entry-level in the skills area in which they are currently training.
* Contest email alerts will be sent regularly to Advisors. Please start looking for alerts 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.
* One-page typed **resumes are required for ALL contests**. If a student is competing in more than one contest they are required to bring enough copies of their resume for each contest in which they will compete.
  + Point penalties will be assessed for missing resumes for each contest

* **Job Interview Contest** 
  + **All registered students may compete in the SkillsUSA Job Interview contest.**
  + This is an excellent way to practice interview skills and get their resume critiqued by others.
  + 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 (4) resumes. Both the letter and the resume must be typed.
  + Specific contest information will be updated by the end of February. Please have student paperwork ready to send when the information arrives.

NATIONAL COMPETITION:

* National SkillsUSA policy dictates that students may only enter ONE (1) contest at the National Conference. Please make your students aware that should they win more than one state contest, they will need to choose one contest to compete in at the National level.
  + This includes Team Contests.

ADVISOR OF THE YEAR NOMINATIONS:

* Application form can be found here: <http://www.mnskillsusa.org/conference-forms>
* Deadline is March 1, 2020.
* Please see that your student members receive this information.
* Consider nominating a fellow Advisor!

OTHER:

* Community Service Project information will be emailed in February! Your State Officer Team is planning a service project that will require assistance from all attending chapters.
* Contest Prize Donations
  + Please consider helping to obtain prizes for our contests from your advisory committee members, local community, suppliers and industry partners. Look for the Prize Donation Form: <http://www.mnskillsusa.org/conference-forms>

THEME:

* SkillsUSA Theme information can be located at the National site: <https://www.skillsusa.org/competitions/skillsusa-championships/theme/>

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 planning to offer (80) Events at our 2020 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 15th**