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SUBJECT: National Leadership and Skill Conference - Skills USA Championships

Thank you to all who assisted in making our 2009 SkillsUSA Minnesota Championship Conference a great success. Congratulations to all participants, especially our medallion winners, who will move on to represent Minnesota at the Skills USA Championships in Kansas City, Missouri, June 22 – June 26, 2009!

Here's what we need for **EVERY PERSON ATTENDING** - contestant, voting delegate, observer, advisor, spouse - whoever - ***THIS DOES INCLUDE ADVISORS!!***

**If you are attending NLSC you MUST complete:**

## ☛ Registration:

- \$150.00 PER PERSON ATTENDING - Make check to SkillsUSA Minnesota.**
- Duplicate and complete forms **NLSC-MN & NLSC-1** for everyone attending.
- Make a copy for your school records before you send it in.
- Persons attending but not paying registration (i.e.. spouses, observers) will not receive trading pins, State T-shirt, etc. but are invited to join us for the orientation meeting, and Friday night rally.
  
- DEADLINE is Friday, April 17, 2009**

**Please send in all forms and payment to the State SkillsUSA Office!**

**The State Office must receive Payment in Full  
Prior to June 1<sup>st</sup>, 2009.**

## ☛ NLSC Registration, Personal and Liability Release Form (NLSC Form 1)

COPY FRONT & BACK (back to back please) for each person attending.  
Forms and information can also be downloaded from the National Website at  
<http://www.skillsusa.org/downloads/PDF/NLSC/nlsc1.pdf>

- IF YOU CANNOT GET THIS FORM TYPED, **PLEASE**, make a copy of the form, fill out the copy, have the attendee sign the original and send both pieces back to be completed!!  
**Or print very, very neatly, forms MUST be legible.**
- Remind students that they should use a permanent address where they may be reached for the **next three months for this form.**
- If student is under 18, parent or guardian must check the box located on the bottom. Medical and Insurance information must be completed in the denoted section. Participants should carry a copy of their insurance card at all times during the conference.
- ALL persons attending, including Advisors must complete and sign this form. Make a copy of the completed form for each person to carry with them during conference. Forward original copies to the State SkillsUSA office.
- Make sure form is filled out completely. If no insurance is available, the form must be checked in the appropriate place. Incomplete forms WILL BE returned and people will not be officially registered until the form is complete.
- Please make sure attendees read and agree to information on the back of the form before signing.

## ☛ Skills USA Championships Technical Standards & Clothing Requirements

- Review the Skills USA Technical Standards carefully to make sure your contestant knows what's what and has the necessary equipment & supplies for successful competition. "NEW" 2009 Technical Standards.
- Order appropriate clothing from <http://www.mtmrecognition.com/skillsusa/>  
**NOW!**
- PLEASE NOTE:** CLOTHING REQUIREMENTS HAVE CHANGED FOR THIS YEAR. **DO NOT ASSUME YOU KNOW WHAT TO ORDER WITHOUT CHECKING THE TECHNICAL STANDARDS BOOK!**
- See Enclosed Clothing Requirements for each contest!**

## ☛ National Officer Candidate Information

- If you have a student interested, please call my office ASAP.

## ☛ Registering College / Post Secondary State Officers for the conference

- Please register your state officer like any other registrant.
- All forms must be filled out for these students.
- State Officers will be registered as voting delegates or alternate delegates unless they are competing in a contest.
- All expenses (registration, hotel & state transportation) are covered. Officers will be on their own for meals.
- All forms must be filled out for these students

## ☛ Registering Secondary State Officers for the conference

- Please register your state officer like any other registrant
- All forms must be filled out for these students
- State Officers will be registered as voting delegates or alternate delegates unless they are competing in a contest.
- Expenses (conference registration & hotel) **are NOT COVERED.**

## ☛ Hotel Reservations

- All persons wishing to stay in the hotel with our delegation should complete form **NLSC-MN.**
- Date of arrival = Monday, June 22 - Date of departure = Saturday, June 27
- Hotel: **Embassy Suites Hotel, Country Club Plaza  
220 West 43rd Street  
Kansas City, MO 64111  
(816) 756-1720**
- All rooms are two room suites. They include a private bedroom with one or two beds, separate living room with sofa bed, kitchen area with sink, microwave, refrigerator and coffee maker. Included in the price is a complimentary cooked-to-order breakfast each morning. Hotel has been totally renovated with an indoor pool, whirlpool, sauna, and fitness center.  
[http://embassysuites1.hilton.com/en\\_US/es/hotel/MKCWEES-Embassy-Suites-Kansas-City-Plaza-Missouri/index.do](http://embassysuites1.hilton.com/en_US/es/hotel/MKCWEES-Embassy-Suites-Kansas-City-Plaza-Missouri/index.do)

### **HOTEL RATES: 2009:** *(includes housing fee tax for the week)*

Single:	\$153.00/night,	\$765 / five nights	
Double:	\$153.00/night,	\$765 / five nights	(\$382.50/ person)
Triple:	\$164.00/night,	\$820 / five nights	(\$273.33/ person)
Quad:	\$164.00/night,	\$820 / five nights	(\$205.00/ person)

- ☛ **Please make check payable to SkillsUSA Minnesota for Conference Registration Fee and Hotel Costs.**

## **DO NOT- send payment to the hotel!**

### ☛ **Physically Handicapped NLSC Contestants**

- If you have registered a contestant who is physically handicapped and will require the assistance of another person at the competition (i.e.. dyslexic requiring a reader, deaf requiring a signer) a special form needs to be completed. Please contact me ASAP to assure proper paper work is completed.

### ☛ **State Transportation**

- We will charter (2) coach buses that will leave Minnesota early on Monday morning and return immediately following our rally on Friday evening. Depending on attendee location, we may schedule several pick-ups across the state. Routes will not be determined till the middle of May.
- A limited number of seats will be available on a first come first serve basis. Register early to reserve your space.
- Cost will be \$125 per person. ^ (example: advisors, observers, etc.)
- Transportation will be **FREE of charge for ALL contestants and delegates**

### ☛ **State Trading Pins**

- Each registered person will receive (1) SkillsUSA Minnesota Blinkie pin to trade, and four larger special NLSC pins.
- Limited number of additional NLSC pins will be available at 2/\$3

### ☛ **Community Service Day at NLSC Application**

- Anyone who is interested - **students or advisors** - in attending and helping out at the Community Service Day on June 26,2009 at the national conference – please fill out the enclosed form and return form to your State Director with the rest of the registration information. You must have qualified for NLSC to participate in this activity. **Application forms are DUE on April 17<sup>th</sup>.**  
*Please note: there are 25 official contests that hold Debriefings for the student contestant and advisor on Friday morning. If your contest is listed- you will not be able to apply to serve on the Timberland Service Day! Refer to the Back of the Flyer that is enclosed in your mailing.*

### ☛ **Champions 5K Run**

- All Runners, joggers and walkers are invited to participate in the **Champions 5K RUN.**  
**Wednesday, June 24<sup>th</sup>**  
**7:00 pm**  
**Costs: \$15 per person**

**Flyer is provided in your Packet. Sponsored by the Alumni & Friends Association.**

## ☛ Courtesy Corps Application

National Courtesy Corps

### Eligibility Requirements

Applicants must be current student/professional members during the school year preceding the National Leadership and Skills Conference.

Student members must have a school instructor/SkillsUSA advisor accompany them. This individual must also join the NCC and work along side his/her student(s) in performing the duties of the NCC members. (It is preferred that the accompanying Instructor/SkillsUSA advisor is from the same school as his/her student(s).)

### NCC Participants Must:

- **Be approved by his/her state association director- Call if you want more DETAILS!**
- Be current SkillsUSA members
- Agree to abide by the National Code of Conduct Agreement, Personal Liability and Medical Release Form Photography and Sound Release, as stated on the back of the NLSC Form 1
- *Both Student and Advisor- will be housed at a separate location than the Minnesota Delegation.*
- *Must arrive on Sunday, June 21<sup>st</sup> till late Friday, June 26<sup>th</sup>.*

## ☛ Alumni/Parent/Guest Hotels – Reservations Made Easy

- ADVISORS: due to limited availability at some hotels, the National Office has blocked rooms specifically for parents and guests. **There is a form provided in this packet – and has a DEADLINE OF: June 2<sup>nd</sup>, 2009.**

**NEW for 2009: PARENTS AND GUEST MUST SUBMIT THEIR OWN HOTEL RESERVATION FORMS!** *It will not be handled through the state office this year, due to limited hotel space.*

Parents and guest can register by using the enclosed form or on the web at:  
[www.skillsusa.org/events/hotels.shtml](http://www.skillsusa.org/events/hotels.shtml)

Instructions are provided on the Web site. Select “Online Hotel Reservations”. Select the appropriate “group” from the drop-down list in step #1. **NO access code is required.**

## ☛ Awards Ceremony Passes

- For those people not paying the registration fee but who wish to attend the Awards Ceremony, tickets will be on sale for a cost of \$10.00 each. These will be SOLD in advance in the SkillsUSA Conference headquarters at the convention center.

**Tickets will NOT be SOLD at the door on the night of the Awards Ceremony.**

PLEASE SUBMIT **ALL FORMS BY April 17<sup>th</sup>** TO: SkillsUSA MINNESOTA  
JENNIFER POLZ  
P.O. Box 29286  
Minneapolis, MN 55429

**Duplicate Forms as necessary.  
Make sure all signatures are original!**

**TENTATIVE AGENDA- *Subject to change***

**MONDAY, June 22**

- 2:00 - 6:00 PM • Registration Materials should be picked up in hotel lobby
- Please have dinner prior to arriving for Mandatory State Delegation Meeting**
- 6:00 PM • State Delegation Meeting
- Professional Development Test given for all student competitors

**TUESDAY, June 23**

- 12:00 Noon - 6:00 PM • Set up Displays and Promotional Bulletin Boards
- 9:00 AM - 5:00 PM • TECHSPO & Career Fair
- 9:00 - 4:30 PM • Contest orientation meetings
- 2:30 PM • Joint Delegate Session
- 7:00 PM • Opening Ceremony

**WEDNESDAY, June 24**

- 8:00 AM • Leadership Contests- report to Contest Area
- 8:00 AM - 5:00 PM • Pre-contest meetings for skill contests
- 8:00 AM • Teacher's Continental Breakfast
- 9:00 AM - 9:45 AM • Teacher's Session
- 9:00 AM – 5:00 PM • SkillsUSA Championships (open to the public)
- 9:00 AM - 5:00 PM • TECHSPO & Career Fair
- 9:00 AM - 9:45 AM • Joint Delegate Session
- 9:45 & 11:00 AM • Skills University
- 12:30 PM • SkillsUSA Corporation Meeting
- 2:00 PM • Delegate Assembly Business Meeting
- 7:00 PM • Alumni 5K Run
- 6:00 - 11:00 PM • Champions Festival

**THURSDAY, June 25**

- 7:00 AM & 8:00 AM • Contestants report to Contests area
- 8:00 AM • Leadership Contest Finals
- 8:30 AM • Official SkillsUSA Championships Ribbon Cutting
- 8:00 AM – 4:00 PM • SkillsUSA Championships (open to the public)
- 9:00 AM - 4:00 PM • TECHSPO & Career Fair
- 2:30 PM • Delegate Assembly Business Meeting
- 6:30 PM - 11:00 PM • SkillsUSA Night at Worlds of Fun Amusement Park

**FRIDAY, June 26**

- 8:00 AM - 12:00 PM • Contest Breakfasts, Luncheons and Debriefings
- 9:00 AM - 1:00 PM • SkillsUSA University
- 11:30 PM • Delegate Assembly Business Meeting
- 6:00 PM • Awards Ceremony
- 9:00 PM • Minnesota Rally & Recognition at Hotel- Taco Buffet will be served
- 11:00 PM • MN Buses Depart for home

# Skills USA Championships Contests:



OFFICIAL CONTESTS = 86/TOTAL COMPETITIONS = 91

(Alphabetical order by name, including contest codes)

## LEADERSHIP DEVELOPMENT CONTESTS (15)

**AS** = Action Skills

**AM** = American Spirit "1-3"

**CBP** = Chapter Business Procedure "6"

**DIS** = Chapter Display "1-3"

**CS** = Community Service "3"

**ES** = Extemporaneous Speaking

**JI** = Job Interview

**JSDA** = Job Skill Demonstration A

**JSDO** = Job Skill Demonstration Open

**OHSS** = Occupational Health and Safety (Single) "1-3"

**OHSM** = Occupational Health and Safety (Multiple) "1-3"

**OCC** = Opening and Closing Ceremonies "7"

**OUT** = Outstanding Chapter "1-3"

**PS** = Prepared Speech

**BB** = Promotional Bulletin Board "1-3"

**QUIZ** = Quiz Bowl "5"

## OCCUPATIONALLY RELATED CONTESTS (7)

**CUS** = Customer Service

**ENG** = Engineering Technology "3"

**ENTR** = Entrepreneurship "4"

**CPR** = First Aid/CPR

**MM** = Medical Math

**PT** = Principles of Technology

**RTM** = Related Technical Math

## SKILLED AND TECHNICAL SCIENCES CONTESTS (64)

**VA** = 3-D Visualization and Animation "2"

**ADV** = Advertising Design

**AD** = Architectural Drafting

**RAP** = Audio/Radio Production "2"

**MFG** = Automated Manufacturing Technology "3"

**ART** = Automotive Refinishing Technology

**AST** = Automotive Service Technology

**AMT** = Aviation Maintenance Technology

**CARE** = Basic Health Care Skills (HS only)

**TVN** = Broadcast News Production "4"

**BLMT** = Building Maintenance

**CM** = Cabinetmaking

**C** = Carpentry

**CNCM** = CNC Milling Technology

**CNCT** = CNC Turning Technology

**CRT** = Collision Repair Technology

**CB** = Commercial Baking

**CMT** = Computer Maintenance Technology

**CP** = Computer Programming

**CO** = Cosmetology

**CSI** = Crime Scene Investigation "3"

**CJ** = Criminal Justice

**CA** = Culinary Arts

**DA** = Dental Assisting

**DET** = Diesel Equipment Technology

**EA** = Electronics Applications

**ET** = Electronics Technology

**EST** = Esthetics "2"

**FF** = Firefighting

**FBS** = Food and Beverage Service

**GC** = Graphic Communications

**BOWL** = Health Knowledge Bowl "4"

**HOPP** = Health Occupations Professional Portfolio

**HVAC** = Heating, Ventilation, Air Conditioning and Refrigeration

**MOTR** = Industrial Motor Control

**WORK** = Internetworking

**MAT** = Major Appliance Technology

**MT** = Marine Service Technology

**M** = Masonry

**MECH** = Mechatronics "2"

**MA** = Medical Assisting

**MST** = Motorcycle Service Technology

**NAIL** = Nail Care "2"

**NA** = Nurse Assisting

**P** = Photography

**PLB** = Plumbing

**PET** = Power Equipment Technology

**PN** = Practical Nursing

**PMT** = Precision Machining Technology

**PRE** = Preschool Teaching Assistant

**RW** = Residential Wiring

**RAT** = Robotics and Automation Technology "2"

**SM** = Sheet Metal

**SP** = Screen Printing Technology

**TW** = TeamWorks "4"

**TPAG** = Tech Prep: Agricultural, Food and Natural Resources "3"

**TPAS** = Tech Prep: Business Management and Administration "3"

**TPAV** = Tech Prep: Arts, Audiovisual Technology and Communications "3"

**TPCN** = Tech Prep: Architecture and Construction "3"

**TPED** = Tech Prep: Education and Training Services "3"

**TPFS** = Tech Prep: Finance Services "3"

**TPHS** = Tech Prep: Health Science "3"

**TPHT** = Tech Prep: Hospitality and Tourism "3"

**TPHSV** = Tech Prep: Human Services "3"

**TPIT** = Tech Prep: Information Technology "3"

**TPLG** = Tech Prep: Law, Public Safety and Security "3"

**TPMN** = Tech Prep: Manufacturing "3"

**TPPA** = Tech Prep: Government and Public Administration "3"

**TPRT** = Tech Prep: Marketing, Sales and Services "3"

**TPSR** = Tech Prep: Science, Technology and Math "3"

**TPTD** = Tech Prep: Transportation Distribution and Logistics "3"

**TECH** = Technical Computer Applications

**TD** = Technical Drafting

**CAB** = Telecommunications Cabling

**TV** = Television (Video) Production "2"

**VPD** = Video Product Development "2"

**WEB** = Web Design "2"

**W** = Welding

**WF** = Welding Fabrication "3"

## DEMONSTRATION CONTESTS (5)

**EAP** = Employment Application Process

**GT** = Geospatial Technology (College/PS only)

**MTM** = Medical Terminology

**MEI** = Mobile Electronics Installation

**PIN** = Pin Design (State Conference)

***If you don't see your contest listed this means it was a "State Only" contest!***