



2018 National Leadership and Skills Conference Delaware Planning Packet

-Updated 9.30.2017-



L o u i s v i l l e , K e n t u c k y

This national conference is a showcase of the “best of the best” students in SkillsUSA across the nation.
Congratulations to all the qualifying contestants – you are the best at what you do!

SkillsUSA National Conference

June 25 – 29, 2018

Delaware Delegation:

Competitors are to take the SkillsUSA professional development test. If you would like to study for the test the national office suggests reviewing level one and level two of the professional development program (PDP). The PDP knowledge test scores are used for tie breaker purposes.

Anticipated Registration fees:

- Paid participants: \$150
Includes; entrance to opening and closing ceremonies, access to competition floor, bus transportation between hotel, conference center and SkillsUSA events and one Kentucky Kingdom admission ticket.
- Activate, Leverage and Engage: \$165
- Tag Tuesday: Free

Event tickets:

- Louisville Bats Baseball Tickets: \$10 per ticket (use the online pre-order form)
- Kentucky Kingdom Tickets: \$20
Paid registrants will receive a ticket as part of the registration. Non- paying attendees will need to purchase a ticket.

Travel Day:

Monday, June 25

All competitors should be traveling to Louisville, Kentucky

Orientation & Opening Ceremony:

Tuesday, June 26

All contestants are required to attend these meetings
See Conference Book for details

Contestants Report:

Wednesday, June 27

Report to contest areas according to contest schedule,
if you are not in a contest attend sessions such as: University
Sessions, TECHSPO, etc.

Contestants Report:

Thursday, June 28

Report to contest areas according to contest schedule,
if you are not in a contest attend sessions such as: University
Sessions, TECHSPO, etc.

SkillsUSA Night:

Thursday, June 28

Report to contest areas according to contest schedule,
Kentucky Kingdom Amusement Park

Awards Ceremony:

Friday, June 29

Included in full registration OR
Purchase at the Award Ceremony pass stand



Kentucky Exposition Center
Louisville, Ky.
2018 Condensed Agenda
(Tentative — Subject to Change)

Sunday, June 24

7 a.m. – SkillsUSA Championships Move-in
8:30 a.m. – 4 p.m. – Leverage, Activate and Engage
9 a.m. – 6 p.m. – State Director Conference Registration

Monday, June 25

7 a.m. – SkillsUSA Championships move-in
8:30 a.m. – 9:15 a.m. – SkillsUSA Store open to State Directors Only
8:30 a.m. – 3 p.m. – Leverage, Activate and Engage
9 a.m. – State Directors' Meeting
9 a.m. – noon – Alumni Roundtable
1 p.m. – 6 p.m. – SkillsUSA Store Grand Opening
2 p.m. Contest Chairs' Meeting

Tuesday, June 26

7:30 a.m. – International Degree Interviews
7:30 a.m. – 5 p.m. – SkillsUSA Store open
9 a.m. – 3 p.m. – TAG Tuesday (Delegates)
9 a.m. – Noon – Advisor of the Year Interviews
9:30 a.m. – National Officer Candidate Procedure
10 a.m. – 5 p.m. – SkillsUSA TECHSPO
10 a.m. – 5 p.m. – SkillsUSA Championships Open to the Public
10 a.m. – 5 p.m. – Contestant Orientation Meetings
12 p.m. – 6 p.m. – Set up display event, exhibits and check in notebooks
7 p.m. – Opening Ceremony
8:45 p.m. – Champions Festival at 4th Street Live

Wednesday, June 27

7:30 a.m. – International Degree Interviews
7:30 a.m. – Leadership contestants report to contest area
7:30 a.m. – 8:45 a.m. – President’s Volunteer Service Award Breakfast
7:30 a.m. – 5 p.m. – SkillsUSA Store open
7:45 a.m. – Teachers’ Continental Breakfast
8:30 a.m. – 9:45 a.m. – A Call to Action Teachers’ Session
8 a.m. – 5 p.m. – SkillsUSA Championships Open to the Public
8 a.m. – 5 p.m. – SkillsUSA TECHSPO
9 a.m. – 5 p.m. – Models of Excellence Interviews
10 a.m. – First Delegate Sessions
10:30 a.m. – 4 p.m. – SkillsUSA University
11 a.m. – Joint Delegate Session
12:45 p.m. – Delegate Business Meetings
2:30 p.m. – SkillsUSA Corporate Meeting
6 p.m. – 9 p.m. – Models of Excellence Dinner
7 p.m. – Champions Night: Louisville Bats Baseball Game

Thursday, June 28

7:30 a.m. – Contestants report to contest area
7:30 a.m. – 4 p.m. – SkillsUSA Store open
8 a.m. – Leadership contests finals
8 a.m. – 5 p.m. – SkillsUSA Championships Open to the Public
9 a.m. – 4 p.m. – SkillsUSA Championships (open to the public)
8 a.m. – 5 p.m. – SkillsUSA TECHSPO
10 a.m. – 4 p.m. – SkillsUSA University
1 p.m. – Delegate Business Meetings/Meet the Candidates/Voting Primary Ballot High School Regional VP
6:30 p.m. – 10 p.m. – “SkillsUSA Night” at Kentucky Kingdom
6 p.m. – 7 p.m. – 100% Advisor and Chapter Distinction Reception Registration
7 p.m. – 9 p.m. – 100% Advisor and Chapter Distinction Celebration (No admittance once program begins)

Friday, June 29

7:30 a.m. – State Directors’ Breakfast
7 a.m. – 1:30 p.m. – Community Service Project
8 a.m. – SkillsUSA Championships Move-out
8:30 a.m. – State Directors’ Business Meeting
9 a.m. – 4 p.m. – SkillsUSA University
10:30 a.m. – Delegate Business Meetings/Meet the Candidates/Final Ballot Voting
10:30 a.m. – 1:30 p.m. – ASTS Business Meeting and Teachers Luncheon
5 p.m. – Awards Ceremony

Saturday, June 30

Return to Delaware after a successful conference!

General Planning Information



Crowne Plaza Louisville Airport Expo Center

830 Phillips Lane
Louisville, KY 40209
Telephone: 502.367.2251

Address for the Kentucky Expo Center (where the competition and ceremonies take place)

Kentucky Exposition Center
937 Phillips Ln
Louisville, KY 40209

Food and Supplies

- Walmart Neighborhood Market – 3101 Poplar Level Rd, Louisville, KY 40213 (6 miles)
- Walmart Super Center – 10445 Dixie Hwy, Louisville KY, 40272 (20 miles)
- Lowe's – Bashford Manor Mall, 2100 Bashford Manor Ln, Louisville, KY, 40218 (8 miles)
- Home Depot – 8232 Preston Highway, Louisville, KY (8 miles away)
- Panera Bread, Taco Bell, McDonalds, Home Town Pizza and more all within 1 - 3 miles

Transportation within Louisville

Local transportation is available to and from Kentucky Exposition Center. You are also allowed to ride busses that travel to other hotels to get to other desired destinations, example: Louisville Slugger Museum. This is a free service to those who have a full registration, you will not be allowed on the bus without your name tag.

Contest Information and Updates

View this website: <http://www.skillsusa.org/compete/updates.shtml>

Resume Requirements

All competitors must create a one-page hard copy résumé and submit this to the technical committee chair at the contest orientation. Failure to do so will result in a 10 point penalty. Competitors can bring a résumé to the contest on the day of competition however, the penalty will remain in effect.

Dress Code

Registered conference attendees traveling as a group should remember they are representing SkillsUSA and forming a public impression of the organization. When traveling, registered conference attendees are not required to wear official SkillsUSA attire, but are encouraged to wear clothing with the SkillsUSA logo - for example, an embroidered polo shirt with khaki slacks. At all times, whether traveling or during the conference, registered conference attendees overall appearance should be clean and neat. Their attire should be appropriate for the occasion. Contestants must follow the clothing requirements in the official technical standards for the contests. During formal events, such as the opening and awards ceremonies, official SkillsUSA attire or Professional attire is required.

Official Dress

Official dress must be worn by each competitor during your competition, opening and awards ceremony. Official dress or your contest dress should be worn to the briefing sessions as well. If you need official clothing for a contest you can order it and pick it up at the conference through www.skillsusastore.org. Contestants and observers MUST wear official dress or business dress to the opening and closing ceremonies. Absolutely no blue jeans, shorts, and t-shirts will be permitted in contests, and ceremonies. Casual clothes should be appropriate for supporting the SkillsUSA image.

Official SkillsUSA Attire

- Women: Red SkillsUSA blazer or black jacket, white blouse (collarless or small collared), knee length black dress skirt or black dress slacks, black sheer (not opaque) or skin-tone seamless hose and black shoes.
- Men: Red SkillsUSA blazer or black jacket, white dress shirt, solid black tie, black dress slacks, plain black socks and black dress shoes.

Opening and Awards Ceremonies Attire

SkillsUSA official attire, professional attire or SkillsUSA Championship work clothing is required. The dress code for award winners will be strictly enforced. Photos of medalists and industry supporters are used in general, trade and SkillsUSA publications. It is important that all members demonstrate their professionalism by looking the part. Therefore the national Board of Directors has ruled that all contestants receiving medals at the ceremony must be dressed in official SkillsUSA attire or official SkillsUSA Championships work clothing. Winners who are dressed inappropriately will not be allowed on stage. Other attire, jeans, T-shirts, sneakers, boots and sandals are not allowed. Please leave behind any cameras, purses and hats

Trading Pins

Delaware trading pins for the National Conference will be provided. Trading pins is a fun activity all states participate in while in Louisville.

Additional Money

Money will be needed by everyone to buy food and memorabilia during your stay.

Name Badges

An official name badge and holder will be provided to all registered conference participants, name badges must be worn at all times to be admitted to any functions. If a registrant loses his or her name badge, a replacement can be purchased for \$10.00. Please do not attach pins directly to name badges as it interferes with the scanners being able to read the name badge.

Drops, Substitutions, Additions

Drops, substitutions and additions can be arranged by the State Advisor. The adjustments must be made prior to the state advisors registration appointment to be held on Sunday, June 18. No refunds will be provided for dropped individuals, only substitutions can be made.

Contestant Changes

Substitutions and additions will be allowed until noon on Tuesday, June 20. The state director must be present to make contestant changes or a signed note by the state director must accompany the contestant and an advisor to make changes.

Awards Ceremony Passes

Awards Ceremony passes will be sold for \$10 each and are available to purchase at North Wing Lobby. Passes will also be sold at the door to the Awards Ceremony.

Opening General Session

Tickets are not sold for the Opening General Session. All attendees must have a conference name badge to be admitted.

Parking Passes

Parking passes can be purchased at South Wing Lobby glass booth.

Hotel Courtesies

SkillsUSA members have a nationwide reputation of high standards to uphold. Keep in mind it is our good reputation that enables you to take pride in your organization. The following is a list of hotel courtesies and suggestions to which your students should give serious consideration:

- Registered conference attendees should tip the bellhop when he/she takes bags to rooms (about \$1 per bag) and when he/she answers room service (15% of price).
- Registered conference attendees should tip for meals (15% of price).
- Registered conference attendees will not open hotel windows or throw objects out of the windows (an offense subject to police action).
- Registered conference attendees should also be considerate of other guests in the hotel
- Registered conference attendees should consider the stay in their hotel room as being a guest in someone's home and should conduct their behavior in the same manner. Attendees are to keep the sleeping room neat and clean at all times.
- Registered conference attendees are expected to respect and obey hotel security procedures and safety regulations including fire alarms, cleared stairwells, security doors and lighting and posted notices must be followed at all times.
- Code of Conduct and rules established by hotel must be followed at all times.
- Hotels may charge for any call from rooms, either to another room in the hotel or outside.

National Leadership & Skills Conference Registration Planning Page

Sponsoring School Name: _____

Name: _____ ___ Student ___ Advisor ___ Chaperone ___ Gender
(Check one)

Name: _____ ___ Student ___ Advisor ___ Chaperone ___ Gender
(Check one)

Name: _____ ___ Student ___ Advisor ___ Chaperone ___ Gender
(Check one)

Name: _____ ___ Student ___ Advisor ___ Chaperone ___ Gender
(Check one)

PACKAGE INCLUDES: Conference Registration, Kentucky Kingdom pass, shirt, opening ceremony, and awards ceremony. Most people come in on Monday and depart on Friday after the awards, or leave Saturday morning. Contestants MUST BE present Monday thru Friday and stay at our state assigned hotel.

Please Note Rooms are assigned to Delaware based on availability

Participant Cost	Registration \$150 per person	8 available		39 available	
Room Cost:	5 nights per room, excluding taxes (Arrive Mon – Leave Sat)	\$149 per night; 1 person room	\$164 per night; 2 person room \$820	\$164 per night; 3 person Room \$820	\$164 per night; 4 person room \$820
	5 night per room, excluding taxes	\$745	\$820	\$820	\$820
TOTAL per person/per room, excluding taxes (Arrive Mon – Leave Sat)		\$745	\$410	\$274	\$205

Room Registration: Names of people in each room with cell phone number.

First Name	Last Name	Cell Phone

Shirt size: (Add quantity needed in the boxes below). Note: Each participant will be ordered one (1) shirt

S	M	L	XL	XXL	XXXL

Method of Travel: (Check one)

___ Driving with family ___ Flying ___ School arranged bus/van

Estimated Arrival Time to Hotel on Monday, June 25 _____

Suggested CTSO Adult/Chaperone Duties

Prior to Attending:

- Attend parent meeting to review rules and expectations with family.
- Make sure each contestant has a copy of Contest Guidelines and Resume.
- Make sure each student has permission slip and has necessary medical clearance from nurse.
- Make a copy of each student's driver's license and medical card. Each chaperone needs to keep a copy.
- Get updated contact cell numbers from students with authorized acceptable use signatures from parents. All members should have phone list of all members.
- Check with student and each career teacher to ensure student has all necessary supplies for their competition.
- Ensure each competitor has correct uniform necessary for opening/closing ceremonies and individual competition.
- Pack all supplies and uniforms to be shipped to competition via FedEx/UPS through district. (Get packing labels from district).
- Create luggage tags for each competitor that stand out so luggage is easy to identify in airport.
- Review the National competition schedule. Create itinerary for trip, include overall view as well as individual daily schedules for each competitor.
- Research excursions, restaurants, and activities in the area so you are prepared to fill student down time. Print out maps and directions. Inform students of optional activities and prices.

Day before trip:

- Check in flights and print boarding passes.

Day of Trip:

- Be at school an hour prior to student arrival. Double check shuttle transportation to confirm pick up.
- If deemed necessary, check through student bags for contraband.
- Upon student arrival ensure they each have necessary documentation for flight.

Airport to/from:

- Distribute boarding passes as students approach airport check in and security.
- Ensure all students know which gate the airplane is leaving from and time to be at departing gate.
- Review procedure for when plane lands that students wait in lobby area to go to baggage claim together.
- Upon landing, contact shuttle for pick up and inform them you have landed.
- Once all bags are accounted for, move as a group to the shuttle pick up location.

Hotel Check in:

- Make a master list of hotel rooms so students know where other students are located and where chaperone rooms are.

- Set up meeting time once students have checked into rooms to meet up and tour hotel together and answer questions.
- Travel to competition location together and show students where entry is and locate each student's competition location.
- Review individual schedules and ensure each student knows when and where to go.
- Show students how to get the hotel shuttle if they need to use that to travel to or from the competition site.
- Make sure all students unpack upon arrival so you can see their competition uniforms to avoid last minute panic attacks. If students have forgotten anything, look up the address of the closest Walmart or similar store.
- Arrange pick up of rental vehicle, if necessary.

Daily Routine:

- Call student's room an hour prior to departure time to ensure they are getting ready and are wearing the proper attire for the day (official dress, uniform, or casual attire)
- Transport students in a district issued or rented vehicle to events and competitions when able to. Make sure students are directed to their meeting/contest location before your departure to the next group.
- Ensure that students have all of their material for events including their resume.
- Attend preliminary orientation meeting with student when permitted.
- Accompanying students to meals and other excursions.
- Maintain electronic receipts for all purchases to submit for reimbursement.
- Monitor hallways while students are in the hotel and doors are propped for co-ed students.
- Maintain contact with students via cell phone every couple hours to confirm their location and activities.
- Attend advisor meetings and orientations when necessary.
- At the end of the day, make sure all students are in their assigned rooms.
- Monitor the hallways 2 hours after bed check to insure students are safely in their assigned rooms.
- Adhere to any duties assigned by the State Advisor.
- Keep in mind that professional dress is required for all CTSO events. It is suggested that chaperones wear organization identifiable clothing even during non-sanctioned organization events. Chaperones should maintain an environment of professionalism.
- During competition time, all chaperones should circulate throughout the facility for presence and support.
- When necessary, attend debriefings of competitions and take notes.

Day Prior to Departure

- Make sure you have collected all uniforms and competition supplies to ship home. If a student has won any prizes.....make sure they are shipped home properly either in a checked bag or a professional carrier.
- Arrange a pick-up date and time with the carrier. Label all boxes according to carrier instructions.
- Make sure all students have packed their belongings other than those items they will need for the last 24 hours.
- Check each student room for cleanliness and any possible damage. If damaged, notify the proper hotel management. Also....a reminder to students that any damage is shared by all room occupants.
- Inform all students of departure time and location.

- Print out all boarding passes.
- Confirm shuttle service to the airport.
- Confirm that all students' luggage is properly labeled with luggage tags.

Day of Departure

- Ask to see each student's identification. If a student has misplaced their identification, refer to your copy that was taken at the parent meeting.
- Upon arrival at the airport, have students call home to confirm their arrival and appropriate pick up time at school.
- Upon arrival at school, collect any last minute uniforms that were worn the last evening from all students.
- Wait for every student to be picked up by a family member.

National SkillsUSA Guidelines for Management of Conference Delegation Conduct

It is the responsibility of the state association director to assure that each state registered conference attendee (student competitors, advisors, voting delegates, state officers and observers) is aware of the Code of Conduct, hotel courtesies, official SkillsUSA attire and conference program. It is also the responsibility of the state association director to ensure that all state registered conference attendees follow the rules established, attend all meetings and conduct themselves in a professional manner indicative of SkillsUSA standards. The state association director should establish a plan for ensuring the proper conduct of their state's registered conference attendees and assign advisors, or responsible adult chaperones to monitor the involvement of registered conference attendees during the conference, attendance at meetings and general conduct. This should include orientation meetings with the states registered conference attendees periodically during the conference, room checks, hotel monitors, emergency procedures, reporting system to the state association director and disciplinary action to be taken in case of misconduct.

SkillsUSA and its state association have developed an excellent record of good conduct at national conferences over the years. This is primarily due to the enforcement of the Code of Conduct, the state association directors taking the important responsibility of orienting their state's registered conference attendees and assisting other states as needed. This past record must be maintained, and the state association directors' role in the conduct of the registered conference attendees is most important. If your state needs assistance in this area, the national staff is willing to discuss this with you to work out a plan. If a member of your states registered conference attendees violates the Code of Conduct, the following procedures should be followed:

1. The violation should be reported to a member of the national staff
2. Conference attendees violating the Code of Conduct will be referred to their state association director for appropriate action.
3. In the event the state association director requires assistance, a committee composed of national staff, board of directors will recommend action
4. A report of the situation and the action taken will be forwarded to the local school following the conference.

State associations will be directly responsible for the conduct of their registered conference attendees. The term "registered conference attendees" means any SkillsUSA member, including adults.



***Delaware SkillsUSA Code of Conduct- Practices and Procedures**

Delaware SkillsUSA requires each delegate attending to read, understand and sign the Code of Conduct Practices and Procedures. Return this form to the Chapter advisor prior to attendance at the SkillsUSA sponsored event.

- The term “delegate” shall mean any SkillsUSA member, including advisors, attending conferences.
- There shall be no defacing of public property. Any damage to any property, furnishing or facilities must be paid for by the individual or chapter responsible.
- Delegates must wear identification badges at all times.
- Delegates shall refrain from using inappropriate or profane language at all times.
- Delegates shall refrain from verbal or physical harassment, hazing or name-calling.
- Delegates shall respect the rights and safety of each other and guests.
- Delegates shall not possess alcoholic beverages, narcotics or weapons in any form at any time under any circumstances.
- Delegates shall refrain from gambling or games of chance for money or other things of value.
- Use of tobacco products by delegates is prohibited at all SkillsUSA functions.
- Delegates must adhere to the dress code at all times. Contest appropriate attire must be worn. In other instances, business casual attire is acceptable. Visit the national website for official attire guidelines.
<http://www.skillsusa.org/about/history-brand-resources/emblem-colors-and-official-attire/>
- Delegates must dress and behave in a professional manner.
- Students shall keep their adult advisors informed of their activities and whereabouts at all times.
- No delegate shall leave the conference property without permission (except for authorized events) unless permission has been received from chapter and state/provincial advisors.
- Delegates should be prompt and prepared for all activities.
- Delegates should be financially prepared for all activities.
- Delegates are required to attend all sessions and activities assigned including workshops, competitive events, committee meetings, etc. for which they are registered unless engaged in some specific assignment scheduled at the same time.
- Delegates willfully ignoring or violating any of the above rules may subject their entire delegation to being unseated and their candidates or competitive events to being disqualified. Individual delegates may be sent home immediately at their own expense. Delegates are to display positive sportsmanship, and positive demeanor with each other, advisors, chaperones, and guests.

Student Name (printed)

Parent Signature

Student Name (signature)

Date

****Please note: The Delaware and National SkillsUSA code of conduct are the minimum expectations for all participants***

National SkillsUSA Dress Code Policy

Registered conference attendees traveling as a group should remember they are representing SkillsUSA and forming a public impression of the organization. When traveling, registered conference attendees are not required to wear official SkillsUSA attire, but are encouraged to wear clothing with the SkillsUSA logo - for example, an embroidered polo shirt with khaki slacks. At all times, whether traveling or during the conference, registered conference attendees overall appearance should be clean and neat. Their attire should be appropriate for the occasion. Contestants must follow the clothing requirements in the official technical standards for the contests. During formal events, such as the opening and awards ceremonies, official SkillsUSA attire or Professional attire is required.

Description of Official SkillsUSA Attire

Women: Red SkillsUSA blazer or black jacket, white blouse (collarless or small collared), knee length black dress skirt or black dress slacks, black sheer (not opaque) or skin-tone seamless hose and black shoes

Men: Red SkillsUSA blazer or black jacket, white dress shirt, solid black tie, black dress slacks, plain black socks and black dress shoes.

Description of Opening and Awards Ceremonies Attire

SkillsUSA official attire, professional attire or SkillsUSA Championship work clothing is required. The dress code for award winners will be strictly enforced. Photos of medalists and industry supporters are used in general, trade and SkillsUSA publications. It is important that all members demonstrate their professionalism by looking the part. Therefore the national Board of Directors has ruled that all contestants receiving medals at the ceremony must be dressed in official SkillsUSA attire* (see description directly above) or official SkillsUSA Championships work clothing. Winners who are dressed inappropriately will not be allowed on stage. Other attire, jeans, T-shirts, sneakers, boots and sandals are not allowed. Please leave behind any cameras, purses and hats

Opening and Awards Ceremony Seating

All registered participants are expected to attend the Opening Ceremony and Awards Ceremony. The Opening Ceremony is open to registered participants only. Awards Ceremony passes for friends and family not registered for the conference are available in the registration headquarters prior to the Awards Ceremony. Sign-language interpretation is provided in Freedom Hall during both ceremonies. Please consult your NLSC program for special seating for those needing sign-language interpretation. States have assigned seating during the Opening and Awards Ceremonies. Assigned seating at Freedom Hall in Louisville will be made after registration is completed in May.

SPECIAL NEEDS CONTESTANT INFORMATION

If you have registered a contestant who will require the assistance of another person at the orientation meeting and during the competition, please complete the information below and submit this form with the official contestant registration form. (Example: a dyslexic student requiring a reader, a deaf student requiring a signer, etc.) Please note we can provide sign language specialists, but not translators. If there is a language barrier, we will try and assist; however, the state association will have to bear the cost.

- Form: <https://skillsusa.wufoo.com/forms/special-needscontestant-information-2017/>

**Note: Please specify Medical needs diabetes, food allergies, wheelchair etc. We will assist with hearing impaired issues for orientations and debriefing. If they are needed longer intervals we will work with them on an individual basis. We do not cover interpreters if needed we will come to an agreed arrangement. Please complete the information requested and return this form by May 16 to:*

SkillsUSA Championships
14001 SkillsUSA Way
Leesburg, VA 20176-5494
703-777-8999 (FAX) or Email to: dworden@skillsusa.org

Insurance

National SkillsUSA Insurance Coverage and Information

This section explains the basic insurance coverage included with the registration fee paid by a conference participant and how to go about filing a claim in case of an accident. NOTE: This is “secondary” coverage, which means claims will go to the primary carrier (if applicable) for payment first. Any treatment resulting from illness is not covered by SkillsUSA.

Insurance Claims

In cases where injuries resulting from an accident have been sustained during the dates of the NLSC, a medical claim form must be picked up at the SkillsUSA conference headquarters in East Wing, Room E1. This form should accompany the patient to the treatment center so the attending physician(s) can provide pertinent information related to the case. If a form cannot be completed at the time of treatment, then the information must be submitted at a later date (claim forms can be submitted up to 30 days following the incident.)

All medical claim forms for injury resulting from an accident should be completed and returned to the SkillsUSA conference headquarters during the NLSC or mailed to the SkillsUSA National Leadership Center in Leesburg, Va. Copies will then be forwarded to the insurance company for processing and payment. Copies of itemized bills must accompany claim forms!

Suggested Packing List

Official Attire

- ☐ Slacks/skirt _____
- ☐ Appropriate dress shirts _____
- ☐ Blazer with patch _____
- ☐ Tie _____
- ☐ Black belt _____
- ☐ Appropriate socks or hosiery _____
- ☐ shoes _____

Appropriate Casual Attire

- ☐ T-shirts _____
- ☐ Appropriate jeans and shorts _____
- ☐ Sweatshirts _____
- ☐ Relaxation clothing _____
- ☐ Sneakers _____
- ☐ Socks _____
- ☐ Undergarments (enough for trip) _____
- ☐ Swim suits _____
- ☐ Pajamas _____

Toiletries

- ☐ Shampoo/Conditioner _____
- ☐ Soap/body wash _____
- ☐ Deodorant _____
- ☐ Toothbrush/toothpaste _____
- ☐ Lotions/aftershave _____
- ☐ Razors and shaving gel _____
- ☐ Hair products _____
- ☐ Hair appliances (blow dryer, etc.) _____
- ☐ Hair accessories (hair ties, pins, clips) _____
- ☐ Comb/brush _____
- ☐ Female hygiene products _____
- ☐ _____

Miscellaneous

- ☐ Medication and health necessities _____
- ☐ Personal electronics (laptop, etc.) _____
- ☐ Money (if needed) _____

Reminders

- ✓ Iron, starch, and crease clothing, Launder clothing, Shine shoes

Suggested Delaware Planning Check List

Timeline

- ☐ March Identify and confirm participants planning to attend NLC;
- ☐ April 10- Meet as a statewide leadership team to discuss NLC planning;
- ☐ April 6-21- Send permission forms, etc. to families;
- ☐ April 6-14- Begin registering participants for NLC;
- ☐ April 22- Complete registration of participants, print invoice, send payment to National Office;
- ☐ April 23-30- Determine room assignments;
- ☐ May 1- Send to hotel room assignments to State Office
- ☐ May 1- Send shirt sizes for your delegation to State Office
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ May 18- Deadline for state office to enter room assignments into National Office
- ☐ June 8- Deadline to send payment for NLSC registration to National Office

Advisor/School Registration System Instructions

a. **Volunteer NLSC Group Registration** – The following volunteer groups are to register for the conference at <https://w3.smartreg.com/webreg/SKILLSUSA17/>

- Alumni
- Conference Management Team
- Contest Set-up Helpers
- Courtesy Corps
- Judges
- National Education Team
- National Contest Technical Committee Members

b. **Paid NLSC Participant Registration**– Register contestants, parents or anyone requiring a badge for entry to the opening session, competition floor, awards ceremony or bus transportation for your state online at www.skillsusa-register.org/Login.aspx. Use your advisor login and password to enter site. Do not provide students or parents with website logon information as they should not be entering information. Only the advisor, school personnel or state director should be registering participants. Below is a short description of the registrant types.

c. **Registrant Types:**

- **Contestants**- Any student competing in a contest. This includes interview contestants for American Spirit, Chapter Display, Promotional Bulletin Board, Occupational Health and Safety, and Outstanding Chapter.
- **Advisor**- Teachers accompanying any student; includes contestants and observers.
- **Observer**- An observer is a parent, student's that are back-up's to competitors, guests, models for esthetics and nail care or any other attendee that needs a badge for entrance into all of the events; opening session, competition floor, Awards Ceremony and bus transportation with your state delegation.
- **Children 10 and under**- Free registration. NOTE: Tickets for amusement parks or any other event that does not include entrance with a badge is not included as part of the child's free registration. These items can be purchased separately at conference.
- **Models of Excellence**- These are registrants that have achieved the highest honor of the Chapter Excellence Program and will be interviewing as Models of Excellence during NLSC. These chapters were notified that they qualified for this honor by the National Office of Education. Only register as a Model of Excellence if you were contracted by the SkillsUSA national office.

c. **Register for Conference**- Log-on to: www.skillsusaregister.org/Login.aspx. Click the Conference Tab – My Registrations – Watch Video on far right side or follow the Steps 1-2-3 at the top of the registration website. NOTE: The system will only accept conference registration for contestants if

they have paid their membership dues and were registered as a member by the March 1 national deadline.

- **Registrants from a Previous Conference-** If registering from a prior conference use the Lookup Previous Registration button at the bottom of the screen and click the register button next to the name.
- **Liability Form-** Once the name is registered; click the FORM button that is displayed to the left of the name and ensure all fields are completed. It is critical to provide accurate birth dates for contestants, onsite emergency contacts for all participants, and complete the special needs and food allergies sections if applicable. We recommend you print the Conference Registration Form and have the participant verify the information is accurate. A blank Liability Form can be printed ahead of time and given to the participant to fill-out. Click the tab Conference, Blank, NLSC1 Form. The form should then be returned to the advisor or designated school person to enter the data on our web site as mentioned above.
- **Liability Consent-** Ensure that the Liability box on the bottom of the Conference Registration Form is checked. If someone requires medical attention, it is important that we have this information in order to provide medical attention in case of emergencies.
- **Models Nail Care/Esthetics-** Register nail care and esthetics models as an observer. Models and assistants SHOULD NOT register as a contestant.
- **Home Addresses-** You must provide a home address. Contest awards and corporate gifts are mailed to home addresses.



Louisville, Kentucky
June 21-22, 2017

OFFICIAL CONTESTS = 98/TOTAL COMPETITIONS = 100

3-D Visualization and Animation
Action Skills
Additive Manufacturing
Advertising Design
American Spirit
Architectural Drafting
Audio/Radio Production
Automated Manufacturing Technology
Automotive Refinishing Technology
Automotive Service Technology
Aviation Maintenance Technology
Basic Health Care Skills (HS only)
Broadcast News Production
Building Maintenance
Cabinetmaking
Career Pathways Showcase
Carpentry
Chapter Business Procedure
Chapter Display
CNC Milling Specialist
CNC Technician
CNC Turning Specialist
Collision Repair Technology
Commercial Baking
Community Action Project
Community Service
Computer Programming
Cosmetology
Crime Scene Investigation
Criminal Justice
Culinary Arts
Customer Service
Dental Assisting
Diesel Equipment Technology
Digital Cinema Production
Early Childhood Education
Electrical Construction Wiring
Electronics Technology
Employment Application Process
Engineering Technology/Design
Entrepreneurship
Esthetics
Extemporaneous Speaking
Firefighting
First Aid/CPR
Graphic Communications
Graphics Imaging - Sublimation
Health Knowledge Bowl
Health Occupations Professional Portfolio
Heating, Ventilation, Air Conditioning and Refrigeration
Humanoid Robotics
Industrial Motor Control
Information Technology Services
Interactive Application and Video Game Development
Internetworking
Job Interview

Job Skill Demonstration A
Job Skill Demonstration Open
Major Appliance and Refrigeration Technology
Marine Service Technology
Masonry
Mechatronics
Medical Assisting
Medical Math
Medical Terminology
Mobile Electronics Installation
Mobile Robotics Technology
Motorcycle Service Technology
Nail Care
Nurse Assisting
Occupational Health and Safety
Opening and Closing Ceremonies (adding Middle School)
Outstanding Chapter
Photography
Pin Design (State Conference)
Plumbing
Power Equipment Technology
Practical Nursing
Prepared Speech
Principles of Engineering/Technology
Promotional Bulletin Board
Quiz Bowl
Related Technical Math
Residential Systems Installation and Maintenance
Restaurant Service
Robotics: Urban Search and Rescue (adding Middle School)
Robotics and Automation Technology
Screen Printing Technology
Sheet Metal
Team Engineering Challenge (for Middle School students only)
TeamWorks
Technical Computer Applications
Technical Drafting
Telecommunications Cabling
Television (Video) Production
T-shirt Design
Web Design
Welding
Welding Fabrication
Welding Sculpture

Denotes Demonstration Contest (highlighted in red)

Middle School students to be added to these contests