



## REGISTRATION INFORMATION & DIRECTIONS

Reach – **Recruit** – Engage

- WHO:** SkillsUSA Chapters who are interested in cultivating chapter experiences, exploring the SkillsUSA Framework and developing a successful and effective chapter recruitment plan.
- WHEN:** **Monday & Tuesday – October 23 & 24**  
Program begins at 1 pm on Monday and ends at 1 pm on Tuesday  
*Registration will open at 10AM*
- WHERE:** **Sheraton Atlanta Hotel**  
165 Courtland Street NE  
Atlanta, GA 30303  
404-659-6500  
The Sheraton Atlanta is the official conference hotel and all chapters are required to stay in the official hotel. **The SkillsUSA Office will make all hotel reservations.** Advisors will make room assignments by using the “Hotel Planner” drag & drop on the On-line Registration site. *Detailed registration directions available as a download on this site.*  
**All Chapters are required to stay overnight at the Sheraton for the conference.** *If CTAE director requests for you to not stay overnight, please call us at 866-503-3169.*
- FEES:** **Conference Registration:** \$65 per person & \$50 Chapter Fee  
*\$20 Late Registration Fee per registrant*  
Absolutely no REFUNDS will be granted.  
**Hotel Price:** \$149 nightly plus with a State Hotel Assessment Fee of \$5.00 per room/per night.
- DEADLINES:** **Registration Deadline is Wednesday, September 20, 2017.**
- PAYMENTS:** **Conference payments are due by October 13, 2017.**  
Mail Payments to:  
  
SkillsUSA Georgia  
1740 Hudson Bridge Road  
Suite 1052  
Stockbridge, GA 30281  
  
*Please call our office to pay via credit card (706-906-4007).*
- Hotel payments** will be paid directly to the hotel and you will need to supply the hotel with a signed State Tax Exempt form to avoid paying sales tax.

**DRESS CODE: Monday** – Jeans, Chapter T-Shirt and closed toed shoes (tennis shoes preferred).  
**Tuesday** – Jeans, Conference T-Shirt and closed toed shoes (tennis shoes preferred).  
**NO SHORTS OR DRESSES ALLOWED**

**MEALS:** Monday Dinner – On Your Own  
Tuesday Breakfast – Provided  
Tuesday Lunch – On Your Own

**TENTATIVE SCHEDULE:**

1:00 pm	Opening General Session
2:00 pm – 5:00 pm	Framework Experiential Learning Activities <b>** required for Tuesday's workshops**</b>
5:00 pm	Dinner on your own
8:00 am	Opening General Session
8:30 am	Workshop 1
10:00 am	Workshop 2
11:00 am - 12:00 pm	Workshop 3
12:15 pm – 1:00 pm	Closing General Session
1:15 pm	Depart from Conference

**REGISTRATION STEPS:**

**Step 1:** Register your chapter on-line at **TBA**.

*See download for detailed instructions for on-line registration.*

**Deadline is Wednesday, September 20, 2017 – Registering after deadline will result in a \$20 late fee per individual.**

**Late registrants will only be accepted until September 27, 2017. No exceptions.**

**Step 2:** By **October 13<sup>th</sup>** submit registration summary invoice form and payment to:

SkillsUSA Georgia  
1740 Hudson Bridge Road, Suite 1052  
Stockbridge, GA 30281

**Step 3:** Have each attendee complete the following forms and turn in on-site at registration:

*Forms are available as a download document on the website.*

- Medical Release
- Code of Conduct
- Advisor Code of Conduct

**Step 4:** Make necessary arrangements to pay hotel invoice prior to arrival or on-site. Be sure your payment is accompanied by a signed tax exempt form.

**Step 5:** Review activities and competitions to make sure that you and your students take full

advantage of all opportunities.

- Statesman Award Testing – *Study Guide available on the website.*
- Chapter Competitive Events – All events are entered in by the Chapter and not individuals.  
*Guidelines available as a download on the website.*
  - Framework Display Event
  - Framework Poster Event
  - Brochure Poster Event
  - Video Event

**Step 6: Get Ready to Reach, Recruit & Engage!**

## ON-LINE REGISTRATION INSTRUCTIONS/STEPS:

1. Log onto [\(link TBA\)](#) to register your chapter for the 2re Conference.
2. You will enter your email address and the password. If you did not previously create a password then you can do so on the site by following the instructions listed.
3. After you have logged in, click on the "Conference" tab at the top of the page and click on "My Registrations" from the drop down box.
4. From the Filter Event Drop down box choose the appropriate conference (2re/Fall Leadership Conference.
5. Begin registering your chapter by clicking on the **ADD REGISTRANT** button at the top of the page.
6. Complete the following information for each conference participant (Advisor, Student, Chaperone):
  - a. Participants first and last name, street address, city, state and zip.
  - b. Reg. Type (Select either Advisor, Student Participant or Chaperone from the drop down list)
  - c. Select the appropriate shirt size.
  - d. You **DO NOT** need to complete the **tabs** labeled Contest, Details or Emergency.
  - e. **Click on the tab labeled State Info.**
    - i. Check the box if your student will enter the **Statesman Award Competition, Distinguished Statesman Award.**
    - ii. Check the box if your chapter plans to enter into a **Competitive Event.**
  - f. Click Save Registration and the information will be saved and you will be able to add additional participants.
7. **PLEASE ensure the following:**
  - a. Each attendee's name is spelled correctly
  - b. Each attendee has a shirt size listed on the form
  - c. You have indicated which attendees will be completing the Statesman Award evaluation.
8. **Once you have completed registering all of your attendees, you will now need to complete the HOTEL PLANNER portion of the registration.**
  - a. Click on the HOTEL PLANNER button at the top of the page.
  - b. Click on each of your registered members and drag and drop them into an available appropriate hotel room.
    - i. Rooms must be either all female or all male.
    - ii. This steps allows you to determine which students are housed together.
  - c. BE CAREFUL - Make sure that you use single and double rooms appropriately. NO MORE THAN 2 PEOPLE PER SINGLE ROOM AND NO MORE THAN 4 PEOPLE PER DOUBLE ROOMS.
9. Print the **fee summary** and **registration summary** from the website. You will want to make a copy for your records and submit a copy with your payment.
10. **On-line registration site will close at midnight on Wednesday, September 20th. Payment is expected for all participants that are registered on-line by October 13<sup>th</sup>. Registering after deadline of September 20th will result in an additional fee of \$20 per attendee.**

Conference Registration YouTube Video to assist with registration:

<https://www.youtube.com/watch?v=6NoaxEDnN7I>

# SkillsUSA Georgia

## Personal Liability / Medical Release / Photograph Release

All children, students, and adults who attend any SkillsUSA Georgia Conference require this form. No conference attendee is allowed to participate unless SkillsUSA Georgia receives this form. Parents and chapter advisors: Please make a copy of this completed form for your records.

First, each student must complete local school system medical release form. This form should be kept by the local chapter advisor and follow local school system policy.

Name \_\_\_\_\_ Home Telephone \_\_\_\_\_

Home Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Advisor \_\_\_\_\_ School \_\_\_\_\_

Advisor Cellphone Number (for emergency use only) \_\_\_\_\_

At Home Emergency Contact: \_\_\_\_\_ Phone number: \_\_\_\_\_

"I hereby agree to release SkillsUSA Georgia, its representatives, agents, servants and employees from liability for any injury to above named person at any time while attending the SkillsUSA Georgia State Leadership and Skills Conference, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees."

"I do voluntarily authorize SkillsUSA Georgia local chapter advisors, state advisor, state director, assistants and/or designees to administer and/or obtain routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment."

"I agree to indemnify and hold harmless National SkillsUSA, SkillsUSA Georgia and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards."

"I hereby authorize any physician member of the Department of Emergency Medicine of an accredited hospital or any member of the medical staff of an accredited hospital to render medical treatment, which in his/her judgment is deemed necessary in the care of the above named person (child or student) while attending the SkillsUSA Georgia activity, including time traveling to and from the conference."

"I permit SkillsUSA Georgia to use video footage and photographs of my child for publicity that might include but is not limited to: website, PowerPoint presentations, promotional videos, flyers or news publications."

\_\_\_\_\_  
Signature of parent or guardian (if child or student) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Participant's or advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**A COPY OF THIS FORM MUST BE KEPT BY THE STATE AND CHAPTER ADVISORS AT THE CONFERENCE AND GIVEN TO APPROPRIATE MEDICAL AUTHORITIES IN THE EVENT OF A MEDICAL EMERGENCY.**

# SkillsUSA Georgia

## Code of Behavior

1. Teachers/advisors will assume full responsibility that delegates abide by the SkillsUSA Georgia dress code and code of behavior at all times including travel to and from conference.
2. Participants shall be prompt and prepared for all activities. All delegates shall behave in a courteous manner and refrain from language and/or actions that could bring discredit upon them, their school and/or SkillsUSA Georgia. Delegates should wear name badges at all times except in sleeping quarters.
3. Delegates shall be fully clothed at all times outside of living quarters. This includes movement between rooms.
4. Delegates agree not to consume or have in possession any alcoholic beverages or non-prescription narcotics, gamble, smoke or use other tobacco products during the conference.
5. Conduct not conducive to an educational conference will not be tolerated. Examples of unacceptable conduct includes, but is not limited to, disrupting a businesslike atmosphere, consorting with non-conference individuals or any activities which will endanger self or others.
6. Delegates are expected to attend all general sessions. Student participants shall not leave the hotel premises without the permission from their advisor. Delegates shall keep their advisors informed of their activities and whereabouts at all times.
7. Delegates shall observe the curfew hour. It is the responsibility of the teacher/advisor to ensure compliance with this article.
8. Delegates shall refrain from all types of roughhousing including dropping articles out of the windows. Delegates understand that girls' hotel rooms are off limits to boys and boys' rooms are off limits for girls unless an advisor is present. Chapters found in violation will be asked to leave.
9. Delegates agree to pay for all phone calls made from their rooms. These will be shown on individual bills and paid for by the local chapter or chapter members.
10. Delegates shall respect the hotel property of which they are a guest and will pay for any property damage or loss that occurs due to their stay during the conference.
11. Delegates shall not use portable stereos or other loud music making devices outside their rooms and will keep the volume low while they are in rooms.
12. Participants violating any of the rules of conduct will subject their entire delegation to be unseated.
13. Participants may be sent home at their own expense for violating any of these rules of conduct. Violators (and their chapter) may be suspended for one year.

It is hoped that each student attending the conference will take this Code of Behavior with a positive attitude so that SkillsUSA Georgia will continue to have the respect of education, business people and the general public.

Student's Signature \_\_\_\_\_ School \_\_\_\_\_

I have read and understand the Code of Behavior. I have informed my son/daughter of the importance of his/her conforming to its provisions.

Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_

I have read and understand the Code of Behavior. I have informed my students of the importance of his/her conforming to its provisions. I have reminded them also that an infraction will be reported to me by the State Director who has the authority to take prudent disciplinary action as he or she sees fit.

Date \_\_\_\_\_ Principal's Signature \_\_\_\_\_

I have read and understand the Code of Behavior. I have instructed my students of the importance of his/her conforming to its provisions. I understand that I am responsible for said student's actions while participating at the conference.

Date \_\_\_\_\_ Advisor's Signature \_\_\_\_\_



## Advisor Code of Conduct

*This document is to be submitted at registration for each SkillsUSA Georgia Event.*

**As a SkillsUSA Georgia Chapter Advisor, bringing students to participate in a scheduled conference or event, I realize that my conduct is critical to setting the conduct standards for the organization and students. Therefore, I will adhere to the following Code of Conduct . . .**

1. Bring only my most responsible students who exhibit proper behavior and follow directions.
2. Ensure a minimum of 1 chaperone per 10 students.
3. Have a female chaperone for female students and a male chaperone for male students.
4. Be in direct supervision of students at all times.
5. All conference attendees (including students, chaperones and advisors) will abide by the dress code at all times.
6. Ensure that my students are present and on time for all conference functions (Opening General Session, Break-out Sessions, Competitive Events, Awards Ceremony, etc.).
7. I will review and explain to all attendees the following policy which has been established by the SkillsUSA Georgia Board of Directors.  
 "Students who break conference rules or behave inappropriately will subject their entire delegation to disciplinary action at the discretion of the Executive Director, State Advisor and/or Board of Directors. Disciplinary action may include expulsion from conference activities with no refund of registration fees and/or individual disqualification from state conference activities."
8. I will be responsible for enforcing conference curfew time. No students out of their hotel rooms after the posted curfew hour without an adult.
9. I will fulfill all of my scheduled duties.
10. I will not consume or have in my possession any alcoholic beverages or non-prescription narcotics.
11. I will obtain a signed Permission Form or Medical Release Form as required by my school system and/or SkillsUSA Georgia and retain a copy of the form(s) in my possession throughout the duration of the event.
12. I will uphold the standards of the Georgia Code of Ethics for Educators and follow the policies of my school and local Board of Education at all times.

I have read and understand the Advisor Code of Conduct and I am fully aware of the information contained herein. I am aware that if, for any reason, I am in violation of any of the rules of the conference, I may be brought before the appropriate discipline committee for an analysis of the violation and all violations of the Code of Conduct will be reported to the administration of the school system.

School:		
Chapter Advisor's Signature:	Print Advisor's Name:	Cell Phone:
Administrator's Signature:	Print Administrator's Name:	Date:

# SKILLSUSA FRAMEWORK BROCHURE GUIDELINES

## OBJECTIVE:

Chapters members should work together to create a brochure that accurately represents the SkillsUSA Framework. The brochure should incorporate the three components of the Framework; technical, workplace and personal skills.

## PROCEDURES:

Advisors/Students should submit their brochure during the event check-in.

## CONTEST RULES:

1. Entries will be limited to one per chapter.
2. The brochure must be designed on a letter size (8 1/2 x 11 inches) paper, color, and may be tri-fold or bi-fold.
3. The entry should contain a brochure only. Extra printed materials should not be submitted with the brochure and will not be judged as a part of the project.
4. The SkillsUSA logo and Framework logo should be incorporated into the brochure design. The logo may either be the SkillsUSA national logo, state logo or chapter logo. Proper guidelines for logo use can be found at: <http://www.skillsusa.org/about/history-brand-resources/logos-and-graphic-standards/>. Please note that when using just the word SkillsUSA, it is considered one word and a space should not separate Skills and USA.
5. The brochure should be created with the mind-set that it will be used to promote SkillsUSA and the Framework. The top three entries will be awarded.

## EVALUATION:

1. **General Effect/Impact (40 Points)**
  - a. Effectively represents SkillsUSA Georgia.
  - b. Effectively represents the 3 components of the SkillsUSA Framework.
  - c. Overall Appearance
2. **Design Elements (20 Points)**
  - a. Images enhance message of brochure
  - b. Text (readability, grammar, spelling, etc.)
  - c. Colors
  - d. Artistic Flair
3. **Uniqueness/Creativity of Design (20 Points)**
  - a. What sets your design apart from the other chapters?
4. **Logo Incorporation (20 Points)**
  - a. SkillsUSA National Logo/State Logo/Chapter Logo Incorporated in Design
  - b. SkillsUSA Framework Logo Used Effectively to Enhance Design
5. **Violations of Size Specifications**
  - a. Violation of size requirements will result in a 20-point penalty.
6. **Violation of Additional Materials**
  - a. Violation of additional materials will result in a 20-point penalty.



# Framework Brochure Evaluation

School Name: \_\_\_\_\_

EVALUATION CRITERIA	Possible Points	Points Awarded
<b>GENERAL EFFECT/IMPACT – 40 POSSIBLE POINTS</b>		
a. Effectively represents SkillsUSA	15	
b. Effectively represents the three components of the Framework; (Technical, Workplace, & Personal Skills)	15	
c. Overall Appearance	10	
<b>DESIGN ELEMENTS – 20 POSSIBLE POINTS</b>		
a. Images Enhance Message of Brochure	5	
b. Text (readability, grammar, spelling, etc.)	5	
c. Colors	5	
d. Artistic Flair	5	
<b>UNIQUENESS/CREATIVITY OF DESIGN – 20 POSSIBLE POINTS</b>		
a. What sets the design apart from the other chapters?	20	
<b>LOGO INCORPORATION – 20 POSSIBLE POINTS</b>		
a. SkillsUSA National Logo/State Logo/Chapter Logo Incorporated in Design	10	
b. SkillsUSA Framework Logo Used Effectively to Enhance Display	10	
<b>VIOLATIONS OF SIZE SPECIFICATION</b> 8 ½" X 11" Piece of Paper (No additional framing, foam board, backing, etc.)	-20	
<b>VIOLATION OF ADDITIONAL MATERIALS</b> Extra printed materials are prohibited and should not be judged – BROCHURE ONLY	-20	
<b>TOTAL</b>	<b>100</b>	

Evaluator's Comments:

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Evaluator's Signature: \_\_\_\_\_

# SKILLSUSA FRAMEWORK DISPLAY GUIDELINES

## OBJECTIVE:

Chapters members should work together to create a display that accurately represents the SkillsUSA Framework. The display should incorporate all three aspects of the Framework; technical, workplace and personal skills.

## PROCEDURES:

Advisors/Students should submit their display during the event check-in at the Conference.

## CONTEST RULES:

1. Entries will be limited to one per chapter.
2. Display size is limited to 46" in width, 36" in height, and 18" in depth.
3. All displays must collapse to fit the below specifications
  - a. 36 inches long, 24 inches wide, and 6 inches deep/thick
  - b. Display should not weigh more than 10 pounds.
4. The entry should contain a display only. Extra printed materials should not be submitted with the display and will not be judged as a part of the project. (i.e. brochures, flyers, etc.)
5. The SkillsUSA logo and Framework logo should be incorporated into the design. The logo may either be the SkillsUSA national logo, state logo or chapter logo. Proper guidelines for logo use can be found at: <http://www.skillsusa.org/about/history-brand-resources/logos-and-graphic-standards/>. Please note that when using just the word SkillsUSA, it is considered one word and a space should not separate Skills and USA.
6. The display should be created with the mind-set that it will be used to promote the SkillsUSA Framework.
7. Electricity will not be provided for the displays.
8. The top three entries will be awarded. The use of expensive accessories (such as laptop computers, projectors, etc.) is not permissible.

## EVALUATION:

1. **General Effect/Impact (40 Points)**
  - a. Effectively represents the SkillsUSA Logo
  - b. Effectively serves to promote the Framework.
  - c. Overall Appearance
2. **Design Elements (20 Points)**
  - a. Construction
  - b. Materials
  - c. Colors
  - d. Artistic Flair
3. **Uniqueness/Creativity of Design (20 Points)**
  - a. What sets your design apart from the other chapters?
4. **Logo Incorporation (20 Points)**
  - a. SkillsUSA National Logo/State Logo/Chapter Logo Incorporated in Design
  - b. SkillsUSA Framework Logo Incorporated in Design
5. **Violations of Size Specifications**
  - a. Violation of size requirements will result in a 20-point penalty.
6. **Violation of Additional Materials**
  - a. Violation of additional materials will result in a 20-point penalty.

# Framework Display Evaluation

School Name: \_\_\_\_\_

EVALUATION CRITERIA	Possible Points	Points Awarded
<b>GENERAL EFFECT/IMPACT – 40 POSSIBLE POINTS</b>		
a. Effectively Represents the SkillsUSA Logo	15	
b. Effectively serves to promote the Framework	15	
c. Overall Appearance	10	
<b>DESIGN ELEMENTS – 20 POSSIBLE POINTS</b>		
a. Construction	5	
b. Materials	5	
c. Colors	5	
d. Artistic Flair	5	
<b>UNIQUENESS/CREATIVITY OF DESIGN – 20 POSSIBLE POINTS</b>		
a. What sets the design apart from the other chapters?	20	
<b>LOGO INCORPORATION – 20 POSSIBLE POINTS</b>		
c. SkillsUSA National Logo/State Logo/Chapter Logo Incorporated in Design	10	
d. SkillsUSA Framework Logo Incorporated in Design	10	
<b>VIOLATIONS OF SIZE SPECIFICATION</b> Display size is limited to 46" width/36" height/18" in depth	-20	
<b>VIOLATION OF ADDITIONAL MATERIALS</b> Extra printed materials are prohibited and should not be judged (i.e. brochures, flyers, etc.)	-20	
<b>TOTAL</b>	<b>100</b>	

Evaluator's Comments:

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Evaluator's Signature: \_\_\_\_\_

# SKILLSUSA FRAMEWORK POSTER GUIDELINES

## OBJECTIVE:

Chapters members should work together to create a poster that accurately represents the SkillsUSA Framework. The poster should incorporate the three components of the Framework; technical, workplace and personal skills.

## PROCEDURES:

Advisors/Students should submit their poster during the event check-in.

## CONTEST RULES:

1. Entries will be limited to one per chapter.
2. Poster must be presented on an 8.5" x 11" piece of paper. (Additional framing, foam board backing, etc. are not needed and may even lead to a point deduction.)
3. The entry should contain a poster only. Extra printed materials should not be submitted with the poster and will not be judged as a part of the project. (i.e., brochures, flyers, etc.)
4. The SkillsUSA logo and Framework logo should be incorporated into the poster design. The logo may either be the SkillsUSA national logo, state logo or chapter logo. Proper guidelines for logo use can be found at: <http://www.skillsusa.org/about/history-brand-resources/logos-and-graphic-standards/>. Please note that when using just the word SkillsUSA, it is considered one word and a space should not separate Skills and USA.
5. The poster should be created with the mind-set that it will be used to promote SkillsUSA and the Framework.
6. The top three entries will be awarded.

## EVALUATION:

1. General Effect/Impact (40 Points)
  - a. Effectively represents SkillsUSA Georgia.
  - b. Effectively represents the 3 components of the SkillsUSA Framework.
  - c. Overall Appearance
2. Design Elements (20 Points)
  - a. Images enhance message of poster
  - b. Text (readability, grammar, spelling, etc.)
  - c. Colors
  - d. Artistic Flair
3. Uniqueness/Creativity of Design (20 Points)
  - a. What sets your design apart from the other chapters?
4. Logo Incorporation (20 Points)
  - a. SkillsUSA National Logo/State Logo/Chapter Logo Incorporated in Design
  - b. SkillsUSA Framework Logo Used Effectively to Enhance Design
5. Violations of Size Specifications
  - a. Violation of size requirements will result in a 20-point penalty.
6. Violation of Additional Materials
  - a. Violation of additional materials will result in a 20-point penalty.

# Framework Poster Evaluation

School Name: \_\_\_\_\_

EVALUATION CRITERIA	Possible Points	Points Awarded
<b>GENERAL EFFECT/IMPACT – 40 POSSIBLE POINTS</b>		
a. Effectively Represents SkillsUSA	15	
b. Effectively represents the three components of the Framework; (Technical, Workplace, & Personal Skills)	15	
c. Overall Appearance	10	
<b>DESIGN ELEMENTS – 20 POSSIBLE POINTS</b>		
a. Images Enhance Message of Poster	5	
b. Text (readability, grammar, spelling, etc.)	5	
c. Colors	5	
d. Artistic Flair	5	
<b>UNIQUENESS/CREATIVITY OF DESIGN – 20 POSSIBLE POINTS</b>		
a. What sets the design apart from the other chapters?	20	
<b>LOGO INCORPORATION – 20 POSSIBLE POINTS</b>		
a. SkillsUSA National Logo/State Logo/Chapter Logo Incorporated in Design	10	
b. SkillsUSA Framework Logo Used Effectively to Enhance Display	10	
<b>VIOLATIONS OF SIZE SPECIFICATION</b> 8 ½" X 11" Piece of Paper (No additional framing, foam board, backing, etc.)	-20	
<b>VIOLATION OF ADDITIONAL MATERIALS</b> Extra printed materials are prohibited and should not be judged – POSTER ONLY (i.e. brochures, flyers, etc.)	-20	
<b>TOTAL</b>	<b>100</b>	

Evaluator's Comments:

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Evaluator's Signature: \_\_\_\_\_