



2017-18 PROGRAM GUIDELINES HANDBOOK



CAREER BASED
INTERVENTION



SkillsUSA Ohio Career Based Intervention Chapter Affiliation Program

The Ohio Association of SkillsUSA, in partnership with SkillsUSA, is excited to offer the following affiliation program for approved Career Based Intervention programs. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce.

The goal of this affiliation program is to provide students and advisors engaged in Career Based Intervention programs a connection with the Ohio Association of SkillsUSA. This engagement is through a structured Program of Work and Career exploration experiences. This package includes an overview of the Affiliation Guide, policies and procedures for participation and the State level events that are available to schools that participate.

This Affiliation Program is as an outreach program of SkillsUSA Ohio. Students enrolled in this program are not official members. Affiliate programs are not eligible for participation in the SkillsUSA Championships Program or run for Regional, State or National Office. The ultimate goal is to expose students to the technical, academic and employability skills available through active participation in a Career-Technical Student Organization that will lead to potential employment, graduation and/or post-secondary placement.

Career Based Intervention Programs who wish to upgrade to the traditional membership program will have access to all privileges of SkillsUSA members including Competitive, Leadership, and Officer Program Activities.

Sincerely,

Kevin Williams

Kevin Williams
SkillsUSA Ohio Director

The SkillsUSA Ohio CBI Affiliation Chapter Model

A SkillsUSA Ohio CBI Affiliation Chapter will operate very similar to the traditional SkillsUSA. Ideally, this program is an integral component of the CBI curriculum. Students will interact as a team with other students and instructors affiliated with the program. If a regular SkillsUSA chapter is operating in the school, the two groups may wish to work collectively on activities or have Local Chapters Officers serve as mentors to the CBI students.

Program Organization: Students within the CBI program may wish to elect a local officer team that can plan and organize local activities. This will give students the opportunity to develop basic leadership, teamwork and communication skills.

Role of the Instructor: The instructor will serve as the Advisor to the program. He or she will explain how the program works and will serve as a mentor, facilitator or coach.

Role of the Student: Students are asked to take leadership in the planning of activities. By planning, carrying out and evaluating their activities, they will develop the basic leadership skills needed in today's workforce.

Membership: All students enrolled in the CBI program are eligible to participate in local activities.

Participation Deadline: Chapter Affiliation must be completed by January 1, 2018. Schools doing full membership in SkillsUSA have until March 1 to register.

For more information, contact:

Kevin Williams

Ohio Department of Education

25 S. Front Street, MS 608

Columbus, OH 43215

614-466-8782

Kevin.williams@education.ohio.gov

What is the SkillsUSA Ohio Career Based Intervention Affiliation Program?

SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. We are excited to extend a special partnership opportunity to students and instructors in Ohio Career Based Intervention (CBI) programs. Career Based Intervention (CBI) is a career-technical education program designed for students, ages 12-21 in grades 7-12, who are identified as disadvantaged academically, economically or both, or a student with a disability having barriers to achieving academic and career success. The goal of the SkillsUSA affiliation program is to provide a structured approach to introducing students to the concepts of personal and professional development that will help them make quality career-choices and become better prepared to enter the workforce.

There are two membership programs available for Ohio's Career Based Intervention Programs:

Traditional SkillsUSA membership: CBI programs may join a currently active SkillsUSA Chapter in their school and students will have the full rights and privileges of SkillsUSA members. Students enrolled in CBI should be registered in a separate class in the membership registration system. All CBI traditional membership students will be eligible to participate in the CBI affiliation program activities at no additional costs.

Ohio CBI affiliation program: Participants of this program must be currently enrolled in an approved CBI program in an Ohio school. These students will be permitted to participate in all CBI affiliated events at the local, regional and state level and may also participate in SkillsUSA Ohio leadership development activities at the local, regional and state level including Fall Leadership Conference and Summer Leadership Camp. Because these programs are not official members of SkillsUSA, they will not be eligible to compete in official SkillsUSA Competitive Events, run for Regional, State or National office or serve as a Voting Delegate.

The SkillsUSA Ohio CBI Traditional Membership Options

High School: The SkillsUSA Ohio Traditional High School Membership model will operate very similar to the traditional SkillsUSA chapter. Ideally, this program is an integral component of the CBI curriculum. Students will interact as a team with other students and instructors affiliated with the program. If a regular SkillsUSA chapter is operating in the school, the two groups may wish to work collectively on activities or have Local Chapters Officers serve as mentors to the CBI students. Students paying full membership dues will have the same rights and privileges of any other dues paying member including participation in eligible SkillsUSA Contest at the local, regional, state and national level and the ability to run for office. Students must be in the 9-12 grades. CBI programs opting for this model will also have access to CBI only activities and all resources provided under the Affiliation Program.

Middle School: Local chapters may be established in any middle school where approved Career Technical Middle School courses are offered. Students must be enrolled in grades 7-9 and in at least one CTE course during the school year. These students are only eligible to participate in Middle School SkillsUSA activities.

Participation Deadline: Membership will be due by March 1, 2018, or prior to Ohio SkillsUSA Regional Competitions. Advisors opting for this model shall email tamrya.plotts@education.ohio.gov of their intent to join under this model by January 1, 2018. CBI information will be forwarded to the instructor. Membership must be completed before they are eligible to participate in either SkillsUSA or CBI Regional or State Competitive Events or March 1, whichever is first.

The SkillsUSA Ohio CBI Affiliate Program option

What is the cost of participation in the SkillsUSA Ohio CBI Affiliation Program?

The SkillsUSA Ohio CBI Affiliation Program is a co-curricular program integrated with student officers and activities that meet during the regular school day, activity time or other assigned times. The program offers students training in professional development, career-awareness and employability skills needed in a career-technical pathway.

Cost of the Program: \$140.00 affiliation fee

Each School will receive:

- Official SkillsUSA Ohio Chapter Affiliation Charter
- Affiliation Membership Packet (this packet)
- Program of Work - Template
- Quarterly Electronic Access to the SkillsUSA Champions Magazine
- One educational resource each year to the CBI teachers to assist in leadership and employability skill development for their students
- Access to Career Based Intervention Competition Materials

Event Opportunities will include:

- CBI Regional and State Competition*

*CBI programs must be affiliated with SkillsUSA or have traditional membership to be able to compete in the CBI Regional and State Knowledge Bowl.

SkillsUSA Ohio will provide contest plaques and medals for the State CBI Knowledge Bowl Competition and will provide a location for the State Competition.

What is Local Program of Work for the SkillsUSA Ohio CBI Affiliation Program?

Suggested Program of Work: The SkillsUSA Program of Work provides a framework of activities schools can do locally that will engage all students in leadership and employment activities. Below is a recommended program of work of the CBI affiliation program.

- Community Service – The purpose of community service activities is to promote goodwill and to improve the understanding among all segments of the community through service, and to instill in members the commitment to serving others.
 - Conduct a School Cleanup Day
 - Collect food for a local pantry

- Competitive Events – Participation in CBI related competitive events are critical to developing character and leadership skills. Competitive activities give students the opportunity to demonstrate those skills.
 - Participate in CBI competitive events

- Employment Activities – Employment activities help students increase the awareness of the quality job practices, attitudes, and technical skills that increases the opportunities for employers to connect with students early in the process.
 - Tour/shadow local Career-Technical Programs
 - Visit a local industry
 - Tour the SkillsUSA Ohio State Championships

Additional SkillsUSA Program of Work areas:

- Professional Development
- Fundraising
- Public Relations
- Social Activities



2017-18 SkillsUSA Career Based Intervention Affiliation Contract

What is the SkillsUSA Ohio Career Based Intervention Affiliation Program?

SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. We are excited to extend a special partnership opportunity to students and instructors in Ohio Career Based Intervention (CBI) programs. Career Based Intervention (CBI) is a career-technical education program designed for students, ages 12-21 in grades 7-12, who are identified as disadvantaged academically, economically or both, or a student with a disability having barriers to achieving academic and career success. The goal of the SkillsUSA affiliation program is to provide a structured approach to introducing students to the concepts of personal and professional development that will help them make quality career-choices and become better prepared to enter the workforce.

Option 1: Traditional Membership Model for high school programs

High School CBI programs may choose to join under the regular chapter membership program. Students enrolled as student members will be eligible to compete in official SkillsUSA Competitive Events, run for Regional, State or National office or serve as a Voting Delegate. CBI Programs enrolled officially in the traditional membership program will receive full affiliation benefits at no additional charge. Dues for students is \$17.50 per student and \$32.00 for professional dues paid through www.skillsusa-register.org.

Option 2: Ohio CBI affiliation program for middle school and high school programs

Participants of this program must be currently enrolled in an approved CBI program in an Ohio school. These students will be permitted to participate in all CBI affiliated events at the local, regional and state level and may also participate in SkillsUSA Ohio leadership development activities at the local, regional and state level including Fall Leadership Conference and Summer Leadership Camp. Because these programs are not official members of SkillsUSA, they will not be eligible to compete in official SkillsUSA Competitive Events, run for Regional, State or National office or serve as a Voting Delegate.

What is involved in the SkillsUSA Ohio CBI Affiliation Program?

The SkillsUSA Ohio CBI Affiliation Program is a co-curricular program integrated with student officers and activities that meet during the regular school day, activity time or other assigned times. The program offers students training in professional development, career-awareness and employability skills needed in a career-technical pathway. It is encouraged that the Instructor register as a Professional Member.

Cost of the Program: \$140.00 affiliation fee

Professional dues for the instructor would be \$32.00 paid through www.skillsusa-register.org.

The SkillsUSA Ohio CBI Affiliation Chapter Model Application

The SkillsUSA Ohio CBI Affiliation Chapter will operate very similar to the traditional SkillsUSA chapter. Ideally, this program is as an integral component of the CBI curriculum. Students will interact as a team with other students and instructors affiliated with the program. If a regular SkillsUSA chapter is operating in the school, the two groups may wish to work collectively on activities or have Local Chapters Officers serve as mentors to the CBI students.

Program Organization: Students within the CBI program may wish to elect a local officer team that can plan and organize local activities. This will give students the opportunity to develop basic leadership, teamwork and communication skills.

Role of the Instructor: The instructor will serve as the Advisor to the program. He or she will explain how the program works and will serve as a mentor, facilitator or coach.

Role of the Student: Students are asked to take leadership in the planning of activities. By planning, carrying out and evaluating their activities, they will develop the basic leadership skills needed in today's workforce.

Membership: All students enrolled in the CBI program are eligible to participate in local activities.

Participation Deadline: Chapter Affiliation must be completed by January 1, 2018.

1. Enrollment and Contact Information

Date: _____

Please type or print neatly

Contact Person: _____

Contact Person's Telephone: () _____ Alternate Phone: () _____

School/Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

(This person will be sent the invoices for payment.) Most will do a P.O., credit card or check to SkillsUSA.

Check if contact person name above should receive invoice. If information is different from contact person above, complete information below: Send invoice to the following: (Only complete if different from the contact person.)

Name: _____ Phone: () _____

School/Institution/Agency _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

2. The Affiliation Agreement

By enrolling in this program, I agree to the following:

- I agree to pay all alignment fees as outlined in this contract.
- I will ensure that instructors and administrative staff understand SkillsUSA programs and the proper use of SkillsUSA materials.
- I am submitting a list of all eligible students and professional members. (Format doesn't matter.)

Each School will receive:

- Official SkillsUSA Ohio Chapter Affiliation Charter
- Affiliation Membership Packet
- Program of Work - Template
- Quarterly Electronic Access to the SkillsUSA Champions Magazine
- One educational resource each year to the CBI teachers to assist in leadership and employability skill development for their students
- Access to Ohio Career Based Intervention Competition Materials

Event Opportunities will include:

- CBI Regional and State Competition

3. Payment Information for \$140.00 Affiliation Fee: (Please check one)

Purchase Order # _____ Check - (Please enclose check made payable to SkillsUSA) Credit Card (circle one): MasterCard; VISA or American Express. For security reasons, we will call you for credit card information. Person to contact for credit card information: _____ Day time phone number for card holder () _____

4. Sign Contract and Mail to Ohio Department of Education

- Please sign this contract in the space provided below.
- Enclose your check (payable to SkillsUSA), purchase order or credit card contact information to cover both affiliation fees and materials (invoice will be mailed to either contact person or invoice contact).
- Mail contract to your state office and postmark by March 1, 2018, or by the date of the regional Knowledge Bowl Registration Deadline to:

Tammy Plotts
SkillsUSA Ohio
Ohio Department of Education
25 S. Front Street, MS 608
Columbus, OH 43215
614-466-8782
tamyra.plotts@education.ohio.gov

I have read and fully understand and agree to the terms set forth in this contract.

Contact Person's Signature _____

Date: _____

5. State Approval

I certify that the school(s) named in this contract is eligible to affiliate SkillsUSA. This school has demonstrated its desire to run SkillsUSA as an integrated, educational program within the classroom, school or district.

CBI SkillsUSA Ohio Office:

- Keep one copy of each contract for your state association records.

I have carefully reviewed this contract, and I certify that it meets ALL stated requirements.

SkillsUSA State Director or Designee Signature: _____ **Date:** _____

MAILING TO NATIONAL OFFICE

SkillsUSA State Director: Forward one copy of the alignment contract along with payment information and any enclosures to:

SkillsUSA, Attn: Kelly Horton, 14001 SkillsUSA Way, Leesburg, VA 20176-5494

SkillsUSA will invoice the school directly for membership and all payments should be sent to:

SkillsUSA, Attn: Kelly Horton, 14001 SkillsUSA Way, Leesburg, VA 20176-5494