



SkillsUSA  
OHIO



PROGRAM GUIDELINES  
**HANDBOOK**

**2016-17**  
MIDDLE SCHOOL





Dear CTE Instructor,

SkillsUSA Ohio provides a wealth of leadership development opportunities and resources for students, teachers and administrators. This handbook has been put together to assist instructors in grades 7-9 in planning your events and working with your students as they prepare for the various leadership conferences and activities.

SkillsUSA provides its members with the opportunity to showcase their technical and leadership skills through the SkillsUSA Championships Program. The culmination of the program is an invitation to represent Ohio at the 53<sup>rd</sup> Annual SkillsUSA National Leadership and Skills Conference. Ohio is permitted to send one middle school competitor or team in any official national middle school competition.

The SkillsUSA Ohio Championships program has been established to determine who is eligible to compete. The middle school division will have its own stand-alone conference. The state gold medalists in each nationally-eligible contest will be invited to represent Ohio in Louisville, Kentucky.

SkillsUSA Ohio is a partnership of students, teachers and business and industry working together to insure Ohio has a skilled workforce. Through participation in SkillsUSA, your students will have the opportunity to participate in experiences that will develop the leadership skills necessary to compete in tomorrow's global workforce or transition to postsecondary education and training.

As you begin the school year, we hope you will join with us and make the SkillsUSA program an integral part of your curriculum. We will post all the forms and specific event information at [www.ohioskillsusa.org](http://www.ohioskillsusa.org).

Thank you for your participation in SkillsUSA and we look forward to serving you this year.

Sincerely,

Mike Cowles

Mike Cowles, C.S.D.  
SkillsUSA Ohio Director

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## The SkillsUSA Ohio Middle School Chapter

The SkillsUSA Ohio Middle School Chapter will operate very similar to the traditional SkillsUSA chapter at the High School level. Ideally, this program will be seen as an integral component of the career-technical curriculum. Students will interact as a team with other students and instructors affiliated with the program.

**Program Organization:** Students within the middle school 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 Middle School program are eligible to participate in local activities. To be official members, they will need to pay membership dues. To be an official chapter, the school must have at least 6 students and 1 professional member.

**Participation Deadline:** Middle Schools interested in starting a chapter must notify SkillsUSA Ohio by January 16, 2017. Membership dues will be due by March 1. For those chapters that enroll in membership by the November 15 early bird deadline a special piece of curriculum will be sent to the school. All professional members will receive access to the Jump into Stem Curriculum. Only those students who are paid members will be eligible to participate in the Middle School State Leadership and Skills Conference.

For more information, contact:

Mike Cowles, SkillsUSA Ohio Director  
Ohio Department of Education  
25 S. Front Street, MS 608  
Columbus, Ohio 43215  
614-466-8782  
mike.cowles@education.ohio.gov



## **Chapter Advisor/Administrator/Treasurer:**

### **PAYMENTS to SkillsUSA**

School finance operations require that all purchases be accompanied by a Purchase Order number or check. We have had several issues arise where advisors have submitted registrations without providing a P.O. Number. This causes an audit issue for the School Treasurer and eventually for SkillsUSA Ohio when we try to bill for the event.

In order to protect your school from audit situations, we will no longer register or reserve your space for a conference or competition unless the proper paperwork is submitted in full.

**All payments for events** hosted by SkillsUSA Ohio should be paid to:

SkillsUSA Ohio  
25 S. Front Street, MS 608  
Columbus, Ohio 43215

**Membership Payments** should be mailed to:

SkillsUSA  
Attn: Membership  
14001 SkillsUSA Way  
Leesburg, VA 20176-5494

# Membership

Membership is required for participation in SkillsUSA events at the State and National Level. Each advisor who was a participant last year will receive a membership packet from SkillsUSA in August. If you were not a participant, you may contact SkillsUSA Ohio and a packet will be sent to you. Any student enrolled in a Career-Technical Education Program is eligible to join SkillsUSA.

- Early Bird Deadline – November 15
  - Members will receive full member benefits from SkillsUSA.
  - Schools will also receive a middle school curriculum package.
- Deadline – March 1 – **NO EXCEPTIONS! Any membership submitted after the March 1 deadline will not be eligible to compete in SkillsUSA Competitive Events.**
- Dues
  - State dues are \$9.50 and national dues are \$8.00 for a total of \$17.50 per student
  - Professional dues are \$12.00 for state dues and \$20.00 for national dues for a total of \$32.00.

**Send all dues to:** SkillsUSA  
14001 SkillsUSA Way  
Leesburg, VA 20176-5494

- General Information
  - A local chapter must have at least six members.
  - Tri-level membership (local, state and national) is mandatory.
  - Membership is open to all, regardless of race, color, religion, sex, national origin, or handicap.
- Membership Registration
  - Complete online membership at [www.skillsusa-register.org](http://www.skillsusa-register.org).
  - Make sure you hit the “submit” button once you have the PO/Check Number.
  - Be sure to note 100% membership. 100% membership requires a minimum of 15 paid members in the program.

# Membership Divisions

**PLEASE NOTE: If you teach Middle School Students, you are a Middle School Advisor and a Middle School program regardless of where your program is housed.**

**Middle School** local chapters may be established in any middle school where approved Career Technical Middle School courses (VM) 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. Middle school students are not eligible to compete in High School competitions.

**High School** contestants are 9<sup>th</sup> thru 12<sup>th</sup> grade students enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment related to technology, the health industry, trades or industry and is earning credit toward a high school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference. High School Students concurrently enrolled in College Courses are considered High School contestants.

**Postsecondary** contestants are students enrolled in a coherent sequence of courses or career major that prepares them for further education and/or employment related to technology, the health industry, trades or industry and who are earning credit toward a postsecondary degree/certificate during the school year immediately preceding the National Leadership and Skills Conference.

***Students in a high school program that have received a high school diploma are considered College/Postsecondary contestants.***

## **College Postsecondary Membership**

Local chapters may be established at any College/Postsecondary Institution in Ohio that provides Career-Technical Education programming. Full-time Adult Students enrolled in Career Development Programs located within any Ohio CTPD are eligible to enroll as part of their local chapter.

College Postsecondary students who are enrolled in Career-Technical Education programs that do not have a chapter at their school and were active members in high school may apply for Direct Membership to the SkillsUSA Ohio Program. There are restrictions to this option. For more information, contact the SkillsUSA Ohio office.

# Ten Simple Rules for Using SkillsUSA's Brand Marks

How well SkillsUSA is identified depends on your consistent use of these graphics: the SkillsUSA logo, the new slogan brand mark ("slogo"), the new SkillsUSA Championships logo and your individual state association or chapter logo.

We encourage you to rely on our national Office of Publications in reviewing your planned use of the trademarked logo and slogan brand mark. E-mail your designs to Tom Hall (thall@skillsusa.org) or fax to 703-777-8999. Got a question that's not covered here? *Don't alter the graphic* — contact the office.

In preparing your branded materials, help ensure that SkillsUSA makes a memorable impression by following our simple guidelines. Please share these with your printers and other vendors; in no case should they ever alter or redraw any part of these graphics.

1. Always use the art as a single unit. Each graphic consists of two parts: the type, and above the type a stylized graphic element referred to as the "stripes." These two elements are never to be altered, moved or used individually. (For example, it would be incorrect to use the stripes alone as "bullets" on a Web site; or to use the "Champions at Work" type by itself without the SkillsUSA logo and red rule; or to move the "Champions at Work" graphic to the side of the type to fit your item.)
2. Don't add any other type or graphic elements to the art. Use only your official logo. State or chapter logos should not bear any additional symbols representing them individually. Such additions are considered "noise" that weakens the impression we need to make. Along the same line, don't add your state or local chapter name to the slogan brand mark. "SkillsUSA: Champions at Work" is our national, trademarked slogan.
3. Don't fence it in. The logo has been designed to work best with plenty of empty or "white" space around it. Maintain a "no-fly-zone" around the art, a distance equal to at least the height of the "k" in "SkillsUSA." Don't cramp the art in a box or put it too close to type or another graphic.
4. Keep the width and height of the art proportional. Don't "stretch" it in one direction to fit your allotted space. If you're working in a computer document, resizing the width and height separately until the art "looks right" will not keep it in accurate proportion. Refer to your software instructions on how to resize graphics proportionately.
5. In most cases, the single-color graphic has the greatest impact. All parts of this version must be the same color — one single color. You may use the solid (black) version against any color background that provides strong contrast. You may convert the entire graphic to solid white if you are reproducing it on a black background or another dark color.

If your item is limited to a particular color ink or thread, such as dark blue, the art may be converted to that solid color — but again, there should be strong contrast against a light background, and all parts must be the same color.



6. There are specific limitations on using the red-and-blue versions. First, use only the specified colors (PMS 485 and 541), and only as they appear in the downloads. No other combination of colors within the graphics is allowed. Second, the two-color versions are only for use against a white background; any other color background will reduce the contrast and, therefore, visibility.
7. Don't change the colors of separate parts of the graphic to provide contrast for your particular item. For example, if you have a dark blue shirt and the blue type in the art fades into the background, don't change the blue part to white and leave the red as is — the entire graphic should be changed to solid white.
8. Keep it legible. The logo is designed to be reproduced as large as needed. In reducing the logo for printing, the absolute minimum size is no less than one-half inch (1/2") wide (measured along the baseline of "SkillsUSA"). Reducing the logo further will render it virtually unreadable and very difficult to reproduce. For use of the logo in a digital format (Web site, screen saver, etc.), the absolute minimum size is no less than 1 inch wide at a resolution of 72 dpi.
9. Use the right type of downloaded file for the job. The EPS files are for commercial printing projects. (EPS graphics can be imported or placed in documents, but don't try to click and open them unless you have illustration software. It won't work.) The PNG files are for importing into Microsoft Office documents (they may appear slightly pixilated on screen but print fine). Don't use any JPEGs from our Web site in commercial printing. The resolution isn't high enough, and the image will become pixilated if you resize it.
10. Get rid of all your old art. Don't use any previous symbols of the organization, such as the striped "VICA: Quality at Work" logo or the "Pride in What We Do" eagle. Also, the SkillsUSA emblem is reserved for ceremonial purposes and should not be used to represent the organization.

Email Office of Publications: [thall@skillsusa.org](mailto:thall@skillsusa.org) or go to [www.skillsusa.org/about/logos.shtml](http://www.skillsusa.org/about/logos.shtml)

# Chapter Excellence Program

The Chapter Excellence Program (CEP) honors chapter achievement relative to SkillsUSA's framework of developing personal, workplace and technical skills. The framework actualizes SkillsUSA's mission "to empower members to become world-class workers, leaders and responsible American citizens." It also serves as the blueprint for workplace readiness – our ultimate goal as an organization. By centering on industry demands, the framework builds the foundation for relevant and intentional student learning and employability skill development. All schools receiving the award will be recognized at the SkillsUSA Ohio Championships.

## Models of Excellence

- Chapters are selected via committee to attend the National Leadership & Skills Conference (NLSC) as a Model of Excellence
- Receive travel stipend (based on securing sponsorship)
- Students participate in sponsor interviews
- Invited to Models of Excellence Dinner at NLSC
- Recognized in the NLSC session
- Receive school banner
- Receive school plaque (based on securing sponsorship)
- Recognized in promotional materials highlighting Models of Excellence

## Chapter of Distinction – Gold Recognition

- Complete Level 1 and 2 of application
- Achieve essential activities and distinction indicators
- Receive school banner
- Receive advisor lapel pin
- Invited to attend NLSC
- Invited to Chapter of Distinction Gold Reception
- Recognize students and advisors at NLSC

## Chapter of Distinction – Bronze and Silver

- Complete Level 1 and 2 of application
- Achieve essential activities and distinction indicators
- Receive certificate

## Quality Chapter

- Complete Level 1 of application
- Achieve quality indicators
- Receive certificate

Applications must be submitted on line at <http://skillsusa.org/programs/chapter-excellence-program> no later than March 15, 2017.

## National Programs

SkillsUSA is a co-curricular career-technical student organization. While many people are aware of our Skills and Leadership Competitions, SkillsUSA is also committed to providing a quality curricular program that serves students, educators and business and industry while keeping an eye on current employer needs, educational mandates and trends. The following programs have been developed at the National level.

### **Student2Student Mentoring Program**

The Student2Student program gives high school students the chance to serve as mentors to young middle or elementary school students. This gives the younger students a chance to consider all sorts of career options before they reach high school. High school mentors arrange a tour of their school for the younger students. Mentors representing each training program give brief presentations on their program. The younger students spend the day with their older mentors and receive certificates of completion at the end of the tour. Chapters who officially participate in the Student2Student Mentoring Program and submit their report by March 20 will be recognized at the SkillsUSA Ohio Championships State Conference.

<http://www.skillsusa.org/educators/mentoring/shtml>

### **SkillsUSA's Alliance with CareerSafe**

One young person is killed every five days in work-related accidents. In order to help combat this alarming statistic, SkillsUSA has formed an alliance with CareerSafe, a safety training program. The CareerSafe program offers 10 safety training modules designed to provide high school and college students with the fundamental safety information needed in the workplace.

<http://www.skillsusa.org/educators/careersafe.shtml>

### **President's Volunteer Service Award**

America has a long and proud tradition of volunteer service. Now more than ever, volunteers are renewing their commitment to helping others and making new connections that bring us closer together as families, as neighbors, as communities, and as a Nation. This award was created by the President of the United States to thank and honor Americans who, by their demonstrated commitment and example, inspire others to engage in volunteer service.

<http://skillsusa.org/students/volsvc.shtml>

### **Professional Development Program (PDP)**

SkillsUSA's Professional Development Program helps students develop the skills they need to make a smooth transition to the workforce or higher education. The program – available in printed workbooks or online – guides students through 74 employability skill activities that are covered in seven levels of the program. PDP provides the tools to strengthen school-based learning, work-based learning and connecting activities as outlined in the School to Work Opportunities Act. Skill lessons include self-assessments to communications skills, ethics, conflict resolution, government awareness, time management skills, career research and more. ***The SkillsUSA PDP Starter Book would be excellent for Middle School.***

<http://www.skillsusa.org/educators/pdp.shtml>

# What is the SkillsUSA Ohio Middle School Program?

SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. We help each student excel. We are excited to extend the opportunity to students and instructors in Ohio Career-Technical Middle School programs to find SkillsUSA. 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.

**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 middle school 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 middle school competitive events are critical to developing character and leadership skills. Competitive activities give students the opportunity to demonstrate those skills.
  - Participate locally in competitive events
  - Participate State level as events become available
- Employment Activities – Employment activities help students increase the awareness of the quality job practices, attitudes, and technical skills and also 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

## **Local Leadership Opportunities:**

Each school is encouraged to develop local leadership opportunities for their students in partnership with their affiliated high school chapters within their district. Sample agendas will be posted on the SkillsUSA Ohio middle school page at [www.ohioskillsusa.org](http://www.ohioskillsusa.org).

## **Local Competitive Event Opportunities:**

Each school is encouraged to develop a local competitive program for their students where applicable to introduce them to the leadership programs available. Sample contest guidelines will be posted on the SkillsUSA Ohio middle school page at [www.ohioskillsusa.org](http://www.ohioskillsusa.org).

# Summer Leadership Conference

Summer Leadership Conference is held annually for new and returning high school SkillsUSA members to provide an overview of SkillsUSA activities and the opportunity to develop leadership and teambuilding skills that will enhance each participant's ability to lead their SkillsUSA Chapter. SkillsUSA middle school chapter 9<sup>th</sup> graders who have enrolled in High School Career-Technical programs for the following year are eligible to attend this camp.

- What - A one week leadership conference
- When – July 2017
- Where – Hocking College, Nelsonville, Ohio
  
- Registration
  1. All registrations are done online and summary sheet must be postmarked and in the SkillsUSA Ohio office prior to the registration deadline.
  2. A purchase order number or check must accompany registration form.
  3. Dorm assignments are on a first come, first serve basis.
  
- Campers
  1. They must be a paid SkillsUSA member.
  2. They must be enrolled in an approved High School Career-Technical program for the upcoming year.
  3. They must have one full year remaining in a Career-Technical Education program.
  4. They must be in good standing with their school and have at least a grade “C” average.
  5. They must pay registration cost which includes:
    - 4 nights lodging
    - 11 meals
    - T-shirt
    - work book
  6. There will be no refunds for cancellations after the registration deadline.
  7. They must provide own transportation to and from the conference.
  8. An adult advisor from each school sending students is required to attend camp.
  9. Adult advisors and students must arrive prior to 1:00 p.m. on the first regularly scheduled day of the conference.

# SkillsUSA Ohio State Middle School Advisory Committee

SkillsUSA is a student leadership organization developed by teachers to support the initiatives of Career and Technical Education at the local, regional, state and national levels. The success of our State Leadership Programs and Competitive Events Programs relies on volunteer support.

The SkillsUSA Ohio State Middle School Advisory Committee is being established to build a cadre of educators that will provide guidance and support to Ohio's Regional, State and National activities. The goal is to have 8-10 members that can support our program and events.

Middle School State Advisory Committee member expectations:

- Assist in the development and implementation of Ohio's Middle School Program
- Perform management support at any events
- Coordinate Professional Development Experiences
- Serve as contact for technical support in Region

The Advisor's Commitment:

Attend as negotiated between the Member/School and State Director:

- Orientation/Planning (one Thursday evening/Friday in October/November)
- Participate in quarterly webinar/conference call
- State Middle School Conference (April – 1 days)
- Other Activities as approved by SkillsUSA Ohio and School

The School's Commitment:

- Grant appropriate leave or support for the Advisor to meet required activities
- Term of office is 1-2 years and may be renewed.

SkillsUSA Ohio's Commitment to State Advisory Committee Members:

- Cover travel, lodging, meal and registration expenses for the required events
- Provide necessary resources to conduct training

For more information, contact the SkillsUSA Ohio Office.

## **SkillsUSA Ohio Middle School Championships Program**

The SkillsUSA Ohio Championships program has been established to determine who is eligible to compete. The championships are broken down into 3 levels of competition: local, state and national. The state gold medalist in each nationally approved contest will be invited to represent Ohio in Louisville.

All SkillsUSA members are eligible to participate at the local level in competitions and advance in accordance with the 2016-2017 Guidelines established for the SkillsUSA Championships Program.

### **Competition Intent**

Each school must declare all potential competitions they intend to compete in on the Middle School intent form due January 16, 2017. Only students currently enrolled in Career-Technical Education Programs are eligible to compete

### **SkillsUSA Ohio Middle Championships**

The SkillsUSA Ohio Middle School Championships will be held during March or April in Columbus. The gold medalists in each eligible contest will advance to National Competition. SkillsUSA Ohio will also provide some State only competitive events for students to participate in.

### **National Leadership and Skills Conference**

The National Leadership and Skills Conference will be held in Louisville, Kentucky, June 19-24, 2017. For more information, visit [www.skillsusa.org](http://www.skillsusa.org).



# General Guidelines for State Contestants

## What to Review:

- Information in this book
- Contest information posted on the [www.ohioskillsusa.org](http://www.ohioskillsusa.org)

## What to Bring:

- 1 copy of Emergency Medical Form on person
- 2 pencils
- Any tools/materials noted on [www.ohioskillsusa.org](http://www.ohioskillsusa.org)
- Appropriate Safety Personal Protective Equipment

## Competitors Clothing:

- Business casual attire *or*
- School appropriate clothing
- School Uniform
- Participants will receive a conference t-shirt at the event

## Competition Eligibility Rules:

- Participant must be a paid SkillsUSA member.
- 7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup> grader enrolled in an approved career-technical middle school program during the 2016-17 school year.
- Students can compete in *only one contest*.

## Competition Selection

SkillsUSA members may compete in any competition their program is eligible for as defined in this handbook. Competencies in the Technical Skill competitions must be a primary component of their local curriculum. Middle school programs must be aligned with the Ohio Department of Education Technical Content Standards. By registering for the contest, the school and advisor are certifying that the student has met and passed the appropriate safety training necessary for the contest and has sufficient training in the competencies of the competition and that the student is enrolled in an approved Career-Technical Education Program.

All SkillsUSA members are eligible to participate in Leadership competitive events.

## Registration for events:

### To be eligible to compete:

- Schools must declare their intent to compete by January 16, 2017.
- Deadline for Registration will be determined.
- Students and advisors must be registered in the electronic registration system.
- A purchase order must be turned in at time of registration.
- There will be no refunds for cancellations after the registration cancellation deadline.
- Registration for State Conference is due **April 1, 2017**.



## Competitors with Special Needs

SkillsUSA Ohio Contest sites will make every effort to provide assistance and accommodations, as appropriate, to create equal opportunities and playing field for all contestants. Schools with competitors who require special assistance/accommodations should notify SkillsUSA Ohio in writing at least two weeks prior to the State Championships.

## Cheating

Cheating in any manner or method by adults or SkillsUSA members will not be tolerated. Should a determination be made by the SkillsUSA Ohio director that there is evidence of cheating, the offending school's superintendent will be notified and the contestant(s) in question may be disqualified from further participation in that specific competitive event.

## Grievances

**State Competition:** The SkillsUSA Ohio Championships grievance committee will officially recognize only those grievances filed in accordance with the following instructions:

- The contestant, local advisor, or school administrator will file a written grievance on the form provided describing the situation in question and the violation of the contest specifications identified in the SkillsUSA Ohio Contest Specifications and/or applicable National Technical Standards. The completed grievance form will be submitted to the grievance committee within 15 minutes after the completion of the contest. **Decisions of the judges are final!** Photos and videos will not be admissible as part of a grievance.
- After the awards ceremony, protests of awards presented must be filed in writing with the Director of SkillsUSA Ohio before 3:00 p.m. on the Friday of the week following the Awards. Changes in awards may be made only where a contest chairperson determines that one of the following errors existed at the time of the awards ceremony:
  1. Error in transposition of numbers in tabulating scores
  2. Error in transposition of contestant names
  3. Error in tabulating scores
  4. Error in announcing of winners

The SkillsUSA Ohio Director reserves the right to make placement changes regardless of whether a grievance has been filed if an error is identified up to the date of the next level of competition. The SkillsUSA Ohio Championships Committee of the Board of Directors will rule on Placement Grievances and will inform the SkillsUSA Ohio Director of any changes in placement. The ruling of the Committee is final and not appealable.

# **Tentative Agenda for the SkillsUSA Ohio Middle School State Conference**

9:00 am – Registration opens

10:00 am – Opening Session

11:30 am – Lunch

10:30 pm – 3:00 pm – Competitions

3:30 pm – Awards Ceremony

## **Current Middle School Competitions**

The only official National Competitions that Ohio is slated to participate in are **Team Engineering Challenge and the Opening and Closing Ceremonies.**

## **Potential State Only - Leadership Contests**

The following contests are under consideration for this year:

- Speech Competition
- Job Skill Demonstration
- Promotional Bulletin Board
- Related Technical Math
- Chapter Display
- Quiz Bowl

A middle school or high school instructor or administrator will be recruited to proctor these events.

# SkillsUSA Ohio Code of Conduct

This policy will apply to all conference participants. The term "conference participant" shall mean any SkillsUSA member, including adults, attending any SkillsUSA activity. SkillsUSA Ohio Competitions are official educational functions and all activities should be conducted to meet that objective. SkillsUSA Ohio wants each person to have an enjoyable experience with maximum attention to safe practices and the comfort of participants. Each person in attendance will be expected to maintain conduct in a manner best representing SkillsUSA Ohio. Conference participants' conduct shall be the responsibility of the student's local advisor(s).

## Rules for Conference Participants

- Conference participants shall respect all public and private property, including the hotel in which they are housed.
- Conference participants will spend each night in the hotel to which they are assigned.
- Conference participants will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- Conference participants shall not be permitted in sleeping rooms of the opposite sex unless the door is completely open at all times and an advisor is present.
- Conference participants shall be prohibited from using alcoholic beverages and drugs, unless certain prescription medications have been prescribed by a licensed physician. If required to take medication, conference participants shall have the orders of their physician on their person.
- Conference participants shall not leave the hotel without the express permission of their advisor or state association director. Conference participants with permission shall leave a written notice of where they will be.
- Conference participant's conduct will be exemplary at all times.
- Conference participants will keep their advisor or state association director informed of their whereabouts at all times.
- Conference participants shall wear official identification badges at all times.
- Conference participants shall respect official SkillsUSA dress and not smoke while wearing it.
- Conference participants shall attend and be on time for all general sessions and activities for which they are assigned and registered.
- Conference participants shall adhere to the prescribed SkillsUSA dress code at all times.

## Violations and Penalties (for conference participants)

- Competitors violating these rules of conduct including appropriate sportsmanship may be disqualified and may be sent home at his or her own expense.
- Conference participants violating any of these rules of conduct will subject themselves and/or their entire delegation to being disqualified and may be sent home at his or her own expense.

## Directory

- SkillsUSA Ohio Director and Corporate Member  
Assistant Director, Trade and Industrial Education, ODE  
Mike Cowles ([mike.cowles@education.ohio.gov](mailto:mike.cowles@education.ohio.gov))
- SkillsUSA Ohio Assistant Director  
Jackie Walker (614-466-8782)
- SkillsUSA Ohio Secretary and Treasurer  
Tammy Plotts ([tamyra.plotts@education.ohio.gov](mailto:tamyra.plotts@education.ohio.gov))
- SkillsUSA CEO – Timothy W. Lawrence ([tlawrence@skillsusa.org](mailto:tlawrence@skillsusa.org))
- SkillsUSA Ohio phone number - (614) 466-8782  
Fax # (614) 644-6720, web address - [www.ohioskillsusa.org](http://www.ohioskillsusa.org)
- Ohio SkillsUSA Alumni Association – web address - [www.ohioskillsusaalumni.org](http://www.ohioskillsusaalumni.org)
- SkillsUSA phone number - (703) 777-8810 or 1-800-321-8422  
Fax # (703) 777-8999, web address – [www.skillsusa.org](http://www.skillsusa.org)
- Addresses:

State Office:	SkillsUSA Ohio 25 S. Front Street, MS 608 Columbus, Ohio 43215
National office:	SkillsUSA 14001 SkillsUSA Way Leesburg, VA 20176
- Curriculum materials including videos - contact SkillsUSA at 1-800-321-8422, Ext. 623, or [www.skillsusa.org/store](http://www.skillsusa.org/store)
- Supply Service:

SkillsUSA Store P. O. Box 3851 Frederick, MD 21701 Telephone: 800-401-1560 Fax: 301-631-0108 E-mail: <a href="mailto:skillsusastore@egroup-inc.com">skillsusastore@egroup-inc.com</a> Order online: <a href="http://www.skillsusastore.org">www.skillsusastore.org</a>
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## **SkillsUSA Ohio Calendar of Events 2016 – 2017**

<b>November 15</b>	National Early-Bird Membership Deadline
<b>January 16</b>	Chapter Intent Forms Due
<b>March 1</b>	SkillsUSA Dues Deadline
<b>April 1</b>	Middle School SOC Registration Forms Due
<b>TBD</b>	SkillsUSA Ohio Middle School Championships
<b>June 19-24</b>	National SkillsUSA Conference – Louisville, Kentucky
<b>July TBD</b>	Summer Leadership Conference – Hocking College



**Ohio Association of SkillsUSA**

Ohio Department of Education

25 S. Front Street, MS 608

Columbus, OH 43215

Phone: 614-466-8782

Fax: 614-644-6720

Email: [mike.cowles@education.ohio.gov](mailto:mike.cowles@education.ohio.gov)

[www.ohioskillsusa.org](http://www.ohioskillsusa.org)



NOTE: Any changes or updates to a particular event's guidelines or information will be posted on the event's website at [www.ohioskillsusa.org](http://www.ohioskillsusa.org).

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