

SkillsUSA Kentucky Leadership Conference & Skills Championship REGISTRATION PACKET



**Champions at Work
Career Ready Starts Here**

**Conference Headquarters
Crowne Plaza
830 Phillips Lane
Louisville, Kentucky 40209
April 10-13, 2019**

The information in this packet will assist you in registering for the 2019 SkillsUSA Kentucky Leadership Conference and Skills Championship. All required forms can be found at www.skillsusaky.org. All conference registration forms and hotel reservations forms are due **March 22, 2019**. If you have questions, contact Wayne King, Interim Director, at wayne.king@education.ky.gov.

**NEW Technical Standards are available with Professional Membership
Check national website often for updates – www.skillsusa.org**

2019 SkillsUSA Kentucky Leadership Conference and Skills Championship

TENTATIVE AGENDA

Wednesday, April 10	1:00 pm	Exhibitor setup
	3:00 pm	Conference Registration
	4:00 pm	State Officer Candidate Testing and Portfolio Submission
	6:00 pm	Advisors Meeting <ul style="list-style-type: none">• <i>An Advisor from each school MUST attend this meeting to receive Conference updates and program changes.</i>
	7:15 pm	Parade of Champions - Show school spirit by participating
	8:00 pm	Opening Session – Official Dress Required
	After opening session	Officer Candidates report for interviews
	10:00 pm	Deadline to turn in Career Essentials test
11:00 pm	Curfew	
12:00 pm	Lights out	
Thursday, April 11	7:30 am	Leadership Chair & Judges' Breakfast Meeting
	7:30 am	Courtesy Corps Team Meeting
	8:00 am	Skills Contests begin <ul style="list-style-type: none">• <i>Refer to program for details on location, transportation, and specific contest time</i>
	9:00 am	Leadership Contests begin <ul style="list-style-type: none">• <i>Contestants must report to contest location at 8:30 AM</i>
	9:00 am	Congressional Committees meet
	12:00 Noon	Post State Officer Ballot
	1:00 pm	SkillsUSA Delegate Assembly
	2:30 pm	Skills Contestants Meeting <ul style="list-style-type: none">• <i>Contestants must attend in order to compete</i>
	5:30 pm	Talent Show Practice
	7:00 pm	Talent and Variety Show Contest
	11:00 pm	Curfew
12:00 am	Lights out	
Friday, April 12	7:30 am	Skills Chair & Judges' Breakfast Meeting
	8:30 am	Skills Contests begin <ul style="list-style-type: none">• <i>Refer to program for details on location, transportation, and specific contest time</i>
	9:00 am	Joint Delegate Session
	5:30 am	All Chairs return packets to KY SkillsUSA Headquarters
	5:00 pm	Deadline to complete Statesman
	6:30 pm	Champions Dinner – Official Dress Required
	9:30 pm	Karaoke Night
	11:00 pm	Curfew
12:00 am	Lights out	
Saturday, April 13	8:30 am	Awards Ceremony – Official Dress or Contest Attire Required <ul style="list-style-type: none">• <i>Contestants not wearing official dress or contest attire will not be permitted on stage to receive medals</i>• Pictures will be taken in the Exhibit Hall immediately following Medal Ceremony & picking up prizes• Postsecondary schools will have tables set up to handout scholarships to their schools and hand out information about their schools
	11:00 am	Meeting of all first place medalists to pick up packets for National SkillsUSA <ul style="list-style-type: none">• <i>All first place medalists must attend</i>

SkillsUSA Kentucky REGISTRATION PACKET

REGISTRATION

All participants must be registered online at www.skillsusa.org. Each attendee must have completed the National Leadership & Skills Championship (NLSC1) form **online**. See Page Five (5) for instructions.

Students competing in two (2) contests will pay only one (1) registration fee, but they must be registered online for both contests. Schools using a Purchase Order must provide the PO number on the Registration Summary Form. **Make checks payable to SkillsUSA Kentucky Association. Conference registration is non-refundable.**

All attendees must read and submit signed code of conduct, personal liability release, and photo release located in NLSC1 form. Send the completed form, signed release forms, and registration information with payment to **Charlene Baxter, Office of Career and Technical Education and Student Transition, 300 Sower Blvd., 5th Floor, Frankfort KY 40601**.

Early Bird Registration (Postmarked by March 22) - \$80.00
Regular Registration - \$90.00
Non-competing Delegate/Courtesy Corp/Guest - \$40.00
Champions Dinner for Non Registered Guests - \$25.00
No on-site registrations will be accepted

NOTE: Guest payments should be included with the school registration packet. *Cash and credit cards will not be accepted for Conference Registration.* Receipts will be placed in the school packets at Conference Registration. There will be a \$25 charge for anyone attending the Friday evening dinner that is not registered for Conference.

STUDENT REQUIREMENTS

Each student must be a paid member of SkillsUSA Kentucky and registered online for the 2019 State Conference. Each student must also take the SkillsUSA General Knowledge Test proctored by their advisor and turned in on Wednesday, April 10th by 10:00 pm to Registration Headquarters. The General Knowledge Test will be based on the Career Essentials - Fundamentals. **(The Career Essentials Fundamentals is available online at www.skillsusaky.org to paid professional members)** All contestants must submit a resume to the contest chairperson during orientation. A sample resume is provided at www.skillsusaky.org.

For 2019, students will take a Career Essentials General Knowledge Test based on the Fundamentals portion of Career Essentials. The Career Essentials Fundamentals materials are available on the SkillsUSA website as a part of your professional membership, free of charge.

Contestants failing to turn in a resume will have point's deduction in their contest score.

MEDICAL RELEASE/INSURANCE

Students must provide proof of insurance. A photocopy (front & back) of the insurance card must be included in the registration packet. Students who do not have personal insurance and are covered by school insurance are considered as the secondary insurer. A letter from the school must be submitted on official school letterhead listing the names of students and the insurance policy information. A completed medical release form is also required for each student.

ACTION SKILLS - EMPLOYMENT APPLICATION PROCESS

Only students with IEP's compete in Action Skills & Employment Application Process. IEPs for contestants will be verified by the Office of Career and Technical Education staff.

SKILL AND LEADERSHIP COMPETITORS

Kentucky allows students to compete in two (2) events, one Leadership and one Skill, in accordance with the 2019 Kentucky Official Contests offered; however, contest times must not conflict with one another. Contests cannot be delayed. Students may have to choose in which contest they want to compete if contests are at the same time. If a student wins first place in a leadership and skill contest at the State Conference, they must choose in which contest they will compete at the National Conference.

NOTICE: Architectural Drafting (CAD), CNC Milling Specialist, CNC Turning Specialist, CNC Turning Technician, Technical Drafting (CAD), Firefighting, & Mechatronics contests will be held at the Elizabethtown Community & Technical College. If your school district requires additional approval to travel outside of Jefferson County, you will need to obtain appropriate approval through your school prior to attending State Conference

ROOM RESERVATIONS

Complete the 2019 Hotel Reservation Form and the 2019 SkillsUSA Room List. Submit both to reservations@cplouisville.com by **March 22, 2019**. The block of rooms will be released after the deadline. Ensure all necessary tax exempt information is presented to the hotel before attending Conference. Schools paying for rooms will need to submit a PO and a copy of their state tax exemption letter.

HOTEL CHECK-IN AND CHECK-OUT

CHECK-IN: Hotel check-in time is 3:00 pm. Buses may unload at the front entrance of the Crowne Plaza. There is parking for buses. Hotel keys and room assignments will only be distributed to advisors.

CHECK-OUT:

- Check-out is 11:00 am.
- Advisors are responsible for checking students out of the hotel.
- Advisors should check each hotel room for damage prior to departure. There is a \$100 cleanup fee if smoking has occurred in the room. Each student and/or chapter is responsible for any damage to hotel property or any missing items.
- The hotel requests that luggage be placed in the advisor's room on Saturday morning to facilitate the room checks and cleaning. Let the front desk know which rooms are vacated and which room you are holding with luggage.
- SkillsUSA Kentucky assumes no responsibility for charges accrued during Conference by its membership, advisors, or others attending the Conference in any capacity.

SCHOOL PACKETS

Individual school packets may be picked up between 3:00-6:00 pm (EST) on Wednesday, April 10th at the SkillsUSA Registration Headquarters. Name badges are included in these packets and must be worn at all times for safety, to ride buses to contests sites, to compete, and during all general sessions.

TRANSPORTATION TO CONTESTS FROM HOTEL

Shuttle buses will provide transportation for students to all Skill contest areas on Thursday, April 11th and Friday, April 12th. Advisors may ride buses, but students have first priority. The Conference program has details of contest sites and the transportation schedule.

SKILLSUSA KY CONGRESS

The SkillsUSA Kentucky Congress shall consist of High School Senate/House of Representatives and Postsecondary Senate/House of Representatives members. Chapters are permitted to have two (2) Senators per chapter and one (1) Representative per 75 members. This is the time to voice the local chapter's opinion on SkillsUSA Kentucky matters, as required under the constitution and bylaws, and to elect your State Officer Team for the following year. For more information, consult the constitution. All chapters in Kentucky are encouraged to send representatives from their chapter whether or not they have regional contest winners.

STATE OFFICER CANDIDATES

The application for State Officers is available at www.skillsusaky.org. Please encourage students to apply. Applications are due **March 22** with the Registration Packet. State Officer Candidates and National Officer Candidates must be prepared to complete the Kentucky Statesman. State Officer interviews will be held immediately following the Opening Session. Statesmen earned at KLTI are acceptable with documentation.

KENTUCKY STATESMAN

Students and advisors are encouraged to earn their Kentucky Statesman pin during SkillsUSA Kentucky Leadership Conference. State Officers and/or designees will be allowed to sign off for the Kentucky Statesman.

EXHIBITORS

Please visit our exhibitors! Turn in completed exhibitor cards at the registration desk to receive your prize.

TOOLS

Please label contestants' tools before coming to Conference. If you have two (2) students competing in the same contest, they cannot share tools and materials. All tools will be transported from the hotel to the contest sites on Thursday while students attend orientation. Tools may be locked up overnight with the chairperson's approval. Check the Technical Standards for the tool list and contest guidelines. Technical Standards are provided online to Professional Members of SkillsUSA.

NLSC (National Conference)

SkillsUSA Kentucky will handle registration and lodging arrangements for the National Conference. All 1st Place Winners advancing to Nationals and their advisors must meet with the State Director immediately following the awards ceremony. Advisors seeking to be part of the official Kentucky Delegation at the National Conference in Louisville must notify the State Director by April 26th, 2019.

Online Step-by-Step Registration Instructions

Please follow these simple steps for a successful registration:

1. Go to www.skillsusa.org, login using your username & password.
2. Be sure all participants have first been registered under the membership tab before proceeding. If students are not registered members, their names will not be allowed to enter a competition.
3. Click on the “**Conference**” tab on the tool bar.
4. Select “**My Registrations**” from the pull-down menu.
5. Be sure the Filter Event reads “**Kentucky SkillsUSA Leadership Conference & Skills Championship.**” Use scroll arrow to pull up event.
6. Click “**Add New Registrant**” on the left-hand side of screen. (Or, you can go to bottom to get directions to register from an existing member.)
7. Click on “**Select Registration Type**”:
 - Click on Advisor if appropriate.
 - Click on Contestant if student is competing in any contest.
 - Click on appropriate Model the individual is setting for (Cosmetology or Nail Care).
 - Click Courtesy Corp (CC) if **only** attending conference to work on the CC team.
 - Click Other – Observer for all others (guest, parents, administrators etc.).
 - Click Exempt only for State Officer registration that is not competing in a contest.
8. Click on “**Select School.**” Scroll down arrow and click on your school.
9. Click on “**Select Member to Compete.**” Scroll down arrow to select appropriate member and click.
10. Click on “**Division.**” Click on either High School or College/Postsecondary.
11. Click on “**Contest Registration Type.**” Scroll down to appropriate contest your student is entering and click.
12. Click on “**Save.**” Don’t forget to save or all information will be lost.
13. Repeat for each student. After you start you will not have to repeat the first several steps each time unless there’s a problem.
NOTICE: The skillsusa.org website will time out if not in use.
14. As you work your way through this page making sure **all** areas are filled in all boxes,
 - Next, click on the blue “**Details**” tab located below the participant’s address. Please fill in **all blanks**, every question is important information needed by this office. (MAKE sure HOME ADDRESS is filled in on this page).
15. Next, click on the blue “**Emergency**” tab located next to the “Details” tab.
16. Next, click on the blue “**State Fees**” tab next to the “Emergency” tab.
17. Finally, click the “**Save Registration.**”
18. This will then return you to the Registration Information page with the participant’s name now located in the blue registration box.
19. Once **ALL** participants have been registered, you can click “**Submit Registration**” in the upper right-hand corner. This will send the State Director an email stating your school has finished entering students for State Conference.
20. Last but not least, go to the blue “**Conference**” pull-down menu and select “**Fee Summary.**” This should provide you with an invoice.

There is also a training video on the SkillsUSA website for registration. Go to registration site for Conference registration and click on blue “Watch Video” icon at top right of the screen.