



# Fall Leadership Conference

Jekyll Island Convention Center  
Jekyll Oceanfront Resort  
Jekyll Island, Georgia

September 17 & 18, 2009

## Table of Contents and Due Dates:

- Page 2 & 3: Conference Purpose and Overview
- Page 4: Registration Instructions
- Page 5: Registration Summary Invoice
- Page 6: Meal Options Plan
- Page 7 & 8: Hotel Reservation Form/Rooming List (**Deadline September 1, 2009 –direct to hotel**)
- Page 9: Tax Exempt Form
- Page 10: Dress Code
- Page 11: Code of Behavior (**Collected at Registration Table**)
- Page 12: Personal Liability/Medical Release/ Photograph Form (**Collected at Registration Table**)
- Page 13: Tentative Agenda
- Page 14-18: Statesman Award Competition

## Fall Leadership Conference Purpose:

Our annual Fall Leadership Conference program is designed to provide SkillsUSA Georgia members and advisors the opportunity to increase their leadership, communication, and teambuilding skills by attending hands-on workshops, seminars and general sessions.

## Fall Leadership Conference Overview:

### CONFERENCE REGISTRATION

The **SkillsUSA Georgia Fall Leadership Conference will be held September 17 & 18, 2009** at the Jekyll Island Convention Center in Jekyll Island, Georgia. **Registration fees are \$45.00 per participant (Advisor, Student, and/or Chaperone)**. You must include an additional amount for the following shirt sizes: 2XL (\$2.00 per shirt), 3XL (\$4.00 per shirt) and 4XL (\$6.00 per shirt) in your registration fees. **Registration fees will cover lunch on Saturday, Summer Waves swimming recreation, meeting expenses, plus a 2009 - 2010 SkillsUSA Georgia golf shirt.** Complete registration online at [www.skillsusa-register.org](http://www.skillsusa-register.org) by **September 1, 2009 at 5:00 p.m.** Shirt sizes must be included on your online registration form. Payment is expected for all participants that are registered with the online system. If online registration is not completed by September 1 at 5:00 p.m. then it will be considered **late registration and will be \$60.00 per participant and must be received by September 17, 2009.** Participants registering by the late registration will forfeit the conference golf shirt. **The deadline for dropping participants to receive a refund is September 4, 2009. Mail registration fees to SkillsUSA Georgia, 73 Price Quarters Rd. #129, McDonough, GA 30253.** All fees should be paid by the start of the conference. Advisors/Chaperones will be responsible for the behavior of your delegation and for transportation to the convention center and other places while on Jekyll Island.

### MEAL OPTIONS

For your convenience you can preorder a meal plan for your chapter. All meals will be served at the Jekyll Oceanfront Resort and there are several options to select from that will best suit your group. (Please note: Lunch on **Friday** is included in your registration fee.) Meal plans must be selected at time of registration and should be included in the payment for your conference registration fees. You will pick up your meal tickets at the Conference Registration Table.

## **HOTEL RESERVATIONS / TAX EXEMPT FORM**

The Jekyll Oceanfront Resort is considered our Conference Hotel. Your hotel reservation information is due to the Jekyll Oceanfront Resort by September 1, 2009.

## **DRESS CODE**

Students will not be allowed to participate unless name badges and appropriate dress are worn. **It is the responsibility of the advisor to see to it that his/her delegation is appropriately dressed at all times while involved in official SkillsUSA Georgia functions.** Participants will receive a golf shirt at registration on **Thursday**. Attendees should wear their conference golf shirts along with slacks on **Friday** at the conference. **Blue jeans are not permitted during conference functions that take place in the Jekyll Island Convention Center.** Please read the enclosed Dress Code information to your members before attending the conference.

## **CODE OF BEHAVIOR, PERSONAL LIABILITY AND MEDICAL RELEASE, PHOTOGRAPH RELEASE FORMS**

Please copy the enclosed forms for everyone (2 each) participating from your chapter. Have them signed and bring them with you to the registration table at the Convention Center. These forms are for our protection in emergency situations. One copy will be collected at registration; the other copy should remain with you at all times.

## **TENTATIVE AGENDA**

To assist you in planning your trip, a tentative agenda for the conference is included.

## **STATESMAN AWARD COMPETITION**

Members will be offered the opportunity to earn the SkillsUSA Georgia Statesman Award. This is a competition to determine who has mastered information about SkillsUSA. The requirements for this award have been included with this package. **Students will take a one time scan-tron test of multiple choice, true/false, and fill-in-the-blank questions. Students will be required to pass with an 85% correct response rate to earn their Statesman Award.** Students must be registered for the conference to be evaluated for the Statesman Award. **Register your participants for the Statesman Award using the online system.** Statesman Award lapel pins will be awarded at the closing general session for those earning the award.

## **QUESTIONS**

Contact Gayle Silvey, State Director, should you have any questions or need assistance (770-914-6288 or [gsilvey@skillsusageorgia.org](mailto:gsilvey@skillsusageorgia.org)).

# SkillsUSA Georgia 2009 Fall Leadership Conference Registration Instructions

**Deadline to register:** September 1, 2009 – 5:00 p.m. online

**Submit fees to:** SkillsUSA Georgia  
73 Price Quarters Road #129  
McDonough, GA 30253

## Registration Instructions/Steps:

1. Please log onto [www.skillsusa-register.org](http://www.skillsusa-register.org) to register your chapter for the Fall Leadership 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. 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. You **DO NOT** need to complete the **tabs** labeled Contest, Details or Emergency.
  - d. **Click on the tab labeled State Info.**
    - i. **Select the appropriate shirt size.**
    - ii. Check the box if your student will enter the **FLC Statesman Award Competition.**
  - e. Click Save Registration and the information will be saved and you will be able to add additional participants.
5. **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.
6. Once you have completed registering all of your attendees, please 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.
7. Please complete the following **Fall Leadership Conference Registration Summary Invoice** and submit the form by the deadline date along with the \$45.00 registration fee for each participant (advisor, student, chaperone) attending. **Absolutely no refunds will be granted after September 4, 2009 – please understand that once someone is entered into the online registration system, payment is expected.**
8. **On-line registration will close at 5:00 p.m. on September 1, 2009. Payment is expected for all participants that are registered on-line.**

# Fall Leadership Conference Registration Summary Invoice

**Complete this form and submit it along with the following:**

- Payment (make check payable to SkillsUSA Georgia)
- Fee Summary Form from Registration Site
- Registration Summary Form from Registration Site

County \_\_\_\_\_ School \_\_\_\_\_

Advisor's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone (School) \_\_\_\_\_ Phone (Home) \_\_\_\_\_

Cell \_\_\_\_\_ Region # \_\_\_\_\_

**Summary of Registration Fees Enclosed**

<i>Participant Code</i>	<i>Quantity</i>	<i>x Amount</i>	<i>= Total</i>	
<b>Total Advisors</b>		<b>x \$45.00 each</b>	<b>=</b>	
<b>Total Students</b>		<b>x \$45.00 each</b>	<b>=</b>	
<b>Total Chaperones</b>		<b>x \$45.00 each</b>	<b>=</b>	
		<b>Total Registration</b>	<b>(A)</b>	
<i><b>Oversized Shirts Order</b></i>	<i>Quantity</i>	<i>x Amount</i>		
<b>Total 2XL Shirts</b>		<b>x \$2.00 each</b>	<b>=</b>	
<b>Total 3XL Shirts</b>		<b>x \$4.00 each</b>	<b>=</b>	
<b>Total 4XL Shirts</b>		<b>x \$6.00 each</b>	<b>=</b>	
		<b>Total Oversized Shirts</b>	<b>(B)</b>	
<i><b>Meal Options Order</b></i>	<i>Quantity</i>	<i>x Amount</i>		
<b>Meal Option #1</b> Entire Meal Plan (4)		<b>x \$40.00 per person</b>	<b>=</b>	
<b>Meal Option #2</b> Breakfasts Only (2)		<b>x \$14.00 per person</b>	<b>=</b>	
<b>Meal Option #3</b> Dinners Only (2)		<b>x \$26.00 per person</b>	<b>=</b>	
		<b>Total Meal Options</b>	<b>(C)</b>	
		<b>Total Fees Due (A+B+C) =</b>	<b>=</b>	

**For Official SkillsUSA Georgia Only**

**Date:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

**Amount of Check:** \_\_\_\_\_ **From:** \_\_\_\_\_

# SkillsUSA Meal Options 2009

(Meals will be served at the Jekyll Island Convention Center)

## Thursday Dinner

### **Fiesta Night!**

Shredded lettuce, cheese, spiced ground beef, tomatoes, black olives  
Chicken fajitas  
Taco shells and flour tortillas  
Sour cream, salsa, guacamole  
Tortilla chips  
Mexican Rice  
Dessert  
Tea/Water/Lemonade

## Friday Breakfast

Danish or Doughnuts

Sausage biscuits, grits, oatmeal, or scrambled eggs (choice of 2 per day)  
Cereal and milk  
Milk/Juice/Coffee

## Friday Dinner

Chicken fingers with honey mustard sauce  
Shrimp poppers  
Italian green beans  
Macaroni and cheese  
Assorted rolls and butter  
Dessert  
Tea/Water/Lemonade

## Saturday Breakfast

Danish or Doughnuts

Sausage biscuits, grits, oatmeal, or scrambled eggs (choice of 2 per day)  
Cereal and milk  
Milk/Juice/Coffee

## Options:

**Option 1** - Entire Meal Plan: \$40.00 per person

**Option 2** - Breakfasts only: \$14.00 per person

**Option 3** - Dinners only: \$26.00 per person



# Fall Leadership Conference

Hotel Reservation Form

September 17 & 18, 2009

Deadline: September 1, 2009

All hotel reservations forms from advisors should be sent directly to the hotel of your choice as soon as possible and must be received by the hotel by September 1, 2009. After this date all reservations will be accepted on a space available basis. **Only faxed reservations will be accepted for the Jekyll Oceanfront Resort.** Be sure to include a credit card number or one night's deposit per room reserved. If reserving your room with a check make sure a copy of your hotel reservation form accompanies the check and mail to hotel address (Attn: Sales Dept.) this is in addition to faxing your reservation. This is on a first come, first serve basis – don't delay!

Special notes:

1. Written confirmation will be sent directly from the hotel – via fax form only from Jekyll Oceanfront Resort.
2. All changes, cancellations, etc. should be received by the hotel prior to September 11, 2009.
3. Chapter advisors must assume responsibility and liability for all charges incurred by his/her delegation.
4. The hotel will not direct bill.
5. Tax exempt form and ID# must be attached to reservation form. If tax exempt, form of payment must be one of the following: 1) a check issued from the school; 2) a credit card from the school.
6. "No Shows" will be billed for one night's room and tax.
7. No "On-Site" cancellations
8. Indicate "Advisor's Room" on form.

Method of Payment:

- School Check
- Personal Check
- Credit Card

Transportation:

- \_\_\_ Arriving by Bus
- \_\_\_ Arriving by Car
- \_\_\_ Arriving by Van

Credit Card Information:

- VISA                      Account # \_\_\_\_\_
- Discover                    Expiration Date \_\_\_\_\_
- MasterCard                Signature \_\_\_\_\_

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## Ask for SkillsUSA Georgia Room Block

### HOTEL

**Jekyll Oceanfront Resort**    Guestrooms \$95.00;  
 975 North Beachview Drive    One-bedroom Villas \$120.00  
 Jekyll Island, GA 31527        Two-bedroom Villas \$140.00  
 Phone: 912-635-2531 Toll Free: 800-736-1046  
**FAX: 912-635-2332**  
**Check-in time: 4:00 p.m.**        Check-out time: 11:00 a.m.

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### Note to Hotel: Assign Individual Schools Together In Blocks On The Same Floor

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

School Address: \_\_\_\_\_

School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

Total Number of Rooms: \_\_\_\_\_

**\*\*\*All Confirmations will be sent via Facsimile / Return Fax Numbers are Mandatory\*\*\***

## Group Room Reservation Form

Key: S/A – Student or Advisor M/F - Male or Female Arrive – Arrival Date Depart – Departure Date  
Accommodations Requested – Place a 1 for first choice and a 2 for second choice

Room Number	Name(s) Last Name First	S/A	M/F	Arrive & Depart	Accommodation Check One	Rate
	<b>Room 1</b>				<input type="checkbox"/> King	
	1.				<input type="checkbox"/> dbl/dbl	
	2.				<input type="checkbox"/> 1 room Villa	
	3.				<input type="checkbox"/> 2 room Villa	
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
	<b>Room 2</b>				<input type="checkbox"/> King	
	1.				<input type="checkbox"/> dbl/dbl	
	2.				<input type="checkbox"/> 1 room Villa	
	3.				<input type="checkbox"/> 2 room Villa	
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
	<b>Room 3</b>				<input type="checkbox"/> King	
	1.				<input type="checkbox"/> dbl/dbl	
	2.				<input type="checkbox"/> 1 room Villa	
	3.				<input type="checkbox"/> 2 room Villa	
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
	<b>Room 4</b>				<input type="checkbox"/> King	
	1.				<input type="checkbox"/> dbl/dbl	
	2.				<input type="checkbox"/> 1 room Villa	
	3.				<input type="checkbox"/> 2 room Villa	
	4.					
	5.					
	6.					

**ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS**

On April 2, 1987, Act Number 621 amending Official Code of Georgia Annotated Section 48-13-51 became effective. This Act provides that Georgia State or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a State agency from appropriated funds. Upon verification of the identity of the State official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this certification should be maintained with your tax records to document the individual's status as a state official or employee traveling on official business. If you have any questions, please contact the accounting or fiscal office of the Department or agency employing the individual identified below.

**STATE OF GEORGIA  
CERTIFICATE OF EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX**

**CERTIFICATION**

This is to certify that the lodging obtained on the date(s) identified below was required in the discharge of my official duties for the State and qualifies for exemption of the local hotel/motel excise tax under Official Code of Georgia Annotated Chapter 48-13 (as amended by Act 621, Georgia Laws 1987).

Signature of Official or Employee \_\_\_\_\_ Date \_\_\_\_\_

**PRINT OR TYPE**

Name of Official or Employee \_\_\_\_\_

Title of Official of Employee \_\_\_\_\_

Agency Represented Georgia Department of Education/Office of Instructional Services

Accounting/Fiscal Office Contact \_\_\_\_\_ Phone No. \_\_\_\_\_

Date(s) of Lodging \_\_\_\_\_

# SkillsUSA Georgia Dress Code

Chapter advisors, chaperones and parents are responsible for making certain that all SkillsUSA Georgia student members wear official attire, professional attire, or business casual attire as occasions may require. Official attire, professional attire, and business casual attire are considered appropriate dress for related conference activities and public appearances. Since adults (advisors, parents, chaperones, and guests) serve as role models at SkillsUSA Georgia conferences and activities, they are expected to dress appropriately for related occasions they attend. Conference participants not adhering to the SkillsUSA Georgia Dress Code will not be permitted to participate in conference activities. SkillsUSA Georgia dress code requirements listed as follows:

- **During general and breakout sessions, student members must wear official attire, professional attire, or business casual attire. Adults must dress appropriately.**

**No shorts, sweat suits, jeans, tank tops, muscle shirts, T-shirts, bathing suits, hats or caps are allowed during General Sessions or any breakout sessions. Advertisements for alcoholic beverages, tobacco products, sexually oriented advertising, or illegal substances are prohibited. No smoking is allowed while in SkillsUSA Official Dress.**

SkillsUSA Official Blazers, Sweaters, or Jackets should not be worn with any clothing other than Official Dress.

**Advisors set the example with "dress" for the students in their delegation.**

- ***Official SkillsUSA Georgia Attire (most formal)***

Blazer: red with official SkillsUSA patch

Ties: black for males

Shirt or blouse: white, button-up with turned down collar – males; white shell - females

Pants or skirt: black (skirt length (standing) should be to the middle of the knee)

Socks: black

Hosiery: natural or black

Shoes: black dress shoes

- ***Professional SkillsUSA Georgia Attire (less formal)***

Shirt: males or females, button-up with turned-down collar

Blouses: females only

Ties: males required, females optional

Dress pants: khaki, navy, black (unacceptable: jeans, baggy pants)

Dresses/skirts: females only

Socks/Hosiery: males (black or dark blue socks) females (natural or black hosiery)

Shoes: dress shoes or boots

- ***Business Casual SkillsUSA Georgia Attire (least formal)***

Same as professional attire, however, a tie is not required, and the shirt or blouse may be a polo or golf shirt.

# 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 \_\_\_\_\_

# 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.

Name \_\_\_\_\_ Home telephone \_\_\_\_\_

Home street address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_

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

School telephone \_\_\_\_\_ School street address \_\_\_\_\_

City/state/zip \_\_\_\_\_

### MEDICAL INFORMATION (children and students only)

1. Allergies (drug or otherwise) \_\_\_\_\_

2. Current medication \_\_\_\_\_

3. Describe any history of heart condition, diabetes, asthma, epilepsy, or rheumatic fever, etc. \_\_\_\_\_

4. Physician's name \_\_\_\_\_ Physician's telephone \_\_\_\_\_

5. Insurance Company \_\_\_\_\_ Plan Number \_\_\_\_\_

6. Group Number \_\_\_\_\_ Date of last tetanus shot \_\_\_\_\_

7. 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**

## **2009 Fall Leadership Conference, Jekyll Island**

### **Tentative Agenda**

#### **Thursday, September 17, 2009**

Conference Registration	noon - 8:00 p.m. Lobby, Jekyll Island Convention Center
Statesman Award Testing	noon - 7:00 p.m. Jekyll Island Convention Center (casual attire is acceptable)
First General Session	8:00 - 10:00 p.m. Hartley Auditorium, Jekyll Island Convention Center
SkillsUSA Networking Session	10:00 – 10:30 p.m. Lobby, Jekyll Island Convention Center
Chapter Quality Time	10:00 - 11:30 p.m. (Hotel)
Curfew	11:30 p.m.

#### **Friday, September 18, 2009**

Leadership Sessions	8:30 - 11:15 a.m. Jekyll Island Convention Center 8:30 – 9:15 a.m.; 9:30 – 10:15 a.m.; 10:30 -11:15 a.m. – Breakout Sessions
Lunch	11:15 – 12:15 p.m. Jekyll Island Convention Center Lunch provided by SkillsUSA Georgia for each participant.
Leadership Sessions	12:15 – 2:00 p.m. Jekyll Island Convention Center 12:15 – 1:00 p.m.; 1:15 – 2:00 p.m. – Breakout Session
Closing General Sessions	2:15 – 3:15 p.m. Hartley Auditorium, Jekyll Island Convention Center
SkillsUSA Recreation	4:00 – 7:00 p.m. Summer Waves Recreation provided by SkillsUSA Georgia for each participant.
Dinner (on your own)	7:00 - 9:00 p.m.
Dance & Activities	9:00 – 11:00 p.m. Beachside Hall, Jekyll Island Convention Center
Chapter Quality Time	11:00 - 11:30 p.m. (Hotel)
Curfew	11:30 p.m.

# SkillsUSA Statesman Award

## Test Questions and Study Guide

### 1. Recite the skills USA pledge. What do these phrases mean: “to prepare myself”, “to base my expectations of reward upon the solid foundation of service”?

Upon my honor, I pledge:

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers,  
To base my expectations of reward upon the solid foundation of service,  
To honor and respect my vocation in such a way as to bring repute to myself,  
And further, to spare no effort in upholding the ideals of SkillsUSA.

“to prepare myself”—Preparation requires self-control. It means effort without immediate reward but with the knowledge that the effort will pay off when the preparation is completed.

“to base my expectation of reward upon the solid foundation of service” –This statement reinforces the attitude that we must first serve in order to gain. This attitude is important to success.

### 2. Recite the SkillsUSA motto and the 6 points of the SkillsUSA creed

SkillsUSA Motto:

Preparing for leadership in the world of work.

SkillsUSA Creed:

I believe in the dignity of work.

I believe in the American way of life.

I believe in education.

I believe in fair play.

I believe satisfaction is achieved by good work.

I believe in high moral and spiritual standards.

### 3. Paraphrase 6 of the 11 purposes of SkillsUSA

- To unite in a common bond all students enrolled in trade, industrial, technical, and health occupations education.
- To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
- To foster a deep respect for the dignity of work.
- To assist students in establishing realistic vocational goals.
- To help students maintain a purposeful life.
- To create enthusiasm for learning.
- To promote high standards in trade ethics, workmanship, scholarship, and safety.
- To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process.
- To foster a wholesome understanding of the functions of labor and management organizations.
- To create among students, faculty members, and persons in business and labor a sincere interest and esteem for Career & Technical education.
- To develop patriotism through knowledge of our nations heritage and the practice of democracy.

#### 4. Paraphrase 2 duties of the president, vice president, secretary, treasurer, reporter, and parliamentarian.

**President:** This person is key to whole SkillsUSA Chapter, must be selected for good leadership qualities, and must be able to work with people and encourage them to work for the chapters benefits.

- Knows what work has to be done and when to delegate.
- Keep informed of the members progress and see that the chapter is moving forward
- Presides over meetings, make sure they begin on time and follow the order of business.
- Never interjects personal opinions or dominates the meeting.
- Has a complete understanding of the matters to be discussed and the possible effects of his or her recommendations.
- Conducts meetings following correct parliamentary procedure and allows ample, but not excessive time for discussion.
- Brings issue's to a satisfactory conclusion when sensing a discussion is dragging or being monopolized

**Vice President:** as first assistant to the president, he should prepare just as well as the president.

- Presides at meetings and other functions in the absence of the president.
- Must be well informed of the issues and skilled in handling the chapters business.
- Must be prepared to assume office of president when necessary.
- Carries specific responsibilities for program planning, often with help from a program committee, to determine the program topics, secure speakers and arrange for necessary facilities.

#### **Secretary:**

- Keeps all chapter records for continuous reference to all that has happened.
- With the president, sets a tentative agenda of each meeting several days in advance.
- Advises the president during the meeting about the agenda.
- Keep the minutes of each meeting in a permanent book having alphabetical membership roll.
- Keep the final copy of the chapter's calendar of activities.
- Includes the following information in the minutes: the name of the chapter, the kind of meeting or the purpose of the meeting, the date, the time, the place, the name of the presiding officer, the number present, approval of previous minutes, a treasurer's report, reports and actions taken in the meeting, motions carried and lost, adjournment, and the signature of the presiding officer.
- Counts the vote, unless someone else is appointed.
- Asks questions if unsure about the wording of a motion or its outcome.
- At each meeting, reads the minutes of the previous meeting, which, when approved, are the official record of the chapter business.
- Keeps the local Chapter's Constitution and By-laws at each meeting to be used as a reference.
- Maintains a complete list of members as well as committees, their members and chairpersons.
- Chairs the membership committee and calls meetings to order in the absence of the president and vice president.
- Takes care of chapter correspondence and reads all communications directed to the chapter.
- Strives to develop skills including listening, interpreting issues, taking concise notes and reporting accurately.
- Develops good speaking skills so the minutes can be heard and understood.

**Treasurer:**

- Keeps the record of the chapter funds.
- Bills for annual dues.
- Assists in developing the annual budget.
- Maintains accurate records of income and expenses.
- Makes a complete inventory of the chapter equipment, books and other materials with the assistance of the chapter advisor.
- Knows all the regulations about handling the chapter's finances as determined by the constitution or by-laws and school policy.
- Issues and maintains records of receipts.
- Collects, records, and deposits funds promptly.
- Records approved expenditures immediately.
- Keeps ledgers in cooperation with school authorities (in schools where all funds must be administered by a school treasurer or comptroller).

**Reporter:**

- Gets news about the chapter before the public.
- Is able to write, or willing to learn to write, news stories on chapter activities.
- After getting the details about a meeting or program prepares news releases and distributes them to newspapers and radio and television stations.
- Includes the "who, what, when, where, why, and how," the name of SkillsUSA chapter and the main people involved, a description of the activity and how it affects the community, and the place, date and time.
- Gets acquainted with local news editors and finds out if they want fully written stories or just the facts.
- Finds out if the news agencies want photos submitted or would rather be notified to send their photographer or reporter to events.
- Avoids playing favorites with competing newspapers and stations.
- Uses school and community bulletin boards to get the news out.
- Chairs the chapter's information or public relations committees.
- Collects publicity to display at state and national meetings and to include in the chapter's scrapbook.

**Parliamentarian:** Is the chapter authority and consultant to the president on procedural matters.

- Has a working knowledge of parliamentary law and gives opinions on it, not on personal feelings.
- Has a working knowledge of Robert's Rules of Order.
- Must be able to gain the confidence of others, since he or she may be called on to settle controversial issues concerning parliamentary procedure.
- Calls attention to any errors in procedure, but has no authority to enforce ideas or rulings.

**5. Recite the 7 points of the National Program of Work.**

- Professional Development
- Community Service
- Employment
- Ways and Means
- Skills USA Championships
- Public Relations
- Social Activities

## 6. Recite the SkillsUSA colors and what they represent.

**Red** and *White* represent the individual states and chapters.

**Blue** represents the common union of the states and the chapters.

**Gold** represents the individual, the most important element of the organization.

## 7. Recite the official dress for men and women.

### Women:

Red SkillsUSA blazer, windbreaker or sweater

White collarless blouse

Black dress skirt or black dress pants

Black sheer or skin-tone seamless hose

Black shoes

### Men:

Red SkillsUSA blazer, windbreaker or sweater

White dress shirt

Black dress slacks

Plain solid black tie

Plain black socks

Black shoes

## 8. Recite the procedure for obtaining the floor at a meeting and making a motion.

Rise and address the President – “Mr. President” or “Madam President”.

Receive recognition by the President.

Make motion—“I move that . . .”.

## 9. Recite the 5 parts of the SkillsUSA emblem and what each represents.

The shield represents patriotism.

The gear represents the industrial society.

The torch represents knowledge.

The orbital circles represent technology.

The hands represent the individual.

## 10. Define “Quorum”.

Quorum—the minimum number of members who must be present at the meetings in order for business to be legally transacted.

## 11. Paraphrase 5 of the 8 SkillsUSA goals.

- Acceptance of SkillsUSA activities by the educator as an integral part of the Instructional program.
- The creation of programs that will motivate members in their training and chapter activities.
- The continued development of high-quality leadership training programs.
- The creation and expansion of leadership training conferences on local, state and national levels.
- Expanded competitive activities.

- Improved public relations at all levels with business, industry, labor organizations and associations as well as involvement in local, school, civic and community activities through correspondence, publications, and goodwill tours.
- The employment of a full-time person to conduct the duties of the state association Director.
- Continued growth of membership.

**12. In what National SkillsUSA region do you live? Name the 12 states or territories in your region.**

Region II

Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virgin Islands, and Virginia.

**13. Who is the Executive Director of National SkillsUSA? Tim Lawrence  
Who is the State Director of SkillsUSA Georgia? Gayle Silvey  
Who is the State President of SkillsUSA Georgia?**

**14. What is the PDP Program? Professional Development Program  
What are the levels of participation in PDP from beginning to end?**

- Level 1: Trainee Degree
- Level 2: Leader Degree
- Level 3: Professional Degree
- Level 4: Master Degree
- Level 5: American Degree

**15. What is the difference between a standing committee and an ad hoc committee?**

A **standing committee** operates for the entire school year. (Examples: Professional Development, Community Service, Ways and Means, Social, Skills USA Championships, Employment, and Public Relations.)

**Ad hoc committees** operate for a limited time period. (Example: A committee appointed to plan a party. It operates just to do the assigned task and not all year like a standing committee.)

