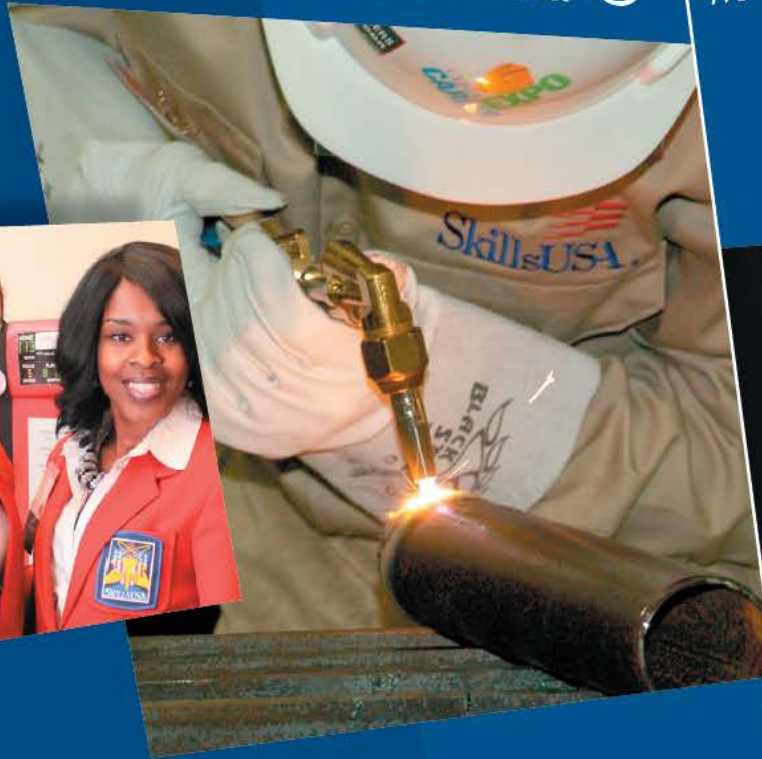


SkillsUSA

CHAMPIONS at WORK

STATE LEADERSHIP AND SKILLS CONFERENCE AND CAREER EXPO

GEORGIA INTERNATIONAL
CONVENTION CENTER
MARCH 15-17, 2012




SkillsUSA
GEORGIA

**REGISTRATION
PACKAGE**

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SkillsUSA Georgia
5916 East Lake Parkway #129
McDonough, GA 30253
Voice: 404-216-6040
Fax: 770-898-0566
Email: gsilvey@skillsusageorgia.org
Website: www.skillsusageorgia.org

MEMORANDUM

TO: SkillsUSA Georgia Advisors

FROM: Gayle K. Silvey, State Director

DATE: December 15, 2011

SUBJECT: 2012 State Leadership and Skills Conference

The 2012 State Leadership and Skills Conference theme, “SkillsUSA: Champions at Work –Skilled and Motivated” is perfect as we move forward in Georgia to better ourselves, our students and our ability to build a strong work force of tomorrow. These students of tomorrow’s work force possess the skills, leadership and desire to make a positive impact on Georgia. Please consider this your invitation to join us for one of the most exciting events of the year. Prepare for an incredible State Leadership and Skills Conference and Career Expo, March 15 – 17, 2012. The Georgia International Convention Center provides a first class facility for our Opening Session, Awards Ceremony and the largest student centered Career Expo in the state! We will be conveniently lodging in the Atlanta Gateway Marriott and adjacent hotels! .

Please read all of the information in this packet very carefully as it will be helpful as you plan for the conference. You are encouraged to bring as many participants as possible: eligible contestants, voting delegates, observers and chaperones. I encourage you to contact me should you have any questions or need assistance. I am looking forward to working with each of you to ensure a successful conference for our members!

Hotel Reservation Form and Rooming Worksheet (Pages 7 – 9)

Our Conference Center hotel is the Atlanta Gateway Marriott. The conference hotels are the Atlanta Gateway Marriott/Springfield Suites and the Atlanta Airport Marriott. Please make plans to stay at one of these properties. They are located conveniently to the Georgia International Convention Center. **Hotel Reservations will close on Friday, March 2, 2012.** Hotel details are included on pages 7 – 9.

Registration Instructions, Form and Fees (Pages 10 & 11)

Advisors will complete the registration process online at www.skillsusa-register.org. **You will need to print the registration summary and fees summary sheets and mail them along with the Registration Form that is included in this packet on page 12 with either a Purchase Order, check made payable to SkillsUSA Georgia, or you can request to pay by Credit Card.** The registration fee is \$50.00 per advisor, contestant, voting delegate, observer, courtesy corp. or chaperone. Registration includes all conference associated costs, polo shirt, and entrance into the Career Expo along with hard hat and safety glasses.

Mail registration/fee summaries and payment to:

SkillsUSA Georgia
5916 East Lake Parkway #129
McDonough, GA 30253

The deadline for on-line registration is Friday, February 24, 2012 at 9:00 p.m. Contestants that are not registered by February 24, 2012 will not be allowed to compete. Payment for the conference should follow the submission of your online registration. An effort should be made to pay all registration fees prior to the conference, please let us know if you will be making payment at the conference registration table. PLEASE NOTE: Payment is expected for any participant entered into the system at the close of registration unless you cancel their registration, which must be done no later than February 29, 2012.

Absolutely no refunds will be granted after February 29, 2012.

Courtesy Corp

Members are needed to serve on the Courtesy Corp. As Courtesy Corp members they will assist with a variety of activities during the conference. Students must be able to remain at the conference until the end of the Awards Ceremony on Saturday, March 17, 2012. Please submit student's names, shirt sizes via the online registration system and **select Courtesy Corp under Contests. Students receive an additional polo shirt for their Courtesy Corp service.**

Voting Delegates

Voting delegates play an important role in SkillsUSA Georgia. These delegates will elect our new State Officers. Voting delegates are assigned as follows:

<i>Number of Members submitted to SkillsUSA</i>	<i>Number of Delegates</i>	<i>Number of Members SkillsUSA Form 10</i>	<i>Number of Delegates</i>
1 – 14	1	88 – 124	7
15 – 24	2	125 – 174	8
25 – 34	3	175 – 224	9
35 – 44	4	225 – 274	10
45 – 62	5	275 – 324	11
63 – 87	6		

The number of members includes student and professional members. **A voting delegate may also be a contestant.** All voting delegates must be registered conference participants. You will receive the appropriate number of voting delegate ribbons in your conference registration packet, based on your membership numbers as of March 1, 2012.

Conference Shirt

A conference polo shirt is included in the registration fee.

Contest List

Pages 12 and 13 include a listing of all of the contests that will be offered during the State Leadership and Skills Conference. Please ensure that you have prepared your students using the 2011-2012 SkillsUSA Championships Technical Standards (purchase can be made at: <http://www.skillsusa.org/store/> for \$19.95). Contest Guidelines for Georgia only contests can be found at our website at: <http://skillsusageorgia.org/ch-state-gaonlyguidelines.htm>.

Tentative Conference Schedule (Pages 14 – 21)

A **tentative** conference schedule and location of activities is included. An updated schedule of events and contests will be posted to our website in February/March. Please make sure that your participants understand their responsibilities during the conference, including the times and places of their contests. All students and advisors are expected to attend every part of the conference. Shuttles will be provided for contestants to and from the contest sites as noted in the program. **Each contestant must prepare a Resume to be submitted at the time of their event. Failure to submit a resume will result in a penalty.**

Places of Interest: Conference Hotel and Contest Site Addresses (Page 22)

The addresses to our conference hotels and contest sites have been included in this packet for your information.

Eligibility Verification Form (Page 23)

Advisors must provide an Eligibility Verification Form stating that all contestants are eligible to participate within the guidelines set forth in the 2011-2012 SkillsUSA Championships Technical Standards. **The form must be signed by the advisor and a school administrator and should be turned in at the registration table on Thursday, March 15, 2012.** The form is enclosed. Do not use Region Forms.

Code of Behavior (Page 24)

A Code of Behavior Form is included in this packet and must be completed for each participant attending the conference. After the forms have been signed by all parties, **you should make a copy for yourself and one to be turned in at the registration table on Thursday, March 15, 2012.** Violators of the Code of Behavior will be dealt with immediately. Penalties could include expulsion from the conference.

- **Security**

Each advisor is responsible for his/her students' behavior at all times. Security guards will be on site at specific times during the conference and at curfew. Security reports are turned in each morning to the State Director and any infractions will be handled on site, at the discretion of the State Director.

Personal Liability, Medical and Photograph Release Form (Page 25)

A Personal Liability, Medical and Photo Release Form must be completed for each participant that attends the conference. After the forms have been signed by all parties, **you should make a copy for yourself and one to be turned in at registration on Thursday, March 15, 2012.**

Dress Code (Pages 26-27)

A copy of the dress code is included for your information. **ALL** conference attendees should follow this dress code. Advisors and chaperones are expected to set the example for their students. **Official SkillsUSA Dress or Professional Dress is required for the General Session, the Awards Ceremony, and contests in which it is required. Students that are not appropriately dressed will not be allowed on the stage and medal stand. Their award will be presented to them backstage after the Awards Ceremony. Neither Hats nor Caps will be allowed in the General Sessions, the Awards Ceremony, or contests unless it is part of their official contest dress, as permitted by the 2011-2012 Technical Standards or Georgia Only Contest Guidelines**

- **Name Badges**

Name badges are an integral part of the dress code and should be worn at all times when participants are outside of their hotel rooms. Remember that during contests, contestants must display the number side of the badge rather than the name side. Please take special care not to lose your name badge.

State Leadership and Skills Conference 2012

HOTEL RESERVATION INFORMATION

March 15, 16, & 17, 2012 ~ Arrive on 15/Depart on 17

***** Deadline for reservations is March 2, 2012 *****

Hotel Option #1:

Atlanta Airport Marriott Gateway

2020 Convention Center concourse
Atlanta, GA 30337-4200
404-459-5681

Simply cut and paste any of the three links below into your web browser:

Reservations: 1-800-228-9290

Room Rate: \$122.00 Flat Rate – single or double room (1-4 persons) plus applicable taxes
(rate is based on a two night stay)

Parking: \$12.00 Daily/Bus parking available at the GICC Parking Lot

Hotel Option #2:

Gateway Springhill Suites
2091 Convention Center Concourse
College Park, GA 30337
(770) 907-8880

Reservations: 1-800-228-9290

Room Rate: \$113.00 Flat Rate – single or double room (1-4 persons) plus applicable taxes
(rate is based on a two night stay)

Parking: \$5.00

Hotel Option #3:

Atlanta Airport Marriott
4711 Best Road
Atlanta, GA 30337
404-766-7900

Reservations: 1-800-228-9290

Room Rate: \$113.00 Flat Rate – single or double room (1-4 persons) plus applicable taxes
(rate is based on a two night stay)

Parking: \$5.00 self parking / Bus Parking \$16.00 daily

Hotel Notes:

- Chapter advisors must assume responsibility and liability for all charges incurred by his/her delegation.
- Tax exempt Forms and Identification must be presented upon check in. If tax exempt, form of payment must be one of the following: (1) a check issued by the school; or (2) a credit card from the school.
- No shows will be billed one night's room and tax.
- Movies and outside phone lines will be turned off. Advisors can check with the front desk about these services.

SkillsUSA Georgia 2012 State Conference Rooming Worksheet

This form allows you to list your participants so that you can determine rooming needs.

Advisor: _____

School: _____ **Phone:** _____

Fax: _____ **Email:** _____

Address: _____

City, State, and Zip: _____

Room #	Advisor Name	Advisor Name

Room #	Student Name	Student Name

Room #	Student Name	Student Name

Room #	Student Name	Student Name

2012 State Conference Rooming Worksheet (Continued)

School: _____

Room #	Student Name	Student Name

Room #	Student Name	Student Name

Room #	Student Name	Student Name

Room #	Student Name	Student Name

Room #	Student Name	Student Name

SkillsUSA Georgia 2012 State Leadership and Skills Conference Registration Instructions

On-line Registration Deadline: February 24, 2012 at www.skillsusa-register.org
Submit payment to: SkillsUSA Georgia
5916 East Lake Parkway #129
McDonough, GA 30253

Instructions:

1. Please log on to: www.skillsusa-register.org to register your chapter for the State Leadership and Skills Conference.
2. You will enter your email address and the password that you created when you submitted your online membership. If you did not previously create a password then you can proceed to do that 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 then the drop down box of “**My Registrations**” and then click “**New Registrant**”. For each contestant, click on the “**Contest**” tab at the bottom of the page to enter the correct contest. Enter Voting Delegates as Observers (they will receive Voting Delegate ribbons at the conference). You **do not** need to complete the “*Emergency*” tab since each participant will complete the enclosed form titled: Personal Liability / Medical Release / Photography Release.
4. You will continue to add new registrants and save them until everyone from your chapter has been registered.
5. PLEASE ensure the following:
 - a. Each attendee’s name is spelled correctly
 - b. The correct contest has been selected for each attendee
 - c. Each attendee has a shirt size listed
 - d. Each attendee is also a registered SkillsUSA member
6. **Once you have completed registering all of your attendees, please print the fee summary and registration summary from the website (you can find these by going to the top of the webpage and holding your cursor over the heading titled Conferences – the fee summary and registration summary will appear in the drop down box).** You will want to make a copy for your records and submit a copy with your payment.
7. Complete the following State Conference Registration Form (page 12) and submit the form by the deadline date along with the \$50.00 registration fee for each participant (advisor, chaperone, contestant, voting delegate, courtesy corp, observer) attending. **Payment for the conference should follow the submission of your online registration. Effort should be made to pay all registration fees prior to the conference. Please indicate on your State Conference Registration Form if you wish to pay by Credit Card or attach a Purchase Order. Credit Card payment instructions will be sent to you via a separate email if you have indicated that you prefer to pay by that method. PLEASE NOTE: Payment is expected for any participant entered into the system at the close of registration unless you cancel their registration, which must be done no later than February 29, 2012.**
8. The deadline for on-line registration is Friday, February 24, 2012 at 9:00 p.m. Contestants that are not registered by February 24, 2012 will not be allowed to compete.
9. Absolutely no refunds will be granted after February 29, 2012.

State Conference Registration Form

To be completed and submitted with your payment (or indication of payment method).

School: _____ System: _____

Advisor: _____

Telephone: _____ Cell: _____

Email: _____

Summary of Registration Fees Enclosed

<i>Participant Code</i>	<i>Quantity</i>	<i>x Amount</i>	<i>= Total</i>
Total Advisors		x \$50.00 each	=
Total Contestants/Voting Delegates/Courtesy Corp.		x \$50.00 each	=
Total Observers		x \$50.00 each	=
Total Chaperones		x \$50.00 each	=
Total Participants =		Total Registration	(A)
<i>Rickey's Challenge Donation</i>		x \$ select amount	=
For the Youth Development Foundation		Total Donation	(B)
		Total Fees Due (A+B)	=
Payment Method:		Mail this form with:	
<input type="checkbox"/> Check <input type="checkbox"/> Purchase Order <input type="checkbox"/> Request to Pay via Credit Card (3.5% service charge will apply)		<input type="checkbox"/> Registration Summary from online website <input type="checkbox"/> Fees Summary from online website	

For Official SkillsUSA Georgia Only

Date: _____ Check #: _____

Amount of Check: _____ From: _____

SkillsUSA Georgia 2012 SLSC Contest List

(R) = Contest Conducted at Region Level and only 1st and 2nd places advance to SLSC

National = Contest held on the National level, contest guidelines are located in the Technical Standards or on the skillsusa.org and 1st place winners from the SLSC will advance to the National Leadership and Skills Conference (NLSC).

DEMO = Contest held on the National level, contest guidelines are located on the skillsusa.org website. 1st place winners from the SLSC will advance to the National Leadership and Skills Conference (NLSC).

Georgia only = Contest is only held at the SLSC. Contestants do not advance to the NLSC. Contest guidelines are located on the skillsusageorgia.org website.

Contest Name	National/State/DEMO	Type of Event
3-D Visualization and Animation	National	Skilled & Technical Sciences
Action Skills	National	Leadership Development
Advertising Design (R)	National	Skilled & Technical Sciences
American Spirit Award	National	Leadership Development
Applied Communications 11 th /12 th Grade	Georgia Only	Leadership Development
Architectural Drafting (R)	National	Skilled & Technical Sciences
Architectural Drafting Display	Georgia only	Occupationally Related
Audio/Radio Production	National	Skilled & Technical Sciences
Automotive Brakes	Georgia only	Skilled & Technical Sciences
Automotive Electronics/Ignition	Georgia only	Skilled & Technical Sciences
Automotive Refinishing Technology	National	Skilled & Technical Sciences
Automotive Service Technology (R)	National	Skilled & Technical Sciences
Aviation Maintenance Technology	National	Skilled & Technical Sciences
Broadcast News Production	National	Skilled & Technical Sciences
Building Maintenance	National	Skilled & Technical Sciences
Business and Industry Video Production	Georgia only	Skilled & Technical Sciences
Cabinetmaking (R)	National	Skilled & Technical Sciences
Career Clusters Showcase (16 areas)	National	Leadership Development
Career Exploration Manual 9 th /10 th Grade	Georgia Only	Leadership Development
Career Profile Portfolio 11 th /12 th Grade	Georgia Only	Leadership Development
Carpentry (R)	National	Skilled & Technical Sciences
Chapter Business Procedure	National	Leadership Development
Chapter Display	National	Leadership Development
Chapter Publicity Award	Georgia only	Leadership Development
Chapter Recruitment Video Production	Georgia only	Skilled & Technical Sciences
CNC Milling Technology	National	Skilled & Technical Sciences
CNC Turning Technology	National	Skilled & Technical Sciences
Collision Repair Technology (R)	National	Skilled & Technical Sciences
Commercial Baking	National	Skilled & Technical Sciences
Communication Skills 9 th /10 th Grade	Georgia Only	Leadership Development
Community Service	National	Leadership Development
Computer Maintenance Technology (R)	National	Skilled & Technical Sciences
Computer Programming	National	Skilled & Technical Sciences
Construction Technology Display	Georgia only	Occupationally Related
Cosmetology (R)	National	Skilled & Technical Sciences
Cosmetology Hair Design Display	Georgia only	Occupationally Related
Cosmetology Nail Design Display	Georgia only	Occupationally Related
Crime Scene Investigation	National	Skilled & Technical Sciences
Criminal Justice	National	Skilled & Technical Sciences
Criminal Justice Quiz Bowl	Georgia only	Skilled & Technical Sciences
Culinary Arts	National	Skilled & Technical Sciences
Customer Service	National	Occupationally Related
Diesel Equipment Technology	National	Skilled & Technical Sciences
Electrical Construction Wiring (R)	National	Skilled & Technical Sciences
Electronics Technology	National	Skilled & Technical Sciences
Employment Application Process	National	Leadership Development
Engine Builders Team	Georgia only	Skilled & Technical Sciences
Engineering Technology	National	Occupationally Related
Entrepreneurship	National	Occupationally Related
Esthetics (R)	National	Skilled & Technical Sciences
Extemporaneous Speaking (R)	National	Leadership Development

Firefighting	National	Skilled & Technical Sciences
First AID/CPR (R)	National	Occupationally Related
Flight Operations	Georgia only	Skilled & Technical Sciences
Food and Beverage Service	National	Skilled & Technical Sciences
Graphic Communications (R)	National	Skilled & Technical Sciences
Green YOUR School	Georgia only	Skilled & Technical Sciences
Heating, Vent., AC & Refrigeration	National	Skilled & Technical Sciences
Industrial Motor Control	National	Skilled & Technical Sciences
Internetworking	National	Skilled & Technical Sciences
Job Interview (R)	National	Leadership Development
Job Skill Demonstration A (R)	National	Leadership Development
Job Skill Demonstration Open (R)	National	Leadership Development
Marine Service Technology	National	Skilled & Technical Sciences
Masonry (R)	National	Skilled & Technical Sciences
Mathematical Applications 11 th /12 th Grade	Georgia Only	Leadership Development
Mathematical Concepts 9 th /10 th Grade	Georgia Only	Leadership Development
Mechanical Drafting Display	Georgia Only	Occupationally Related
Metal Working Display	Georgia only	Occupationally Related
Motorcycle Service Technology	National	Skilled & Technical Sciences
Nail Care	National	Skilled & Technical Sciences
Occupational Health & Safety (Single)	National	Leadership Development
Occupational Health & Safety (Multi)	National	Leadership Development
Opening & Closing Ceremonies (R)	National	Leadership Development
Outstanding Chapter	National	Leadership Development
Outstanding Student	Georgia only	Leadership Development
Photography	National	Skilled & Technical Sciences
Pin Design	National	Leadership Development
Plumbing (R)	National	Skilled & Technical Sciences
Power Equipment Technology (R)	National	Skilled & Technical Sciences
Precision Machining Technology(R)	National	Skilled & Technical Sciences
Prepared Speech (R)	National	Leadership Development
Preschool Teaching Assistant (R)	National	Skilled & Technical Sciences
Promotional Bulletin Board	National	Leadership Development
Promotional Graphics	Georgia only	Leadership Development
Quiz Bowl (R)	National	Leadership Development
Related Technical Math	National	Occupationally Related
School Project	Georgia Only	Leadership Development
Screen Printing Technology	National	Skilled & Technical Sciences
Sheet Metal	National	Skilled & Technical Sciences
SkillsUSA Georgia Brochure	Georgia only	Leadership Development
SkillsUSA Georgia Commercial	Georgia only	Leadership Development
SkillsUSA Georgia Pin Design	Georgia only	Leadership Development
SkillsUSA Georgia PowerPoint	Georgia only	Leadership Development
SkillsUSA Statesman Award Pin	Georgia only	Leadership Development
SkillsUSA Georgia T-Shirt	Georgia only	Leadership Development
Superior Chapter (Multi)	Georgia only	Leadership Development
Superior Chapter (Single)	Georgia only	Leadership Development
Sustainability Solutions	DEMO	Skilled & Technical Sciences
T-Shirt Design	National	Skilled & Technical Sciences
Tactical Team	Georgia only	Skilled & Technical Sciences
Team Works	National	Skilled & Technical Sciences
Technical Computer Applications	National	Skilled & Technical Sciences
Technical Drafting (R)	National	Skilled & Technical Sciences
Television (Video) Production	National	Skilled & Technical Sciences
Video Product Development	National	Skilled & Technical Sciences
Web Design	National	Skilled & Technical Sciences
Welding (R)	National	Skilled & Technical Sciences
Welding Fabrication (R)	National	Skilled & Technical Sciences
Welding Sculpture	National	Skilled & Technical Sciences
Woodworking Display	Georgia only	Occupationally Related

Tentative 2012 State Leadership and Skills Conference Program

Thursday, March 15, 2012

8:00 a.m. – 4:00 p.m. Career Expo
Georgia International Convention Center

8:00 a.m. – 6:00 p.m. Conference Registration
Gateway Marriott Hotel – Voyager Room

8:45 a.m. Graphic Communications Training Day
For contestants entered in Graphic Communications and
Advertising Design Contests
(Contestants should load buses at the front of the Georgia International
Convention Center to travel to Heidelberg – Advertising Design contestants will
return by 3:30 p.m. and Graphic Communications contestants will return by
5:15p.m.)
Heidelberg

noon – 6:00 p.m. The following entries must be submitted for judging:
American Spirit Award
Business and Industry Video Production
Career Exploration Manual 9th/10th Grade
Career Profile Portfolio 11th /12th Grade
Chapter Publicity Award
Chapter Recruitment Video Production
Community Service
Occupational Health and Safety
Outstanding Chapter
Outstanding Student
Photography
Pin Design
Promotional Graphics
School Project
SkillsUSA Georgia Brochure
SkillsUSA Georgia Commercial
SkillsUSA Georgia Pin Design
SkillsUSA Georgia PowerPoint
SkillsUSA Georgia Statesman Award Pin
SkillsUSA Georgia T-Shirt Design
Superior Chapter
T-Shirt Design
Gateway Marriott Hotel – Registration Booth near the Ballroom

Noon– 7:30 p.m. PDP Test: A Test of Your SkillsUSA Knowledge
After schools have picked up registration materials then their contestants should proceed to the
testing area. Contestants are able to leave the testing area once they have completed their test.

No one is allowed to enter the room to take their test after 6:45 p.m.(Official or Professional Dress preferred): *Gateway Marriott Hotel – Salons D-H*

3-D Visualization and Animation	Engine Builders Team
Advertising Design	Entrepreneurship
American Spirit Award	Esthetics
Applied Communications 11 th /12 th Grade	Extemporaneous Speaking
Architectural Drafting	Fire Fighting
Architectural Drafting Display	First Aid/CPR
Audio/Radio Production	Flight Operations
Automotive Brakes	Food and Beverage Service
Automotive Electronics/Ignition	Graphic Communications
Automotive Refinishing Technology	Green YOUR School
Automotive Service Technology	Heating, Vent, A/C, and Refrigeration
Aviation Maintenance Technology	Industrial Motor Control
Broadcast News Production	Internetworking
Business and Industry Video	Job Interview
Cabinetmaking	Job Skill Demonstration A
Career Cluster Showcase (all categories)	Job Skill Demonstration Open
Career Exploration Manual 9 th /10 th Grade	Marine Service Technology
Career Profile Portfolio 11 th /12 th Grade	Masonry
Carpentry	Mathematical Applications 11 th /12 th Grade
Chapter Business Procedure (separate test- all members must enter at the same time)	Mathematical Concepts 9 th /10 th Grade
Chapter Display	Metal Working Display
Chapter Publicity Award	Motorcycle Service Technology
Chapter Recruitment Video Production	Nail Care
CNC Milling Technology	Occupational Health & Safety (Single & Multi)
Collision Repair Technology	Opening and Closing Ceremonies
Commercial Baking	Outstanding Chapter
Communication Skills 9 th /10 th Grade	Outstanding Student
Community Service	Photography
Computer Maintenance Technology	Pin Design
Computer Programming	Plumbing
Construction Technology Display	Power Equipment Technology
Cosmetology	Precision Machining Technology
Cosmetology Hair Design Display	Prepared Speech
Cosmetology Nail Design Display	Preschool Teaching Assistant
Crime Scene Investigation	Promotional Bulletin Board
Criminal Justice	Promotional Graphics
Criminal Justice Quiz Bowl	Quiz Bowl (separate test- all members must enter at the same time)
Culinary Arts	Related Technical Math
Customer Service	School Project
Diesel Equipment Technology	Screen Printing
Electrical Construction Wiring	Sheet Metal
Electronics Technology	Skills USA Georgia Brochure
Employment Application Process (complete job application)	SkillsUSA Georgia Commercial
	SkillsUSA Georgia Pin Design

SkillsUSA Georgia Powerpoint
SkillsUSA GA Statesman Award Pin
SkillsUSA Georgia T-Shirt Design
Superior Chapter
Sustainability Solutions
Tactical Team
TeamWorks
Technical Computer Applications
Technical Drafting

Television (Video) Production
T-Shirt Design
Video Product Development
Web Design
Welding
Welding Fabrication
Welding Sculpture
Woodworking Display

Noon– 7:30 p.m.

Broadcast Video Production Contest Testing

Teams involved in the following contests should report to take their tests (entire team must test at same time):

Broadcast News Production
Television (Video) Production
Video Product Development

After schools have picked up registration materials then their contestants should proceed to the testing area. Contestants are able to leave the testing area once they have completed their test. No one is allowed to enter the room to take their test after 6:45 p.m. (Official or Professional Dress preferred): *Gateway Marriott Hotel – Salons D-H*

12:30 – 4:30 p.m.

TeamWorks Competition
Georgia International Convention Center

3:00 p.m.

Orientation and Testing for contestants entered in
Automotive Refinishing Technology
Collision Repair Technology

(Contestants should load buses at the front of the Georgia International Convention Center to travel to Allen Vigil Ford, Morrow– contestants will return by 6:30 p.m.)

Allen Vigil Ford, Morrow

3:00 – 6:30 p.m.

Officer Candidate Registration, Testing & Interviews
Gateway Marriott Hotel – Discovery Room

5:00 – 6:00 p.m.

Open Training for Technical Directors Only of
Broadcast New Production
Georgia International Convention Center Kenyan Suites1

5:00 – 5:30 p.m.

Receive Information Packet for the following contests
Video Product Development
Georgia International Convention Center German Suites

5:30 – 6:00 p.m.

Receive Information Packet for the following contests
Television (Video) Production
Georgia International Convention Center German Suites

- 5:30 – 6:00 p.m. Judges Orientation
Debbie Peabody, Presiding
Gateway Marriott Hotel – Piper Room
- 5:30 – 6:00 p.m. SkillsUSA Advisors' Association
Meeting
Bruce Getz, Presiding
Gateway Marriott Hotel – Explorer Room
- 5:30 – 6:00 p.m. The following contests should be set up for preliminary judging:
Architectural Drafting Display
Construction Technology Display
Metal Working Display
Woodworking Display
(pick up display at 6:00 p.m. and receive notification of your next steps in
competition)
Georgia International Convention Center – Spanish 3 & 4
- 6:00 p.m. The following events will be judged
(contestants should not attend):
SkillsUSA Georgia Powerpoint
Gateway Marriott Hotel – Concorde Room
- 6:00 p.m. The following events will be judged
(contestants should not attend)
Chapter Publicity Award
SkillsUSA Georgia Brochure
Superior Chapter
Gateway Marriott Hotel – Piper Room
- 6:00 – 6:30 p.m. Meeting for Teams involved in
Broadcast News Production
Georgia International Convention Center German Suites
- 6:00 – 6:30 p.m. Courtesy Corp Meeting
Charles Vann, Presiding
Gateway Marriott Hotel – Salons A & B
- 6:00 – 8:00 p.m. The following events will be judged
(contestants do not need to attend):
Business and Industry Video Production
Chapter Recruitment Video Production
SkillsUSA Georgia Commercial
Georgia International Convention Center Kenyan Suite 4
- 8:00 – 10:00 p.m. Opening General Session
Georgia International Convention Center

(for those that do not have transportation a shuttle will begin running at 6:30 p.m. from the Airport Marriott Hotel only)

11:30 p.m.

Curfew

Friday, March 16, 2012

6:30 a.m. Shuttle Bus Service begins from Airport Marriott to the GICC. All buses leaving for outlying contest locations will depart from the GICC.

6:45 a.m. Interviews and Contests for contestants entered in Automotive Refinishing Technology Collision Repair Technology
Contestants should load the bus at the front of the Georgia International Convention Center to travel to Allen Vigil Ford, Morrow– contestants will return by 4:30 p.m.
Allen Vigil Ford, Morrow

7:30 a.m. CEFGA Construction Competition
Breakfast and Contests -
contestants must have CEFGA T-shirt as entry to breakfast/**contests will begin at 9:00 a.m.:**
3-D Visualization and Animation, Architectural Drafting, Building Maintenance, Cabinetmaking, Carpentry, CNC Milling, CNC Turning, Diesel Equipment Technology, Electrical Construction Wiring, Green YOUR School, HVAC, Industrial Motor Control, Masonry, Plumbing, Sheet Metal, TeamWorks, Career Cluster Showcase Architecture & Construction, Technical Drafting, Welding, Welding Fabrication and Welding Sculpture
(Contests will be completed by late afternoon)
Georgia International Convention Center

7:30 a.m. Competition for:
Broadcast News Production (GICC Kenyan Suites 1 & 2)
Georgia International Convention Center

7:30 a.m. Competition for Computer Maintenance Technology
Computer Programming
Electronics Technology
Internetworking
Computer Maintenance Technology
Contestants should load the bus at the front of the Georgia International Convention Center to travel to Devry - Bus will pick students up at 2:00 p.m. for return trip
Devry University

- 7:30 – 8:00 a.m. Meeting for Teams involved in
Audio/Radio Production
Kenyan Suite 3
Georgia International Convention Center
- 8:00 a.m. – 1:00 p.m. Career Expo
Georgia International Convention Center
- 8:00 a.m. Competition for:
Flight Operations
(Contest to take place on GICC Expo Floor)
Georgia International Convention Center
- 8:00 a.m. Competition for:
Commercial Baking
Culinary Arts
Contestants should load the bus at the front of the Georgia International
Convention Center to travel to Atlanta Technical College -
Bus will pick up students in early afternoon for return trip)
Atlanta Technical College
- 8:00 a.m. Competition for:
Screen Printing Technology
Contestants should load the bus at the front of the Georgia International
Convention Center to travel to Decatur High School
Bus will pick up students in early afternoon for return trip
- 8:00 a.m. Competition for:
Precision Machining Technology
Contestants should load the bus at the front of the Georgia International
Convention Center to travel to West Central Technical College – bus will pick up
students in afternoon for return trip
West Central Technical College
- 8:00 – 9:00 a.m. Set-up and interview time assignments for the following events:
Chapter Display
Promotional Bulletin Board
Gateway Marriott Hotel –Ballroom Foyer
- 8:00 a.m. Judges Orientation for Leadership Contests and Continental Breakfast
Debbie Peabody, Presiding
Gateway Marriott Hotel – Salon E
- 8:00 a.m. Set up, interview time assignments and competition for:
Career Clusters Showcase
Gateway Marriott Hotel – Gulfstream

8:00 a.m. Contestants report for interview time assignments and competition for the following events:
American Spirit Award
Chapter Business Procedure
Gateway Marriott Hotel - Salon G

8:15 a.m. Competition for:
Advertising Design
Graphic Communications
Contestants should load the bus at the front of the Georgia International Convention Center to travel to **Heidelberg USA**: - Buses will pick students up at 3:30 p.m. for return trip)
Heidelberg USA

8:30 a.m. Contestants report for interview time assignments and application completion for the following event:
Job Interview
Gateway Marriott Hotel – Explorer (application completion)
Gateway Marriott Hotel – Voyager (Interview)

9:00 a.m. Competition for:
Architectural Drafting Display (Contest to take place on GICC Expo Floor)
Automotive Brakes (Contest to take place on GICC Expo Floor)
Automotive Electronics/Ignition (Contest to take place on GICC Expo Floor)
Automotive Service Technology (Contest to take place on GICC Expo Floor)
Aviation Maintenance Technology (Contest to take place on GICC Expo Floor)
Construction Technology Display (Contest to take place on GICC Expo Floor)
Cosmetology (Contest to take place on GICC Expo Floor)
Cosmetology Hair Design Display (Contest to take place on GICC Expo Floor)
Cosmetology Nail Design Display (Contest to take place on GICC Expo Floor)
Crime Scene Investigation (Contest to take place on GICC Expo Floor)
Criminal Justice (Contest to take place on GICC Expo Floor)
Engine Builders Team (Contest to take place on GICC Expo Floor)
Esthetics (Contest to take place on GICC Expo Floor)
Firefighting (Contest to take place on GICC Expo Floor)
First Aid CPR (Contest to take place on GICC Expo Floor)
Marine Service Technology (Contest to take place on GICC Expo Floor)
Metal Working Display (Contest to take place on GICC Expo Floor)
Motorcycle Service Technology (Contest to take place on GICC Expo Floor)
Nail Care (Contest to take place on GICC Expo Floor)
Occupational Health & Safety (GICC Swiss Suite 3)
Power Equipment Technology (Contest to take place on GICC Expo Floor)
Preschool Teaching Assistant (GICC Swiss Suites 1 & 2)
Sustainability Solutions (Contest to take place on GICC Expo Floor)
Tactical Team (Contest to take place on Expo Floor)
Woodworking Display (Contest to take place on GICC Expo Floor)

(Contests will start at 9:00 a.m. be completed by afternoon)
Georgia International Convention Center

- 9:15 a.m. Contestants report for interview time assignments and competition for the following events:
Community Service
School Project
*Check in table in the Salon Hallway Area of Gateway Marriott Hotel
(Competition will take place in Gateway Marriott Hotel Piper Room)*
- 9:15 a.m. Interviews for:
Chapter Display
Promotional Bulletin Board
Gateway Marriott Hotel – Ballroom Foyer
- 9:15 a.m. Contestants report for interview time assignments and competition for the following event:
Opening and Closing Ceremonies
Gateway Marriott Hotel – Jetstream 2
- 9:15 a.m. Contestants report for interview time assignments and competition for the following event:
Career Profile Portfolio 11th/12th Grade
Gateway Marriott Hotel – Cessna Room
- 9:15 a.m. Contestants report for interview time assignments and competition for the following event:
Career Exploration Manual 9th/10th Grade
Outstanding Student
Outstanding Chapter
Gateway Marriott Hotel – Concorde Boardroom
- 9:15 a.m. Contestants report for interview time assignments and competition for the following event:
Prepared Speech
*Check in table in Hallway Area of Gateway Marriott Hotel
(Competition will take place in Gateway Marriott Hotel Jetstream 1 Room)*
- 9:15 a.m. Contestants of the following events should report to
Gateway Marriott Hotel Salon E for holding room:

Extemporaneous Speaking
Quiz Bowl

- 9:15 a.m. Competition for the following event:
Extemporaneous Speaking Prep Area - *Gateway Marriott Hotel - Discovery Room*
Extemporaneous Speaking Contest - *Gateway Marriott Hotel – Salon F*
- 9:15 a.m. Competition for the following event:
Quiz Bowl
Gateway Marriott Hotel – Salons A-C
- 10:00 a.m. – noon Competition editing for the following event:
Television Video Production
GICC German Suites
- 11:30 a.m. – 1:30 p.m. Competition editing for the following event:
Audio Radio Production
GICC Kenyan Suites 3
- 12:15 p.m. Finalist Posting for:
Quiz Bowl
Gateway Marriott Hotel - outside Executive Boardroom
- 12:30 p.m. Finalist Report for:
Quiz Bowl
Gateway Marriott Hotel – Salons A-C
- 1:00 p.m. – 3:00 p.m. Competition editing for the following event:
Video Product Development
GICC German Suites
- 1:30 p.m. Judges' Orientation
Debbie Peabody, Presiding
Gateway Marriott Hotel – Jetstream 1 Room
- 1:30 p.m. Competition for the following event:
Web Design (*GICC Spanish 1 & 2 Suites*)
- 1:30 p.m. Competition for the following events:
Criminal Justice Quiz Bowl
GICC Spanish 3 & 4
- 2:00 p.m. Competition for the following events:
Job Skill Demonstration A (*GICC Swiss 2 Suite*)

Job Skill Demonstration Open (*GICC Swiss 3 Suite*)

- 2:00 p.m. Contestants report for Testing for the following events:
Applied Communications 11th/12th Grade
Communication Skills 9th/10th Grade
Mathematical Applications 11th/12th Grade
Mathematical Concepts 9th/10th Grade
Photography
Technical Computer Applications
Gateway Marriott Hotel – Gulfstream
- 2:00 p.m. Contestants report for interview time assignments and
competition for the following event:
Action Skills
Gateway Marriott Hotel – Jetstream1 Room
- 2:00 p.m. Contestants report for interview time assignments and
competition for the following event:
Employment Application Process
Gateway Marriott Hotel – Discovery Room
- 2:00 p.m. Contestants report for interview time assignments and
competition for the following event:
Customer Service
Gateway Marriott Hotel – Jetstream 2
- 2:00 p.m. Contestants report for interview time assignments and
competition for the following events:
Entrepreneurship
Pin Design
Gateway Marriott Hotel – Piper Room
- 2:00 p.m. Contestants report for interview time assignments and
competition for the following event:
Food & Beverage
Gateway Marriott Hotel – Voyager Room
- 2:00 p.m. Testing for the following event:
Related Technical Math
Gateway Marriott Hotel – Salon F
- 2:00 p.m. Contestants report for interview time assignments and
competition for the following event:
T-shirt Design
Gateway Marriott Hotel – Cessna

5:00 p.m. Project Pick-up from Expo Floor at the GICC
All projects and displays must be picked up by this time or they will be discarded.

5:30 p.m. The following events will be judges (contestants do not attend):
SkillsUSA Georgia Pin Design
Promotional Graphics
SkillsUSA Georgia Statesman Pin
SkillsUSA Georgia T-Shirt Design
Gateway Marriott Hotel – Piper

5:30 p.m. State Officer Dinner
(by invitation only)
Gateway Marriott Hotel – Gulfstream 1

7:00 – 9:00 p.m. Meet the Candidates Session
Voting Delegates Only (Official or Professional Dress preferred)
Gateway Marriott Hotel – Grand Ballroom F-H

9:00 – 11:00 p.m. SkillsUSA: Champions Dance
Gateway Marriott Hotel – Grand Ballroom A - D
(Must wear name badge to enter dance)

9:00 – 11:00 p.m. Voting Delegate Session for 2012-2013 State Officers
Gateway Marriott Hotel – Explorer
(Voting Delegates Only please drop by to cast your vote)

9:00 – 11:00 p.m. Advisor Reception
Gateway Marriott Hotel – Salon E

11:30 p.m. Curfew

Saturday, March 17, 2012

8:00 – 9:30 a.m. Contest Notebooks Displayed
Gateway Marriott – Salon A-C
(All Notebooks, Portfolios, and Displays
must be checked out between 8:00 – 9:30 a.m.)

9:30 a.m. – noon Awards Ceremony
Georgia International Convention Center

Noon – 12:30 p.m. NLSC Meeting
Mandatory for Gold Medal Winners and their Advisors
(Immediately following Awards Ceremony)
Georgia International Convention Center

12:30 – 1:00 p.m. 2012-2013 State Officer Meeting
Georgia International Convention Center

SkillsUSA Georgia SLSC Places of Interest & Addresses

Gateway Marriott (Conference Hotel for 2012)

2020 Convention Center Concourse
Atlanta, GA 30337

Allan Vigil Ford

6790 Mt. Zion Boulevard
Morrow, GA 30260

Atlanta Airport Marriott (Old Conference Hotel)

4711 Best Road
College Park, GA 30337

Atlanta Technical College

1560 Metropolitan Pkwy. SW
Atlanta, GA 30310

Decatur High School

310 N. McDonough Street
Decatur, GA 30030

Devry, Alpharetta Campus

2555 Northwinds Pkwy.
Alpharetta, GA 30009

Gateway Springhill Suites

2091 Convention Center Concourse
College Park, GA 30337

Georgia International Convention Center

200 Convention Center Concourse
College Park, GA 30337

Heidelberg

1000 Gutenberg Dr. NW
Kennesaw, GA 30144

West Georgia Technical College – Carroll Campus

997 South Highway 16
Carrollton, GA 30116

SkillsUSA Georgia Eligibility Verification Form

School _____

Advisor _____

I verify that each student entering the State Competition in the 2012 SkillsUSA Georgia Championships is a SkillsUSA member listed on the SkillsUSA Registration website.

I also verify that, to the best of my knowledge, each student is eligible for competition within the guidelines set forth in the 2011-2012 SkillsUSA Championships Technical Standards.

Advisor's Signature _____ Date _____

Administrator's Signature _____ Date _____

Turn this form in at the Registration Table on Thursday, March 15, 2012.

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 include, but are 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 Dress Code

SkillsUSA Official Dress, as defined in the SkillsUSA handbook, **or Professional/business Dress, is required for Thursday night's General Session and the Saturday Awards Session.** Neither hats nor caps should be worn at these sessions. Skirt length (standing) should be to the middle of the knee.

SkillsUSA Official Dress, Professional/business Dress, or Official Contest Apparel is required for the Awards Ceremony on Saturday afternoon. Neither hats nor caps should be worn to this session. **Students who are not appropriately dressed** (no hats or caps are allowed, skirts must be to the proper length) **will not be presented their awards on the medal stand.** They will be presented back stage after the Awards Ceremony.

No shorts, sweat suits, jeans, tank tops, muscle shirts, T-shirts or bathing suits are allowed during General Sessions or any competitive event sessions. Advertisements for alcoholic beverages, tobacco products, sexually oriented advertising, or illegal substances are prohibited.

SkillsUSA Official Dress should be worn in all contests which require it:

Action Skills	Job Interview
American Spirit Award	Job Skill Demonstration A & Open
Chapter Business Procedure	Occupational Health & Safety
Chapter Display	Opening & Closing Ceremonies
Community Service	Outstanding Chapter
Entrepreneurship	Outstanding Student
Extemporaneous Speaking	Prepared Speech
	Promotional Bulletin Board
	Quiz Bowl

SkillsUSA Official Dress should be worn in all contests which require it and in such other contests as mandated by Technical Chairpersons or as posted on the SkillsUSA Georgia website. Please make sure to read the 2011-2012 Technical Standards for complete coverage of contest dress requirements.

SkillsUSA Official Contest Dress or professional/business dress is encouraged for all other contests, **including state only contests. The dress requirements dealing with safety are always required.**

Students and advisors that are observing the contests are expected to be neatly and appropriately dressed.

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.

Chapter advisors, chaperones and parents are responsible for making certain that all SkillsUSA Georgia student members wear official attire or professional attire as occasions may require. Official attire and professional/business 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 sessions student members must wear official attire or professional/business attire. Adults must dress appropriately.

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 (unacceptable: athletic shoes, combat or work boots)

Professional/Business SkillsUSA Georgia Attire (less formal)

Shirt: males or females, button-up with turned-down collar, polo or golf (unacceptable: t-shirt)

Blouses: females only

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

Dresses/skirts: females only (skirt length should fall to at least the tips of one's finger)

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

Shoes: dress shoes or boots (unacceptable: athletic shoes, combat or work boots)