



2020
Region 8
Championship
Registration
Packet

Welcome to the 2020 Region 8 Championships!

Date:

January 31, 2020

Location:

Golden Isles Career Academy
4404 Glynco Parkway
Brunswick Georgia 31523

Region Chairperson(s) Contact:

Roy McDowell

rmcdowell@glynn.k12.ga.us

912-617-0736 cell

Overview of Fees:

Contestants	\$20.00
Observers	\$20.00
Advisors	\$50.00

Lunch is being served on site.

Lunch is included in your registration. If you choose not to eat lunch at GICA the price will be the same.

12-1:30Lunch onsite

Due Date for Registration and Fees:

Registration Deadline: December 6, 2019

Online Testing Registration Deadline: December, 6, 2019

Registration Payment: Check must be **received** by January 10th, if not received by this date then please BRING your check to region*

Make Checks Payable to SkillsUSA Georgia

Mail to:

SkillsUSA Georgia
1740 Hudson Bridge Road
Suite 1052
Stockbridge, GA 30281
Phone # 866-503-3169



Tentative Agenda for Region Championship:

Registration Time and Place	GICA Front Lobby 7:30 a.m. – 8:30 a.m.
Orientation Time and Place	GICA conference room 115 8:30 – 9:00 a.m.
Contest Time	9:00 a.m. – 12:00 p.m.
Lunch Time	Onsite 12-1:30 p.m
Awards Ceremony Time	Conference room 115 1:30

Regulations Concerning Region Championships

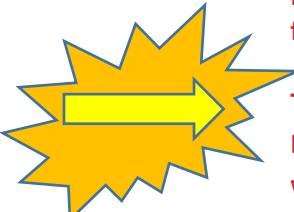
Eligibility

1. The name of any student entering a region contest must be turned into the Region Chairperson by the deadline set by the chairperson. If a substitution for a team member is made, notify the Region Registration table on the date of the competition.
2. Each student must be a paid SkillsUSA member listed on the Online Membership Roster at least one day prior to Region Competition. A copy of each Membership Roster should be attached to the Eligibility Verification Form.
3. Each student must be eligible for competition within the guidelines set forth in the 2019-2020 SkillsUSA Championships Technical Standards.
4. Advisors must submit a signed Eligibility Verification Form (one per school) verifying their contestant's eligibility.
5. If a student competes in Region Competition and is discovered at a later date to be ineligible, that student's scores will be nullified and awards given and eligibility for State Competition will be revoked.

Overview of Region Competition

1. The Region Competition is planned and implemented under the direct supervision of the Region Chairperson or his/her designee.
2. Each region should offer all the contests included on the Region Level Contests List. Region Chairpersons will determine by registration numbers if a contest has enough entries to conduct.
3. First and Second Place region winners advance to State Competition. If a region chooses to hold a competition in a state only contest, it may do so. Eligibility for state competition in that contest is not determined by region results, since state only contests are open to one student from any school.

Note: TeamWorks top ten teams from across the state. Welding Fabrication top 8 teams from across the state. Broadcast News top sixteen teams from across the state.



Top first, second and third will not be announced for TeamWorks, Welding Fabrication, Broadcast News, Medical Assisting, Nurse Assisting, and Practical Nursing. An announcement will be made if there is a top winner in your region. SkillsUSA GA is not releasing scores for these contests. SkillsUSA GA will only let you know if you have a placement.

4. **Welding Fabrication** - Each team will be required to register their team, with one student being an alternate. The alternate team member will take the same test as the other team members that is composed of Core questions along with questions representative of Welding Fabrication. Each team must register an alternate to participate. The alternate's test will be included in the cumulative scoring for the entire team. If the team should lose a member, then the alternate would be in place to compete at the State Level. Replacement of a team member should only be done in the case of an emergency and must be approved by the State Director.
5. **TeamWorks**- Each team will be required to register their team, with one student being an alternate. Each team must register an alternate, however the alternate will not be charged a registration fee. The

alternate will not test. The alternate must also communicate with Ashley Brown their name and school via email (please email Mrs. Brown at abrown@skillsusageorgia.org). Replacement of a team member should only be done in the case of an emergency and must be approved by the State Director.

6. Contests should be set up to fall within the parameters of the scope of the contest as listed in the SkillsUSA Championships Technical Standards. Make sure that the Technical Chairpersons of each contest has a copy of the contest regulations as listed in the 2019-2020 SkillsUSA Championships Technical Standards.
7. The SkillsUSA State Office will supply the following:
 - Quiz Bowl questions will be sent to the Region Chairperson approximately one week before the Region Contest.
 - The Quiz Bowl buzzer system will be supplied the day of the contest, if need for one exists.
 - TeamWorks tests will be an online test.
 - Welding Fabrication tests will be an online test.
 - Broadcast New will be an online test and submission.
 - Extemporaneous Speaking topic.
8. Official SkillsUSA Dress or Business Dress for Leadership Competition is required. **For other contests, SkillsUSA Contest Dress IS REQUIRED!!!** This information can be found in the Technical Standards.
9. Equipment/Tools needed for each contest are listed in the Technical Standards. If the tool list for your region is different than the Region Chairperson should inform each advisor in their region.
10. A Grievance Committee of at least 3 people should be in place to handle any protest that might develop.
11. A tie-breaker of some sort must be set up for each contest. There cannot be a tie for first, second or third place.
12. Please be sure to read the eligibility section of the Job Skills Demonstration A and Job Skill Demonstration Open contests.
13. Resumes – Every contestant will be expected to present a typed 1-page resume to the Contest Chair of their contest.
14. Resumes for team events – one member of the team will be responsible for presenting the Contest Chair of their contest with each team members resume.
15. Failure to provide the resume as instructed will result in a deduction from the overall final score of the individual contestant score or team score.



**ATTENTION TO ALL
PARTICIPANTS IN THE BELOW
CONTESTS....**

**Broadcast News Production
TeamWorks
Welding Fabrication
Medical Assisting
Nurse Assisting
Practical Nursing**

****Please review the next few pages that
have specific details about online region
testing****

SkillsUSA GA Online Testing

Thursday, January 9th, 2020

General Information

Online testing will be **Thursday, January 9, 2020**

Testing will begin at 8AM on **Thursday, January 9th** and end at 8:00pm.

Deadline to register students for this event is **Friday, December 6, 2019** (via SkillsUSA Region Registration site).

Participant Requirements

1. Students must be paid, affiliated members of SkillsUSA GA.
2. Students must be registered and paid by the deadline.

Online Testing Events

- **Broadcast News Production**
 - The region level contest for Broadcast News Production will include two components:
 - An online test - taken by all four team members at the same time on one computer. [There is only one test and all team members MUST take it TOGETHER]
 - **A project submission. Contest prompt, guidelines and rubrics will be distributed to registered teams on Monday, January 6th. Submissions will be uploaded on Friday, January 10th via a link to a dedicated, private folder provided. The link will be provided with prompt and guidelines.**
 - The 16 teams who score the highest will advance to the state level.
- **TeamWorks- online test only**
- **Welding Fabrication- online test only**
- **Medical Assisting- online test only**
- **Nurse Assisting- online test only**
- **Practical Nursing- online test only**

Cost

Students will pay the region registration fee just like in the past.

Preparing for Online Testing

1. Secure a testing site that will accommodate the number of students you will be testing during the testing day.
2. Make sure that your school computers can access the testing site:
<http://www.proprofs.com/quiz-school/>
3. Secure a non SkillsUSA/ACCT, Public Safety or Cosmetology related testing proctor. This person will receive the secure password from SkillsUSA GA to log your students into the system when they report to test. Suggestions include librarians, counselors, administrators, IT staff, etc.
4. Make sure that you as the advisor AND each proctor that you will plan to use has completed and signed the Security Agreement Form submit this back to SkillsUSA

Georgia via Wufoo form by **Tuesday, January 7, 2020**. Without this form, we will not allow your students to test.

- 5 Ensure your students are registered in the online system by midnight on **December 6, 2019**. After this time frame, there will be no refunds. If a student cannot test, make sure to take them out prior to this deadline to avoid being charged.
- 6 Payment should be included in your region check.
- 7 Confirm the testing times with each of your students and ensure they know where they will be testing.
- 8 Proctors will be emailed login instructions and a proctor script no later than January 5th. Without this documentation in hand, they will not be able to log your students in for competition. Please verify they get a copy of this.
- 9 If in doubt about anything, call the state office at 866-503-3169 so we can help you have a successful testing week.

Things to Know

All tests will be available between 8am-8pm. A proctor (non SkillsUSA/ACCT, Public Safety or Cosmetology) must be available to access the online system. Timing of the test session will begin when the test/questions are presented, not when the first question is answered. Responses will be automatically submitted when the time expires. The time limit will be 90 minutes for each test.

The entire test is accessible throughout the test session. Please review the use of scroll bars with competitors prior to testing and remind them not to close the testing window. Closing the test window terminates the test without scoring and disqualifies the competitor in this event.

Proctor Instructions:

- a. Go to the testing site (listed above)
- b. Put the Participants ID in the Login ID field
- c. Put the Password into the password field
- d. Click Login
- e. Begin Test

After the Test

Although the test will be scored upon submission, the score will not be available to the competitor or the advisor. Winners will be announced at the region competition location. Individual scores will not be released.

Top first, second and third will not be announced for TeamWorks, Welding Fabrication, Broadcast News, Medical Assisting, Nurse Assisting, and Practical Nursing. An announcement will be made if there is a top winner in your region. SkillsUSA GA is not releasing scores for these contests. SkillsUSA GA will only let you know if you have a placement.



Security Agreement Form (Test Proctor & Advisor)
SkillsUSA Georgia Testing Events
Please submit this form by Tuesday, January 7, 2020

Security Agreement Form:
<https://skillsusageorgia.wufoo.com/forms/q1355nk50vztqt7/>

2019 - 2020 Theme

The SkillsUSA competition theme for the 2019-2020 school year is:

Champions at Work: I'm Ready

SkillsUSA: Champions at Work, I'm Ready

The topic to be addressed by contestants in the Chapter Display, Prepared Speech and Promotional Bulletin Board competitions is how our theme, SkillsUSA: Champions at Work, I'm Ready addresses the SkillsUSA national program of work in the area of professional development.



Within this topic, contestants might illustrate or discuss any of the following:

1. What does "I'm Ready" mean to you in relation to career readiness?
2. How do you feel that SkillsUSA has prepared you to be ready for the next steps in your career preparation?
3. In what specific ways has SkillsUSA prepared you to be ready?
4. How is the SkillsUSA Framework of developing personal, workplace and technical skills central to the idea of being ready for employment?
5. How are you ready with the personal skills needed for career success?
6. How are you ready with the workplace skills needed for career success?
7. How are you ready with the technical skills needed for career success?
8. What can you specifically point to within your career and technical education program that has prepared you to be ready?
9. When you state "I'm Ready" to someone, what are the specific skills that you have to back up that statement?
10. How do you continue to be ready for career success with quickly developing advances in technology and business practices?

Contest Name	Type of Event
Advertising Design (R)	Skilled & Technical Sciences
Architectural Drafting (R)	Skilled & Technical Sciences
Automotive Refinishing Technology (R)	Skilled & Technical Sciences
Automotive Service Technology (R)	Skilled & Technical Sciences
Broadcast News Production	Skilled & Technical Sciences
Cabinet Making (R)	Skilled & Technical Sciences
Carpentry (R)	Skilled & Technical Sciences
Collision Repair Technology (R)	Skilled & Technical Sciences
Cosmetology (R)	Skilled & Technical Sciences
Early Childhood Education (R)	Skilled & Technical Sciences
Electrical Construction Wiring (R)	Skilled & Technical Sciences
Esthetics (R)	Skilled & Technical Sciences
Extemporaneous Speaking (R)	Leadership Development
First AID/CPR (R)	Occupationally Related
Graphic Communications (R)	Skilled & Technical Sciences
Internetworking (R)	Skilled & Technical Sciences
Job Interview (R)	Leadership Development
Job Skill Demonstration A (R)	Leadership Development
Job Skill Demonstration Open (R)	Leadership Development
Masonry (R)	Skilled & Technical Sciences
Medical Assisting (online test only)	Skilled & Technical Sciences
Nurse Assisting (online test only)	Skilled & Technical Sciences
Opening & Closing Ceremonies (R)	Leadership Development
Pin Design	Leadership Development
Plumbing (R)	Skilled & Technical Sciences
Practical Nursing (online test only)	Skilled & Technical Sciences
Prepared Speech (R)	Leadership Development
Quiz Bowl (R)	Leadership Development
Team Works (R) (online test only)	Skilled & Technical Sciences
Technical Drafting (R)	Skilled & Technical Sciences
T-Shirt Design	Leadership Development
Welding (R)	Skilled & Technical Sciences
Welding Fabrication (R) (online test only)	Skilled & Technical Sciences
First and Second Place Winners at Region Competition qualify for State Competition with the exception of TeamWorks, Welding Fabrication, Broadcast News Production, Medical Assisting, Nurse Assisting, and Practical Nursing. The top three winners for Automotive Service Technology will qualify for State Competition.	

SkillsUSA Georgia Region Championship Eligibility Verification Form

School _____

Advisor _____

I verify that each student entering the Region Competition in the 2017-18 SkillsUSA Georgia Championships is a SkillsUSA member listed on the online membership roster at least one day prior to the Region Competition. I also verify that, to the best of my knowledge, each student is eligible within the guidelines set forth in the 2017-2018 SkillsUSA Championships Technical Standards.

Advisor's Signature _____ Date _____

Verification of Online Roster Submission

I verify that a check has been requested and cut for payment of the Online Membership Roster of the local SkillsUSA chapter. The check was cut on _____ in the amount of _____.

Date

Advisor's Signature _____ Date _____

OR

I verify that a check has been requested and Purchase Order processed for payment of the Online Membership Roster of the local SkillsUSA chapter. The Purchase Order was processed on _____ (date) in the amount of _____.

Bookkeeper Signature

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.
3. 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.
4. 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.
5. Delegates are expected to attend all general sessions. Delegates shall keep their advisors informed of their activities and whereabouts at all times.
6. Delegates shall refrain from all types of roughhousing.
7. Delegates shall respect the property of which they are a guest and will pay for any property damage or loss that occurs due to their attendance during the conference.
8. Delegates shall not use portable stereos or other loud music making devices.
9. Participants violating any of the rules of conduct will subject their entire delegation to be unseated.
10. 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 Region Championship Registration Directions

Instructions:

1. Please log on to: www.skillsusa-register.org to register your chapter for your region competition.
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.
 - a. 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**”.
 - b. Be sure to select the correct **REGION CONTEST** from the “**Filter Event**” drop down box.
 - c. Then click “**New Registrant**”. For each contestant, click on the “**Contest**” tab at the bottom of the page to enter the correct contest. 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 is also a registered SkillsUSA member
6. Once you have completed registering all your attendees, you may 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). **SkillsUSA GA will send you an official invoice once your region registration has closed.**
7. Payment for the conference should follow the submission of your online registration. Registration fees should be paid in full prior to the competition. Credit card payment may be made online using the Pay Now Link on the invoice. PLEASE NOTE: Payment is expected for any participant entered in the system at the close of registration.
8. **The deadline for on-line registration is Friday, December 6, 2019 at 9:00 p.m. Contestants that are not registered by Friday, December 6, 2019 will not be allowed to compete.**
9. **Absolutely no refunds will be granted after registration deadline date.**

Lesson Plan: Resume Tips

Objective: Write a professional resume to prepare for the Region Championships, State Leadership and Skills Conference, as well as, college or a part-time job

Instructions: Use the following guidelines to write your resume. If you already have a resume read through the guidelines and see if your resume could be adjusted to better highlight you as a student and potential employee. Remember that every Region and SLSC competitor will need to turn in a resume.

Heading

Your name, address, telephone number, and e-mail address should all go at the top of your resume. Be sure to use a permanent address and telephone number. Also, remember to use an e-mail address that sounds professional. Do not use an e-mail address such as hottie@gmail.com. It does not sound professional.

Objective

An objective lets college recruiters or potential employers know your main goal. If your target is a college recruiter, tailor your objective to that specific school. For example, your objective may be, "To earn a degree in Education at Georgia College and State University." If you want to get a part-time job, you will need to modify your objective to that particular job, such as "To obtain a part-time sales position with Kohls."

Education/Academics

In the education section, list the schools you have attended. Be sure to include your GPA if it is a 3.0 or higher. You can also mention any academic honors, awards, and/or recognitions that you have received. These can include honor roll recognitions, essay writing awards, science competitions, etc.

Experience

The experience section should briefly give an overview of work experience that has taught you valuable skills. In this section, include: title of position, name of organization, location of work (town and state), dates of employment, and description of work responsibilities. Be sure to use action words to describe your job duties, such as sold, created, processed, etc. Since many high school students do not have a lot of work experience, you can also describe class projects in which you have learned important skills or even leave this section out all together and concentrate on the education/academics and additional information/extracurricular sections.

Additional Information/Extracurricular Activities

The additional information or extracurricular section should be used to place key elements of your background that don't fit in any other section. You may want to include: special skills, leadership roles, volunteer experiences, participation in sports, band, yearbook, etc. This section is where you can demonstrate your uniqueness.

References

Be sure to ask people if they would serve as your reference before you give their names out. You do not need to include your reference information on your resume. A statement at the bottom of your resume that says, "References available upon request," is sufficient.

Resume

Your Name

Address, City, ST ZIP Code | Telephone | Email

PROFESSIONAL SUMMARY

Enter a 2-3 sentence highlight that describes the skills uniquely qualify you for this job. For example:

Hardworking and responsible student with a solid work ethic and commitment to success. Motivated and enthusiastic with a customer-service focus. Excel at working in teams and in finding creative solutions to workplace challenges.

QUALIFICATIONS

[List the skills that would interest this employer. Examples include,]

- Strong verbal, written and math skills
- Technical skills [identify skills]
- Food handler's license
- Career Technical Student Organization

EDUCATION

DIPLOMA | DATE EARNED | SCHOOL

GPA: #.# / 4.0

Relevant Coursework: List courses.

Honors: List awards. (e.g., National Honors Society)

Clubs: List extracurricular and intracurricular activities in which you participated. (e.g., Yearbook Committee, Robotics, Career and Technical Student Organization)

Athletics: List any sports team in which you participated.

WORK EXPERIENCE

JOB TITLE | COMPANY | DATES FROM - TO

Summarize your past jobs and your responsibilities.

ADDITIONAL SKILLS

Identify any skills that would interest this employer. Examples include:

- Proficient in Microsoft Word and Excel
- Intermediate speaking level in Spanish

REFERENCES

- List name, title and contact information for up to three references.