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SkillsUSA Virginia Advisor Manual

Developed by

SkillsUSA Virginia Writing Team
and the
CTE Resource Center

in cooperation with

Trade and Industrial Education
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Section I: Introduction to SkillsUSA Virginia

SkillsUSA Virginia programs are expanding rapidly, with many new chapters being added each year. This organization is for students enrolled in trade and industrial education programs in Virginia's secondary schools, community colleges, and under the Department of Correctional Education. SkillsUSA Virginia is an affiliate of National SkillsUSA and has adopted the national guidelines and principles with minor changes to incorporate the vision of SkillsUSA Virginia.

SkillsUSA Virginia's Vision: SkillsUSA Virginia is recognized as setting the standard for preparation of students in pathways to technical and industrial careers. All eligible students are involved as active members, and business and industry are in full support of the program of work. The organization is synonymous with quality workers through its employment network. The public understands and values the students and teachers of SkillsUSA Virginia.

SkillsUSA Virginia's Mission: To prepare students enrolled in trade and industrial education and technical programs for successful transition to Virginia's communities and workforce through a balanced combination of employability, leadership, and academic skills.

The Virginia Department of Education (VDOE) supports the state board's regulations governing career and technical education (CTE) as stated in 8VAC20-120-160, career and technical education student organizations (CTSOs):

- A. All career and technical education students shall be provided opportunities to participate in instructional activities of the local organization.
- B. A career and technical education student organization shall be an integral and active part of each secondary career and technical program (grades 9, 10, 11, 12) offered.
- C. Each middle school career and technical education program (grades 6, 7, 8) offered shall include co-curricular instructional activities related to the respective career and technical education student organization.
- D. Where dues are collected for membership in such organizations, payment of such dues shall not determine a student's participation in instructional activities of the local organization.

This manual is designed to help instructors develop a strong and meaningful instructional program by using SkillsUSA as a teaching tool.

SkillsUSA is an organization for students enrolled in trade and industrial education programs. Through chapter activities that are planned, initiated, and conducted by SkillsUSA members, the organization promotes social and leadership skills as well as pride in personal workmanship. The chapter brings together students who share common interests, ideals, and purposes. SkillsUSA is an integral part of the trade and industrial education program. Through the activities of the organization, members learn about their roles in the school and community and about the world of work. SkillsUSA students serve others and make vital contributions toward improving the quality of life in today's world and, more importantly, in helping to shape tomorrow's world.

SkillsUSA seeks to instill a competitive spirit among its members through participation in local, district, state, and national events. In these programs, students develop personal leadership skills and proficiency in occupational skill achievement. Participation in the total SkillsUSA program, including professional, civic, and social activities, gives SkillsUSA members a strong self-image and prepares them for leadership roles in the world of work.

Benefits of SkillsUSA Virginia

SkillsUSA Virginia offers many benefits for all SkillsUSA advisors, as well as professional and student members. They receive the following benefits and opportunities through the national office. The local chapter and/or state office may offer other benefits and opportunities.

Advisors and Professional Members

- Teacher incentives
- SkillsUSA *Champions* magazine subscription
- Scholarship opportunities
- Discounts—see the link below
- Professional membership cards
- [Login to register SkillsUSA members](#)

Students

- SkillsUSA *Champions* magazine subscription
- Scholarship and award opportunities
- Members-only section of website
- Access to career resources and contact with industry
- Opportunities to compete in SkillsUSA championships at the local, state, and national levels
- Job contacts and networking opportunities
- Opportunity to learn and practice professional and leadership skills
- Recognition from peers, teachers, and leaders within the community

School

- Increased student enrollment in CTE
- Increased community awareness of student skills
- Recognition for the school through equipment grants and financial donations
- Support from business and industry
- Media coverage for the school and its programs

Section II: Local Section/Chapter Management

It takes many components to organize and manage a local chapter. To get the most out of your chapter, the planning must start early. SkillsUSA provides the opportunity for your students to learn and practice leadership and employability skills. Within your classroom and through a quality SkillsUSA chapter, students can acquire these skills and be prepared for the world of work.

Why Start a Chapter?

SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA presents opportunities for leadership development and the application of essential skills. As members, your students will be part of America's largest association of teachers and students involved in trade, technical, and skills service training. SkillsUSA will give you and your students' exposure to dynamic resources that will positively influence your school and community.

Value for Your Students

For most students, SkillsUSA is the first professional organization they will join. The experiences and knowledge gained provide an excellent platform for career development and success. SkillsUSA also sets the stage for involvement in other professional and service organizations. Advantages include

- teamwork and leadership development
- reinforcement of employability skills
- a nationally recognized contest program
- community service opportunities
- access to scholarships
- networking with potential employers.

Value for the Classroom and School

Great teachers are always looking for ways to engage students and build relationships. SkillsUSA provides the tools to do both. In a student-run organization, members feel a sense of empowerment and belonging. SkillsUSA is a motivator for students to put forth their best effort in the classroom, making daily lessons even more relevant to career success. As a SkillsUSA advisor, the activities, projects, and contests provide opportunities for you to build stronger relationships with students. Chapter activities and accomplishments can build a positive image for your program and your school. Benefits include

- recognition for the school within the community
- opportunities to meet educational standards
- development of CTE pathways
- improved recruitment and enrollment
- more graduates equipped with essential skills.

Value for You, the Teacher

SkillsUSA is centered on industry-based technical standards to keep instruction current and relevant. These standards are required for all SkillsUSA competitions, providing an opportunity for students to demonstrate classroom knowledge via the practical application and assessment of skills within various trade areas. As a chapter advisor, you will have opportunities for professional development current with industry standards to strengthen your instructional program. Benefits to teachers include

- an enhanced technical curriculum
- improved class attitudes
- a way to test and measure student skills
- avenues for local industry support

- opportunities to showcase CTE pathways
- greater administrative support
- professional development and networking.

Value to Industry

SkillsUSA develops the technical and employability skills American industry is seeking. Through participation in SkillsUSA, members are better prepared for entry and advancement in their careers. Connections are made between industries looking for skilled professionals and SkillsUSA members possessing the personal attributes and skills to be valuable employees. Industry appreciates that SkillsUSA provides:

- programs that meet industry needs
- more opportunities to prepare students for employment
- promotion of specific industries
- hands-on application of skills
- ways to support local programs and employers.

Getting Started

New SkillsUSA Virginia advisors should familiarize themselves with the history, purpose, and objectives of the organization. This can be accomplished by studying the *SkillsUSA Leadership Handbook*, which is available from the national SkillsUSA website: www.skillsusa.org/shop. Assistance in getting started is also available from the SkillsUSA Virginia state advisor. A new advisor should also plan to visit several experienced advisors to gain specific information on techniques of chapter operation.

Before fall classes begin, the SkillsUSA chapter advisor should meet with the instructors of the various trade and industrial education program areas. Goals of such early meetings are to explain the advantages offered through SkillsUSA, gain teacher support, and help the section advisors organize their work in the total SkillsUSA program. New advisors have many tools (New Advisors' Membership Kit and Advisor's Success Kit [ASK]) available through the national SkillsUSA website.

After generating interest in SkillsUSA, proceed to help students form a chapter. You may select a committee to organize SkillsUSA. If this is done, it will be necessary to elect a chairperson to serve until the chapter is chartered.

If your school already has SkillsUSA, it will not be necessary to appoint a committee to form the chapter. The advisor can send a letter to their students explaining SkillsUSA and the dues for the organization in August. Therefore, the students will be ready to attend their first meeting when the school year begins.

Suggested ideas of things to do before the first meeting:

- Learn about SkillsUSA.
- Contact national SkillsUSA and request a supply catalog and membership kit.
- Review all available chapter materials.
- Visit other chapters and talk with the sponsors.
- Contact the state advisor.
- Meet with prospective section advisors and discuss the goals.
- Decide upon chapter objectives and make a tentative list of suggested activities. (Note: Student input into chapter activities can be gained after the election of officers and before the formation of committees.)
- Write a suggested constitution. (This is for a new chapter. If you have an existing chapter, review your current constitution.)

For the first meeting:

- Assemble all trade and industrial education students at a social meeting.
- Introduce the chapter advisor and section advisors.
- Discuss overall chapter objectives, the relationship of SkillsUSA to trade and industrial education classes, the requirements of a successful chapter, and the advantages for student participation.
- Discuss membership requirements, dues, and the local, district, state, and national SkillsUSA structure. Refer to the organizational structure found in the state SkillsUSA constitution.

- Explain the qualifications and duties of the officers and different committees. (Suggestion: Create an officer and committee bulletin board with descriptions of each role. After the officers and committees are elected, you can place their names and pictures on the bulletin board.)
- Introduce the *SkillsUSA Leadership Handbook*.
- Discuss the meaning of the emblem, creed, pledge, motto, and colors.
- Display posters, decals, blazers, and other chapter materials.
- Show a SkillsUSA promotional video.
- Announce that a slate of officers will be formalized by a nominations and elections committee.
- Appoint a membership committee.
- Appoint a nominations and elections committee.
- Enjoy the social event and get to know many of the students.

After the meeting:

- Have advisors meet to discuss and plan.
- Discuss the agenda for the next SkillsUSA meeting.
- Have students from each section advertise the chapter via posters, classroom visitation, and conversation.
- Discuss details of the future election.
- Expand or add to the goals of the chapter.
- Initiate a plan for SkillsUSA championships.

Start membership drive:

- Publish the time, place, and date for the next general meeting for all trade and industrial education students.
- Show a promotional video.
- Have refreshments and enjoy a brief social.
- Publicize the membership drive around school. Ask the membership committee to provide details about where and when students may join.
- Avoid a long enrollment period for new members. Get the membership list and other information to district, state, and national headquarters promptly.
- Go to www.skillsusa-register.org to join SkillsUSA.
- Make every effort to issue membership cards as soon as they are received from national headquarters. Be sure to spell members' names correctly.

For the second meeting:

- Have the SkillsUSA members meet.
- Cover topics on the agenda prepared during the previous meeting of the sponsors.
- Review the qualifications and duties of officers.
- Announce the slate of officers and upcoming election.
- Bring up the points concerning chapter activities and the importance of committee work.
- Call for nominations from the floor for each office. Leave space on the ballot under each office for write-in candidates.
- Adjourn the meeting.

After the meeting:

- Prepare the ballot.
- Encourage students to prepare posters and otherwise publicize the election.
- Establish a date, place, and time for speeches.
- Establish a date, place, and time for election.

During and after the elections:

- Oversee the election, check the membership roster for validity of each voter, and preserve the integrity of the election and results.
- Count the ballots and verify the results.
- Publish the results and congratulate the winners.
- Secure local newspaper publicity.

Hold an executive council meeting:

- Assist each officer in learning the duties of their office.
- Discuss the characteristics of leadership.
- Plan the calendar and budget.
- Plan the program of work.
- Help officers develop a list of committees and discuss the goals for the committees. (Some suggested committees include executive, program of work, finance, public relations, community services, program planning, initiation and installation, membership, safety, and social.)
- Finalize the chapter constitution.
- Petition for a school charter and state SkillsUSA charter.
- Develop plans to procure necessary SkillsUSA equipment and materials.

Following the executive council meeting:

- Form SkillsUSA sections for the different occupational areas in the school.
- Conduct nominations and elections.
- Plan the budget.
- Plan the calendar.

Checklist for Getting Started

Preliminary

- _____ Request a supply catalog and membership kit from national SkillsUSA.
- _____ Order essential SkillsUSA materials and review.
- _____ Discuss SkillsUSA with a local outstanding chapter advisor.
- _____ Contact the state advisor.
- _____ Meet with other chapter advisors.
- _____ Prepare a list of objectives and activities to meet objectives.
- _____ All chapters review and follow SkillsUSA Virginia Constitution and Bylaws.

First Student Meeting

- _____ Hold a social-organizational meeting for trade and industrial education students.
- _____ Explain the SkillsUSA program.
- _____ Appoint the membership committee.
- _____ Appoint nominations and elections committees.

Advisor's Meeting

- _____ Hold an advisor's meeting to plan topics and the agenda for the second all-school meeting.
- _____ Plan the time and date for the next meeting.
- _____ Appoint students from each section to advertise the upcoming meeting.

After Advisor's Meeting

- _____ Conduct a membership drive.
- _____ Issue membership cards.
- _____ Send the membership list to district and state headquarters.
- _____ Plan a second meeting for arranging the upcoming election.

Second Student Meeting

- _____ Discuss the value of committee work with the group.
- _____ Discuss the qualifications of officers with the group.
- _____ Announce the slate of officers.
- _____ Call for nominations from the floor.

After Second Student Meeting

- _____ Set a date and time for candidate speeches.
- _____ Set a date and time for the election.
- _____ Prepare the ballot.
- _____ Oversee the election.
- _____ Count the ballots and verify the results.
- _____ Secure newspaper publicity on the election.

Executive Council Meeting

- _____ Help officers learn the duties of their office.
- _____ Discuss leadership characteristics.
- _____ Plan the calendar and budget.
- _____ Plan the program of work.
- _____ Assist with committee appointments.
- _____ Finalize the constitution.
- _____ Petition for a school and state SkillsUSA charter (if applicable).
- _____ Order SkillsUSA equipment and materials.

Following Executive Council Meeting

- _____ Form separate SkillsUSA sections.

SkillsUSA Membership Drive

Your SkillsUSA membership drive should begin immediately upon the opening of the school year. You should strive for 100 percent membership to encourage the maximum number of students to benefit from SkillsUSA activities. Please visit www.skillsusa-register.org. For information on the total participation plan (TPP), contact your state advisor. SkillsUSA activities are an integral part of your program. If last year's program was successful, you should experience little difficulty in motivating student interest and obtaining maximum student involvement.

The recruitment drive should not be a one-time effort; it must be a continuous effort to be truly successful. The drive to spread information about SkillsUSA should involve as many people as possible. Involve school administrators and guidance counselors by enrolling them as professional members.

When new members have been accepted, they should be formally initiated. A dignified installation ceremony helps new members feel that they are an important part of the total organization. The ceremony should be held at a time when most of the membership can be present. Invite state officers, district officers, school officials, alumni, and local community officials to be present and take an active part in the ceremony.

Types of Membership

Membership that will be recognized by the Virginia Association of SkillsUSA are:

- **Active membership:** Students enrolled in a trade and industrial education coherent sequence of courses or career major that prepares the student for postsecondary education and/or employment and is earning credit toward a diploma/certificate or its equivalent.
- **Alumni membership:** Former active members who are no longer enrolled in trade and industrial education programs. Although alumni members pay dues and may participate at the national level through the Youth Development Foundation of SkillsUSA Inc., they are not eligible to serve as national voting delegates, hold national office or otherwise represent the state active association membership in SkillsUSA. Charters may be issued for local and state alumni associations. The Board of Directors approves appointments to the National Alumni Coordinating Committee, which oversees contributions to the SkillsUSA National Alumni Fund, a fund that supports worthwhile projects for active SkillsUSA members.
- **Professional membership:** Persons associated with or participating in the professional development of SkillsUSA as approved by a state association. Such members include chapter advisors, teacher educators and supervisors. Professional members will pay dues as established by SkillsUSA, but members will be ineligible to serve as national voting delegates, hold national office, or otherwise represent the state association in national SkillsUSA.
- **Honorary life membership:** Individuals who have made significant contributions to the development of SkillsUSA and trade and industrial education whose membership has been approved by the National Executive Council upon the recommendation of the state association. Such membership will not require payment of state or national dues. Honorary members cannot vote, hold office, or serve on committees but are eligible to attend all meetings and wear official emblems of SkillsUSA.

Membership Information

Online registration is required for all SkillsUSA Virginia members. You can find the registration information at the SkillsUSA website, www.skillsusa.org. Click "Join" in the upper left-hand corner and follow the directions.

The registration deadline for all SkillsUSA Virginia students and professionals is March 1. All state and national dues must be paid at the same time. To receive the publications from the national office, registrations must be received by November 1.

Ideas for Attracting Prospective Members

- Give the students and teachers information about meetings in advance. This will eliminate conflicts in scheduling and allow the teachers to recognize current and prospective SkillsUSA members.
- Invite students to attend a regular SkillsUSA meeting as guests.

- Be certain that everyone has a copy of the agenda. The agenda should be planned well in advance.
- Have each member be responsible for bringing new members to the meeting.
- Regular members should introduce the new members to the group.
- The president should greet new members and make sure that they feel welcome.
- New members should be personally invited to attend future meetings.
- All guests' names should appear in the school newspaper.
- Involve as many new members as possible on committees and other chapter projects.
- Promote participation in the SkillsUSA State Fair Contests, State Leadership Training Workshops, and the Southwest Fall Festival.

Managing Your Chapter

Successful SkillsUSA chapters have a lot in common. The basic similarity appears to be that of a well-designed management program. Management encourages and provides for guidance and control, yet allows students to contribute to the growth and completion of the SkillsUSA chapter goals.

Management is concerned with staffing, directing, and conducting the SkillsUSA chapter activities. When SkillsUSA advisors, officers, and the membership committee work together harmoniously, it is an indication of good leadership and organized planning.

To achieve the successful completion of assigned tasks, the advisors, officers, and members must clearly define the roles and responsibilities of those charged with controlling chapter activities. Evaluating the progress of persons responsible for assigned tasks requires a chain of command whereby modifications and corrective actions can be freely passed up and down through channels. Having high-caliber personnel in positions to effectively guide the SkillsUSA chapter is the beginning of success. The responsibility of chapter management, involving the teachers and students, includes

- chapter management structure
- calendar of events
- annual budget
- community involvement
- membership drive
- staff planning
- public relations
- records and publications
- national chapter activities participation
- evaluation of total chapter efforts.

Activities must be planned in such a way that all members are served by their affiliation with the chapter. Furthermore, activities should project a good image to the community. Successful chapters avoid serving the wishes of cliques.

Committees plan and carry out most of the chapter activities. By selecting the best-qualified person for committee chairperson, high-quality learning activities can be ensured. Through effective committee management, each member of the chapter has the opportunity to participate and to realize the objectives of student involvement in SkillsUSA. Committee functions are the heart and growth of the chapter.

A committee is a group delegated to consider, investigate, act, and report on a matter. The committee represents an efficient method to achieve goals through using the democratic process. Furthermore, through committee participation, students can grow in leadership and participative qualities as well as develop in the areas of responsibility and perseverance. There are two basic types of committees: standing and special.

Standing committees are appointed for the entire year to perform specified duties. Typical standing committees in a SkillsUSA chapter reflect each component of the program of work. Standing committees should be organized during the first month of the school year. All members should be given some type of a committee assignment.

Committee membership is a good personal experience, and active committees reduce the workload of elected officers. This will allow officers more time for planning and coordinating responsibilities.

Special committees are appointed for an immediate purpose and dissolved when the need ceases to exist. An example of a special committee is the membership committee.

For a chapter to operate efficiently, it is important that a chairperson and a secretary be appointed at the first committee meeting. The secretary should take accurate and concise notes. At business meetings, the presiding officer will call on each chairperson to present the committee reports.

Standing and special committees are made up of at least three members. Committee membership can be decided by election or appointed by the presiding officer. All members should serve on at least one standing committee.

Committee chairpersons should develop a checklist for carrying out each activity or project. Typically, such a checklist could contain preliminary steps, project-day action, and follow-up.

The following steps are involved in putting these basic principles of chapter management to work:

- **Program of work:** A month-by-month program must be developed and should include activities reflecting the ideas, opinions, and goals of the total membership. Some sources for program planning are
 - a membership questionnaire
 - a survey of school and community needs
 - evaluation of previous projects
 - state and national SkillsUSA handbooks
 - other student organizations.
- **Budget:** Activities require financing. With your program outlined for the year, a budget must be planned to help accomplish these objectives. A committee, usually designated as the finance committee, should be directed to prepare the budget necessary to conduct chapter programs, including all anticipated expenses, and possible sources of income to cover these expenses.
- **Organizational structure:** The conduct of a local SkillsUSA activity is the responsibility of every member. Everyone in your chapter must have a job to perform. A balanced structure of responsibilities is important to equalize the workload and to pinpoint responsibility. Organizational requirements will vary, however, from chapter to chapter depending on size, location, and needs.
- **Motivation:** You want to attract members and keep them active. It is important that all new members understand the SkillsUSA organization thoroughly. This can be accomplished through a soundly organized program. Your goal should be to develop an active SkillsUSA member who contributes to the organization and benefits from the activity. The following topics should be included in your orientation program:
 - Benefits of membership
 - Membership obligations
 - Goals and objectives
 - SkillsUSA organization
 - State and national SkillsUSA organizations
- **Membership recruitment:** Active membership recruitment is an essential function of a SkillsUSA chapter. There are many students who do not understand the SkillsUSA organization and will have to be convinced of the benefits of active membership. Consider the following recruitment suggestions:
 - Establish an active membership program.
 - Contact all eligible students.
 - Give prospective members personal attention.
 - Have formal initiation of new members.
 - Give a new member meaningful responsibility.
 - Conduct an enthusiastic orientation program.
 - Have an outstanding alumni member relate the value of SkillsUSA to the group.

- **Contribution of individuals outside the chapter:** Many individuals and organizations are eager to assist in the development of your local organization. The following is a suggested list of resource groups and individuals to help with your activities:
 - **School:** CTE director, speech teacher, band director, music teacher, government teacher, and principal
 - **Community:** Toastmaster’s Club, Jaycees, Lions, Kiwanis, Ruritans, Junior Women’s Club, Rotary Club, and other civic organizations, such as the police department, fire department, and mayor.
- **Membership meetings:** A good meeting is the heart of a successful SkillsUSA chapter. Good meetings help orient and make new members feel at home with the other members. Good meetings create enthusiasm, provide leadership opportunities, and create an atmosphere of group achievement. Meetings should be conducted using parliamentary procedure, a prepared agenda, and a record of proceedings (minutes). Objectives to be accomplished at general-membership meetings should include:
 - necessary chapter business
 - committee reports on the progress of current activities
 - plans for future activities
 - guidance to mold membership into a functioning unit
 - provisions for leadership training
 - educational activity (e.g., speaker, tour)
 - fellowship.
- **Publications:** A local publication, such as a e-newsletter, is necessary to an active communication and public relations effort. Publications should be easy to read and contain up-to-date, local SkillsUSA activities. A publications committee, with a budget, should be established to put your local SkillsUSA story in print or online. Things to consider in planning your publication:
 - Format
 - Reporters from each station
 - Editing
 - Printing/posting
 - Frequency of publication
 - Distribution.
- **Record-keeping:** Members of a responsible organization will keep good records of its activities (e.g., income, expenses, successful and unsuccessful projects) to direct and guide the next year’s chairperson. An analysis of successful and unsuccessful activities will often provide information to ensure success in a special project. Each SkillsUSA activity must be recorded, using a standard reporting procedure adopted by the organization to ensure the continuance of productive SkillsUSA programs.
- **District, state, and national meeting attendance:** Meeting dates are listed on the state (www.skillsusa.org) and national (www.skillsusa.org) websites. Taking part in district, state, and national meetings is a required function for a successful SkillsUSA chapter. By attending these meetings, you will exercise your right of representation in the organization. Members also develop motivation and enthusiasm through the social and business interaction of the total membership. Attendance at these meetings should be included in the yearly activity planning. Develop a budget to ensure that there will be financial resources for the delegates.

The Advisory Committee

The advisory committee acts as a liaison between the school and community in assisting with planning and conducting programs. It is important that SkillsUSA members understand community interest and needs. Not only is SkillsUSA concerned with community-sponsored projects, but through community involvement, cooperative and full-time placement contacts can also be made.

The advisory committee can be used as an important public relations tool. The committee members act as community representatives in promoting SkillsUSA in the locale. Financial and moral community support for SkillsUSA can be attained through good advisory committee involvement. Financial support for community service

activities and skills contests are examples of such involvement. The advisory committee also plays an important role in the evaluation of students who are participating in the [Career Essentials Program](#).

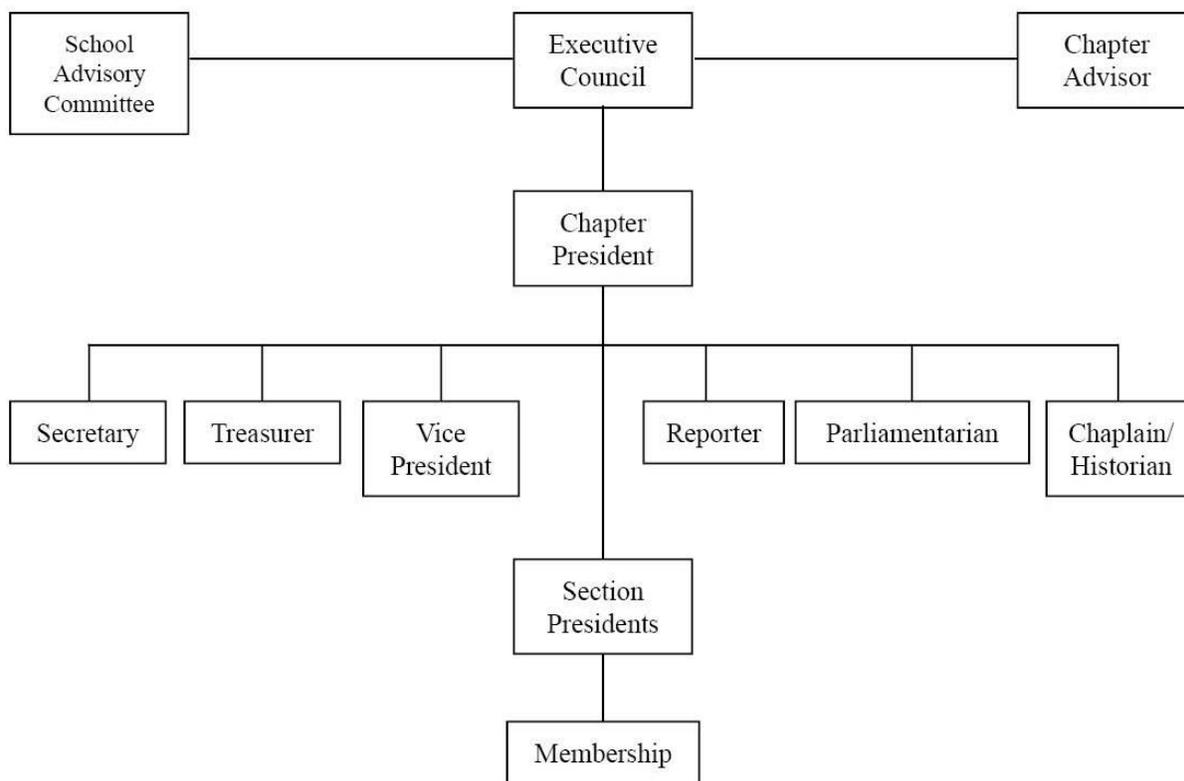
The advisory committee is selected by the chapter advisor and appointed by the division superintendent. Appointment is typically for a three-year term. Original members will serve for at least one year. At the beginning of the first year, the terms of members are determined by lot. One-third of the members will serve for one year; one-third will serve for two years; and one-third will serve for three years.

The advisory committee acts in an advisory capacity only and has no administrative or legislative authority. Some typical functions of the advisory committee are to:

- assist with community surveys
- provide guidance for chapter officer selection
- provide leadership training for chapter officers
- assist in student placement
- stimulate member involvement
- assist in promoting chapter activities
- assist with fundraising activities
- assist in the development of a good public relations program
- prepare members for contest preparation
- assist in securing financial support for delegates and contest participants.

It is recommended that the craft or cooperative advisory committee meet at least three times during the school year. One of these meetings can be of a social nature, such as a banquet or an open-house activity. Plan to keep advisory committee members involved throughout the school year. Each member should be given definite duties and responsibilities. By seeking advice frequently and adopting many of the suggestions given, advisory committee members will become motivated and responsive to your SkillsUSA chapter needs.

SkillsUSA Section/Chapter Organization Chart



Standing Committees

(Typical)

Public Relations

Ways and Means

Social Activities

Community Service

Professional Development

Employment

SkillsUSA Championships

Special Committees

(Typical)

Membership

Initiation

(Others as needed)

SkillsUSA Chapter Organization

There can be only one SkillsUSA chapter within a given high school, technical center, or postsecondary institution. Please refer to the Virginia Association of SkillsUSA Virginia Inc. Constitution and Bylaws and the SkillsUSA Leadership Handbook.

An **Executive Council** is made up of the elected officers and representatives from each of the programs. In a school where there are many trade and industrial education program areas, the Executive Council would include one student member from each program. In smaller schools, it may be necessary to have two or more section representatives on the Executive Council.

The key to a successful SkillsUSA chapter is the participation of trade and industrial education teachers as program advisors for their own students. It is recommended that program advisors also serve as members of the Executive Council.

Example of an Activity Checklist

Preliminary Steps

- Set your specific project goals.
- Determine what you hope to accomplish.
- Assign a photographer.
- Visit and study the project site. Take photos.
- Select a project date (and alternate rain date).
- Clear the proposed project with appropriate officials.
- Establish deadlines for the completion of each step of your project.
- Divide the project into areas of responsibility.
- Assign specific responsibilities to each chapter member.
- Ask local businesses and civic groups for assistance, if needed (e.g., Chamber of Commerce, Rotary)
- Call for volunteers—schoolwide or citywide.
- Arrange transportation.
- Establish safety precautions.
- Determine insurance needs.
- Arrange food and refreshment services.
- Publicize your plans—write a press release, take photos, contact local media services, post to the state website, and include an announcement in the SkillsUSA Champions magazine.

Project Day Action

- Set a definite time schedule.
- Assign supervisors to direct work crews and volunteers.
- Distribute instructions, if necessary.
- Assemble materials.
- Coordinate on-the-spot assistance.
- Credit any contributor for donating supplies or services.
- Have press release ready for reporters.

Follow-up

- ___ Deliver photos, photo captions, and stories to all news media.
- ___ Take photos, if applicable.
- ___ Write thank-you notes.
- ___ Make a final evaluation of the project's short- and long-range effect on your community.

SkillsUSA Advisor's Responsibilities

The advisor of a local SkillsUSA chapter must have the competencies required of an effective student leader. As an advisor, you are one of a select group of people who has demonstrated a sincere interest in the social and educational development of trade and industrial education students. Being a successful SkillsUSA advisor will require participation in many duties outside the classroom. The goal of the advisor is to produce a top-quality program in which students can gain leadership, citizenship, and social experiences that are needed to complement the in-school occupational skill program.

The various competencies required can be categorized in the areas of administrative and supervisory functions.

Administrative Function

To administer and coordinate the SkillsUSA program, the advisor should do as follows:

- Be prepared to advise and inform the members on chapter activities.
- Have a thorough knowledge of the constitutional documents at state and national levels and how they relate to each other.
- Have addresses of state office personnel, national officials, state association officials, and district chapter officials.
- Know the location of local chapters throughout the district.
- Know what materials and forms are required and available from the state and national office and how they can be obtained.
- Make certain that members pay their dues to the national and state associations and are aware that they have a right to know how such dues are used and what services are provided. Knowledge builds respect and a desire to belong to and be active in support of the organization.
- Encourage chapter members to make definite suggestions for local chapter work, state and national conferences, and convention programs. Appoint a committee to suggest ideas for chapter publicity, radio and TV programs, website content, scrapbooks, activity books, chapter programs, and chapter activities.
- Initiate a newsletter. Encourage each section to give news items to the chapter editor. Suggest kinds of information to prepare.
- Keep the local sections advised as to actions taken and changes made by the executive council, state association, and national organization. These reports should be sufficiently inclusive to keep the sections completely informed of these actions.
- Be certain state and national handbooks are available to chapter members. These articles contain constitutions, histories, contest areas, and other information needed for the operation of the local chapter.
- Have readily available, for each meeting, a copy of *Robert's Rules of Order*, by Henry Robert, and *Parliamentary Procedure at a Glance*, by O. Garfield Jones.
- Make sure students are fully aware of the reason for CTE programs and the need for skilled technicians and crafts persons.
- Make the students aware of the need for leadership skills and how these skills can prepare them to play a valuable role in our society.

Supervisory Function

To properly supervise the SkillsUSA chapter, the advisor must accomplish the following:

- Assume the initiative for getting a local SkillsUSA chapter established in the school by
 - obtaining all information from the state SkillsUSA advisor as to the procedure to follow in organizing a chapter

- talking with leaders of CTE about the benefits of organizing a chapter
- checking school division policy on the supervision for student field trips
- arranging for the students to attend meetings of nearby chapters
- visiting or corresponding with others who have had success in the organization and operation of their chapter
- inviting students from other chapters to meet with prospective members to discuss the benefits of having their own chapter.
- Develop leadership by
 - providing training for officers
 - developing a program of activities which will bring out the qualities of leadership needed for all members
 - providing all members with correct parliamentary procedure and the experience needed to conduct a meeting
 - providing members with the knowledge necessary to make a wise choice of officers
 - providing opportunity for attendance at district, state, and national meetings.
- Promote knowledge of the SkillsUSA Constitution and Bylaws by
 - informing the members that SkillsUSA is their organization
 - obtaining copies of the district, state, and national constitutions and discussing them with the students
 - studying and discussing the history of SkillsUSA
 - providing local school administrators and faculty with information about SkillsUSA.
- Assist in development of a program of worthwhile activities by
 - arranging for the local chapter to develop a program which will be acceptable to the members, school, and community
 - helping students prepare for participation in district, state, and national programs and contests
 - helping local officers set up committee work and suggesting ways to accomplish goals of the committee assignments
 - advising the chapter on maintaining a balanced program of activities
 - assisting in the development of a comprehensive organizational structure with an organizational chart
 - seeing that all members are involved in some area of activity
 - helping members evaluate their activities
 - making certain the program of projected activities is adequately financed through approved fundraising activities and that all chapter funds are properly protected
 - helping students develop a calendar of events for the entire year (this calendar should be developed early in the year but should not be so rigid that it cannot be changed to meet the needs of the membership)
 - making certain that records are properly kept
 - seeing that all equipment is secured and available for chapter meetings
 - arranging, with administrative approval, regular and special meetings during school periods, after school, or evenings (committee work or meetings may be accomplished during a lunch hour; see that meetings are conducted in a businesslike manner)
 - helping officers arrange for all eligible members to attend leadership training sessions or conferences
 - assisting the program chairperson, speaker, and entertainment committees in choosing activities for chapter programs
 - coordinating efforts with local business and industry representatives to develop up-to-date business and industry input.
- Keep school authorities and the public in touch with chapter operation by
 - establishing good working relationships with school officials (a list of activities planned, how they will be conducted, which students will participate, and how the chapter will be financed should be made available to the school administrators)
 - informing local news media and industrial personnel of activities.

- Develop potential officers and leaders by
 - explaining the desirable character traits expected of officers and assisting students in their preparation for such offices
 - reviewing district, state, and national activities that develop leadership
 - encouraging students in planning their careers, with emphasis on advancement through knowledge of the democratic process, both in school and after graduation
 - encouraging students to develop some systematic means of savings
 - encouraging all students to further their knowledge and skills through training on the job and in local technical facilities after graduation
 - promoting a local awards program for students who have done outstanding work in the SkillsUSA chapter, and give them recognition, both at school and in the community.

Letter to Parents



Dear Parents:

Your *son/daughter* is enrolled in the (*name of course*) at (*name of school*). As *his/her* instructor, I would like to tell you about the SkillsUSA program. SkillsUSA is the career and technical student organization (CTSO) for students enrolled in trade and industrial education programs. It is an integral part of the trade and industrial education curriculum as designated by the Virginia Department of Education.

SkillsUSA was organized to assist the students, teachers, and communities to reestablish the concept of pride in the dignity of work, to assist in preparing for leadership in the world of work, and to offer recognition of achievement in occupational skills. I share with you the pledge of SkillsUSA taken by each student.

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.

The motto of SkillsUSA is *Preparing for Leadership in the World of Work*.

We will devote class time to SkillsUSA activities. These will include activities centered on the SkillsUSA national program of work: professional development, community service, employment, ways and means, SkillsUSA Championships, public relations, and social activities. Your support of this program will be appreciated, and I sincerely urge you to financially support your *son/daughter* in the total SkillsUSA program so that *he/she* may participate in activities on the local, district, state, and national level. The fee per student is (*amount Ex: local \$5.50, district \$2, state \$5 and national \$8 for a total of \$20*).

If you feel that you may be able to assist me in some way, such as in chaperoning field trips, locating guest speakers, assisting in fundraising, please call me (*time you are able to be reached*) at (*email and phone number*).

Thank you for your support of SkillsUSA.

Respectfully,

(*Signature*)

(*Printed name*)

(*Title*)

(*Name of school*)

For more information about SkillsUSA, go to www.skillsusa.org and www.skillsusava.org.

Member Responsibilities and Conduct

Before conducting SkillsUSA elections, it is important to discuss the duties of each office. This information can be found in your *SkillsUSA Leadership Handbook*. Following a discussion of duties and responsibilities, a slate of officers may be formulated by a special nominations and elections committee. Persons should be selected who are willing to perform at their highest level while in office. Following are some rules of conduct for all adult and student members of SkillsUSA.

Dress neatly and appropriately (as designated by your advisor) for every occasion, whether officially representing SkillsUSA or not. Official SkillsUSA attire information can be found in your *SkillsUSA Leadership Handbook*.

At all times, be courteous, well-mannered, and cooperative with your guests and fellow members.

- Show respect for the rights of others.
- Respect the property of others.
- Speak moderately, behave conservatively, and avoid undesirable language.
- Be at meetings on time and respect the opinions of others.
- Set an example for other members in good conduct and character.
- Do not make commitments for your chapter without consulting members.
- Plan for an efficient use of time when working with groups.
- Keep your personal opinions separate from SkillsUSA's policies and goals.

To be effective in your chapter, know the members by name. Try to remember the names of people who are associated with the chapter.

- Make a list of members and their duties.
- Make a list of guests.
- Keep a record of all correspondence.

Get to know your SkillsUSA organization so you can function properly within the framework of the chapter.

- Review your state and national organization structure.
- Observe the rules and regulations of meetings and conferences.
- Know the goals of your chapter.
- Be able to speak on the role of SkillsUSA in CTE.
- Take pride in what you and SkillsUSA are doing.

When attending meetings, visiting other chapters, or speaking in public, you need to prepare yourself for a proper presentation.

- Be sure you know the group and officials by name.
- Prepare notes or outline your speech.
- Know the facts; do not speak off the cuff.
- Avoid statements or words that could offend.

To work effectively with the chapter advisor, you should know your duties and be able to communicate with adults. You should keep the advisor informed of all activities.

If you make a speech as a chapter officer during your term of office, the following suggestions may be helpful:

- Be sure to bring greetings from the rest of your chapter's officers.
- Express appreciation for being invited to participate in the activity.
- Mention some of the outstanding activities the group is doing.
- Be sure to express appreciation for the efforts of any guests in support of the organization.
- Do not talk too long. A five- to eight-minute speech that is well planned and presented effectively will serve the purpose. Remember that banquet programs, in particular, tend to last too long.
- If you use jokes or stories in connection with your presentation, make certain that they do not offend anyone.

Conducting the SkillsUSA Business Meeting

A SkillsUSA chapter and its sections need well-planned, regular meetings to reach their goals, maintain member interest, and ensure attendance. Meetings help SkillsUSA members develop leadership qualities, practice democracy, and grow into responsible citizens with professional attitudes and training. More information on conducting a meeting is available in the *SkillsUSA Leadership Handbook*.

Parliamentary Procedure

After studying the basic rules of parliamentary procedure, engage students by forming competing teams. You may consider entering the Chapter Business Procedure Contest. (See the current SkillsUSA Championships Technical Standards for contest requirements.) Teach the basics of parliamentary procedure to a new group using best practices as shown in the *SkillsUSA Leadership Handbook*.

SkillsUSA Meeting Agenda Template

It is the duty of the president and the secretary to write a specific agenda to indicate what items of business will be conducted. An agenda is a list of meeting events written in logical sequence. The agenda should be typed and distributed to all members before the meeting or posted on a bulletin board.

I. Opening

- Call to order (president)
 - The presiding officer stands
 - raps gavel twice
 - declares meeting to order, “The _____ meeting of the _____ (includes name of organization) SkillsUSA Chapter will come to order.”
- Invocation or thought for the day
 - The chairperson usually names person to do this. “Ms./Mr. _____ will now give the thought of the day.”
 - The invocation is a prayer (not specific to any one religion or faith), not to be confused with a devotional.
- Opening ceremony (officers)
 - The ceremony is performed by officers seated in designated places.
- Pledge of Allegiance (all)
 - The chairperson raps gavel three times and says, “Please stand for the Pledge of Allegiance.”
- Roll call (secretary)
 - The chairperson states, “Ms./Mr. _____, club secretary, will call the roll.”
 - The secretary, at podium, calls and records. Members say, “Present.”
 - The secretary states, “Mr./Madam Chairperson, we have a quorum present.”
 - The number of persons who must be present for club to conduct business is a quorum.
 - The number required for a quorum is spelled out in the constitution.

II. Minutes (secretary)

- Minutes
 - The chairperson announces, “Ms./Mr. _____, club secretary, will read the minutes of our last meeting.”
 - The secretary (rises, moves to podium, makes sure everyone can hear) reads the minutes.
 - The chairperson states, “Thank you, Ms./Mr. _____. Are there any corrections to the minutes?”
 - The membership may speak as necessary.
 - The chairperson declares the minutes approved (as read) or (as corrected) hearing none, the minutes are approved as read.
 - The secretary marks approval, dates, and signs.

- Treasurer’s report (treasurer)
 - The president announces, “Ms./Mr. _____, club treasurer, will now report.”
 - The treasurer (rises, moves to podium, makes sure all can hear) reads from prepared report.
 - The treasurer gives a copy of report to the secretary.
 - The president states, “Thank you, Ms./Mr. _____. Are there questions about the report?”
 - The president states, “Hearing none, the treasurer’s report will be filed with the auditing committee.” (No approval is required.)

III. Correspondence (secretary)

- The president announces correspondence to be read by the secretary, “Will the secretary read the correspondence?”
- The secretary rises and reads for information only. Any action required must be taken up in business.

IV. Reports

- Officers
 - The secretary may present the report from the Executive Committee.
 - Others reporting should have previously notified the president and should be called in order of office—top down.
- Standing committees perform a continuing function for the group.
 - Members usually serve a full term corresponding to officers.
 - There is a designated chairperson who usually reports.
 - Members notify the chairperson prior to the meeting if a report is to be given.
 - The chairperson announces, “Ms./Mr. _____, program committee chairperson, will now report.”
 - Ms./Mr. _____ rises and says, “The program committee met on …”
 - Reports are usually informational.
 - Action required must be taken up in business.
 - If the committee chairperson makes motion at the end of the report, no second is required—it is better to bring up, however, under new business.
 - The chairperson says, “Thank you, Ms./Mr. _____.”
 - The written report should be given to the secretary.
- Special committees carry out specified tasks. At the completion of a specified task, the requisite committee will cease to exist.
 - There is a designated chairperson who usually reports.
 - Members notify the president prior to the meeting if a report is to be given.
 - The chairperson announces, “Ms./Mr. _____, chairperson of the holiday dance committee, will now report.”
 - Ms./Mr. _____ rises and says, “The … committee wishes to make the following report.”
 - Reports are usually informational.
 - Action indicated must be taken up in business, usually by the reporter.
 - The chairperson says, “Thank you, Ms./Mr. _____.”
 - The written report should be given to the secretary.

V. Business (chairperson)

- Unfinished business: The chairperson will say, “Is there any unfinished business?”
 - Unfinished business refers to questions from a previous meeting.
 - Some examples are postponement to specific time, adjournment with questions pending, and motions that were tabled.
 - Unfinished business should be included in the minutes.
 - Unfinished business should be reintroduced by the secretary.
 - The secretary rises and states, “The motion to … was before the assembly at adjournment of our last meeting.”

- The chairperson restates motion, putting it before the group; no motion or second is required.
- New business is discussed as follows:
 - ❖ Refers to any item anyone wishes to bring up
 - ❖ Must be in the form of a motion duly made and seconded
 - ❖ Requires a vote to be taken
 - The chairperson asks, “Is there any new business?”
 - The member rises, addresses the chair, is recognized, and states, “I move that ...”
 - Motion must be seconded by another member, saying, “I second it.”
 - The chairperson restates motion, “The question is on the motion to ...”
 - The chairperson calls for discussion, “Is there any discussion?”
 - Members rise, address the chair, are recognized, and speak for or against the motion.
 - The motion may be amended.
 - The member rises, addresses the chair, is recognized, and says, “I move to amend the motion by...”
 - The motion to amend is seconded by another member saying, “I second it.”
 - The chairperson restates the amendment and calls for discussion of the amendment.
 - The chairperson calls for vote on the amendment, saying, “All those in favor of the motion to amend... vote aye.” (All those opposed, vote no.)
 - The chairperson announces result, saying, “The motion is carried (passed) or lost.” (Secretary records results.)
 - The chairperson declares the question on the main motion, saying, “The question is now on the motion to ... (as amended). Is there any discussion?”
 - The members rise, address the chair, are recognized and speak for or against motion.
 - Motions to table, postpone, refer to committee, amend (only once more), and close debate are in order, following previous order.
 - The chairperson calls for a vote, saying, “All those in favor of the motion to ... vote aye, all those opposed, vote no.”
 - The chairperson announces results of vote saying: “The motion is carried, passed, or lost.” (The secretary records the results.)

VI. Program

- The chairperson announces, “Ms./Mr. _____, program chairperson, will present our program for today.” (Never “turn over” meeting to program committee.)
- The chairperson expresses appreciation to the group.

VII. Ceremonies

- The chairperson introduces people and performs any related tasks as needed.

VIII. Closing

- The chairperson may say, “Is there any further business to come before this group? (Pause) Hearing none, I declare this meeting adjourned.” (The chairperson raps the gavel once.)
- Member may rise, address the chair, be recognized and say, “I move that we adjourn.”
 - The motion must be seconded.
 - The motion requires a majority vote.
 - The chairperson announces the result.

Content of Minutes

1. The first paragraph should contain the following information:
 - a. Type of meeting (e.g., regular, special)
 - b. Name of society or assembly
 - c. Date and time of the meeting, and the place, if it is not always the same
 - d. The fact that the regular chairperson and secretary were present or, in their absence, the names of the persons who substituted for them
 - e. Notion of whether the minutes of the previous meeting were read and approved—as read or as corrected—the date of that meeting being given if it was other than the regular business meeting
2. The body of the minutes should contain a separate paragraph for each subject and should show the following:
 - a. All main motions or motions to bring a motion again before the assembly giving
 - i. the wording in which each motion was adopted or disposed of
 - ii. the disposition of the motion
 - iii. the name of the mover.
 - b. All points of order and appeals, whether sustained or lost, as well as reasons given by chair for ruling
3. The last paragraph should state the hour of adjournment.
4. The minutes should also contain the following:
 - a. All committee reports
 - b. All correspondence read
 - c. The treasurer's report
 - d. The actual count of votes when requested by a member or when voting is by ballot
 - e. The name and subject of a guest speaker or topic of program.
5. The minutes should be signed by the secretary who writes them.

Section III: Program of Work

The program of work sets the pace for SkillsUSA Virginia. All SkillsUSA programs are in some way related to professional development, community service, employment, ways and means, SkillsUSA Championships, public relations, and social activities. Each chapter can appoint different committees to reflect the program of work and other committees to handle special events or activities.

Developing a SkillsUSA Program of Work

The success of a chapter depends to a large extent on the activities in which members can become involved. Ideas for these activities should come from chapter members rather than from advisors. A well-balanced program of work includes the following components:

- **Professional development** activities involve not only acquiring a skill but the awareness of the meaning of good citizenship and the importance of labor and management in the world of work. Some possible activities include
 - Career Essentials
 - attending regular chapter meetings and encouraging active member participation
 - inviting guest speakers (especially from industry); visiting industry and job sites on field trips
 - working with industry advisory committee members
 - following up with former members; visiting other chapters
 - attending chapter workshops
 - using official ceremonies
 - studying parliamentary procedure
 - attending SLC and NLSC
 - holding a career exploration forum/day
 - creating educational exhibits
 - visiting the state legislature
 - attending a leadership training seminar.
- **Community service** activities promote and improve goodwill and understanding among all segments of the community through services donated by SkillsUSA chapters. Some possible activities include
 - participating in Student2Student mentoring program
 - coordinating a clean-up, paint, or fix-up project
 - assisting a family in need
 - coordinating a citizenship project
 - holding a get-out-the-vote drive
 - assisting other school groups with activities
 - improving the school or campus facilities.
- **Employment** increases your chapter's awareness of quality job practices and attitudes. Some possible activities include
 - holding training sessions on employment skills
 - inviting industry speakers to discuss job-related skills
 - visiting job sites
 - assisting with the placement and follow-up of graduates.
- **Ways and means** (fundraising) activities allow the financial means for a chapter to carry out other projects. Some possible activities include
 - sponsoring concession sales
 - selling items such as greeting cards, mums, bird houses
 - operating a booth
 - selling school supplies
 - sponsoring an event
 - raffling cakes, turkeys, and other items

- collecting chapter dues.
- **SkillsUSA Championships** activities give students the opportunity to demonstrate acquired competencies, gain recognition, and meet industry representatives at the district, state, and national levels. Information can be obtained in the SkillsUSA Championships Technical Standards and state-only contest. Some possible activities include
 - reviewing applicable SkillsUSA Championships Technical Standards
 - participating in local SkillsUSA championships
 - attending or participating in an awards ceremony.
- **Public relations** activities make the public aware of the good work that students in trade and industrial education are doing to better themselves and their community, state, nation, and world. Some possible activities include
 - writing news articles for local newspapers or SkillsUSA *Champions* magazine
 - creating a chapter website
 - hosting an employer banquet
 - honoring faculty
 - presenting honorary life memberships
 - conducting a chapter membership drive
 - hosting a schoolwide assembly program
 - appearing on radio and television programs.
- **Social activities** increase cooperation in the school and community while allowing SkillsUSA members to get to know each other outside a classroom setting. Some possible activities include
 - hosting a parents' banquet
 - having a picnic
 - having a dance
 - hosting a hayride
 - organizing athletic activities
 - conducting a scavenger hunt
 - sponsoring a talent night
 - organizing a faculty party
 - hosting a cookout
 - entertaining future members.

Many of these activities will help in gaining community recognition of the SkillsUSA chapter. Community involvement can be greatly increased through good SkillsUSA programs. When the local community is involved in a school project, prospects for success are greatly increased. More information on the Program of Work can be found in the *SkillsUSA Handbook*.

Preparing a News Release

Writing in a news release format is not difficult. News releases are written in what is called the “inverted pyramid” style. Begin the article with the most important information first and work down to the least important information. The first paragraph, what journalists call the “lede,” usually includes the 5 W’s (who, what, when, where, and why). Reading your local newspaper regularly will help you recognize the style and feel comfortable when writing in the inverted pyramid.

Here are some guidelines to remember as you write:

- Be sure to cover all of the facts and verify that everything you are writing is factual and not editorial (expressing an opinion).
- Simplify your sentences and punctuation.
- Type your releases double-spaced, using only one side of 8.5-inch by 11-inch paper.
- Do not break a paragraph at the end of the page.
- Remember to number all pages.

- Be sure to include your name, address, and phone number in the upper left-hand corner of the release. You are the contact person if any questions need to be answered.
- Do not hyphenate at the end of your lines.
- Verify the spelling of every word, especially names.
- Write “(more)” at the bottom of the page if your story is longer than one page.
- Type “-30-” or “###” at the end of your story.
- Proofread!
- Proofread again!

Try to include a high-quality photo with each story you would like the newspaper or newsletter to print. Publishers often require high-resolution (at least 300 dpi) files. Refer to the SkillsUSA website for details and samples.

SkillsUSA Partnerships

Another important aspect of working with the community is developing partnerships among business and industry, education, and the workforce. At the present time, SkillsUSA has more than 1,000 national partnerships.

Partnerships can take many forms: volunteered expertise and labor, equipment and supplies, and financial support. Companies want employees who have employability, technical, leadership, and communication skills and have the powerful combination of work skills and life skills. SkillsUSA helps to produce exactly that kind of employee.

Industry is looking to fill a chronic shortage—or skills gap—of quality skilled workers. SkillsUSA provides a way for the students to stay on top of current trends in industry, meet role models, and link to business and industry. It also provides the business and industry to support future workers, recruit from the best technical workers, hire quality entry-level employees, and establish a partnership for the future.

Advisors need to build local partnerships by

- visiting local companies and businesses to give a presentation on SkillsUSA
- explaining the effect of your technical training program and the SkillsUSA chapter on the workforce
- inviting local industries to work with the local technical school’s advisory committee
- having industry representatives serve as keynote speakers on such topics as safety, job skills, and employability skills
- using industry representatives to serve as judges for competitions
- suggesting job shadowing, mentoring, and apprenticeship programs
- asking local companies to supply contest materials, supplies, and scholarships
- having SkillsUSA members write letters of introduction and appreciation.

Resources: *SkillsUSA: A Partnership That Pays Off*

Developing a Checklist for Fundraisers and Social Activities

- Site:** indoor or outdoor; book for date of event, either free or rented
- Check:** stage, decorations, checkroom, restrooms, dressing rooms, parking
- Facilities:** regular and special lighting, sound equipment, signs, telephone
- Regulations:** fire, safety, police, health, license, legal tax, insurance, contracts
- Equipment:** chairs, table props, score cards, tally cards, programs, maps
- Merchandise:** ticket pricing, packaging supplies, sales books, pencils
- Tickets:** copy for printer, numbered stubs needed, distribution for selling, reports, cash turned in, sales at event
- Money:** cash boxes, necessary change, ticket table or booth, chairs, ticket sellers
- Time:** assurance that time does not conflict with other organizations or school activities
- People:** ushers, hosts and hostesses, models, artists, waiters and waitresses, errand runners, extra helpers, drivers
- Food service:** food, serving supplies, decorations, china, silver, glassware, paper
- Awards:** prizes, trophies, place for prominent display, time and person to award them
- Extra attractions:** tie-in attractions, details of their placement and operation
- Publicity:** press passes, arrangement for interviews, pictures, promotion materials, advertising
- Leftovers:** who will handle leftovers; how to sell to members, others, or donate to charity; returning consigned goods to owners
- Clean-up:** list of things clean-up committee must do; where to take lost-and-found items; returning borrowed items
- Ways and Means:** when and where to turn all money in, how to account for ticket sales; paying all bills, completing records, turning profit over to fundraiser beneficiary with suitable publicity
- Thanks:** list of persons to receive special thank-you notes; thanking others in publicity and chapter reports
- Records:** which reports are needed, from whom, and due date

Developing a Calendar

To have a successful SkillsUSA chapter, it will be necessary to plan and implement activities. If new officers are elected during the spring, the SkillsUSA executive council can meet during July and August to develop a tentative calendar for the next school year. Modifications can be made when the full membership meets in the fall. It is important to align the chapter's yearly calendar with the state calendar and incorporate the local, state, district, and national events.

The calendar should represent a balance of civic, professional, and social program of activities. By following the seven categories outlined in the SkillsUSA national program of work (e.g., professional development, community service, employment, ways and means, SkillsUSA championships, public relations, and social activities), a chapter is assured of reaching such a balance.

Planning the calendar for a new chapter will involve a certain amount of risk, because there has been no opportunity to test projects and activities. To minimize risk, develop a plan based on the following considerations:

- Choose activities that are popular and compatible to your area or community.
- Work out a formula for predicting return on the chapter's investment.
- Estimate the worst-case scenario for each activity and forecast the effect on the chapter budget.
- Be certain that activities will not conflict with other popular activities.
- Investigate the legality of all activities.
- Enlist the aid of community-services personnel where available.
- Apply for special permits well in advance.
- Use a good planning procedure to ensure that all necessary preparations have been completed before embarking on a new project.
- Present the proposed calendar to your principal to avoid conflicts with other activities.
- Plan your calendar early and adhere to it carefully.

It is a good idea to use a standard calendar format when planning the chapter activities. First, block in dates for all fixed-time activities (e.g., district, state competition, district fall rally). Next, mark out dates for all major school and community events that might conflict with any planned SkillsUSA activities. It is advisable to use a community calendar (usually prepared by the city or town council) to check for dates of major community events.

If the tentative calendar is developed during the summer, copies can be passed out to members early in the school year. Evidence of a well-planned program is an excellent motivator to keep up interest in the chapter. Planned dates for dances, picnics, and other social events will create immediate interest.

See the [sample calendar](#) for a local chapter. The calendar should include the major district and state events and deadlines, as well as chapter activities. By setting up a calendar, the advisor and officers can note any periods where little is scheduled and plan an activity to keep the momentum of the chapter going. For more information on the national calendar and state calendar, use the following websites: www.skillsusa.org/calendar/ and www.skillsusava.org.

Suggested Monthly Program Plans

After developing a tentative list of activities, add and delete activities to come up with a chapter calendar. The following schedule is a suggestion of activities suitable for each month in the school year. Some of these activities may be more important to your locality and chapter than others. New chapters may not be able to sponsor all of the activities suggested, and it will be necessary to be selective at first. Plan to sponsor only those activities that can be adequately supported financially and carried out with the workforce available.

September

- Orient new students to SkillsUSA.
- Hold a membership campaign.
- Elect and install officers (announce in newspaper, school website, or school's daily announcements).

- Initiate new members.
- Assign a chairperson to start a scrapbook.
- Plan the year's program of work and calendar of activities.
- Collect SkillsUSA dues.
- Register for chapter standards program.

October

- Form committees.
- Establish a budget.
- Hold training for officers.
- Discuss SkillsUSA *Champions* in class.
- Hold a fundraiser.
- Have a chapter social (entertain new members).
- Conduct a dinner meeting (restaurant—with guest speaker and former members).
- Plan to attend a district leadership conference.
- Hold a workshop on parliamentary procedure.

November

- Hold a chapter meeting.
- Conduct training sessions on employment skills.
- Visit a job site.
- Participate in SkillsUSA opening and closing ceremonies.
- Adopt a family in need for Thanksgiving.

December

- Prepare members for competitive events.
- Collect toys for children in need (with media coverage).
- Build a float for parade.
- Have a holiday party—hold a schoolwide dance or a celebration with other SkillsUSA chapters.
- Initiate a school spirit project—bulletin board, play holiday music over public address system.
- Plan Student2Student mentoring program.

January

- Conduct a dinner meeting with a guest speaker.
- Hold a chapter meeting.
- Hold a job interview workshop.
- Plan for district SkillsUSA Championships.
- Plan for SkillsUSA Week.

February

- Celebrate SkillsUSA Week.
- Have an open house.
- Submit a follow-up membership roster to the national office.
- Hold a chapter meeting.
- Register for district/regional skill and leadership competition and district officer nominations.
- Plan for state and national convention attendance.
- Coordinate public relations activities.

March

- Participate in local or district SkillsUSA Championships (send out contest news release).
- Hold a fundraiser.
- Participate in district leadership competition and district officer elections.
- Register for state competition and state officer nominations.

April

- Hold a chapter meeting.
- Conduct an employer/employee banquet (news coverage).
- Initiate a community project (news coverage).

- Attend the SkillsUSA Virginia State Leadership Conference.
- Have students retake the chapter standards self-assessments.

May

- Elect officers for next year, if possible.
- Celebrate SkillsUSA's birthday by hosting a service project.
- Plan a trip to the June national conference.
- Meet to close the year—make plans for the coming year.
- Host a social activity.
- Evaluate the SkillsUSA program.

Resources: *SkillsUSA Leadership Handbook*

Section IV: District Management

SkillsUSA Virginia Geographical Composition

District I

Chesapeake City
Franklin City
Isles of Wight County
Norfolk City
Northampton County
Portsmouth City
Southampton County
Suffolk City
Virginia Beach City

District II

Buckingham County
Charles City County
Cumberland County
Goochland County
Hanover County
Henrico County
New Kent County
Powhatan County
Richmond City

District III

Amherst County
Appomattox County
Bedford County
Campbell County
Charlotte County
Danville City
Franklin County
Halifax County
Henry County
Lynchburg City
Martinsville City
Nelson County
Patrick County
Pittsylvania County

District IV

Accomack County
Gloucester County
Hampton City
Mathews County
Middlesex County
Newport News City
Poquoson Town
Williamsburg/James City
County
York County

District V

Alexandria City
Arlington County
Fairfax City
Fairfax County
Falls Church City

District VI

Albemarle County
Allegheny County
Augusta County
Bath County
Buena Vista Town
Charlottesville City
Fluvanna County
Greene County
Harrisonburg City
Highland County
Lexington City
Rockbridge County
Rockingham County
Staunton City
Waynesboro City

District VII

Botetourt County
Covington City
Craig County
Floyd County
Giles County
Montgomery County
Pulaski County
Radford City
Roanoke City
Roanoke County
Salem City

District VIII

Bland County
Bristol City
Carroll County
Galax City
Grayson County
Smyth County
Tazewell County
Washington County
Wythe County

District IX

Buchanan County
Dickenson County
Lee County
Norton City
Russell County
Scott County
Wise County

District X

Clarke County
Culpeper County
Fauquier County
Frederick County
Loudoun County
Madison County
Orange County
Page County
Rappahannock County
Shenandoah County
Warren County
Winchester City

District XI

Caroline County
Colonial Beach Town
Essex County
Fredericksburg City
King and Queen County
King George County
King William County
Lancaster County
Louisa County
Manassas City
Manassas Park City
Northumberland County
Prince William County
Richmond County
Spotsylvania County
Stafford County
Westmoreland County
West Point Town

District XII

Amelia County
Brunswick County
Chesterfield County
Colonial Heights City
Dinwiddie County
Greenville County
Hopewell City
Lunenburg County
Mecklenburg County
Nottoway County
Petersburg City
Prince Edward County
Prince George County
Surry County
Sussex County

District XIII

Department of Juvenile
Justice

Sample District Calendar

Month	Event
August	District Advisor’s Planning Meeting
September	Virginia State Fair
October	District Fall Rally—Election of District Officers/Installation
October	Executive Council Planning Meeting
November –December	District Community Service
November	Executive Council Planning Meeting
December	Executive Council Planning Meeting
January	Executive Council Planning Meeting
January–April	District Community Service—Operation Shoebox
February	District Championships and Awards
March	Executive Council Planning Meeting
April	Executive Council Planning Meeting
April	SkillsUSA Virginia State Leadership Conference and Skills Championship
May	District SkillsUSA Spring Rally
June	SkillsUSA National Leadership and Skills Conference

SkillsUSA District Championships

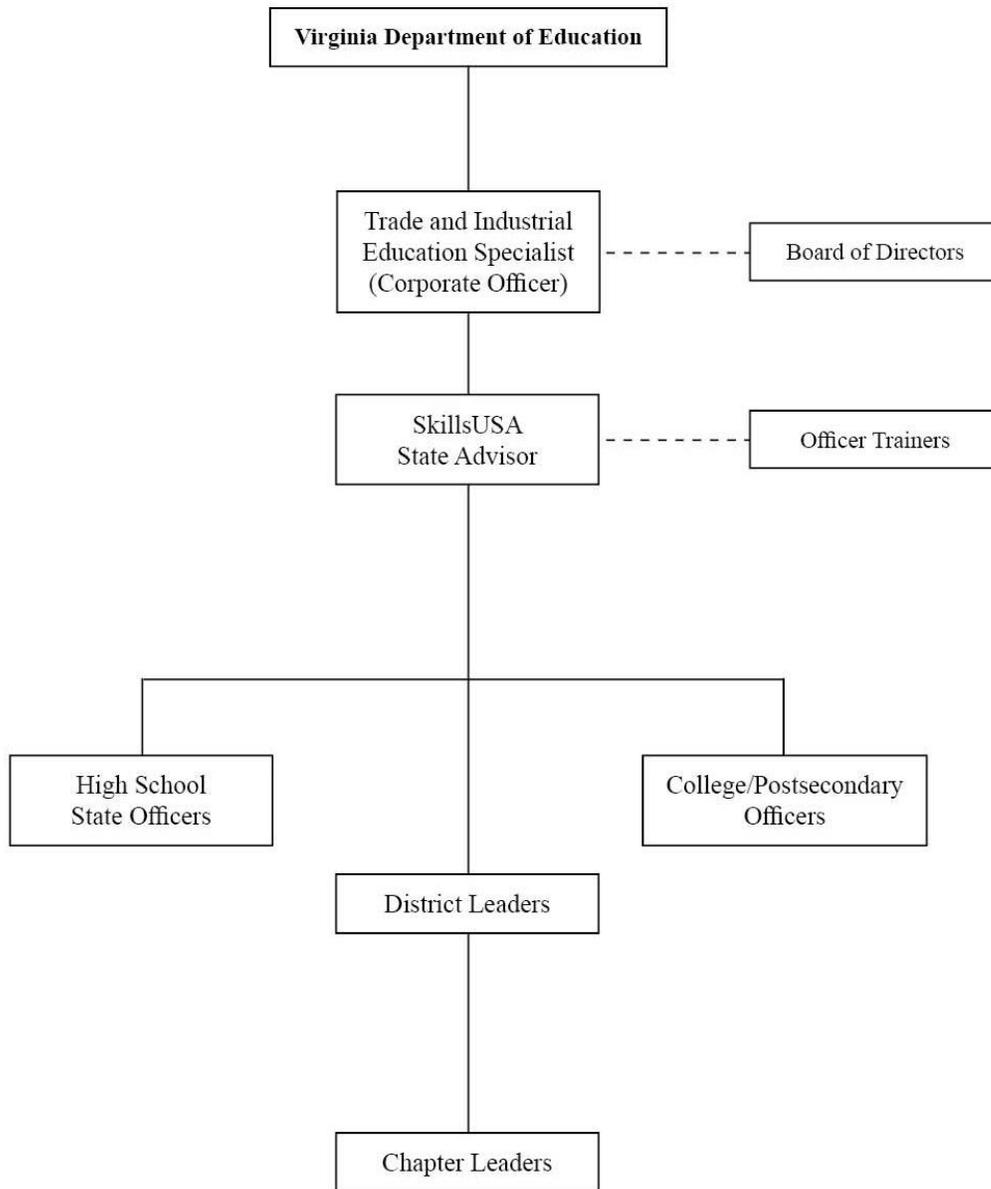
Championships are held in each of the 13 SkillsUSA Virginia districts. Contests are held each year during January-March. Different school locations are chosen to host the contest each year. A district chairperson representing the host school provides leadership for the event.

For a student to compete at the district level, the student must show documentation that they have competed at a chapter level. District contests may include categories that are not included in the state or national contests to include as many students as possible.

First-place winners in the district competition can enter the state-level competition. This event, SkillsUSA Virginia State Leadership Conference, is held annually in the spring. The event is supported by the Virginia Department of Education.

Local chapters interested in initiating new competitive events should contact the SkillsUSA Virginia state advisor.

Section V: State Management



Appendix: Information and Resource Materials

Contacts

Contact the following specialists to answer your questions about SkillsUSA Virginia.

- SkillsUSA Virginia
Attn: Joyce Price
3216 Mt. Tabor Road, Blacksburg, VA 24060
Phone: 540-750-6896
Email: director@skillsusava.org
- Lauren-Anne Sledzinski,
Specialist, Trade and Industrial Education and Related Clusters
Office of Career, Technical, and Adult Education
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120
Phone: 804-225-2828
Fax: 804-371-2456
Email: lauren-anne.sledzinski@doe.virginia.gov

Each local chapter should establish a reference library of SkillsUSA educational materials and basic supplies. This will make it easy for the chapter to run a variety of programs and activities.

Educational Materials

- *SkillsUSA Leadership Handbook*
- SkillsUSA Championship Technical Standards
- Career Essentials
- *Robert's Rules of Order* by Henry M. Robert
- *Parliamentary Procedure at a Glance* by O. Garfield Jones

Note: To request a catalog or place an order:

SkillsUSA Educational Materials Catalog
14001 SkillsUSA Way
Leesburg, VA 20176
Phone: (800) 321-8422 or (703) 777-8810
Order online: www.skillsusa.org/store
Hours: Monday–Friday, 8:30 a.m.–5 p.m. Eastern Time