

January 22, 2017

MEMORANDUM

TO: Lead Advisors
FROM: Sindie Read, State Director
Nevada Association of SkillsUSA
SUBJECT: 2017 Nevada SkillsUSA Championships Registration Packet

*The National Registration site for State Championships will be open February 3rd to March 3rd.
(The National Registration site will be closed on March 3rd at 11:00 PM.)*

This information is sent to one advisor per chapter to coordinate and submit registration. Please submit one set of registration forms per chapter.

The Official Conference Registration must be submitted electronically on the National web-site.

The registration information/forms for the 2017 Nevada SkillsUSA Championships are attached with this mailing. The state conference registration forms and payments are due **March 3rd, unless arrangements have been made.**

The State Conference and SkillsUSA Championships are all about providing our students with the best event the Nevada Association of SkillsUSA has to offer. Your utmost support is needed to meet all submission deadlines. Submitting your registration packets by the earliest possible date will greatly assist us in working with the contest technical committees. I appreciate your involvement and I know that we can work together to have a great conference. The updated 2017 State Contest Guide is posted on the Association website (www.nvskillsusa.org) and was previously sent to all lead advisors. The purpose of the State Contest Guide is to provide detailed reference information for advisors and contestants about all state contests.

Item #1: State Conference Registration Forms

This packet contains all registration information. See the attached instructions to complete the registration on-line. The Medical Liability and Release Form along with certain contest safety forms are included in this packet. Once they are filled out, **Scan** all forms and email to Marni Mast at marni.skillsusa@gmail.com. The state conference registration fees are **\$100.00 per person** (for **advisors, contestants, delegates, candidates that are staying at the Conference Hotel**), **\$125.00 per person** (for **advisors, contestants, delegates, candidates that are not staying at the Conference Hotel**), and **\$50.00** per student observer. The fee includes all registration materials and a pass to attend the conference social.

Late Registration: A **\$25.00 per person late fee** will be charged to any registration received after the **March 3rd** due date. For any registration received late, an automatic response will be sent requiring the additional fee(s) be paid prior to when the student(s) are registered. **Also, there is no guarantee students will be able to compete if registration is received late.** Name substitutions may be made at no cost and at any time prior to the start of the Conference.

Return all registration forms by March 3rd to:
Marni Mast
marni.skillsusa@gmail.com

Mail all checks/payment by March 3rd to:
Nevada Association of SkillsUSA
P.O. Box 3613
Sparks, NV 89432
(Please include Registration Summary Form B with payment)

Conference registration forms will also be posted on the Association's website (www.nvskillsusa.org), where they can be downloaded completed and then e-mailed. Specific instructions for completing registration electronically are enclosed in the Registration Forms Packet. Paper copies of completed and signed liability/code of conduct forms must be scanned and e-mailed; regardless of the method you use to register students. **Please bring original copies of all forms (B to G) with you to the State Championships as a back-up in the event there is a question regarding any forms.**

Item #2: Hotel Rooms

SkillsUSA has contracted with the Circus Circus Reno Hotel. Included in this mailing is additional information regarding room reservations. If you have questions, please contact the person listed at the hotel.

Item #3: Advisor Meeting

A meeting is scheduled for advisors on **Tuesday, April 4th from 5:00 - 6:30 p.m. at the Circus Circus Reno.** At least one advisor from each chapter must attend this orientation meeting where all registration materials will be distributed. Please make arrangements to attend this meeting.

Item #4: Conference Information and Contest Updates

The 2017 State Contest Guide has been sent to all lead advisors and is posted on the Association website (www.nvskillsusa.org). The Guide contains specific information about each contest, including preparation tips and clothing requirements. Please note that Job Skill Demonstration is a leadership contest. Therefore, students may compete in Job Skill Demonstration (April 5th) and a skill contest (April 6th). Also, contest updates will be posted on the website starting in March. Please check the website on a regular basis.

Computers: Contestants in Advertising Design, Architectural Drafting, Technical Drafting, 3-D Animation, Photography, Video Production, and Web Design will have to bring their own computers to compete. Plotters and printers will be provided for each contest. The tentative set-up times for all computers will be 2:00 - 5:00 p.m. on April 5th at The Reno Ballroom Convention Center. Additional details will be provided in the forthcoming contest updates. Please note that in most cases, students **do not have to be present to set up computers** if they have a conflict with a scheduled leadership contest.

Item #5: Conference Dress Code

Please inform all students and advisors that official SkillsUSA dress, business attire, or official contest dress as specified in the national rules is required for all general sessions. SkillsUSA official attire or business dress is required for leadership contests and "clean" skill contests, and any other activity where professional dress is appropriate. Student dress and conduct, which often go hand-in-hand, make a very significant impression on behalf of SkillsUSA to the school officials and business leaders attending and supporting our State Conference. **Students not appropriately dressed may not be able to participate in events or walk across stage to receive medals.** Thank you for your support in this area.

Item #6: State Officer Candidates

Please encourage your qualified students to apply for state office this year. An orientation meeting will be scheduled for all officer candidates for **8:00 – 9:00 a.m. on April 5th**. The room number will be on the final conference agenda. All officer candidates must attend this orientation meeting.

Officer candidates campaigning may begin after the orientation meeting on April 5th. The total cost for campaign materials for officer candidates **cannot exceed \$70.00**. This includes items that are donated, purchased, or borrowed using fair market value.

Candidates must be prepared to participate in an interview by a screening committee on April 5th, prior to the start of the delegate session. Candidates will also make campaign speeches before the delegate assembly and participate in a meet-the-candidate session prior to balloting.

Item #7: Delegate Program & Written Tests

The program for delegates will include an afternoon session on **April 5^h** and submitting ballots will be submitted at the end of the day. The program of activities for the delegate sessions will be sent to chapters prior to the conference. **Because of their schedule, state officer candidates and voting delegates will not be able to compete in leadership contests scheduled for April 5th**. Delegates will be able to compete in a skill contests on April 5th. Information about the delegate assembly will be sent in March to explain the role of the delegates. Please begin to identify those students who will serve as your voting delegates. (Refer to registration packet instructions for more information.)

All contestants will take the Professional Development Test (knowledge test), which will be administered **On-Line**. The test will be multiple-choice and will include questions from the Professional Development Program and about SkillsUSA knowledge.

Skill competitors will be required to take a written technical test for their respective contests. The technical portion of each test will comprise part of the student's contest score.

Item #8: Communication Skills Assessments

As started several years back, a greater emphasis is placed on the communication skills of our skill competitors. The goal is for each contest, be it a leadership or skill contest, to test by some degree the ability of the student to communicate verbally (i.e., mock interview, customer service response) where contestants must demonstrate verbal communication skills. More information will be provided in the contest updates.

Item #9: Résumés

All student competitors must bring a one page typed résumé.

Item #10: Social Event

The conference social will take place this year on Thursday, April 6th at the Reno Bowling Stadium. The cost for this event is included in the registration fees. More information will be shared at the pre-conference advisor meeting

Item #11: Association Website

“ALL” Regional Contests and State Championships information is posted on our website. The association website will be used to post conference information on a regular basis. Please inform other advisors to periodically check the website for agendas, contest locations, contest updates, etc. The website address is www.nvskillsusa.org.

Additional conference information will be forthcoming in March. Please contact me at (775) 327-3945 or sread@washoeschools.net if you have any questions about information in this registration packet. Please make sure all required forms and payments are submitted by the **March 3rd** due date. Thank you.

Note: Please ensure the Official Registration is submitted on-line and Registration Summary Form B and all other forms (Forms C to G) are submitted to Roger Routsong by the due date. If you expect a delay due to the processing of checks, please do not delay in submitting all forms. Merely state in the registration transmission the payment will be sent soon.

Key Dates

February 3 to March 3, 2017: National Web-site for State Championships Registration is open.

March 3, 2017: DEADLINE for state conference registration forms.

March 3, 2017: DEADLINE for all applications for awards, scholarships and state officer candidates.

March 3, 2017: DEADLINE for conference hotel reservations at the Circus Circus Reno Hotel.