

MEMORANDUM

TO: SkillsUSA Advisors Attending the State Fall Leadership Conference

FROM: Mike Cowles, State Director

DATE: October 2011

Thank you for your participation and support of the SkillsUSA Ohio State Fall Leadership Conference. We are really excited to welcome you back to the Hyatt Regency Hotel and look forward to a great conference experience. I certainly appreciate the patience of our schools as we continue to make this transition. In order to make this an optimal training experience for you and your students, please review the following information with your group prior to coming to Columbus. We may have an additional update as we get closer.

A Critical Activity Before You Leave for Columbus: This year at the opening session, we will have a special presentation from Teen Truth Live. The topic of this presentation is on the issue of bully and school violence. Part of the presentation includes a video that has some pretty graphic information. Teen Truth is asking each school to review the enclosed waiver and that every student bring a signed waiver. We will collect this signed waiver and code of conduct at the time of registration. Should you have a student who needs to be excused from the session, we will give you a card with information on when to discreetly exit the presentation. Should your school not bring these special releases with you, we will have to ask your school to discreetly step out of the session prior to the presentation. Thank you for your assistance in this matter.

Here are some additional updates:

Registration will open at 10:00 a.m. on the 2nd Floor Landing Area of the Hyatt Regency, near the restrooms and above the food court.

One Advisor should come to the main Registration Table to register your school and receive your school packet.

When you come to Registration, please bring the following:

Emergency Contact Form

Teen Truth Live Release Form

Packet of Signed Code of Conduct/Media Release

Once you receive your packet, distribute name badges. Name Badges will be required to enter the Ballroom and all sessions. This year's souvenir Name Badge will have customized agendas on the back side. You will pick up your lanyards and program at the National Guard Booths.

The Food Court will be open throughout the conference. Please have everyone in the Battelle South Ballroom promptly at 12:00 pm for the opening session. You will use the escalator or elevator near the Delaware Room to access the Ballroom. Do not bring your lunch to the opening session. **(Ballroom will open 45 minutes prior to the opening ceremony.)**

General Information

In your school packet, you will find a master schedule with breakouts for your groups. At the end of the general session, make sure you get your students to the right location.

All students are required to participate in all scheduled activities. They should follow the schedule on their name badge.

All students and advisors are expected to be in official SkillsUSA attire or business-like attire for the daytime sessions on Thursday and Friday. Participants are required to wear name badges and carry emergency medical forms with them at all times.

For the activities on Thursday evening, casual school attire is appropriate. We are one of several events happening in the downtown conference area on Thursday evening, so please make sure students appropriately represent your school at all times. It is the school's responsibility to supervise their students while at the conference.

The afternoon sessions on Thursday will run to approximately 4:00 pm. So that you will have time to get to dinner before the Columbus Blue Jackets hockey game crowd starts to arrive, we are recommending that you be at your dinner location by 4:30 pm. The evening session will start promptly at 7:00 pm. A SkillsUSA Dance will be held in the Union Ballroom beginning at 8:30 pm. Students and advisors will be required to wear appropriate school attire and name badges.

All students must bring a pen or pencil to all events.

Specific Information for Various Groups

Officer Candidates – The Officer Candidate Orientation will happen on Thursday afternoon at 3:20 pm. At the conclusion of that session, Candidates will be asked to select an office for which they will run. Advisors should plan to arrive at the Officer Candidate meeting by 3:45 pm so they can approve the ballot selection for their Officer Candidates. Officer Candidates will have until 4:00 or the conclusion of their orientation on Thursday to make any changes. The official ballots will be posted outside the Union Ballroom during the Dance.

Voting Delegates – The Voting Delegates training is scheduled for Thursday afternoon at 3:20 pm. All chapters are encouraged to send representatives to this training so they understand their role on Friday.

Local Chapter Officers and Other Students – Students who are not running for office or serving as voting delegates will have the opportunity to participate in the Local Officer Training Institute. The training will begin at 3:20 pm on Thursday following the General Professional Development Sessions and will conclude with three sessions on Friday. Local Officers completing all four sessions and the activities handed out in these sessions will receive their Local Officer Statesman's Award. This award can only be earned at this event.

Advisors – Advisors will be encouraged to participate/observe in any of the Professional Development Program Sessions. All sessions are open to advisors. There will be special breakout sessions for Advisors on Thursday. An LPDC evaluation form will be put in the school registration packets.

Regional Elections – The elections will happen on Friday. Only Candidates who have completed the Regional Officer Screening process will be eligible to run for office. Campaign materials may be distributed during Thursday evening's activities and Friday during the election. Guidelines will be explained during the mandatory officer candidate orientation on Thursday afternoon. As a special note, we will do our best to complete the elections as efficiently as possible; however, we want to make sure we give the Regional Officer Candidates a fair opportunity to run for office and a good election experience. We ask each school participating in the election to remain until the completion of the installation ceremony.

Thursday, November 3, 2011

10:00 am – 11:30 am Registration
The Landing—2nd floor

10:00 am – 12:00 pm Exhibit Hall
Regency Foyer—3rd floor

Opening Session

12:00 pm – 1:30 pm Battelle Ballroom South

*General Session Agenda
Opening Ceremony, State Officers
Teen Truth Live Presentation
Conference Highlights, Mike Cowles*

Afternoon Professional Development Sessions

Times	Franklin AB	Franklin CD	Union ABC	Union CD	Taft AB	Taft CD
1:40 – 2:20 pm	SkillsUSA 101	SkillsUSA 101	SkillsUSA 101	Advisor Update	Diversity and Life After School	Diversity and Life After School
2:30 – 3:10 pm	SkillsUSA 101	SkillsUSA 101	SkillsUSA 101		Diversity and Life After School	Diversity and Life After School
3:20 – 4:00 pm	Voting Delegates	Voting Delegates	Regional Officer Candidates		Local Officer Training Session 1	Local Officer Training Session 1

Students must attend sessions scheduled on their name badges. To change training path, they should come to the Registration table on the 2nd Floor with their advisor prior to the 1:40 session.

Current Regional Officer Orientation will be held in the Clark Room at 3:20 pm. This session is a practice session for current Regional Officers in preparation for the Elections on Friday. All Regional Officers who are in attendance on Thursday are required to attend this session.

4:00 pm—7:00 pm Dinner on Own

7:00 pm – 8:30 pm Evening General Session

*General Session Agenda
Regional Officer Recognition
Harvey Alston—Keynote Speaker*

8:30 pm - 10:30 pm Champions Dance
Union Ballroom

Participants must have conference name badges and appropriate attire to enter the dance area. Students are not to leave the main hotel area without approval of their School Advisor.

11:30 pm Conference Curfew
Schools may set earlier curfews. No students should be out of room after 11:30 pm without an advisor escort.

Friday, November 4, 2011
Regional Election Agenda

Regional Election Agenda
Opening/Pledge of Allegiance
House of Delegates Roll Call
Introduction of Candidates
Candidate Speeches
Primary Ballot
Impromptu Question
Final Ballot

There will be a 15-minute recess after each Ballot. Installation will begin after campaign materials are cleaned up. There will be a short mandatory meeting with the newly elected officers and SkillsUSA Ohio Director (Designee) immediately following Election in the Clark Room.

Time	Union ABC	Union DE	Taft CD	Taft AB	Franklin A	Franklin CD
7:30 am	SW Registration	SC Registration	SE Registration	NC Registration	NE Registration	NW Registration
8:30 am	SW Elections	SC Elections	SE Elections	NC Elections	NE Elections	NW Elections

Friday, November 4, 2011
Local Officer Training Institute Agenda

8:00 am – 8:30 am Registration
2nd Floor Landing
8:30 am – 12:00 pm **LOTI Session**
Franklin B, Delaware A & B

Local Officers will be given rotation schedule when they register at 8:00 am and must attend all three breakout sessions to earn their Statesman’s Award.

October 2011

Dear Parents/Guardians,

On November 3, 2011, SkillsUSA Ohio will be presenting TEEN TRUTH LIVE: BULLY, an interactive, multi-media presentation that incorporates motivational speeches with an award-winning 22-minute film that was created by students.

The presentation provides students and educators with a critical understanding of bullying, raises an awareness of the social problems that can escalate into school violence, and teaches ways of preventing bullying in school. The students will be divided into two groups. The presentation will include a short film clip of the Columbine shooting.

The purpose of this assembly is to challenge the audience to have a positive impact on others every day, in order to make school a safe, healthier place.

We would like all students to experience this event; however, we understand if you do not your child to participate. Please sign below as to your child's participation and have your child return it to their SkillsUSA advisor at their school.

Michael D. Cowles, Director
SkillsUSA Ohio

School _____

Name of Student _____

Check one:

I approve that my child can attend the assembly on November 3, 2011.

I do not want my child to attend the assembly on November 3, 2011.

Signature of parent/guardian _____

Date _____

School Emergency Contact Information

School Name: _____

Lead Advisor: _____

Total # Students: _____

Total # Adults: _____

Emergency Contact Name(s) and Cell Phone Number(s):

Name _____ *Cell* _____

Name _____ *Cell* _____

Name _____ *Cell* _____

Are you staying at the Hyatt? Yes _____ No _____

If your school is not staying at the Hyatt, please provide name of hotel where you are staying and the hotel's phone number.

Will your school be attending the Thursday night evening session?

Yes _____ No _____

Will your school be attending the dance Thursday evening?

Yes _____ No _____

Ohio SkillsUSA Code of Conduct/Media & Social Networking Release

This policy will apply to national, state and regional SkillsUSA officers and all conference participants. The term "conference participant" shall mean any SkillsUSA member, including adults, attending any SkillsUSA activity.

Ohio SkillsUSA Leadership Conferences are official educational functions and all activities should be conducted to meet that objective.

Ohio SkillsUSA wants each person to have an enjoyable experience with maximum attention to safe practices and the comfort of participants. Each person in attendance will be expected to maintain conduct in a manner best representing Ohio SkillsUSA.

To receive maximum benefits from participation in SkillsUSA activities, the Code of Conduct, as established by the Ohio SkillsUSA Board of Directors, must be followed at all times by all participants attending a SkillsUSA function.

Conference participants' conduct shall be the responsibility of the student's local advisor(s).

Rules for Conference Participants

1. Conference participants shall not deface public property. Any damages to property or furnishings in hotel rooms or buildings will be paid for by the individual or club responsible.
2. Conference participants from out of town shall spend the night or nights at assigned hotels, in assigned rooms.
3. Conference participants shall be in their respective rooms at 11:30 p.m. and quiet at 12:00 midnight (unless the time is altered by T&I State Staff Personnel).
4. Conference participants shall not be permitted in sleeping rooms with members of the opposite sex unless an adult advisor is present.
5. Conference participants shall be prohibited from having or consuming alcoholic beverages or drugs in any form. (Except prescribed drugs)
6. Conference participants shall not leave the hotel unless permission from the local advisors/regional advisors has been obtained.
7. Conference participants shall not throw objects out of hotel windows (an offence subject to criminal prosecution).
8. Conference participants shall not be permitted to smoke at SkillsUSA activities.
9. Conference participants shall be prompt and prepared for all activities.
10. Conference participants shall keep their local advisors/regional advisors informed of their activities and whereabouts at all times.
11. Conference participants shall wear identification badges at all times.
12. Conference participants shall attend all general sessions and activities for which they are assigned and registered.
13. Conference participants shall adhere to the prescribed SkillsUSA dress code at all times.

Violations and Penalties (for officers)

1. Violation of items 1 through 7 of the Ohio SkillsUSA Code of Conduct will be grounds for immediate removal from office.
2. Violations of items 8 through 13 may result in a reprimand, a suspension from office, or removal from office.

Violations and Penalties (for conference participants)

1. Conference participants violating any of these rules of conduct will subject their entire delegation to be unseated, and may cause their candidates or Skills Ohio Championships entrants to be disqualified.
2. Conference participants may be sent home at their own expense for violating any of these rules of conduct.

Hotel Courtesies

Conference participants should tip hotel and restaurant personnel for special services, e.g., for hotel bellhop services, 50 cents per bag; for hotel room service, 15% of purchase price; and for restaurant services, 15% of check total.

Official SkillsUSA Dress

- Women - Red SkillsUSA blazer, windbreaker or sweater; white collarless or small-collared blouse or white turtleneck, collar not to extend over the blazer lapel or the sweater or windbreaker; black dress skirt (knee-length) or black dress slacks; black sheer (not opaque) or skin-tone seamless hose; black dress shoes
- Men - Red SkillsUSA blazer, windbreaker or sweater; white dress shirt; plain, solid black tie, black dress slacks; plain black socks; black dress shoes

Official Business-like Attire

- Women - Suit; jacket and slacks; dress shirt and blouse; dress (street length/formal); hose and dress shoes.
- Men - Suit; sport coat and slacks; dress shirt and tie; dress shoes.

Media & Social Networking Release

I hereby grant Ohio SkillsUSA permission to make still or motion pictures and sound recordings, including social networking and website promotion (separately or in combination), and also give a production company approved by Ohio SkillsUSA permission to use the finished silent or sound pictures, and/or sound recordings, and/or social networking and website promotion as deemed proper.

Student's Signature

Date

Parent's Signature

Date