



# Advisor Back to School Meeting

August 27 and 28, 2024

# Welcome!

- Mute your microphone
- Turn on your camera 😊
- Stay adaptable and flexible
- Ask lots of questions! (use the chat feature)



# Agenda

- SkillsUSA Basics
- Membership Benefits and Resources
- Your Role as an Advisor
- Membership Information and Registration
- General Event Information and Registration
- Invoicing, Payment, and Required Forms
- Regional, State, and National Events
- Championships Information and Updates



# What is SkillsUSA?

- SkillsUSA prepares students for future careers in the skilled workforce by equipping them with the skills they need to be successful.
- Our mission is to empower students to become skilled professionals, career-ready leaders, responsible community members.
- The SkillsUSA Framework: Defines the mission
- The Program of Work: Actualizes the mission



# The SkillsUSA Framework

- 3 components – Personal Skills, Workplace Skills, and Technical Skills Grounded in Academics
- 17 Essential Elements –skills most in-demand in any career
- Provides a common language for students
- Guides programming to ensure learning goals are met



# The Program of Work

- 6 categories that define areas of focus for a well-run chapter
  - Guide committee work.
- Use as a roadmap for planning and implementing an annual calendar of chapter activities
- Program of Work Implementation Guides
  - 3 sets of sample activities, soup to nuts.
  - Available at [skillsusa.org](https://skillsusa.org) and with Professional Member benefits.



# The Program of Work

- **Advocacy and Marketing**
  - Deliver a presentation to local school board, Conduct a recruitment activity
- **Community Engagement**
  - Culinary program hosting a Teacher Appreciation Breakfast, Construction students building a wheelchair ramp
- **Financial Management**
  - Host a chapter fundraiser, Facilitate members in the creation of their own personal budgets
- **Leadership Development**
  - Attend the Fall Leadership Conference, Host a chapter officer training retreat
- **Partner and Alumni Engagement**
  - Conduct Program Advisory Committee meetings, Invite alumni to share their experiences in the workforce after graduation
- **Workplace Experiences**
  - Tour a local industry facility, Host a resume and mock interview day



# Chapter Excellence Program

- Provides:
  - A guide to chapter success in implementing the Framework and Program of Work
  - Recognition for chapters focused on the resulting development after the activity
- 3 levels of recognition:
  - Quality Chapter
  - Chapter of Distinction – Gold, Silver, Bronze
  - Model of Excellence – COD Gold advance for MOE judging at national level
- Applications due March 1 – [register.skillsusa.org](https://register.skillsusa.org)





# Professional Member Benefits

- [Absorb.SkillsUSA.org](https://Absorb.SkillsUSA.org)
- Framework Integration Toolkit
  - SkillsUSA Framework integration strategies, Kahoot and bingo
  - Essential Elements definitions, videos and lesson plans
  - Business Partner Outreach Guide
  - Building Self-Motivation in Student Leaders
  - SkillsUSA Framework Certification, CTE Knowledge Certification, and more!
- Championships Technical Standards
- Register for and participate in Professional Development
- Download certificates



# Membership Kit and Poster Kit

- Membership Kit components are available online on the national website at [skillsusa.org](https://skillsusa.org).
- Poster Kits: Sent to existing chapters, includes updated resources to display. Request a kit by contacting Customer Care.
  - Chapter In Action Calendar with stickers
  - Why Join SkillsUSA?
  - Program of Work
  - Framework
- New Chapter Kit: request a New Chapter kit to be mailed in hard copy by contacting the Customer Care Team at 844-875-4557.
  - Chapter In Action Calendar with stickers
  - New Chapter Guide 2024-2025



# Advisor Resources and Meetings

- Advisor Resources page: [skillsusafl.org/resources](https://skillsusafl.org/resources)
- [Chapter Success Guide](#)
- [State General Rules and Regulations](#)
- [Branding Design Contest](#)
- [FLC24 Conference Guide](#)
- Contest Guide – September 1
- State Officer Program Guide – September 1
- Courtesy Corps Program Guide – September 1
- SLSC25 Conference Guide – November 1
- NLSC25 Conference Guide – March 1



# Advisor Resources and Meetings

- Zoom credentials in Chapter Success Guide
- Advisor Meeting and Planning Session (AMPS)
  - In person, October 28, Melbourne, FL
- SLSC25 Orientation for Advisors
  - Virtual, January 13 at 6 PM ET and January 14 at 10 AM ET
- Championships Orientation for Advisors
  - Virtual, March 24 at 6 PM ET and March 25 at 10 AM ET
- NLSC25 Delegation Meeting (invitation)
  - Virtual, May 6 at 6 PM ET
- State staff is available for virtual and in-person chapter visits! Reach out to Jayde at [jaydea@skillsusafl.org](mailto:jaydea@skillsusafl.org) for more info.





**QUESTIONS?**

# What Do I Do as an Advisor?

- The single most common question I get from new AND experienced advisors.
- Your job is to:
  - Serve as a guide and facilitator for the chapter. SkillsUSA is advisor led, but student driven – we want them to take ownership and control, celebrating their successes and owning their failures.
  - Provide intentional instruction and opportunities to develop the SkillsUSA Framework Essential Elements
  - Ensure students are prepared for competition with the necessary materials and instructional information.
  - Believe that all students have value and purpose.



# What Do I Do? (no, really)

- Identify a few standout students that can help take the lead this year. (Never had chapter officers? Here are your first ones!)
- Select a regular meeting time and publish it.
- Familiarize yourself with membership registration processes and prepare to assist students with self-registration.
- Assist the chapter to select and schedule chapter activities.
- Register students and advisors for events and membership.
- Ensure that invoices are paid.
- Coordinate with your administration to complete travel paperwork, approve activities, facilitate fundraising, etc.
- Advocate for your chapter – encourage members to share their wins with school admin, district, and school board.
- Encourage and celebrate with them!



# Chapter Meetings

- What should it look like:
  - No one set structure – make it work for your members!
  - Before/after school; during class time; club days, etc.
- Who should run it:
  - Chapter Officers – schedule, plan, and facilitate meetings
- What should be accomplished:
  - Plan and participate in events for POW activities (*community service activities, fundraisers, leadership training, recruitment, admin/school board presentations*)
  - Prepare for competitions (*school-level competitions, practice sessions, expert guest speakers, resume review, interview practice*)
  - Celebrate accomplishments (*showcase medalists, share a recap video, visit a school board meeting*)





# Recruitment Week

- Pick a week that works for your school's calendar (usually in the fall) to promote SkillsUSA at your school
- Advisor and Chapter Leader resources that are turnkey:
  - Chapter Leader Planning Guide
  - Advisor- and Student-facilitated mini lesson plans
  - Promotional materials
  - Conversation cards
  - And more!
- <https://www.skillsusa.org/events/skillsusa-recruitment-week/>



# Customer Care Team

- 844-875-4557
- [customercare@skillsusa.org](mailto:customercare@skillsusa.org)
- Chat feature at [register.skillsusa.org](https://register.skillsusa.org)
- Assistance with registration website, navigating SkillsUSA Absorb or locating Technical Standards, or completing online registration
- Monday, Wednesday, and Friday, 8 AM ET to 5 PM ET, Tuesday and Thursday, 8 AM to 7 PM ET





# QUESTIONS?

- Complete this survey by September 23 and be entered to win a \$100 gift card!
- 15-20 minutes to complete



# Membership Registration

- Join members online at [register.skillsusa.org](https://register.skillsusa.org).
- Review instructions in the Chapter Success Guide to activate Member Enroll
  - Students enter their membership information, advisors submit and agree to invoicing terms
- To be eligible for competition:
  - At least 6 students and 1 professional member
  - Registered by February 1 (*check regional deadlines*)
  - Paid by March 1
- \$16/student, \$35/professional
- Affiliation Plans available



# Affiliation Plans

- Affiliation plans available:
  - Total Participation Plan (TPP) – MS, HS, CPS/HS combined
  - College Campus Affiliation Plan – CPS
- Available for membership for an entire CTE program, school, schools/programs within a district, and whole school districts
- Reduced membership costs for full program/campus affiliation – must join all eligible students
- Allows schools to use alternate funding sources
- Affiliation fee (sliding scale) + Professional membership
- Educational resources credit (TPP only) – \$5.95/student
- <https://www.skillsusa.org/join/how-to-join/>



# Affiliation Plan Example

| 225 Students                  | Traditional Membership   | TPP                          | College Campus   |
|-------------------------------|--------------------------|------------------------------|------------------|
| Affiliation Fee               | \$16/student             | \$1,312                      | \$3,360          |
| Educational Resource Credit   | N/A                      | \$5.95 x 225 =<br>\$1,338.75 | N/A              |
| Total Student Cost            | \$3,600                  | \$2,650.75                   | \$3,360          |
| Professional Affiliation      | 1/program                | 1 per 100                    | 1 per 25         |
| Professional Affiliation Cost | 7 x \$35 = \$245         | 3 x \$35 = \$105             | 9 x \$35 = \$315 |
| Total Cost                    | \$3,845                  | \$2,755.75                   | \$3,675          |
| Total Cost per Member         | \$16/\$35 (\$16.57, 232) | \$12.09 (228)                | \$15.71 (234)    |

- Educational Resources credit can be used to purchase Career Essentials, Framework support resources, coaching guides for select leadership contests, and a variety of other resources – [skillsusastore.net](https://skillsusastore.net)



# Required Forms

- Chapter Information Form
  - Contact for Lead Advisor, school admin, and bookkeeper
  - Required before membership registration, **once per program year**
  - <https://form.jotform.com/241896486613065>
- Approved Chaperone Form
  - List of school-approved chaperones attending overnight SkillsUSA events, and certification they are approved by the school to serve in that capacity
  - Required before the first overnight activity, **once per program year**
  - <https://www.skillsusafl.org/wp-content/uploads/2023/08/Chaperone-Certification-and-Volunteer-Screening-Form.pdf>
- Code of Conduct Form
  - Separate form for [students](#) and [advisors](#) to acknowledge behavior expectations for events
  - Required for each registered attendee at **each SkillsUSA activity**, and is due at registration



# Event Registration – General

- Register for events online at [register.skillsusa.org](https://register.skillsusa.org)
  - Must be registered members to register for competition
  - Follow steps in conference guides
- Onsite Registration and Packet Pickup
  - FLC – Monday, October 28, 8 AM to 9 AM
  - SLSC –Monday, April 28, 2 PM to 6 PM
  - NLSC – Monday, June 25, 4 PM to 6 PM
  - Bring required forms and any outstanding payments





# Invoicing and Payments

- When registering for state events (FLC, SLSC):
  - Click on Submit Registration and follow prompts.
  - Invoices for events can be generated by training program or by school.
  - An invoice will be generated in a pop-up window, and will be emailed to you. Submit this invoice to your purchasing department for processing.
- When registering for national events (NLSC):
  - Submit registration as above.
  - Complete any hotel rooming lists.
  - Alert the state office you are ready for an invoice, OR one will be sent after the deadline.
- Registration invoices are final after the registration deadline. No drops or refunds after the deadline.



# Invoicing and Payments

- Payment is due by the published deadline.
- Checks and credit cards accepted.
- Credit cards – 2.5% administrative fee for transactions
  - <https://square.link/u/D0gKSQZj>
  - Use this link for all events – include invoice number
- Follow up with your bookkeeper to ensure payments are processed!
- Current W-9 on Advisor Resources page
- Use the correct vendor number -
  - Events: SkillsUSA Florida/ Florida SkillsUSA Inc (Jacksonville)
  - Membership: SkillsUSA Inc. (Virginia)





# QUESTIONS?

**COMPLETE THE  
CHAPTER INFORMATION FORM:**



# Regional Fall Meetings

- Check with your Regional Coordinator for dates and locations.
- May include:
  - Regional officer elections
  - Steering committee/advisor meeting
  - Student professional development
  - Other activities



# Fall Leadership Conference

- October 28-29, 2024
- Registration closes September 30
- Hilton Melbourne, 200 Rialto Place, Melbourne, FL
- State leadership training activity
- Essential elements: Teamwork, Planning, Organizing and Management, and Adaptability/Flexibility
- Student track: Maximize
  - Open to chapter leaders and officers, regional officers, and any students looking to grow their chapter and career readiness skills.
- Advisor track – Chapter Management Institute (CMI)
  - Open to advisors of all experience levels with varied programming based on experience.
- [FLC24 Conference Guide](#) – on Advisor Resources page



# Advisor Meeting and Planning Session

- October 28, 2024
- 10 AM to 2 PM, Hilton Melbourne
- Lunch is provided, no cost to attend.
- General state planning and information
- Work by contest or career cluster to provide feedback and guidance for competitions
  - State Education Team work
  - Test bank questions, project templates, station templates, etc.
- Transition to annual business meeting
- Register here: <https://form.jotform.com/241844803898167>



# State Education Team

- Educators who are proficient in their trade and knowledgeable in the competition expectations.
- Support for Technical Committees in securing equipment, set up and take down, contest facilitation.
- Meet with contest committee to provide educational insight – how long tasks should take, educational standard alignment, written test question bank, etc.
- Does not have prior knowledge of competition, assist with project creation, or score contestants.
- Review the requirements and apply [here](#)
- Obtain a [letter of support](#) from your admin



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# SLSC25 – General Information

- State Leadership and Skills Conference
- April 28 – May 1, 2025
- Jacksonville, FL
- 100+ competitions, professional development, CareerExpo, Meet the Employer, Champions' Festival, and more!
- Registration opens: February 1, 2025
- Registration closes: March 10, 2025 at 11:59 PM
  - No drops or refunds after this time.
- Hotel reservation deadline: March 17, 2025
- Registration payment deadline: March 24, 2025
  - Credit cards – 2.5% fee
  - <https://square.link/u/D0gKSQZj> - include invoice number(s)





# SLSC25 – Hotel and Venues

- Primary competition venue and hotel – Hyatt Regency Jacksonville Riverfront, 225 East Coastline Drive
  - Room rate: \$190/night
- Overflow hotel – Doubletree Jacksonville Riverfront, 1201 Riverplace Blvd
  - Room rate: TBD
- Offsite competition and event venues:
  - Prime Osborn Convention Center, 1000 Water St
  - Florida State College at Jacksonville, 101 W State St
  - Transportation is provided between both hotels and all offsite contest locations.



# SLSC25 – Registration Fee Information

- Registration Fees
  - \$150 per person, including contestants, advisors, models, and observers.
  - \$50 per person for Courtesy Corps Members.
  - \$35 per day for day passes – Tuesday, Wednesday only
    - We are exploring ticket options for parents and other supporters at the Closing Ceremony on Thursday. At this time, **NO ADMISSION** without conference credentials.



# SLSC25 – General Agenda

- April 28
  - 2 PM – 6 PM: Registration
  - 7 PM – 9 PM: Opening Ceremony
- April 29 and 30
  - 8 AM – 4 PM: Competitions, CareerExpo, professional development, community service project, delegate sessions
  - 5 PM – 8 PM: Meet the Employer Career Fair (Tuesday)
  - 6 PM – 10 PM: Champions' Festival (Wednesday)
- May 1
  - 8:30 AM – 11:30 AM: Closing Ceremony
  - 12 PM – 1 PM: NLSC Delegation Meeting – Gold medalists and their advisors attending NLSC



# Leadership Opportunities for Students

- Branding Design Contest
- Courtesy Corps
- State Officer Candidates and Delegate Program
- Glam Squad
- Social Media Ambassadors



# NLSC25 – General Information

- National Leadership and Skills Conference
- June 23-27, 2025
- Atlanta, GA
- Registration opens: May 1, 2025
- Registration closes: May 12, 2025 at 11:59 PM
  - No drops or refunds after this time.
- Hotel reservation deadline: May 12, 2025
- Registration payment deadline: May 23, 2025
  - Credit cards – 2.5% fee
  - <https://square.link/u/D0gKSQZj> - include invoice number(s)



# NLSC25 – Hotel and Venues

- Official state hotel – TBD
  - Monday State Meeting and Friday Celebration Dinner will be held at the official hotel.
  - All members of the Florida delegation must book through the state office and stay at the assigned hotel.
- Contest Venue – Georgia World Congress Center, 285 Andrew Young International Blvd NW
  - Limited bus transportation is provided, primarily for folks with mobility issues or large/heavy tools or displays.



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# NLSC25 – Registration Fee Information

- Official Florida Delegation includes contestants, advisors, other individuals whose fees will be paid by the school (i.e., chaperone, model)
- Registration Package options include:
  - 5- or 6-nights hotel, including taxes and fees (parking separate)
  - Conference registration
  - SkillsUSA Florida swag, including pins and conference shirt
  - Dinner on Monday and Friday with our state delegation
  - Champions' Festival, SkillsUSA University, Opening and Closing Ceremonies, and all other conference activities.
- Estimated package costs available in the Chapter Success Guide



# NLSC25 – General Agenda

- June 23 – State Registration (4 PM) and Dinner, (6 PM)
- June 24 – Opening Session, 5 PM
- June 24 – 26 – Contests, 8 AM
  - SkillsUSA University, TECHSPO, Delegate activities, and other conference activities
- June 26 – Champions' Festival, 6 PM
- June 27 – Closing and Awards Ceremony, 5 PM, followed by State Celebration Dinner
- June 28 – Travel Home







**QUESTIONS?**

# Competition Basics

- What is offered at the state level: [Contests by Cluster](#)
- What is offered at the regional level (except Region 5):  
Regional [Intent to Enter](#) Due by October 15
  - Planning tool to evaluate which contests will be run at the regional level.
  - Check with your Regional Coordinator for more info
  - At the end of regional competitions, advisors will be alerted which students are advancing to state in each contest. Sometimes it may be more or less than the medalists.
  - Register contestants after your regional event until March 10.
  - Be mindful of membership – students must be registered members to compete.



# How to Prepare for Competitions

1. Review the contest Technical Standards
  - Standards and competencies that will be tested
  - Supply and materials list
  - Written exam information
  - Tech Standards are written for national competition
  - State contest will mirror nationals to the greatest extent possible
    - Less time, resources, space, materials, etc than NLSC
2. Review the General Regulations – state and national
3. Check for contest updates – supply lists, advance information, changes to national standards. Not all contests will have an update.
  1. State – [skillsusafl.org/slsc/updates](https://skillsusafl.org/slsc/updates)
  2. National – [updates.skillsusa.org](https://updates.skillsusa.org)



# Competition Information – Testing

- All contests require the Professional Development test.
  - NEW THIS YEAR: All students must take the PD test. Middle school students will test onsite in person. Special needs contests will use the PDT as a tie-breaker only.
  - Study guide available in Absorb with Technical Standards.
- Most contests require a technical exam.
  - Exams may be completed online in advance, more info coming soon.
    - Specific testing window, proctor required.
  - Testing requirement list available by early November.



# Championships Updates

- Technical Standards
  - Available now with professional membership
  - Now updated every 2 years
  - Will be available for student access
    - SkillsUSA Connect – Fall-ish 2024
- General Regulations
  - State – <https://www.skillsusafl.org/wp-content/uploads/2024/08/State-General-Regulations-2024-2025.pdf>
  - National – <https://skillsusa.egnyte.com/dl/cU5nXh93ER>
- Contest Guide
  - Available September 1
  - Review list of competitions and request changes by December 1!
  - Contests by Cluster - <https://www.skillsusafl.org/wp-content/uploads/2024/08/Contests-by-Cluster-2024-2025.pdf>



# Championships Updates

- Contest Name Changes:
  - Audio Radio Production – Audio Production
  - Television (Video) Production – Video Production
    - NOTE: Video News Production
- Contest Status Changes:
  - FACILITHON
    - Official contest status – occupationally related
    - Facilities management
    - Scenario and emergency situation evaluation and reaction
    - Offered at the state level since 2017
  - Residential and Commercial Appliance Technology
    - Removed from official contest status
  - New process to evaluate national competition status



# Championships Updates

- Major Technical Standards Updates:
  - Safety letter, certification, or similar requirement:
    - Automotive Service
    - Baking and Pastry Arts
    - Cabinetmaking
    - Career Pathways
    - Carpentry
    - Commercial Roofing
    - Culinary Arts
    - Diesel Equipment Technology
    - Emergency Medical Technician
    - First Aid/CPR
    - Nurse Assisting
    - Practical Nursing
    - Teamworks
    - Video Production
    - Welding
    - Welding Fab
    - Welding Sculpture
  - Medical Terminology – 2-hour time limit
  - Job Interview – Portfolio outline
  - Robotics and Automation – major changes to standards

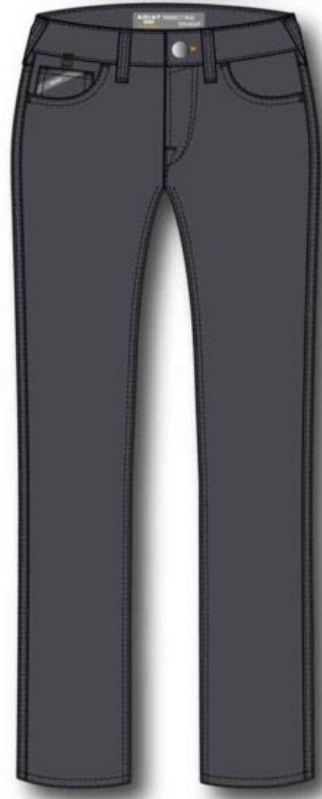


# Championships Updates

- **New Competition Clothing:**
  - Debuted at NLSC24 – mannequins and live models
  - Ariat clothing
  - Class C – Manufacturing/Construction
  - Class D – Competition specific (automotive, law and public safety – current light blue short sleeved workshirt)
  - Class I – Welding
  - Proposed 3-year rollout for national contests:
    - 2025 – Available for purchase
    - 2026 – Transition year
    - 2027 – new uniforms required at NLSC
  - State requirements – slower implementation
    - Cluster t-shirts
    - Current exceptions in General Regulations







PROVIDE YOUR  
FEEDBACK TO  
THE NATIONAL  
OFFICE:



<https://www.skillsusa.org/competition-clothing-from-ariat/>

# Future SLSC Dates

2025

Monday, April 28 – Thursday, May 1, 2025  
Jacksonville, FL

2026

Monday, March 30 – Thursday, April 2, 2026  
Jacksonville, FL

2027

Monday, April 26 – Thursday, April 29, 2027  
Jacksonville, FL



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2024-2025

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