


SkillsUSA
MAINE



Advisors Guide 2023-2024



**NO
LIMITS** 
2023-2024





Mission

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics.

SkillsUSA Framework

The SkillsUSA Framework defines the mission of the organization



Integration Locations

SkillsUSA Framework instruction is integrated into these three locations



Program of Work

The delivery mechanism of the SkillsUSA Framework



Member Success

Assessments to measure students' career readiness





Dear SkillsUSA Maine Advisor,

Keeping what we do up to date and current, while holding onto the values and commitment to our trades is no easy feat. From your school to the national level SkillsUSA has been transforming itself and the lives of those we serve. Part of this transformation is to make sure everyone is included, so our new national mission statement is:

“SkillsUSA is America’s proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders, and responsible community members.”

This statement — refined through member and stakeholder feedback — was designed to reflect the patriotism on which SkillsUSA was founded; elevate the pride and dignity inherent in the skilled trades; underscore our commitment to developing confident, difference-making leaders; and make it clear that when it comes to those we welcome into this diverse, student-led organization, there are “no limits.”

We cannot wait for all the opportunities for you and your students at our Fall Leadership Conference and State Championships, plus we have a variety of in person and online professional development for you. The SkillsUSA Framework was created for you to use in your classroom. This framework helps you convey the importance of what they gain in the areas of Personal Skills, Workplace Skill, and Technical Skills Grounded in Academics.

As a professional member you have a variety of online resources that are available to you on the absorb platform. We will continue our work on the SkillsUSA Maine Hub online portal to help you and you students get ready for the state championships.

As you begin the school year, the Board of Directors and I hope you will join with us and make the SkillsUSA program an integral part of your curriculum. We will post all the forms and specific event information at <http://www.skillsusamaine.org> .

Thank you for your participation in SkillsUSA and we look forward to serving you this year.

Sincerely,



Harold Casey
State Director
SkillsUSA Maine



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Chapter Advisor:

A SkillsUSA advisor has an important role, facilitating student learning. The advisor supports the chapter but should allow the students to take the lead whenever possible. The person doing the work is the one learning the most. Facilitators use good questioning, active listening and coaching to help students set goals, priorities and timelines.

To ensure that the maximum number of students have an active role, each instructor should carry out the following steps inside their own training program:

- Hold elections to identify student leaders.
- Train officers in basic leadership and SkillsUSA knowledge.
- Plan and conduct chapter meetings.
- Develop a program of activities and calendar.
- Identify committees or team members to organize activities.

Checklist for New Chapters

Here are the basic steps to follow to start a new chapter:

- Obtain a Membership Kit by calling the Customer Care at 844-875-4557 or download membership materials for the current school year at <https://www.skillsusa.org/membership-resources/membership-kit/>
- Meet with the School Administrator to request permission to start a new program and to gain support for the SkillsUSA chapter (it's a good idea to have a few brochures on hand to explain program basics and benefits to students, instructors and the school). Our brochure, *Be a Champion with SkillsUSA* covers all the benefits of the program for schools, instructors and students
- Contact your state office and request to be placed on the state mailing list. Find out about any upcoming activities or deadlines.
- If you are starting a new chapter, complete an application for charter.
- Identify one or more possible SkillsUSA leaders (technical instructors, a career counselor or another interested person within the school) to help with the new chapter.
- Gain support from other faculty members if you plan to involve students from other training programs.
- Explain SkillsUSA to the Industry Advisory Council that supports your program, and ask for their support and involvement as the chapter develops by serving as guest speakers, contest judges, etc.



Questions about Starting or Strengthening a Chapter

Advisors can call or email the SkillsUSA Customer Care Hotline when they have questions about starting a SkillsUSA chapter or need assistance with ways to strengthen your existing chapter and engage more members. You can call 844-875-4557, email customercare@skillsusa.org, or go to tis webpage and use the chat link: <https://www.skillsusa.org/membership-resources/customer-care/>

Agents are on call from 8 a.m.–5 p.m. (ET) Monday, Wednesday and Friday and from 11 a.m.–7 p.m. (ET) Tuesday and Thursday.

Chapter Excellence Program 2.0

The Chapter Excellence Program (CEP) establishes a quality baseline that all chapters will be encouraged to attain with extra incentive for exemplary chapter performance. SkillsUSA has now rolled out CEP 2.0. How is it different? In a word, it's intentional. At every phase, CEP 2.0 is designed with the intentional implementation of the SkillsUSA Framework Essential Elements into chapter activities. This ensures all student members develop the needed employability skills and are career ready. Employers across our great nation are struggling to find qualified workers who demonstrate these skills. Following the phases of CEP, your members will intentionally develop and demonstrate SkillsUSA Framework skills that prepare them for future employment.

Go for the gold and gain the recognition your chapter deserves through CEP participation! The Chapter Excellence Program (CEP) is the single best way to build a successful SkillsUSA chapter. CEP recognizes achievement as it relates to the integration of the SkillsUSA Framework in chapter Program of Work (POW) activities. You can find more information at: <https://www.skillsusa.org/programs/chapter-excellence-program/>

Membership

Membership is required for participation in SkillsUSA events at the State and National Levels. Each advisor who was a participant last year will receive a membership packet from SkillsUSA in August. If you were not a participant, you may contact Customer Care and a packet will be sent to you. Any student enrolled in a Career-Technical Education Program is eligible to join SkillsUSA.

- Full Membership Services Deadline – November 15, 2023
 - Members will receive full member benefits from SkillsUSA. As a special membership incentive, instructors who register at least **15 student members** in one technical program plus one or more professionals by **Nov. 15** will receive a **FREE SkillsUSA resource**.
- TPP Deadline – December 1st
- Membership Deadline - February 9, 2024– NO EXCEPTIONS!

Membership Registration

- Complete online membership at <http://www.skillsusa-register.org/>
- Once your membership is complete email hcasey@skillsusamaine.org that you have completed membership for downloading to our conference system.
- *You will be invoiced for membership after you have contacted the State Director that your membership is complete.*



Types of Chapters

Middle School –

All Middle School chapters should have a relationship with the chapter at their local CTE School or Region. This relationship should include support for the advisor by the high school level advisor and use the local high school officers to help promote the chapter along with the high school officers mentoring the middle school members.

Exploratory Chapter – A new chapter wanting to "test the waters" They would need to have one adviser and at least 3 students interested. They would not have to charter or pay a charter fee. They will have to pay membership dues and they can compete.

New Chapter - A new chapter would need to have at least one adviser and 6 students. They would have to charter with the state and pay both state and national dues. They would not have to pay the charter fee. They would have full membership rights. (This is only for their first year)

Continuing Chapter - Could be a new chapter or a chapter that has finished their exploratory chapter year. They would have to charter and pay the annual charter fee. All members must pay both state and national dues.

High School –

New Chapter - A new chapter would need to have at least one adviser and 6 students. They would have to charter with the state and pay both state and national dues. They would not have to pay the charter fee. They would have full membership rights. (This is only for their first year)

Continuing Chapter - Could be a new chapter or a chapter that has finished their exploratory chapter year. They would have to charter and pay the annual charter fee. All members must pay both state and national dues.

College/Post-Secondary –

New Chapter - A new chapter would need to have at least one adviser and 6 students. They would have to charter with the state and pay both state and national dues. They would not have to pay the charter fee. They would have full membership rights. (This is only for their first year)

Continuing Chapter - Could be a new chapter or a chapter that has finished their exploratory chapter year. They would have to charter and pay the annual charter fee. All members must pay both state and national dues.



Your Charter Invoice

As part of being a Chapter in Good Standing, each school is required to pay an annual charter fee. The deadline for the invoice and payment is December 1, 2023.

Incentives for Professionals

Why is it important to register yourself as a professional member of SkillsUSA? Becoming a professional member of SkillsUSA is one of the best ways you can demonstrate to your students the importance of the organization and the opportunities that membership will provide. As a professional member, you will receive online access to the following: *SkillsUSA Championships Technical Standards, Framework Integration Toolkit, Jump into STEM!* curriculum and *Program of Work Toolkit*

SkillsUSA professional members, as a no-cost member benefit, receive the aforementioned items when they have submitted a current and accurate email address along with their membership details.

The *SkillsUSA Championships Technical Standards* is available online to professional members as part of their paid membership. Once membership has been submitted, an email will be sent to the address on file that will include a PIN to access the items electronically.

For more details on these incentives, see the membership kits or visit the SkillsUSA website: <https://www.skillsusa.org/membership-resources/membership-kit/> or you can begin to register yourself and your students at: www.skillsusa-register.org/Login.aspx.

If you need assistance with SkillsUSA membership or registration, hotline operators are ready to answer your questions about starting a new chapter, ways to engage chapter members or strategies to strengthen an existing chapter. Operators are on call 8 a.m.-5 p.m. on Monday, Wednesday and Friday; and 11 a.m.-7 p.m. on Tuesday and Thursday (Eastern Time). To reach the hotline, call 844-875-4557 or email customercare@skillsusa.org. You can also chat online on the membership registration site.



Membership Delineation

Middle School Members -

Middle School members are currently enrolled in a middle-school course that prepares for future study in a career and technical education pathway during the school year immediately preceding the National Leadership and Skills Conference.

Local chapters may be established at any Middle School in Maine that provides Career-Technical Education programming.

Middle School students must become members through their local chapter. If their school does not have a chapter, they can contact the SkillsUSA Maine office for information on how to start a chapter.

High School/Secondary Members -

Secondary members are students enrolled in a coherent sequence of courses or career major that prepares the student for further education and/or employment related to technology, the health industry, trades or industry and is earning credit toward a high school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference. High School Students concurrently enrolled in College Courses are considered Secondary contestants.

Local chapters may be established at any Career and Technical Center or High School in Maine that provides Career-Technical Education programming.

Secondary students who are enrolled in Career-Technical Education programs must become members through their local chapter. If their school does not have a chapter they can contact the SkillsUSA Maine office for information on how to start a chapter. **EXCEPTION:** High School Students concurrently enrolled in College Courses that meet the requirements above can become members through the college, as long as that college has a chapter.



College Postsecondary Members -

College/Postsecondary members are students enrolled in a coherent sequence of courses or career major that prepares them for further education and/or employment related to technology, the health industry, trades or industry and who are earning credit toward a postsecondary degree/certificate during the school year immediately preceding the National Leadership and Skills Conference.

Students in a high school program that have received a high school diploma are considered College/Postsecondary contestants.

Local chapters may be established at any College/Postsecondary Institution in Maine that provides Career-Technical Education programming.

College Postsecondary students who are enrolled in Career-Technical Education programs that do not have a chapter at their school may apply for; 1) If allowed by the school, membership through their Technical Center they attended or 2) Membership through the SkillsUSA Maine Office. There are restrictions to this option. For more information, contact the SkillsUSA Maine office. (*Option 1 is not available at all of Maine's Career and Technical Centers*)

PLEASE NOTE: If you teach Middle School Students, you are a Middle School Advisor and a Middle School program regardless of where your program is housed.

If you teach High School Students, you are a Secondary Advisor and a Secondary program regardless of where your program is housed.



Dues

Middle School

- State dues are \$9.00 and national dues are \$8.00 for a total of \$17.00 per student
- Professional dues are \$9.00 for state dues and \$20.00 for national dues for a total of \$29.00.
- Dues must be paid prior to Competition. Competitors that are not members by February 9th will be disqualified.

High School - Secondary

- State dues are \$9.00 and national dues are \$8.00 for a total of \$17.00 per student
- Professional dues are \$9.00 for state dues and \$20.00 for national dues for a total of \$29.00.
- Dues must be paid prior to Competition. Competitors that are not members by February 9th will be disqualified.

Post-Secondary

- State dues are \$9.00 and national dues are \$8.00 for a total of \$17.00 per student
- Professional dues are \$9.00 for state dues and \$20.00 for national dues for a total of \$29.00.
- Dues must be paid prior to Competition. Competitors that are not members by February 9th will be disqualified.



PAYMENTS to SkillsUSA

Most School finance operations require that all purchases be accompanied by an invoice or bill from SkillsUSA Maine. We have had several issues arise where advisors needed these items in order to get payment. To help in this endeavor we will do all conference registrations and charter fees online through our website. When you have completed one of these registrations you will need to contact the State Director to have an invoice sent.

Please include a copy of the invoice in with the submitted check.

All payments for the charter fee and events hosted by SkillsUSA Maine should be paid to:
SkillsUSA Maine

Mail to:

Hal Casey – State Director
SkillsUSA Maine
88 Cunningham Ridge Rd
Surry, ME 04684

All payments for Membership Dues/ TPP/ Affiliation Fees should be mailed to:

SkillsUSA
Attn: Membership
14001 SkillsUSA Way
Leesburg, VA 20176-5494



Proper Attire

SkillsUSA Attire

Wearing the official SkillsUSA attire adds a sense of unity and identification, as well as enthusiasm, to meetings, ceremonies, presentations and activities. Members are encouraged to strictly follow the guidelines for official attire during ceremonies, visits with dignitaries, officer campaigns and similar occasions.

Official Attire

- Red SkillsUSA blazer, windbreaker or sweater, or black or red SkillsUSA jacket
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie), white blouse (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
- Black dress slacks (accompanied by black dress socks or black or skin-tone seamless hose) or black dress skirt (knee-length) (accompanied by black or skin-tone seamless hose)
- Black dress shoes

To order official clothing and work uniforms for competition, go to the [SkillsUSA Supply Service](#).

NOTE: Putting a SkillsUSA jacket over civilian clothes is not appropriate SkillsUSA dress.

Official attire with SkillsUSA-VICA or VICA patches is still acceptable.

Business-like Attire: Minimum acceptable civilian dress

- Men – dress shoes, dress slacks and dress shirts
- Women – dress shoes, dress slacks or skirt and blouse, or dress

Unacceptable items of dress - Under no circumstances will any student wearing the following items be allowed on stage to receive awards or recognition.

- Tennis shoes
- Jeans
- Athletic attire
- T-shirts of any type

SkillsUSA Maine Advisor of the Year

Criteria

This award will be presented to an educator involved in technical, skilled, and service occupations, including health occupations courses, and who have achieved prominence at local, state or national levels. One such award will be presented annually in each Division; Middle School, High School, and College/Post Secondary.

Eligibility

Eligible individuals are individuals who are currently employed by middle schools, high schools, postsecondary institutions, career centers, area vocational technical schools, etc. Contributions and achievements on which the nomination is based should have been made within the past ten years. The nominee must be a paid SkillsUSA professional member.

Nominator's Special Instructions

Nominator should submit by February 1st :

- Nomination form
- One page narrative-style biography of the nominee (one page, single spaced).
- One page accomplishments or resume
- **No** additional materials will be accepted.

Special Note: The procedure for the final selection of the State Advisor of the Year is as follows:

1. After all nominations from the individual schools are received as instructed above they will be checked for completeness.
2. The nominations are then sent to nomination review committee.
3. The winner's name and nomination form is returned to the State Director.
4. The winner will be checked to make sure they have been registered for the SkillsUSA Maine Championships. If not the State Director will notify the winners CTE director to have the winner present at the Opening Ceremonies.



SkillsUSA Maine Honorary Life Member

Criteria

The Honorary Lifetime Membership Award is bestowed to a small but very distinguished group of individuals who have been recognized for providing a significant period of years of continuous and extraordinary service to SkillsUSA Maine.

Eligibility

Eligible individuals are individuals who have completed at least 10 years of continuous service to SkillsUSA Maine. The nominee must be a paid SkillsUSA professional member.

Nominator's Special Instructions

Nominator should submit by February 1st :

- Nomination form
- One page accomplishments or resume
- No additional materials will be accepted.

Special Note: The procedure for the final selection of the Honorary Life Member is as follows:

1. After all nominations from the individual schools are received as instructed above they will be checked for completeness.
2. The nominations are then sent to nomination review committee.
3. The winner's name and nomination form is returned to the State Director.
4. The winner will be checked to make sure they have been registered for the SkillsUSA Maine Championships. If not the State Director will notify the winners CTE director to have the winner present at the Opening Ceremonies.

Cornerstone Award

Recognition of Administrators & Their Support

Nominator should submit by February 1st :

Award Criteria

The SkillsUSA Cornerstone Award recognizes that the cooperative relationships that have been established over the years between local school administrators and SkillsUSA chapters. The success of each chapter is reliant on the collective efforts of many dedicated school administrators who have unselfishly committed their professional and civic talents in support of our students.

Cornerstone Award

A candidate may be nominated by a local SkillsUSA chapter. The nomination form must be accompanied by no more than five (5) letters of support from SkillsUSA members, CTE instructors, SkillsUSA advisors, parents, advisory committee members, etc. The letters of support must demonstrate the administrator's commitment to the SkillsUSA Chapter.

ELIGIBILITY

Honorees to be recognized as Cornerstone Award recipients must be associated with local school districts, including as superintendents, principals, assistant principals, guidance counselors or school board members. A

GENERAL INFORMATION

- Each SkillsUSA chapter may nominate one administrator each year for state-level recognition.
- The deadline for returning the application February 1, 2022
- SkillsUSA Maine will give this award to up to four school administrators per year. Selection of the Cornerstone Award is recommended by the state executive committee.



Pillars of Success

State-Level Recognition of Volunteers

Nominator should submit by February 1st :

Award Criteria

SkillsUSA needs your help to recognize the achievements of volunteers who have contributed time, talent and financial support to our state association. Their generous support of our SkillsUSA association serves as a pillar of our success, and it is important that we honor volunteers in order to continue and deepen the relationship.

Pillars of Success Award

Nominations should be submitted by SkillsUSA chapters, stakeholders, alumni or parents.

ELIGIBILITY

Nominees must have served as a volunteer for SkillsUSA and made a significant difference in state association operations. Nominees do NOT need to have received the chapter-level Pillars of Success Award in order to be considered for this award.

GENERAL INFORMATION

- Separate nominations may be presented for as many individuals as desired.
- The deadline for returning the application is **February 1, 2022**
- All nominees have volunteered for the SkillsUSA state association.

National Programs

SkillsUSA is a co-curricular career-technical student organization. While many people are aware of our Skills and Leadership Competitions, SkillsUSA is also committed to providing a quality curricular program that serves students, educators and business and industry while keeping an eye on current employer needs, educational mandates and trends. The following programs have been developed at the National level.

National Program of Work

The heart of SkillsUSA is the program of work or what your chapter is going to do. It is the activities and projects—the plan of action—that your chapter will carry out during the school year.

The national Program of Work (POW) sets the pace for SkillsUSA nationwide. The expectation is that each chapter will carry out this program of work. All of the SkillsUSA programs are in some way related to the following seven major goals.





SkillsUSA Career Essentials

Today, job-specific skills alone are not enough to compete in today's job market. To begin and advance in a successful career, students need to be career-ready. The Career Essential Suite provides turn-key curricula options that teachers across the U.S. implement to ensure their students are fully prepared to succeed in the world of work.

Each Career Essentials curriculum engages learners in defining, implementing and measuring their career-readiness skills. Each course in the SkillsUSA Career Essentials Suite can be delivered via a face-to-face classroom environment, remotely, or a hybrid model. Instructors can implement the curriculum as part of a current content course, or as a stand-alone career-readiness course

Chapter Excellence Program

CEP recognizes achievement as it relates to the integration of the SkillsUSA Framework in chapter program of work activities. As a chapter's yearly action plan, the program of work is at the heart of student learning and employability development. By using the Framework as a guide, chapters have a blueprint for creating relevant activities that encourage participation and foster an understanding of student learning attained during each activity. The Framework's focus on intentional learning turns the program of work into more than just a planning tool. Using the Framework, the program of work becomes the vital conduit that links students to the application of **personal, workplace and technical** skills demanded by industry. The SkillsUSA trifecta for student success!

Within the personal, workplace and technical skills areas, there are specific Essential Elements tied to each. The Essential Elements are high-demand employability skills as defined by industry, and the benchmark for measuring student success during an activity. If students learn the Essential Element of responsibility during a personal component activity, the Framework requires that a chapter be specific regarding the *how* and *why* students learned responsibility. This conscientious approach gives added meaning to the valuable experience gained by students in the planning, organization and implementation of activities. Most importantly, this approach actualizes SkillsUSA's mission to "empower members to become world-class workers, leaders and responsible American citizens" on the chapter level.

Every chapter is encouraged to participate in CEP and there are three award levels to recognize program involvement. The first two levels are acknowledged by a chapter's state association and the third level is recognized nationally. Each level is designed to give chapters a benchmark for success and future improvement, leading to stronger chapters and more prepared students. **The more a chapter applies the Framework, the greater the chance for CEP honors.**

Jump Into STEM!

Jump into STEM! just got ramped up a notch. SkillsUSA members across the nation are engaging in STEM-related activities with fourth- and fifth-graders using the *Jump into STEM!* curriculum. Newly released *Jump into STEM!* lessons provide opportunities to engage first- to third-grade students and middle-school students in STEM-related activities. *Jump into STEM!* provides an opportunity for SkillsUSA members to engage middle-school students and create an open door to recruitment for high-school career and technical education (CTE) programs. Recruit students into your program with engaging, hands-on learning provided by current SkillsUSA members.

CareerSafe Online Safety Training

SkillsUSA and CareerSafe have joined forces to provide students with online youth-safety training authorized by the Occupational Safety and Health Administration (OSHA). Through this affordable, informative and innovative training, students learn to recognize potential safety and health hazards pertaining to all 16 national career clusters that can prepare students for college or a career pathway.

The course is designed in a flexible format that allows students to work at their own pace to truly conceptualize each module. It offers the convenience of a completely interactive, multi-modal, Youth-to-Youth learning experience that is easily implemented in the classroom.

Student2Student

Through SkillsUSA's Student2Student Program, chapters are able to connect with younger students in elementary or middle school over a period of time by facilitating the *Jump into STEM!* curriculum at their school. Through the facilitation of lessons from the curriculum, chapters can introduce younger students to the diversity of careers within the STEM field and help the students explore STEM careers that align with their own interests and talents. For SkillsUSA members working with elementary and middle school students, *Jump into STEM!* provides an open door to recruitment for high school career and technical education (CTE) programs. The goal of this program is to ultimately encourage more young people to pursue STEM education and careers.

Journey of a Jacket

SkillsUSA offers many opportunities to celebrate success – whether it be an awards ceremony, being elected as an officer or gaining a new skill. These moments create pride in belonging to the SkillsUSA community. This community is built on caring alumni, advisors, and business and industry leaders who celebrate the growth of every member.

SkillsUSA donors show their support for active SkillsUSA members by investing in the Journey of a Jacket program which provides selected student applicants with an official SkillsUSA red jacket (pictured) as a gift to the student.

Like buying your favorite band's concert T-shirt or wearing a sports jersey, SkillsUSA is providing an opportunity to showcase your pride. This jacket is a symbol and reminder that you are supported and believed in by a larger community. You are an important part of SkillsUSA!

We hope that you will participate in the Journey of a Jacket program by submitting an application, or if you are a SkillsUSA advisor, by sharing this program with your students.

Applications open on Oct. 1 and close Nov. 1.



State Officer Duties and Activities

The success of the SkillsUSA Maine Program for any SkillsUSA year depends largely upon the strength of its student officers. Strong student officers begin with high quality candidates and the local selection process is key in assuring the quality of the candidates. Students that are declaring their candidacy must be a High School or College/Post-Secondary member.

Characteristics of a Successful State Officer are:

- Dependable
- Punctual
- Realistic
- Cooperative
- Enthusiastic
- Friendly
- Self-confident
- Loyal

Benefits and Opportunities available to State Officers:

- Bring positive recognition to yourself, school, community and state
- Develop a spirit of enthusiasm, pride in yourself and career / technical education
- Develop the ability to plan, organize and execute a full schedule of activities
- Develop self-confidence and poise
- Opportunities to come in close contact with leaders in business and industry while working together for the benefit of career / technical education
- Opportunities to develop your leadership potential
- Opportunities to travel

Responsibilities Associated with becoming a State Officer:

- Be an integral part of the your local chapter
- Work as part of a team
- Carry out the duties of elected office
- Develop workshops and presentations to be given at conferences and state functions
- Be familiar with the organizational structure and policies of SkillsUSA Maine.
- Understand and correctly use parliamentary procedure.
- Memorize appropriate ceremonies and rituals.
- Attend all meetings.

Responsibilities Associated with becoming a State Officer (continued):

- Be prepared to conduct organization and state meetings.
- Be prepared to serve as a speaker.
- Be loyal to SkillsUSA Maine.
- Assist other officers to accomplish their tasks.
- Practice good speaking and writing skills as you represent the state association.
- Be helpful, respectful, and responsible to all people.
- Represent more than 2,200 SkillsUSA Maine members statewide

Required Attendance for State Officers:

- State Officer Meetings
- State Executive Board Meetings
- State Officer Training
- Fall Leadership Conference
- State Leadership & Skills Championships

Suggested Attendance for State Officers:

- National Leadership & Skills Conference – We would like all state officers to attend this conference, yet we understand that it is not possible, so we encourage you to attend.



State Officer Candidates

ELECTION PROCESS

State officers will be elected in the following manner.

Step 1—State officer candidates must submit state officer application to the state office by the deadline.

Step 2— State officer candidates must attend an online state officer candidate screening. The date and time for such a screening will be arranged in advance and be before February vacation.

The State Officer Screening Process includes:

- A. An Interview
- B. Reciting the SkillsUSA Pledge

Step 3 – The candidate screening team will review your resume, letters of reference, and notes from your interview to select the final officer team.

Special Notice Regarding Transportation

All candidates for the SkillsUSA Maine State Officer as well as advisors, administrators and especially parents/guardians must be aware that SkillsUSA Maine State Officers participates in numerous statewide activities which can require travel of an hour or more from home.

Financial Responsibilities

The cost for rooming and meals at the State Officers Meetings will be covered under the State Officer Budget. Other costs such as, transportation to and from the meetings, transportation and meals for other required and suggested events, clothing cost (official blazer and other items that the officer team approves) are the responsibilities of the officer.

Completed applications are to be submitted to:

Hal Casey – State Director
88 Cunningham Ridge Rd
Surry, ME 04684

or

hcasey@skillsusamaine.org

Leadership Conference

The annual Leadership Conference is a 1 day event designed to get your students fired-up about being in SkillsUSA.

The conference is designed to help the students in developing personal and workplace skills.

The state-wide Fall Leadership Conference is SkillsUSA's kick-off event for school-year. This state-wide format will include awesome student and teacher workshops.

Philosophy of the Fall Conference

The fall leadership conference is held to help students and advisors network, understand common strengths, and develop unity within your chapter, SkillsUSA Maine and national SkillsUSA and to support the mission of SkillsUSA--Maine.

Benefits of Participating

- Student improvement of leadership skills
- State Officer information
- Networking with other students and teachers

Participation Requirement

SkillsUSA is a partnership of students, teachers and industry, working together, to ensure America has a skilled workforce. We help each student excel.

Teachers and students alike are often more excited about attending conferences that involve competitions. These types of functions are important, but they are only one element of a comprehensive career and technical student organization. To this end, the Association Directors have issued the following statement:

ALL STUDENTS AND TEACHERS ARE ELIGIBLE TO PARTICIPATE IN THE LEADERSHIP CONFERENCE. EVERY STUDENT SHOULD BE GIVEN THE OPPORTUNITY TO PARTICIPATE IN LEADERSHIP TRAINING AND TO THIS END THE LEADERSHIP CONFERENCE IS OPEN TO ALL.



SkillsUSA Maine Championships Program

The SkillsUSA Maine Championships program has been established to determine who is eligible to compete. The championships are broken down into 3 levels of competition: local, state and national. The state gold medalist in each category will be invited to represent Maine in Atlanta, GA.

All SkillsUSA members of Chapters in Good Standing are eligible to participate at the local level in competitions and advance in accordance with the 2018 Guidelines established for the SkillsUSA Championships Program.

Competition Intent

Each school must declare all competitors they intend to have compete in State Competition by registering them on the state website by February 9, 2024.

SkillsUSA Maine Championships

The SkillsUSA Maine Championships will be held March 14-15, 2024 in Bangor, ME. The Gold medalists in each category will advance to National Competition.

National Leadership and Skills Conference

The National Leadership and Skills Conference will be held in Atlanta, June 24-28, 2024. For more information, visit www.skillsusa.org.

Section 5 of our Bylaws sets the requirements for a Chapter in Good Standing:

- a) A local SkillsUSA Maine chapter will be considered in good standing with the Association when all of the following conditions are satisfied:
 - i) The chapter provides full payment of all State and National dues to the National Organization by the applicable due date established by the Executive Committee and/or the National Organization
 - ii) Have paid the annual charter fee as billed.
 - iii) Member schools must have representation at 3 of the 4 State Executive Committee meetings and must be involved with the planning and/or oversight of three contest area(s) or conference tasks for the State Skills Championships.
 - iv) All reports, rosters, organizational documents and materials requested by the Board of Directors are received and approved by the Board of Directors.

General Guidelines for State Contestants

What to Review:

- Information in this book
- General SkillsUSA Championships Regulations, National Technical Standards pp. 9-13
- Contest Specific Regulations from SkillsUSA Technical Standards
- State updates for competitions

What to Bring:

- 1 copy of Emergency Medical Form, Code of Conduct and Photo/Sound Release on each person attending
- Any tools noted on State Contest Specification sheet
- Appropriate Safety Personal Protective Equipment

Leadership and Occupational Competitors Clothing: Official SkillsUSA Attire

- Technical Competitors Clothing: (SkillsUSA Logo wear is not required)
- Competition clothing as specified in the SkillsUSA Technical Standards. Shirts should have no logos, slogans or pictures, unless it is the official SkillsUSA competition uniform.
- School names should be covered
- Shoes must meet safety requirements in Technical Standards

Safety Equipment/Training Verification:

- Student must provide Safety Personal Protective Equipment per SkillsUSA Technical Standards.
- Loose fitting clothing must be secured.
- Safety shoes/glasses must meet SkillsUSA Technical Standards.

Awards Ceremony Clothing all contestants:

- Official SkillsUSA Attire or
- Competition clothing
- Do not mix and match

Competition Eligibility Rules

- Participant must be a paid SkillsUSA member.
- State and National Officers can compete.
- Freshmen, sophomores, juniors and seniors can compete.
- Students can compete in only one contest.



Competition Selection

SkillsUSA members may compete in any competition their program is eligible for as defined in the SkillsUSA Technical Standards. Competencies in the Technical Skill competitions must be a primary component of their local curriculum. By registering for the contest, the school and advisor are certifying that the student has met and passed the appropriate safety training necessary for the contest and has sufficient training in the competencies of the competition. All SkillsUSA members are eligible to participate in Leadership and Occupationally Related competitive events.

Competitors with Special Needs

SkillsUSA Maine Contest sites will make every effort to provide assistance and accommodations, as appropriate, to create equal opportunities and playing field for all contestants. Schools with competitors who require special assistance/accommodations should notify SkillsUSA Maine in writing at least two weeks prior to the State Event.

Cheating

Cheating in any manner or method by adults or SkillsUSA members will not be tolerated. Should a determination be made by the SkillsUSA Maine Director that there is evidence of cheating, the offending school's director will be notified and the contestant(s) in question will be disqualified from further participation in that specific competitive event.

Grievances

The SkillsUSA Maine Championships grievance committee will officially recognize only those grievances filed in accordance with the following instructions:

- The contestant, local advisor, or school administrator will file a written grievance on the form provided describing the situation in question and the violation of the Technical Standards. The completed grievance form will be submitted to the grievance committee within 15 minutes after the completion of the contest.
- Grievance forms can be obtained from the Championships Office in United Technologies Center. Decisions of the judges are final!
- After the awards ceremony, protests of awards presented must be filed in writing with the Director of SkillsUSA Maine before 5:00 p.m. on the Monday following the state conference. Changes in awards may be made only where a contest chairperson determines that one of the following errors existed at the time of the awards ceremony:
 - Error in transposition of numbers in tabulating scores
 - Error in transposition of contestant names
 - Error in tabulating scores
 - Error in announcing of winners
- The SkillsUSA Maine Director reserves the right to make placement changes regardless of whether a grievance has been filed up to the date of departure for the national conference.

SkillsUSA Theme

The SkillsUSA competition theme for the 2023-24 year is

No Limits

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

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

1. How is SkillsUSA an integral part of your career and technical education program so that it ensures you are prepared for America's skilled workforce?
2. How has your involvement in SkillsUSA made you a more sought-after employee than your peers who aren't members?
3. If a potential employer asked you which specific skills gained from SkillsUSA have made you better prepared for America's workforce, what would you say?
4. If asked to create a member recruitment campaign around the fact that SkillsUSA is preparing America's skilled workforce, what would be your key points?
5. Why is the SkillsUSA Framework of developing personal, workplace and technical skills central to the concept of preparing America's skilled workforce?
6. Why is ensuring that the United States has a skilled workforce important for the global economy?
7. What are the ramifications if the United States does not have a skilled workforce?
8. In the next 10 years, what skills are needed to fill the job-market skills gap, and how do SkillsUSA members ensure they are prepared through their SkillsUSA involvement?
9. How has your involvement in SkillsUSA ensured that you will be prepared to enter America's skilled workforce?
10. What elements of SkillsUSA ensure that members are prepared to enter America's skilled workforce?
11. What specific skill development is helping you fulfill the mission of SkillsUSA: to empower its members to become world-class workers, leaders and responsible American citizens?
12. Which SkillsUSA programs ensure that members are developing the *personal* skills needed to be prepared when entering the workforce? Program examples may include those that improve the following: integrity, self-motivation, work ethic, professionalism and responsibility.
13. Which SkillsUSA programs ensure that members are developing the *workplace* skills needed to be prepared when entering the workforce? Program examples may include those that improve the following skills: communication, decision making, teamwork, cultural sensitivity and leadership.
14. Which SkillsUSA programs ensure that members are developing the *technical* skills needed to be prepared when entering the workforce? Program examples may include those that improve the following skills: technical literacy, job-specific tasks, service to the community, ongoing professional development and an awareness of safety and health issues.



Student Conduct Contract

As a member of SkillsUSA Maine, I realize that I have a great responsibility to represent our organization well. My conduct will be exemplary at all times; I understand the obligations and rewards of participating in SkillsUSA Maine and State Leadership Conference.

By signing the attached form, I am affirming my decision to the ideals of SkillsUSA and the following guidelines:

1. I will at all times, respect all public and private property.
2. I will spend each night in the room of the motel to which I am assigned.
3. I will strictly abide by the curfew established and will respect the rights of others by being as quiet as possible.
4. I will not remain in the sleeping room that I am not assigned to unless the door is completely open at all times.
5. I will refrain from the use of alcoholic beverages and illegal substances.
6. I will use only prescription drugs that have been ordered by a licensed physician and will have a copy of those orders on my person.
7. I will not leave the motel to which I am assigned without the express permission of the assigned advisor; and, should I receive such permission, I will leave a written notice of where I will be.
8. My conduct will be exemplary at all times.
9. I will respect all authority.
10. I will keep my advisor informed of my whereabouts at all times.
11. I will at all times wear my official I.D. badge.
12. I will respect official SkillsUSA dress by not smoking or chewing while wearing it. Please follow your school policy for a school sponsored trip and respect the rules of the host sites.
13. I will attend all activities of which I am assigned / registered and be on time.
14. I will make sure my cell phone is turned off during all conference functions.

I agree that if for any reason, I am in violation of this contract I will accept the penalty imposed on me, with the understanding that all such actions are explained to me and I further realize that the severity of the penalty may increase with the severity of the violation, even to extent of being sent home immediately at my own expense.

Staff Directory

- State Director
Hal Casey (hcasey@skillsusamaine.org)

- State Conference Coordinator
Emily Lajoie (elajoie@skillsusamaine.org)

- State Secretary
Staci LeClair (staci.leclair@gmail.com)

- State Webmaster
Brandon Soards (bsoards@mcst.tec.me.us)

- State Officer Advisor
Charlene Desmond (cdesmond@skillsusamaine.org)
Jay Desmond (jdesmond@skillsusamaine.org)

Address:

SkillsUSA Maine
88 Cunningham Ridge Rd
Surry, ME 04684

Phone Number: (207) 558-5970

Web Address: <http://www.skillsusamaine.org>



Calendar of Events 2023 -2024

August 11-12, 2023	EMCC Bangor	Board of Directors Workshop
August 11-12, 2023	Bangor	State Officer Training Starts high noon Friday
September 15, 2023	EMCC Bangor	Full Advisor Meeting – 9:00 am Board Meeting to Follow
September 22-27, 2023	Washington, DC	Washington Leadership
September 25, 2023		Fall Leadership Conference Registration Opens
October 13, 2023		Fall Leadership Conference Registration Closes
October 26-27, 2023	EMCC Bangor	Fall Leadership Conference
October 13-15, 2023	Bangor	Region One Training
December 7, 2023	Bangor	State Officer Meeting 5pm
December 8, 2023	EMCC Bangor	Full Advisor Meeting – 9:00 am Board Meeting to Follow
January 1, 2024		State Conference Registration Opens
February 1, 2024	Bangor	State Officer Meeting 5pm
February 2, 2024		National Anthem Singer Audition Submissions due – State Conference
February 2, 2024	UTC Bangor	Full Advisor Meeting – 9:00 am Board Meeting to Follow
February 9, 2024		State Conference Registration Closes
March 14-15, 2024	Various Locations	State Championships
April 1, 2024		NLSC Registration Opens NLSC Hotel Opens

April 5, 2024	EMCC Bangor	Full Advisor Meeting – 9:00 am Board Meeting to Follow
April 5-7, 2024	EMCC Bangor	State Officer Training
April 12, 2024		NLSC Registration Closes NLSC Hotels Closes
June 24-28, 2024	NLSC	Atlanta, GA

** Items in **RED** are state advisor and board meeting dates

** Items in **GOLD** are state officer dates

** Items in **BLUE** are other state item dates

** Items in **BLACK** National dates

Need Help?

Customer Care Team is Here to Serve



CARE TEAM MEMBERSHIP COACHES FOCUS ON ...

Assist NEW Chapters and NEW Advisors with

- Establishing and operating chapters.
- Creating log-ins, adding training programs, and adding and joining members.
- Registering for local, state and national conferences.
- Retrieving pin codes and access of online resources.

All new Chapters and new Advisors are

- Followed-up with a 17-Point Touch Recruitment process:
 - Welcome and Information email.
 - Mailed Membership Kit.
 - Follow-up email.
 - Follow-up phone call.
 - Follow-up note.

CARE TEAM MEMBERSHIP COACHES ALSO ASSIST ...

All Chapters and Advisors with

- Recruiting members and chapter operations.
- Navigating the registration system.
- Navigating the SkillsUSA website.
- Discovering more about new products, resources, programs and materials:
 - Career Essentials Suites.
 - Chapter Excellence Program.
 - SkillsUSA Store.

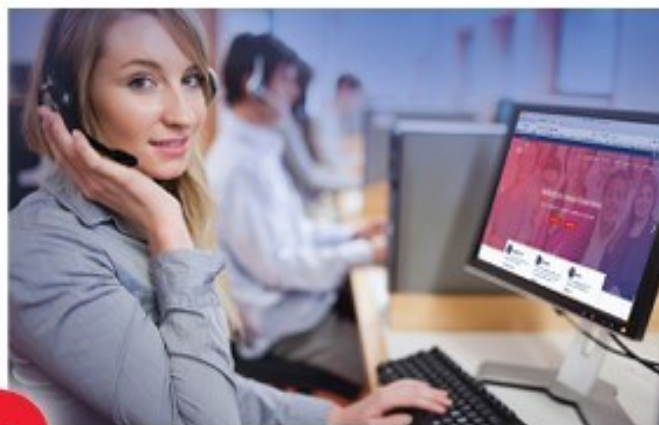
CARE TEAM COACHES FOCUS ON ...

Technical Support

- Navigation of LMS via virtual, phone and email.
- Establish and set-up new user accounts.
- Assistance with making or completing a purchase.
- Assigning student keys.
- Assistance with student account set-up.
- Assistance with all reporting needs.
- Troubleshooting technology issues.

Curriculum Support

- Assistance with determining the most appropriate course.
- Walkthrough of course layout and functionality.
- Guidance on development of classroom implementation plans.
- Virtual demonstration of the learning management system and curriculum features.



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WAYS TO CONNECT WITH THE CUSTOMER CARE TEAM

Have questions

about SkillsUSA membership
or conference registration,
Career Essentials, or need
online support?

- **CALL** 844-875-4557
- **CHAT** on the membership registration page.
- **EMAIL** customercare@skillsusa.org
for membership, Absorb (SkillsUSA's Learning Management System) and general support questions.

Care Team Hours

Monday/Wednesday/Friday
8:00 a.m. - 5:00 p.m. (EST)
Tuesday/Thursday
11:00 a.m. - 7:00 p.m. (EST)

We look forward to hearing from you!



Hal Casey – State Director
 88 Cunningham Ridge Rd
 Surry, ME 04684
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 Email: hcasey@skillsusamaine.org



Web Site: <http://www.skillsusamaine.org>

