



Annual Acceptance Form

2008-2009

Please check the appropriate spaces

**Affects School Employees Only*

_____ Cluster Manager

_____ Site Facilitator

_____ Industry

_____ Industry

_____ Education*

_____ Education*

_____ Chairperson

_____ Judge

_____ Industry

_____ Industry

_____ Education*

_____ Education*

Please Print

Contest Name _____

Your Name _____

Address _____

Company Name or Organization

Street or Box Number

City

State

Zip

Telephone

Work _____

Area Code

Home _____

Area Code

Fax _____

Area Code

E-mail _____

****If you are employed by a school,*** a Director or Principal indicating permission to participate in SkillsUSA New York Championships must complete this section.

Signed _____

Title _____

Date _____

This form must be returned to _____ by, December 1, 2008.

Address:

INSTRUCTIONS TO SKILLS USA – NEW YORK CONTEST CHAIRPERSONS

GENERAL RESPONSIBILITIES

- Write the contest project, written exams, complete contest forms, attend meetings, identify equipment and supply needs, solicit donations, secure judges and support personal, plan layout of contest site, set-up and teardown the site. The NYSC Skills Coordinator, Facilities Manager and Cluster Managers will attempt to assist you as needed.

SKILLS NEW YORK CONTEST CHAIRPERSON'S JOB DESCRIPTION

- Attend all meetings called by the NYS Championships Skills Coordinator or officially designated committee member. If you are unable to attend a designate may serve as your authorized representative at those meetings.
- Become thoroughly familiar with SkillsUSA – New York and/or SkillsUSA Championships Technical Standards Rules and Regulations, contest procedures and guidelines, and coordinate contest preparations for successful New York State Skills Championships.
- Supervise the selection of the skills to be tested, development of contest projects, drawings and instruction sheets for the contestants, and identify necessary equipment and supplies. Identify and/or obtain supplies and equipment needed to test students in the skills selected. Provide drawings and instruction sheets as required for the contestants. Conduct contest according to New York and/or National contest standards.
- Make arrangements for borrowing and/or soliciting donations for necessary equipment, materials and supplies for your contest.
- Locate individuals who are knowledgeable in your contest trade or skill area and invite them to serve as judges. (Reminder: Send thank-you letters to the judges after the contest.) Make sure the judges are familiar with the contest regulations, directions, contest projects, etc. and requirements. Obtain sufficient judges knowledgeable in the skills to be tested in the contest.
- Plan the layout of the contest including the identification of all necessary utilities, equipment, tables, chairs, etc. Supervise the set-up and breakdown of the contest site.
- Plan to arrive early in order to set up your contest site. All contest areas will not be available at the same time, so contact the Facilities Manager and/or Skills Coordinator for times.
- When all equipment, tables, chairs, etc. are in place, pipe and draping will be placed around the site. Check with the Cluster Manager and/or the Skills Coordinator when set up is complete and before leaving the contest site, so they know draping can be done.
- Complete all necessary contest forms and return to the Cluster Manager by the designated due date.
- Make arrangements for acquiring appropriate industry awards.
- Plan and conduct the mandatory contestant orientation meeting for contestants.
- Supervise the totaling of judges' scores. Select and record the winners on the proper form. Return contest packet with the completed forms and contest information to the Cluster Manager.