

Contest Helper Duties & Responsibilities

New York Leadership & Skills Conference



2024

***FAMILIARIZE YOURSELF WITH ALL THIS INFORMATION.**

***HAVE THIS INFORMATION WITH YOU AT ALL TIMES.**

The Contest Helper's responsibility is to **"provide service to the Chairpersons"** that are running the leadership and/or skills competitions during the conference. You will maintain a professional attitude at all times and will interact in a positive manner. It is expected that an excellent image of the Contest Helper will be maintained.

You have been selected by your instructor to represent your school in this capacity. It is an honor to serve on this detail and you should be very proud of yourself. I am looking forward to meeting each of you on the first night. Together we will provide a professional contribution to this great event! Thank you in advance for your assistance and dedication to this very important assignment. If you have any questions, feel free to contact me at the below numbers.

NYS Contest Helpers can be used as a stepping stone to Atlanta, GA, as National Courtesy Corps members. For more information: <http://www.skillsusa.org/get-involved/volunteer/>

MAIN DUTIES

1. Be properly uniformed.
2. Will be willing to perform any and all assignments as designated by the chairperson.
3. Act as a patient, customer, or escort.
4. Control access to contest areas.
5. Protect Display Contest areas during and after set up.
6. Report all violations of the SkillsUSA Code of Conduct to their Chairperson.
7. At all times and for all duties, Contest Helpers will act in a friendly and helpful manner.
8. Students are assisting as assigned and will not eat, drink, sit or otherwise present a negative image while on assignment.
9. Present a positive image at **ALL TIMES** when on duty or off during their entire stay at the conference.
10. **Be familiar with events, times and locations.**
11. Ensure that no talking occurs between contestants who are competing and observers.
*(if this occurs, remind the observer that the contestant may be disqualified and report this immediately to the contest Chairperson)

NYS SkillsUSA "CODE OF CONDUCT"

Damages: Any damage to any property will be charged to the individual and it will be their responsibility to reimburse SkillsUSA for any damages as a result of the student's misconduct.

Alcohol and Drugs: No alcoholic beverages, drugs or narcotics, in any form, shall be possessed or used at any time, under any circumstances. Violation of this area will result in referral to the respective law enforcement agency and may also result in administrative action at the school. Those students requiring prescribed medications must make the advisors aware of this at the time of the student meeting prior to departing.

Smoking: This is a smoke free conference. There will be no smoking!

Radios: No radios, "boxes", MP3, Tape or CD units are allowed in contest areas or during meetings and/or ceremonies.

Cell/Camera Phones/BlackBerries: **There is no use of cell/camera phones/blackberries during competition or pre/post contest meetings or during the general assembly.** All phones and other devices will be turned off or placed in Silent Mode and will not be visible. **Any contestant using a cell phone/blackberry during their competition will be subject to disqualification.**

GENERAL INSTRUCTIONS for CONTEST HELPERS

Be properly uniformed. **SkillsUSA NYS Attire:**

- White polo shirt (plain or with SkillsUSA monogram) **this is a change for safety and convenience when helping with contests. The black a red windbreaker can be worn as a jacket if needed.**
 - Black dress slacks accompanied by black dress socks or black or skin tones seamless hose) or black dress skirt (knee-length, accompanied by black or skin-tone seamless hose).
 - Black shoes that are not backless or open toe.
1. Contest Helper's will wear their ID badges with their contest helper ribbon at ALL times. These badges are needed for early admittance to contest areas on competition day. If an individual is not displaying a ribbon on their badge, they will not be allowed into the contest area and will be reported to their advisor for not reporting to their assignment.
 2. Contest Helper will not use their phone while on duty for **any** purpose other than contacting their Advisor or checking the time. No texting, calling or playing games while on assignment.

Contest Helpers May NOT:

- Compete in any SkillsUSA NYS Leadership and Skills contest
- Serve as a model or assistant for any SkillsUSA NYS Leadership and Skills contestant
- Serve as a judge for any SkillsUSA NYS Leadership and Skills contest
- Campaign or run for a SkillsUSA NYS office
- Participate in delegate sessions as a voting delegate
- Come to the conference **just as a helper for their school.**

Contest Helper MUST:

- Be approved by his/her lead advisor
- Be current SkillsUSA members
- Agree to abide by the state Code of Conduct Agreement/terms of the SkillsUSA Personal Liability and Medical Release Form guidelines AND Agree to the Photography and Sound Release guidelines

WEDNESDAY, April 24 * 7:30 pm to 9:00 pm (Mandatory)

Report to the Command Center located in the Center of Progress Building. Bring this packet, the conference program, a small notepad and pen. Contest Helper buttons will be presented and the assignments reviewed. Upon completion of the sign in and reviewing duties and responsibilities, Contest Helpers will report to their assigned areas. Make sure to complete your daily task sheet and receive your chairperson's signature. After the orientation meetings the Contest Helpers will meet their respective schools and return to their hotel. Be sure you discuss where to meet with your advisor. Study all information provided. Prepare for the next day.

THURSDAY, April 25 * 7:00am to 4:00pm (Mandatory)

6:15am – Ensure with your Advisor, that you are **first** to eat breakfast, bring a change of clothes for the dinner.

7:00am – Students all arrive and report to the contest area that they are assigned to.

12:00 & 1:00pm Contest helpers will eat lunch with and during competitor's lunch time.

4:00pm - All Contest Helpers should be released from their contest duties. ***Make sure to complete your daily task sheet and receive your chairperson's signature. Contest Helpers are to report to the Center of Progress Building and turn in their paperwork and receive their completed hours form and letter. If the student does not turn in their completed forms with signatures they will NOT be awarded WBL or Community Service Hours!*** Students should then report to their advisors for the dinner and entertainment event at the Horticulture Building.

FRIDAY, April 26

No duties. Attend the awards ceremony with you school.

The above times are being used as a guide and are subject to change by your chairperson.

And most important, enjoy yourselves and have a great time!!

Any Contest Helper acting inappropriately, violating procedures, or missing from his/her assignment will be dismissed of said assignment, not receive a Certificate, and be turned over to his/her school Advisor.

Contest Helper Application Form

Please TYPE or PRINT clearly all information – To be completed by the student

Name of Occupational Center: _____

Address: _____ Phone#: _____

Fax#: _____

Name of Student's Lead Advisor _____

Lead Advisor's Email Address _____

SkillsUSA Advisor responsible for the student(s) in Syracuse

Advisor cell # _____

Student's Name: _____

CTE Program in which you are enrolled _____

Student's cell phone number (to be used at conference should student need to be contacted)

Are you looking to receive (check all that apply)

WBL Hours _____

Community Service Hours _____

Both _____

I understand that by signing up as a contest helper I will be required to meet all expectations, duties, and paperwork in order to receive **any** hours. Please see "General Instructions for Contest Helper" sheet

Signature of Student: _____

Signature of Leader Advisor: _____

Return this form to:

Ellen T. Coughlin, NYLSC Coord. 335 Furman Mill Rd.

Sherburne, NY 13460

607-674-9604 (h)

607-316-0892 (c)

Email - coughlinsgotskills@gmail.com

**Form can be mailed, or
emailed to arrive by:**

APRIL 1, 2024