

COMMUNITY ACTION PROJECT BASIC NYS



Notebooks must be picked up between 2 and 3 pm on Thursday. SkillsUSA NY will not be responsible for any notebook left behind.

PURPOSE A team of two contestants' ability to develop, execute, document and present a project that was completed in their Community or School, which provides a benefit or learning experience to the Community or the School. This event also enables the community to become aware of the outstanding work being performed by career and technical education students.

ELIGIBILITY (Team of 2)

Open to active SkillsUSA members enrolled in career and technical programs with entry level job skills as the occupational objective. A letter from the appropriate school official on school letterhead stating that the contestant is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation. Competitors need to present the "Basic Participation Form" to the chairperson at the orientation meeting to be eligible to compete.

CLOTHING REQUIREMENT

NYS Official attire for men: Official red blazer, NYS Black Jacket, the older red national windbreaker or older red sweater and the Black Carhartt Jacket from Nationals. Black dress slacks; white dress shirt; plain black tie with no pattern or a SkillsUSA black tie. Black socks and black shoes.

NYS Official attire for women: Official red blazer, NYS Black Jacket, the older red national windbreaker or older red sweater and the Black Carhartt Jacket from Nationals. Black dress slacks or skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend on to the lapels of the blazer; black sheer or skin-tone hose and black shoes, that are not backless or open toe.

Note: Contestants must wear their contest clothing to the contest orientation meeting.

Time Limits

Contestants' presentation must be a minimum of 5 minutes and a maximum of 10 minutes. Penalties apply for presentations less than the 5 minutes or greater than the 10 minutes in increments of 30 seconds or fraction thereof.

Setup time for the presentation is not scored, however, this time should be kept to a minimum.

Penalties

Penalties apply for the following:

1. Missing eligibility letter at orientation, -1 pt.
2. Attire incorrect at orientation, -1pt.
3. Attire incorrect at contest time, 0-5% of score.
4. Resume not submitted at orientation -10 pts.
5. Presentation time, -5 pts. For every 30 seconds or fraction thereof, if less than 5 minutes or more than 10 minutes.

EQUIPMENT AND MATERIALS

1. Supplied by the NYS chair/committee:
 - a. Judges, including a timekeeper
 - b. All necessary information and furnishings for judges
 - c. A projector and screen will be provided if using electronic media; however, cabling must be provided by the contestant. Easel for flip chart
2. Supplied by the contestant:
 - a. SkillsUSA three-ring notebook documenting the project.
 - b. Presentation media, such as laptop computer poster boards, ets.
 - c. If using an electronic presentation media, bring a stick drive (thumb drive) for backup.

- d. Cable specific for the laptop and the projector, if using a laptop.
- e. Backup presentation media should be available in case of technical difficulties.
- f. One-page type written resume for students involved in the presentation. Resume to be handed in at the orientation meeting.

Note: Your contest may also require a hard copy of your résumé as part of the actual contest. Check the Contest Guidelines and/or the updates page on the NYS SkillsUSA Web site: <http://www.nysskillsusa.org/>

SCOPE OF THE CONTEST

The contest will require the contestants to develop and execute a project in their community or school community. Documentation or recording of the events will be maintained in a SkillsUSA Notebook to be presented at the competition. The presentation shall last a minimum of 5 minutes and a maximum of 10 minutes, explaining the purpose and scope of the project, how the project was developed, methods used, implementation and execution of the project, and results.

Knowledge Performance

There is no written knowledge test or SkillsUSA knowledge test required in this contest.

Skill Performance

The contest requires the contestants to develop and execute a project in the community or school community.

The contest will consist of two parts: (1) a notebook outlining the community service project and (2) a live presentation by the two contestants explaining the project. Refer to the Contest Guidelines for specific requirements.

Both the presentation and the notebook will be reviewed and judged at the time of the contest. The notebook will be returned to the contestants.

Contest Guidelines

1. Completed at Home School

Project will be completed prior to competition. Requirements are:

- a) Determine the need or desire for a Project
- b) Outline the Project
- c) Develop the timeline of the Project
- d) Implement the Project
- e) Anticipate results of the Project or impact to the community or school community.
- f) Include participation of others involved; school peers, school administration, community leaders, or other support people.
- g) Evaluate final results of the Project

2. Notebook

Purpose of the notebook is to document and capture the chronological events in the completion of the project.

- a. The Notebook used must be a SkillsUSA three ring binder.
- b. Pictures (or copies of pictures) may be used throughout the notebook to assist judges in understanding the project.
- c. Notebook Organization Requirements
 - a. Title page
 - Name of the project, school name and address, names of the presenting team and any other members of the team who worked on the project at the home school.
 - b) Introduction:
 - Brief description of the project
 - c) Table of Contents
 - d) Section 1: Methodology
 - Describe the methodology for determining the project to be completed. How did you decide on the project? Who did you enlist at this stage? What was the anticipated goal of the project?
 - e) Section 2: Organization
 - Describe how the project was organized. What was the

timeline? Who was responsible for which steps, and how did you determine this?

f) Section 3: Implementation Schedule

What were the specific steps to be followed.

g) Section 4: Result of the Project.

Impact of the Project on the School or Community, who benefited from the Project

h) Section 5: Recognition for the Project

Was this project recognized in any local papers, school papers, radio, TV or other news media, Did you receive letters of appreciation, congratulations or any other types of recognition?

Do you have pictures or copies of pictures that may be included?

i) Section 6: Evaluation

Do you feel the Project was successful? If, yes, why and if not, why. What are your recommendations and/or thoughts for this project?

Presentation

Purpose of the presentation is to provide the judges with an understanding of the Project, how the project was decided or determined, how it was completed, results achieved, and comments or recommendations for others to do a similar Project.

a) Presentation is a minimum of 5 minutes and a maximum of 10 minutes in length.

b) Time Penalty: 5 points is deducted for each 30 seconds (or fraction) under the five minutes or for each 30 seconds (or fraction) over the ten minutes.

c) Time is started when the presentation begins. Time keeper signals the presenter at 5 minutes, 7 minutes and 9 minutes.

d) Presentation can use any type of media, such as PowerPoint, slides, posters, or any other media that would be appropriate.

Be creative to expressing you presentation to the judges.

e) All presentation materials

must be produced by students involved in the project whether they are presenting or not.

f) Both members of the team, must participate in the presentation.

g) Introduction: Brief and scope of project

h) Project Scope: How was the project initiated, what triggered this project?

i) Organization: Planning steps, objectives

j) Steps and timeline: What are the planning steps to implement this project, what was the timeline and how did you align the steps and timeline?

k) Results: Evaluate the impact of the project on the school or community or whoever was the recipient and received the benefit of the project.

Standards and Competencies

CAP 1.0 — Create a community project.

1.1 Determine the need/desire of the project

1.2 Develop the project

1.3 Obtain assistance in completing the project

1.4 Execute the project

CAP 2.0 — Create a professional notebook that follows guidelines and effectively expresses project.

2.1 Design a title page that lists the name of the project

2.2 Prepare an Introduction

2.3 Construct a table of contents and organize subjects in order and list with page numbers

2.4 Write clear and effective objectives and scope of project

2.5 Describe impact of the Project on the school or community

2.6 Secure any publicity, including newspaper articles, letters of commendation from appropriate sources.

2.7 Clearly evaluate and recommend (or not) the Project.

CAP 3.0 — Design and prepare an effective presentation that provides the judges with an overview of the project, including the results achieved

- 3.1 Both contestants must participate in presentation.
- 3.2 Prepare a five- to ten-minute presentation of the Project
- 3.3 Organize the demonstration in a logical and coherent manner
- 3.4 Explain the Project through the use of displays and visuals, incorporating at least one of the following visual aids in the presentation: posters, flip chart, overhead transparencies, 35mm slide presentation and/or PowerPoint or another computer presentation.

CAP 4.0 — Deliver the presentation in a professional manner meeting the standards outlined by the technical committee.

- 4.1 Explain the Project through the use of media you have chosen
- 4.2 Demonstrate an effective and pleasing delivery style
- 4.3 Effectively use verbal illustrations and examples
- 4.4 Make a formal and effective introduction to the presentation that clearly identifies the scope of the Project.
- 4.5 Use a variety of verbal techniques including: modulation of voice, changing volume, varied inflection, modifying tempo and verbal enthusiasm
- 4.6 Demonstrate poise and self-control while presenting
- 4.7 Demonstrate good platform development and personal confidence
- 4.8 Tie organizational elements together with an effective closing
- 4.9 Complete the Presentation within the time limits set by contest requirements.

CAP 5.0 — Wear appropriate clothing

per SkillsUSA National requirements.

- 5.1 Display clothing that meets national standards for competition
- 5.2 Demonstrate good grooming in dress and personal hygiene