

**MEMO TO:** SkillsUSA New York  
**FROM:** M. Kathie Collins  
**RE:** Fall Leadership Conference  
**DATE:** August, 2009

- Fall Leadership Registration Form (REVISED FORM)
- Fall Leadership Hotel Registration Form
- Fall Leadership Rooming List (REVISED FORM)
- Fall Leadership VIP Registration Form
- Fall Leadership VIP Hotel Registration Form
- New York State Statesman Test
- Outline of Activities at Fall Conference for Students, Advisors

## **FALL CONFERENCE NEWS**

The Fall Conference is November 1 -3, 2009 at the Holiday Inn Conference Center, Liverpool, New York. Advisors will have to identify participants early as registration and hotel reservations must be in by September 29, 2009. You will be able to reserve space in the name of John/Jane Doe and then identify participants before arriving at the hotel. This conference is meant for students with one full year remaining (**NOT DESIGNED FOR SENIORS.**)

Once again we will host a dual conference. A survey regarding the Fall Conference was distributed at area meetings (early 2009) to chapter advisors and the Fall Conference planning was done keeping the responses to the survey in mind. This year there will be some joint activities planned for chapter advisors and student members to enhance the local chapter.

**Advisors are asked to bring a laptop computer** for the interactive session presented on the Workforce Ready Program by Bruce Potter, National SkillsUSA Staff. Advisors are also asked to bring a minimum of 20 business cards for a networking session facilitated by National Certified Trainer, Jeff Plummer.

Bruce Potter will also be working with a joint session of advisors and students from a chapter to develop meaningful community service activities. George Laubmeier, National SkillsUSA Alumni Committee Chairperson will be presenting a joint session on how to incorporate alumni support into chapter activities, as well as regional and state conferences.

**Per National SkillsUSA all participants at the Fall Conference are to be registered SkillsUSA members before attending the conference.**

**The New York State Board of Trustee is asking EVERY chapter in the state to send at least their lead advisor to this important informational conference.**

The dual track of student and advisor training means three teams for STUDENTS ONLY. Team leaders will be drawn from the New York State officers and their advisors. Students from a chapter will be put into different teams to bring as much information back to their chapters as possible. The number of students from a chapter will be limited eight (8) and it is suggested that students attending are juniors or sophomores as chapters are already established by November and the training is geared to develop chapters over 18 more months. In selecting students to attend Fall Conference it is important to **make sure that participants are able to work individually and independent of their chapter advisor.**

Adult participants at the Fall Conference will be involved in training that will help them understand many of the new national initiatives and put POW in their chapter.

**The New York State Board of Trustees is requesting that each New York State SkillsUSA chapter sends at least one advisor to the Fall Conference advisor training and provide that advisor with a laptop computer for the interactive session with Bruce Potter.**

## **Fall Leadership Conference Information**

**Dates:** Sunday, November 1, 2009 – Tuesday, November 3, 2009  
**Location:** Holiday Inn Conference Center, /Syracuse/Liverpool , New York  
**Rates:** Single - \$ 365.00 pkg. (includes room and 5 meals)  
Double - \$275.00 pkg. (includes room and 5 meals)  
Triple/Quad - \$ 240.00 pkg. (includes room and 5 meals) Note:  
only two double beds in the room, **NO COTS AVAILABLE.**

Same rates as 2006!!!

### **VERY IMPORTANT INFORMATION:**

- Teams of **EIGHT (8) STUDENTS Maximum**
- **JUNIORS RECOMMENDED**
- Students from chapter will be placed in different teams
- Advisors will be in separate sessions from students
- Arrival time is 4 pm Sunday. **NO EARLY CHECK IN**
- **New York State SkillsUSA NOW accepts purchase orders.**  
(You will have to pay for the Conference package with a school check a maximum of 30 days of arrival or lose your ability in the future to use a purchase order.(Board Policy))
- If you need a bill from NYS SkillsUSA contact Financial Officer Midge McCloskey

- Statesman testing will take place during TEAM TIME only
- Conference T-shirts will be included in the \$30 Registration fee (**NO CHANGES** in size will be accepted after **September 29, 2009**)
- No shirts will be offered for sale at the conference.
- SkillsUSA dress will be required for both General Sessions and dinner
- **All advisors/chaperones/Board Members attending the Fall Leadership Conference will be expected to participate in the Advisor/Administrator Training** (Be sure that the advisors/chaperones/Administrators attending are aware of this expectation)
- Meal tickets will be used at all functions.
- State Officer Advisors, Skills Committee must pay both registration and hotel fees IF they are staying at the Holiday Inn.

**Conference Registration Forms** – are attached. Send to Midge McCloskey with \$30 per person registration fee (price includes conference t-shirt) by **September 29, 2009**. **If Purchase Order is used, it must be paid in full within 30 days of the conference.**

**Hotel Registration Forms and rooming lists** are attached. Please type or print the form and send to Midge McCloskey by **September 29, 2009**. **Make a copy for yourself!!**. NO rooms will be released until the hotel package has been paid to **NYS SkillsUSA or NYS SkillsUSA has received a purchase order**. All room cancellations must be made by October 15, 2009 with the hotel (315-457-112). **You must present your updated Rooming List at the time of check in. No reservations are to be made directly to the hotel.** **All people calling the hotel will be quoted the higher “rack” rate.**

- If two schools are **sharing** a room, please send your hotel registration forms together.
- Send a letter with any **special personal needs** (handicapped accessible room) at the time the hotel registration form is sent.
- If you have any person attending the Leadership Conference who is not an advisor, use the **VIP** registration form. If the VIP wishes to be housed with an individual school a note should be added to the VIP form. **NO OFFICER ADVISOR** may be housed with their individual school, as state officers will be housed in a separate area of the facility.

**SkillsUSA New York  
Fall Leadership Conference,  
Sunday, November 1, 2009 – Tuesday, November 3, 2009  
Holiday Inn Conference Center  
Syracuse/Liverpool, New York**

**Please Print**

School \_\_\_\_\_ City/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Advisor  
Responsible \_\_\_\_\_ Home/CellPhone \_\_\_\_\_

**Advisor/Chaperone/Administrator Attending:**

1. \_\_\_\_\_ T-Shirt Size \_\_\_\_  
2. \_\_\_\_\_ T-Shirt Size \_\_\_\_  
3. \_\_\_\_\_ T-Shirt Size \_\_\_\_

**Students Attending: MAXIMUM of 8 students per school**

1. \_\_\_\_\_ T-Shirt Size \_\_\_\_  
2. \_\_\_\_\_ T-Shirt Size \_\_\_\_  
3. \_\_\_\_\_ T-Shirt Size \_\_\_\_  
4. \_\_\_\_\_ T-Shirt Size \_\_\_\_  
5. \_\_\_\_\_ T-Shirt Size \_\_\_\_  
6. \_\_\_\_\_ T-Shirt Size \_\_\_\_  
7. \_\_\_\_\_ T-Shirt Size \_\_\_\_  
8. \_\_\_\_\_ T-Shirt Size \_\_\_\_

**Deadline for registration & Registration Payment - To be received by September 29, 2009**  
**NO CONFERENCE T-SHIRTS IF REGISTRATION IS AFTER September 29, 2009**

Mail registration form and \$30 registration fee (non-refundable for each participant), which includes your conference T-shirt, to:

**Midge McCloskey, 21 Pine Knoll Drive, Rochester, New York 14624 (585) 352-2462** (Make checks payable to SkillsUSA New York)

**For Committee Use Only**

Area \_\_\_\_ Date \_\_\_\_  
Pmt Amt Due \_\_\_\_  
Pmt Received \_\_\_\_  
Cash/Ck# \_\_\_\_  
Adv \_\_\_\_ Stu \_\_\_\_  
Group Assigned \_\_\_\_

**Fall Leadership Conference  
RESERVATION BLANK**

**SkillsUSA New York  
Fall Leadership Conference  
Sunday, November 1, 2009 – Tuesday, November 3, 2009  
Holiday Inn Conference Center  
Syracuse/Liverpool, New York**

**Sunday, November 1, 2009 – Tuesday, November 3, 2009**

**Students**

Based on 3/4 students in a room	\$240.00
Based on 2 students in a room	\$275.00

**Adults**

Based on 2 adults in a room	\$275.00
Based on 1 adult in a room	\$365.00

Rates are per person for the two-day package of 2 nights lodging and 5 meals and gratuities.  
**No rollaway beds will be provided.**

Note: **Cancellations after October 15, 2009, will be billed.**

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Please fill out form, keep one copy for yourself and mail one copy along with payment to:

**Midge McCloskey  
21 Pine Knoll Drive,  
Rochester, New York 14624  
(585) 352-2462**

All reservations will be held under the name to be billed. After 4 p.m. on Sunday the Chaperone will initial the registration form for NYS SkillsUSA and receive a package with room numbers, keys, meal tickets.

Arrangements for payment must be made in advance. **New York State SkillsUSA NOW accepts PO's**

**RESERVATION & Payment DEADLINE: To be received by September 29, 2009**

**SkillsUSA New York  
Fall Leadership Conference  
Sunday, November 1, 2009 – Tuesday, November 3, 2009  
Holiday Inn Conference Center  
Syracuse/Liverpool, New York**

**ROOMING LIST**

**Please Print**

School \_\_\_\_\_

City/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Advisor Responsible \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Room #1 -

1. \_\_\_\_\_ Male/Female (Circle One)
2. \_\_\_\_\_ Male/Female
3. \_\_\_\_\_ Male/Female
4. \_\_\_\_\_ Male/Female

Room #2 -

1. \_\_\_\_\_ Male/Female (Circle One)
2. \_\_\_\_\_ Male/Female
3. \_\_\_\_\_ Male/Female
4. \_\_\_\_\_ Male/Female

Room #3 -

1. \_\_\_\_\_ Male/Female (Circle One)
2. \_\_\_\_\_ Male/Female
3. \_\_\_\_\_ Male/Female
4. \_\_\_\_\_ Male/Female

Room #4 -

1. \_\_\_\_\_ Male/Female (Circle One)
2. \_\_\_\_\_ Male/Female
3. \_\_\_\_\_ Male/Female
4. \_\_\_\_\_ Male/Female

Please fill out form, keep one copy for yourself and mail one copy to:

**Midge McCloskey  
21 Pine Knoll Drive,  
Rochester, New York 14624**

**Bring an updated copy of this form with you at check in**

**SkillsUSA New York  
Fall Leadership Conference  
Sunday, November 1, 2009 – Tuesday, November 3, 2009  
Holiday Inn Conference Center  
Syracuse/Liverpool, New York**

**VIP Conference Registration – required for all participants**

**PLEASE PRINT:**

Name\_\_\_\_\_

Address\_\_\_\_\_

City/Zip\_\_\_\_\_

Phone\_\_\_\_\_

**Please Check One:**

Board Member\_\_\_\_\_

Skills Committee\_\_\_\_\_

Officer Advisor\_\_\_\_\_

All others are to register with their chapter

**DEADLINE –received by September 29, 2009**

Mail Registration form and \$30 registration fee (non-refundable, for each participant

**Midge McCloskey  
21 Pine Knoll Drive,  
Rochester, New York 14624  
(585) 352-2462**

(Make checks payable to: SkillsUSA New York)

**SkillsUSA New York  
Fall Leadership Conference  
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Holiday Inn Conference Center  
Syracuse/Liverpool, New York**

**VIP HOTEL RESERVATIONS**

**Your Name** \_\_\_\_\_  
**Home Phone #/Cell #** \_\_\_\_\_  
**Room With** \_\_\_\_\_  
**Arrival Date** \_\_\_\_\_ **Departure Date** \_\_\_\_\_

Please check responsibility at Conference: Board Member ( ), Officer Advisor( ),Skills Committee ( )

**Adults**

Based on 2 adults in a room	\$275.00
Based on 1 adult in a room	\$365.00

**Extra Nights – each night (Room only)**

Based on 2 adults in a room	\$ 65.00
Based on 1 adult in a room	\$130.00

Rates are per person for the three-day package of 2 nights lodging, 5 meals and gratuities. No “room only” reservations for this conference.

**Note: Cancellations after October 15, 2009 will be billed.**

**NO PERSONAL CHECKS OR CREDIT CARDS WILL RECEIVE TAX EXEMPT STATUS.**

Please fill out form, keep one copy for yourself and mail one copy to:

**Midge McCloskey,  
21 Pine Knoll Drive,  
Rochester, New York 14624  
(585) 352-2462**

All reservations will be held under the name to be billed.

**RESERVATION DEADLINE: Received by September 29, 2009**



## **New York State Statesman Award**

The Statesman Award recognizes students, advisors and professional members who have demonstrated their leadership skills and have mastered certain requirements in their leadership training.

The questions are to be completed before you arrive at the location of the Statesman Award Evaluation. If you need extra space, attach answers on a separate sheet of paper.

The interview process will ask you to further explain some of your answers.

You may use the leadership handbook, the internet or other resources available to you to answer these questions.

Your name \_\_\_\_\_

Chapter \_\_\_\_\_

Area \_\_\_\_\_

1. The SkillsUSA Emblem contains a shield, gear, torch, orbital circles and the hands. Each symbol represents a concept (idea). At this point in your life, which concept (idea) do you relate with the most and why?
2. Choose one of the purposes of SkillsUSA (these are found in the Leadership Handbook). In your own words describe what your role is in meeting this purpose.

3. What does “Champions at Work” mean to you? Why is this a good slogan for SkillsUSA?
4. SkillsUSA has a strong sense of tradition (Those ideas or beliefs handed down from the past. Opinion with the force of history behind it). If you were the Executive Director of this student organization, how would you aim to balance the sense of tradition with the need for modern, relevant programs? What specific things would you like to try across the nation?
5. Find a copy of a recent newspaper and scan it for a story relating to employment/jobs/education. Summarize what you read. *Attach a copy of the article to this application.*
6. Describe the meaning of the statement: “I believe in The American Way of Life”.
7. Describe what you will do once you return home to continue to make your community aware of SkillsUSA and the importance of career and technical education.
8. Explain the duties of the following offices:

Office	Duty
President	
Vice President	
Secretary	
Treasurer	
Reporter	
Parliamentarian	

9. Fill in the following names:

State Director/Corporate Member	
State Coordinator/National Liaison	
Your Area’s Administrative Trustee	

Your Area's Advisor Trustee	
Two US Senator's from New York	1.
	2.

10. You will take a short multiple choice test on Parliamentary Procedure

**Interview:**

You will be interviewed on any two (2) questions from the Statesman Award information that you have provided here.

Professional Member Track	Student Track
<b>SUNDAY</b>	<b>Sunday</b>
Dinner and Opening Session Guest Speaker, Daniel Bergstrasser, Alumni's Role	Dinner and Opening Session Guest Speaker, Daniel Bergstrasser, Alumni's Role
<p><i>Organizational Changes</i> <i>Meet the new staff people;</i></p> <ul style="list-style-type: none"> <li>• <i>Midge McCloskey</i></li> <li>• <i>Ellen Coughlin</i></li> <li>• <i>Bruce Gettel</i></li> <li>• <i>Katrina Fiorenza</i></li> </ul> <p><i>State Organizational Needs</i> <i>Industry Liaison,</i></p> <p>Cheryl Winstel, SED, How does SkillsUSA fit into CTE Program Approval process (recertification).</p> <p><u><i>Student/Advisor Interactive Session with George Laubmeiser.</i></u> Integration of alumni into your chapter, your area, and the state organization</p>	<p>Group Meetings</p> <ul style="list-style-type: none"> <li>• Group Leader Introductions</li> <li>• Group Members Introductions</li> <li>• Introduction of Program (POW)</li> <li>• Life Map Activity</li> </ul> <p><u><i>Student/Advisor Interactive Session with George Laubmeiser.</i></u> Integration of alumni into your chapter, your area, and the state organization</p>
<b>MONDAY</b>	
Patriotic Salute (State Officers)	Patriotic Salute (State Officers)
<p>Bruce Potter, National SkillsUSA Program Manager, Work Force Ready System 2 hour session open to school administrators by invitation of SED.</p> <p><u><b>Presentation to New Advisors – Jeff Plummer</b></u> <b>“Core State Program” for Regional Training – what is needed for new advisors.</b> ( Experienced advisor may go into student teams and “VIEW” activities. (not to interact with student participants)</p>	<ul style="list-style-type: none"> <li>• <b>Rules of the Day</b></li> <li>• <b>Statesman Award Rules</b></li> <li>• <b>Parliamentary Procedures</b></li> <li>• <b>“30 Second Elevator Story”</b></li> <li>• <b>Representing SkillsUSA</b> (business manners)</li> <li>• <b>TQM Tools</b></li> <li>• <b>“Put POW in your Chapter”</b></li> <li>• <b>The Program of Work at the Chapter level</b> (roundtables)</li> </ul>
<b>LUNCH</b>	<b>LUNCH</b>
<ul style="list-style-type: none"> <li>• <b>WLTI</b></li> <li>• <b>State Officer Recruitment</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>WLTI</b></li> <li>• <b>State Officer Recruitment</b></li> </ul>

<p><u><a href="#">Presentation to Experienced Advisors - Jeff Plummer</a></u>  “Core State Program” for Regional Training – what is needed for students/advisors (New Advisors may go into student teams and “VIEW” activities. (not to interact with student participants)</p> <p><u><a href="#">Advisor Meeting with Financial Officer/Membership Manager</a></u></p> <p><u><a href="#">Advisor Meetings with Skills Coordinator /Skills Committee</a></u> and Q &amp; A regarding the new technical standards</p>	<ul style="list-style-type: none"> <li>• <b>Presentation of Posters regarding the Program of Work Topic Drawn</b></li> <li>• <b>Membership Recruitment Campaigns</b></li> <li>• <b>Statesman Award Question/Answer Opportunity</b></li> </ul>
<p><b><u>DINNER</u></b></p> <p><b><u>Area Advisor Meetings with Trustees</u></b></p> <p><b><u>ICE CREAM SOCIAL</u></b></p> <p><u><a href="#">Community Service ideals for local chapters.</a></u> Student/Advisor joint session</p>	<p><b><u>DINNER</u></b></p> <ul style="list-style-type: none"> <li>• <b>Membership Campaign Selections</b></li> </ul> <p><b><u>ICE CREAM SOCIAL</u></b></p> <p><u><a href="#">Community Service ideals for local chapters.</a></u> Student/Advisor joint session</p>
<p><b><u>TUESDAY</u></b></p>	<p><b><u>TUESDAY</u></b></p>
<p><u><a href="#">Q&amp; A with staff</a></u></p> <p><b><u>Membership Presentations -</u></b> Presentations by Students</p> <p><b><u>Conference Closure</u></b></p>	<ul style="list-style-type: none"> <li>• <b>Statesman Awards, Certificates of Participation within Team Rooms</b></li> <li>• <b>Conference Summary – can you put POW in your chapter</b></li> </ul> <p><b><u>Membership Presentations -</u></b> Presentations by Students</p> <p><b><u>Conference Closure</u></b></p>