

TO: SkillsUSA New York
FROM: M. Kathie Collins
RE: SkillsUSA –VICA Update Memo #2 – 2009 – 10
DATE: October 1, 2009

Included:

- **New York State Pin Design Contest Rules**

Attached Forms:

- **Lead Advisor Form (past due)**
- **Statesman Award Form**
- **Longevity Advisor Award**
- **Longevity Skills Committee Award**

Ellen Coughlin and I attended the National Directors' Meeting, August 11 -16, 2009 in Charleston, S.C. The following are highlights of that meeting:

- November 15, 2009 is the deadline date for Full Service. Twenty members and an advisor must be registered/paid by that date to receive a podium sign and poster.
- Skills Standards are available in CD Format only. These will change EVERY year. When you purchase the CD you will also receive the Contest Projects along with display posters. You will need to update these contest standards **YEARLY**.
- No conference participation is to take place without paid membership. This includes Fall Conferences and National Conferences. This is an Insurance/Liability issue. Teachers that accompany students to Nationals are considered by National SkillsUSA as advisors and therefore must be paid professional members.
- As of September 1, 2009 E-Group will be the official supplier of SkillsUSA. Steve Koerker is the SkillsUSA Rep for E-group. There will be an online store with items changed monthly. All SkillsUSA clothing and materials can be found at the store (SkillsUSAstore.com). At the end of September a one year catalog will be mailed to all chapters. Custom orders will be available to chapters at a small set-up charge. School orders must meet the brand standards. Their designs will be submitted by E-group to National SkillsUSA for approval before E-Group will process orders.
- National Branding is a continuing effort. States are asked to go to medallions only at the State Conference. E –group has developed a national style medallion with the state name dye cast and enameled. By the end of 2010, regional/district/area medallions will also be available. A school/advisor miniature pin is available for display/award and can be ordered for each contest. Box medallions are only available at the national level. A display medallion set has been ordered for display at the NYS Fall Conference.
- I bid for and received a State Farm Grant for CMI Training for Region 1 on March 1, 2010 in Albany, NY. This training usually costs \$ 145 per participant but will cost \$30 under this grant. A minimum of 20 participants will be necessary. The grant has been confirmed and the

training will take place at the Capital Region BOCES – Albany. More information on this training will be coming from National SkillsUSA shortly.

The New York State Board of Trustees has granted 20 full training grants. Contact your area Advisor Trustee if you are interested in this \$30 training grant. All advisors are welcome to register at the \$30 training fee.

- Lowes will once again be doing Community Service Grants. Have your advisors go to the National web site and the community service pull down for information on how to apply for these grants.
- There is a national emphasis on alumni. By 2020 the National goal is to have 1,000,000 alumni members.
- Chapter Design Studio is available for sale at the SkillsUSA store for \$9.95. This product allows the creation of SkillsUSA Standard business cards for students and advisors and SkillsUSA Standard letterhead that adheres to the branding standard.

STAFF MEETING

On August 20, 2009 a staff meeting (Marilee Collins, Midge McCloskey, Clare Ciliano, Katrina Fiorenza, Ellen Coughlin, Bruce Gettel, Dave Terry, Kathie Collins) took place to plan for the 2009 -10 school year. The staff transitions have gone smoothly and advisor/chapter support will continue with the same exceptional service.

Fall Conference News

All advisors/administrators are asked to bring a Wi-Fi ready Laptop for the Work Force Ready Presentation of Bruce Potter, National SkillsUSA Staff.

Reminder: If you cancel a room, you will need a copy of the fax/e-mail that you sent to the Holiday Inn. This must be machine dated as of October 15, 2009 or before. No room credits will be given without this documentation. Any rooms canceled after the cancellation date, must be paid for in full.

The Fall Leadership Conference is a “Professional Conference” for student and professional members. Students selected should be able to independently participate in and contribute to team activities. All participants should be prepared to do oral presentations and be trained in and use Total Quality Management (TQM) techniques. This conference is designed for students having a minimum of a full year remaining in SkillsUSA (junior, sophomore.)

Every **chapter is requested to have at least one advisor present. All professional members (advisors, board members, and staff) will participate in the professional member track (with the exception of officer team advisors and skills committee members.)**

Topics to be covered in the professional training were developed in response to the New York State Leadership Conference Survey and include:

National/State Initiatives
Advocacy
New Technical Standards
Skills Committee Updates for 2010, 2011
Membership Initiatives
How does SkillsUSA fit into the CTE Reapproval Process
Utilizing Alumni Members to help chapters, regions, state
Work Force Ready System – Technical Assessments
Community Service National Initiatives for chapters/areas
Chapter Management
Professional Development Training
(New Advisor Training by State Trainer, Jeff Plummer
Experienced Advisor Training by State Trainer, Jeff Plummer)

The Statesman Award will follow the new format.

Statesman Award paperwork will be completed before coming to the Fall Conference. The paperwork will be submitted at the first team meeting and interviews will take place during the first two days of the Fall Conference. Upon successful completion of Parliamentary Procedure training, the statesman interview, and statesman paperwork; the New York Statesman Award will be presented at the final Team Meeting of the Fall Conference.

Chairperson George Kramer(Fingerlakes Technical and Career Center))and Jeanni Romanowski (Herkimer County BOCES) will be assisting the State Officers and their advisors interview students/advisors for their statesman interview component.

The **dress for the Fall Conference:**

- **Opening Night Dinner: SkillsUSA Dress**
- **Sunday Team Meeting : SkillsUSA/school polos/t-shirts, khakis/dress jeans (no shorts, capris)**
- **Monday: Breakfast SkillsUSA dress; Team meetings through end of day - SkillsUSA/school polos/t-shirts, khakis/dress jeans**
- **Tuesday: SkillsUSA Dress**

WLTI NEWS

- State President, Brian Garcia; Treasurer, Ti'Ana Brown; Area III Vice President, Donnie Long; Area VI Vice President, Alexandria Simone; Area I Scholarship winner, Taylor Kamp; WE-MO-CO Officer, Ann-Marie Degan; Team Manager, John Fernandez; Assistant Team Manager, Fred Castro; Advisors Midge McCloskey, Lisa Roemeiser, Nicole Fasculo and I attended the Washington Leadership Training Institute (WLTI) September 19 – 23, 2009. The focus of this conference was advocacy on behalf of Career and Technical Education.

WLTI is an opportunity for students to meet the men and women who make our government work. There were many outstanding presenters that invigorated both students and advisors.

The New York Delegation called upon the offices of Senator Charles Schummer. and Senator Hildebrant. Three Congressmen's offices were also called upon and pictures taken for professional portfolios.

Students and advisors attending WLTI earned the National Statesmanship Award. The WLTI experience is truly special and should be considered by all members who might be looking to a career in either law or government service.

New York State SkillsUSA LONGEVITY AWARDS.

These awards, announced last year, will be made in two categories – Advisor Longevity Award, Skills Championships Service Longevity Award. An individual will be eligible for an award after five (5) years of service. They will receive a pin at five years of service and every five years thereafter. An advisor must be a paid professional member at the time of application (submitted on the SkillsUSA website) to be eligible for the award and maintain their professional membership throughout the next five year period **Once an application is made for the advisor award, the years of service are annually updated and you do not have to apply again.**

Further information and applications for the two categories of this award are attached to the end of this memo. The advisor award will be given at a regional meeting by the Area Trustees and listed on the New York State Skills website. The Skills Championships awards will be given at the Spring Conference by the Skills Championships Coordinator.

SkillsUSA New York PIN CONTEST

All PARTICIPANTS of the Pin Contest MUST BE PAID SKILLSUSA members at the time of submission of artwork.

SkillsUSA New York is sponsoring the State Pin Design Contest for the year 2009-10. The winning design will be used for this year's SkillsUSA New York pin. This is an excellent opportunity for you, the SkillsUSA New York member, to receive national recognition because the new pin will be mass-produced and traded at the next National Conference. All secondary student members of SkillsUSA New York are eligible competitors.

Every year outstanding designs are eliminated because they do not follow the guideline. Please follow guidelines exactly.

The guidelines are:

1. Entrant(s) must be a SkillsUSA New York secondary member. (The design may be a combined effort of more than one student from the same school.)
2. Entrant(s) name(s), school, teacher and club advisor's names must be printed or typed on the reverse side of the artwork.
3. Pin Design requirements:
 - MUST BE ORIGINAL ARTWORK** (*Not someone else's work copied from the Internet. This is the guideline most frequently not followed.*)
 - Must be **two to four colors** (*white, black and multiple shades of one color do count as different colors for the making of pins*)
 - Must contain "New York" or "NY"
 - Must contain "SkillsUSA"
 - **If using the SkillsUSA logo, it must follow the brand requirements as outlined on the SkillsUSA website.**
 - Must display the year (example "10 or 2010")
 - Must be submitted on paper no larger than 8 ½ x 11" (size will be reduced to 1" at its widest point for production)
 - **Must include a copy reduced to the 1" size**
 - **NEW: Must include a typed paragraph of a minimum of 100 words, explaining the design and the significance of the colors used.**
4. Artwork will not be returned.
5. Judges' decision is final. All rules must be followed to be eligible.
6. Entries must be received by December 12, 2009
7. Plaques to be awarded to winners at NYS SkillsUSA Championships
8. Entries must be mailed to: (

**Mrs. Rose Hurd
201 Snowdale Drive
Syracuse, NY 13209**

All membership is to be sent to the Nationals electronically (see skillsusa.org for detailed directions). The entire procedure is outlined in your membership kit. No membership will be counted by the New York Association until National SkillsUSA receives payment. When the check is received, the membership will be processed and sent to New York SkillsUSA. When you enter membership, you will be adding type of membership, home address, home telephone number, Career and Technical School, Career and Technical Program. This electronic processing of membership will allow Financial Officer Midge McCloskey to more easily verify membership at the time of our state conferences. All membership registrations are electronically acknowledged by National SkillsUSA. ***Our Spring Conference Registration is now done electronically allowing for an automatic verification of membership. (August 2004 Board policy)***

TOTAL PARTICIPATION CHAPTERS **(IMPORTANT, PLEASE READ)**

Please Review your National Contract. YOU MUST purchase PDP materials for each student in your school. If you are not purchasing the number of books corresponding to your numbers, you must provide an inventory of materials still held AND purchase educational/curricular materials in the dollar value of those books not purchased. ALL TOTAL PARTICIPATION CONTRACTS, PURCHASE ORDERS AND INVENTORIES must be **received for review to Kathie Collins, prior to December 15, 2009.** (**THIS IS NEW**, the NYS Board of Trustees requires chapters applying for Total Participation to meet the National Contract Requirements). Two chapters cannot join under one school contract, they must join under a district contract.

(Note: NYS has not adhered to the TPP plan and was informed by National SkillsUSA that contract provisions must be met in order to be signed by the State Authorized Signatory.)

If you have not sent in your Lead Advisor Form, please get it done now

LEAD ADVISOR INFORMATION FORM

New York SkillsUSA

**M. Kathie Collins
SkillsUSA New York Coordinator
P.O. Box 203
Meridian, New York 13113-0203**

Please complete this form and MAIL to the above address no later than October 1st.

**We ask this form to be mailed to insure that we receive this necessary information.
We ask you to mail this form YEARLY, to insure we have current information**

Lead Advisor: This person is responsible for duplicating and sharing information concerning SkillsUSA with the instructors and/or students in a school. Please send only ONE contact name. The Lead Advisor will be the only person receiving information for the club at a school. All Coordinator’s memos will be posted to the nysskillsusa.org web site (**they will not be mailed**).

Lead Advisor _____

e-mail address(**MANDATORY**) _____

School Name*: _____

Street Address: _____

City & State: _____

Zip Code: _____

Telephone: Area Code _____ Number _____ Ext _____

Home Telephone Area Code _____ Number _____

Best Time to Call: A.M. _____

P.M. _____

Fax: Area Code _____ Number _____

The State Association must have both a telephone number after 5 pm and an e-mail address. SkillsUSA New York Office is open Monday – Thursday 7:30 am – 10:00 am.

***The school name you give us will be the one used on all communications, registrations, programs, certificates and awards. Please make sure the name is the complete correct school name, not an abbreviation or district name, unless that is the name you wish SkillsUSA New York to use.**

Please complete this form and MAIL to the above address no later than October 1st.

We ask this form to be mailed to insure that we receive this necessary information.



SkillsUSA New York Statesman Award (Bring Completed Form)

Your Name _____

Your SkillsUSA Chapter _____

Your Area _____

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

These 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 your leadership handbook, the internet, or other resources available to you to answer these questions.

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 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 meeting this purpose.

3. What does “Champions at Work” mean to you? And 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). 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 this article to this application.***

6. Describe the meaning of the statement: “I believe in The American Way of Life”.

7. Explain the duties of the following offices:

Office	Duty
President	
Vice President	
Secretary	
Treasurer	
Reporter	
Parliamentarian	

8. Fill in the following names:

Office	Name
President	
Vice President (Your Area Only)	
Secretary	
Treasurer	
Reporter	
Parliamentarian	

Fill in the Following Names:

State Director/CorporateMember	
State Coordinator/National Liaison	
Your Area's Administrative Trustee	
Your Area's Advisor Trustee	
The Two US Senator's from New York	(1)
	(2)

Interview:

You will be interviewed on any two (2) questions from the Statesman Award qualifying questions.

Interviewer Notes:

Longevity Award

New York State SkillsUSA

Skills Championships

This award celebrates your contribution to the lives and learning of our SkillsUSA student membership, exemplifying the true meaning of volunteerism.

Name

NYS SkillsUSA Contest/Cluster

Number of Years of Service to the SkillsUSA (VICA, SkillsUSA-VICA) Championships _____

Awards are given after five years of service and for every five year increment thereafter

Return to:
Ellen Coughlin
RD2, Box 163
Furman's Hill Road
Sherburne, NY 13460
by December 15

Longevity Award

New York State SkillsUSA

Advisor Award

This award celebrates your contribution to the lives and learning of our SkillsUSA student membership, exemplifying the true meaning of volunteerism.

Name

SkillsUSA Chapter Name

Number of Years of Service to the SkillsUSA (VICA, SkillsUSA-VICA)

Advisor _____

(Please attach a letter signed by your Building Principal/Director/Superintendent verifying your years of service – current Professional Membership must be paid and submitted)

Awards are given after five years of service and for every five year increment thereafter.

Return to:
M. Kathie Collins
P.O. Box 203
Meridian, NY 13113
by December 15