

Memo #3
November 8, 2009

Fall Conference

Another outstanding Fall Conference was held November 1 -3, 2009 at the Holiday Inn Conference Center, Liverpool. **George Laubmeier**, a former National SkillsUSA Secondary Vice President AND PRESENT Chairman of the Alumni Coordinating Council, challenged the audience with his keynote. He also presented an evening workshop for students and advisors on how to engage alumni in chapter, area and state activities. The state officer team led by **John Fernandez, Team Manager** inspired students in group meetings with their great professionalism. The officer team and their advisors who made the Fall Conference such a success:

President: Brian Garcia (Advisor Tara Pawlowski), Bolen Tech; **Secretary: Jordain Forney (Advisor Katrina Fiorenza)**, H.G. Sackett Tech Center; **Treasurer: Ti'ana Brown (Advisor Brandy Chambers)**, WE-MO-CO; **Reporter: (Advisor Maisie Sutton (Advisor Ellen Coughlin)**, DCMO CTE Center, Chenango; **Parliamentarian: Khris Bird (Advisor Danny Rameriz)**, Quwestar III; **Area I VP: Margaret Maslyn (Advisor George Kramer)** Finger Lakes CTE; **Area III VP: Donnie Long (Advisors Jeff Plummer and Vern Perry)**, Southern Adirondack Education Center; **Area VI VP Alexandria Simeone (Advisor Fred Castro)**, LA Wilson Tech.

Over twenty administrators from around New York State joined advisors and Board Members for a workshop on the Work Force Ready System, Monday, November 2, 2009 conducted by Bruce Potter from National SkillsUSA. Cheryl Winstel, our Corporate Member has been instrumental in getting the word out of this opportunity to her contacts at Career and Technical Centers across the state.

Jeff Plummer and students from So Adirondack provided the AV for the conference and have produced an outstanding conference video that you can order from Jeff for \$10 (including postage). Contact Jeff at 518-746-3400.

Jeff is the New York State National SkillsUSA Certified Trainer and did a wonderful job both for new advisors and experienced advisors in their individual workshops. Jeff brings many new and creative ideas to chapter management.

National Conference News

I have been contacted by Transportation Logistical regarding handling airline accommodations for the National Conference. .. All hotel reservations must be done from the state block/agent(Sue Lipson, Great Escapes) but transportation can be booked by a school individually. Chapters may contact Transportation Logistical, (816) 741-0727, for their transportation needs.

CMI GRANT

National SkillsUSA has provided the following agenda/materials list for the CMI Seminar scheduled for March 1, 2010 in Albany, NY. The fee for this seminar is \$30. Each area will have 5 seminar scholarships to distribute. Please contact your area trustees for information on obtaining a scholarship..In addition, all advisors can participate by paying the \$30 fee.

CMI: One-day Seminar

This seven-hour workshop provides. instructors with the tools they need to develop, manage and advise a SkillsUSA chapter in their school or classroom. Participants explore the mission of SkillsUSA; learn to use the multitude of resources available and engage in hands-on activities. The training utilizes interactive sessions and provides answers to questions such as: How do I get students involved? What is the best way to organize our activities? What does a chapter set out to do? What is a Program of Work? What materials are available to help students? This is a **must for beginning or novice** advisors wanting to start a chapter or experienced advisors wishing to better manage an existing chapter.

As a participant in the CMI Basic Seminar, you receive the following materials:

1. Advisor's Success Kit (ASK) CD-ROM
2. The SkillsUSA Leadership Handbook
3. The SkillsUSA Championships Technical Standards CD Package
4. SkillsUSA Planning Calendar
5. A Week of Champions, National Conference DVD

SKILLSUSA

Chapter Management Institute . 1 day Agenda

Part I:	Registration	15 minutes
◆	Sign-in, distribute materials and name badge	
Part II:	Welcome & Introductions	15 minutes
◆	Facilitators introductions and thank you	
◆	Participants engage in an icebreaker	
Part III:	Objectives, Tools & Ground Rules	15 minutes

- ◆ Training objectives are reviewed
- ◆ Facilitators survey participant expectations and current knowledge
- ◆ Training ground rules and tools introduced

Part IV: What is SkillsUSA? 15 minutes

- ◆ Review and interactive discussion about SkillsUSA

Part V: Interpret our Mission 30 minutes

- ◆ Participants brainstorming exercise to identify skills/qualities to further explain SkillsUSA Mission
- ◆ Report back conclusions to the group

Break **15 minutes**

Part VI: All the Pieces 1 hour

- ◆ Review various resources and programs available to the SkillsUSA Advisor
- ◆ Participants work in groups to complete Scavenger Hunt Activity.
- ◆ Discuss ease of finding information to help run a chapter.

Part VII: Building the Chapter 75 minutes

- ◆ Go through the steps to building a successful chapter using resources from Chapter Management page
- ◆ Review membership packet and online membership roster
- ◆ Lead participants in group exercise on finding the leader within (i.e. Which direction are you)

LUNCH **60 minutes**

Part VII: Building the Chapter continues . . . 90 minutes

- ◆ Continue review of steps for success
- ◆ Form Committees and complete committee report form
- ◆ Form teams and develop calendar around a SkillsUSA Program of work
- ◆ Form teams and develop an agenda

Break **15 minutes**

Part VIII: Role of the Instructor 30 minutes

- ◆ Facilitator leads discussion on how an activity can be integrated into the classroom and accomplished where students are driving the learning and the teacher is managing the process.
- ◆ This can be a discussion or activity depending upon time frame
- ◆ Finish steps for success with brief discussion of Championships, Year end Activities and Chapter review/evaluations

Part IX: Review, Reflect & Wrap Up 45 minutes

- ◆ Review objectives, participant expectations and complete Plus/Delta Evaluations
- ◆ Conclude with the following:
 - Reflections of the day through Bumper Sticker Activity
 - Receive seminar certificate

ADVISOR OF THE YEAR

The new standards and scoring rubric for advisor of the year has now been announced by National SkillsUSA. Please make your chapters aware of the scoring rubric which will be followed in selecting both state and national advisor of the year.

Nominator's Instructions

Nominator should submit to his/her State SkillsUSA Director:

- Nomination form
- One page narrative-style biography of the nominee (one page, single spaced).
- One page accomplishments or resume
- Three letters of support or recommendation (maximum)
More than three (3) letters will disqualify the nominee.
Note: Information provided in letters of support weighs heavily in evaluation.
- State Director letter of support indicating the nominee is the "official" nominee.
The State Director's letter does not count as one of the three letters of support/recommendation
- A color portrait (head and shoulders shot in SkillsUSA attire) of the nominee.
Portrait maybe submitted in digital format.
- No additional materials will be accepted.
- **Due to Kathie Collins by December 31, 2009.**

Special Note: The procedure for the final selection of the National Advisor of the Year is as follows:

1. After all nominations from the individual states are received as instructed above they are separated by region.
2. The nominations are then sent to Regional Representatives of the State Directors Association (representatives receive different regions each year).
3. The regional representative then forms a review committee to select a regional winner. Attached rating form and evaluation rubric will be used by regional preventatives in the selection process.
4. Regional winner names are returned to the Chair prior to or at the State Directors Association Board of Directors in January.
5. Regional winners are interviewed at the National Leadership and Skills Conference, and an overall national winner are selected.

Criteria

This award will be presented to secondary and/or postsecondary educators involved in technical, skilled, and service occupations, including health occupations courses, and who have achieved prominence at local, state or national levels. One such award will be presented annually.

Eligibility

Eligible individuals are individuals who are currently employed by high schools, postsecondary institutions, career centers, area vocational technical schools, etc. Contributions and achievements on which the nomination is based should have been made within the past ten years. The nominee must be a paid SkillsUSA professional member.

Nomination Form
National Advisor of the Year



Region _____

Name of Nominee _____

Home Address _____

City _____ State _____ Zip _____

Home Telephone _____ Home E-mail Address

Current job title: _____ CTE subject

area: _____

Current paid member of SkillsUSA: (Please circle) Yes No

School Name _____

School Address _____

City _____ State _____ Zip _____

School Telephone _____ School E-mail Address

Number of Years as a SkillsUSA Advisor: _____

Nominator's Name _____

Nominator's Title _____

Nominator's Address _____

City _____ State _____ Zip _____

Civic, Fraternal Activities, etc.:

Other specialized SkillsUSA activities, such as community service, safety projects or any other activity above and beyond the call of duty:

Evaluation Sheet
SkillsUSA Advisor of the Year



Nominee evaluate _____

Outstanding SkillsUSA contributions and accomplishments

4	8	12	16	20
Basic related, minimal		Wide range and ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Significant positions held (in educations or SkillsUSA)

2	4	6	8	10
Basic related, minimal		Wide range and ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Honors and/or Recognition

3	6	9	12	15
Number of awards		Range of awards community recognition		Many stand-out awards highest honors

Professional Membership

2	4	6	8	10
Basic related, minimal		Wide range of activities, ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Civic, fraternal activities, etc.

3	6	9	12	15
1 or 2 activities involving limited time/effort		Expanded range of involvement valuable learning experiences		History of service; long-term personal career goals

Other specialized SkillsUSA activity, such as community service, safety project or other

4	8	12	16	20
Basic related, minimal		Wide range of activities, ongoing involvement		Active leadership roles, involvement beyond local level, etc.

Comments by evaluator:

Evaluated by: _____

Date: _____

NTHS SCHOLARSHIPS OFFERED

SkillsUSA has once again teamed up with the National Technical Honor Society (NTHS) to promote outstanding student achievement within technical education. SkillsUSA is offering four \$1,000 scholarships through NTHS (two college/postsecondary and two high school), and these will be awarded at the 2010 national conference. The deadline is March 1, 2010. For more information, go to www.skillsusa.org/students/nths.shtml.

SKILLSUSA ANNOUNCES NEW LOWE'S GRANTS FOR 2010

SkillsUSA is pleased to announce a continuing partnership with Lowes. As part of their overall grant to SkillsUSA, Lowe's will be awarding grants to local chapters of up to \$10,000 each for community service projects or campus improvement projects conducted during 2010.

Schools can apply for grants as a whole school, or as an individual training program. Schools may also team up with another SkillsUSA chapter at a different school on a larger project.

There are four grant categories:

- Community Service Grants to improve an aspect of your local community
- Campus Improvement Grants to enhance your school campus or technical lab
- CareerSafe Online training vouchers to promote safety among technical students
- Sed de Saber Grants to teach English to Hispanic students and their families

Grant applications must be submitted by December 1, 2009. Notification of successful applicants will be in February 2010. Projects may be done during the spring semester 2010 or in the fall semester 2010 and must be completed by November 30, 2010.

If you have questions on the program, please contact Lowe's grants manager Kelly Horton at 402-309-4679 or e-mail: khorton@skillsusa.org.

For more information and to reach the online application, go to:
www.skillsusa.org/educators/lowes.shtml