Scope of the Contest
To evaluate a team of two contestants’ ability to develop, execute, document and present a project that was completed in their community or school and which provides a benefit or learning experience to the community or school. This event also enables the community to become aware of the outstanding work being performed by career and technical education students.

Knowledge Performance
The contest will include a Resume, Notebook, and Oral Presentation.

Contest Information (All items must be received by due date)

- PDF Resume
  - Upload one file with all contestants’ one-page resume’s a link will be sent to you by April 1, 2021.

- Notebook to include:
  - The contest will require the contestants to develop and execute a project in their community or school. Written documentation of the events is to be uploaded to a cloud-based storage platform and the link will be sent by April 1, 2012.

Zoom Oral Presentation
You will receive a specified date/time to participate in a virtual oral presentation via Zoom with industry professionals. You should be dressed in your SkillsUSA attire for this session. You will be asked questions about your Community Action project during a 10 minute interview process.
**COMMUNITY ACTION PROJECT (VIRTUAL)**

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

Contestants' number must be visible at all times

**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 an appropriate school official on school letterhead stating that both contestants are classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation.

The eligibility letter is to be submitted at least 7 days in advance of the competition. The form can be found on the nysskillsusa.org website and must be sent to Midge @mmccloskey@nysskillsusa.org

**CLOTHING REQUIREMENTS**

Contest Clothing Notes (Apply ONLY to Virtual Competitions):
- Official NYS SkillsUSA Competition Clothing
- Contestant clothing options include the following:
  - Official Competition Clothing.
  - Trade Appropriate Clothing.
  - Professional Dress.
  - Business Casual.
- Clothing must meet industry safety standards.
- No identification of the contestant, school or state is allowed on clothing.
- No offensive, vulgar or inappropriate images or text are allowed on contestants clothing.
- No shorts or sleeveless shirts are allowed.
- Skirts must be at least knee-length.
- Proper Personal Protective Equipment (PPE) must be worn by contestant to meet all state, local and school requirements due to COVID-19.

**OBSERVER RULE**
No observers are permitted to view the contest.

**TIME LIMITS**
Competitors 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: -10 points
2. Attire incorrect: -10 points
3. Electronic Résumé not submitted at least seven (7) days in advance of the competition -10 points
4. Presentation time: -5 points for every 30 seconds or fraction thereof (if less than 5 minutes or more than 10 minutes).

Equipment and Materials
1. Supplied by the technical committee:
   a. Judges
   b. All necessary information for the judges and technical committee
2. Supplied by the contestant:
   a. A projector and screen may be used if using electronic media; however, it must be provided by the contestant
   b. Presentation media, such as laptop computer, poster boards, etc.
   c. If using an electronic presentation media, bring a stick or 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. Computer with high speed internet capability and camera to use applications such as Zoom and Teams, etc. The minimum recommended internet bandwidth speeds for joining Zoom meetings, accessing on-demand curriculum and other online operations is 2.0 Mbps up and down. You can test your current internet speeds by following this link: https://www.speedtest.net/. Allow the page to load and click on GO.
   g. A secondary camera(s) may be required to provide judges with the ability to view contestants from different angles. Additional camera requirements will be located on the NYS SkillsUSA website
   h. A contest Proctor will be required to be on site to assist judges. A local industry expert is preferred to serve as the Proctor and shall not be an individual that has been involved with the training of the contestant(s). The Proctor will serve as the onsite “hands and eyes” for the judges. Proctor will follow instructions from the judges for safety and operations related to the competition. Proctor may be asked by judges to perform several tasks such as operating a portable camera to show specific components or steps, measure parts, or any task that will provide judges with information needed to assist in accurate scoring of the contestants work or presentation. However, the Proctor shall not serve as a judge nor have any influence in contestant scores.
   i. The contestants instructor or advisor shall be on site to observe all competition activities to ensure a safe and healthy competition experience for all participants. That instructor or advisor will not be allowed to interact or interfere with the competitor unless a safety issue arises that requires interaction. Any other support or interaction between the contestant and the instructor/advisor will result in disqualification.
**Scope of the Contest**

The contest will require the contestants to develop and execute a project in their community or school. Documentation or recording of the events will be maintained in an electronic presentation (PowerPoint, Prezi, Google Slides, etc.) at the competition. The presentation shall last a minimum of 5 minutes and a maximum of 10 minutes and will include an explanation of the purpose and scope of the project, how the project was developed, methods used, implementation and execution of the project and its results.

**Knowledge Performance**

No written employability skills knowledge test is required for 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: an electronic presentation outlining the community service project and a live presentation by two eligible contestants explaining the project. Refer to contest guidelines for specific requirements.

**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 its 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. Electronic Presentation (PowerPoint, Prezi, Google Slides, etc.)

   The purpose of the notebook is to document and capture the chronological events in the completion of the project.
   a. Pictures (or copies of pictures) may be used throughout the presentation to assist judges in understanding the project.
   b. Presentation Organization Requirements
      1. **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.
      2. **Introduction**
         Provide a brief description of the project.
      3. **Table of Contents**
      4. **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?
      5. **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?
      6. **Section 3 — Implementation Schedule**
         What were the specific steps to be followed?
      7. **Section 4 — Result of the Project**
         What was the impact of the project on the school or community? Who benefited from the project?
8. **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?

9. **Section 5 — Evaluation**

Do you feel the project was successful? Why or why not? What are your recommendations and/or thoughts for this project?

3. **Presentation**

The 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 of 5 points is deducted for each 30 seconds (or fraction) under the five minutes or for each 30 seconds (or fraction) over the 10 minutes.

c. Timing is started when the presentation begins. Timekeeper will signal the presenters at 5, 7 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 in expressing your presentation to the judges.

e. All presentation materials must be produced by the 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 description and scope of the 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 benefit of the project.

l. Closing: Indicate if the project was successful or not. If successful, why, and if not successful, why not?

m. Organization of Presentation: Follow the appropriate steps of a presentation: opening/introduction, scope of project, steps and timeline, results and closing.

n. Presence, Demeanor, Self-Confidence: Involve all members, demonstrate poise, self-control, good platform performance and personal confidence

Check the NYSSkillsUSA website for updates:

**Standards and Competencies**

**CAP 1.0 — Create a community project**

1.1 Determine the need/desire for 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 electronic presentation 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, organize
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 results achieved
3.1 Both contestants must participate in the presentation
3.2 Prepare a 5- to 10-minute demonstration 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 other computer presentation

CAP 4.0 — Deliver the presentation in a professional manner meeting the standards lined by the technical committee
4.1 Explain the project
4.2 through the use of media you have chosen
4.3 Demonstrate an effective and pleasing delivery style
4.4 Effectively use verbal illustrations and examples
4.5 Make a formal and effective introduction to the presentation that clearly identifies the scope of the project
4.6 Use a variety of verbal techniques including: modulation of voice, changing volume, varied inflection, modifying tempo and verbal enthusiasm
4.7 Demonstrate poise and self-control while presenting
4.8 Demonstrate good platform development and personal confidence
4.9 Tie organizational elements together with an effective closing
4.10 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
The SkillsUSA Framework is used to pinpoint the Essential Elements found in Personal Skills, Workplace Skills, and Technical Skills Grounded in Academics. Students will be expected to display or explain how they used some of these Essential Elements. Please reference the graphic above, as you may be scored on specific elements applied to your project. For more, visit: www.skillsusa.org/about/skillsusa-framework/