Virtual Outstanding Chapter Project

Scope of the Contest
To evaluate local chapter activities that benefit the student members, the school and the community. The outstanding chapters chosen each year serve as an example of the enthusiasm and careful planning necessary to keep chapters active and to involve as many members in activities as possible. The contest assesses a chapter’s ability to effectively plan, organize, implement and record activities related to its annual program of work.

Knowledge Performance
The contest will include a Resume, Written Submission, and Video. You will be sent a link by April 1, 2012 on where to send it and a deadline.

See SkillsUSA Virtual Technical Standards for competencies measured.

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

- **PDF Resume**
  - Upload one file folder with all contestants’ one-page resumes and include the digital link(s) to Written and recoding.

Written Submission
- Provide the written document for the Outstanding Chapter project following the 2021 SkillsUSA Technical Standards for this event. Upload the document with the resumes and video.

Video of Demonstrated Procedures
- Using Zoom, Teams, your cell phone or computer record your team’s presentation explaining how your team approached the various activities and how the project benefited your chapter. Video length 5-10 minutes. All team members must participate in the video presentation. A link will be sent to you by April 1, 2021 to send the recording to and the deadline.

  *Ensure lighting, audio and video are high quality*

Scoring Information
The following pre-submission items will be judged by industry professionals prior to virtual in-person Zoom session
1. Resume
2. Written documentation
3. Professional presentation of the project
NYS SkillsUSA
OUTSTANDING
CHAPTER
(VIRTUAL)

PURPOSE
To evaluate local chapter activities that benefit the student members, the school and the community. The outstanding chapters chosen each year serve as an example of the enthusiasm and careful planning necessary to keep chapters active and to involve as many members in activities as possible.

First, download and review the General Regulations at: http://updates.skillsusa.org.

ELIGIBILITY (TEAM OF 3)
All state first-place winners may be entered in national competition.

Contestants’ number must be visible at all times

Deadline
The Outstanding Chapter entry must be Received by due date set by the chair. You will be notified of that date after registration closed on March 19, 2021.

CLOTHING REQUIREMENTS
Class A: SkillsUSA Attire:
• Red SkillsUSA blazer, windbreaker or sweater, or black or red NYSSkillsUSA jacket.
• Button-up, collared, white dress shirt (accompanied by a plain, solid black tie), white blouse (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area or the blazer, sweater, windbreaker or jacket.
• Black dress slacks (accompanied by black dress socks or black or skin-tone seamless hose) or black dress skirt (knee-length, accompanied by black or skin-tone seamless hose).
• Black dress shoes.
• 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.
• 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.

EQUIPMENT AND MATERIALS
1. 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.
2. 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.
3. The contestant’s 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.
4. All competitors must create a one-page résumé and submit an electronic copy to the technical committee chair. Failure to do so will result in a 10-point penalty.

SCOPE OF THE CONTEST

Knowledge Performance
There is no written knowledge test required for this contest.

Skill Performance
The contest assesses a chapter’s ability to effectively plan, organize, implement and record activities related to its annual program of work.
Contest Guidelines

activities and record them in electronic documents with a completed secretary’s and treasurer’s electronic notebook.

1. The Outstanding Chapter entry must be submitted in an electronic presentation format (PowerPoint, Prezi, Google Slides, etc.). Chairperson will notify contestants after registration is closed on March 19, 2012 where to send their entry.
   a. Entry must contain verification, proof or evidence of the activities claimed and the date they were accomplished.
   b. Entry must be an electronic presentation format (PowerPoint, Prezi, Google Slides, etc.)
   c. Number of slides allowed: no more than 75 slides (10 points per slide) will be deducted for exceeding these maximums.
      Note: Any entry omitting an item listed under Scope of the Contest, Parts 1–3, will be automatically disqualified.

2. The electronic presentation must be organized by activity in the same sequence as the rating sheet. Penalty: Ten points will be deducted for each activity that is out of sequence. Points may be claimed only for chapter activities that were accomplished during the year in which the entry is made, except as noted. Summer activities may be included, but a chapter may not claim points for activities that were a result of the previous year’s chapter.

3. Points used in one section may not be claimed in another section. For example, social meetings may not be counted as both social and professional meetings. However, articles describing chapter activities may still receive publicity credit under Publicity.

4. Points will be awarded based on verification and/or documentation of activities described in the following order:
   a. The first slide of the presentation will be a title page.
   b. The table of contents shall be on slide #2 with the slide number included.
   c. All slides will be numbered.

Elements and Criteria for Judging

Part 1: School-Related Chapter Activities

A. Chapter Membership
   1. 25 points will be awarded for the chapter holding at least one chapter recruitment activity.
   2. A written description must be presented to include the following:
      a. Evidence the event was planned by a committee
      b. A description of how the activity was conducted
      c. Number of members participating
      d. Date, time and place of activity
   3. A minimum of one photograph for the activity must be included.

4. Verification: An official letter from the local school administrator verifying enrollment and actual SkillsUSA membership must be submitted in this section of the book. (Note: Where schools participate in the Total Participation Plan or Campus Affiliation Plan, the school administrator must clearly state in the verification letter the actual number of CTE students enrolled and the actual number of active SkillsUSA members.)

5. Copies of an official listing of members from the SkillsUSA Registration website must be placed in the secretary’s notebook.

6. If items 3 or 4 are not present, no points will be awarded for this section.

B. Official SkillsUSA Equipment
   1. Twenty points will be awarded for having the following official SkillsUSA equipment in the classroom:
      a. Banner
      b. SkillsUSA Secretary’s notebook
      c. Ceremonial emblem
      d. Gavel
      e. U.S. flag
      f. Robert’s Rules of Order, Newly Revised
      g. Creed
      h. Charter
   Verification: One photo clearly showing these items must be submitted. The photo must be taken in such a way that all writing can be read on the items displayed.

C. SkillsUSA Program of Work (Secondary)
   1. Describe the methods or procedure used to determine the local SkillsUSA program of activities for the year. A minimum of five committees must be established. The description must indicate a minimum of the following items:
      a. List each committee and the names of members
      b. Provide the date, time and a list of attendees for all committee meetings
c. Copies of the minutes of all committee meetings must be placed in the secretary’s book. In the book, reference the page in the secretary’s book where each committee meeting is located

2. Consider the following committees:
   a. Professional Development
   b. Ways and Means (budget)
   c. Community Service
   d. Local SkillsUSA Championships
   e. Employment
   f. Public Relations
   g. Social

3. Points will be awarded based on a written description of the chapter’s program activities, which must include the following for each activity:
   a. Provide written evidence the committee met for planning purposes
   b. Describe each committee’s responsibilities
   c. Describe how the planning for each committee function was carried out

   Note: The total description of the chapter’s program of activities should be no more than three pages in length and will count as only one surface.

D. SkillsUSA Program of Work (College/Postsecondary)
1. Describe the methods or procedure used to determine the local SkillsUSA program of activities for the year. A minimum of two committees must be established. The description must indicate a minimum of the following items:
   a. List each committee and the names of members
   b. Provide the date, time and a list of attendees for all committee meetings
   c. Copies of the minutes of all committee meetings must be placed in the secretary’s book. In the book, reference the page in the secretary’s book where each committee meeting is located

2. Consider the following committees:
   a. Leadership Development
   b. Community Service
   c. Local SkillsUSA Championships
   d. Employment

   e. Public Relations

3. Points will be awarded based on a written description of the chapter’s program activities, which must include the following for each activity:
   a. Provide written evidence the committee met for planning purposes
   b. Describe each committee’s responsibilities
   c. Describe how the planning for each committee function was carried out

   Note: The total description of the chapter’s program of activities should be no more than three pages in length and will count as only one surface.

E. Leadership Training for Officers and Members
1. Describe how chapter officers were prepared to conduct chapter meetings and provide leadership for the chapter.
2. Describe how chapter members were taught to effectively use parliamentary procedure in conducting their business meetings. This description should include classroom type procedures taught by chapter advisors in addition to any workshops attended by members for learning parliamentary procedure.
3. Describe your installation of chapter officers. Points will be awarded for a written description of activities, which must include:
   a. Evidence of planning (Describe how the installation ceremony was planned.)
   b. Schedule of activities (Where did the installation ceremony take place? Who participated in the installation process? How many members were in attendance?)
   c. Method of implementation (Provide a description of how the ceremony was conducted. The description must include reference to the installation ceremony as found in the SkillsUSA Leadership Handbook.)

F. Chapter Meetings
1. The chapter must hold a minimum of 6 meetings between the months of July 1 and June 1st of the current school year. No meetings relative to activities conducted the previous year may be counted.
2. Credit will be given for one meeting per month (two or more meetings in the same month will count only as one monthly meeting).
3. A minimum of three meetings must include one or more of the following: a guest speaker, field trip, leadership development or professional development activities. A written report of each meeting must be provided. The report shall include the planning for each meeting, how the planning was carried out, and number of members participating in each meeting.

   Reference should be made in this section to the page
number of the minutes of each meeting in the secretary’s notebook.

G. SkillsUSA Framework
1. The SkillsUSA Framework illustrates how students fulfill the mission of the organization “to empower members to become world-class workers, leaders and responsible American citizens.”
2. The chapter must conduct at least one activity within each of the three framework components: Personal Skills, Workplace Skills, Technical Skills Grounded in Academics
3. A written description must be presented to include the following:
   a. Objective of the activity
   b. Evidence the event was planned by a committee
   c. A description of how the activity was conducted
   d. Number of members participating
   e. Date, time and place of activity
4. A minimum of one photograph for each activity must be included.

H. SkillsUSA Publicity
1. Zero to 20 points will be given for each public relations activity of the local chapter designed to promote SkillsUSA membership, class the article or screenshot must be printed
   with a link to the article and date printed on the header or footer of the page. TV and radio media are acceptable. A picture showing SkillsUSA members performing the activity along with a description of the activity must be included. A signed letter from the media station stating the name of the show, date and topics discussed must also be included.
2. At least three or more members must be involved in each activity. Names must be listed in the description.
3. A description of each activity must be written. The description will include the following:
   a. Objective of the activity
   b. Evidence that the activity was planned by a committee
   c. Description of how the activity was conducted
   d. Number of members who participated in each activity
4. A minimum of one photograph for each activity must be included.

I. Awards and Recognition Program
1. The awards and recognition program should be designed to recognize the contributions of program advisory committee members, chapter members, SkillsUSA chapter achievements, employer or advisory committee banquets, assembly programs for enrollment, career and technical education, or community awareness of SkillsUSA. SkillsUSA must be mentioned in the publicity article or credit will not be given.
2. At least three activities must have been publicized. This can include newspaper or online media. Original copies of newspaper must be submitted — no photocopies. Newspaper articles must have the date within the article, or a letter of verification from the editor must be submitted. If online media,
3. recognition or special occasions (must
be related to accomplishments of the SkillsUSA chapter or members).

4. Credit will be given for only one program.

5. A written description of the activity must be presented. Points will be awarded as follows:
   a. Indicate the objective of the activity
   b. Provide evidence that a committee planned the activity
   c. Describe how the activity was conducted
   d. List in the description the number of members participating

6. A minimum of one photograph must be submitted.

J. Local SkillsUSA Championships
   1. Points are based on 20 points for each of five SkillsUSA Championships contests conducted on the local level in which the chapter members participated. Credit will be given only for those contests of leadership or occupational preparation offered in the SkillsUSA Technical Standards. At least one of the five contests must involve occupational skills.
   2. Points will be awarded for:
      a. Evidence that a committee planned the local event
      b. A written description of each contest to include date, time and location of contest; names of contest technical committees; names of judges for each event; and names of contestants in each contest

Verification: The local school administrator must sign a statement verifying that the local SkillsUSA Championships events were held. Pictures of each contest must be submitted. (The photographs must show the contestant[s], judges and contest area.)

K. SkillsUSA Career Essentials
   1. Two points will be awarded for each member that completes the SkillsUSA Career Essentials: Foundations Curriculum and Resources, up to the maximum amount of points.

Verification: Letter from the school’s administration verifying that the student has completed the SkillsUSA Career Essentials Foundations: Curriculum and Resources.

Part 2: Community Activities
These activities should benefit the community. (Examples: project to help a needy family, cleanup or painting campaign, health promotion activity, safety program, blood drive, project to assist special populations, voter registration drive.) Pictures must show some SkillsUSA members in SkillsUSA official attire while participating in the event.

A. Credit will be given for three activities (70 points each).

B. Points will be awarded by writing a description of each activity to include the following:
   1. Objective of the activity
   2. Evidence the activity was planned by a committee
   3. Written description as to how the activity was conducted
   4. Names of all participants in the activity
   5. List of place, time and date for each activity
   6. Evidence of students dressed in SkillsUSA official attire

C. A list of community activities included in the previous year’s Outstanding Chapter contest must be submitted. No credit will be given during the current year for any activity that occurred in the previous year. There must be a one-year absence before any activity is repeated.

D. A minimum of one photograph for each activity must be submitted. The photograph must show students involved in the activity as it took place.
Part 3: Business and Industry Relations

In this section, the chapter must include a written description of at least two business and industry related activities (70 points each). A list of suggested activities may include, but is not limited to, the following:

- Business and industry tour.
- Business and industry shadowing program.
- Business and industry work-based (co-op) program.
- Service learning activity/community service activity.
- Partners in progress.
- Job fair.

A detailed description of each activity must be included. The description should indicate how the chapter and the business community work together for the benefit of the students enrolled in the SkillsUSA chapter. The following information must be included in the description:

A. Name of the committee and committee members who planned the activity (reference to the page number in the secretary’s minutes for the committee meeting minutes)

B. How the activity was carried out
   1. List the names of all participants in the activity
   2. List the date of the activity and a description of the day’s events
   3. Describe the benefit received by participants
   4. Describe the benefit to the host business/industry

A minimum of one photo for each activity showing students involved must be presented. This activity should include an opportunity for all chapter members to be involved. Photos must show some SkillsUSA members in SkillsUSA official attire while participating in the event. The local business/industry must provide a letter of verification for the activity. Only one event per business/industry is allowed. The second event must be conducted with another business/industry.

Part 4: General Appearance and Overall Layout

Points will be awarded on the basis of the overall quality of the Outstanding Chapter entry. The uniformity of presentation, neatness, clarity of material, quality of pictures and printed material will be considered.

Part 5: Secretary/Treasurer Notebook

Thirty-Five points will be awarded for the Secretary’s/Treasurer’s notebook based on:

A. Membership and attendance rosters
B. Chapter yearly calendar of activities
C. Names of committee members and complete minutes of all committees
D. Minutes of all business and professional Meetings
E. Each meeting minutes should also include:
   1. Monthly income record
   2. Monthly expense record
F. Names of local and state officers and national presidents
G. Local, state and national constitutions.
H. Projected budget
I. Dues payment record for local, state and national dues
J. Year beginning and ending balance

Note: The secretary’s/treasurer’s notebook is one notebook that must contain the above requirements.

Standards and Competencies

OUT 1.0 — Plan and conduct meaningful and effective activities related to SkillsUSA program of work

1. List components of SkillsUSA program of work
2. Identify chapter activities to meet expectations of program of work
3. Design and plan activities
1.4 Conduct activities
1.5 Record and publicize activities
1.6 Evaluate success of activities for future planning

**OUT 2.0 — Communicate the activities of a SkillsUSA chapter effectively in a book in the sequence provided by the technical committee’s rating sheet**

2.1 Identify appropriate activities to meet each of the required items in contest guidelines
2.2 Design visual and written components to communicate identified activities
2.3 Show participation in chapter standards
2.4 Provide verification, proof or evidence of the activities claimed and the date they were accomplished
2.5 Design a book with no more than 75 pages or 150 surfaces following contest guidelines

**OUT 3.0 — Describe activities and respond to inquiries about activities in an interview setting**

3.1 Introduce self professionally
3.2 Display good posture and appropriate dress and grooming
3.3 Demonstrate knowledge of book and chapter activities
3.4 Respond to four to six questions from the judging panel
3.5 Explain personal involvement in chapter and book concisely, when applicable

**OUT 4.0 — SkillsUSA Framework**

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: [http://www.skillsusa.org/about/skillsusa-framework/](http://www.skillsusa.org/about/skillsusa-framework/).