# COMMUNITY ACTION PROJECT

**Please note that digital submission is required this year. EMAIL A PDF OF THE NOTEBOOK TO KWESTON@NYSSKILLSUSA.ORG BY APRIL 1st, 2026**

## PURPOSE

To evaluate a team of two competitors' 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.

## 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 competitors are classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation. Competitors need to present the "Basic Participation Form" to the chairperson at the orientation meeting to be eligible to compete.

A second letter of certification is to be submitted on school letterhead and signed by a school administrator (principal, guidance counselor, special needs director and so forth) that certifies the notebook has been developed and created by the students. The letter simply needs to state: "I certify that the notebook for the team [name of competitors] has been developed and created by the students per requirements of the SkillsUSA Championships Technical Standards."

Guidance and instruction may be provided by the advisor/instructors in how to use applications, such as formatting programs, and the like in the execution of the notebook.

## CLOTHING REQUIREMENTS

**SkillsUSA NYS Official Attire:**

- Official red blazer, NYS Black Jacket, the older red national windbreaker or older red sweater and the Black or red Jacket from Nationals.
- 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 of the outer layer coats
- Black dress slacks accompanied by black dress socks or black or skin tones seamless hose or black dress skirt (knee- length, accompanied by black or skin- tone seamless hose).
- Black shoes, that are not backless or open toe.

***Note:*** **Contestants must wear their contest clothing to the contest orientation meeting. Also bring #2 pencil, resume, safety assurance form, and Basic Form.**

## EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
   a. Judges, including a timekeeper.
   b. All necessary information for the judges and technical committee.
   c. A screen will be provided if using electronic media; however, cabling must be provided by the competitor.
2. Supplied by the competitor:
   a. SkillsUSA three-ring notebook documenting the project, which will be on display for one day after the presentations.
   b. Presentation media, such as computer, projector, cabling, laptop computers, poster boards, etc.
   c. If using an electronic presentation media, bring a copy of your file saved on a USB flash drive for backup in case of technical difficulties.
   d. Cable specific for the laptop and the projector, if using a laptop.
   e. All competitors must submit a one-page resume. All competitors must create a one-page résumé and submit a hard copy at orientation. Failure to do so will result in a 10-point penalty. "Note: Your resume may be judged as part of your contest" Check the Contest Guidelines and/or the updates page on the NYS SkillsUSA Web site: **https://www.nysskillsusa.org**

      Wifi is not a guarantee, please make sure that all presentations are downloaded

## ARRANGEMENT OF ROOMS

1. An assembly area will be set up for the competitors to wait their turn.
2. The presentation room is provided and includes a table and chair, if needed by the competitor.
3. Screen or appropriate area for projection, if needed.
4. Table and chairs for judges.
5. Chairs for observers.

# SCOPE OF THE COMPETITION

The competition will require the competitors to develop and execute a project in their community or school. Documentation or recording of the events will be maintained in a SkillsUSA notebook to be presented 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

The competition requires the competitors to develop and execute a project in the community or school community. No written knowledge test is required for this competition. Competitors in this event are also exempt from the professional development test.

## ORIENTATION

The following are required at the orientation meeting, or a penalty may apply. Refer to the penalties section.

1. Eligibility and certification letters will be collected. (Basic Form and Safety form)
2. Resume for SkillsUSA requirements will be collected.
3. SkillsUSA NYS Official attire is required.
4. Notebooks will be collected at orientation. Competitors must retrieve their notebooks from the display room as stated in the program.

## DEVICES

Cell phones or other electronic devices (Smart watches, smart glasses, etc.) not approved by the NYS Chairperson will be collected by the contest chair during the competition. Chairpersons will announce their acceptance by listing it on their standard or at the orientation meeting. Advisors should allow the competitors to take their phones to the contest areas in case of emergencies

If the competitor uses their device in a manner which compromises the integrity of the competition, the competitor's score may be penalized.

## OBSERVER RULE

Observers are permitted to view the competition. However, other competitors competing in the competition may not observe presentations.

## TIME LIMITS

Competitors' presentations must be a minimum of 5 minutes and a maximum of 10 minutes. Penalties apply for presentations less than 5 minutes or greater than 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 safety letter: -10 points.
2. Missing basic form: -10 points.
3. Attire incorrect on competition day: -10 points.
4. Resume not handed in -10 points.
5. Notebook not submitted -10 points.
6. Presentation time: -5 points for every 30 seconds or fraction thereof (if less than 5 minutes or more than 10 minutes).

## SKILL PERFORMANCE

The competition will consist of two parts: a SkillsUSA notebook outlining the community service project and a live presentation by two eligible competitors explaining the project. Refer to competition guidelines for specific requirements.

## COMPETITION 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 on the community or school community.
   f. Include participation of others involved: school peers, school administration, community leaders or other support people.
   g. Evaluate results of the project.
2. **Notebook**
   The notebook's purpose is to document and capture the chronological events in the project's completion.
   a. The notebook must be an official SkillsUSA three-ring binder. Notebooks must contain no more than 30 pages (60 surfaces).
      ***Note:*** A surface is only that material which can be printed, pasted, or glued to a notebook page. Any pockets, foldout pages, individual materials contained in plastic sleeves, multiple pages or similar features will count as additional surfaces and may be subject to penalty. All pages must be in plastic sleeves, except for the dividers
   b. Pictures (or copies of pictures) may be used throughout the notebook to assist judges in understanding the project.

c. **Notebook 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).

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 presentation's purpose is to give the judges an understanding of the project, how it was decided or determined, how it was completed, results achieved, and comments or recommendations for others to do a similar project.

a. The presentation is at least 5 minutes and a maximum of 10 minutes.
b. Time penalty of 5 points is deducted for each 30 seconds (or fraction) under the 5 minutes or for each 30 seconds (or fraction) over the 10 minutes.
c. Timing starts 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 project's impact on the school or community or whoever was the recipient and received the project's benefit.
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.

## 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 notebook 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 subjects in order, and list with page numbers.
2.4. Write clear and effective objectives and scope of project.
2.5. Describe the 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 competitors must participate in the presentation.
3.2. Prepare a 5- to 10-minute demonstration of the project.
3.3. Organize the demonstration logically and coherently.
3.4. Explain the project using 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 outlined by the technical committee.

4.1. Explain the project using the media you have chosen.
4.2. Demonstrate an effective and pleasing delivery style.

## CAP 5.0 Effectively uses verbal illustrations and examples.

a. Make a formal and effective presentation introduction that clearly identifies the project's scope.
b. Use various verbal techniques including voice modulation, changing volume, varied inflection, tempo, and enthusiasm.
c. Demonstrate poise and self-control while presenting.
d. Demonstrate good platform development and personal confidence.
e. Tie organizational elements together with an effective closing.
f. Complete the presentation within the time limits set by competition requirements.

## CAP 5.0 — Wear appropriate clothing per SkillsUSA NYS

a. Display clothing that meets national standards for competition.
b. Demonstrate good grooming in dress and personal hygiene.

## CAP 6.0 — 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: www.skillsusa.org/about/skillsusa-framework/.

