COMMUNITY SERVICE

Please note that digital submission is required this year. EMAIL A PDF OF THE NOTEBOOK TO KWESTON@NYSSKILLSUSA.ORG BY APRIL 1st, 2027

PURPOSE

To evaluate local chapter activities that benefit the community and to recognize excellence and professionalism in community service. This event also enables the community to become aware of the outstanding work being performed by career and technical education students.

ELIGIBILITY (TEAM OF 3)

Open to active SkillsUSA members. The entire chapter is encouraged to participate in the community service project. A team of three members will represent the chapter in a live presentation. All team members must be from the same school.

CLOTHING REQUIREMENTS

NYS SkillsUSA 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 or black dress skirt (knee-length)
- Note: Wearing socks or hose is no longer required. If worn, socks must be black dress socks, and hose must be either black or skin-tone and seamless/nonpattern
  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, and safety assurance form.**

EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
   a. Screen.
   b. 120-volt outlet.
   c. Timer.
   d. Timecards.
2. Supplied by the competitor:
   a. Laptop computer, Projector other visual equipment as necessary for the presentation.
   b. An electronic copy of the team's presentation must be saved on a USB drive as backup; USB drives will be used in case of technical problems with audio/visual equipment.
   c. Clicker (for your specific equipment).
   d. Notecards, if desired.
   e. All competitors must create a one-page resume. See "Resume Requirement" below for guidelines.

RESUME REQUIREMENT

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

ORIENTATION

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

1. Safety form will be collected
2. Resume will be collected.
3. SkillsUSA NYS Official attire is required.
4. NLSC form with student information should be in their name badges with their competition numbers displayed.
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 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. In case of emergencies advisors should allow the competitors to take their phones to the contest areas.

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

SCOPE OF THE COMPETITION

The competition will consist of two parts: a notebook outlining the chapter community service project and a live presentation by the chapter team.

KNOWLEDGE PERFORMANCE

There is no written knowledge test required in this competition. Competitors are required to take the SkillsUSA professional development test at orientation.

SKILL PERFORMANCE

The chapter will organize the year's community service activities and present its best community service project to a panel of judges. Only one project may be presented during the school year. Notebooks containing information about more than one project within the school year will not be judged.

The notebook and presentation should represent a community service project that was conceived, planned, and completed during the current school year. Professionals like companies not related directly to projects or High Stakeholders within your district are no longer accepted as letters of recognition.

Note: Although involvement of the entire school is encouraged, the project must clearly be organized and conducted by the active SkillsUSA chapter.

COMPETITION GUIDELINES

1. Notebook
    a. A chapter notebook must be compiled that describes the chapter community service project. The notebook must be brought to the competitor orientation meeting.
    b. The notebook must be an official SkillsUSA three-ring binder.
    c. The notebook must not contain more than 30 pages (Both surfaces of the 30 pages may be filled for a maximum of 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 will be subject to penalty, except where specifically stated otherwise. All pages must be in plastic sleeves.
    d. The notebook should be organized in the following format:
    1.) ***Title Page***
    The title page must include the project's name, chapter name, school address and a list of the presenting team members' names.

2.) ***Introduction***

Provide a brief description of the project, not to exceed one page. This statement should provide a brief and concise description or overview of your community service project. No longer than two paragraphs.

3.) ***Table of Contents***

The table of contents should indicate page numbers. All surfaces should be numbered, and the information should be organized according to appropriate sections as indicated below.

4.) ***Section I — Objectives of the Project***

Objectives should be specific, measurable, action-oriented, relevant to local needs and time-bound of the community it serves. Objectives should be no more than four measurable outcomes. They should be revisited at the project's end to show the level of success and document impact.

5.) ***Section II — Community Impact***

Describe and document the full impact that the project had on individuals, organizations, businesses, industry, or the community in general as appropriate to the project. Include statistical evidence such as surveys, pre/post test results or data/documentation to prove that your project made a significant difference and can be sustained in the future.

6.) ***Section III — Impact on the School***

Describe and document the full impact that participation in the project had on the school community pinpointing SkillsUSA Framework Essential Elements illustrating how students are fulfilling the organization's mission. Include statistical evidence such as surveys, pre-/post-test results, or data/documentation to show how your project made a difference in some aspect of the school environment or in the student population that empowers SkillsUSA members to become world-class workers, leaders, and responsible American citizens.

7.) ***Section IV — Letter of Recognition***

A letter of recognition must be included in the notebook, up to a maximum of five letters. The focus for this section should be the stakeholder voice that benefited from the project you completed. The letter should provide evidence that supports your service projects value to the community and demonstrates their awareness of SkillsUSA. Letters could also come from business or industry representatives that recognize your community service contribution.

8.) ***Section V — Publicity***

Newspaper articles, photos or other items that show publicity received during the project. Do not include items you generated to promote participation. SkillsUSA must be mentioned in the publicity article to receive credit. For full credit, your community service project's name must be credited/mentioned in the article. (This can include an established project specific name and/or your school's chapter name.)

Original copies of newspaper articles must be submitted. If you use information (or receive any publicity during the project) via the internet, social media, or electronic articles, you must reference the source, including the dates.

Dates of the article must be within the article, or a letter of verification from the editor must be submitted on proper letterhead. Photocopies of articles are not acceptable. You may also document your efforts to secure publicity by including letters from newspapers or TV/radio stations verifying that articles related to your project have been submitted for publication. This section should also include photos that document events as they were conducted. Photos should be affixed and captioned to explain content.

2. Live Team Presentation

a. A team of three will represent the chapter in a live professional presentation. The presentation's purpose is to give the judges an overview of the chapter's community service project and the positive results achieved. All team members must take an active part in the presentation.
Note: Presentations should provide a clear sense about the project planning timetable and process — how the project was initiated, organized, implemented, evaluated, and celebrated.

b. The presentation shall be 7-10 minutes in length.

c. Time penalty: 5 points will be deducted for each 30 seconds or fraction thereof under 7 minutes or over 10 minutes. Time will be started when the presentation begins. The timer will signal the team at 7 minutes and at 9 minutes.

d. Teams are encouraged to be creative in their presentations. The use of computer-generated presentations or other visuals is strongly encouraged.

e. All charts and graphs must include evidence they are student-produced.

f. No commercially produced materials will be allowed. Each team may use at least one of the following visual formats in their presentation:
1.) Flip charts
2.) Overhead transparencies
3.) 35mm slide presentation
4.) PowerPoint or other computer presentation

STANDARDSANDCOMPETENCIES

CS 1.0 — Create a professional notebook/scrapbook that follows guidelines and effectively expresses chapter community service activities.

1.1. Design a title page that lists the name of the project and the chapter name.
1.2. Construct a table of contents and organize subjects in order and list with page numbers.
1.3. Write clear and effective objectives.
1.4. Describe community impact.
1.5. Describe school impact.
1.6. Secure letters of recommendation from local officials affected by this project. All letters must be on an official letterhead to gain points in the notebook.
1.7. Explain publicity received by activities.

CS2.0—Designandwriteaneffectivepresentation that provides the judges withan overview of the chapter's community service project and positive results achieved.

2.1. Prepare a 7–10-minute demonstration of a job skill.
2.2. Organize the demonstration logically and coherently.

2.3. Incorporate at least one of the following visual aids in the presentation: flip chart, overhead transparencies, 35mm slide presentation and/or PowerPoint or other computer presentation.

CS3.0— Deliver the presentation in a professional manner meeting the standards outlined by the technical committee.

3.1. Engage all team members in the presentation.
3.2. Explain the community service project using displays and visuals. This is what the notebook must do for your teams' evidence
3.3. Demonstrate an effective and pleasing delivery style.
3.4. Effectively use verbal illustrations and examples.
3.5. Make a formal and effective presentation introduction that clearly identifies the demonstration's scope.
3.6. Pronounce words in a clear and understandable manner.
3.7. Use various verbal techniques including voice modulation, changing volume, varied inflection, tempo, and enthusiasm.
3.8. Demonstrate poise and self-control while presenting.
3.9. Demonstrate good platform development and personal confidence from each team member. Utilize the SkillsUSA Framework where applicable.
3.10. Communicate the primary points of the speech in a compact and complete manner. Keep it focused on the facts of the project.
3.11. Tie organizational elements together with an effective ending.
3.12. Complete the speech within the time limits set by competition requirements.

CS 4.0 — Wear appropriate clothing for the SkillsUSA national competition.

4.1. Display clothing that meets state standards
4.2. Demonstrate good grooming in dress and personal hygiene

CS 5.0 — 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/.

