LEVEL UP 2026 - 2027

NYS SkillsUSA

OUTSTANDING CHAPTER

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.

ELIGIBILITY (TEAM OF THREE)

All state first-place winners may be entered in the national competition.

Deadline

The Outstanding Chapter entry will be brought to the competitor orientation meeting. A card with the name of the state, school and interview student must be taped on the inside of the cover of the binder.

Exhibit of Entries

Outstanding Chapter entries will be displayed following the judging on Thursday until 2pm.

Pickup of Entries

Notebooks must be picked up by 3 pm on Thursday by the student(s) or the advisor. NYS SkillsUSA will not be responsible for any notebook left behind.

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. necessary information for the judges and technical committee
2. Supplied by the competitors:
   a. Professional portfolio that documents chapter activities submitted in the official SkillsUSA 3-ring binder.
      1.) Completed secretary's and treasurer's notebook.
      Note: the official SkillsUSA binder and notebooks are available from the SkillsUSA Store.
   b. All competitors must create a one-page resume. See "Resume Requirement" below for guidelines.

RESUME REQUIREMENT

Competitors must create a one-page resume to submit at orientation.

PROHIBITED 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. 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

KNOWLEDGE PERFORMANCE

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

SKILL PERFORMANCE

The competition assesses a chapter's ability to effectively plan, organize, implement, and record activities related to its annual program of work.

COMPETITION GUIDELINES

The chapter will organize the year's activities and record them in an official SkillsUSA 3-ring binder with a completed secretary's and treasurer's notebook (available from the SkillsUSA Store).

1. Awards will be presented in three categories:
   a. Middle school division will recognize a first-, second-, and third-place winner.
   b. High-school division will recognize a first-, second- and third-place winner.
   c. College/postsecondary division will recognize a first-, second- and third- place
2. The Outstanding Chapter entry will:
   a. Contain verification, proof or evidence of the activities claimed and the date they were accomplished.
   b. Be in an official SkillsUSA 3-ring binder from the SkillsUSA Store. Note*:* Different pages may be substituted for pages supplied in the official SkillsUSA binder, or the pages may be covered; however, both front and back covers must be used without alteration.

      Penalty: Ten points will be deducted for alteration to either cover.

   c. Number of pages allowed: no more than 75 sheets of paper the size of the official SkillsUSA binder paper. The surfaces of both 75 sheets may be filled for a maximum of 150 surfaces. Penalty: Five points per surface (10 points per sheet of paper) will be deducted for exceeding these maximums.

      Note: A surface is only that material which can be pasted or glued to the basic binder paper. Any pockets, fold- out pages, multiple pages or similar features will count as additional surfaces and will be subject to penalty, except where specifically stated otherwise. Pages may be plasticized without affecting the scores.

      Note: Any entry omitting an item listed in items 2 a.-c. above will be automatically disqualified.

3. The binder 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 accomplished during the year the entry is made, except as noted. Summer activities may be included, but the chapter may not claim points for activities resulting from the previous year's chapter.
4. 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.
5. Points will be awarded based on verification and/or documentation of activities described in the following order:
   a. The first surface included in the binder will be a title page.
   b. The table of contents may be on the back surface of the title page or the front of Page 2 (third surface) with page numbers included.
   c. All surfaces will be numbered.

ELEMENTS AND CRITERIA FOR JUDGING

Part1: 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. Verification***:*** An official letter from the local school administrator verifying enrollment and actual SkillsUSA membership must be submitted in this section of the binder. ***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.
   4. Copies of an official listing of members from the SkillsUSA Registration website must be placed in the secretary's notebook.
   5. 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 and Middle School)

1. Describe the methods or procedure used to determine the local SkillsUSA program of activities for the year. A minimum of four 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 notebook. In the binder, reference the page in the secretary's notebook where each committee meeting is located
2. Consider the following committees:
   a. Workplace Experiences
   b. Partner and Alumni Engagement
   c. Leadership Development
   d. Advocacy and Marketing
   e. Community Engagement
   f. Financial Management
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 three 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 notebook. In the binder, reference the page in the secretary's notebook where each committee meeting is located
2. Consider the following committees:
   a. Workplace Experiences
   b. Partner and Alumni Engagement
   c. Leadership Development
   d. Advocacy and Marketing
   e. Community Engagement
   f. Financial Management
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 and 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 there?

F. Method of implementation (Provide a description of how the ceremony was conducted.)

G. Chapter Meetings
   1. The chapter must hold at least 6 meetings between 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. At least 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 the 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.

H. 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.

I. 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 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 it is online media, 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.
    a. News articles from newspapers are accepted.
    b. Online media will include official school, county and SkillsUSA chapter websites.
    c. Online media will include official newspapers, radio stations or TV websites.
    d. Online media will include official school, county or SkillsUSA chapter Facebook accounts.
    e. All articles must include a photo of the activity.
    f. Online media such as blogs, Twitter, Instagram, or other social media sites will not be accepted.
3. At least three or more members must be involved in each activity. Names must be listed in the description.
4. 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

J. 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 recognition or special occasions (must be related to accomplishments of the SkillsUSA chapter or members).
2. Credit will be given for only one program.
3. 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
4. A minimum of one photograph must be submitted.

K. Local SkillsUSA Championships
   1. Points are based on 20 points for each of five SkillsUSA Championships competitions conducted on the local level in which the chapter members participated. Credit will be given only for those competitions of leadership or occupational preparation offered in the SkillsUSA Technical Standards. At least one of the five competitions 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 competition to include date, time, and location of competition; names of competition technical committees; names of judges for each event; and names of competitors in each competition

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

Part2: 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 competition 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.

Part3: 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) 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.

Part4: General Appearance and Overall Layout

Points will be awarded based on 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.

Part5: 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.

Part6: Student Interview

Each team will be interviewed. All three team members must be present during the interview. Students will have an opportunity to explain how they approached various activities and how the Outstanding Chapter project benefited their class and/or school. The interview will be used to help verify points awarded by the judges and to answer any questions they may have.

STANDARDS AND COMPETENCIES

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

1.1. List components of SkillsUSA program of work
1.2. Identify chapter activities to meet expectations of program of work
1.3. 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 professional portfolio in the sequence provided by the technical

2.1. Identify appropriate activities to meet each of the required items in competition 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 professional portfolio with no more than 75 pages or 150 surfaces following competition guidelines

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

3.1. Introduce yourself professional
3.2. Display good posture and appropriate dress and grooming
3.3. Demonstrate knowledge of professional portfolio 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
3.6. Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language, and genre to create, critique and discuss print and nonprint texts.
3.7. Students conduct research on issues and interests by generating ideas and questions and by posing problems. They gather, evaluate, and synthesize data from a variety of sources (e.g., print and Non-print texts, artifacts, people) to communicate their discoveries in ways that suit their purpose and audience.
3.8. Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and communicate knowledge.
3.9. Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion, and the exchange of information).