


SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375  
[www.maskillsusa.org](http://www.maskillsusa.org)

SkillsUSA Massachusetts 

@maskillsusa 



# CHAPTER ADVISOR'S HANDBOOK 2017-2018

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SkillsUSA Massachusetts, in partnership with business and industry, provides opportunities for members to develop individually and improve teamwork, leadership and professional skills through education, training, service, and competition.

# Dedication

This handbook is dedicated in memory of Bonnie J. Hilla, February 12<sup>th</sup>, 1953–May 15<sup>th</sup>, 1993 and Jannine Baker, December 5<sup>th</sup>, 1947–December 3<sup>rd</sup>, 2013

## Bonnie J. Hilla

Bonnie was an active VICA advisor at Minuteman Tech in Lexington, MA. In 1989 Bonnie created this book, known back then, as *The Chapter Advisor's Guide to Everyday Survival*. It was designed as a ready reference document for our Chapter Advisors.

Bonnie was a firm believer in the goals and purposes of the VICA organization and worked very hard to assist each and every student in achieving his or her personal best.

SkillsUSA Massachusetts shall always be grateful to Bonnie for all of her contributions to our state association. She will be remembered with great joy and sadly missed by all.

Bonnie Hilla was also known for recruiting new teachers to join the ranks of a growing state association and one of those people was Jannine Baker.

## Jannine Baker

Jannine was a math teacher at Minuteman HS and came to a SkillsUSA District conference, in 1988, as a chaperone for Minuteman's team.

All too soon Jannine was in the tabulation center helping with scoring and, as fate would have it, soon became the Director of Computer Services.

Jannine served for 23 years as a Chapter Advisor at Minuteman and as the Director of Computer Services for SkillsUSA Massachusetts. During her time with SkillsUSA, Jannine pioneered a brand new registration and tabulation process and championed many upgrades to our entire competitive events system.

Jannine, in 2013, was inducted into the Minuteman HS Hall of Fame and given an Honorary Life Membership to SkillsUSA. She was also SkillsUSA Massachusetts's Advisor of the Year in 2008.

Both Bonnie and Jannine were extraordinary women to whom our state association owes a debt of gratitude. Therefore, we feel it fitting to honor both Bonnie and Jannine with the dedication of this Chapter Advisor's Handbook.

They both loved this organization and gave countless hours to its betterment in hopes that every career and technical education program and teacher would embrace SkillsUSA's mission, vision and values and utilize the tools it offers to motivate and train the next generation of skilled workers.

## SkillsUSA: Champions at Work, Job-Ready Day One

# The Optimist's Creed

*Author Unknown*

## **Promise yourself...**

To be so strong that nothing can disturb your  
peace of mind.

To talk health, happiness and prosperity to every  
person that you meet.

To make all your friends feel that there is  
something special in them.

To look at the sunny side of everything and make  
your optimism come true.

To think only the best, to work only for the best  
and to expect only the best.

To be just as enthusiastic about the success of  
others as you are about your own.

To forget the mistakes of the past and to press on  
to the greater achievements of the future.

To wear a cheerful countenance at all times and  
give every living creature you meet a smile.

To give so much time to the improvement of yourself  
that you have no time to criticize others.

To be too large for worry,  
too noble for anger,  
too strong for fear,  
and too happy to permit the presence of trouble.

# Read Me

This book is designed to assist SkillsUSA Massachusetts Chapter Advisors. Each chapter is organized to provide all of the information necessary for successful participation in the activities of SkillsUSA Massachusetts. This handbook includes general conference information and fee schedules. It also includes the 2017–2018 *Program of Work* to assist each chapter in planning their participation in the activities for the year. Registration forms and the calendar of events are bundled with the advisor's handbook CD.

SkillsUSA Massachusetts is very much appreciative of the efforts of our SkillsUSA chapter advisors who have given so much of themselves, so often.

- This is the 28<sup>th</sup> edition of the handbook. It was originally created by Bonnie Hilla in 1989 as a ready-reference for SkillsUSA Massachusetts advisors
- If you discover errors in the handbook, please notify Karen Ward, Executive Director  
SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375  
Phone: (508) 230-1273  
Fax: (508) 230-1509  
Email: kward@maskillsusa.org

## Highlight of the Changes in the 2017-2018 Technical Standards

### CONTESTS CHANGES LISTED BY SEVERITY (MINOR TO MAJOR)

Minor changes have been made to the following contests:

- Automotive Refinishing Technology
- Employment Application
- Engineering Technology Design
- Extemporaneous Speaking
- Health Occupational Professional Portfolio
- Job Skill Demonstration A
- Job Skill Demonstration Open

Medium changes have been made to the following contests:

- Action Skills
- Automotive Service Technology
- Career Pathways Showcase
- Industrial Motor Control
- Masonry
- Opening and Closing Ceremonies
- Pin Design
- Plumbing
- Robotics and Automation Technology

Major changes have been made to the following contests:

- Additive Manufacturing
- American Spirit
- Building Maintenance

- Chapter Display
- Collision Repair Technology
- Electronics Technology
- Entrepreneurship
- Health Knowledge Bowl
- Medical Technology
- Outstanding Chapter
- Robotics Urban Search and Rescue
- Web Design

### Clothing & Tool App:

The app is available now in both the Apple Store:<http://apple.co/2dtlb8d> and the Google Play Store:<http://bit.ly/2e5fRec>.

### CONTESTS WITH CLOTHING CHANGES LISTED ALPHABETICALLY

- Action Skills
- Additive Manufacturing
- Electronics Technology
- Medical Technology

### 2018 DEMONSTRATION CONTEST FOR MASSACHUSETTS

- Audio/Radio Production (*Limited*)
- Graphic Imaging Sublimation (*Full*)
- Humanoid Robotics (*Limited*)
- Painting and Design (*Limited*)

### NATIONAL THEME TO BE ADDRESSED BY CONTESTANTS IN: CHAPTER DISPLAY, PREPARED SPEECH AND PROMOTIONAL BULLETIN BOARD

#### SkillsUSA: Job-Ready Day One

This is the theme of the *Chapter Display*, *Prepared Speech* and *Promotional Bulletin Board* contests.

The topic to be addressed by contestants in these events is how our slogan, SkillsUSA: Champions at Work, relates to our national program of work in the area of the Professional Development.

- How is SkillsUSA an integral part of your career and technical education program so that it ensures you are job-ready day one?
- How has your involvement in SkillsUSA made you a more sought-after employee than your peers who aren't members?
- If a potential employer asked you which specific skills gained from SkillsUSA have made you job-ready day one, what would you say?
- If asked to create a member recruitment campaign around the fact that SkillsUSA members are job-ready day one, what would be your key points?
- Why is the SkillsUSA Framework of developing personal, workplace and technical skills central to the concept of job-ready day one?
- Why is ensuring that the United States has job-ready workers important for the global economy?
- What are the ramifications if the United States does not have job-ready workers?

- In the next 10 years, what skills are needed to fill the job-market skills gap, and how do SkillsUSA members ensure they are prepared through their SkillsUSA involvement?
- How has your involvement in SkillsUSA ensured that you will be job-ready day one?
- What elements of SkillsUSA ensure that members are job-ready day one?
- What specific skill development is helping you fulfill the mission of SkillsUSA: to empower its members to become world-class workers, leaders and responsible American citizens?
- Which SkillsUSA programs ensure that members are developing the personal skills needed to be job-ready day one? Program examples may include those that improve the following: integrity, self-motivation, work ethic, professionalism and responsibility.
- Which SkillsUSA programs ensure that members are developing the workplace skills needed to be job-ready day one? Program examples may include those that improve the following skills: communication, decision making, teamwork, cultural sensitivity and leadership.
- Which SkillsUSA programs ensure that members are developing the technical skills needed to be job-ready day one? Program examples may include those that improve the following skills: technical literacy, job-specific tasks, service to the community, ongoing professional development and an awareness of safety and health issues

IN MASSACHUSETTS - HERE IS WHAT'S NEW

- Audio/Radio Production , Humanoid Robotics and Painting & Design Technology will be limited demonstration contests.
  - Graphic Imaging Sublimation will continue as a full demonstration contest.
- Career Pathways Showcase - Chapters are limited to 1 entry per career cluster for a maximum of 6 entries, ONLY 1 per career cluster. (same as last year!)
  - Community Action Project is a team of 2. This conforms to national rules.

IN MASSACHUSETTS - HERE ARE SOME CLARIFICATIONS

- Occupational Health and Safety

**OSHA Single** *includes contestants from 1 Section (shop)*

**OSHA Multiple** *includes contestants from more than 1 Section (shop)*

- Career Pathways Showcase Cluster Options:

**Natural Resources/Agr & Food** *includes Agricultural, Food and Natural Resources*

**Arts & Communication** *includes Arts, Audiovisual Technology and Communications*

**Human Resources** *includes Government and Public Administration • Law, Public Safety and Security • Education and Training Services • Hospitality and Tourism*

**Health Services** *includes Health • Medical • Dental*

**Business/Management/Technology** *includes Business, Management and Administration • Finance Services • Information Technology • Marketing, Sales and Services*

**Industrial & Engineering Technology** *includes Architecture and Construction • Manufacturing • Science, Technology, and Math • Transportation Distribution and Logistics*

# SkillsUSA Massachusetts Administration

Essential to our organization's operations, the Administration of SkillsUSA Massachusetts plans, organizes and carries out our Program of Work



# Staff Directory

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**STATE STAFF MEMBER**
**CALL FOR ASSISTANCE WITH**


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**Karen E. Ward***Executive Director*

SkillsUSA Massachusetts  
 250 Foundry Street  
 South Easton, MA 02375  
 Phone: (508) 230-1273  
 Fax: (508) 230-1509  
 E-mail: [kward@maskillsusa.org](mailto:kward@maskillsusa.org)

**Staff Liaison to:**

- Board of Directors
- Business & Industry Partners (Sponsors)
- Leadership Team
- SkillsUSA Championships Management Team
- Massachusetts Department of Elementary and Secondary Education
- School Administrators
- National SkillsUSA Staff

**For Assistance With:**

- Budget matters (including conference fees)
  - Calendar of events/program of work
  - Conference management (logistics and contracts)
  - National events and activities
  - SkillsUSA Championships (policy, procedures and registration for contests)
  - Professional development/training—for teachers, students, conferences, etc.
  - Technical Standards - rules & eligibility
  - Public/Government media relations
  - Organizational policies and procedures
  - Partner relations (sponsors & educational institutions)
  - Strategic planning
  - Financial standards
  - Accounts payable & receivable
  - Contract agreements
  - Social Media: [facebook.com/maskillsusa](https://facebook.com/maskillsusa), [twitter.com/maskillsusa](https://twitter.com/maskillsusa)
  - Web site: [www.maskillsusa.org](http://www.maskillsusa.org)
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**Karen E. Ward***Executive Director*

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 250 Foundry Street  
 South Easton, MA 02375  
 Phone: (508) 230-1273  
 Fax: (508) 230-1509  
 E-mail: [kward@maskillsusa.org](mailto:kward@maskillsusa.org)

**Staff Liaison to:**

- Chapter Advisors
- State Officers
- Alumni Association

**For Assistance With:**

- Advisors' handbook (changes/corrections)
- Conference Logo Store
- Community service projects
- State Officers/State Officer Candidates
- Edits to State Technical Standards
- State Conference prize list and distribution
- Membership (information, rosters and school visits)
- Document request
- SkillsUSA Massachusetts programs:
  - State Officer Candidates
  - National Voting Delegates
  - National Anthem Contest
  - Techspo
  - Advisor of the Year
  - CareerSafe Online
  - PDP
  - State Pin & T-Shirt Contest
  - National Pin & T-Shirt Design Contest
  - Costello Family Community Service Awards
  - Non-Traditional Career Portfolio
  - Student2Student Mentoring
  - State Conference Student Advisory Council
  - Outstanding Chapter Achievement Award
  - Jannine Baker Legacy Scholarship Awards

**VOLUNTEER STAFF MEMBER****CALL FOR ASSISTANCE WITH****John Brochu***SkillsUSA Championships*

JP Keefe Technical High School  
 750 Winter Street  
 Framingham, MA 01702  
 Phone: (508) 416-2255  
 E-mail: jbrochu@jpkeefehs.org

**For Assistance With:**

- SkillsUSA Championships (logistics, specific contest information)
- Sponsorship opportunities

**Carol Olsen***Director of Computer Operations*

180 Four Rod Road  
 Rochester, NH 03867  
 Phone: (774) 238-0513  
 E-mail: carollandryolsen@gmail.com

**For Assistance With:**

- Official scores
- Registration for conferences (changes after deadlines)
- Spelling corrections
- Tabulation center management

**John A. Lafleche***Corporate Treasurer*

Bay Path Technical HS  
 57 Old Muggett Hill Road  
 RR #1, Box 277  
 Charlton, MA 01507  
 Phone: (508) 248-5971  
 E-mail: jlafleche@baypath.tec.ma.us

**For Assistance With:**

- IRS reporting
- Tax exempt information
- Financial practices and procedures
- Audit

**Brian S. Bentley***Chair, Board of Directors*

Adjunct Professor/U-Mass Boston/Fitchburg State Univ.  
 452 Cypress Street, Fall River, MA 20720

E-mail: briansbentley@comcast.net

**For Assistance With:**

- Board membership
- Presenting an item to the board for discussion
- Board decisions and policies of the board

**Linda Côté***Chapter Advisors Rep., Board of Directors*

Greater Lawrence Technical School  
 57 River Road  
 Andover, MA 01810  
 Phone: (978) 686-0194 x4059  
 E-mail: lcote@glts.net

**For Assistance With:**

- Advisors' concerns
- Chapter Advisors' representation on the board
- New ideas and suggestions
- Chapter Delegation Management (questions & concerns at conferences)

**Angela Bellaro***Alumni Association Advisor*

E-mail: akungulus@gmail.com

**For Assistance With:**

- Alumni Association membership
- Alumni Association participation at conferences
- Alumni Association community service projects
- Alumni Association questions or concerns

# 2017–2018 Price List

## Membership Dues

Students	\$12.00 (\$8.00 National + \$4.00 State)
Teachers	\$22.00 (\$20.00 National + \$2.00 State)
Administrators	\$22.00 (\$20.00 National + \$2.00 State)

## Fall State Leadership Conference

November 19–21, 2017  
Best Western Royal Plaza Hotel, Marlborough, MA

### PRICE LIST

Students	\$280.00/person (Quad)
Students	\$290.00/person (Triple)
Teachers	\$315.00/person (Double)
Teachers	\$395.00/person (Single)

**Note 1:** Chapters never having participated in the FSLC sending at least three students and one advisor will be allowed to send one student and one advisor to the conference **free of charge**. The Advisor will be booked based on the double occupancy rate. If a single room is desired, the chapter will be responsible for the remaining difference of \$80.00.

**Note 2:** Students should be roomed in triples and quads as much as possible. The number of rooms required for this conference continues to grow and we would like to establish the best utilization of space possible. If you want roommates for your students, you must contact another chapter to make arrangements. Please make note on your rooming list if you have made arrangements to share rooms with another school.

## District Leadership & Skills Conference

Registration fee is \$50.00 per attendee (contestants, state officer candidates, and observers) and \$45.00 per teacher, chaperone. **Schools pay half cost for 4<sup>th</sup> competitor in events where they have a 100% section.**

### DISTRICT CONFERENCE DATES

District 1 (3/2/2018)	District 2 (3/1/2018)
District 3 (2/28/2018)	District 4 (3/15/2018)
District 5 (3/14/2018)	District 6 (3/13/2018)

## State Leadership Conference and Massachusetts SkillsUSA Championships

April 26–28, 2018 (2 nights, 5 meals)  
Best Western Royal Plaza Hotel, Marlborough, MA  
Blackstone Valley RVTHS, Upton, MA & Keefe Technical School, Framingham, MA

### PRICE LIST

Students	\$280.00/person (Quad)
Students	\$290.00/person (Triple)
Teachers	\$315.00/person (Double)
Teachers	\$395.00/person (Single)

Note: Students should be roomed in triples and quads as much as possible. The number of rooms required for this conference continues to grow and we would like to establish the best utilization of space possible. If you want roommates for your students, you must contact another chapter to make arrangements. Please make note on your rooming list if you have made arrangements to share rooms with another school.

## National Leadership & Skills Conference

June 19–24, 2018  
Louisville, Kentucky

### PRICE LIST

Registration Fee: \$170.00/person

**Important Note:** Charges for transportation and lodging at the NLSC are determined by the travel agent according to the prices for hotel negotiated by National SkillsUSA and current group discount airfares. Prices are announced in the spring of each year.

## WorldSkills 2017

October 14–19, 2017 Abu Dhabi, United Arab Emirates

WorldSkills International (WSI) is a nonprofit membership association open to agencies or bodies that have a responsibility for promoting vocational education and training in their respective countries/regions. WSI operates worldwide and is politically and denominationally neutral.

WSI provides a unique means of exchange and comparison of world-class competency standards in the industrial trades and service sectors of the global economy. The continued growth of WSI attests to the fact that traditional trade and craft skills, along with the newer technology multi-skilled vocations, make an essential contribution to the economic and social well-being of people everywhere.

As a freestanding, nonpolitical organization, WSI provides a cost-effective means for international government and industry cooperation in achieving higher standards and status for vocational education and training on a worldwide basis.

WSI is an international, member-driven organization that works through collaborative efforts to raise the awareness of skilled professions. Currently, there are 50 member countries.

SkillsUSA joined the international organization in 1973 and competed for the first time in 1975. To view SkillsUSA's team member selection procedures, visit this page.

The first competition was held in 1950 in Madrid, Spain. Germany hosted the most recent WorldSkills Competition in Leipzig in 2013.

As many as 200,000 spectators, public policy makers, employers, teachers, trainers, technical experts and government officials from around the world attend the biennial competitions.

# Fiscal Policy and Procedures

## Policy

At the June 4, 1987, meeting, Massachusetts SkillsUSA, Inc., Board of Directors unanimously passed the following fiscal policy:

All SkillsUSA Chapter Accounts will be up-to-date one day prior to any SkillsUSA activity or conference or they will not be able to participate in said activity or conference. Up-to-date simply means...

## Check in Hand or Signed Purchase Order in Hand

### Procedure

- A. All payments on accounts must be paid to SkillsUSA Massachusetts, Inc. through its executive director or its corporate treasurer.
- B. One day prior to any activity or conference, the Executive Director and the Corporate Treasurer will communicate with respect to all overdue accounts.
- C. An account will be deemed overdue if the Executive Director or the Corporate Treasurer does not have:
  - 1. Checks in hand for any outstanding balance, and/or
  - 2. Signed purchase orders in hand for any outstanding balance.
- D. All chapters with overdue accounts will be notified that their chapter will be excluded from participation in said activity or future activities until said account is brought up-to-date.

# State Executive Council



from left to right: Madisyn Bozarth, Dakota Chixarro, Kenny Dela-Cruz, Karimah Land, Grace Kirrane our National Region I Vice President, Ceili Wallace, Brittany Borowski, Olivia MacFarlane, Adam Cavanaugh, Kevin Luna-Torres

Our student leaders are elected by their peers and serve one-year terms. Besides representing SkillsUSA Massachusetts, and career and technical education in Massachusetts, they also travel, teach workshops and seminars, plan and participate in various community projects, speak at events and conferences, just to name a few things they do. It is an unique experience that, besides being fun, also looks great on their college applications and resúmes. For more information about running a campaign for the State Executive Council, please consult the *State Executive Council Candidacy* section in chapter 4 of this handbook.

**Grace Kirrane**

*National Region I Vice President  
Montachusett RTHS*

**Ceili Wallace**

*State Ambassador  
Bristol Plymouth RTHS*

**Karimah Land**

*State President  
Blue Hills RTHS*

**Kevin Luna-Torres**

*State Eastern Region Vice President  
Keefe Technical School*

**Olivia MacFarlane**

*State Vice President  
Upper Cape Cod RTHS*

**Kenny Dela-Cruz**

*State Western Region Vice President  
Greater Lowell RTHS*

**Madisyn Bozarth**

*State Secretary  
Greater New Bedford RTHS*

**Dakota Chixarro**

*State Parliamentarian  
Greater New Bedford RTHS*

**Brittany Borowski**

*State Historian  
Leominster HS*

**Adam Cavanaugh**

*State Treasurer  
Blackstone Valley RTHS*

**Every student can lead. Consider your students as candidates for state office. It is an experience of a life time.**



# State Leadership Team

Due to the nature of responsibilities for the leadership team, the team's members are always the first ones to arrive and the last ones to leave any conference.

The State Leadership Team coordinates and assists in the production of various SkillsUSA Massachusetts functions and publications:

**State & District Conferences:** Photography, videography, production of videos, powerpoints, scripts and awards and scholarships for contest winners; Conference Program; Tabulation and Verification of Contest Winners

**Fall State Leadership Conference:** Photography, videography, production of videos, powerpoints, scripts, audio/visuals for workshops and production of conference workbook

**National Conference:** Photography, videography and production of conference in review video for Massachusetts

**Advisors' Handbook:** What you're looking at

**Website & Social Media:** [www.maskillsusa.org](http://www.maskillsusa.org), [facebook.com/maskillsusa](https://facebook.com/maskillsusa), and [twitter.com/maskillsusa](https://twitter.com/maskillsusa)

**State Officers:** Logistics and Support

## Karen E. Ward

Executive Director  
SkillsUSA Massachusetts  
Leadership Team Coordinator  
Former State & National SkillsUSA Officer

## Carol Olsen

Computer Operations Director

## Jared Berman

State Conference General Sessions / Delegate Sessions  
Assistant  
Former State SkillsUSA Officer

## Katelyn Fitzsimmons

State Conference General Sessions / Delegate Sessions  
Assistant  
Former State SkillsUSA Officer

## Cyra Hathaway

State Officer Assistant  
State Conference General Sessions Coordinator  
Former State & National SkillsUSA Officer

## Nancy Houle

Awards & Scholarships Coordinator

## Ricky Jordan

State Conference General Sessions / Delegate Sessions  
Assistant  
Former State & National SkillsUSA Officer

## Karen Maguire

State Conference General Sessions Coordinator  
Former State & National SkillsUSA Officer

## Suzanne Ramos

State Conference General Sessions / Delegate Sessions  
Coordinator  
Former State SkillsUSA Officer

## Mary-Theresa Tringale

State Conference General Sessions / Delegate Sessions  
Coordinator, Former State SkillsUSA Officer

## Matthew Ranucci

State Conference General Sessions / Delegate Sessions  
Assistant  
Former State SkillsUSA Officer

## Carly Ward

State Conference General Sessions / Delegate Sessions  
Assistant  
Former State SkillsUSA Officer

## Christopher Slavinkas

Media Team / Production Assistant

## Scott Bumpus

Paramedic / Media Team

## Ellie Laramée-Byers

Media Team/Photographer

## John Pelletier

Media Team / Technical Assistance

## Daniel Morales

Media Team / Videographer

## Justin O'Halloran

Media Team / DJ & Decorator

# Board of Directors

**Brian Bentley, Board Chair [2021]**

*At-Large Representative (Post Secondary Education)*

Adjunct Professor  
Fitchburg State University  
briansbentley@comcast.net

**Sheila Herbert, Vice Chair [2022]**

*At-Large Representative (Education)*

MAVA, retired Superintendent  
clarity230@aol.com

**Robert Foley [2019]**

*Education Committee Representative*

Blue Hills RTHS  
rfoley@bluehills.org

**Michael Ogilvy [2019]**

*Sponsoring Committee Representative*

E-Stem Solutions, LLC  
mogilvy@e-stem.com

**Brian Kelly [2019]**

*Labor & Associations Committee Rep.  
Business Manager/Financial Secretary-  
Treasurer*

ters – UA Local 537  
Email: bkelly@pipefitters537.com

**John Brochu [Annual]**

*Technical Committees Representative*

Director, Career and Technical  
Education  
Keefe Regional Technical School  
jbrochu@jpkeefe.org

**Olivia MacFarlane [Annual]**

*State Executive Council Representative*

State Vice President  
Upper Cape Cod RTHS  
vicepresident@maskillsusa.org

**Jane Baldi [2022]**

*At-Large Representative (Education)*

Special Education Liaison  
baldi1@cox.net

**Linda Coté, Director of Nursing,  
Board Secretary [2022]**

*At-Large Representative (Sponsoring)*

Baldpate Hospital  
lcote17pond@gmail.com

**Cameron Ferguson [2022]**

*At-Large Representative (Sponsoring)  
Business & Industry Liaison*

cameron\_ferguson\_878@comcast.net

**Karen Maguire [2021]**

*At-Large Representative, (Education)*

Vice Principal, Southeastern RTHS  
kmauire@sersd.org

**Christopher Olsen [2021]**

*At-Large Representative (Sponsoring)*

First Responder Liaison  
challengingopps@gmail.com

**David Papagni [2018]**

*At-Large Representative (MAVA)*

MAVA, retired Superintendent  
dpapagni50@charter.net

**Michelle Roche [2022]**

*At-Large Representative (Education)*

Director of Career and Technical  
Education  
Minuteman Career Technical High  
School  
m.roche@minuteman.org

**James (Jim) Brosnan [2018]**

*MAVA Representative, (Massachusetts  
Association of Vocational Administrators)*

Superintendent  
McCann Technical School  
jbroshnan@mccanntech.org

**John Lafleche [2018]**

*Treasurer / Ex-Officio, (voting)*

Superintendent  
Bay Path Regional Technical High  
School  
Email: jlafleche@baypath.net

**Don Erickson [Annual]**

*MVA Representative, Massachusetts  
Vocational*

*Association Rep. / Ex-Officio, (non-voting)*  
ericks4858@aol.com

**Angela Bellaro [Annual]**

*Alumni Representative / Ex-Officio,  
(non-voting)*

Alumni Association Advisor  
Email: akungulus@gmail.com

**Karen E. Ward, CSD**

*Executive Director  
SkillsUSA Massachusetts*

250 Foundry Street  
South Easton, MA 02375  
(508) 230-1273  
(508) 230-1509  
Email: kward@maskillsusa.org

# Operational Plan

## Introduction

The Massachusetts Association of the Vocational Industrial Clubs of America (VICA) was chartered in 1974 as part of a national organization created by teachers of vocational education as a leadership development vehicle for students. In 1999, VICA changed its name to SkillsUSA—VICA to better reflect the mission and purpose of the organization, the development of occupational, leadership and employability skills.

On September 1, 2004, SkillsUSA—VICA became SkillsUSA thus completing the five year transition from VICA to SkillsUSA.

The evolution of the name to SkillsUSA was to better represent what the organization is about: the development of technical, leadership, and employability skills.

The Operational Plan for SkillsUSA Massachusetts contains the blue print for achieving the long-range organizational goals detailed in the Strategic Plan for SkillsUSA Massachusetts. The Strategic Plan is a living document crafted by the Board of Directors during the biennial Strategic Planning meeting.

The annual Operational Plan, approved by the Board of Directors at the beginning of the fiscal year, outline the goals, which are stepping-stones to the ultimate achievement of the strategic goals of SkillsUSA Massachusetts.

## Contents

The Operating Plan for FY 2018 is divided into three sections:

**Section I:** The mission statement for SkillsUSA Massachusetts and the complimentary priorities for each department within SkillsUSA's organizational structure.

**Section II:** Presents the FY 2018 program by goal area and objective, which will be accomplished this year in response to the Request for Proposals issued by the Massachusetts Department of Elementary and Secondary Education outlining the Required Priorities for funding.

SkillsUSA's response was carefully developed, outlining the coordination activities for SkillsUSA Massachusetts, state-wide, and detailing the goals and activities of SkillsUSA Massachusetts, especially with respect to increasing the participation of students who are members of special populations and improving the achievement of all students within the Perkins IV core indicators of performance.

The RFP response and Operating Plan, with its goals and activities, were carefully developed with SkillsUSA's national program of work at the foundation of development. Funding was successfully obtained from the Carl D. Perkins Career and Technical Education Improvement Act P. L. 109–270 (Perkins IV) allowing for coordination of SkillsUSA's program for the 2017–2018 year.

**Section III:** Presents the program of work by program area and concentration

Please note: SkillsUSA Massachusetts also produced a complete calendar of events to accompany this document. The calendar can be found on the advisor's handbook cd as well as on the web site.

## Section I - Mission Statements and Department Priorities

SkillsUSA Massachusetts is coordinated through the office of the Executive Director with funding from the Carl D. Perkins Career and Technical Education Improvement Act P. L. 109–270 (Perkins IV) provided by the Massachusetts Department of Elementary and Secondary Education. The coordination activities are subdivided into four organizational committees, each having specific responsibilities in support of the organizations growth and maintenance. Summary department priorities for each of these areas are given below.

### MISSION OF SKILLSUSA MASSACHUSETTS

SkillsUSA Massachusetts, in partnership with business and industry, provides opportunities for members to develop individually and improve teamwork, leadership and professional skills through education, training, service, and competition.

### AREA I - ADMINISTRATIVE DIVISION

The priorities of the office of the Executive Officer are:

- Facilitate advocacy activities for funding to continue the operation of SkillsUSA Massachusetts as a career and technical student organization in Massachusetts.
- Prepare grant applications in response to funding RFPs issued by the Massachusetts Department of Elementary and Secondary Education and any other entities, which offer RFPs for funding.
- Facilitate the development of the biennial Strategic Planning for SkillsUSA Massachusetts
- Facilitate the development and administration of the annual Operational Plan and budget for SkillsUSA Massachusetts
- Administer board policies, create, receive approval for, and carry out a full slate of activities and programs for the membership of SkillsUSA Massachusetts.
- Answer inquiries from the Commonwealth of Massachusetts Department of Elementary and Secondary Education in regards to the programs, policies and progress of the SkillsUSA Organization. Also report annually to Department of Elementary and Secondary Educational officials on such matters through the Administrator of the Career Vocational Technical Education Unit.
- Oversee the development of SkillsUSA Massachusetts's organizational committees and monitor their progress.
- Prepare reports for and submit reports to the Board of Directors for approval.
- Oversee the training and involvement of the State Executive Council as elected by the student House of Delegates for the current fiscal year.
- Oversee the development and progress of the Massachusetts SkillsUSA Championships in consultation with the Director of the SkillsUSA Championships

- Manage all aspects of the state office including facilities, equipment, supplies and inventory as well as staff supervision, evaluation, and professional development.

## AREA II - ORGANIZATIONAL COMMITTEES DIVISION

### A. The Sponsoring Committee

The Sponsoring Committee is made up of individuals, foundations, or corporations which make at least \$100.00 contribution to the SkillsUSA Massachusetts organization.

The priorities of the Sponsoring Committee are:

1. Identify potential donors and contributions.
2. Interest, educate and involve other industry representatives.
3. The Sponsoring Committee is viewed as the major financial resource for the organization.
4. The Sponsoring Committee will elect among its group, a chairperson who will serve on the Board of Directors.

### B. The Labor and Associations Committee

The Labor and Associations Committee consists of individuals who hold significant positions in organized labor or associations with related missions in Massachusetts.

The priorities of the Labor and Associations Committee are:

1. Interest the labor and associations communities in the activities of the SkillsUSA organization.
2. Assist in the organization of specific activities sponsored by SkillsUSA Massachusetts such as, the Massachusetts SkillsUSA Championships and community service project.
3. Provide labor and/or associations speakers to local chapters and contributing funds if possible.
4. The Labor and Associations Committee will elect a chairperson who will serve on the Board of Directors.

### C. The Technical Committee

The Technical Committee consists of those who officially serve as a member of a Massachusetts SkillsUSA Championships Technical Committee and meet the obligations by providing services and materials for a particular event. There is a Technical Committee for each event.

The priorities of the Technical Committee are:

- Provide all the necessary materials, equipment, judges, and awards for each event.
- Carry out the entire Massachusetts SkillsUSA Championships.
- There will be a hierarchy within the Technical Committee and the Technical Committee shall be represented on the Board of Directors by the State SkillsUSA Championships Coordinator who will serve on the Board of Directors.

### D. The Education Committee

The Education Committee consists of any individual who serves as a Chapter SkillsUSA Advisor and pays his/her professional dues.

The mission of the Education Committee is to administer the SkillsUSA program at the local level.

The Education Committee shall elect their own chairperson who will serve on the Board of Directors.

## Section II - FY 2018 Goals

SkillsUSA Massachusetts has set goals which are the starting point for all organizational planning and progress throughout the year.

The **general** goal of SkillsUSA Massachusetts is to effectively and efficiently utilize all available programs and resources in order to accent each student's occupational training with a full program of chapter activities, which are an integral part of the instructional program, to foster the development of such personal qualities as leadership, citizenship, and character as well as the development of high standards of trade ethics, workmanship, scholarship and safety.

Particular emphasis is placed upon ensuring that equal opportunities and services are available to all interested individuals including: those with special needs or physical disabilities, disadvantaged, limited-English proficient, racial and ethnic minority students, and students training in occupations non-traditional for their gender.

SkillsUSA Massachusetts offers the following goals designed to compliment and carry out the general goals of the organization.

### 2018 GOALS - SKILLSUSA MASSACHUSETTS

SkillsUSA Massachusetts will serve all students, especially with respect to increasing the participation of students who are members of special populations and improving the achievement of all students within the Perkins IV core indicators of performance.

Through continued focus and expansion of programs, activities and opportunities as defined in the Strategic Plan within the six points of the SkillsUSA Program of Work; consisting of; **SkillsUSA Championships, Employment, Community Service, Professional Development, Fund Raising and Public Relations**, SkillsUSA Massachusetts will offer the following programs and activities.

## SkillsUSA Championships

- SkillsUSA Massachusetts will continue to expand the **SkillsUSA Championships** venues/opportunities and programs;
  - We will continue to host six district conferences, the state Championships and participate in the national competition, which accommodates participation of more students from existing Chapters and allows for expansion into new school districts (development of new Chapters).
- SkillsUSA Massachusetts will continue the addition of new competitive events according to the policies and procedures, which govern new event development with a focus toward events, which will increase participation for the greatest number of students, including special populations.
- SkillsUSA Massachusetts will continue to develop and expand student recognition opportunities through the

emerging SkillsUSA Workforce Readiness System™ ([www.workforcereadysystem.org](http://www.workforcereadysystem.org)), which offers a reliable evaluation of technical knowledge and skill and provides expanded recognition opportunities, beyond medals, for students.

## Employment

- SkillsUSA Massachusetts will continue to focus on **Employment** of our members;
- Promotion and expansion of the SkillsUSA Professional Development Program (PDP) as a tool for educators in teaching to the CVTE Frameworks, specifically Strands 1, 4, 5 & 6.
- Development and delivery of high quality written technical, employability, safety and hands-on technical assessments (skill competition) that are industry driven and aligned to the SkillsUSA Technical Standards and the Massachusetts CVTE frameworks further increasing student opportunities to participate in activities that are connected to curriculum and state and national standards.
- Offering the opportunity to earn an industry validated credential (SkillPoint Certificate) at the National Championships and a SkillsConnect credential through the Work Force Ready System.

## Community Service

- SkillsUSA Massachusetts will continue to develop member opportunities in **Community Service** through chapter, state and national level initiatives;
- At the chapter (school) level all SkillsUSA chapters will be encouraged to engage in local service initiatives, through the Costello Family Community Service Awards program, which allows for the participation of **all students**.
- At the state level, SkillsUSA Massachusetts will offer several service initiatives with the largest being conducted in conjunction with our Fall State Leadership Conference. This service initiative, which is projected to be funded which will include at least 125 SkillsUSA Members who will engage in projects to benefit the Hopkinton, MA YMCA. The total service engagement is estimated to be 692 hours of service.
- At the national level, SkillsUSA Massachusetts will offer Chapters the opportunity to participate in a national service project in conjunction with the National Leadership and Skills Conference. This service initiative, which is projected to be funded by a grant from Timberland, will at least include 500 SkillsUSA members, who will engage in twenty-two projects to benefit the City of Kansas City, Missouri. The total service engagement is estimated to be over 5,000 hours of service.

## Professional Development

- SkillsUSA Massachusetts will focus on **Professional Development** (PDP) for students, teachers, administrators, partners and volunteers;
- **Student professional development opportunities** that further develop student skills will be offered through

participation in the PDP, CareerSafe On-Line, chapter visits/training seminars, Fall State Leadership Conference workshops, industry tours and presentations.

- **Teacher/Administrator professional development opportunities** that further develop educator's ability to manage SkillsUSA programs, increase participation of special population students, increase student outcomes in the Perkins IV. Core Indicators of Performance will be offered through customized training programs for the PDP and CareerSafe On-line, school technical assistance visits/training seminars, Fall State Leadership Conference advisor workshops, workshops at statewide teacher/administrator conferences and seminars (MVA, MASS/MASC, and Connecting for Success) and industry partners presentations.
- **Partner and volunteer professional development opportunities** that further develop the ability of our partners and volunteers to make meaningful contributions to SkillsUSA's mission will be offered through customized training programs on partnering with SkillsUSA and volunteerism in SkillsUSA
- **Strategic Planning** will continue to drive growth, participation rates for all students including students, who are members of all special populations, achievement for all students and support from business and industry.
- The SkillsUSA Massachusetts Board of Directors will take part in a biannual strategic planning and the resulting Strategic Plan will continue to define the mission, vision and values for SkillsUSA Massachusetts.

## Fund Raising

- SkillsUSA Massachusetts will enhance **Fund Raising** efforts by continuing to seek programmatic sponsorship at the state level, since sponsorships allow the state association to maintain a reasonable price structure for participation, while increasing the number of activities and programs.
- Sponsorships, prizes and scholarships, which in 2009 totaled over \$1.1 million further, supported the expansion of opportunities for special populations students.
- Over 95% of the funds received from grants are in the form of "restricted" funds to support specific programs and activities of SkillsUSA.

## Public Relations

- SkillsUSA Massachusetts will focus on **Public Relations** to assist:
  - Parents, students, academic and technical teachers, representatives of Workforce Investment Boards, representatives of business & industry, labor organizations, representatives of special populations, and other interested individuals with how they can be involved with the implementation of SkillsUSA activities, programs and the SkillsUSA Championships.
  - General public in becoming aware of the good work that students in career/vocational technical education are doing to better themselves and their community, state, nation and world.

- Conduct a Fall Leadership Conference, six district conferences, a State Leadership & Skills Conference and participate at the National Leadership & Skills Conference
- Establish Advisory Committees to the Board
- Provide quality professional development opportunities for members
- Strengthen the Total Participation Programs
- Enhance information management and dissemination among all stakeholders (i.e. the National Office, Mass. DESE, SkillsUSA Board of Directors, the State Executive Council, Chapter Advisors, teachers and student membership), in particular, re: (1) employability and technical competency standards for competitions; (2) critical deadline issues; (3) accuracy of statistical information (e.g., registration, contest results) and general data collection
- Cultivate at least two new companies for sponsorship
- Accomplish at least three community service projects

### 2017–2018 Goals - State Executive Council

- By April of 2018 we will have developed into a team which supports and respects each other as individuals and as team members
- Continuously increase member participation and involvement resulting in a membership increase in 2018
- Accomplish completion of one additional level of PDP by May 2018
- Continue to develop awareness and education of autism throughout the year through involvement with the Doug Flutie Jr. Foundation for Autism
- Continue to work with and support the Be\*Like\*Brit Foundation
- Together as a team help to celebrate and embrace diversity among team members and the SkillsUSA Massachusetts community
- Seek to recruit, cultivate, and develop business and industry support for SkillsUSA Massachusetts programs
- Inspire and motivate students through our membership tours
- To continue to uphold and promote the high standard that has been set for State Officers
- Promote the SkillsUSA Framework as the basis for student engagement.
- Reach out to SkillsUSA Massachusetts member schools by visiting at least two chapters during our team of office

### FY2018 Program of Work

This section details the FY 2017 Program by *goal* and *objective* as they relate to the established categories of a SkillsUSA Program of Work.

A SkillsUSA program of work is designed to outline specific areas in which SkillsUSA members might actively work and sets the pace for SkillsUSA statewide.

- Public Relations
- Social Activities
- Ways & Means
- Employment
- Community Service
- Professional Development
- SkillsUSA Championships

#### PUBLIC RELATIONS

To raise awareness of SkillsUSA in our communities and Schools.

Goal: To bring positive attention to the mission, vision and values of SkillsUSA

- Create a Snapchat filter for conferences
- Staff and Alumni appreciation at State Conference prep
- Create a commercial
- Continue region newsletters
- Travel to smaller schools
- Press releases after events
- Create a members/sponsor recognition video
- Member of the month

#### COMMUNITY SERVICE

To promote and improve goodwill and understanding among all segments of the community through services donated by SkillsUSA Chapters, and to instill in its members, a lifetime commitment to community service.

Goal: To give back to the local and state communities that have already given us so much

- Helping residents obtaining American citizenship through a study guide
- Dakota's Eagle Scout project
- Individually complete a service in each officer's town
- All members of the team complete the bronze level PVSA
- Holiday Party
- Change for children
- Go to nursing homes and entertain the residents
- Fall State Leadership Conference YMCA community service project

#### WAYS & MEANS

To plan and participate in fund raising activities to allow all members to carry out the chapter's projects. Our goal is to give back to the organization through the following activities:

Goals: To carryout fundraisers in order to assist various organizations and activities

- Raise \$1,000 for the Doug Flutie Foundation
- Raise \$1,000 to give to SkillsUSA
- Raise \$1,000 for the Be Like Brit Foundation
- Raise \$200 each for the Holiday Party
- Raffle Baskets at Advisor Dinner, Fall States and States
- 50/50 Raffle at All District Conferences
- Dress down at Fall States

**EMPLOYMENT**

To increase student awareness of quality job practices and attitudes, and to increase the opportunities for employer contact and eventual employment by:

Goal: Goal: Lighting the path towards a successful career

- I. Call to action with employers
- II. Interviews at FSLC
- III. Job site visits
- IV. Career fair & health and safety fair at FSLC

**SKILLSUSA CHAMPIONSHIPS**

To allow members to showcase their skills through competition

Goal: To allow members to showcase their skills through competition

- I. Past national champions appearance
- Skill Point Certificates at States
- Perfect score awards
- Update Quizlets
- Showcase competition attire

**PROFESSIONAL DEVELOPMENT**

To prepare each SkillsUSA member for entry into the workforce and provide a foundation for success in a career. Becoming a professional does not stop with acquiring a skill, but involves an increased awareness of the meaning of good citizenship and the importance of labor and management in the world of work.

Goal: To assist members in the transition to the workforce through professional development activities

- I. Advisor Bootcamp
- II. 30 second Framework Story videos
- III. Industry guest speakers
- IV. State Legislature
- V. Round table discussion with Senator O'Connor

**SOCIAL ACTIVITIES**

To increase cooperation in the school and community through activities that allow SkillsUSA members to get to know each other in something other than a business or classroom setting.

Goal: Reward and connect members

- I. Continue holding dances at the Fall State, District, and State conferences
- II. Also include game room, movie nights and open mic night at states and other games
- III. TAG hours at Fall States where students can sit for interviews with colleges, and military

# By-Laws of SkillsUSA Massachusetts, Incorporated

250 Foundry Street  
South Easton, MA 02375

Herein are the Bylaws of the Articles of Incorporation of SkillsUSAMassachusetts, Inc., established September 21, 2017.

The Bylaws explain the organizational structure and the operation of the Corporation.

## SkillsUSA Massachusetts, Incorporated | By-Laws

### ARTICLE I Name

**Section 1:** The name of the Corporation shall be SkillsUSA-Massachusetts, Incorporated.

### ARTICLE II Purposes General Statement of Purpose:

This organization is created specifically for students enrolled in trade, industrial, technical, and health occupations education programs, otherwise known as career-vocational, technical education (CVTE or CTE), in the Commonwealth of Massachusetts. This organization's activities and programs complement the student's skills training through chapter activities, which are an integral part of the instructional program. These chapter activities foster the development of framework skills including personal skills, workplace skills and technical skills as well as the development of high standards of trade ethics, workmanship, scholarship, and safety.

**Section 1:** In furtherance of the educational purposes of the Corporation set forth in the Certificate of Incorporation, the Board of Directors shall formulate policies and procedures for the issuance of charter(s) by the state association to the Chapters formed under the direction of the officials designated by the schools responsible for the administration of career and technical education or for supervision of the administration of career and technical education in the school as per State law. Hereafter known as School Chapters or Chapters.

**Section 2:** The Board of Directors shall establish policies and procedures for the establishment of a state association of a national student organization, composed of the chartered state Chapters to be known as SkillsUSA Massachusetts.

### ARTICLE III Corporate Membership

**Section 1:** A maximum of one Chapter may be formed in each 9-12 school that offers Chapter 74 and or Perkins eligible programs--and a maximum of one Chapter may be formed in each college/postsecondary institution that offers Chapter 74 and or Perkins eligible programs or one combined for secondary and college/postsecondary students--providing policies and procedures established by the Board of Directors are followed. Charters shall be approved by the Board of Directors.

**Section 2:** The members of the Corporation shall be the persons designated in the Chartered Chapters, as Chapter Advisors who are responsible, by school policy, are encouraged to organize SkillsUSA as integral to the curriculum. These persons shall serve, irrespective of their title, where secondary and/or college/postsecondary Chapters have been chartered by the Corporation.--If the Chapter is chartered to serve high school student members, Chapter Advisors may be appointed, at the school's discretion, and a maximum of two corporate votes may be cast for the chapter by the corporate member(s), as assigned at the school's discretion. The same applies to college/postsecondary Chapters.--If the Chapter is chartered to serve both high school student members and college/postsecondary a maximum of four corporate votes may be cast for the chapter by the corporate member(s), as assigned at the school's discretion.

**Section 3:** Application for Corporation membership shall be made in writing to the Executive Director of SkillsUSA Massachusetts, Inc.

**Section 4:** No persons, except members of the Corporation in good standing, shall be entitled to vote at any annual or special meeting of the members, with the exception of the President as described in Article IV, Section 5.

### ARTICLE IV Annual Meeting of Corporate Members

**Section 1:** The annual meeting of the members of the Corporation shall be held at such time and place, as the Board of Directors and the Executive Director shall designate. The Executive Director shall provide the members no less than 10 business days' written notice of the annual meeting.

**Section 2:** At all meetings of the members, presence in person or by proxy of at least one-third of the members entitled to vote shall be necessary to constitute a quorum for the transaction of business. The affirmative vote of a majority of those present or represented by proxy at any meeting at which a quorum is present shall be necessary to carry any question.

**Section 3:** A member in good standing may vote in person or by proxy executed in writing.

**Section 4:** Special meetings of the members shall be held at such time and place, as the Board of Directors or the Executive Director shall designate. At least ten days notice shall be given to the members of all special meetings.

**Section 5:** The President has one vote for the purpose of breaking ties on issues or elections regardless of the President's corporate membership.

### ARTICLE V Board of Directors

**Section 1:** The direction and management of the affairs, funds, and properties of the Corporation shall be vested in the Board of Directors who shall pursue such policies and

guidelines as shall be in accordance with the provisions of the Certificate of Incorporation, these Bylaws, and the laws of the Commonwealth of Massachusetts.

**Section 2:** The SkillsUSA Massachusetts Board of Directors shall govern the management of the business of the corporation, and subject to the restrictions imposed by law, by the Articles of Incorporation or by the By-Laws, may exercise all the powers of the organization. Furthermore, the Board is directly responsible for the development and implementation of all Board policy and procedures regarding the activities of the SkillsUSA Massachusetts program.

1. The Executive Committee is composed of the president, vice-president, secretary, treasurer, and Executive Director (ex-officio).
2. If for any reason a member becomes inactive, the SkillsUSA Massachusetts Board of Directors reserves the right to replace that person with a new member for the duration of the term.
3. The Executive Committee will be elected to a five-year term. Elections will be conducted on a staggered basis to ensure continuity of leadership.
4. The board may also appoint members' emeritus, usually former members of the board, who can bring advice/counsel to the board. The emeritus positions have no voting privileges.

**Section 3:** A Board of Directors consisting of 15 members and 3 ex-officio members who shall be as follows shall administer the affairs of this organization:

- Four members representing the four SkillsUSA standing committees, serving two year terms not to exceed five consecutive terms (10 years)
- Nine members, elected at-large by the Board of Directors serving five year terms not to exceed two consecutive terms (10 years)
- A Representative of the State Executive Council, serving a one year term not to exceed one term (1 year)
- A Representative of the Massachusetts Assn. of Voc. Administrators, serving two year terms not to exceed five consecutive terms (10 years)
- A Representative of the Massachusetts Vocational Association shall serve as an ex-officio, non-voting member of the Board of Directors
- The Advisor of the SkillsUSA Massachusetts Alumni Association shall serve as an ex-officio, non-voting member of the Board of Directors
- The Treasurer shall serve as an ex-officio, voting member of the Board of Directors
- The Corporate member(s) of SkillsUSA Massachusetts Incorporated shall be Board member(s) or designee of the Department of Elementary and Secondary Education serving as required by the National By-Laws of SkillsUSA, Inc.

**Section 4:** At each annual meeting, the Corporation members shall elect a representative for a three-year term to fill the position of Chapter Advisor's representative, representing the Education Standing Committee as these become vacant upon the expiration of the terms of office as specified herein.

**Section 5:** In case any member of the Board of Directors shall, by death, resignation, incapacity to act, or otherwise cease to be a member of the Board during his/her term, a successor shall be chosen by majority vote of the members of the Board remaining in office to serve until the next Corporation meeting at which time an election shall be held for a new term. Three consecutive unexcused absences from the Board of Directors meetings shall constitute a member's resignation.

- a. Business members appointed shall:
- Be representative of their respective organizations with the full knowledge and endorsement of their company or union. Travel expenses related to participation are expected to be paid by the member's company or union.
  - Represent state or national-level organizations.
  - Be selected based upon the volunteer or financial commitments made to SkillsUSA by their organization and their individual personal contributions of service or personal abilities to be brought to the Board of Directors.

**Section 6:** Newly elected or appointed members of the Board of Directors shall assume their offices and duties at the closing gavel of the meeting at which they were elected. All terms of office shall begin at this time.

**Section 7:** The Board of Directors may, by resolution adopted by a majority of the Board members in office, designate and appoint a committee composed of three members to have and exercise such powers of the Board of Directors as the Board may, by resolution, delegate to such committee.

**Section 8:** The Board of Directors shall establish reasonable annual membership dues for its chartered Chapters.

## ARTICLE VI Meetings of the Board of Directors

**Section 1:** At all meetings of the Board of Directors, the presence of not less than fifty percent plus one member of the Board shall constitute a quorum for the transaction of business.

**Section 2:** Special meetings of the Board of Directors shall be held at such time and place, or by telephone conference call, as the President or the Executive Director shall designate. Five business days' written notice shall be given for all special meetings.

**Section 3:** A vote of the Board of Directors may be taken by mail, e-mail or fax.

## ARTICLE VII Officers

**Section 1:** The officers of the Corporation shall consist of:

- Board President
  - Board Vice President
  - Board Secretary
  - Corporate Treasurer
  - Executive Director (ex-officio)
- a. At the Board annual organizing meeting, the President, a Vice President and a Secretary shall be elected from the Board's membership for a three-year term, and may seek reelection.
  - b. The President can serve for up to three consecutive terms and may be considered for reelection after leaving the position for at least one year.
  - c. The Board of Directors, at its discretion, will appoint or employ an Executive Director and a treasurer and may approve an attorney, as needed.
  - d. Ex-officio, non-voting members may not hold an office.

**Section 2:** The Board President shall exercise general supervision over the affairs of the Corporation pursuant to the policies and directives of the Board of Directors and shall have all powers and duties inherent to the office of president, including the power and duty of presiding over the meetings of the corporation and the Board of Directors.

**Section 3:** The Board Vice President, in the absence or disability of the president, shall exercise all the duties and powers of the president in the management of the affairs of the corporation and, at all other times, shall have such duties as may be delegated to him/her by the Board of Directors.

**Section 4:** The Board Secretary shall be charged with the care and keeping of the corporate records and minutes and shall exercise all duties inherent to the office of secretary.

**Section 5:** The Executive Director shall be the Executive Director of the Corporation, with full authority to conduct its affairs under the general supervision of the President and the Board of Directors. The Executive Director shall sign all instruments in the name of and under the seal of the Corporation, shall attend all meetings of the Board of Directors, shall give notice of all meetings of the Corporation and the Board of Directors, and shall perform all such other duties as may be assigned to him/her by the Board of Directors.

## ARTICLE VIII Protection of Funds

**Section 1:** The Corporate Treasurer and, if required by the Board of Directors, any other officer or employee, shall furnish a bond in such form and with one or more sureties satisfactory to the Board of Directors for the faithful performance of the duties of his/her office. The Corporation shall bear the cost of any such bond(s).

**Section 2:** The Executive Director shall have the care and custody of the funds, securities, properties, and other assets of the Corporation, shall oversee the accurate books of account under direct supervision of the Corporate Treasurer, and shall perform such other duties as the Board of Directors or the Corporate Treasurer may delegate.

**Section 3:** By every October 15th the Executive Director, under signature of the Corporate Treasurer will complete and submit the State Association Annual Reporting form for the Internal Revenue Service (Form 990, Group Return) to SkillsUSA Inc. The board shall also make all other reports required by law. A copy of the results of the annual reports submitted to SkillsUSA, Inc. shall be available for the inspection by interested persons at the principal office of the organization and at such other suitable place as the board may designate from time to time.

**Section 4:** The funds of the Corporation shall be subject to the draft of the Treasurer, the Executive Director, or other parties to be designated by the Board of Directors of SkillsUSA Massachusetts, Inc.

- a. All drafts of the Corporation will require co-signature by two of the designated parties and shall be subject to the draft of no other person(s).
- b. The Board of Directors shall approve any subsidiary accounts established by SkillsUSA. The Board of Directors shall approve draft signatures for these accounts.

## ARTICLE IX Compensation of Officers and Employees

**Section 1:** The Board of Directors shall be empowered to provide compensation to employees and others for actual services rendered to the Corporation.

**Section 2:** The officers and directors of the Corporation, with the exception of the Executive Director, Director of the SkillsUSA Championships and the Treasurer/Bookkeeper, at the discretion of the board, shall not receive any compensation for their services as such officers and directors; but expenses of attendance may be paid to the Board of Directors, according to the SkillsUSA Massachusetts travel policies.

## ARTICLE X Fiscal Year

**Section 1:** The fiscal year of the Corporation shall be September 1 through August 31.

## ARTICLE XI Amendments

**Section 1:** These bylaws may be amended by the affirmative vote of a majority of the members of the Board of Directors.

# Policy and Procedure Handbook

## Philosophy

SkillsUSA Massachusetts is a non-profit organization whose ultimate purpose is to motivate career and technical education students and teachers to be their absolute best. Students are encouraged and evaluated by representatives of education, business, industry and organized labor to guarantee the highest level of competence in both technical and employability skills development. SkillsUSA Massachusetts also champions the process of promoting the high quality of career and technical education to the American public.

This organization was created specifically for students enrolled in trade, industrial, technical, and health occupations education in the Commonwealth of Massachusetts. This program complements the student's skills training through chapter activities, which are an integral part of the instructional program. These chapter activities foster the development of personal qualities such as leadership, citizenship and character as well as the development of high standards of trade ethics, workmanship, scholarship, and safety.

The SkillsUSA Massachusetts program, from local to international events, displays this philosophy to the public and raises the level of recognition of career and technical education and its importance to the workforce of America.

## Principles of Operation

A. Education, business, industry and organized labor set standards for competition that are based on competencies appropriate for entry-level workers and vocational technical education. These standards are kept current through broad industry representation on technical committees composed of companies, trade and professional associations, and unions.

1. One company or organization cannot dominate a contest.
2. Technical committees represent the industry without reducing the effective administration of contests.
3. New members are encouraged while continuity on committees promotes systematic improvement and long-term communication with education.

B. SkillsUSA Massachusetts policies are approved by the Board of Directors of SkillsUSA Massachusetts to govern the operation of SkillsUSA Massachusetts.

C. All donated items from conferences will become property of SkillsUSA Massachusetts and will be used for educational purposes or chapter activities with the approval of the SkillsUSA Massachusetts Board of Directors.

D. Drugs and alcoholic beverages are prohibited at official functions where students or advisors are invited to attend.

E. Smoking during a sponsored, official SkillsUSA Massachusetts event is prohibited.

## Governing Bodies

SkillsUSA Massachusetts is coordinated through a grant offered by the Massachusetts Department of Elementary and Secondary Education, to the Board of Directors which appoints an Executive Director. The Board of Directors is the governing body that is responsible for upholding the philosophy and mission of SkillsUSA. The Board of Directors is subdivided into four organizational committees, each having Specific responsibilities in the support of the organization's growth and maintenance. Summary mission statements for these areas are provided as follows:

### A. Board of Directors

The SkillsUSA Massachusetts Board of Directors shall govern the management of the business of the corporation, and subject to the restrictions imposed by law, by the Articles of Incorporation or by the By-Laws, may exercise all the powers of the corporation. Furthermore, the Board is directly responsible for the development and implementation of all Board policy and procedures regarding the activities of the SkillsUSA Massachusetts program.

1. The Executive Committee is composed of a chairperson, vice-chairperson, two additional board members, treasurer, and the director of SkillsUSA Massachusetts.
2. If for any reason a member becomes inactive, the SkillsUSA Massachusetts Board of Directors reserves the right to replace that person with a new member for the duration of the term.
3. The Executive Committee will be elected to a five-year term with the exception of the Education Representative that is a two-year term. Elections will be conducted on a staggered basis to ensure continuity of leadership.

### B. Administrative Division

The mission of the office of the Executive Director is to:

1. Create and administer the Operational Plan for SkillsUSA Massachusetts.
2. Administer board policies, create, receive approval for, and carry out a full slate of activities and programs for the membership of the SkillsUSA Massachusetts.
3. Answer inquiries from the Commonwealth of Massachusetts Department of Elementary and Secondary Education in regards to the program, policies and progress of the SkillsUSA Massachusetts organization. Also, report annually to the Department of Elementary and Secondary Education officials on such matters through the Administrator of the Career & Technical Education (formerly School to Career) Unit.
4. Oversee the development of the SkillsUSA Massachusetts organizational committees and monitor their progress.
5. Prepare reports for and submit reports to the Board of Directors for approval.
6. Oversee the training and involvement of the State Executive Council as elected by the student House of Delegates for the current fiscal year.

7. Oversee the development and progress of SkillsUSA Massachusetts in consultation with the SkillsUSA Massachusetts Board of Directors.

### C. Organizational Committees Division

#### 1. Sponsoring Committee

The Sponsoring Committee is made up of individuals, foundations, or corporations, which make at least a \$100.00 contribution to the SkillsUSA Massachusetts organization.

The mission of the Sponsoring Committee is:

- a. Identify potential donors and contributions.
- b. Interest, educate and involve other industry representatives.

The Sponsoring Committee is viewed as the major financial resource for the organization and will elect among its group a chairperson who will serve on the Board of Directors.

#### 2. Labor and Associations Committee

The Labor and Associations Committee consists of individuals who hold significant positions in organized labor in Massachusetts.

The mission of the Labor and Associations Committee is:

- a. Interest the labor community in the activities of the SkillsUSA organization.
- b. Assist in the organization of Specific activities sponsored by SkillsUSA Massachusetts such as the Massachusetts SkillsUSA Championships and community service projects.
- c. Provide labor and associations speakers to local chapters who will serve on the Board of Directors.

The Labor Committee will elect a chairperson who will serve on the Board of Directors.

#### 3. Technical Committee

The Technical Committee consists of those who officially serve as Series Directors for the Massachusetts SkillsUSA Championships and meet the obligations by providing services and materials for the events within a particular series.

There is a Series Director for each series. The mission of the Technical Committee is:

- a. To provide and monitor event managers.
- b. Provide assistance with materials, equipment, judges, and awards for each event within their series.
- c. Carry out the entire Massachusetts SkillsUSA Championships and monitor and evaluate the following:
  - i. Time lines for each event.
  - ii. Scope of contest.
  - iii. Scoring of contests.
  - iv. Rules and regulations.
  - v. Contest site areas.
  - vi. Post contest grievances.

The Technical Committee shall be represented by the Director of the Massachusetts SkillsUSA Championships on the Board of Directors. This is an annual appointment made by the Board of Directors.

#### 4. Education Committee

The Education Committee consists of any individual who serves as a SkillsUSA Massachusetts Chapter Advisor and pays his/her professional dues.

The mission of the Education Committee is:

- a. Administer the SkillsUSA Massachusetts program at the local level.
- b. Serves as secretary to the Board of Directors.

The Education Committee shall elect their own representative who will serve on the Board of Directors for a period of two years.

### Non-voting Representatives to the SkillsUSA Massachusetts Board of Directors

#### 1. Alumni Association Representative

The Alumni Association consists of any individual who was an active member in a school SkillsUSA Chapter.

The mission of the Alumni Association is:

- a. Demonstrate leadership through community projects.
- b. Participate in SkillsUSA Massachusetts conferences.
- c. Aid in fund raising activities.

The Alumni Association Representative shall be appointed by the Board of Directors for a period of three years. The representative shall be selected from the current Alumni membership.

#### 2. Massachusetts Vocational Association Representative (MVA)

The mission of the MVA Representative is:

- a. Coordinate activities of SkillsUSA and MVA to ensure synergy between the two organizations.

#### 3. Corporate Treasurer

The mission of the Corporate Treasurer is:

- a. Provide consultation to the Board on financial matters and oversight of all financial matters of the Corporation.

## Policies and Procedures

### A. Board of Directors

1. The chairperson or vice-chair is responsible for developing the meeting agendas in conjunction with the Executive Director.
2. The chair or vice-chair must be present to preside over all meetings.
3. At the end of each fiscal year, the Board will appoint a bookkeeper who will be responsible for handling the fiscal matters of SkillsUSA Massachusetts.
4. The Board will appoint an active member of the alumni organization every three years to serve as a non-voting member of the Board.

5. A Board member or designee will be responsible for determining clothing violations at district and state competitions.
6. Discipline resulting in expulsion of a competitor and/or loss of medal will be made by the Board, in consultation with the Executive Director.
7. Grievances concerning contests and their outcomes must be filed with the grievance committee which will consist of Board members, SkillsUSA Championship Management Team members (as needed) and the SkillsUSA Championships Director.

## B. Chapter Advisors

The SkillsUSA Massachusetts Chapter Advisors are responsible for upholding the policies and procedures of the Massachusetts Board of Directors as they pertain to their chapter members.

1. It is the role of the chapter advisor to ensure that their members adhere to the dress code and code of conduct at all SkillsUSA Massachusetts sponsored events.
2. Any SkillsUSA Massachusetts Advisor who does not conform to the Code of Ethics at an official SkillsUSA function will be reported to the individual's Superintendent-Director.
3. The Chapter Advisor will be responsible for arranging the immediate removal of a member from an official event at the directive of a committee of no less than three members of the Board of Directors.
4. The Executive Director of SkillsUSA will be responsible for providing the annual itinerary to the building Principal and the Chapter Advisor for any of their students who are elected to the Executive Council.
5. Any SkillsUSA Advisor or designee who is required to accompany a member of the State Executive Council to any SkillsUSA Massachusetts sponsored out-of-state event is responsible for the safe direct transfer of that student to the event.
6. The SkillsUSA Massachusetts Board of Directors will not tolerate the duplication or distribution of any materials covered by the international copyright laws by any SkillsUSA Advisor or their designee. The Board will notify the respective school's Superintendent-Director of any violations and request the removal of that person or persons from future events.

## C. Alumni Advisor

The SkillsUSA Massachusetts Board of Directors will be responsible for appointing an Advisor to oversee the activities of the alumni. The role of the SkillsUSA Massachusetts Alumni Advisor is to organize a statewide alumni group responsible for demonstrating leadership through community projects and participation in conferences and workshops sponsored by SkillsUSA Massachusetts. The Advisor will report directly to the Executive Director.

1. The Alumni Advisor will recruit new members consulting lists of previous years graduates. Promotional announcements and applications will be available at the State Conference for seniors and may be mailed the following fall to increase participation.

2. The Alumni Advisor will review all alumni membership applicants to ensure that the individual was a SkillsUSA member in a school chapter. Upon verification, a letter will be sent notifying the new members of the time and place of the next meeting.
3. After three consecutive absences, the alumni advisor will drop members from the mailing list.
4. The Alumni Advisor will organize, schedule, and facilitate regular meetings and determine annual goals for the group to present to the Board of Directors. Monies collected through fund raising activities will be deposited in a two-signature savings account. One signature will be the advisor with the other being a senior member of the group.
5. The Alumni Advisor will assign members to provide assistance to the Executive Director at the fall leadership, district, and state events.
6. The Alumni Advisor and members will develop an annual service project for approval by the Board of Directors.
7. The Alumni Advisor will appoint a senior member to maintain alumni records and submit quarterly reports to the Board of Directors.

## D. Financial

1. The Board of Directors of the Corporation shall maintain complete and accurate financial records of all fiscal transactions executed by the Treasurer and Bookkeeper.
2. The Treasurer, an ex-officio member of the Board of Directors, and elected by said Board, shall oversee a complete set of books, showing every detail of the corporation business, including assets and liabilities.
3. At the end of each fiscal year, the Board of Directors shall appoint a bookkeeper for the fiscal year who will be responsible for maintaining our fiscal records, preparing warrants, invoices, and other duties outlined in the job description.
4. The fiscal year of the corporation shall be from September 1<sup>st</sup> to August 31<sup>st</sup>.
5. At the first Board of Directors meeting of each fiscal year, the Executive Director and Treasurer shall present a prepared budget for the ensuing year. This budget shall also reflect the previous year budget and income and expenditures.
6. At each subsequent meeting, the Board of Directors shall receive a current statement of accounts listing income, expenditures, current receivables, and payables.
7. All checks, drafts, vouchers and other withdrawals of money from the corporation shall be signed by two of the account signatories and person designated by the Board of Directors.
8. At the October meeting, the Board of Directors will approve for submission the State Association Annual Reporting form for the Internal Revenue Service (Form 990, Group Return) to National SkillsUSA. The Board shall also make all other reports required by law. A copy of the results of the annual report shall be available for the inspection by interested persons at the principle office of the corporation and at such other suitable place as the Board may designate from time to time.

9. Expenditures incurred by any Board members other than the Executive Director and the SkillsUSA Championships Director will require approval of the chairperson prior to reimbursement.
10. Any Board member participating in state or national sponsored event who opts for single accommodations will be required to pay the difference between the double rate and the single rate unless prior approval by the Board is granted.
11. Any anticipated expenditures to be made by the Executive Director that will exceed three hundred dollars must be approved by the chair and the vice-chair.
12. Expenditures made by SkillsUSA event managers will require the approval of the SkillsUSA Technical Director.
13. Travel and incidental personal expenditures of event managers will not exceed \$50.00 without prior approval of the Board of Directors.

#### **E. Awards**

1. Scholarships must relate to furthering student's occupational education.
  2. Tools, equipment and/or uniforms must relate to the occupational training area of the student winner for the contest in which he/she is interested.
  3. Books and manuals must relate to the student's occupational training objectives.
  4. Travel scholarships can be available for national conferences.
  5. Industry awards shall be presented at the time and location of the initial announcement of the SkillsUSA Massachusetts winners, or at a time and place previously arranged with the SkillsUSA Massachusetts Executive Director and/or the Board of Directors.
  6. No industry awards or other outside awards shall be presented at the time of the official medallion presentation referred to as the "Awards Ceremony."
  7. Organizations other than those represented on the SkillsUSA Massachusetts Technical Committees shall have their awards presented with the approval of the Board of Directors.
  8. Organizations wishing to provide gifts, materials, or awards must notify the Executive Director and provide a complete description of the award.
1. Any SkillsUSA Massachusetts member who displays inappropriate behavior at an official SkillsUSA function is subject to disciplinary action by the Board of Directors in consultation with the Chapter Advisor. School Districts may also opt to enforce local disciplinary action in accordance with school policy.
  2. Any suspicion of drug and/or alcohol use by a SkillsUSA member will automatically result in elimination from further participation. It will be the responsibility of the advisor to contact the parent and his/her superintendent and remain with that student until parent or legal guardian can remove the students.
  3. Reasonable suspicion will be utilized in making determinations. All advisors are expected to fully cooperate with SkillsUSA Board members in the enforcement of this serious policy.
  4. Drug violation will result in the involvement of local law enforcement officials.
  5. If any infraction of the drug/alcohol policy takes place in a room, participants present within the room will be subject to disciplinary action.
  6. All SkillsUSA advisors will be responsible for security shifts set up by the State SkillsUSA Director and the lead advisors for each individual chapter. This list will be provided to the designated Board member at each hotel.
  7. Participants should be reminded to be considerate of others in respect to the level of noise throughout the hotel and be courteous to those around them. There should be no musical instruments, and all portable music devices, radios and cell phone music players should be kept at a reasonable level.
  8. If for any reason a student or students are left at the hotel, an advisor must remain with them to monitor their behavior.
  9. Cell phones, pagers or other electronic devices are not to be turned on during any SkillsUSA event except by SkillsUSA conference staff. Disruptions caused by these devices will result in confiscation of the item until the close of the event.
  10. Cheating while participating in a SkillsUSA Massachusetts contest will not be tolerated and will result in disqualification.
  11. All students are expected to abide by laws governing hazing and harassment. Violators will be dealt with in a serious manner.

#### **F. Student Discipline Procedures**

Students who participate in SkillsUSA sponsored events are subject to rules and regulations established by the SkillsUSA Massachusetts Board of Directors. Students associated with this organization are expected to act in a professional, respectful manner. It is a privilege to be a member of this organization, not a right. Students who violate the discipline code of conduct will be dealt with in a serious manner. SkillsUSA members are role models for other students.

# SkillsUSA Massachusetts Constitution

## High School Division

**Important Note:** This constitution is here for reference. Please contact the State Office should you have any questions regarding the constitution, or for when the latest version of the constitution will be available.

### Article I: Name

**Section 1:** The official name of this organization shall be the SkillsUSA Massachusetts. High School Division shall be referred to as the SkillsUSA Massachusetts Inc., High School Division.

- Six members elected at large from the four Foundation Committees.
- A member of the State Executive Council.
- A member representing the Massachusetts Association of Vocational Administrators (MAVA).
- A representative of the Alumni Executive Committee (ex officio).

### Article II: Purposes

**Section 1:** The purposes of this organization are:

- To unite in a common bond all students enrolled in trade, industrial, technical and health education.
- To provide leadership for the local chapters.
- To provide a clearinghouse for information and activities.
- To provide recognition and prestige through an association of local chapters.
- To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
- To foster a deep respect for the dignity of work.
- To assist students in establishing realistic vocational goals.
- To help students attain a purposeful life.
- To create enthusiasm for learning.
- To promote high standards in trade ethics, workmanship, scholarship, and safety.
- To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process.
- To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.
- To create among students, faculty members, patrons of the school, and persons in business and labor a sincere interest in and esteem for trade, industrial, technical, and health education.
- To develop patriotism through a knowledge of our nation's heritage and the practice of democracy.

**Section 3:** A chapter charter shall be issued to a local school by the Board of Directors with the approval of the State Executive Council of SkillsUSA Massachusetts, High School Division.

**Section 4:** A chapter is composed of at least two (2) organized sections. An organized section is defined as follows:

- Four or more members in a single trade, industrial, technical, or health occupation class.
- Having an elected set of officers.
- Having adopted a constitution.
- Having a planned program of work.

**Section 5:** The state shall be divided into as many districts as deemed necessary by the Board of Directors, each having proper representation on the Board. The representation, functions, and boundaries of these districts shall be described in the bylaws.

### Article IV: Membership

**Section 1:** Each local Chapter shall be open for membership to all trade, industrial, technical, health occupations and school-to-work students regardless of race, creed, or color.

**Section 2:** All members of SkillsUSA Massachusetts, Inc., High School Division, shall be members of National SkillsUSA to qualify for a charter.

**Section 3:** SkillsUSA Massachusetts Inc., High School Division shall recognize members through a local chapter only.

**Section 4:** Classes of membership which will be recognized by SkillsUSA Massachusetts, Inc. are:

- Active Membership - Full time preparatory students enrolled in high school vocational courses in trade, industrial, technical, and health occupations education and school-to-work programs meeting the requirements of the state plan for vocational education and/or the guidelines for a school-to-work program.
- Professional Membership - Persons associated with or participating in the professional development of SkillsUSA as approved by SkillsUSA Massachusetts. Such members shall include club advisors, teachers, educators, and supervisors. Professional members will be ineligible to serve as a National Voting delegate, or hold National Office, or otherwise present SkillsUSA Massachusetts, Inc.

### Article III: Organization

**Section 1:** SkillsUSA Massachusetts Inc., High School Division, is an association comprised of local chapters within the state of Massachusetts operating in accordance with a charter granted by National SkillsUSA.

**Section 2:** The administration of SkillsUSA Massachusetts Inc., High School Division, shall be vested in the SkillsUSA Massachusetts Board of Directors. The Board shall consist of:

- Four Vice Presidents representing the four Foundation Committees.
- The State SkillsUSA Director from the Career and Technical Education Unit for the Mass. Department of Elementary and Secondary Education who also serves as the Corporate Member of SkillsUSA Massachusetts, Inc.

- c. Honorary Life Membership - Individuals who have made significant contributions to the development of SkillsUSA and vocational trade, industrial, technical, and health occupation education or school-to-work programs whose membership shall not require payment of state dues. The state association shall purchase National SkillsUSA services for state honorary members.
- d. Alumni Membership - Former active members who are no longer enrolled in vocational education of a school-to-work program. Alumni may participate at the district, state level as part of the approved alumni association for Massachusetts. They may also participate at the national level through the state alumni association or the Youth Development Foundation.

**Section 5:** A membership year shall be from September 1<sup>st</sup> through August 31<sup>st</sup>, inclusive.

## Article V: Voting Delegate

**Section 1:** The SkillsUSA member shall exercise his/her franchise through voting delegates at district, state, and national meetings.

**Section 2:** Each chapter shall elect delegates who shall be considered voting delegates at the district, and State Leadership Conference House of Delegate Business Meetings and also serve as delegates at any other official state business meetings. The number of voting delegates shall be determined as established in the bylaws.

**Section 3:** The variable of voting delegates to the National Conference shall be variable with the directives of the National Constitution. The number of alternates shall be the same as the number of voting delegates. The Massachusetts SkillsUSA Voting Delegate Team will be comprised of the current State Executive Council, the State Executive Council elects, and selected SkillsUSA Massachusetts national voting delegates.

## Article VI: Meetings

**Section 1:** A State Leadership Conference House of Delegates Business Meeting shall be held each year, and this shall be the official annual meeting of SkillsUSA Massachusetts High School Division.

**Section 2:** The State Executive Council shall hold two (2) regular meetings in advance of the State Leadership Conference. They shall be empowered to call special meetings with the approval of the Executive director.

**Section 3:** In all meetings, "Robert's Rule of Order, Newly Revised" shall serve as standard procedure.

**Section 4:** The Massachusetts Association of SkillsUSA shall require a gathering of 95% of all registered voting delegates to qualify as a quorum at the annual meeting of the high school division. No official business shall be conducted if a quorum is not present.

## Article VII: Officers

**Section 1:** SkillsUSA Massachusetts shall have a maximum of ten (10) elected state officers, all of which must be elected by a majority vote of the House of Delegates. The elected officers will, at the time specified in the bylaws, elect the following officer positions: President, Vice President, Secretary, Treasurer, Reporter, Parliamentarian, Historian and District Vice President(s). District I, II, III. All state officers are an equal part of the State Executive Council and each officer carries the same rights, privileges and responsibilities.

**Section 2:** Officers shall serve a term of one membership year, September 1<sup>st</sup>–August 31<sup>st</sup>.

**Section 3:** It shall be the duty and function of the executive council to conduct business pertaining to the students they serve.

- a. Advise the Board of Directors concerning the execution of the decisions of the House of Delegates.
- b. Preside over all state meetings and conferences.
- c. Call meetings and conferences, subject to the approval of the Executive director and Board of Directors.
- d. Propose and review proposed amendments to the constitution and bylaws, and recommend legislation to the House of Delegates.
- 5. Initiate and coordinate the state Program of Work.

**Section 4:** Should the presidency be vacated, the Vice President shall succeed the President and the Vice President filled by appointment by the new President with the approval of the executive council. Vacancies in any other of the offices shall be filled by appointment of the President with the approval of the executive council.

## Article VIII: Eligibility

**Section 1:** Eligibility for holding a state office shall be:

- a. Active Membership status
- b. Shall have at least one full school year remaining in his/her preparatory vocational program.
- c. Has the support of his/her local chapter.

**Section 2:** All candidates for state office must file their candidacy with the Executive director prior to the last day of January

**Section 3:** Each chapter is eligible to provide a State President for a maximum of two (2) consecutive years. No chapter is eligible to provide more than three candidates for state office.

**Section 4:** All incumbent state officers shall refrain from participating in any SkillsUSA skill event at the local, district or state level during his/her tenure of office.

**Section 5:** All candidates for State SkillsUSA office and State Officers must have a "C" average or GPA of 2.0 in each class, academic or trade, for each semester of the current school year. The candidate must also be eligible for promotion to the next grade level at the end of the school year and the officer must be eligible for promotion to the next grade level or graduation at the end of the school year.

Failure to meet the required standards, as stated above, will be handled using the process as described in the High School Constitution Bylaws.

## Article IX: Dues

**Section 1:** Dues or any contribution shall be paid to SkillsUSA Massachusetts, Inc. through the Corporate treasurer. The Corporate treasurer's duties shall be:

- a. To receive all dues from local chapters of the State Association through the National Office.
- b. To receive all contributions from donating individuals, business organizations, or foundations.
- c. To see the payment of all bills incurred by the State Association.
- d. To keep the financial records of the State Association.
- e. To submit a financial report of the condition of the State Association at regular intervals to the Board of Directors.
- f. To have a recognized bookkeeping system set up and have the accounts kept in order, and once a year, an audit shall be made by the person qualified to perform this service.
- g. To see that all monies of the State Association shall be deposited in a bank under an account known as SkillsUSA Massachusetts.

## Article X: Emblem and Colors

**Section 1:** The emblem and colors of SkillsUSA Massachusetts, High School Division shall be the same as those adopted by National SkillsUSA.

## Article XI: Amendments

**Section 1:** The Constitution may be amended as follows:

- a. All proposed amendments to this constitution shall be submitted in writing to the State Executive Council.

- b. If the State Executive Council passes the proposed amendment, or an amended form of the proposed amendment by a majority vote, it shall be submitted to the House of Delegates for debate and vote at the next State Leadership Conference.
- c. Immediately upon the vote of the House of Delegates, the amendment shall be effective.

**Section 2:** All proposed amendments may also be voted on by mail.

## Article XII: Rules, Regulations and Bylaws

**Section 1:** Such rules, regulations, and bylaws as are deemed necessary for the proper conduct of this organization shall be adopted.

**Section 2:** No rules, regulations, or bylaws shall be adopted which are contrary to this Constitution.

**Section 3:** All standing committees will be specified in section 6.0 of our bylaws.

# SkillsUSA Massachusetts By-Laws

**Important Note:** This document is here for reference. However, it is not the most current version at the time this handbook went to press. Please contact the State Office should you have any questions regarding the by-laws, or for when the latest version of the by-laws will be available.

## Section 1.0

Bylaws to the SkillsUSA Massachusetts constitution shall be adopted by a majority vote of the House of Delegates.

## Section 2.0

House of Delegates composition which gives representation to organized sections and chapters (see State Constitution, Article 3, Sections 3.3 and 3.4 for information on the definition of an organized section and/or chapter.)

### Subsection 1: Definition of Delegate or Voting Delegate

Any active high school member who is designated to provide representation of an organized section and/or chapter to district House of Delegates and/or state House of Delegates.

### Subsection 2: Formula for representation to the district House of Delegates or state House of Delegates

2 delegates or voting delegates for the first 25 members, 1 additional delegate for each additional 25 members or major fraction thereof.

### Subsection 3: Franchise of each delegate

Each delegate or voting delegate is entitled to one (1) vote and must be present during the delegate assembly meetings in order to register it. Each Chapter is entitled to the same number of alternates to the aforementioned delegates.

When casting ballots in the state officer elections, each delegate will be required to vote for a minimum number of seven (7) candidates, provided that there are seven candidates on the ballot, maximum of eight. If a ballot is registered with less than seven candidates selected, the vote of that delegate will not be counted.

If there are less than seven candidates or less on the ballot, the delegate will be allowed to vote for as many as desired.

### Subsection 4: Eligibility for exercising franchise

To be considered, a list of delegates or voting delegates and their alternates must be submitted with the remainder of the district or state conference registration information by the deadline established by the state SkillsUSA association for the current year.

## Section 3.0: Definition of Geographical Districts

### Subsection 1: Districts

The state of Massachusetts shall be divided into six (6) districts by the SkillsUSA Board of Directors for the purpose of communicating, providing equal representation in skill

and leadership events at the state SkillsUSA Championships, administration of the district skill and leadership events and organization. The districts shall be named as follows:

District I, District II, District III, District IV, District V, & District VI

### Subsection 2: District Functions shall be defined as follows

To plan, organize and conduct district SkillsUSA meetings, conduct district initiatives for new/potential members and assist with the administration of the district skill and leadership events.

## Section 4.0: Board of Directors Functions

Operating policies shall be adopted as determined by the Board of Directors, incorporating recommendations from the Four Foundation Committees and the State Executive Council, and inserted in the High School Constitution for informational purposes.

## Section 5.0: State Officer & State Officer Candidate Minimum Standards Assurance Plan

Failure of a state SkillsUSA officer to meet the grade of a “C” average or GPA of 2.0 in each class, academic or trade will result in the following action being taken:

A grade of “D” in any class, academic or trade, during a marking period, will place the officer in a probationary status with the state SkillsUSA association, during which time, the state officer will be required to develop a remediation plan, along with their instructor, designed to bring the grade in line with the required standard by the next marking period. The officer will be responsible for submitting a summary of the plan to the state SkillsUSA office for review and file.

If the officer is successful in meeting the required standard at the next marking period, the probationary status will be lifted.

If the state SkillsUSA officer is unsuccessful in meeting the required standard at the next marking period, the probationary status will continue and strengthen to include a suspension of all outside responsibilities and travel for the state SkillsUSA association. However, the officer will still be required to fulfill the responsibilities for reporting and written assignments required by the state SkillsUSA association.

The officer will be required to continue and strengthen the remediation plan through consultation with the instructor, SkillsUSA Chapter Advisor and a parent/guardian. The officer will be required to submit a revised copy of the remediation plan, signed by the instructor, SkillsUSA Chapter

Advisor and a parent/ guardian to the state SkillsUSA office for review and file.

If the state SkillsUSA officer is successful in meeting the required standard at the next marking period, the probationary status will be lifted. If the state SkillsUSA officer is unsuccessful in meeting the required standard at the next marking period, it will be recommended to the SkillsUSA Massachusetts Board of Directors that the officer be removed from the position of state SkillsUSA officer.

A grade of an “F” in any class, academic or trade, during a marking period, will place the officer in a probationary status with the state SkillsUSA association that includes a suspension of all outside responsibilities and travel for the state SkillsUSA association. However, the officer will still be required to fulfill the responsibilities for reporting and written assignments required by the state SkillsUSA association.

The officer will be required to develop a remediation plan through consultation with the instructor, SkillsUSA Chapter Advisor and a parent/guardian. The officer will be required to submit a revised copy of the remediation plan, signed by the instructor, SkillsUSA Chapter Advisor and a parent/guardian to the state SkillsUSA office for review and File.

If the state SkillsUSA officer is successful in meeting the required standard at the next marking period, the probationary status will be lifted. If the state SkillsUSA officer is unsuccessful in meeting the required standard at the next marking period, it will be recommended to the Massachusetts SkillsUSA Board of Directors that the officer be removed from the position of state SkillsUSA officer.

Note: This process, as established by SkillsUSA Massachusetts is designed to be the minimum standard and required action. It is not to take precedence over an established school policy of eligibility for participation in student activities.

## Section 6.0: Committees

### A. Standing Committee

Committee members shall be appointed by the chair for an indefinite period. The First person appointed shall be the chair.

### B. Select or Special Committees

Committee members shall be appointed by the State Executive Council for a special purpose.

## STATE STUDENT ADVISORY COMMITTEE

Since SkillsUSA is a student run organization, SkillsUSA Massachusetts wishes members to be more involved in SkillsUSA activities. By establishing the State Student Advisory Committee, members will be able to work in a diverse environment where:

“Members are encouraged to be involved in the planning of the State Leadership and Skills Conference, and are able to voice concerns. Members will be asked to work with the State Executive Council.”

The goal of the State Student Advisory Committee shall be to better the State Leadership & Skills Conference.

Members who apply to be on the Committee should have a grade point average of a “C” or better in each class academic or trade. Committee members are expected to attend two meetings prior to the State Leadership and Skills Conference. Members should be able to attend both meetings and should be present for all the discussions. All Committee members are expected to participate to the best of their ability.

## Section 7.0: National Officer Candidates

- All SkillsUSA members wanting to run for a national office must abide by the National Officer Candidate Guidelines, which are as follows:
- Must be an active member of SkillsUSA
- Have at least one full year remaining in a vocational program (This must be verified by a letter from the school.)
- Have served as a State Officer for at least one full term (year) and be able to serve as a member of the State Executive Council as a National Officer
- Have endorsement from the State SkillsUSA Director
- Receive permission from the Massachusetts Board of Directors
- Have a grade point average of at least 3.0 on a 4.0 scale
- Be able to represent National SkillsUSA through personal appearances as listed below during the tenure of office:
  - Fall Goodwill Tour
  - October–November: State Fall Leadership Conference (4 Days)
  - December: Association for Career & Technical Education Convention (2 Days)
  - Spring: State Conference Skill Championship (5 Days)
- Late June: NLSC Conference (10 Days)
- Spring Goodwill Tour (5 Days)
- Complete a minimum of two levels of the Professional Development Program
- Submit required National SkillsUSA paperwork prior to June 1<sup>st</sup>

# An Act Prohibiting the Practice of Hazing

Reprinted from a Memorandum dated September 13<sup>th</sup>, 1993

As you know, Massachusetts General Laws Chapter 269, Sections 17–19, as amended by Chapter 665 of the Acts of 1987, requires all high schools to distribute copies of the anti-hazing law to student groups, student teams or student organizations. For the purposes of the law, a secondary school is any school, public or private, that has been designated or approved as a secondary school by the school committee.

Specifically, the law requires that:

1. Secondary schools distribute copies of the law to student groups, student teams and student organizations.
2. While copies of the law must be distributed to members, plebes, pledges or applicants of student groups, teams or organizations, the burden for such distribution is on the individual student group, team or organization.
3. It is the duty of each student group, team or organization, through a designated officer, to deliver annually to the school an attested acknowledgement that: The group, team or organization has received a copy of the law; each of its members, plebes, pledges or applicants has received a copy of the law; and the group, team or organization understands and agrees to comply with the law.
4. Each secondary school distributes the law, on at least an annual basis, to full-time enrollees. (In our opinion, the obligation may be met by including the law in a student handbook which is distributed to all students at the start of each school year.)
5. Each secondary school adopts a discipline policy with regard to the organizers and participants of hazing and includes it with appropriate emphasis in the student handbook.

Each secondary school files an annual report with the Department of Education certifying that it has complied with its responsibilities under the statute; it has adopted a disciplinary policy with regard to the organizers and participants of hazing; and the policy is given appropriate emphasis in the student handbook.

The law also states that whoever is a principal organizer or participant in the crime of hazing may be punished by a fine of not more than three thousand dollars or imprisonment for not more than a year, or both. Further, whoever knows of an incident of hazing and was at the scene of such crime and does not report the crime may be punished by a fine of not more than one thousand dollars.

A sample acknowledgement form and an anti-hazing report form is attached for your convenience, as is a copy of MGL Chapter 269, Sections 17–19. Please file a completed report form with the Department's Learning Support Services Cluster, at the following address, by October 22, 1993.

Anti-Hazing Report  
Department of Elementary and Secondary Education  
Learning Support Services Cluster  
75 Pleasant Street  
Malden, MA 02148–4906

# Massachusetts General Law: Crime of Hazing

## Massachusetts General Laws Chapter 269 Crimes Against Public Peace

### Ch. 269, S. 17. Crime of Hazing; Definition; Penalty

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this section. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

### Ch. 269, S. 18. Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

### Ch. 269, S. 19. Hazing Statutes to be Provided; Statement of Compliance and Discipline Policy Required

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or

facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall be, at least annually a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Added by St. 1985, c. 536; amended by St. 1987, c. 655.

# SkillsUSA Massachusetts Operations

Our purpose is to compliment the student's skill training with activities which are an integral part of the instructional program, to foster the development of personal qualities such as leadership, citizenship and character as well as the development of high standards of trade ethics, workmanship, scholarship, citizenship, and safety



# History

**1972** Massachusetts Association of the Vocational Industrial Clubs of America founded.



1975 Massachusetts VICA State Delegation

**1974** Mass. VICA held its first state conference.

**1975** Massachusetts Delegates attended their first National Conference. The Washington Leadership Training Institute held in Virginia.

**1976** Massachusetts elected its first group of State VICA Officers.

**1977** The Massachusetts VICA State Leadership Conference was held at the General Motors Training Center in Dedham.

**1978** Massachusetts VICA welcomed a new Executive Director: Diane E. D'Olimpio, (Donaher) a former VICA member and State Officer from Quincy Vocational Technical School. Massachusetts VICA had its first national officer; Alton LeBreque, Blue Hills Technical High School.



Alton LeBreque

**1979** The Massachusetts VICA State Leadership Conference was held in conjunction with the State Skill Olympics and featured an overnight conference.

**1980** The State Leadership Conference and Skill Olympics was held at Shawsheen Valley RVTHS and the Newton Marriott Hotel. Evening Magazine, a popular half hour news show featured the State Skill Olympics. Two VICA members: Arlette Andrade, an Advertising Design student from Northeast Metro Tech and Reggie Dove, a Brick Masonry student from Greater Lowell RVTHS were featured in the program. The Fall Leadership Training Conference was hosted by Blue Hills RVTHS.

**1981** The State Skill Olympics and Leadership Conference was held at Minuteman RVTHS and the Newton Marriott Hotel. The United States of America hosted

the International Youth Skill Olympics in conjunction with our National Leadership Conference and Skill Olympics, in Atlanta, Georgia. Massachusetts VICA served as co-hosts with Michigan VICA for the team representing Great Britain.

**1982** The Massachusetts State Skill Olympics and Leadership Conference was held at Minuteman Tech and the Newton Marriott Hotel. The National Leadership Conference and United States Skill Olympics held in Louisville, Kentucky, saw Massachusetts VICA run its second National Officer Candidate. Karen E. Spelta (Ward) a Drafting student at Northeast Metro Tech ran and was elected to the office of National Region One Vice President (Secondary Division) giving Massachusetts its 2nd National Officer..

**1983** The Massachusetts State Skill Olympics and Leadership Conference was held at Minuteman Tech, Northeast Metro Tech and the Newton Marriott Hotel. The National Leadership Conference and United States Skill Olympics was keynoted by President Ronald Regan and Massachusetts VICA member, Karen Spelta, was part of the National Officer Team that greeted the President in Louisville, Kentucky. 1983 also saw the departure of our Executive Director. Diane D'Olimpio left the post in February, 1983. A new Executive Director began work in October, 1983. The new Executive Director was Karen E. Spelta (Ward), a former VICA member, State & National Officer from Northeast Metro Tech.



Karen (Spelta) Ward

**1984** The Massachusetts VICA State Leadership Conference and Skill Olympics was held at Greater New Bedford RVTHS and Dunfey's Hyannis Hotel. The National Leadership Conference and United States Skill Olympics was held in Louisville, Kentucky, for a third and final year. The Massachusetts VICA Board of Directors was established in October, 1984, to oversee the management and function of Massachusetts VICA.

**1985** The Massachusetts VICA State Leadership Conference and Skill Olympics was held at Minuteman RVTHS and the Burlington Marriott Hotel. The State Leadership Conference and Skill Olympics saw the unveiling of the new "official" Massachusetts VICA logo, designed by Chris McKaughan, a Commercial Art student at Minuteman RVTHS, under the direction of Bonnie J. Hilla, VICA Advisor and Commercial Art teacher. The National Leadership Conference and United States Skill Olympics was held in Phoenix, Arizona. Massachusetts VICA delegates to that conference also participated in a three-day side trip to the Grand Canyon. Massachusetts VICA was incorporated on July 17, 1985. The first Chair of the Massachusetts VICA Board of Directors was Joseph E. Shea, Jr., Manager of the Apprenticeship Operation at General Electric Company.

**1986** The Massachusetts VICA State Leadership Conference and Skill Olympics was held at Blue Hills RVTHS and the Sheraton Boston Hotel. This conference marked the first two-night overnight conference with an Opening

General Session on Thursday evening of the conference. This year also marked the beginning of two year commitments for hosting the State Leadership Conference and Skill Olympics and the creation of the Skill Olympics Management Team. The first Director of the Massachusetts VICA Skill Olympics Management Team was George W. Thompson, an Electronics teacher at Blue Hills RVTHS. The National Leadership Conference and United States Skill Olympics held in Phoenix, Arizona, saw Massachusetts VICA run its third National Officer Candidate. Karen M. Maguire, a graduate of the Culinary Arts program at South Shore RVTHS attending Johnson & Wales College in Providence, RI, ran for and was elected to the office of National Parliamentarian (Postsecondary Division), our state's 3rd National Officer.



*Karen Maguire*

**1987** The Massachusetts VICA State Leadership Conference and Skill Olympics was held at Blue Hills RVTHS for a second and final year. The host hotel was again the Sheraton Boston Hotel. The National Leadership Conference and United States Skill Olympics was held in Wichita, Kansas. The 1987 National Conference saw Massachusetts VICA capture a record 11 National medals in the United States Skill Olympics.

**1988** The Massachusetts VICA State Leadership Conference and Skill Olympics was held at the Hubert H. Humphrey Occupational Resource Center and the Sheraton Boston Hotel. The National Leadership Conference and United States Skill Olympics, held in Wichita, Kansas, saw Massachusetts VICA run its fourth candidate for National VICA Office. Thomas G. Paquette, a Precision Machining student at Nashoba Valley RVTHS ran for and was elected to the office of National Region One Vice President (Secondary Division). Later that summer, Massachusetts VICA had three of its members selected to participate in the International Youth Skill Olympics trials held in Wilmington, Ohio. John Lentine, Jr., a graduate of the Residential Wiring program at Blue Hills RVTHS, Emile Chagnon, a graduate of the Culinary Arts program at Diman RVTHS, and Mark Belliveau, a graduate of the Electric Welding program at Leominster Trade, each earned a place on the 1989 IYSO Team USA at the Ohio trials.



*Thomas G. Paquette*

**1989** As the year began, the curtain was rising on the newly developed "Chapter Advisor's Handbook for Everyday Survival," an all-in-one handbook for the management of a local VICA Chapter. This handbook was the creation of Bonnie Hilla, VICA Advisor and Advertising Design Teacher at Minuteman RVTHS, and Karen Ward, Executive Director. The Massachusetts VICA State Leadership Conference and Skill Olympics was held at the Hubert H. Humphrey Occupational Resource Center and the Park Plaza Hotel in Boston and featured the first official "Massachusetts VICA State Trading Pin and T-shirt Design Contests" to create the designs for the State Conference T-shirts and the National Conference Trading Pins. The National Leadership Conference and United States Skill Olympics was held in Tulsa, Oklahoma. The IYSO took place August 22-September 9, 1989, in Birmingham, England. The IYSO saw the participation of

three Massachusetts VICA members. John Lentine, Jr. in Residential Wiring, Emile Chagnon in Culinary Arts, and Mark Belliveau in Electric Welding. Mark Belliveau also captured a 4th place diploma of honor for the United States of America.

**1990** The Massachusetts VICA State Leadership Conference and Skill Olympics was co-hosted by Upper Cape Cod RVTHS and Greater New Bedford RVTHS. The Sea Crest Hotel in Falmouth, MA, served as the conference hotel. This conference saw the evolution of the Massachusetts VICA General Sessions to a multi-media show of sound and lights which featured the introduction of videos to assist in depicting the theme of the conference and the student members of VICA. The National Leadership Conference and United States Skill Olympics held in Tulsa, Oklahoma, saw Massachusetts VICA offer a demonstration event in Commercial Baking which was to become a premier event of the United States Skill Olympics in years to come.

The event was organized by David Degan, a Baking & Pastry Arts teacher at Southeastern RVTHS, with the assistance of Norman Myerow, a Baking & Pastry Arts teacher at Minuteman RVTHS, and Karen Maguire, a former VICA member, State & National Officer. At the conference, Massachusetts VICA also played host to a group of vocational-technical education students who were also part of a Russian Folk Dance group from the Soviet Union. The group, Russian Souvenir, would perform Russian Folk Dances at the Opening General Session of the conference in celebration of National VICA's 25th Anniversary year. The exchange with the Soviet Union was engineered by Robert Packard, then Dean of Students at Tri-County RVTHS.

**1991** The State Leadership Conference and Skill Olympics was held at Upper Cape Cod RVTHS and Greater New Bedford RVTHS with the Sea Crest again serving as the conference hotel. This conference saw the Carpentry event of the Massachusetts Skill Olympics featured at the World Trade Center in the midst of the Somerville Lumber Trade Show. This conference also saw Massachusetts VICA appoint a new State Skill Olympics Director. David Papagni, Coop Coordinator at Leominster Trade HS took the post in February, 1991. The National Leadership Conference and United States Skill Olympics held in Louisville, Kentucky, saw Massachusetts VICA capture a new record 13 national medals in the United States Skill Olympics.

**1992** The Massachusetts VICA State Leadership Conference was held for the first time in north central Massachusetts with Montachusett RVTHS and Leominster Trade co-hosting and the Best Western Royal Plaza in Fitchburg serving as the host hotel. The National Leadership Conference and United States Skill Olympics held in Louisville, Kentucky, saw Massachusetts VICA continue on the road to skill olympic success with Massachusetts VICA capturing an astonishing 18 national medals. The 1992 National Leadership Conference also marked the end of the Department of Education's role as the direct service provider for student organizations and saw Karen Ward, Executive Director, move into another role with the Department of Education. In November, 1992, Montachusett RVTHS successfully wrote a grant application to assume the responsibilities



*The 1991-92 state officer team meets with Senator Kennedy in Washington D.C.*

of coordinating the activities of Massachusetts VICA. Paul J. Viau, VICA Advisor at Montachusett RVTHS, was appointed as Executive Director.

**1993** The Massachusetts VICA State Leadership Conference and Skill Olympics was held again co-hosted by Montachusett RVTHS and Leominster CTE. The Best Western Royal Plaza Hotel & Trade Center in Fitchburg served as the host hotel. This conference saw a large group of people working together to manage the conference under the direction of the Board of Directors. The National Leadership Conference and United States Skill Olympics held in the third and final year in Louisville, Kentucky, saw Massachusetts VICA run its fifth candidate for National Office. Tiffany L. Sawyer, a graduate of the Culinary Arts program at Tri-County RVTHS attending Johnson & Wales University in Providence, RI, ran for and was elected to the office of National Parliamentarian (Post-secondary Division), our state's 5th National Officer.



*Tiffany Sawyer*

Massachusetts VICA also captured 12 national medals in the United States Skill Olympics. In July, the Department of Education again resumed responsibility as the direct service provider for Massachusetts VICA and Karen Ward returned to the position of Executive Director.

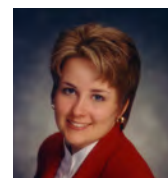
**1994** The Massachusetts VICA State Leadership Conference and Skill Olympics was held for the third and final year at the Best Western Royal Plaza and Trade Center in Fitchburg. Montachusett RVTHS and Minuteman RVTHS served as host sites for the Skill Olympics. The National Conference was held for the first time in Kansas City, Missouri, and Massachusetts VICA came away with 13 national medals.

**1995** The Massachusetts VICA State Leadership and Skills Conference featured skills competition under its new name the Massachusetts SkillsUSA Championships. The conference was held, for the first time, at the Best Western Royal Plaza and Trade Center in Marlborough. The Massachusetts SkillsUSA Championships was co-hosted by Assabet Valley RVTHS and J.P. Keefe Technical High School. The National Leadership Conference and United States Skill Olympics was held again in Kansas City, Missouri, and Massachusetts came away with 12 national medals.

**1996** The Massachusetts VICA State Leadership and Skills conference was held, for the second year, at the Best Western Royal Plaza and Trade Center in Marlborough. The Massachusetts SkillsUSA Championships was co-hosted by Assabet Valley RVTHS and J.P. Keefe Technical High School. The conference featured several new events including: Food & Beverage Service, Sculptured Nails, Automated Manufacturing and Principles of Technology. The national conference was held in Kansas City, Missouri, for a third year. Massachusetts VICA posted the best team performance in our organization's history. Massachusetts entered 51 competitive events. Of the 51 events entered, 32 finished in the top ten. Of the 32 top-ten finishers, 27 were in the top five. Massachusetts recorded the second highest medal total in the secondary division. Massachusetts also scored 5 fourth place finishes, 4 bronze medals, 4 silver medals, and 5 gold medals.

**1997** The Massachusetts VICA State Leadership and Skills conference was held at the Best Western Royal Plaza and Trade Center in Fitchburg. The Massachusetts SkillsUSA Championships was co-hosted by Assabet Valley RVTHS and Montachusett RVTHS. The conference featured a new event: First Aid & CPR. The national conference was held in Kansas City, Missouri, for a fourth year. Massachusetts VICA posted the best team performance in our organization's history. Massachusetts entered 52 competitive events. Of the 52 events entered, 38 finished in the top ten. Of the 38 top-ten finishers, 25 were in the top five. Massachusetts recorded the second highest medal total in the secondary division. Massachusetts also scored 4 fourth place finishes, 3 bronze medals, 7 silver medals, and 8 gold medals.

**1998** The Massachusetts VICA State Leadership and Skills conference was held at the Best Western Royal Plaza and Trade Center in Fitchburg. The Massachusetts SkillsUSA Championships was co-hosted by Assabet Valley and Montachusett RVTHS. The conference featured a new event: VICA's Techspo, which featured student projects in a variety of trade areas on display. Judging of the projects was conducted by members of Division 8 school committee members and project were awarded blue, red, and white ribbons for their efforts. The conference also featured a demonstration of student built robots designed to compete in the FIRST competition. This activity represented our initial efforts in the development of a partnership with FIRST.



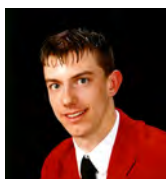
*Cyra Hathaway*

The national conference was held in Kansas City, Missouri, for its fifth year. Massachusetts VICA posted the best team performance in our organization's history. Out performing even the stellar team of 1997. Massachusetts entered 53 competitive events. Of the 53 events entered, 44 finished in the top ten. Of the 44 top-ten finishers, 29 were in the top five. Massachusetts recorded the second highest medal total in the secondary division and the third highest medal total overall. Massachusetts also scored 5 fourth place finishes, 5 bronze medals, 8 silver medals and 6 gold medals.

This extraordinary week also saw Massachusetts VICA run its sixth candidate for National office. Cyra Hathaway, a graduate of the Cosmetology program at Plymouth South HS in Plymouth, MA and 1997-98 State VICA Secretary ran

for and was elected to the office of National Parliamentarian (Postsecondary Division), our 6th National Officer. Cyra's election was particularly noteworthy since she captured enough of the vote on the primary ballot to be declared the winner. This unprecedented event allowed the election to be determined on Thursday of the conference week rather than Friday, although all results were kept confidential until Friday evening's awards ceremony. Cyra began her freshman year at Johnson & Wales University in Providence, RI as an International Business major in the fall of 1998.

**1999** The last State Leadership and Skills Conference to be organized under the Massachusetts VICA banner was held at the Best Western Royal Plaza and Trade Center in Fitchburg for the third and last time. The Massachusetts SkillsUSA Championships was co-hosted by Assabet Valley RVTHS and Tri-County RVTHS. At the state conference the House of Delegates voted to change Massachusetts VICA's official name to Massachusetts SkillsUSA—VICA to comply with the national name change. The National Conference was held in Kansas City, Missouri, for a sixth year. The conference saw Massachusetts SkillsUSA—VICA run its seventh candidate for National Office. Jacob Donnelly, a student of the Culinary Arts program at Tri-County RVTHS, ran for and was elected to the office of National Treasurer (Secondary Division), our 7th National Officer. The Conference celebrated the official name change, which took effect on July 4th, 1999. Massachusetts had 39 top-ten finishers. Of those were 3 bronze medals, 4 silver medals, and 6 gold medals.



*Jacob Donnelly*

Massachusetts SkillsUSA—VICA also awarded its first ever "Massachusetts SkillsUSA—VICA Salute to Excellence Scholarship Award" to Kerry A. Foley, 1998–99 State President.

**2000** The first State Leadership and Skills Conference organized under the banner of Massachusetts SkillsUSA—VICA was held at the Best Western Royal Plaza Hotel and Trade Center in Marlborough, MA. The SkillsUSA Championships was again co-hosted by Assabet Valley Technical HS and Tri-County Technical HS. This conference featured a record attendance of 1,470. The conference occupied an astonishing 535 hotel rooms within three properties and the awards ceremony drew a record 2,200 participants. Other highlights of 2000 were; Massachusetts participation in the International Vocational Training Competitions (IVTC) in Montréal, Quebec Canada. 67 Advisors and the State Executive Council made the trip to Montréal. The delegation was there in support of Timothy Dresser, a 1999 graduate of Blackstone Valley Technical HS who represented Team USA in Consumer Electronics. Tim racked up an impressive fourth place finish for Team USA and Massachusetts SkillsUSA—VICA.

The National Leadership & Skills Conference in Kansas City, Missouri, saw Team Massachusetts bring home 2 gold, 6 silver, 3 bronze medals, and 28 top ten finishes as well as our National Secondary Treasurer, Jacob Donnelly, being named the recipient of the Paul Pentz True Leaders Scholarship. Massachusetts SkillsUSA—VICA named both Jacob Donnelly, National Treasurer and Suzanne Raposo, Secondary President as recipients of the Massachusetts SkillsUSA—VICA Salute to Excellence Scholarship Award.

**2001** The first year of the new millennium began with an aggressive plan of activities and training opportunities for advisors and students. The Professional Development Program was introduced to a record number of students as an integral part of the instructional program. Massachusetts SkillsUSA—VICA also saw a record number of schools join as Total Participation Chapters bringing our membership totals to an all time high of 8,852 members.

The State Leadership and Skills Conference featured a theme of "SkillsUSA—VICA: Your Passport to Success" and depicted the theme through a series of activities, workshops and multimedia presentations featuring the evolution of technology around the globe and the progress and tradition of the American Workforce.

The conference featured another record attendance of over 1,500 registered participants. The Awards Ceremony drew over 2,300—an all-time record—making this conference the largest educational gathering in Massachusetts.

The National Leadership and Skills Conference saw Team Massachusetts earn 4 gold, 3 silver and 8 bronze medals and 20 top-ten finishes in the SkillsUSA Championships. Massachusetts SkillsUSA—VICA named both Mary-Theresa Tringale, State President and Jeffrey Quigley, State Vice President as recipients of the Massachusetts SkillsUSA—VICA Salute to Excellence Scholarship Award.

**2002** This year marked a year of transition for Massachusetts SkillsUSA—VICA. In spring, we welcomed a new Executive Director, Karen DeCoster, aboard who worked closely with the Board and former Executive Director, Karen Ward, to keep things running smoothly. Although Karen Ward has assumed a new role as Tech Prep Coordinator at Southeastern Regional Vocational Technical High School, like so may others in the organization, she continues to be involved at several levels.

2002 was also a very successful year for Massachusetts SkillsUSA—VICA. We placed a record-breaking number of contests—21—and were one of the top 5 states for the number of medallists bringing home 17 gold, 7 silver, and 11 bronze medals. Nationally, we earned the highest gold medal count of any state at the secondary (high school) level.

Finally, we proudly added Northampton's Smith Vocational High School to the long list of schools participating in MA SkillsUSA—VICA. In fact, at the national conference, Massachusetts once again took home (for the ninth year in a row) membership awards for increases in both secondary and postsecondary membership.

**2003** In 2003 Massachusetts SkillsUSA—VICA had a record membership of over 13,000 student and teachers. The year was highlighted by a record number of schools joining as Total Participation Chapters and record numbers of students participating in the Professional Development Program.

The statewide activities and conferences were hosting record numbers as well requiring new limitations on participation in many activities and events. The State Leadership and Skills Conference was held in North Central Massachusetts with the Best Western Royal Plaza in Fitchburg serving as the main conference hotel. The SkillsUSA Championships was co-hosted by Montachusett RVTHS in Fitchburg and Minuteman School of Arts and Sciences in Lexington.

The Home Depot in Leominster hosted our carpentry event at their location and sponsored several of our construction trades events.

The National Leadership and Skills Conference was another great experience for Massachusetts SkillsUSA—VICA. Our state brought home 15 national medals and Kathryn M. Shannon a Nursing student at Southeastern Regional Technical HS was elected to the office of National Region I Vice President.

In July of 2003 management of Massachusetts SkillsUSA—VICA was relocated from the Department of Education to Southeastern Regional School District under the direction of Karen Ward as Executive Director. Suzanne Raposo, a SkillsUSA—VICA Alumni and 1999–2000 State President was named as a full-time Program Development Specialist for Massachusetts SkillsUSA—VICA.

**2004** History currently being updated

**2005** History currently being updated

**2006** SkillsUSA Massachusetts ran its 10th candidate for National Office. Danielle Remillard, a student of the marketing program at Bay Path RVTHS, ran for and was elected to the office of National Parliamentarian, making her the 8th National Officer from the state.



*Danielle Remillard*

**2007** History currently being updated

**2008** This marked the year SkillsUSA Massachusetts expanded to six districts to better serve its growing membership. The 44th National Leadership and Skills Conference featuring the SkillsUSA Championships in Kansas City, MO saw SkillsUSA Massachusetts bringing home 58 National Medals. Kevin Lopez joins leadership team as State Officer Mentor.

**2009** SkillsUSA Massachusetts brought home 55 National Medals, 82 Skill Point Certificates—3<sup>rd</sup> in nation.

**2010** The SkillsUSA Massachusetts State Leadership Conference featuring the Massachusetts SkillsUSA Championships was again hosted by Blackstone RVTHS. The Best Western Royal Plaza Hotel & Trade Center in Marlborough served as the host hotel for the seventh consecutive year. This conference saw the introduction of Photography, Medical Terminology, and Sustainability Solutions as limited demonstration contests.

The 46th annual National Leadership and Skills Conference featuring the SkillsUSA Championships was held in Kansas City, MO. SkillsUSA Massachusetts brought home 48 National medals, 113 Skill Point Certificates—4<sup>th</sup> in nation.



*Ricky Jordan*

The conference also saw SkillsUSA Massachusetts run its twelfth candidate for National Office. Ricky Jordan, a student of the Cosmetology program at Bay Path RVTHS, ran for and was elected to the office of National Region I Vice President (Secondary Division), making him the 9th National Officer from the state. 2010 also marked Karen Ward's 25<sup>th</sup> anniversary as a state director.

At officer training, book author Fred Savoie shared his discovery of evidence that SkillsUSA Massachusetts (VICA, as it was known back then) was founded in 1972 and not 1974 as widely believed. The history section of the advisor's handbook was revised as a result.

Thomas G. Paquette, former State and National Region I Vice President, joined SkillsUSA Massachusetts as its new Director of Membership and Program Development. Chris Slavinskis and Carly Ward joined the Leadership Team as production assistants.

**2011** The SkillsUSA Massachusetts State Leadership Conference featuring the Massachusetts SkillsUSA Championships was again hosted by Blackstone RVTHS. The Best Western Royal Plaza Hotel & Trade Center in Marlborough served as the host hotel for the eighth consecutive year. The conference was dedicated to Norman D. Myerow, a bakery instructor and fervent supporter of his students and SkillsUSA from Minuteman Regional High School, who in 1990 helped co-found the Commercial Bakery competition. This marked the first year SkillsUSA Massachusetts introduced two freshmen-only contests to serve freshmen members: Exploratory Project Demonstration and Career Choice Commentary. This conference also saw the introduction of Welding Sculpture, T-shirt Design, and Criminal Justice as limited demonstration contests.



*Victoria Holbert*

The 47th annual National Leadership and Skills Conference featuring the SkillsUSA Championships was held in Kansas City, MO. SkillsUSA Massachusetts brought home 60 National medals and 98 Skill Point Certificates—2nd in nation. The conference also saw SkillsUSA Massachusetts run its thirteenth candidate for National Office. Victoria Holbert, a student of the Dental Assisting program at Montachusett RVTHS, ran for and was elected as a National Officer Elect, making her the tenth National Officer from the state. At National Officer training she was elected by her fellow national officers to the position of National President, Secondary Division, the first from Massachusetts.

Massachusetts saw a record number of schools participate this year, with a membership total of 28,084 consisting of 26,273 high school members, 348 post-secondary/college members, 822 professional members, and 610 alumni & honorary life members. Nationally, Massachusetts had the second highest membership total.

**2012** The SkillsUSA Massachusetts State Leadership & Skills Conference featuring the Massachusetts SkillsUSA Championships was again hosted by Blackstone Valley RVTHS. The Best Western Royal Plaza Hotel & Trade Center in Marlborough served as the host hotel for the ninth consecutive year. 2012 saw the introduction of Community Action Project, Mobile Robotics Technology, and Screen Printing Technology as limited demonstration contests.

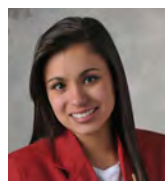
The 48th annual National Leadership & Skills Conference featuring the SkillsUSA Championships was held in Kansas City, MO. SkillsUSA Massachusetts brought home 51 National Medals and 112 Skill Point Certificates. The conference also saw SkillsUSA Massachusetts successfully run its fourteenth candidate for National Office. Kaila O'Farrell, a student in the electrical program at Plymouth South High School ran for and was elected to the position of National Region I Vice President, making her the 11th National Officer from Massachusetts.



Kaila O'Farrell

Massachusetts saw its membership reach an all time high with total membership of 31,383, consisting of 28,765 high school members, 354 post-secondary/college members, 916 professional members, and 1,348 alumni & honorary life members. These numbers garnered SkillsUSA Massachusetts the highest membership total in the nation.

**2013** The SkillsUSA Massachusetts State Leadership & Skills Conference featuring the Massachusetts SkillsUSA Championships was again hosted by Blackstone Valley RVTHS. The Best Western Royal Plaza Hotel & Trade Center in Marlborough served as the host hotel for the ninth consecutive year. 2013 saw the introduction of Medical Math and Urban Search & Rescue as limited demonstration contests.



Brittany Velez

The 49th annual National Leadership & Skills Conference featuring the SkillsUSA Championships was held in Kansas City, MO. SkillsUSA Massachusetts brought home 56 National Medals (19 gold, 9 silver & 28 bronze) and 17 President's Volunteer Service Awards (6 gold, 3 silver & 8 bronze) Skill Point Certificates. The conference also saw SkillsUSA Massachusetts successfully run its fifteenth candidate for National Office. Brittany Velez, a student in the dental assisting program at Montachusett Regional Technical High School ran for and was elected to the position of National National High School Secretary, making her the 12th National Officer from Massachusetts.

Massachusetts saw its membership reach an all time high with total membership of 31,720, consisting of 28,730 high school members, 284 post-secondary/college members, 978 professional members, and 1,718 alumni & honorary life members. These numbers garnered SkillsUSA Massachusetts the highest membership total in the nation.

**2014** The SkillsUSA Massachusetts State Leadership & Skills Conference featuring the Massachusetts SkillsUSA Championships was again hosted by Blackstone Valley RVTHS. The Best Western Royal Plaza Hotel & Trade Center in Marlborough served as the host hotel for the ninth consecutive year. 2014 saw the introduction of Telecommunications Cabling & Sustainability Solutions as limited demonstration contests.

The 50th annual National Leadership & Skills Conference featuring the SkillsUSA Championships was held in Kansas City, MO. SkillsUSA Massachusetts brought home

60 National Medals (17 gold, 28 silver & 15 bronze) and 21 President's Volunteer Service Awards (13 gold, 2 silver & 6 bronze) Skill Point Certificates. The conference also saw SkillsUSA Massachusetts successfully run its sixteenth candidate for National Office. Taylor Mackie, a student in the design & visual communications program at South-eastern Regional Technical High School ran for and was elected to the position of National Region I Vice President, making her the 13th National Officer from Massachusetts.



Taylor Mackie

Massachusetts saw its membership reach an all time high with total membership of 32,887, consisting of 29,378 high school members, 313 post-secondary/college members, 1123 professional members, and 2,063 alumni & honorary life members. These numbers garnered SkillsUSA Massachusetts the highest membership total in the nation.

**2015** The SkillsUSA Massachusetts State Leadership & Skills Conference featuring the Massachusetts SkillsUSA Championships was again hosted by Blackstone Valley RTHS and Joseph P. Keefe Technical HS (due to the growth of the competition). The Best Western Royal Plaza Hotel & Trade Center in Marlborough served as the host hotel for the tenth consecutive year. 2015 saw the introduction of Additive Manufacturing as limited demonstration contests.



Samantha Dorwin

Sheila A. Herbert, former Superintendent of Greater Lowell RTHS was honored for 40 years of service to our state association. Honorary Life Memberships were conferred on; Brian Bentley, Assistant Superintendent/Principal, Diman RTHS, Kathy Conole, Former Director of Curriculum at Greater Lowell RTHS, William DeRosa, Superintendent at Whittier RTHS, James Laverty, Superintendent, Franklin County RTHS and Diane Paradis, Director, Lynn Vocational Technical Institute.

The 51st annual National Leadership & Skills Conference featuring the SkillsUSA Championships was held in Louisville, KY. SkillsUSA Massachusetts brought home 41 National Medals (20 gold, 4 silver & 17 bronze) and 21 President's Volunteer Service Awards (11 gold, 4 silver & 6 bronze) Skill Point Certificates. The conference also saw SkillsUSA Massachusetts successfully run its sixteenth candidate for National Office. Samantha Dorwin, a student in the Machine Technology program at McCann Technical School ran for and was elected to the position of National Region I Vice President, making her the 14th National Officer from Massachusetts.

Massachusetts saw its membership reach an all time high with total membership of 33,912, consisting of 30,278 high school members, 263 post-secondary/college members, 1,095 professional members, and 2,227 alumni & honorary life members. These numbers garnered SkillsUSA Massachusetts the highest membership total in the nation.

**2016** The SkillsUSA Massachusetts State Leadership & Skills Conference featuring the Massachusetts SkillsUSA Championships was again hosted by Blackstone Valley RTHS and Joseph P. Keefe Technical HS (due to the growth of the competition). The Best Western Royal Plaza Hotel & Trade Center in Marlborough served as the host hotel for the tenth consecutive year. 2016 saw the introduction of Esthetics, Painting & Design Technology and Sticker Design (for freshmen) as limited demonstration contests.



*Stacey Muanya*

Honorary Life Memberships were conferred on; Charles Lyons, Superintendent, retired, Shawsheen Valley Regional Technical HS, Cyra Hathaway, Vocational Curriculum Coordinator, Blackstone Valley Regional Technical HS, Dr. Judith Klimkiewicz, Superintendent, retired, Nashoba Valley RTHS, Cindy Zylkuski Norris, Administrator, Boston Tooling & Machining Association, Inc. .

The 53rd annual National Leadership & Skills Conference featuring the SkillsUSA Championships was held in Louisville, KY. SkillsUSA Massachusetts brought home 54 National Medals (11 gold, 17 silver & 25 bronze) and 16 President's Volunteer Service Awards (5 gold, 5 silver & 6 bronze) Skill Point Certificates. The conference also saw SkillsUSA Massachusetts successfully run its sixteenth candidate for National Office. Stacey Muanya, a student in the Health Services program at Blackstone Valley Regional Technical School ran for and was elected to the position of National High School President, making her the 15th National Officer from Massachusetts.

Massachusetts saw its membership reach an all time high with total membership of 34,395, consisting of 30,385 high school members, 278 post-secondary/college members, 1,135 professional members, and 2,593 alumni & honorary life members. These numbers garnered SkillsUSA Massachusetts the highest membership total in the nation.

**2017** SkillsUSA Massachusetts State Leadership & Skills Conference featuring the Massachusetts SkillsUSA Championships was again hosted by Blackstone Valley RTHS and Keefe Technical School. The Best Western Royal Plaza Hotel & Trade Center in Marlborough served as the host hotel for the eleventh consecutive year. 2017 saw the introduction of Graphic Imaging Sublimation, Humanoid Robotics and Audio/Radio Production as limited demonstration contests.



*Grace Kirrane*

Honorary Life Memberships were conferred on; Jane Baldi, Special Education Teacher, retired, Tri-County Regional Technical HS, Linda Coté, Health Careers Teacher, retired, Greater Lawrence Technical HS, Roger Bourgeois, Superintendent, Greater Lowell Regional Technical HS, and Timothy P. Murray, President & CEO Worcester Regional Chamber of Commerce

The 54th annual National Leadership & Skills Conference featuring the SkillsUSA Championships was held in Louisville, KY. SkillsUSA Massachusetts brought home 54 National Medals (26 gold, 7 silver & 21 bronze) and 23 President's Volunteer Service Awards (10 gold, 1 silver & 12 bronze) Skill Point Certificates. The conference also saw SkillsUSA Massachusetts successfully run its seventeenth candidate for National Office. Grace Kirrane, a student in the Health Occupations program at Montachusett Regional Technical High School ran for and was elected to the position of National Region I Vice President, making her the 16th National Officer from Massachusetts.

Massachusetts saw its membership reach an all time high with total membership of 33,290, consisting of 29,233 high school members, 174 post-secondary/college members, 1,116 professional members, and 2767 alumni & honorary life members. These numbers garnered SkillsUSA Massachusetts the highest membership total in the nation.

# Business and Industry Partners

**Diamond: \$25,000+:** Culinary Institute of America • New England Culinary Institute • New England Institute of Technology • Universal Technical Institute • Wayne J. Griffin Electric, Inc.

**Emerald: \$15,000–\$24,999:** Alienware • Center for Digital Imaging Arts at Boston University • Connecticut Culinary Institute • Culinary Institute of America • Muzzi Ford

**Ruby: \$10,000–\$14,999:** Camosse Masonry Supply • Festo, Inc. • Grainger Foundation • HAAS Manufacturing • Irwin Industrial Tools Corp. • Johnson & Wales University • Lowe's • Massachusetts PHCC • New England Carpenter's Training Fund • Sysco Boston LLC • Turbine, Inc. • Warner Brothers

**Sapphire: \$6,000–\$9,999:** DeWalt Industrial Tools Corp. • Lowes • Massachusetts Association of Vocational Administrators • Massachusetts Army National Guard • Milton CAT • PPG Industries • SolidWorks Corporation • Steel Fab, Inc.

**Platinum: \$3,000–\$5,999:** Bob's Stores • Coghlin Electrical Contractors, Inc. • Delcam North America • Ford Motor Company • F.W. Webb Supply • Greater Boston Plumbing Contractors Association • E-Stem Solutions, LLC • Lincoln Electric • intelitek • Microsoft • MIADA (Massachusetts Independent Auto Dealers Association) • mikeroweWORKS Foundation • Miller Electric • Mirasolo Photography • NAPA Auto Parts • NESS Sportswear • New England Mechanical Contractors Association • New Hampshire Community Technical College • Pipefitters Local 537 • Plumbers and Gas Fitters Local 12, Boston • P.V. Sullivan Supply • Polar Beverages • Riso Products of Boston • Snap-on Tools Co. • Staples Education Foundation • Technology Education Concepts • Toyota • Tradehounds • Universal Technical Institute • Whirlpool Corporation

**Gold: \$1,000–\$2,999:** AAA of Southern New England • A. Jandris & Son • Air Products • Allied Auto • AMERESCO • American Standard • Ameresco • BASF Corporation • Benjamin Franklin Institute of Technology • Body & Paint Center, Hudson • Boston Tooling and Machining

Association, Inc. • Carhartt, Inc. • ChiltonPro • Dassault Systems/SolidWorks Corporation • E-Stem Solutions, LLC • Enterprise Holdings Foundation • Ferguson Family Fund • Gardner-Connell, LLC • Hunter Engineering • Immedia Event Productions • Joann Bentley Architects • Keystone Automotive • Marshall Town Trowels and Levels • Massachusetts Army National Guard • Mark L. Augier • Mercedes-Benz ELITE • MSC Industrial Direct • New England Institute of Technology • Pepboys • SmartStyle • Tattersall Machining Inc. • 3M Company

**Silver: \$500–\$999:** AccuRounds • Airgas, Inc. • Audi of America • Auto Body Supplies and Paint • BASS DJ Entertainment • Burmax, Inc. • Bosley Professional Strength • CC Tech Guys • Cengage Learning • Chief Architect • Coastline Enterprise • Dawn Food Products • FH Peterson Machine Corp. • Fleet Machine Co. • Air Filtration Systems • General Motors Corporation • Great Clips, Inc. • Hair Cuttery • Hairlines / John Paul Mitchell Systems • IBA Print Shop • IMMedia Event Productions • Infotrends • Liberty Supply • Long Motor Group • Massachusetts Air National Guard • Mark Aguiar • Massachusetts Auto Dealers Association • Massachusetts Vocational Association • Megatech Corporation • Mount Vernon Group • NESS Sportswear • New Bedford welding supply • North Easton Machine • Northeast Technical Systems • OPI Products • Regis Smart Styles • Rutland Manufacturing • Shaheen Brothers, Inc. • SkillsUSA Massachusetts Alumni Association • Star Nails • Steiner Signs • Sullivan Tire and Service Centers • Henry Schein Dental • Thomson-Delmar Learning • Tucker Engineering • Worcester Technical HS • Work'n Gear • 3M Automotive Aftermarket

**Bronze: \$25–\$499:** Abel & Schaffer • Bemis Family (John & Janice) • Boston Centerless • Concrete Masonry Association • Custom Group • Dimitria Delight Baking Company • Fitz Machine • HotHands • Howard Tool Co. • Kaufman • Massachusetts Dental Assistants Association • Massachusetts Dental Society • M&H Engineering Co. • Mitutoyo • M. O'Mahoney Company • Pell Engineering • Performance Food Group

# Chapter Directory

<b>Assabet Valley RVTHS</b> 215 Fitchburg Street Marlborough, MA 01752	<b>III</b>	<b>Greater Lowell RVTHS</b> 250 Pawtucket Boulevard Tyngsboro, MA 01879	<b>IV</b>	<b>Quincy High School</b> 52 Coddington St. Quincy, MA 02360	<b>III</b>
<b>Attleboro High School</b> 108 Rathbun Willard Drive Attleboro, MA 02703	<b>II</b>	<b>Greater New Bedford RVTHS</b> 1121 Ashley Boulevard New Bedford, MA 02745	<b>I</b>	<b>R.L. Putnam VTHS</b> 1300 State St. Springfield, MA 01109	<b>VI</b>
<b>B.M.C. Durfee High School</b> 360 Elsbree Street Fall River, MA 02720	<b>II</b>	<b>JP Keefe Technical School</b> 750 Winter Street Framingham, MA 01701	<b>III</b>	<b>Rindge School of Technical Arts</b> 459 Broadway, Cambridge, MA 02138	<b>III</b>
<b>Bay Path RVTHS</b> 57 Old Muggett Hill Road RR #1, Box 277 Charlton, MA 01507	<b>V</b>	<b>Leominster CTE</b> 122 Granite Street Leominster, MA 01453	<b>V</b>	<b>Salem High School</b> 77 Wilson Street, Salem, MA 01970	<b>III</b>
<b>Blackstone Valley THS</b> 65 Pleasant Street Upton, MA 01568	<b>V</b>	<b>Lower Pioneer Valley Collaborative</b> 174 Brush Hill Ave. West Springfield, MA 01089	<b>VI</b>	<b>Shawsheen Valley RVTHS</b> 100 Cook Street, Billerica, MA 01866	<b>IV</b>
<b>Blue Hills RVTHS</b> 800 Randolph Street Canton, MA 02021	<b>I</b>	<b>Lynn Vocational High School</b> 80 Neptune Boulevard Lynn, MA 01902	<b>III</b>	<b>Somerville Vocational HS</b> 81 Highland Ave., Somerville, MA 02143	<b>III</b>
<b>Bristol-Plymouth RVTHS</b> 940 County Street Taunton, MA 02780	<b>II</b>	<b>Madison Park TVHS</b> 75 Malcolm X Blvd., Boston, MA 02120	<b>III</b>	<b>Smith VTHS</b> 80 Locust Street, Northampton, MA 01060	<b>VI</b>
<b>Bristol Community College</b> 777 Elsbree Street Fall River, MA 02720-7395	<b>II</b>	<b>Medford Vocational HS</b> 489 Winthrop St., Medford, MA 02155	<b>III</b>	<b>South Shore RVTHS</b> 476 Webster St., Hanover, MA 02339	<b>I</b>
<b>Cape Cod RTHS</b> 351 Pleasant Lake Avenue Harwich, MA 02645	<b>I</b>	<b>McCann Technical HS</b> 70 Hodges Cross Road North Adams, MA 01247	<b>VI</b>	<b>Southeastern RTHS</b> 250 Foundry St., South Easton, MA 02375	<b>II</b>
<b>Chicopee Comprehensive HS</b> 617 Montgomery Street Chicopee, MA 01020	<b>VI</b>	<b>Minuteman HS</b> 758 Marrett Road, Lexington, MA 02173	<b>III</b>	<b>Tantasqua RHS</b> 319 Brookfield Road. Fiskdale, MA 01518	<b>V</b>
<b>Dighton-Rehoboth HS</b> 2700 Regional Road North Dighton, MA 02764	<b>II</b>	<b>Montachusett RTHS</b> 1050 Westminster Street Fitchburg, MA 01420	<b>V</b>	<b>Taunton HS</b> 50 Williams Street. Taunton, MA 02780	<b>I</b>
<b>Diman RVTHS</b> 251 Stonehaven Road Fall River, MA 02723	<b>II</b>	<b>Nashoba Valley Technical</b> 100 Littleton Road, Westford, MA 01886	<b>IV</b>	<b>Tri-County RTHS</b> 147 Pond Street, Franklin, MA 02038	<b>II</b>
<b>Essex TECHNICAL HS</b> 565 Maple Street Hathorne, MA 01937	<b>IV</b>	<b>Northeast Metropolitan RTHS</b> 100 Hemlock Road, Wakefield, MA 01880	<b>III</b>	<b>Upper Cape Cod RTHS</b> 220 Sandwich Rd., Bourne, MA 02532	<b>I</b>
<b>Franklin County HS</b> 82 Industrial Boulevard Turners Falls, MA 01376	<b>VI</b>	<b>Old Colony RVTHS</b> 476 North Avenue, Rochester, MA 02770	<b>I</b>	<b>Waltham Vocational HS</b> 610 Main Street, Waltham, MA 02452	<b>III</b>
<b>Greater Lawrence RVTHS</b> 57 River Road Andover, MA 01810	<b>IV</b>	<b>Pathfinder Voc. Tech.</b> Rt. 181, Palmer, MA 01069	<b>VI</b>	<b>Westfield VTHS</b> 33 Smith Street, Westfield, MA 01085	<b>VI</b>
		<b>Pittsfield Public Schools</b> 269 First Street, Pittsfield, MA 01201	<b>VI</b>	<b>William J. Dean Vocational HS</b> 1045 Main Street, Holyoke, MA 01040	<b>VI</b>
		<b>Plymouth Technical Studies</b> 490 Long Pond Road, Plymouth, MA 02360	<b>I</b>	<b>Weymouth Vocational High School</b> 1 Wildcat Way, Weymouth, MA 02189	<b>III</b>
				<b>Whittier Vocational High School</b> 115 Amesbury Line Road, Haverhill, MA 01830	<b>IV</b>
				<b>Worcester VTHS</b> 2 Grove Street, Worcester, MA 01608	<b>V</b>

# District Divisions

In an effort to expedite the District Conferences, SkillsUSA Massachusetts has divided the state into six district divisions. These divisions exist for the purpose of selecting the finalists for the Massachusetts SkillsUSA Championships. Please check the list below for the district your chapter will participate in. A map of the districts is available on [www.maskillsusa.org/](http://www.maskillsusa.org/)

## District I

- Blue Hills RTHS
- Cape Cod RTHS
- Greater New Bedford RTHS
- Old Colony RTHS
- Plymouth Technical Studies
- South Shore VTHS
- Taunton HS
- Upper Cape Cod RTHS

## District II

- Attleboro VTHS
- BMC Durfee
- Bristol Community College
- Bristol-Plymouth RTHS
- Dighton-Rehoboth HS
- Diman RVTHS
- Southeastern RTHS
- Tri-County RTHS

## District III

- Assabet Valley RTHS
- J.P. Keefe Technical HS
- Lynn Technical HS
- Madison Park Technical HS
- Medford Vocational HS
- Minuteman HS
- Northeast Metro Tech
- Quincy HS
- Rindge School of Technical Arts
- Salem HS
- Somerville Vocational HS
- Waltham Vocational HS
- Weymouth VHS

## District IV

- Essex Technical HS
- Greater Lawrence RTHS
- Greater Lowell RTHS
- Nashoba Valley THS
- Shawsheen Valley RTHS
- Whittier RTHS

## District V

- Bay Path RTHS
- Blackstone Valley RTHS
- Leominster CTE
- Montachusett RTHS
- Tantasqua RTHS
- Worcester VHS

## District VI

- Chicopee Comprehensive HS
- Franklin County THS
- Lower Pioneer Valley RTHS
- McCann THS
- Pathfinder RTHS
- Pittsfield Public Schools
- R.L. Putnam VTHS
- Smith VOCATIONAL & AGRICULTURAL HS
- Westfield VTHS
- William J. Dean THS

# Event by Series/Series Directors

## Building Trades A: Noel Lamothe

- Industrial Motor Controls
- Major Appliance Technology
- Masonry
- Electrical Construction Wiring

## Building Trades B: Ray Mahon

- Cabinetmaking
- Carpentry
- Heating, Ventilation, Air Conditioning (HVAC)
- Plumbing

## Building Trades C: Ken Pacheco

- TeamWorks

## Commercial Design A:

### Becky Larson

- Advertising Design
- Audio/Radio (*Limited Demonstration*)
- Photography
- Digital Cinema Production

## Commercial Design B:

### Mark Lyons

- 3D Visualization and Animation
- Additive Manufacturing
- Architecture Drafting
- Technical Drafting

## Commercial Design C:

### Rick Allain

- Graphic Communications
- Graphic Imaging Sublimation (*Full Demonstration*)
- Screen Printing Technology
- Painting & Design Technology (*Limited Demonstration*)

## Demonstration Skill Events:

### Kristine Smith

- Action Skills
- American Spirit Award
- Job Skill Demonstration A
- Job Skill Demonstration Open
- Outstanding Chapter
- Occupational Health & Safety\*\*

## Display Events and Techspo:

### Steve Condon

- Chapter Display
- Criminal Justice
- Promotional Bulletin Board Display
- Techspo

## Freshman Events:

### Carol Hartnett

- Career Choice Commentary
- Exploratory Project Demonstration
- Sticker Design (*Full Demonstration*)

## Health Occupations A:

### Tara Lane

- Health Knowledge Bowl
- Medical Assisting
- Nurse Assisting
- Practical Nursing

## Health Occupations B:

### Erin Roy

- Basic Health Care Skills
- Dental Assisting
- First Aid/CPR

## Health Occupations C:

### Debbie Brightman

- Health Occupations Professional Portfolio
- Medical Math
- Medical Terminology
- Early Childhood Education

## Leadership Events—Individual:

### Gayle Begley

- Employment Application Process
- Extemporaneous Speech
- Job Interview
- Prepared Speech

## Leadership Events—Team:

### Brian Bentley

- Chapter Business Procedure
- Opening & Closing Ceremonies
- Community Action Project
- Career Pathways Showcase\*

## Metal Trades A:

### Jim Woodward

- Automated Manufacturing Technology
- CNC Milling Specialist
- CNC Turning Specialist
- CNC Technician
- Sheet Metal
- Welding

## Metal Trades B:

### TBD

- Engineering Technology
- Mechatronics
- Welding Sculpture

## Occupationally Related Events:

### Kathy Canole

- Community Service
- Customer Service
- Entrepreneurship
- Related Technical Math

## Occupational Support Trades A:

### Mark Hamilton

- Principles of Engineering Technology
- Technical Computer Applications
- Web Design

## Occupational Support Trades B:

### Roger Bellerose

- Information Technology Service
- Computer Programming
- Internetworking
- Telecommunications Cabling

## Service Occupation A:

### Heather McCall

- Commercial Baking
- Culinary Arts
- Restaurant Service

## Service Occupation B:

### Donna McMahon

- Cosmetology (Over 500 Hours)
- Cosmetology (Under 500 Hours)
- Esthetics
- Nail Care

## Technology Events:

### Jaylene dosSantos

- Electronics Technology
- Humanoid Robotics (*Limited Demonstration*)
- Mobile Robotics
- Robotics & Automation Technology
- Urban Search & Rescue

## Transportation Service Trades A:

### Jeremy Guay

- Automotive Refinishing Technology
- Collision Repair Technology
- Power Equipment Technology

## Transportation Service Trades B:

### Sam Porazzo

- Automotive Service Technology
- Diesel Equipment Technology
- Marine Service Technology

## Written Events Coordinator

### Don Erickson

\* Natural Resources/Agr & Food • Arts & Communication • Human Resources • Health Services • Business, Mgt/Tech. • Ind & Engineering Technology

\*\* OSHA Single, includes contestants from 1 Section (shop) • OSHA Multiple, includes contestants from more than 1 Section (shop)

# Contest Intent Form

School: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Please indicate which of the following events your Chapter intends to take part in during the year by placing an x in the box provided. If you are not sure about a particular event, please mark it anyway. It is easier to subtract numbers rather than add them. The number next to a competition indicates the number of students necessary for one entry. Any competition without a number requires exactly one student. Thank you!

## Skills Events

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 3-D Animation Technology (2)                 | <input type="checkbox"/> Electrical Construction Wiring                               | <input type="checkbox"/> Mobile Robotics Technology                                       |
| <input type="checkbox"/> Additive Manufacturing Technology            | <input type="checkbox"/> Electronics Technology                                       | <input type="checkbox"/> Nail Care (2)  |
| <input type="checkbox"/> Advertising Design                           | <input type="checkbox"/> Employment Application Process                               | <input type="checkbox"/> Nurse Assistant  |
| <input type="checkbox"/> Architectural Drafting                       | <input type="checkbox"/> Engineering Technology (3)                                   | <input type="checkbox"/> Painting & Design Technology<br>( <i>Limited Demonstration</i> ) |
| <input type="checkbox"/> Audio/Radio ( <i>Limited Demonstration</i> ) | <input type="checkbox"/> Entrepreneurship (4)   | <input type="checkbox"/> Photography  |
| <input type="checkbox"/> Automated Manufacturing Technology (3)       | <input type="checkbox"/> Esthetics  | <input type="checkbox"/> Pin Design   |
| <input type="checkbox"/> Automotive Refinishing Technology            | <input type="checkbox"/> First Aid/CPR  | <input type="checkbox"/> Plumbing   |
| <input type="checkbox"/> Automotive Service Technology                | <input type="checkbox"/> Graphic Communications                                       | <input type="checkbox"/> Power Equipment Technology                                       |
| <input type="checkbox"/> Basic Health Care Skills                     | <input type="checkbox"/> Graphic Imaging Sublimation<br>( <i>Full Demonstration</i> ) | <input type="checkbox"/> Practical Nursing  |
| <input type="checkbox"/> Cabinetmaking                                | <input type="checkbox"/> Health Knowledge Bowl (4)                                    | <input type="checkbox"/> Principles of Engineering Technology                             |
| <input type="checkbox"/> Carpentry                                    | <input type="checkbox"/> Health Occupations Professional<br>Portfolio                 | <input type="checkbox"/> Related Technical Math   |
| <input type="checkbox"/> CNC Milling Specialist                       | <input type="checkbox"/> Heating, Ventilation, AC & Ref.                              | <input type="checkbox"/> Restaurant Service   |
| <input type="checkbox"/> CNC Turning Specialist                       | <input type="checkbox"/> Humanoid Robotics ( <i>Limited Demonstration</i> )           | <input type="checkbox"/> Robotics & Automation Technology (2)                             |
| <input type="checkbox"/> CNC Technician                               | <input type="checkbox"/> Industrial Motor Control                                     | <input type="checkbox"/> Screen Printing Technology                                       |
| <input type="checkbox"/> Collision Repair Technology                  | <input type="checkbox"/> Information Technology Service                               | <input type="checkbox"/> Sheet Metal  |
| <input type="checkbox"/> Commercial Baking                            | <input type="checkbox"/> Internetworking  | <input type="checkbox"/> State Officer Candidate  |
| <input type="checkbox"/> Computer Programming                         | <input type="checkbox"/> Major Appliance Technology                                   | <input type="checkbox"/> TeamWorks (4)  |
| <input type="checkbox"/> Cosmetology (under 500 hours) (2)            | <input type="checkbox"/> Marine Service Technology                                    | <input type="checkbox"/> Technical Computer Applications                                  |
| <input type="checkbox"/> Cosmetology (over 500 hours)                 | <input type="checkbox"/> Masonry  | <input type="checkbox"/> Technical Drafting   |
| <input type="checkbox"/> Criminal Justice                             | <input type="checkbox"/> Mechatronics (2)   | <input type="checkbox"/> Telecommunications Cabling                                       |
| <input type="checkbox"/> Culinary Arts                                | <input type="checkbox"/> Medical Assisting  | <input type="checkbox"/> T-Shirt Design   |
| <input type="checkbox"/> Customer Service                             | <input type="checkbox"/> Medical Math   | <input type="checkbox"/> Urban Search & Rescue (2)  |
| <input type="checkbox"/> Dental Assisting                             | <input type="checkbox"/> Medical Terminology  | <input type="checkbox"/> Web Design (2)   |
| <input type="checkbox"/> Diesel Equipment Technology                  |   | <input type="checkbox"/> Welding  |
| <input type="checkbox"/> Digital Cinema Production (2)                |   | <input type="checkbox"/> Welding Sculpture  |
| <input type="checkbox"/> Early Childhood Education                    |   |   |

## Freshmen Only Events

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Career Choice Commentary | <input type="checkbox"/> Exploratory Project Demonstration | <input type="checkbox"/> Sticker Design |
|---|--|---|

## Leadership Events

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Action Skills   | <input type="checkbox"/> Chapter Business Procedure (6)                | <input type="checkbox"/> Occupational Health & Safety Multiple<br>(1 interviewee, 3 others max <b>from more than 1 Section/shop</b> ) |
| <input type="checkbox"/> American Spirit Award (1 Interviewee, 3 others max)   | <input type="checkbox"/> Chapter Display (1 Interviewee, 3 others max) | <input type="checkbox"/> Occupational Health & Safety Single<br>(1 interviewee, 3 others max <b>from only 1 Section/shop</b> )        |
| <input type="checkbox"/> American Degree   | <input type="checkbox"/> Community Action Project                      | <input type="checkbox"/> Outstanding Chapter  |
| <input type="checkbox"/> Career Pathways Showcase (3 per team per entry) <b>Clusters include:</b><br><b>Natural Resources/Agriculture &amp; Food</b><br><b>Arts &amp; Communication</b><br><b>Human Resources</b><br><b>Health Services</b><br><b>Business/Management/Technology</b><br><b>Industrial &amp; Engineering Technology</b> | <input type="checkbox"/> Community Service (3)                         | <input type="checkbox"/> Prepared Speech  |
|  | <input type="checkbox"/> Extemporaneous Speech                         | <input type="checkbox"/> Promotional Bulletin Board Display<br>(1 Interviewee, 3 others max)  |
|  | <input type="checkbox"/> Job Interview                                 | <input type="checkbox"/> Techspo (5)  |
|  | <input type="checkbox"/> Job Skill Demonstration A                     |   |
|  | <input type="checkbox"/> Job Skill Demonstration Open                  |   |
|  | <input type="checkbox"/> Non-Traditional Career Portfolio              |   |
|  | <input type="checkbox"/> Opening & Closing Ceremonies (7)              |   |

Please complete this form by November 30<sup>th</sup> and mail to:

SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375

or email to: [kward@maskillsusa.org](mailto:kward@maskillsusa.org)

# Event Pre-Registration Form

School: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

If your Chapter is interested in taking part in the following contests, please place an X in the box for the competition. ***You must complete this form and mail it to the state office by November 30<sup>th</sup> in order to be considered for competition at the state level. Eligible Chapters will be notified by the state office no later than January 15<sup>th</sup>***

- ☐ Audio/Radio
- ☐ Humanoid Robotics

Please complete this form by November 30<sup>th</sup> and mail to:

SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375

-or email to: [kward@maskillsusa.org](mailto:kward@maskillsusa.org)

# Chapter Officer Information Form

School \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Chapter Advisor \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

President \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Home Telephone (\_\_\_\_) \_\_\_\_\_  
(Optional)

Reporter \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Home Telephone (\_\_\_\_) \_\_\_\_\_  
(Optional)

Please complete the form and mail to:

SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375

-or email to: [kward@maskillsusa.org](mailto:kward@maskillsusa.org)

# SkillsUSA Massachusetts Programs

Our programs are designed to encourage members to be an active part of our organization through participation



# CareerSafe Online

## What is CareerSafe?

CareerSafe is a safety training program designed to provide entry-level workers, particularly high school and college students, with the fundamental safety knowledge needed in the workplace.

## CareerSafe for Students

For students, the CareerSafe online program is the first of its kind. Its interactive, Y2Y (Youth to Youth) program that addresses the high-priority safety training needs of young workers.

## How It Works

- A student successfully completes the 10 hour web-based CareerSafe course.
- The student receives a wallet card from the Occupational Safety and Health Administration (OSHA).
- The wallet card demonstrates that the student has the fundamental safety knowledge needed in the workplace.
- Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

## Where To Register or Learn More About The Program

Visit [www.CareerSafeOnline.com](http://www.CareerSafeOnline.com)

## Purchasing Vouchers & Registering

Follow the steps on the “Getting Started” sheet or visit the web site and on the home page click Buy Now (left margin). Follow the steps thereafter.

## Cost

The credentialed training is \$12.00 per student. For every student that registers for CareerSafe, a \$1.00 donation will be made to the SkillsUSA Youth Development Foundation.

### PAYMENT OPTIONS

CareerSafe vouchers can be purchased by credit card or by a valid purchase order. Individual account purchases must be made by credit card (no personal checks).

### FUNDING OPTIONS

There are many different resources available to you in order to fund the CareerSafe Program. Please contact local, regional and government agencies to inquire how they may be able to help your school or company fund the program through grants, etc.

To further offset the low cost of the program, corporations, foundations, and private individuals are invited to sponsor students through the CareerSafe program.

The CareerSafe Online 10-Hour Program has also been approved for Perkins Funds. Learn more about how you can apply for funding through CareerSafe’s website.

# Career Essentials Program

## Advisor's Overview

The Career Essentials program is an employment skills program for vocational-technical students. It is a non-competitive, skill-building program for SkillsUSA members.

Career Essentials give instructors a practical vehicle for integrating employment skills into any vocational-technical program. Students are recognized for individual achievement as they develop professional and occupational skills. PDP also opens doors for the involvement of local employers in student understanding, development and evaluation.

The strength of Career Essentials lies in its flexibility. The program can be used as an individual study course or as part of a traditional group instruction method of teaching. It can be integrated into the curriculum according to your schedule and the individual needs of your students.

The Career Essentials program is designed to teach skills that will help students make a smooth transition from school to the world of work. The program is based on competencies that have been determined by business and industry representatives to be important to success on the job.

Skills covered in the program include personal awareness, goal setting, community service, career awareness, communication skills, basic knowledge of government, and interaction with business and industry.

As the student completes each section he/she is awarded with a Certificate of Completion and an optional pin/patch.

The curriculum is complete\* with the exception of technical program competencies. Individual technical program instructors supply a list of competencies that the student must master to complete the level.

(\*A SkillsUSA handbook is also required to complete many sections.)

The Career Essentials Advisor's Guide includes information for implementing the program, teaching strategies for individual and group instruction, model assignment sheets, transparency masters, strategies for special needs students, and suggestions for working with advisory committees.

## Curriculum Outline for Career Essentials

The following information outlines the individual steps in the Career Essentials program. Included in the outline are the tasks the student will accomplish at each level (except for individual technical program requirements).

### STARTER KIT - DISCOVERY DEGREE

Discover personal goals and talents.

### LEVEL 1 - TRAINEE DEGREE

Self-motivation, cultural diversity and time management. 11 tasks.

### LEVEL 2 - LEADER DEGREE

Customer service skills, team skills and completing a job application. 17 tasks.

### LEVEL 3 - PROFESSIONAL DEGREE

Developing personal financial skills, résumé writing and interviewing. 15 tasks.

### LEVEL 4 - CHAMPION DEGREE

Forecasting employment trends, workplace ethics and conducting a job search. 13 tasks.

### LEVEL 5 - AMERICAN DEGREE

The American SkillsUSA Degree represents the highest honor an individual can receive in SkillsUSA. The degree recognizes outstanding achievement in occupational and leadership skills. The American Degree covers career-planning competencies, writing a professional paper and refining the job portfolio. Those wishing to earn the American Degree must also complete the SkillsUSA Student Workbook. American Degrees are awarded by the state association.

### LEVEL 6 - INTERNATIONAL DEGREE

Those seeking to complete level 6—the International Degree—must be program graduates working in their occupational field. Level 6 competencies must be documented in an International Degree notebook. For more information, deadlines and to obtain guidelines for the notebook, please contact SkillsUSA at (800) 321-8422 or e-mail [anyinfo@skillsusa.org](mailto:anyinfo@skillsusa.org).

## State Pin and T-shirt Contest

In 1987 Massachusetts created a design competition to generate fresh ideas and create enthusiasm in the State Skill Olympics (now known as SkillsUSA Championships) T-shirt and the official state trading pin for the United States Skills Olympics. The competition was a success! The winning designs were bright and new—and students had a personal interest in them. This program has now been instituted as an official, yearly competition. Encourage your students to generate some great new ideas and win a trip to the State Conference or National Conference!

Multiple entries per school will be allowed in each of the design categories. This is a great opportunity to generate school-wide enthusiasm! All paid-in-full SkillsUSA members are eligible. A student may compete in one or both categories.

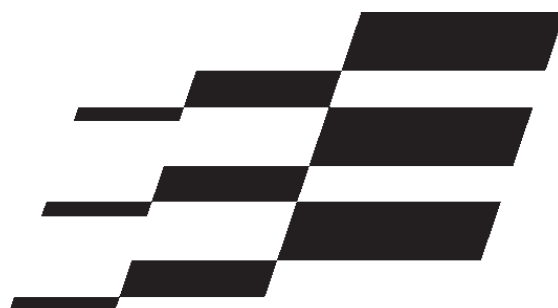
The following pages contain the specifications for each contest and the official registration forms for the contest.

The specifications **must** be followed. **Copy the forms and be sure to attach them to the submitted artwork. The deadline for the art is December 30<sup>th</sup>, post mark date, each year.** See the Calendar of Events for a reminder.

Judging will be done for both the state pin and T-shirt design contests by both the State Executive Council and the Board of Directors at their December meetings. The winners will be notified by January 30<sup>th</sup>. A letter will be sent to the winner's home address with a copy to the Chapter Advisor.

### SkillsUSA Massachusetts Logo

This is the official logo for SkillsUSA Massachusetts. An electronic version of the logo can be found on our web site at [www.mskillsusa.org](http://www.mskillsusa.org).



# SkillsUSA

## MASSACHUSETTS

# State Trading Pin Contest

## Official State Trading Pin

The winning design in this category will be produced and used as the official Massachusetts State Trading Pin at the annual National Leadership and Skills Conference. The winner will attend the State Conference free of charge (at the quad rate), will be featured during a segment during the State Conference's Opening Ceremony, and will be recognized in the State Conference program. The winner will also receive a \$250.00 travel stipend toward their trip to the National Conference in June, where they will represent Massachusetts as the National Pin Design competitor.

## Eligibility

This contest is open to all paid-in-full SkillsUSA Massachusetts student members for the current academic school year, secondary and post-secondary.

## Requirements

In order to qualify for the contest, all entries should:

- Only either be round, rectangular, or square in shape.
- Be submitted with **two versions of the art** on a single page: a larger version for judging the design and a small version for judging how the design would look like when made to fit the dimensions of a pin.
  - The larger version should be approximately 5"×7" for a rectangularly shaped pin; 4" in diameter for a circular shaped pin or 4"×4" for a square pin.
  - The smaller version should be between 1"–1.25" along its longest dimension.
- Be rendered in color or two-color. The pin's base color is gold. In addition to the base color, up to four colors may be used. Please note black is considered a color.

- Be computer generated or hand drawn.
- Communicate through imagery—such as type, illustration, graphic representation or all mentioned—the ideals and mission of SkillsUSA Massachusetts and SkillsUSA.
- **MUST** include the text SkillsUSA Massachusetts, or SkillsUSA **accompanied by** a drawing of the geographical shape of the state of Massachusetts and the year (2017).
- Adhere to the logo and identity usage guidelines on pages 3–11 of the SkillsUSA Graphics Standard Manual located at [www.skillsusa.org/downloads/PDF/Graphstandrds.pdf](http://www.skillsusa.org/downloads/PDF/Graphstandrds.pdf). **Improper usage includes separating the flag element from the SkillsUSA logo, and inserting a space between Skills and USA. SkillsUSA must be presented as one word and should look this way: SkillsUSA**

## Submitting your design

**Be sure to securely attach the registration form to the back of the design** for consideration. In addition, the front-facing side of the design or board on which the design is attached to should not contain any elements that may identify the designer (this information should be on the registration form.) **The deadline for the entry is December 31st, post mark date.**

Please send your entry to:

State Trading Pin Contest  
c/o SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375

A diagram illustrating the relationship between the enlarged and actual sizes of a pin artwork. It features two red squares on a white background. The top square is significantly larger than the bottom square. To the left of the larger square is a small, curved line representing a staple. To the right of the larger square is a vertical column of several small, empty rectangular boxes, resembling a checklist or a series of labels. Below the larger square is the smaller square. The text 'Pin Artwork (Enlarged)' is centered within the larger square, and 'Pin Artwork (Actual Size)' is centered within the smaller square. At the top of the diagram, there is a line representing a document header with the text 'State Trading Pin Contest Registration Form' and a smaller line below it that reads 'You have 60 seconds to place the fourth digit right of the pin on the board as'. At the bottom right of the diagram, there is a small rectangular box containing the text 'Pin Artwork (Actual Size)'.

# State T-shirt Contest

The winning design in this category will be produced and used as the Official Massachusetts State T-Shirt at the State and National Leadership Conferences. The winner will attend the State Conference free of charge (at the quad rate), will be featured during a segment during the State Conference's Opening Ceremony, and will be recognized in the State Conference program. The winner will also receive a \$250.00 travel stipend toward their trip to the National Conference in June, where they will represent Massachusetts as the National T-Shirt Design competitor

## Eligibility

This contest is open to all paid-in-full SkillsUSA Massachusetts members for the current academic school year, secondary and postsecondary.

## Base Specifications:

**Two versions** of your T-shirt design **must be** submitted, **one for the state conference** and **one for the national conference**. In order to qualify for the contest, all entries should:

- Be at least 4" x 4" in size.
- Use up to four colors. Please note black is considered a color. The shirt's color, will be white. (All designs must be presented for a white tee-shirt)
- Be original artwork that is either hand-drawn or created on a computer.
- Communicate through imagery—such as type, illustration, graphic representation or all mentioned—the ideals and mission of SkillsUSA Massachusetts and SkillsUSA.
- Include the text SkillsUSA Massachusetts, or SkillsUSA **accompanied by** a drawing of the geographical shape of the state of Massachusetts.

- Adhere to the logo and identity usage guidelines on pages 3–11 of the SkillsUSA Graphics Standard Manual located at [www.skillsusa.org/downloads/PDF/Graphstandrds.pdf](http://www.skillsusa.org/downloads/PDF/Graphstandrds.pdf). **Improper usage includes separating the flag element from the SkillsUSA logo, and inserting a space between Skills and USA. SkillsUSA must be presented as one word and should look this way: SkillsUSA**
- Take into account the theme for the current year, which is **"Job-Ready Day One"**
- Be submitted with two variations of the design:
  - The State Conference version of the T-Shirt must include the following elements:
    1. SkillsUSA Massachusetts (text or logo)
    2. State Leadership and Skills Conference (text)
    3. 2018 (text)
    4. **Job-Ready Day One** (text)
    5. April 26th–28th, 2018 (text)
  - The National Conference version of the T-Shirt (for Massachusetts) must include the following elements:
    1. SkillsUSA Massachusetts (text or logo)
    2. 2018 (text)
    3. **Job-Ready Day One** (text)

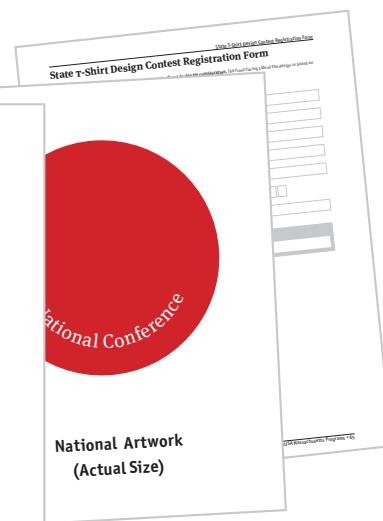

## Submitting your design

**Be sure to securely attach copies of the filled-out registration form to the back of each of the designs for consideration.** In addition, the front-facing side of the design or board on which the design is attached to should not contain any elements that may identify the designer (this information should be on the registration form.) **The deadline for the entry is December 31st, post mark date.**

Please submit your entry to:

State T-Shirt Design Contest  
c/o SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375

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# National Conference Pin & T-shirt Design Competition

SkillsUSA and Lowe's sponsor a national conference pin and T-shirt design competition that is open to all dues-paying student members of the organization. The winning designs will become the official pin or T-shirt for the 2016 SkillsUSA National Leadership and Skills Conference. The pin and T-shirt will be produced by the SkillsUSA Store.

Two designs will be selected. One will be used for the pin and one for the T-shirt. All designs submitted should be appropriate for use on a pin or T-shirt. All entries must be submitted to SkillsUSA **exactly as directed** in the rules below, and all entries become the property of SkillsUSA once submitted. **Only one entry per SkillsUSA member is permitted, and the same student may not win both events.**

Note: This is separate and distinct from the SkillsUSA Championships Pin Design (State Conference) and T-shirt Design (State Conference) competitions. It has no impact on a student's eligibility to compete.

## Eligibility

This competition is open to all registered SkillsUSA student members who are enrolled in a career and technical education program at a high school or college/postsecondary institution with an active SkillsUSA chapter. Membership for the 2016–2017 school year will be verified by the national headquarters (the name must appear on a roster for this school year).

**Only one entry per SkillsUSA member is permitted, and the same student may not win both events.**

## Deadline

**All entries must be received (not postmarked)** in the SkillsUSA national headquarters by close of business on **Feb. 1, 2018**, by mail only. Do not send electronic entries due to issues receiving large electronic files, printing files with accurate colors, etc.

## Judging

All entries will be judged by the national headquarters staff of SkillsUSA and the industry sponsor for the event. **The winners of the competition will be announced in April 2017.** This contest may or may not be held in the future, and there may or may not be additional rules and requirements.

## Materials and Specifications

All entries to this competition **must comply** with the following materials and specifications or they will be disqualified:

- All entries must be rendered in color (full color or two color)
- Preferably, entries will be created in a design software package such as Illustrator, Photoshop or Freehand

- All entries should be submitted with two versions of the art on a single page. The larger version is for judging the T-shirt contest. The smaller version is for judging the pin contest. The larger version should be approximately 7 inches wide by 7 inches tall. The smaller version should be approximately 1 inch wide by 1 inch tall. Both versions should be identical. The art does not have to be square, nor to these exact dimensions.
- Dimensions of the pin when produced will be approximately 1 inch tall by the necessary width. For the T-shirt, the art will be adjusted to fit the front or back of the shirt, and industry logos may be added to shirt.
- All entries **must** include the following **exact** wording (*no other words/wording allowed*):

**SkillsUSA  
NLSC 2018  
Louisville, Kentucky**

- Direct representations (whole or elements) of the SkillsUSA emblem or SkillsUSA logo cannot appear on the design.
- All copyright laws must be followed in the creation of the design.
- Please label the back of your artwork with the following:

**Student's Name  
Training Program  
School name and full mailing address  
Advisor's name, e-mail address and daytime telephone #**

- The student must keep a copy of his or her original design until results are announced. Upon notification, the winner will be required to submit his or her artwork in the native software file to national headquarters by e-mail or other means, for production purposes. SkillsUSA will not return any materials.
- SkillsUSA retains the rights to make modifications to the final design as necessary to produce a pin or T-shirt to our standards and to the manufacturer's specifications and abilities.
- Incomplete entries or those that do not comply with the above requirements will be disqualified.
- Entries received after the deadline will not be considered. Entries must be **received (not postmarked) by Feb. 1, 2018.**

## Please note the following:

- Do not render your art on a T-shirt backdrop. Follow rendering directions as indicated above. Designs chosen will be designated as the pin or the T-shirt by the judging committees.
- Do not use the SkillsUSA conference theme or slogan in your design.
- Do not make SkillsUSA two words or separate SkillsUSA by a hyphen or any other means. **SkillsUSA should appear as one word on a single line.**
- Do not use the SkillsUSA logo or any part of it in your design.

## Submitting Your Design

Create your design according to the above specifications. When your design is ready to submit, mail it to:

**SkillsUSA Design Contest**  
**Heidi Walsh**  
**SkillsUSA**  
**14004 SkillsUSA Way**  
**Leesburg, VA 20176**


Entries must be **received (not postmarked) by Feb. 1, 2018.**

Questions? Submit any questions by e-mail to [hambrose@skillsusa.org](mailto:hambrose@skillsusa.org) or call 703-737-0615 on Monday to Friday, from 8:30 a.m. to 5 p.m. To see previous winning designs, go to [www.skillsusa.org/compete/pindesign.shtml](http://www.skillsusa.org/compete/pindesign.shtml)

## Awards

There will be one national winner for the pin design and one national winner for the T-shirt design. Each winner will receive the following, provided by SkillsUSA and Lowe's:

- Plaque with his or her design
- Complimentary samples of the pin or T-shirt that is produced
- A travel stipend to attend the SkillsUSA national conference
- A \$5,000 Lowe's program improvement grant to each winner's school (pending successful funding of the program)
- Recognition of the winner on the SkillsUSA website
- Recognition for student and advisor at the national conference

 <p>Shirt Artwork (Actual Size)</p> <p>Pin Artwork (Actual Size)</p>	<p>Student's Name            Training Program            School name            full mailing address            Advisor's name            e-mail address            daytime telephone #</p>
<p><b>Front</b></p>	<p><b>Back</b></p>

# Costello Family Community Service Awards

## Introduction

SkillsUSA Massachusetts Community Service activities are one of the most important types of programs that SkillsUSA members can participate in. The activities enable members to become active participants in their communities, thus allowing students to become aware of community concerns and participate in the solutions.

Community involvement by SkillsUSA Chapters is at the root of what SkillsUSA is all about. The SkillsUSA Pledge states “to base my expectations upon the solid foundation of service.” This service also enables the community to become aware of the outstanding work being done by students.

## Individual Chapter Projects & the Costello Family Community Service Awards

Each individual chapter is encouraged to conduct a community service project geared to the individual needs of their area. All SkillsUSA chapters will be asked to participate.

SkillsUSA Massachusetts is continuing our recognition initiative. All SkillsUSA chapters are being asked to compile a report of any and all chapter community service projects, to be presented at the State Leadership and Skills Conference. Winning entries will be recognized at the conference, with the presentation of the Costello Family Community Service Awards. These awards are given in honor of the community service activities of Meg Costello, chapter advisor at Shawsheen Valley Tech, and her family in the aftermath of Hurricane Katrina.

## The Report

The report must include a written report on the activities conducted by your chapter. The written information must be a minimum of four pages in length. It must describe how the project was chosen, who it benefited, what planning was done and how, who participated (how many members/advisors) and any and all outcomes from the project. The written report must be accompanied by no fewer than 12 photographs, accompanied by captions/descriptions under the photos.

## Submitting Your Report

The report must be submitted in a three ring binder with the name of the submitting Chapter clearly displayed on the first inside page. The deadline for submission is **April 1st, 2018**. All entries received on or before that date will be considered for community service excellence awards to be presented at the State Leadership and Skills Conference. The report must be accompanied by the official submission form with all information complete.

Please mail the report with the completed submission form to:

Costello Family Community Service Awards  
c/o SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375

## Judging

Entries will be judged by members of the Massachusetts National and Community Service Commission. The projects will be judged on originality, creativity, benefit to the community or community impact as well as the quality of the written report.



3-Ring Binder



# President's Volunteer Service Award

Service usually springs from selflessness, but the president of the United States wants to recognize volunteers just the same. That's why the Presidential Volunteer Service Award was created, a national honor offered in recognition of sustained service.

Recipients can receive an official lapel pin, personalized certificate of achievement, and a congratulatory letter from the president.

## Requirements & Submission

Deadline: **Applications must be received (not postmarked) by April 1.**

- ☐ Coversheet with your name, age, home address, total hours, school, school address and email address.
- ☐ Candidates must submit a documented record of volunteer activities and hours served. This record of service may be a diary, calendar or timesheet.
  - If your service involved over night stays, such as volunteering at a summer camp, only direct contact hours/hours on task may be counted. (Sleeping hours do not count.)
  - Hours served fulfilling your responsibilities as a local, state or national officer do not count for the PVSA (volunteer activities performed while an officer are acceptable).
- ☐ A letter from each agency, organization, school, church, etc., (on their letterhead) where you volunteered must accompany your time sheet and be signed by an agency representative verifying your hours.
- ☐ Candidates must submit a letter of nomination from one of the following: the direct supervisor/agency representative working with the candidate, a school administrator, school SkillsUSA advisor or SkillsUSA state director.
- ☐ Proof of SkillsUSA membership must be submitted. Proof of membership can be a copy of a membership roster, your membership card, a certificate or verification from your school SkillsUSA advisor or state director.
- ☐ Candidates must meet the number of hours designated by the Presidential Volunteer Service Award. (See below.)
- ☐ To qualify to receive the PVSA from SkillsUSA in June 2012, candidates must have performed hours within a single 12-month period. Hours prior to January 1, 2011, do not apply unless you are submitting for the Lifetime Award.

The above information must be sent as one complete package and received (not postmarked) no later than April 1. No exceptions will be made. E-mailed or faxed entries will not be accepted. Do not send incomplete submissions.

Once the documentation is received, SkillsUSA will verify all records and confirm that the candidate has completed the number of service hours in good standing as required to earn a President's Volunteer Service Award.

Mail entries to:

Heidi Walsh  
SkillsUSA  
14001 SkillsUSA Way  
Leesburg, VA 20176

For questions, call: 703-737-0615; or email: [hambrose@skillsusa.org](mailto:hambrose@skillsusa.org).

More information about the President's Volunteer Service Award Program is available at <http://www.presidentialserviceawards.gov>

## Service Hours Requirements

(completed between April 1, 2017–March 31, 2018)

### YOUNG ADULTS (AGES 15 TO 25)

- 100 to 174 hours (Bronze)
- 175 to 249 hours (Silver)
- 250 hours or more (Gold)
- 4,000 hours or more of volunteer service (over a lifetime)

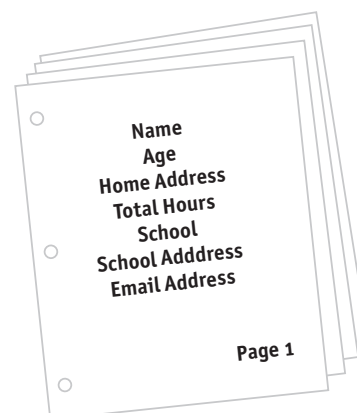
### ADULTS (25 AND OLDER)

- 100 to 249 hours (Bronze)
- 250 to 499 hours (Silver)
- 500 hours or more (Gold)
- 4,000 hours or more of volunteer service (over a lifetime)

### FAMILIES AND GROUPS (TWO OR MORE PEOPLE)\*

- 200 to 499 hours (Bronze)
- 500 to 999 hours (Silver)
- 1000 hours or more (Gold)
- 4,000 hours or more of volunteer service (over a lifetime)

In families and groups, each member contributing to the total number of hours must have served 25 hours or more.



# Massachusetts Non-Traditional Career Portfolio

## *Career Awareness in the 21<sup>st</sup> Century*

### Introduction

SkillsUSA Massachusetts is an integral part of all career and technical education programs in our state. One of the purposes of SkillsUSA is “To unite in a common bond **all** students enrolled in trade and industrial, technical, technology and health occupations education.” SkillsUSA Massachusetts promotes students in non-traditional training programs and recognizes the need to generate awareness at all levels of education.

### Chapter Projects

In September 2004, the Board of Directors approved a plan to allow each individual chapter to create a workshop geared toward making middle-school students aware of the career opportunities available in non-traditional training programs. The goal is to encourage students to consider non-traditional training programs and explore the benefits of high skill, high wage careers. All SkillsUSA chapters are encouraged to participate.

### Workshop Requirements

1. The workshop needs to focus on the goal—creating awareness on non-traditional programs, encouraging middle-school students to consider non-traditional training programs and exploring the opportunities and benefits.
2. A learning component will be required in the workshop. Participating students will get the opportunity to gather and understand information being presented about the topic. (This would involve data, stories on successful men & women in non-traditional careers, opportunities, benefits, etc.)
3. Presentation: The workshop needs to be presented to a group of middle-school students before the 2012 State Leadership and Skills Conference.
4. Time Limit: The workshop should be between 1–2 hours.
5. Visuals: Each Chapter must use at least **one** of the following visual formats to accompany the workshop:
  - Flip chart(s): Description of how the flip chart(s) will be utilized throughout the workshop.
  - Overhead transparencies: A copy of the transparencies should be in the portfolio.
  - PowerPoint or other computer presentation (such as videos): Provide a hard copy of the presentation as well as a disk as part of the portfolio.

Chapters are encouraged to be creative in their presentations.
6. Marketing material: The project must also include at least **one** piece of marketing material to promote/reinforce the goals you are addressing in the workshop. Examples: brochure, flyer, handbook, or pictures of a poster board that was created, etc.
7. Activity: The workshop will also need one interactive activity to capture the attention of the audience. For example: Games, ice breaker, skits, scenarios, etc. The activity has to address the topic at hand with a focus on non-traditional students in high-skill, high-wage careers.

All participating SkillsUSA chapters are asked to compile a portfolio describing their workshop (created by student members) with accompanying information and materials (discussed below) to be presented to the SkillsUSA Massachusetts state office.

### Portfolio Requirements

1. Report: The written report must include a summary describing the workshop. The information must be a minimum of four pages in length, double-spaced. It must describe how the format was chosen, who the target audience is (middle school visited, grade level(s), and number of students), the project objectives and methods used to accomplish the finish product, and who participated (Member name(s)). Describe what the impact of the presentation was. Additionally, support materials, such as a promotional description of the workshop and resources should be included.
2. A copy of each piece of material used in the workshop (Visuals, Marketing Material, Activity, Informational Material, etc.) needs to be included in the portfolio.
3. Any additional information, references, details on keynote speakers, or materials used to develop and conduct the workshop should be included in the portfolio. When developing the portfolio keep in mind that you want enough detail to assist someone who was not part of producing the workshop with presenting a similar workshop.

### Submitting Your Portfolio

The portfolio must be submitted in a three-ring binder with the name of the submitting chapter clearly on the first inside page along with the names of the student(s) who were involved in the development of the portfolio. The report must be accompanied by the official submission form (below) with all information complete.

**The deadline for submission is April 1st, 2016.** All entries received by that date will be considered for *Career Awareness in the 21<sup>st</sup> Century* awards to be presented at the State Leadership & Skills Conference. Workshops are eligible for advisors and state staff to use in SkillsUSA programs where appropriate.

Please mail the portfolio and completed submission form to:

Mass. Non-Traditional Career Portfolio  
c/o SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375

## Judging

Judging will be done by business and industry partners. The portfolios will be judged on:

### WORKSHOP

- Construction (organization, originality, creativity)
- Use of Visuals (flip charts, overhead transparencies, PowerPoint)
- Learning Component (information presented, data, references, knowledge of topic)
- Interactive Activity (creativity, relationship to topic)
- Plan of Action (presentation or plan for presenting)

### PORTFOLIO

- Organization (according to requirements)
- Written Report (adherence to requirements, quality, completeness)
- Marketing Material (creativity and impact)
- Additional Support Material (references, contacts, etc.)



**3-Ring Binder**



# Student2Student: Volunteers in Career Awareness

The Student2Student program gives high school students the chance to serve as mentors to younger middle or elementary school students. This gives the younger students a chance to consider all sorts of career options before they reach high school. High school mentors arrange a tour of their school for the younger students. Mentors representing each training program give brief presentations on their program. The younger students spend the day with their older mentors, and receive certificates of completion at the end of the tour.

The program can be expanded into an ongoing community service project, where high school students are matched with interested middle/elementary school students based on career interests. Local business and industry can be involved, too, contributing to a positive, enriching experience for all. The younger students, perhaps for the first time, will be receiving personal and professional guidance from their older peers, as well as from other members of the community.

Everyone benefits from this important program. Business and industry gets the opportunity to positively influence its next generation of workers; high school students will gain greater self-esteem as they instruct the children; and the middle/elementary students will become more aware of their career options at an early age and will make important contacts, perhaps even important friends, to serve them in the years ahead.

Through this program, SkillsUSA is a “Commitment Maker” to General Colin Powell’s organization, America’s Promise Alliance.

America’s Promise Alliance is a national campaign chaired by General Colin Powell and designed to ensure that our nation’s youth will have access to five fundamental resources:

A caring adult: mentor, tutor, coach

Safe places and structured activities during nonschool hours to learn and grow

A healthy start leading to a healthy future

A marketable skill through effective education

An opportunity to give back through community service

SkillsUSA’s Student2Student program was created as a way for our members to participate in this organization. In fact, SkillsUSA has become a “Commitment Maker” with America’s Promise, and your involvement in the Student2Student program can help to meet the five major goals listed above.

To obtain a free mentoring booklet designed to introduce the mentoring program, call SkillsUSA at 1-800-321-8422.

Download our advisor’s guide, which explains how to implement this program in your school.

Learn more about America’s Promise.

Learn how your school can get national recognition for your mentoring program.

# SkillsUSA Massachusetts

## Jannine Baker Legacy Award Scholarships

The Jannine Baker Legacy Awards are educational scholarships supported by SkillsUSA Massachusetts and the Grainger Foundation given to recognize student members of SkillsUSA Massachusetts who have distinguished themselves both academically and through their leadership and community service activities.

The winners will be announced and presented at the Awards Session of the 2016 SkillsUSA Massachusetts State Leadership & Skills Conference.

### Eligibility

Applications will be accepted from all active SkillsUSA Massachusetts high school division members maintaining a 3.0 grade point average or higher and continuing their education at an accredited college or post secondary program. Applicants must demonstrate a high level of academic achievement, be active in community service, have participated in at least two SkillsUSA activities, and have established specific education and career goals.

### How to Apply

The application must be completed along with the following required attachments:

1. Resumé
2. Two letters of recommendation (from any of the following individuals: instructor, SkillsUSA Advisor, administrator)
3. Proof of grade point average (3.0 or higher)
4. A separate sheet with answers to the following questions:
  - a. What are your academic achievements?
  - b. What are your community service achievements?
  - c. What SkillsUSA activities have you participated in?
  - d. What are your educational and career goals?

### Submission Deadline & Mailing Address

All applications must be **received by the state office no later than April 1st, 2018.**

Please mail to:

Jannine Baker Legacy Award Scholarships  
c/o SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375

If you have any questions, please contact Karen Ward at 508-230-1273 or [kward@maskillsusa.org](mailto:kward@maskillsusa.org)

### Judging

All applications will be reviewed and award recipients chosen based on merit.

The image shows a stack of application forms. The top form is titled "SkillsUSA MA Jannine Baker Legacy Award Application". It contains several sections with checkboxes and text boxes. The "Eligibility" section includes checkboxes for "I am a SkillsUSA member", "I am currently enrolled in a high school or post-secondary program", and "I have a minimum 3.0 grade point average". The "Participation" section includes checkboxes for "I have participated in at least two SkillsUSA activities" and "I have completed a community service project". There are also fields for "Name", "Address", "Phone", and "Email".

--

\_\_\_\_\_

11

Page 1 of 1

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[illegible]

11

Page 1 of 1

[illegible]

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[illegible]

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No

## Summary

**I hereby attest that all of the information contained in this application and its attachments is accurate and true to the best of my knowledge.**

☐

## Your resume

11

## Two letters of recommendation

11

**Proof of your grade point average (3.0 or higher)**

11

**Separate sheet with the answers to the following questions:**

1. What are your academic achievements?
2. What are your community service achievements?
3. What SkillsUSA activities have you participated in?
4. What are your educational and career goals

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# Chapter Excellence Program Award

## WHAT IS THE CHAPTER EXCELLENCE PROGRAM?

The Chapter Excellence Program (CEP) honors chapter achievement relative to SkillsUSA's framework of developing personal, workplace and technical skills. The framework actualizes SkillsUSA's mission "to empower members to become world-class workers, leaders and responsible American citizens." It also serves as the blueprint for workplace readiness — our ultimate goal as an organization. By centering on industry demands, the framework builds the foundation for relevant and intentional student learning and employability skill development.

Paramount to framework success is the creation and implementation of an effective program of work\* — SkillsUSA's planning tool for chapters. By participating in program of work activities, SkillsUSA chapters become conduits for meaningful student growth.

Students take part in the planning, organization and implementation of activities, which develops their skills and builds character. The CEP recognizes these efforts by offering every chapter an opportunity to attain measurable competencies in pursuit of framework objectives.

\* To learn more about the program of work, visit: [www.skillsusa.org/educators/chapmanage5.html](http://www.skillsusa.org/educators/chapmanage5.html)

## VALUE OF THE FRAMEWORK

- Ensures students learn skills valued and demanded by industry
- Enables students to articulate what they are learning
- Adds relevance to chapter or section awards recognition
- Develops the whole student — personal, workplace, technical
- Creates a baseline to consistently measure success
- Brings the mission of SkillsUSA to life!

## WHY SHOULD MY CHAPTER OR SECTION PARTICIPATE?

The advantages of the CEP are many! If you're ready to take your chapter to the next level, this program is for you. An advisor's guide can be downloaded from the SkillsUSA National web site at [www.skillsusa.org](http://www.skillsusa.org) under the programs tab.



# State Conference Advisory Council Application

Form SAC1

Please Print Neatly or Type

## Student Information

Full Name \_\_\_\_\_  
Last First Middle Initial  
Street Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_

## School Information

School Name \_\_\_\_\_  
School Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_  
Grade (circle one) 9 10 11 12  
Area of Study \_\_\_\_\_  
SkillsUSA Member Since (month/day/year) \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
How many state conferences have you attended? \_\_\_\_\_

## Extracurricular Activities

Please provide a brief description of your Extracurricular Activities.

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*(Continued on next page)*

## Short Essay

Please write a brief paragraph on why you should be on the State Conference Student Advisory Council.

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## Agreement

I hereby understand that if I should be selected for the State Conference Student Advisory Council that:

- I must attend both of the council meetings (please see State Calendar for time, date, and location information) and should be present for all of the discussions;
- All Committee members are expected to participate to the best of their ability; and
- Should have a grade point average of a C or better in each class academic and trade to fulfill the requirements as a committee member.

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor's Name

\_\_\_\_\_  
Chapter Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shop Department Head's Name

\_\_\_\_\_  
Shop Department Head's Signature

\_\_\_\_\_  
Date

**Note:** You and/or your SkillsUSA Chapter are responsible for transportation to and from the meeting site. If your advisor is driving, he/she will not be participating in the meeting.

Please mail this application, postmarked by **January 31, 2018**, to the following address to be accepted for consideration.

State Conference Advisory Committee Application  
c/o SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375

# State Executive Council Candidacy

## Application for State Office

The success of the SkillsUSA Massachusetts Program of Work for any SkillsUSA year depends largely upon the strength of its student officers. Strong student officers begin with high quality candidates and the local selection process is key in assuring the quality of the candidates.

## Characteristics of a Successful State Officer

Successful state officers are **dependable, punctual, realistic, cooperative, enthusiastic, friendly, self-confident, and loyal.**

## Benefits and Opportunities

- Bring positive recognition to yourself, school, community and state
- Develop a spirit of enthusiasm, pride in yourself and vocational technical education
- Develop the ability to plan, organize and execute a full schedule of activities
- Develop self-confidence and poise
- Opportunities to come in close contact with leaders in business and industry while working together for the benefit of vocational technical education
- Opportunities to develop your leadership potential
- Opportunities to travel

## Responsibilities

- Work as part of a team of students who are charged with the responsibility of the SkillsUSA Program of Work
- Carry out the duties of elected office
- Develop workshops and presentations to be given at conferences and state functions
- Represent more than 25,000 SkillsUSA Massachusetts members statewide

## Required Attendance

- State Executive Council Meetings (Monthly)
- State Officer Training (Summer: one week, all expenses paid)
- Fall State Leadership Conference for Workplace Readiness (November: all expenses paid)
- District and State Leadership & Skills Conference(s) (Winter and Spring: all expenses paid)
- National Leadership & Skills Conference (June: Expenses paid for state officers, not paid for officer elects)
- Washington Leadership Training Institute (Late Summer: all expenses paid if funds are available)

## The Election Procedure for SkillsUSA Massachusetts State Officers

There will be testing and an interview for all prospective candidates at the District Conference. Candidates should prepare for the test by studying the SkillsUSA Handbook. Know who is who, the organizational structure and all other

important information, as described in Levels 1 and 2 of the SkillsUSA Professional Development Program. In addition, all candidates must submit four letters of recommendation with their application (See Form soc4). All candidates chosen at districts will then proceed to the State Leadership and Skills Conference.

At the State Conference, those chosen will be expected to present a two minute prepared speech discussing why they want to become a state officer, answer questions posted by the house of delegates, campaign, as well as answer a problematic question and give a rebuttal.

Once all questioning has been completed, a general election will be held to designate the new state officers. A slate of officers will be elected and they will not have official titles at this time.

## Special Notice Regarding Transportation

All candidates for State SkillsUSA office as well as advisors, administrators and **especially parents/guardians** must be aware that State SkillsUSA officers participate in numerous statewide activities which require travel of an hour or more from home.

The officer team is encouraged to work together to car-pool to/from events, however often times officers will need assistance from parents/guardians or advisors to get to/from events and activities.

All parties concerned must be aware of this aspect of service and be willing to assist the student officer with transportation.

## Officer Training Conference

All new state officers must attend the mandatory State Officer Training Conference (OTC). At the end of the week during OTC the officers will choose their titles by means of a secret ballot.

## Candidate Application Deadlines

The deadline date for this information to be in the state office is the same as the deadline for District Conference paperwork. Failure to meet this deadline will eliminate any candidate. All candidates for state SkillsUSA office must have a minimum GPA of 2.0 or a C average in every class, academic and trade to be eligible to run for office. Please refer to the *High School Division Constitution and Bylaws* for further information regarding eligibility.

Copy the next two pages and give them to the State Officer Candidate. Upon completion **please** check to be sure that **all** information has been filled out properly and legibly before submitting the application.

Good luck to all candidates and thank you for your interest in SkillsUSA.

The State Officer Election Procedure was developed by the 1983–84 State Executive Council and amended at the 1994 State Leadership Conference.

# State Officer Candidate Information

Form SOC3

Please Print Neatly or Type

## Candidate Information

Full Name \_\_\_\_\_

SkillsUSA Office Held \_\_\_\_\_

Birth Date (month/day/year) \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

Present Year in School (circle one) 9 10 11 12

Home Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Parent(s)/Name(s) \_\_\_\_\_

Home Telephone Number (\_\_\_\_) \_\_\_\_-\_\_\_\_

## School Information

School Name \_\_\_\_\_

School Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

School Telephone Number (\_\_\_\_) \_\_\_\_-\_\_\_\_

Superintendent Director \_\_\_\_\_

Trade Area \_\_\_\_\_

Shop Instructor \_\_\_\_\_

Chapter SkillsUSA Advisor \_\_\_\_\_

## Emergency Contact

If there is an emergency, whom should we contact:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Telephone (\_\_\_\_) \_\_\_\_-\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_

Name of Family Doctor \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_-\_\_\_\_

Medical Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_ Membership Number \_\_\_\_\_

# Officer Candidate—Local Confirmation

Form SOC4

## Officer Candidate

I understand the responsibilities of SkillsUSA state office and, if elected, I will attend all meetings and activities necessary for the successful fulfillment of my duties, including community service events and other weekend activities

---

 Signature of Applicant

## Parent/Guardian

I approve of my son/daughter/ward applying for a state SkillsUSA office and agree that he/she will be able to spend the time necessary to carry out the duties of the office. I also agree that my son/daughter/ward will have the necessary transportation to and from events and activities

---

 Signature of Parent/Guardian

## Chapter Advisor

I have reviewed this application with the candidate and I recommend him/her for state office. I am satisfied that the applicant understands the duties and responsibilities of state office. I also agree that the candidate will have the necessary transportation to and from events and activities

---

 Signature of Chapter Advisor

## Superintendent Director

Having reviewed this application with the candidate, I am familiar with the duties and responsibilities associated with state SkillsUSA office. I approve of this applicant running for state office and, if elected, agree that based on passing grades, he/she will be able to spend the time necessary and have the transportation and supervision required to carry on the duties of the office.

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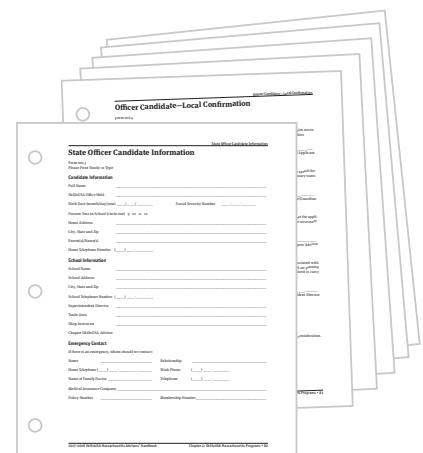
 Signature of Superintendent Director

Please submit forms SOC3 and SOC4 and the required four letters of recommendation from the following:

- Superintendent Director
- Section SkillsUSA Advisor (shop teacher) or Employer
- Chapter SkillsUSA Advisor
- Chapter President

Please mail this application, postmarked by **January 31, 2018**, to the following address to be accepted for consideration.

State Officer Candidate Application  
 c/o SkillsUSA Massachusetts  
 250 Foundry Street  
 South Easton, MA 02375



# National Voting Delegate Candidate

## Overview

SkillsUSA is a student run organization, whereby student members are charged with the responsibility of governing the affairs associated with the student constitution. In accordance with Article VIII, Section I of the SkillsUSA High School Division Constitution, SkillsUSA Massachusetts is entitled to student voting delegate commensurate with our membership to represent the views of our state association within the structure of the National House of Delegates.

Duties and responsibilities of the National House of Delegates include:

- Enact bylaws, rules and regulations necessary for carrying out the affairs and activities of the organization
- Elect National officers of the organization
- Act upon items of business as requested by the National Executive Council and Board of Directors

SkillsUSA Massachusetts is represented at the National level by state officers and state officers elect, however, with a growing membership we find our state association able to offer the experience of service as a national delegate to other members.

Members are encouraged to consider applying to become a National Voting Delegate. SkillsUSA Massachusetts will manage the selection process as described below to fill the remaining delegate seats for our state association.

Interested student members will be responsible for completing the enclosed paperwork and meeting all established criteria for the program. Students selected as delegate will be required to work with the current and incoming State Executive Council and are taking strides to help further SkillsUSA on a national level.

Members who apply to serve as a delegate must have a grade point average of a “C” or better in each class academic or trade. Delegate members are expected to attend one meeting prior to the National Leadership and Skills Conference, be able to travel to the National Leadership and Skills Conference to serve on the delegate team and must be able to fulfill all the duties assigned to delegates and be present for all delegate meetings during the National Leadership and Skills Conference.

**Delegate service will conflict with contestant schedules during the National Conference. Therefore, students attending the national conference as contestants may not apply.**

Please Print Neatly or Type

## Full Name

Last

First

Middle Initial

Street Address

City, State &amp; Zip

Phone Number (\_\_\_\_)

## School Name

School Address

City, State &amp; Zip

Phone Number (\_\_\_\_)

Grade (circle one) 9 10 11 12

## Area of Study

SkillsUSA Member Since (month/day/year) \_\_\_\_/\_\_\_\_/\_\_\_\_

How many state conferences have you attended? \_\_\_\_\_

Please provide a brief description of your Extracurricular Activities.

[illegible]

2017–2018 SkillsUSA Massachusetts Advisors' Handbook



- I must have a grade point average of a “C” or better in each class academic and trade to fulfill the requirements of a delegate member.
- My SkillsUSA chapter/school understands that they are responsible for and agree to pay all costs associated with the national Leadership and Skills Conference (including registration fees, travel, lodging and food) for me as a national voting delegate.

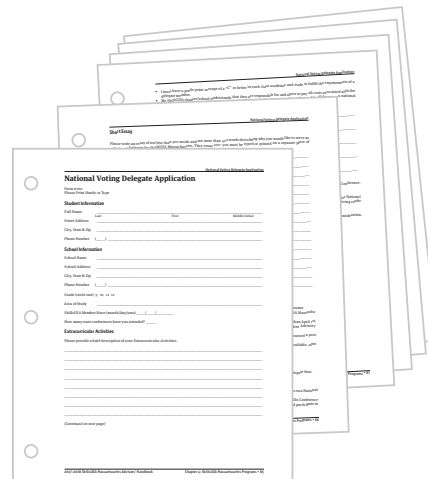
_____ Your Name	_____ Your Signature	_____ Date
_____ Parent/Guardian's Name	_____ Parent/Guardian's Signature	_____ Date
_____ Chapter Advisor's Name	_____ Chapter Advisor's Signature	_____ Date
_____ Shop Department Head's Name	_____ Shop Department Head's Signature	_____ Date
_____ School Administrator's Name	_____ School Administrator's Signature	_____ Date

**Note:** You and/or your SkillsUSA Chapter are responsible for all travel to and from meetings, and the National Conference. If your advisor is driving, he/she will not be participating in the meetings.

Please mail this application, postmarked by March 30th, to the address below to be accepted as a candidate for National Voting Delegate. An e-mail and formal letter will be issued in recognition of a complete application. Upon receiving confirmation applicants can begin preparations for election during the State Leadership and Skills Conference.

Please mail this application, postmarked by **January 31, 2018**, to the following address to be accepted for consideration.

State Conference National Voting Delegate Application  
c/o SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375



# National Anthem Talent Contest

## Contest Overview

SkillsUSA Massachusetts is seeking a student to sing the National Anthem at the Opening and Closing Ceremonies of the State Leadership and Skills Conference. If you are a student who might enjoy the opportunity to sing in front of more than 2,500 people, make this your opportunity. What a great way to showcase your talent!

## Contest Rules

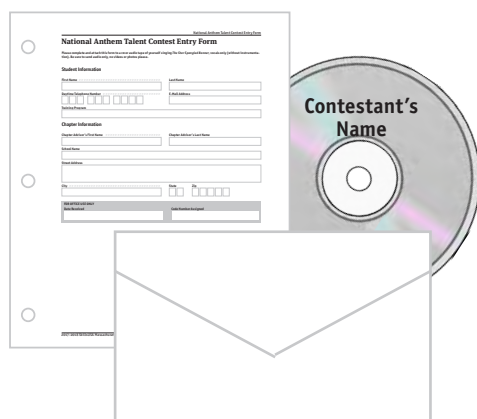
Please complete the contest entry form and send it along with a CD/Audio file of yourself singing *The Star Spangled Banner*, vocals only (without instrumentation), to:

National Anthem Talent Contest  
C/o SkillsUSA Massachusetts  
250 Foundry Street  
South Eastern, MA 02375

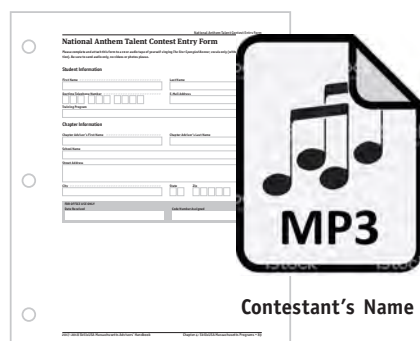
Be sure to send audio **only**, no video or photos please!

Deadline for entries: **April 1st, 2018**

### Mail



### or Email





# Techspo

## Overview

The annual Techspo in conjunction with the State Leadership & Skills Conference is an opportunity for SkillsUSA Massachusetts members to present through a display, the application of skills and education brought about through Career and Technical training.

This is a perfect event for students who may not be able to attend the State Conference, are new to SkillsUSA programs, or have a special skill or talent they would like to present through an exhibit.

Participants compete for best in show awards and gain recognition among their peers. All exhibits are displayed at the State Leadership and Skills Conference for judging. Participants do not have to attend the State Leadership and Skills Conference to enter the Techspo event.

## Registration

Students interested in registering for the Techspo event should refer to the Annual State Technical Standards and complete the registration form for Techspo participation.

Registration forms can be returned to:

SkillsUSA Massachusetts  
C/o Techspo Event  
250 Foundry Street  
South Easton, MA 02375



The image shows a registration form titled "TECHSPO REGISTRATION FORM". It includes fields for "Name", "Address", "City", "State", "Zip", "Phone", "Email", and "School". There are also checkboxes for "I am a member of SkillsUSA" and "I am a member of SkillsUSA Massachusetts". At the bottom, there is a section for "Comments" and a note: "This form should accompany the project to the judging site. Projects will be accepted only if this form is completed and returned to the judging site." The form is marked with a large "X" and a "0" in the top left corner.

# Advisor of the Year

## How to Nominate

Attached are materials and directions needed to being the process for nomination of he SkillsUSA Massachusetts *Advisor of the Year*.

- 1.** Gather all the necessary materials to complete the process of the advisor of the year nomination. Complete the required nomination checklist within this document to ensure all proper documentation has been included.
- 2.** Send the nomination and appropriate paperwork for your entry no later then April 1st, 2018, to:  
  
SkillsUSA Massachusetts  
C/o Advisor of the Year Nomination  
250 Foundry Street  
South Easton, MA 02375  
  
Or E-mail to Karen Ward at the e-mail address listed below:  
  
kward@maskillsusa.org
- 3.** You will be notified of the receipt of you entry via e-mail prior to the State Leadership and Skills Conference. The nominee will then be notified by the state office prior to the SLSC.
- 4.** All nominations received will be reviewed for required items and sent to the nomination committee for review.
- 5.** Interviews of nominees will take place in conjunction with the SLSC.
- 6.** Winners will be announced at the Awards Session of the SLSC
- 7.** The state winner will be entered into the SkillsUSA National Advisor of the Year for the 2016 National Leadership and Skills Conference.

## About the Award

### CRITERIA

This award will be presented to secondary and/or postsecondary educators involved in career and technical education and who have been recommended by a SkillsUSA Massachusetts member. One such award will be presented annually.

### ELIGIBILITY

Eligible individuals are individuals who are currently employed by CTE high schools, postsecondary institutions, etc. Contributions and achievements in which the nomination is based should have been made within the past ten years. The nominee must be a paid professional member of SkillsUSA.

### SUBMITTING THE NOMINATION

Please complete the enclosed application and nomination paperwork found on page 3–6 of this document.

Submit a maximum of three letters of support or recommendation for the nominee along with the application. *More than three letters will disqualify the nominee.*

**NOTE: Information provided in letters of support weighs heavily in the evaluation.**

A color portrait (head and shoulders shot in SkillsUSA attire) of the nominee.

A narrative style biography of the nominee (one page, single spaced.)

Complete the enclosed nomination checklist located on page 7 of this document.

The SkillsUSA Massachusetts state director will then submit the nomination materials to the nominations committee. No additional materials will be accepted.

# Advisor of the Year Nomination Form

Please Print Neatly or Type

## Nominee Information

Full Name	_____
	Last First Middle Initial
Street Address	_____
City, State & Zip	_____
Phone Number	(____) _____
E-mail Address	_____

## School Information

School Name	_____
School Address	_____
City, State & Zip	_____
Phone Number	(____) _____
Number of years as a SkillsUSA Advisor:	_____

## Nominator's Information

Nominator's Name	_____
Nominator's Title	_____
Full Name	_____
	Last First Middle Initial
Street Address	_____
City, State & Zip	_____
Home Number	(____) _____
Office Number	(____) _____
E-mail Address	_____

---

**Outstanding SkillsUSA Contributions and Achievements of Nominee**

Describe in the space provided below the contributions and achievements of the nominee that have advanced SkillsUSA in the nominee's State, Region, and/or Nation. You may also describe how the nominee has advanced career and technical education in his/her occupational area. Please use this sheet. Answers may be supplemented on a single-spaced, 8½" × 11" page. Please use the Times font, 12pt type. Use front of page only.

**Significant positions held: (in education of SkillsUSA)**

**Honors and/or Recognitions**

**Professional memberships**

**Civic, Fraternal Activities, Etc.:**

**Other specialized SkillsUSA activities, such as community service, safety projects or any other activities above and beyond the call of duty:**

**Please be sure that all of the following documentation is enclosed:**

- ☐ Application and Nomination Paperwork found on pages 91-95
- ☐ Three letters of support or recommendation
- ☐ A color portrait (head and shoulders shot in SkillsUSA Attire) of the nominee
- ☐ A narrative style biography of the nominee (one page, single spaced.)

**FOR STATE OFFICE USE ONLY:**

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

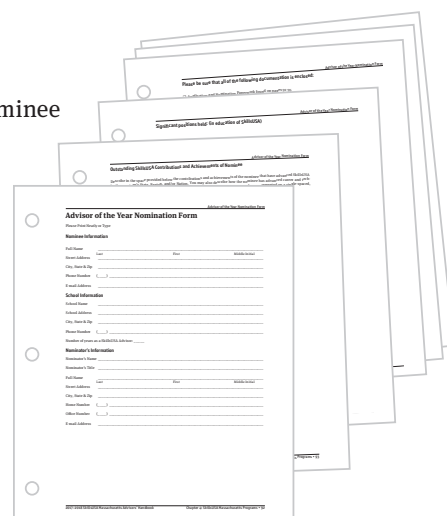
Review By: \_\_\_\_\_

Documentation:

\_\_\_\_\_ COMPLETE

\_\_\_\_\_ MISSING PIECES

\_\_\_\_\_ NOT COMPLETE



# Local Member Training

As a service to our member Chapters, Local Member Training is available to provide each chapter with the maximum opportunity to grow and strengthen



# General Information

As a service to its member chapters, SkillsUSA Massachusetts provides on-site training, workshops and assistance. State involvement in local chapters is available to fulfill many requirements. Workshops—both full-day and 1–2 hours—are available for students on a variety of subjects. Presentations can be arranged for faculty, school committees and parent groups. Award program speakers can be arranged, as well as Officer Installation and Member Initiation Ceremonies.

The on-site arrangements are made on an individual basis to provide each chapter with the maximum opportunity to grow and strengthen. Listed below are pre-arranged topics, others may be arranged as needed.

Use the LMT Request Form to indicate your selection for on-site training and please be sure to specify the state officer(s) you wish to participate. All requests are served on a first-come-first-serve basis and every effort will be made to accommodate the needs of each chapter.

## Local Member Workshops

### 1 HOUR WORKSHOPS

- What is SkillsUSA?
- Chapter Leaders Training
- New Advisor Training

### 2 HOUR WORKSHOPS

- Chapter Development & Management
- Student2Student Mentoring

### 3 HOUR WORKSHOPS

- Chapter Excellence Program
- PDP Program: Available as a teacher in-service or student workshop
- The SkillsUSA Framework (see next page for details)

### FULL DAY WORKSHOP

- Chapter Excellence Program/SkillsUSA Program of Work
- Service Learning Seminars
- SkillsUSA and the Student
- ASK: Advisor Success Kit training
- Workforce Ready System

## The SkillsUSA Framework

SkillsUSA has an impact on the lives of America's future workforce through the development of personal, workplace and technical skills that are grounded in academics.

SkillsUSA framework in which every student has an opportunity to develop personal, workplace and technical skills. This trifecta for student success centers on industry demands and builds the foundation for relevant and intentional student learning and leadership development. The framework gives students exposure to the whole package offered by career and technical education and SkillsUSA. What's more, the framework provides a pathway to a better life.

The Framework:

- Provides a common language for students to articulate what they gain from SkillsUSA participation to employers, school administrators, parents and other students
- Assesses student skill development along a learning continuum of awareness, demonstration and mastery
- Creates a vision for SkillsUSA programs at the local, state and national levels to ensure quality student-led experiences that build skills in all members

Why it works

- Empowers every student to achieve career success
- Delivers a skill set demanded by business and industry but lacking in many employees today
- Ensures that every student member receives a consistent and specific skill set



# Local Member Training Request Form

**We are requesting on-site assistance:**

Name of Advisor: \_\_\_\_\_

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Area Code and Phone: \_\_\_\_\_

**Local Assistance Required****Workshop(s):** Please specify length: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Presentations**

To \_\_\_\_\_

**Ceremonies**

For \_\_\_\_\_

**Awards Program Speakers**

For \_\_\_\_\_

☐ Speaking Role    ☐ Non-Speaking Role

First Choice Date/Preferred Time \_\_\_\_\_

Second Choice Date/Preferred Time: \_\_\_\_\_

**State Executive Council Members Participation**

First Choice(s): \_\_\_\_\_

Second Choice(s): \_\_\_\_\_

Complete this form and mail to:

Local Member Training  
c/o SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375

or E-Mail to: [kward@maskillsusa.org](mailto:kward@maskillsusa.org)

# Fall State Leadership Conference

The Fall State Leadership Conference is a conference designed for Chapter Advisors and Chapter Officers so that they may take their training back to the local level and build a strong chapter



# General Information

In 1987 Massachusetts SkillsUSA held its first Fall State Leadership Conference (FSLC). The success was overwhelming and the conference has become part of the SkillsUSA Massachusetts yearly calendar. The conference is designed primarily for chapter advisors and chapter officers so that they may take their training back to the local level and build a strong chapter.

In addition to the many activities, the conference highlights the following areas:

- Intensive leadership training in areas such as communication skills, group dynamics and job interviewing skills
- Parliamentary procedure workshop
- Opportunity to become involved in the SkillsUSA Professional Development Program (PDP)
- Opportunity to earn a SkillsUSA Leader Award
- Opportunity to build knowledge of SkillsUSA's programs and how to participate
- Opportunity to function as part of a team
- Many opportunities for each participant to receive individual recognition
- Building the skills to develop the Seven Habits of Highly Effective Teens
- Meet new people and develop friendships as each participant learns ways to add interest and meaning to their education

## Conference Costs

The conference costs for the current year are available in the price list and below. SkillsUSA Massachusetts reserves the right to change the specified sleeping arrangements from a triple to a quad and a quad to a triple. In the event this becomes necessary the chapter advisor will be notified at the earliest possible date.

The 2017 conference costs are:

- Students: \$280.00/person (quad)
- Students: \$290.00/person (triple)
- Teachers: \$315.00/person (double)
- Teachers: \$395.00/person (single)

The conference costs cover the following:

- Two nights hotel lodging
- Welcome reception (Day #1)
- Two dinners (Days #1 & #2)
- Two lunches (Days #2 & #3)
- Two breakfasts (Days #2 & #3)
- All workshop and training materials
- Conference T-Shirt
- Community Service Project
- Safety Fair
- Awards and Programs
- Conference staff expenses
- SkillsUSA Leader Pins

**Note:** Each chapter is eligible to register up to 15 students and 6 advisors.

## Conference Registration

Please see registration instructions and worksheet contained in the "Registration Tools" folder on your Advisor's Reference CD.

Please do not forget to register each participant's meal choice, as we offer Gluten Free and Vegetarian options, along with Standard Meals. Please complete the Adaptations for Achievement Form for each student who requires such needs. This information needs to be submitted as part of the registration process, in order to properly address all participant needs, well before the conference begins.

All registration for this conference will be accomplished through the SkillsUSA Massachusetts registration and member services site at [www.mskillsusa.org](http://www.mskillsusa.org)



# **The 31<sup>st</sup> Annual Fall State Leadership Conference for Work Place Readiness**

**Sunday, November 19<sup>th</sup>, 2017 through  
Tuesday, November 21<sup>st</sup>, 2017**

**Best Western Royal Plaza Hotel  
Marlborough, Massachusetts**

#### **CONFERENCE COSTS**

\$280.00/person, quad  
\$290.00/person, triple  
\$315.00/person, double  
\$395.00/person, single

#### **REGISTRATION INFORMATION**

Registration is due in the  
State SkillsUSA Office by  
November 1, 2017

#### **ARRIVAL DATE AND TIME**

Sunday, November 19, 2017,  
between the hours of 11:30am  
and 12:30pm. Reception and  
State Officer's welcome party  
begins at 12:30pm.

#### **DEPARTURE DATE AND TIME**

Tuesday, November 21, 2017,  
3:00pm departure

Note 1: Chapters never having participated in the FSLC sending at least three students and one advisor will be allowed to send one student and one advisor to the conference free of charge. The Advisor will be booked based on the double occupancy rate. If a single room is desired, the chapter will be responsible for the remaining difference of \$80.00.

Note 2: Students should be roomed in triples and quads as much as possible. The number of rooms required for this conference continues to grow and we would like to establish the best utilization of space possible. If you want roommates for your students, you must contact another chapter to make arrangements. Please make note on your rooming list if you have made arrangements to share rooms with another school.

# SkillsUSA Leader Award

The SkillsUSA Leader Award is presented each year to participants in the Massachusetts Fall State Leadership Conference. The award is to recognize SkillsUSA Massachusetts members who have demonstrated their leadership skills and have mastered certain requirements in leadership training.

## Qualifications

1. Must be an active SkillsUSA member
2. Must attend the Massachusetts Fall State Leadership Conference
3. Must master all the requirements for the SkillsUSA Leader Award before the end of the conference

## Procedures

1. Participate in all sessions of the Massachusetts Fall State Leadership Conference
2. Study and know each requirement for the SkillsUSA Leadership Award
3. Request evaluation from a State Officer as you proceed through the requirements
4. Fulfill all requirements before Tuesday at 10:00 a.m.

## Requirements

5. Know the SkillsUSA Massachusetts Mission Statement.
6. Know the Colors and be able to give their meaning.
7. Be able to give the six points of the SkillsUSA Creed.
8. Describe the official emblem and give it's meaning.
9. Know the components of the SkillsUSA Framework and their meaning
10. Know five purposes of SkillsUSA.
11. Know the SkillsUSA Pledge.
12. Know the duties of the following Officers: President, Vice President, Secretary, Treasurer, Parliamentarian, Reporter, Historian, and Ambassador.
13. Know one part or a part of the Opening & Closing Ceremonies.
14. Know the organizational structure of the local chapter, state and national organization.
15. Know the names, schools and offices of the State Executive Council.
16. Know and state the 7 Habits of Highly Effective Teens
17. Possess skills in parliamentary procedure – the four basic types of motion and how to present a motion.
18. Possess basic speaking skills demonstrated through participation in group discussion.
19. Know the motto of SkillsUSA.
20. Know the Executive Director for SkillsUSA Massachusetts.
21. Know the Executive Director of National SkillsUSA
22. Know the points of the SkillsUSA Program of Work.
23. Have a basic understanding of the Professional Development Program.



SkillsUSA Leader Awards will be presented at the awards banquet to all Officers and Advisors who have fulfilled the requirements. We encourage you to complete this award and expand your knowledge of SkillsUSA. Good Luck!!

# Adaptation for Achievement

In order to provide all students the opportunity to successfully participate and achieve in the full range of SkillsUSA activities and competitive events, please complete the following checklist. This will assist in the identification of any special services or equipment required by your SkillsUSA student(s). Please complete one form for each student who is in need of Adaptations for Achievement.

School Name: \_\_\_\_\_ SkillsUSA Advisor(s): \_\_\_\_\_

Delegate Name: \_\_\_\_\_ Competition / Activity: \_\_\_\_\_

## Adaptations Required

### TRANSPORTATION AND LODGING

Physical Accessibility \_\_\_\_\_

TTY Access \_\_\_\_\_

Braille \_\_\_\_\_

Meals \_\_\_\_\_

☐ Gluten Free

☐ Vegetarian

☐ Other: Please describe in detail: \_\_\_\_\_

Bus \_\_\_\_\_

Large Group Activities \_\_\_\_\_

### EQUIPMENT FOR SKILL COMPETITION

Please include name, type and adaptations required.

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### SERVICES

A. Language (other than English) \_\_\_\_\_

☐ Reader

☐ Interpreter

B. Special Needs

☐ Interpreter (Sign Language)

☐ Reader

☐ Braille Directions

☐ Audio Directions (cassette tape)

☐ Large Print Directions

☐ Kurzweil Testing

Please mail to:

**We need this information by the Conference Registration Deadline**

Adaptation for Achievement  
c/o SkillsUSA Massachusetts  
250 Foundry Street  
South Easton, MA 02375

or fax to: 508-230-1509

The image shows a thumbnail of the 'Adaptation for Achievement' form. It includes sections for 'Adaptations Required' (Physical Accessibility, TTY Access, Braille, Meals) and 'Services' (Language, Special Needs). The form is titled 'Adaptation for Achievement' and has a header with 'SkillsUSA' and 'Adaptation for Achievement'.

# District Conferences

The six state District Conferences are conferences held to determine the competitors for the Massachusetts SkillsUSA Championships



## District I

- Blue Hills RTHS
- Cape Cod RTHS
- Greater New Bedford RTHS
- Old Colony RTHS
- Plymouth Technical Studies
- South Shore VTHS
- Taunton HS
- Upper Cape Cod RTHS

## District II

- Attleboro VTHS
- BMC Durfee
- Bristol Community College
- Bristol-Plymouth RTHS
- Dighton-Rehoboth HS
- Diman RVTHS
- Southeastern RTHS
- Tri-County RTHS

## District III

- Assabet Valley RTHS
- J.P. Keefe Technical HS
- Lynn Technical HS
- Madison Park Technical HS
- Medford Vocational HS
- Minuteman HS
- Northeast Metro Tech
- Quincy HS
- Rindge School of Technical Arts
- Salem HS
- Somerville Vocational HS
- Waltham Vocational HS
- Weymouth VHS

## District IV

- Essex Technical HS
- Greater Lawrence RTHS
- Greater Lowell RTHS
- Nashoba Valley THS
- Shawsheen Valley RTHS
- Whittier RTHS

## District V

- Bay Path RTHS
- Blackstone Valley RTHS
- Leominster CTE
- Montachusett RTHS
- Tantasqua RTHS
- Worcester VHS

## District VI

- Chicopee Comprehensive HS
- Franklin County THS
- Lower Pioneer Valley RTHS
- McCann THS
- Pathfinder RTHS
- Pittsfield Public Schools
- R.L. Putnam VTHS
- Smith VOCATIONAL & AGRICULTURAL HS
- Westfield VTHS
- William J. Dean THS

# General Information

SkillsUSA Massachusetts hosts six District Conferences to determine the competitors for the Massachusetts SkillsUSA Championships. The conferences are held in late February to early March at selected locations in each district. To be eligible, a student must be a paid-in-full SkillsUSA member in good standing. In addition, all financial obligations the chapter has to the state must be paid-in-full (see *Fiscal Policy and Procedures* in Chapter 2). The District Competition consists of a written SkillsUSA Employment Skills test and a written trade knowledge test. **The Cosmetology Under 500 Esthetics and Nail Care models are not required to attend.** Models may be chosen after the district SkillsUSA Championships.

Each chapter is eligible to place three competitors in each skill category. The exception to the rule is 100% sections. If a program has 100% membership, four competitors may be entered in the contest. The fourth competitor attends the conference at half the cost.

There will be a maximum of 12 high school competitors per event at the state level. In most cases, the top two qualifying scores, per district, will advance to the Massachusetts SkillsUSA Championships.

## Conference Program (General Schedule)

10:00–11:00am	Registration
11:05–11:45am	Opening General Session
12:00–12:30pm	Lunch
12:30pm	Written events begin
3:00–4:30pm	Activity Period
3:45–5:00pm	Dinner
5:00–6:30pm	Awards Ceremony
7:00pm	Departure

## Conference Costs

The 2018 conference cost are:

Registration fee is \$50.00 per attendee (contestants, state officer candidates, and observers) and \$45.00 per teacher, chaperone.

Schools pay half cost for 4th competitor in events where they have a 100% section.

The cost for the conference includes the following items:

- Pastry, coffee and tea for conference staff
- Soft drinks, coffee and tea for advisors all day
- Lunch for all conference participants and staff
- Name tags, conference programs and participation certificates for all participants
- Appreciation certificates for host school staff, event managers and series directors
- Gold, silver and bronze medals for the top three finalists in each area (Secondary & Post-Secondary)
- State Officer Candidate Awards
- Consumable items for written tests (i.e., pencils, score sheets)
- Purchase of written exams in all trade areas
- Appreciation awards for host schools
- Dinner for all conference participants
- Conference insurance for all participants

## Dates and Locations

The individual dates and locations can be found in the Calendar of Events or the Conference Update sheet. Please consult the *District Division sheet* in Chapter 3 for the district your chapter will participate in.

## Conference Registration

Please see registration instructions and worksheet contained in the “Registration Tools” folder on your Advisor’s Reference CD.

Please do not forget to register each participant’s meal choice, as we offer Gluten Free and Vegetarian options, along with Standard Meals. Please complete the Adaptations for Achievement Form for each student who requires such needs. This information needs to be submitted as part of the registration process, in order to properly address all participant needs, well before the conference begins.

All registration for this conference will be accomplished through the SkillsUSA Massachusetts registration and member services site at [www.maskillsusa.org](http://www.maskillsusa.org)



PRESENTS

## The 2018 District Conferences

District I	Greater New Bedford THS	March 2, 2018
District II	Southeastern RTHS	March 1, 2018
District III	J.P. Keefe THS	February 28, 2018
District IV	Greater Lowell RVTHS	March 15, 2018
District V	Bay Path RVTHS	March 14, 2018
District VI	McCann Technical HS	March 13, 2018

### Conference Costs

Registration fee is \$50.00 per attendee (contestants, state officer candidates, and observers) and \$45.00 per adult (teacher, administrator, bus driver, other chaperone). Schools pay half cost for 4<sup>th</sup> competitor in events where they have a 100% section.

### Snow Dates

The snow dates for the district conferences are March 5th, March 6th for Districts 1, 2 & 3 and 16th and 19th for Districts 4, 5, & 6. If it is snowing the day of the District Conference, you must call the State SkillsUSA office and listen to the recorded message at (508) 230-1207 or (508) 230-1273, for information regarding the conference. Snow cancellations will also be posted on our official Facebook page at [facebook.com/maskillsusa](https://facebook.com/maskillsusa) and official website at [www.maskillsusa.org](http://www.maskillsusa.org)

### Registration Information

The 2018 District Conference Registration must be received by the State Office by **January 30<sup>th</sup>, 2018**.

# Adaptation for Achievement

In order to provide all students the opportunity to successfully participate and achieve in the full range of SkillsUSA activities and competitive events, please complete the following checklist. This will assist in the identification of any special services or equipment required by your SkillsUSA student(s). Please complete one form for each student who is in need of Adaptations for Achievement.

School Name: \_\_\_\_\_ SkillsUSA Advisor(s): \_\_\_\_\_

Delegate Name: \_\_\_\_\_ Competition / Activity: \_\_\_\_\_

## Adaptations Required

### TRANSPORTATION AND LODGING

Physical Accessibility \_\_\_\_\_

TTY Access \_\_\_\_\_

Braille \_\_\_\_\_

Meals \_\_\_\_\_

- ☐ Gluten Free  
☐ Vegetarian  
☐ Other: Please describe in detail: \_\_\_\_\_

Bus \_\_\_\_\_

Large Group Activities \_\_\_\_\_

### EQUIPMENT FOR SKILL COMPETITION

Please include name, type and adaptations required.

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### SERVICES

A. Language (other than English) \_\_\_\_\_

- ☐ Reader  
☐ Interpreter

B. Special Needs

- ☐ Interpreter (Sign Language)  
☐ Reader  
☐ Braille Directions  
☐ Audio Directions (cassette tape)  
☐ Large Print Directions  
☐ Kurzweil Testing

Please mail to:

**We need this information by the Conference Registration Deadline**

Adaptation for Achievement  
 c/o SkillsUSA Massachusetts  
 250 Foundry Street  
 South Easton, MA 02375

or fax to: 508-230-1509

The thumbnail image shows a smaller version of the 'Adaptation for Achievement' form. It includes the same sections as the main form: School Name, SkillsUSA Advisor(s), Delegate Name, Competition / Activity, Adaptations Required (Transportation and Lodging, Equipment for Skill Competition), and Services (Language, Special Needs). The form is designed to be filled out by a SkillsUSA advisor for each student who needs adaptations.

# State Leadership and Skills Conference

The State Leadership and Skills Conference is the annual showcase for students enrolled in vocational, technical, and health education. In addition to the student and teacher participants, business and industry play a great role in promoting the fundamental principles of vocational education



# General Information

The Massachusetts State Leadership and Skills Conference featuring the Massachusetts SkillsUSA Championships is the annual showcase for students enrolled in vocational, technical and health education. In addition to the student and teacher participants, business and industry play a great role in promoting the fundamental principles of vocational education. For a gathering of over 3,000 people to be a success, it is important that everyone know and respect the rules of the organization. Advisors and students should come to the conference prepared to fulfill their individual roles. Please carefully review the conference Information and adhere to all the requirements of the organization. Thank you for your continued involvement and best wishes for a successful conference.

## Conference Costs

Please check the current price list in chapter 2 for room rates. Double and single rooms are only available to advisors. If you have a problem with student numbers, please contact the association executive officer for further assistance. The per person conference costs include the following:

- Hotel accommodations for two nights
- Meals: two dinners, two buffet-style breakfasts, two lunches, and judges and faculty lunches
- General Sessions
- Transportation to/from competition sites
- Medallions, trophies and certificates
- Equipment rental
- Entertainment
- Conference insurance
- Conference programs and T-Shirts
- Conference staff and state officer expenses
- Conference security
- Industry awards
- Stock purchased
- Promotional Materials

The 2016 conference costs are:

- Students: \$275.00/person (quad)
- Students: \$285.00/person (triple)
- Teachers: \$310.00/person (double)
- Teachers: \$395.00/person (single)

## Code of Conduct/Ethics

This is a reminder that every conference attendee is required to sign the *Registration, Personal and Liability Release Form* (NLSC1), which includes the conference Code of Conduct. The SkillsUSA Massachusetts Code of Conduct **must** be reviewed with all student participants. The code of conduct will be enforced at all times. Violators of the code of conduct will be immediately disqualified from his/her event(s), medals removed if any awarded and immediately sent home.

SkillsUSA Massachusetts will provide conference security, in addition to the security provided by the hotel.

There has been very little trouble in the past due to the responsibility taken by each advisor for his/her student. This must continue

to happen to prevent any problems. The image of career technical education can be damaged irreparably. Each advisor, section as well as school, is totally responsible for the students from their school. Please make sure that every adult from your school is aware that they are to be visible and participating in the conference.

Various activities are scheduled at all times during the conference, such that conference attendees are always involved in an event or activity, or in their rooms during curfew. Please see the yearly conference memo, sent to advisors in the spring before the state conference, for specifics on activities available to participants.

Please note that drug abuse and consumption of alcoholic beverages or narcotics—including, but not limited to, cigarettes, cigars and smoking/chewing tobacco—by any conference attendees are strictly forbidden and result in immediate disqualification of the participants and ejection from the conference.

Advisors are reminded that all adult participants (advisors, teachers, chaperones, etc.)—by filling out the *Registration, Personal and Liability Release Form*—have signed the Code of Conduct as well. If the students are expected to conform to a standard of behavior, it is only appropriate that adults also confirm to a high standard of behavior.

## Identification Badges

Identification badges **must** be worn at all times. Due to the hotel being accessible to the public, any student not wearing a badge will be asked to leave by security. If a student is part of the conference, but forgot his/her badge, they will be asked to return to his/her hotel room with his/her advisor and retrieve it. If a student has lost his/her badge, it may be replaced at SkillsUSA conference headquarters or a Series Director for a new badge. The replacement cost for a badge is \$1.00

## Dress Codes

The Opening Session and Awards Ceremony require official Skill-USA dress (with blazer) or business-like dress. Under no circumstances will anyone be allowed in these sessions dressed in any other fashion. The dress for competition is dependent upon the specific contest. See the clothing requirements for the specific contest requirements in the State Technical Standard Manual. (Note: In most skill events the participants will wear the official state T-shirt.)

## Transportation/Vehicles

All conference participants **must** be provided transportation to/from the conference. **No student will be allowed to bring their vehicle.** For everyone's safety, please, no student vehicles. At the chapter advisor's discretion, advisors may bring their own vehicles. (Note: Each vehicle owner will be responsible for their own parking expenses.)

Transportation between conference hotels and competition sites will be provided by SkillsUSA Massachusetts to all conference participants.

## Curfew

SkillsUSA Massachusetts designates curfews. Activities will end at 11:00pm and 11:30pm on Thursday and Friday, respectively. Curfew is at 11:30pm and midnight, unless specified otherwise. At this time, all students must be in their assigned rooms and quiet. Advisors should check all rooms and maintain order. In addition, there will be monitors assigned by the state association.

## Pizza Delivery, Room Service and Snacks

SkillsUSA Massachusetts will provide breakfast for Friday and Saturday, lunches for Friday, and dinner for Thursday and Friday. Hotel room service will not deliver to any rooms assigned to SkillsUSA Massachusetts.

SkillsUSA Massachusetts Alumni and Friends Association provides a pizza delivery service on Thursday and Friday nights of the conference. They will set up tables in the lobbies of each conference hotel to accept pizza orders. Pizza orders will be ready for pickup from the lobby in the evening. Please note delivery service will not be made to individual rooms.

If students bring snacks, advisors are encouraged to remind students that the hotel housekeeping service is not responsible for cleaning up messes caused by food and they must clean up after themselves. Any student deliberately disrupting a room with food will be dealt with accordingly.

## Conference Program

SkillsUSA Massachusetts publishes the official conference program, which is provided for all conference participants in their registration packets. All conference participants should keep their program

with them at all times, as it contains schedules, instructions, event locations and other important conference information.

## Voting Delegates

In addition to the SkillsUSA Championships taking place at the conference, local officers and representatives will assemble in the conference's voting delegate sessions and regular business meetings to elect SkillsUSA state officers and decide on changes to the state SkillsUSA constitution and by-laws.

Please discuss this unique opportunity and important position with the delegates as well as informing them of what is expected of them. All voting delegates will be required to:

- Attend and participate in three delegate sessions
- Complete and turn in all task force assignments
- Prepare to meet using parliamentary procedure under *Robert's Rules of Order, Newly Revised*.

## Conference Registration

Please see registration instructions and worksheet contained in the "Registration Tools" folder on your Advisor's Reference CD

Please do not forget to register each participant's meal choice, as we offer Gluten Free and Vegetarian options, along with Standard Meals. Please complete the Adaptations for Achievement Form for each student who requires such needs. This information needs to be submitted as part of the registration process, in order to properly address all participant needs, well before the conference begins.

All registration for this conference will be accomplished through the on-line registration and members services site at [www.maskillsusa.org](http://www.maskillsusa.org).



# The 44<sup>th</sup> Annual State Leadership and Skills Conference

**Featuring the Massachusetts SkillsUSA Championships**

**Thursday, April 26, 2018 through  
Saturday, April 28, 2018**

**Best Western Royal Plaza Hotel  
Marlborough, Massachusetts**

**Massachusetts SkillsUSA Championships Host Sites**

**Blackstone Valley RVTHS**  
65 Pleasant Street  
Upton, MA 01568

**Joseph P. Keefe Technical HS**  
750 Winter Street  
Framingham, MA 01702

#### CONFERENCE COSTS

\$280.00/person, quad  
\$290.00/person, triple  
\$315.00/person, double  
\$395.00/person, single

#### REGISTRATION INFORMATION

Registration is due in the  
StateSkillsUSA Office by April  
1, 2018

#### ARRIVAL DATE AND TIME

Thursday, April 26, 2018,  
between the hours of 3:00pm.  
and 6:00pm Dinner begins  
at 6:30pm

#### DEPARTURE DATE AND TIME

Saturday, April 28, 2018,  
2:30pm departure

Note: Students should be roomed in triples and quads as much as possible. The number of rooms required for this conference continues to grow and we would like to establish the best utilization of space possible. If you want roommates for your students, you must contact another chapter to make arrangements. Please make note on your rooming list if you have made arrangements to share rooms with another school.

# Adaptation for Achievement

In order to provide all students the opportunity to successfully participate and achieve in the full range of SkillsUSA activities and competitive events, please complete the following checklist. This will assist in the identification of any special services or equipment required by your SkillsUSA student(s). Please complete one form for each student who is in need of Adaptations for Achievement.

School Name: \_\_\_\_\_ SkillsUSA Advisor(s): \_\_\_\_\_

Delegate Name: \_\_\_\_\_ Competition / Activity: \_\_\_\_\_

## Adaptations Required

### TRANSPORTATION AND LODGING

Physical Accessibility \_\_\_\_\_

TTY Access \_\_\_\_\_

Braille \_\_\_\_\_

Meals \_\_\_\_\_

- ☐ Gluten Free  
☐ Vegetarian  
☐ Other: Please describe in detail: \_\_\_\_\_

Bus \_\_\_\_\_

Large Group Activities \_\_\_\_\_

### EQUIPMENT FOR SKILL COMPETITION

Please include name, type and adaptations required.

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### SERVICES

A. Language (other than English) \_\_\_\_\_

- ☐ Reader  
☐ Interpreter

B. Special Needs

- ☐ Interpreter (Sign Language)  
☐ Reader  
☐ Braille Directions  
☐ Audio Directions (cassette tape)  
☐ Large Print Directions  
☐ Kurzweil Testing

Please mail to:

**We need this information by the Conference Registration Deadline**

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 250 Foundry Street  
 South Easton, MA 02375

or fax to: 508-230-1509

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# Grievance Procedure

## Membership

- Committee chairperson (board member)
- State SkillsUSA coordinator
- One SkillsUSA advisor and one alternate
- Two series directors and two alternates

## Election of Committee Members

- A. The committee chairperson and the SkillsUSA coordinator will be appointed annually to this committee by the Board of Directors.
- B. The SkillsUSA chapter advisor and the alternate, along with the two series directors and two alternates, will be elected annually by their fellow committee members, subject to the approval of the Board.

## Roles and Responsibilities of the Committee Members

**Committee Chairperson:** Shall chair the meeting, with the goal of steering the committee toward appropriate action in regard to each grievance that is filed, without allowing the credibility of the committee or the Massachusetts SkillsUSA Championships Program to be jeopardized.

**SkillsUSA Coordinator:** Shall be the chief source of information and back-up material, i.e., score sheets, statements from industry representatives and others, and shall be responsible for handling such documents and assessing their relevance to the grievance filed.

- A. Only the committee chairperson shall have the right to request score sheets from the tabulation center. The score sheets are strictly for committee use.
- B. Grievance committee meetings will be held in executive session.
- C. The grievance committee is a sub-committee of the board of directors.

**Chapter Advisor and Alternate:** Shall assist in making decisions on each grievance filed based upon what the plaintiff had stated in writing and what information has been gathered by the SkillsUSA coordinator. The chief role of this committee member is to represent the views of the SkillsUSA chapter.

**Series Director and Alternates:** Shall assist in making the decisions on each grievance filed based upon what the plaintiff has stated in writing and what information he/she has been able to gather concerning the situation from other Series Directors while exercising the use of his/her knowledge of the Massachusetts SkillsUSA Championships Program.

**NOTE:** The Chapter Advisor and Series Directors to serve on this Board are to have no vested interest in the grievance at hand. If the grievance is from the school of their affiliation, they are obligated to step down and allow an Alternate to take their place.

## The Grievance Procedure

1. All grievances must be filed on official grievance forms, that are supplied to Chapter Advisors in the Advisor's Field Guide.
2. The plaintiff must detail all aspects of the protest, which include the rules and regulations if they have not been adhered to. The plaintiff must also follow the format of the grievance form when filing.
3. The SkillsUSA Chapter Advisor must review and sign the grievance after certifying that the above procedure has been followed. No grievance will be looked at without the signature of the Chapter Advisor.
4. All grievances must be filed by 8:00 pm the day of the contest. **NO EXCEPTIONS!**
5. The Grievance Board will meet at 8:30 pm.
6. Series Directors (of the Series concerned) and a member of the Technical Committee may be required to give statements if the information gathered by the SkillsUSA Coordinator is not sufficient to make a decision.
7. For any and all grievances to be valid in a situation where the student feels the situation to be severe enough to warrant leaving the contest area, the student must notify the Event Manager or the Person in Charge to such action being taken.
8. The Grievance Board reserves the right to take any and all appropriate actions necessary to resolve the situation and the decision of the Grievance Committee is **FINAL** with the exception of the following situation.

If the decision of the Grievance Committee is to cancel a contest, this decision is **AUTOMATICALLY** referred to the Board of Directors. The Board of Directors will make their decision based upon the fact finding that was done by the Grievance Committee. No person will be allowed to make a personal appeal to the Board of Directors. **THE DECISION OF THE MASSACHUSETTS SKILLSUSA BOARD OF DIRECTORS IS FINAL.**

## Responding to Grievances

SkillsUSA Massachusetts will respond to each grievance filed in writing within two weeks of the close of the Conference describing the action that was taken to resolve the situation. The exception being a case where a contest is to be cancelled and no winners to be announced, then all parties will be notified prior to the awards session beginning.

# Grievance Form

In order for a grievance to be officially entered and processed by the Grievance Committee, the following procedure MUST be followed:

1. All grievances must be completed on a copy of this form, and a copy should be retained by the protesting person or club.
2. All grievances must be authorized by the protestor's officially registered club advisor.
3. Present all facts as briefly as possible.
4. Attach copies of any written material supporting your protest, i.e., contest rules.
5. Submit protests to the Grievance Committee members at the location specified (the Information Center at the hotel).  
**No grievances will be accepted after 8:30 pm on the day of the contest.**
6. Protestors, please make yourselves available to the Grievance Committee from **8:00 to 10:00 pm** in case further information is needed. The Conference Program will give you the location of the Grievance Meeting.
7. A written report will be submitted to the Board of Directors, and a copy will be forwarded to the official advisor of the chapter that files the grievance.

## Massachusetts SkillsUSA Championships Statement of Grievance

Name of Official Chapter Advisor \_\_\_\_\_

Name of SkillsUSA Chapter and Mailing Address \_\_\_\_\_

\_\_\_\_\_

Name of Protesting Person \_\_\_\_\_

Where you can be reached if further information is needed \_\_\_\_\_

\_\_\_\_\_

Title of Contest \_\_\_\_\_

Name of Contest Chairperson(s) \_\_\_\_\_

Place Contest was held (location and room) \_\_\_\_\_

Protest Description (if more space is needed, please use the back of this form.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# To Nationals & Beyond

The Kentucky Derby is billed as the most exciting two-minutes in sports. With its move to Louisville, Kentucky in June of 2015, SkillsUSA's National Leadership & Skills Conference is now the most exciting week in skills.

In 2017 the 44th WorldSkills competition will be held in Abu Dhabi, United Arab Emirates



# The National Leadership and Skills Conference

The SkillsUSA Championships is the national-level competition for public high school and college/postsecondary technical students enrolled in career and technical education programs. SkillsUSA organizes this event, and it is considered the single greatest day of industry volunteerism in America every year at an estimated cost of more than \$35 million. Each SkillsUSA Championships contestant is a state-level gold medalist.

Begun in 1967, the SkillsUSA Championships has grown from 54 competitors in three contests to more than 5,600 competitors in 94 hands-on skill and leadership contests this year. SkillsUSA adds contests to the SkillsUSA Championships to meet the demands of new and expanding occupations. SkillsUSA affiliated instructional programs represent 130 different occupational areas.

## Dates/Times and Locations

SkillsUSA returns to Louisville, Kentucky, June 25–30, 2018 for the 54<sup>th</sup> annual National Leadership and Skills Conference. A showcase of career and technical education students, the SkillsUSA Championships will be held on Wednesday & Thursday, June 27 & 28 at the Kentucky Fair & Exposition Center. The Championships is open to the public: 9 a.m. to 5 p.m.; Best photo opportunities: 10 a.m. to noon; 1–2 p.m.

**Below:** Grace Kirrane, 2017-2018 National Region I Vice President, Montachusett RVTHS



## Key Statistics

- Expected contestants: over 6000
- Total contests: 100
- Contest judges: 1,500 from business and labor
- Contest technical committee members: 648
- Conference management team and national education team members: 436
- Contest area covered: 787,482 square ft. (equivalent to the area of more than 16 football fields)
- Awards to be presented: 924 medals will be awarded and 308 recognition awards will be given
- Industry prizes support students' employment or further education
- SkillsUSA University seminars: 75
- SkillsUSA University is an opportunity for students and educators to attend educational sessions scheduled throughout the SkillsUSA national conference. Sessions may include professional development, legislative updates, occupational and technical career trends and program overviews.
- Total in-kind industry and education contributions (donated time, equipment and material): More than \$35 million
- Total volunteer hours by technical committee members, courtesy corps, national education team, judges and alumni during the week: approximately 58,840 hours
- Companies participating in the Career Fair: 20+
- Hotel accommodations in Kansas City in 2011: 28,358 total room nights in 35 hotels. SkillsUSA is largest annual conference held in Kansas City based on room nights.

The Championships requires a massive amount of equipment and materials, including more than 1,000 computers, 50 trucks, 9,500 bricks and 1,500 blocks, 60 stoves, and complete laboratories for machining, welding, and auto repair and painting. The cost of electricity usage for this week in 2010 totaled over \$120,000 (combined electric bill and in-kind services). More than 7,000 lunches are served to competitors and judges.

## Technical Standards

Competitors at the national level should consult the current version of the technical standards (2016-2017 - available at the SkillsUSA Store, <http://www.skillsusa.org/store/contests.html>), as well as last-minute updates located at <http://skillsusa.org/compete/updates.shtml>

# World Skills

From WSI 2015 Brochure

## What is WorldSkills International?

WorldSkills International (WSI) is a not-for-profit international membership association open to agencies or bodies which have a responsibility for promoting vocational education and training in their respective countries/regions. WSI operates worldwide and is politically and denominationally neutral. Its aim is to raise the status and standards of vocational skills and training worldwide. Its principal activity is organizing the WorldSkills Competition in a different Member country/region every two years. WSI currently has members in 50 countries/regions and is committed to expanding and reaching more countries/regions in the future.

The continued growth of WSI attests to the fact that traditional trade and craft skills along with the newer technology multi-skilled vocations make an essential contribution to the economic and social well being of people everywhere. As a free standing, non-political organization, WSI provides a cost effective means for global government, education and industry cooperation in achieving higher standards and status for vocational education and training on a worldwide basis.

## History of WorldSkills International

“As WorldSkills is now nearly 60 years old, it was an inspired idea which was strong enough to grow successfully into the future. Of course, behind every successful idea or venture there has to be someone who puts it into action. In the case of WorldSkills Competitions it was Spain, or more precisely, some inspired and passionate people, who organized the first international skill competitions, beginning with Portugal and then another five European countries, and hosted the Competitions in Madrid each year right through the 1950’s.”



2016 Carly Ward launched a research project on WorldSkills participation by the United States. The project is expected to be completed in December, 2016

—Simon Bartley  
President, WorldSkills International with SkillsUSA Massachusetts Alumna, Carly Ward,  
Emmanuel College

In 1946 and there was a great need for skilled workers in Spain. Mr. José Antonio Elola Olosa, who was General Director of OJE (Spanish Youth Organization), had an insight: it was necessary to convince youth, as well as their parents, teachers and prospective employers, that their future depended on an effective vocational training system.

Mr. Olosa chose Francisco Albert-Vidal to further develop this idea together with Antonio Almagro Diaz and Faustino Ramos Diaz, who were on different occasions, directors of the Work Centers. For this challenge, the most suitable solution was apparently to promote through a competition

This would enable youth spirit to be inspired, adults would discuss competition results and visitors would be able to see a great variety of trades being demonstrated. Thus the idea of the WorldSkills Competition was born and became a reality in 1950 with the first Iberian Competition and an organization called the International Vocational Training Organization (IVTO) was developed.



In 1953, more European countries took part in the Competition. In 1954, the first organizing council—composed by official and technical representatives of the participating countries/regions—was established to set the rules for international competitions. Over 60 years later, this model is still in place with Official and Technical Delegates from all 56 countries/regions in WorldSkills International.

## History of WorldSkills Competitions

WorldSkills International has come to symbolize the pinnacle of excellence in vocational education and training. Every two years, hundreds of young skilled people, accompanied by their teachers and trainers, gather from around the world to compete before the public in their various skills and test themselves against demanding international standards.

They represent the best of their peers drawn from regional and national skill competitions held in many of WSI's member countries/regions. The experience and results of all the competitions provide valuable feedback both to the individuals and the systems and enterprises in which they are being trained. For some it is recognition for outstanding achievement, while for others it provides the motivation and knowledge to aspire to higher standards. For the onlookers it is a revealing experience to see highly competent and skilled young people in action.

From 24 Competitors and 2 countries in 1950, the WorldSkills Competition is set to reach up to 1,000 Competitors from 56 countries in 2013. The 42nd WorldSkills Competition in Leipzig, Germany, July 2–7, 2013 will be the biggest Competition to date.

## Past Competition Years and Locations

1st 1950: Madrid, Spain  
 2nd 1951: Madrid, Spain  
 3rd 1953: Madrid, Spain  
 4th 1955: Madrid, Spain  
 5th 1956: Madrid, Spain  
 6th 1957: Madrid, Spain  
 7th 1958: Brussels, Belgium  
 8th 1959: Modena, Italy  
 9th 1960: Barcelona, Spain  
 10th 1961: Duisburg, Germany  
 11th 1962: Gijón, Spain  
 12th 1963: Dublin, Ireland  
 13th 1964: Lisbon, Portugal  
 14th 1965: Glasgow, United Kingdom  
 15th 1966: Utrecht, Netherlands  
 16th 1967: Madrid, Spain  
 17th 1968: Bern, Switzerland  
 18th 1969: Brussels, Belgium  
 19th 1970: Tokyo, Japan  
 20th 1971: Gijón, Spain  
 21st 1973: Munich, Germany  
 22nd 1975: Madrid, Spain  
 23rd 1977: Utrecht, Netherlands  
 24th 1978: Busan, Korea  
 25th 1979: Cork, Ireland  
 26th 1981: Atlanta, USA  
 27th 1983: Linz, Austria  
 28th 1985: Osaka, Japan  
 29th 1988: Sydney, Australia  
 30th 1989: Birmingham, United Kingdom  
 31st 1991: Amsterdam, Netherlands  
 32nd 1993: Taipei, Chinese Taipei  
 33rd 1995: Lyon, France  
 34th 1997: St. Gallen, Switzerland  
 35th 1999: Montreal, Canada  
 36th 2001: Seoul, Korea

37th 2003: St Gallen, Switzerland  
 38th 2005: Helsinki, Finland  
 39th 2007: Shizuoka, Japan  
 40th 2009: Calgary, Canada  
 41st 2011: London, United Kingdom  
 42nd 2013: Leipzig, Germany  
 43rd 2015: São Paulo, Brazil  
 44th 2017: Abu Dhabi, United Arab Emirates

WorldSkills International (wsi) is more than a Competition, it is an organization with multiple events and activities that work towards its mission. With activities like the WorldSkills Leaders Forum and the WorldSkills Premiere Experience to reach senior policy and decision makers, WSI is taking an active role in raising the level of excellence in skilled careers throughout the world. Through youth-oriented programs like the WorldSkills Youth Forum, the WorldSkills Champions Exchange and the WorldSkills Portal, wsi is finding new and innovative ways to engage and involve youth beyond the WorldSkills Competition. These programs offer them a chance to stay connected and have a say in the organization.

As WSI moves into the future, it continues to reach new milestones and gain new footholds in the world economy as a viable and crucial organization for launching the global economy through excellence in skilled careers.

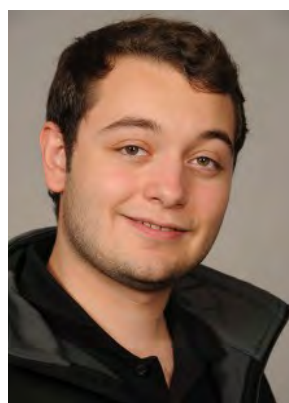
### 2015 World Skills Competitors:

Left Below: Jake Rivard - Mechanical Engineering Design-CAD

- Graduate of Blacktone Valley RTHS

Right Below: Andrew Cardin - Welding (won Medallion of Excellence)

- Graduate of Blacktone Valley RTHS



### 2017 World Skills Competitor:

Asher Chicoine - Plumbing

- Graduate of Smith Vocational & Agricultural HS

# Champions at Work

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SkillsUSA Massachusetts, in partnership with business and industry, provides opportunities for members to develop individually and improve teamwork, leadership and professional skills through education, training, service and competition.

