STATE LEADERSHIP & SKILLS CONFERENCE
APRIL 23-25, 2020

I'M READY
SkillsUSA Illinois Advisor,

We are looking forward to having you join us at our 56th annual SkillsUSA Illinois State Leadership and Skills Conference. This year we have a lot to celebrate – your students and the skills that they have learned in their career and technical education courses, you and your work to ensure students are career-ready to enter a job market so desperate for skilled talent as well as our last year in a city that has played host to our conference for the past 38 years, Springfield, Illinois.

This year’s SkillsUSA theme is “SkillsUSA: Champions at Work, I’m Ready.” “I’m Ready” is short, sweet, to the point and our goal for all members as they enter the workforce. SkillsUSA’s mission is to empower members to become world-class workers, leaders and responsible American citizens. We do this by developing members SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics.

This mission is only actualized by running a successful chapter with the committed support of instructors and advisors integrating the SkillsUSA framework into curriculum and participating in the SkillsUSA Chapter Excellence Program. By empowering students to lead chapters, all members learn employability skills that can set you apart to be successful in the future. We are excited to recognize these chapters in new ways at conference as well as connect them with new opportunities as our business and industry partners value this work and seek to employ these students.

As a past student member, now professional member, of SkillsUSA, I can personally tell you that the most impactful experience of high school was being involved in SkillsUSA. Belonging to an organization like SkillsUSA, shows future employers and college prospects that you can work as a team and that you want to be a part of something bigger than yourself.

We know you and your students will enjoy this year’s SLSC. Through the dedication of your State Officer Team and conference team students will have an opportunity to become aware, demonstrate and showcase their SkillsUSA Framework essential elements of Self-Motivation, Professionalism, Decision Making, Planning, Organizing and Management, Job-Specific Skills and Safety and Health.

This registration guide has been created to help you through the registration process for SLSC 2020. We will continue to communicate updates to conference and Championship contests with you via email. As always, we are here to help! Please feel free to contact our state office with the questions you have. Thank you so much and we are looking forward to seeing you this April in Springfield!

All the best,

Eric Hill
Executive Director
STATE LEADERSHIP & SKILLS CONFERENCE
APRIL 23-25, 2020 | SPRINGFIELD, IL

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MORE INFO & QUESTIONS

MORE INFORMATION
For more information on the SkillsUSA Illinois
State Leadership and Skills Conference, visit
SkillsUSAIllinois.org/SLSC.

For more information on the SkillsUSA Illinois
Championships (contests), visit
SkillsUSAIllinois.org/championships.

EVENT & CONTEST QUESTIONS
For questions regarding State Qualifying Events
or the State Championships, contact:
(e) membership@SkillsUSAIlinois.org
(p) 833.754.5545

Amanda Rearden
Administrative Specialist

Christopher Anderson
Director of Education

MEMBERSHIP QUESTIONS
For questions regarding membership registration,
contact the SkillsUSA Membership Hotline.
Operators are on call from Monday, Wednesday
and Friday 7 a.m. – 4 p.m. (CST) and Tuesday
and Thursday from 10 a.m. – 6 p.m. (CST).
(p) 844.875.4557
(e) operators@skillsusa.org
CONFERENCE FACTS
SKILLSUSA ILLINOIS STATE LEADERSHIP & SKILLS CONFERENCE

2,500 members prepared to showcase the skills learn through their career and technical education training

130 SkillsUSA Championships contests representing 160 different occupations within 14 career clusters

450 business and industry representatives volunteering time to ensure the future of skilled talent

350 Professional SkillsUSA members (career and technical educators) coaching and advising students

$1,000,000 of prizes and scholarship opportunities provided to SkillsUSA Championships contest winners

100 sponsors validating the SkillsUSA mission of preparing students with the Framework skills to be successful
FRAMEWORK CONNECTION

STATE LEADERSHIP & SKILLS CONFERENCE

The State Leadership and Skills Conference encompasses the pinnacle SkillsUSA Illinois event allowing students to showcase their skill development around the 17 essential elements of the SkillsUSA Framework. At the conference, members will become aware, demonstrate and highlight their mastery around the following six specific essential elements.

**Self-Motivation**
Remaining engaged & successful for the long-term

**Professionalism**
Creating a comfortable, respectful & safe culture

**Decision Making**
Determining best possible results

**Planning, Organizing and Management**
Completing your work

**Job-Specific Skills**
Effectively fulfilling all job functions

**Safety and Health**
Contributing to a safe & healthy work environment

These essential elements will be realized during pre-work, on site at conference as well as post-conference through programming that includes SkillsUSA Championships contests, training experiences, as well as conference special events.

SLSC will celebrate SkillsUSA Framework skill development through honoring Chapters of Excellence as well as students who have earned SkillsUSA Career Essentials credentials.

Displaying these skill sets allow students to showcase technical skills, connect students to employers, as well as develop employability skills that are validated by our business partners. The language around the SkillsUSA Framework allows members to articulate to employers how they have grown from SkillsUSA and how their time in SkillsUSA can benefit employers.

The Framework Essential Elements were developed using research from over 1000 employers. The Essentials Elements represent the employer’s needed skills for a successful hire. The Framework is essential to SkillsUSA’s mission because it serves as the blueprint for career readiness – our ultimate goal as an organization. The Essential Elements are in-demand employability skills as defined by industry and serve as the benchmark for measuring student success.
### AGENDA

**TENTATIVE SCHEDULE OF EVENTS**

**Bank of Springfield Center**  
1 Convention Center Plaza  
Springfield, IL 62701  

**Capital Area Career Center**  
2201 Toronto Road  
Springfield, IL 62712  

**Lincoln Land Community College**  
5250 Shepherd Road  
Springfield, IL 62703  

### THURSDAY, APRIL 23, 2020

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>TeamWorks Contest Begins</td>
<td>BOS - Main Floor</td>
</tr>
</tbody>
</table>
| 3:00 p.m.  - 5:00 p.m. | School Registration  
  one advisor per school                                             | Headquarters  
  (BOS - The Lounge)                      |
| 3:30 p.m.  - 5:30 p.m. | Contest Equipment Setup                                               | BOS - TBA              |
| 4:30 p.m.  | Health Knowledge Bowl Contest Begins                                   | Wyndham - Lower Level  |
| 5:00 p.m.  | Champions of Excellence Reception by invitation only                   | BOS - TBA              |
| 7:30 p.m.  | Opening Ceremony  
  doors open at 7:00 p.m.                                             | BOS - Main Floor       |
| 9:00 p.m.  | Contest Orientation Meetings  
  attendance required by all competitors                             | BOS - Various          |
| Midnight   | Curfew for all participants                                            | Hotel                  |

### FRIDAY, APRIL 24, 2020

<table>
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<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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</table>
| 6:15 a.m.  | SkillsUSA Championships Begin  
  see conference program for specific time                             | Varies                 |
| 7:00 a.m.  | Bus Service Begins  
  from BOS to CACC and LLCC                                            | BOS - Southwest Entrance |
| 7:00 a.m.  | SkillsUSA Illinois Store Opens                                         | BOS - Lobby            |
| 7:30 a.m.  | SkillsUSA Information Booth Opens                                      | BOS - Lobby            |
| 7:30 a.m.  - 9:30 a.m. | Leadership Contest Setup                                               | BOS - Lower Level - B-4 |
| 8:30 a.m.  - 4:30 p.m. | SkillsUSA Championships - Open to the Public  
  (High School & College/Postsecondary)  
  attendance required by all voting delegate                           | Varies - Lower Level - TBA |
| 9:00 a.m.  - 12:00 p.m. | SkillsUSA Student Experience (Workshops)                              | BOS - Lower Level - TBA |
| 11:00 a.m. - 1:00 p.m. | Lunch (30 minutes provided for each competitor)                       | On Your Own            |
| 1:00 p.m.  - 4:00 p.m. | SkillsUSA Student Experience (Workshops)                              | BOS - Lower Level - TBA |
| 4:00 p.m.  | Joint Delegate Session  
  (High School & College/Postsecondary)  
  attendance required by all voting delegate                           | BOS - Lower Level - TBA |
| 8:00 p.m.  - 11:00 p.m. | Champions’ Celebration                                                 | BOS - Mezzanine - North |
| Midnight   | Curfew for all participants                                            | Hotel                  |

### SATURDAY, APRIL 25, 2020

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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</table>
| 8:30 a.m.  | Championships Award Session  
  doors open at 8:00 a.m.                                               | BOS - Main Floor       |
| Immediately following | Post-Conference Meeting  
  for all 1st & 2nd Place National Contest Winners,  
  State Officers, & their advisor(s.)                                  | BOS - Lower Level - B-11 |
The topic to be addressed by contestants in the Chapter Display, Prepared Speech and Promotional Bulletin Board competitions is how our theme, “SkillsUSA: Champions at Work, I’m Ready,” addresses the SkillsUSA program of work in the area of professional development.

Within this topic, contestants might illustrate or discuss any of the following:

- What does “I’m Ready” mean to you in relation to career readiness?
- How do you feel that SkillsUSA has prepared you to be ready for the next steps in your career preparation?
- In what specific ways has SkillsUSA prepared you to be ready?
- How is the SkillsUSA Framework of developing personal, workplace and technical skills central to the idea of being ready for employment?
- How are you ready with the personal skills needed for career success?
- How are you ready with the workplace skills needed for career success?
- How are you ready with the technical skills needed for career success?
- What can you specifically point to within your career and technical education program that has prepared you to be ready?
- When you state “I’m Ready” to someone, what are the specific skills that you have to back up that statement?
- How do you continue to be ready for career success with quickly developing advances in technology and business practices?
STUDENT EXPERIENCE

SLSC 2020
STUDENT EXPERIENCE

Throughout the conference, members are encouraged to grow outside of their technical area of study and individual chapters. Opportunities are provide for members to be able to grow within the SkillsUSA Framework components of Personal Skills, Workplace Skills, and Technical Skills Grounded in Academics.

SkillsUSA MEMBER EXPERIENCE SESSIONS

At SLSC, members can engage in experiences to better prepare themselves for a successful future - professionally and within SkillsUSA. Friday of SLSC sessions will be offered to develop individuals around the SkillsUSA Framework essential elements.

Participants will spend time working together in a project management atmosphere. Collectively they will learn to work as a team to set and accomplish goals. They will take a look at what it means to present a positive image — and the effects that image can have not only on themselves, but also on their school, SkillsUSA, and career and technical education.

Members can expect to grow their skill set in the following areas: project management, values and character, maximizing strengths and talents, goal setting, time management, responsibility and self-discipline, leadership characteristics, teamwork, conflict resolution, respecting others, communication facilitation.

Additionally, sessions will be offered around SkillsUSA programming for chapter leaders including setting chapter’s up for success and planning for a successful year all focused around the SkillsUSA Chapter Excellence Program.

TECHSPO

SkillsUSA Illinois TECHSPO is held Friday in the midst of the SkillsUSA Illinois Championships at the State Leadership and Skills Conference. TECHSPO, short for technical exposition, is a trade show in Illinois for technical education. Exhibitors and visitors include key decision-makers in career and technical education and leaders from business and industry.

SkillsUSA Illinois student and professional members have the opportunity to meet with these exhibitors, network, and hopefully build connections that will positively impact them moving forward.

CHAMPIONS CELEBRATION

Friday evening of SLSC students are invited to the Champions Celebration to celebrate their accomplishments of the day and their year of hard work leading up to it. Bring friends and come relax with music, dancing, refreshments, a photo booth, and more!

CHAMPIONS OF EXCELLENCE RECEPTION

by invitation only

Before Opening Ceremony, select chapters are invited to attend the Champions of Excellence reception. This event honors chapters, partners, and individuals for their commitment and dedication to fulfilling the SkillsUSA mission of empowering members to become world-class workers, leaders and responsible American Citizens through the development of Framework skills that include personal, workplace and technical skills grounded in academics.
STATE OFFICER CANDIDATES

Being a state officer is the ultimate growth and student experience. The skills learned through this leadership program will help officers not only be successful in serving the organization, but throughout their lives and careers. Potential candidates should be dedicated to SkillsUSA, have a desire to serve the members of the organization, be able to work in a team and be willing to learn and grow.

JOB DESCRIPTION

Being a state officer means representing the SkillsUSA Illinois student members and the principles and purposes of our organization at all times. In this role, an officer will be communicating key organization information along with promoting career and technical education.

As a student leader, each officer must be clear on his or her priorities, able to manage a variety of tasks and projects, and use effective time and stress-management strategies. Officers should anticipate spending three to five hours per week completing other SkillsUSA assignments, activities, pre-work, webinars, growth plans, mentor meetings, etc.

Through this program, state officers are challenged to risk boldly, seek improvement, crave feedback and support honestly. State officers have several opportunities to risk boldly and step outside of their comfort zone within a supportive environment.

During the program, students are taught advanced communication and facilitation strategies that they are asked to implement within their work. State officers must have a desire to improve and be open to feedback. While serving on their respective national officer team, they must collaborate with their fellow national officers and support them sincerely.

Finally, state officers must understand the value of their current work and the future impact. Officers may have meetings or presentations with business and industry, government officials and educational leaders, all which shape the future of SkillsUSA as well as career and technical education.

OFFICER YEAR AT A GLANCE

<table>
<thead>
<tr>
<th>Task</th>
<th>Month</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Officer Training</td>
<td>May</td>
<td>1</td>
</tr>
<tr>
<td>Leverage (State Officer) Training &amp; National Leadership &amp; Skills Conference</td>
<td>June</td>
<td>9</td>
</tr>
<tr>
<td>ICCCTSO Conference &amp; State Officer Retreat</td>
<td>July</td>
<td>5</td>
</tr>
<tr>
<td>Advisor Development Conference &amp; Pre - L.E.A.D. Training</td>
<td>August/September</td>
<td>2</td>
</tr>
<tr>
<td>State Officer Meeting</td>
<td>October</td>
<td>1</td>
</tr>
<tr>
<td>L.E.A.D.</td>
<td>November</td>
<td>4</td>
</tr>
<tr>
<td>State Officer Training</td>
<td>January/February</td>
<td>2</td>
</tr>
<tr>
<td>State Officer Meeting</td>
<td>March</td>
<td>1</td>
</tr>
<tr>
<td>State Leadership &amp; Skills Conference</td>
<td>April</td>
<td>4</td>
</tr>
</tbody>
</table>

Throughout the year, State Officers will be called on to attend special events, chapter visits, and business partner meetings.

APPLICATION PROCESS

The State Officer Candidate Application Packet can be found at SkillsUSAllinois.org/StateOfficers. Completed packets should submitted via email to membership@SkillsUSAllinois.org by Wednesday, April 22, 2020. The candidates will be screened and voted on during the Joint Delegate Session at SLSC 2020.

QUESTIONS

Contact Christopher Anderson, Director of Education, at canderson@SkillsUSAllinois.org or 833.754.5545.
HOUSE OF DELEGATES

SkillsUSA is a student run organization, whereby student members are charged with the responsibility of governing the affairs associated with the student constitutions. Schools are entitled to student voting delegates commensurate with their membership to represent the views of their chapter within the structure of the House of Delegates.

PURPOSE OF A STATE VOTING DELEGATE

- Represent your chapter
- Conduct business of the organization
- Elect state officers

DUTIES AND RESPONSIBILITIES

The duties of the voting delegates are important to the operation of the organization. Most importantly voting delegates will need to attend the Joint House of Delegates meeting on Friday of SLSC at 4:30 p.m. Other duties include:
- Enact bylaws, rules & regulations necessary for carrying out the affairs & activities of the organization
- Elect officers of the organization
- Act upon items of business as requested by the Executive Council and Board of Directors

MAXIMUM NUMBER OF DELEGATES

Your chapter is entitled to send delegates to the SLSC based on your chapter’s membership for the year.

HIGH SCHOOL
Each affiliated Chapter with an enrollment of nine or less is eligible to have one voting delegate and one additional alternate delegate prorated on the following basis:

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Voting Delegates</th>
<th>Alternate Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 or less</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>20–29</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>40–49</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>100 – 199</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

COLLEGE/POSTSECONDARY
The House of Delegates shall consist of two voting delegates from each active chartered chapter plus an additional delegate for each fifty active members or major fraction thereof up to a maximum of eight.

REGISTERING VOTING DELEGATES

Each chapter is required to register the correct number of voting delegates based upon the current year’s chapter membership. Delegates should be indicated on the individual member’s registration page in the registration as well as on the post-registration survey that is completed once online registration has been submitted.

BUSINESS MEETINGS

- Roll Call is taken to establish an official number of delegates from each chapter attending the business meeting and to have an official record of votes. Roll call will be taken at the beginning of each business meeting. One person from each delegation should be assigned the responsibility for answering the roll for their respective chapter. Before responding to the roll call, the spokesperson must stand. He/she should give the name of their chapter with the number of official voting delegates present. All delegates should stand and remain standing until the secretary asks them to be seated. This assures an accurate count of delegates.
- Every business meeting follows a set agenda. The delegates will adopt an agenda at the first official session and additional items may not be presented until all agenda items have been completed.
- Voting delegates must practice parliamentary procedure during all business meetings.
- Voting delegates must stand to be recognized during business meetings. When recognized, he/she must address the assembly from the floor by first giving their name and state before discussing business.

STATE OFFICER VOTING PROCESS

- During delegate session you will hear state officer candidate speeches.
- Voting for state officers is done by secret ballot.
- Results will be announced during Awards Session.
STATE CHAMPIONSHIPS

SLSC 2020
QUALIFICATIONS

As an integral part of curriculum, the industry-validated SkillsUSA Championships provide students with workplace experiences in 14 career clusters. Industry partners establish entry level competencies to measure proficiency in technical and employability skill development resulting in the technical standards for each competition. Partners evaluate the authentic assessments that create the competitions.

All SkillsUSA Illinois Championships are based on the SkillsUSA National Technical standards. These are available as a member benefit for professional members (advisors) to SkillsUSA. These standards are modified to meet the time and space requirements of the conference site. Contest updates and additional information will be posted to the contest’s page at SkillsUSAIIllinois.org.

Participants must meet the eligibility requirements set forth in each contest’s technical standard.

Participants must be active SkillsUSA members in their respective divisions by midnight of March 1.

- Exceptions to the above policy may be made under certain conditions. For details, contact the SkillsUSA state office.

Each contest provides for individual entries unless the rules of the contest state that it is a team competition.

- High-school contestants are students enrolled in a coherent sequence of courses or a career major that prepares the student for further education and/or employment related to technology, trades or industry, including the health industry. Further, a high school contestant must be earning credit toward a high school diploma/certificate or its equivalent during the school year of the State Leadership and Skills Conference.

- College/postsecondary contestants are students enrolled in a coherent series of courses or a career major that prepares them for further education and/or employment related to technology, trades or industry, including the health industry. College/postsecondary contestants must be earning credit toward a postsecondary degree/certificate during the school year of the State Leadership and Skills Conference.

- Middle-school members must be or have been enrolled in a middle-school exploratory course that prepares for future study in a career and technical education pathway.

- An individual who has not completed the requirements for nor received a high-school-level diploma must compete as a high-school contestant even though they may be taking advanced placement or college/postsecondary courses.

Individual contestants may enter multiple state championships contests annually. The Championships will not adjust a contest schedule for students running for state office, competing in multiple contests or any other reason, with the exception of unforeseen travel issues.

Participants in national contests must be first-place winners selected within their career pathway on a competitive basis at the state level. In the event the first-place winner is unable to participate, the alternate must be the next highest-placing contestant at the state level who is able to participate. All contestants must qualify through state SkillsUSA-approved contests. States may be disqualified from participation in a specific contest if they approve contestants who have not competed in a state contest.

In team events, substitutions may be made if a team member (or members) has to withdraw from the competition. A full team must be registered. Teams that have fewer attend than the full number registered may be subject to penalties. The amount of the penalty will be determined by the number of no-shows as well as the reason for having less than the required number (e.g., team of three and one no-show, 1/3 of the total points).

Note: Teams will be allowed to add a member if a member has a family emergency and must cancel.
A/V Technology and Communication
3D Animation & Visualization (VA) – Teams of 2
Adobe Photoshop Design (ILAPD)* – Qualifying Event
Advertising Design (ADV) – Qualifying Event
Audio/Radio Production (RAP) – Teams of 2
Broadcast News Production – Teams of 4
Creative Photography Display: Digital Color* (ILCPD),
  Film - Black & White* (ILCPBW), Film - Color* (ILCPCO)
Digital Cinema Production (VDP) – Teams of 2
Graphic Communications (GC) – Qualifying Event
Graphic Imaging Sublimation (GIS)
Interactive Appl. & Video Game Creation (IAGD) – Teams of 2
Photography (P) – Qualifying Event
Pin Design (PD) – MS
T-Shirt Design (TSD)
Television (Video) Production (TV) – Teams of 2
Web Design (WEB) – Teams of 2

Architecture and Construction
Architectural Drafting (AD) – Qualifying Event
Architectural Drafting Board* (ILAD) – Qualifying Event
Cabinetmaking (CM) – Qualifying Event
Carpentry (C) – Qualifying Event
Electrical Construction Wiring (ECW) – Qualifying Event
Heating, Ventilation, A/C & Refrig. (HVAC) – Qualifying Event
Masonry (M) – Qualifying Event
Machine Drafting Board* (ILMD) – Qualifying Event
Plumbing (PLB) – Qualifying Event
Sheet Metal (SM) – Qualifying Event
TeamWorks (TW) – Teams of 4
Technical Drafting (TD) – Qualifying Event

Food, Hospitality, and Human Services
Building Maintenance, Action Skills (BLMT)
Commercial Baking (CB) – Qualifying Event
Cosmetology (CO) – Qualifying Event
Culinary Arts (CA) – Qualifying Event
Customer Service (CUS)
Early Childhood Education (ECE) – Qualifying Event
Esthetics (EST) – Qualifying Event
Fashion Design* (ILSEW) – Qualifying Event
Interior Room Design* (ILIRD) – Qualifying Event
Nail Care (NAIL) – Qualifying Event
Preschool Interactive Bulletin Board* (ILPIB)
Restaurant Service (RS) – Qualifying Event
Teaching and Learning Professional Portfolio** (ILTIPP)

Health Sciences
Basic Health Care Skills (CARE)
Dental Assisting (DA) – Qualifying Event
Health Knowledge Bowl (BOWL) – Teams of 4
Health Occupations Professional Portfolio (HOPP)
Medical Assisting (MA) – Qualifying Event
Medical Math (MM)
Medical Terminology (MT)
Nursing Assistant (NA) – Qualifying Event
Practical Nursing (PN) – Qualifying Event

Manufacturing
Additive Manufacturing (AMF) – Teams of 2
Automated Manufacturing Technology (MFG) – Teams of 3
CNC Milling Specialist (CNCM) – Qualifying Event
CNC Technician (PMT) – Qualifying Event
CNC Turning Specialist (CNCT) – Qualifying Event
Major Appliance & Refrig. Technology (MAT) – Qualifying Event
Screen Printing Technology (SPT) – Qualifying Event
Welding (W) – Qualifying Event
Welding Fabrication (WF) – Teams of 3
Welding Sculpture (WS)

Leadership Development
Action Skills (AS) – MS
American Spirit (AM) – Teams of 3
Career Pathways Showcase – Teams of 3
Chapter Business Procedure (CRP) – Teams of 3
Career Pathways Showcase – Teams of 3
Entrepreneurship (ENTR) – Teams of 4
Extemporaneous Speaking (ES)
Job Interview (JI) – Qualifying Event
Job Skill Demonstration A (JSD-A) – MS
Job Skill Demonstration Open (JSD-O) – MS
Occupational Health & Safety: Multiple (OHSM) – Teams of 3
Occupational Health & Safety: Single (OHS) – Teams of 3
Opening & Closing Ceremonies (OCC) – MS; Teams of 7
Outstanding Chapter (OC) – MS; Teams of 3
Quiz Bowl (QUIZ) – Teams of 5

Public Safety
Crime Scene Investigation (CSI) – Teams of 3
Criminal Justice (CJ) – Qualifying Event
Emergency Medical Technician (EMT)* – Team of 2; Qualifying Event
Firefighting (FF) – Qualifying Event
First Aid & CPR (CPR) – Qualifying Event

STEM/Information Technology
Computer Programming (CP) – Qualifying Event
Cyber Security (CS)* – Teams of 2
Electronics Technology (ET) – Qualifying Event
Engineering Technology Design (ENG) – Teams of 3
Information Technology Services (CMT) – Qualifying Event
Internetworking (WORK) – Qualifying Event
Internet of Things and Smart Home – Qualifying Event
Nanotechnology (NANO) – Teams of 2
Principles of Engineering Technology (PT)
Related Technical Math (RTM)
Robotics: Urban Search & Rescue (USR) – MS; Teams of 2
Team Engineering Challenge (TEC) – MS ONLY
Technical Computer Applications (TECH) – Qualifying Event
Technical Spelling* (ILTS)
Telecommunications Cabling (CAB) – Qualifying Event

Transportation, Distribution, and Logistics
Automobile Maintenance & Light Repair (MLR)* – Qualifying Event
Automotive Refinishing Technology (ART) – Qualifying Event
Automotive Service Technology (AST) – Qualifying Event
Collision Repair Technology (CRT) – Qualifying Event
Diesel Equipment Technology (DET) – Qualifying Event
Full Service Auto, Action Skills* (ILAFS)
Power Equipment Technology (PET) – Qualifying Event

SkillsUSAillinois.org/SLSC
#SkillsUSAIL #IMREADY
CONTEST CLOTHING REQUIREMENTS

The SkillsUSA Illinois Championships follow the clothing requirements outlined within the National Technical Standards. At the state level, contestants are allowed to wear “similar-like” clothing that meets all safety requirements.

CLASS A: SkillsUSA OFFICIAL ATTIRE

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

CLASS B: HEALTHCARE ATTIRE

- Official blue scrubs
  Scrubs should fit appropriately for all health contests and should be properly hemmed and wrinkle free. Only plain, white, collarless T-shirts may be worn underneath the scrubs. Hair must be pinned up and off the collar.
- White socks or skin-tone seamless hose
- Health-professionals white or black leather work shoes
- Shoes must be all-white or black leather (no canvas), completely enclosed (no open-toe or open-heel). Athletic-style shoes that meet the criteria are acceptable.

CLASS C: CONTEST SPECIFIC - MANUFACTURING/CONSTRUCTION KHAKI ATTIRE

- Official SkillsUSA khaki short-sleeve work shirt and pants
- Black, brown or tan leather work shoes
- Note: Safety glasses must have side shields or goggles (prescription glasses may be used only if they are equipped with side shields. If not, they must be covered with goggles).

CLASS D: CONTEST SPECIFIC - BLUE ATTIRE

- Official SkillsUSA light blue work shirt
- Navy pants
- Black, brown or tan leather work safety shoes (with protective toe cap)
- Note: Safety glasses with side shields or goggles (prescription glasses may be used only if they are equipped with side shields. If not, they must be covered with goggles).
CLASS E: CONTEST SPECIFIC - BUSINESS CASUAL
• Official SkillsUSA white polo shirt
• Black dress slacks (accompanied by black dress socks or black or skin-tone seamless hose) or black dress skirt (knee-length, accompanied by black or skin-tone seamless hose)
• Black leather closed-toe dress shoes

CLASS F: CONTEST SPECIFIC - HUMAN SERVICES
• Official SkillsUSA white dress shirt
• Black dress slacks
• Black socks or black or skin-tone seamless hose
• Black leather work or dress shoes
• Note: The Official SkillsUSA white cosmetology smock or apron can be worn with the white dress shirt. Barbering, Esthetics and Nail Care allow the white polo and black pants this is also an option for Cosmetology.

CLASS G: CONTEST SPECIFIC - CULINARY/COMMERCIAL BAKING ATTIRE
• White or black work pants or black-and-white checkered chefs’ pants
• White chef’s jacket
• White or black leather work shoes (non-slip)
• White apron
• White neckerchief
• Side-towels
• Hairnet

CLASS H: CONTEST SPECIFIC - RESTAURANT SERVICE
• Official SkillsUSA white long-sleeved dress shirt, or long-sleeved plain white collared shirt
• Black dress slacks (accompanied by black dress socks or black or skin-tone seamless hose) or black dress skirt (knee-length) (accompanied by black or skin-tone seamless hose)
• Plain black tie with no pattern or SkillsUSA black tie
• Black socks
• Shined black leather work shoes or black flat heels
• Note: Bistro aprons are the official apron for Restaurant Service and are required. Waiter’s jackets, bow ties, vests, cummerbunds or half aprons are not permitted

CLASS I: CONTEST SPECIFIC — WELDING/WELDING FABRICATION
• Official SkillsUSA khaki work shirt and pants (both the pants and shirt must be 100% cotton)
• Black, brown, or tan leather work shoes
• Note: Safety glasses with side shields or goggles (prescription glasses may be used only if they are equipped with side shields. If not, they must be covered with goggles).
RECOGNITION & AWARDS

The SkillsUSA Illinois Championships provide recognition for competitors in a number of different areas. The following list describes the recognition provided at SLSC.

CERTIFICATE OF ACHIEVEMENT
All participants will receive a Certificate of Achievement recognizing their hard work and efforts towards showcasing the skills developed within their career and technical education pathway around the SkillsUSA Framework essential elements.

CERTIFICATE OF EXCELLENCE
Competitors who place fourth, fifth, or sixth within their SkillsUSA Championships contest will receive a Certificate of Excellence.

GRAND AWARDS
The first, second and third place winners will be called to the stage and receive gold, silver, and bronze medallions and plaques recognizing their achievement and career-readiness to enter their field of study.

PRIZES
All first, second and third place winners will be receive a prize and possibly scholarship opportunities to continue their education.

EVIDENCE OF STUDENT LEARNING

The SkillsUSA Illinois Championships provide feedback on student performance based on competency standards that are set by business and industry.

SCORECARDS
Supporting career readiness, the SkillsUSA Championships Scorecards express each member’s performance rated against National Technical Standards identified as essential knowledge and skills in the field of student. These scorecards provide evidence of student learning and achievement as demonstrated by their participation in SkillsUSA Illinois Championship at the State Leadership and Skills Conference. The scorecards are an exceptional tool to provide feedback for both advisors and members in helping them assess areas for improvement in course instruction and student learning.
REGISTRATION + HOUSING

SLSC 2020
REGISTRATION INFORMATION

The SkillsUSA Illinois State Leadership and Skills Conference is the pinnacle event for the students of SkillsUSA Illinois and the greatest showcase of Career and Technical Education in the state. More than 5,000 individuals - including students, teachers, and business partners - are expected to participate in the multi-day event.

CONFERENCE INFORMATION
The 56th annual SkillsUSA Illinois State Leadership & Skills Conference will be held Thursday, April 23 - Saturday, April 25, 2020 in Springfield, IL. A tentative schedule can be found on page 10 in this guide.

REGISTRATION CHECKLIST
Advisors, please use the Registration Checklist on page 23 to complete registration for SLSC 2020.

REGISTRATION OVERVIEW
SkillsUSA Illinois State Leadership & Skills Conference registration must be completed using the online registration site (skillsusa-register.org) by Friday, March 20, 2020. The registration fees are:

<table>
<thead>
<tr>
<th>STUDENT MEMBERS</th>
<th>PROFESSIONAL MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Students</td>
<td>Advisor and Chaperones</td>
</tr>
<tr>
<td>Competitors &amp; Observers (Models)</td>
<td>$90</td>
</tr>
<tr>
<td>CEP Level I Chapters</td>
<td>$90</td>
</tr>
<tr>
<td>Chapters awarded ‘Quality Chapter’ through SkillsUSA’s Chapter Excellence Program</td>
<td>$85</td>
</tr>
<tr>
<td>Freshman Observer</td>
<td>$45</td>
</tr>
</tbody>
</table>

All student members, SkillsUSA advisors, and adult chaperones attending this conference must be registered as well as be members of SkillsUSA. The Student Membership deadline has passed. Professional membership can still be completed through the SkillsUSA Registration at skillsusa-register.org.

All payments must be received by the first date of conference. Payment must be made by school or bank check made out to SkillsUSA Illinois, Inc. Cash and personal checks are not accepted. Payment may also be made credit card by invoice via email request to membership@skillsusaillinois.org. All checks should be mailed to:
SkillsUSA Illinois, Inc.
P.O. Box 1029
Pekin, Illinois 61555-1029
SkillsUSA ILLINOIS CHAMPIONSHIPS (CONTESTS)
Contest Updates are available on the Championships Contest Pages of the SkillsUSA Illinois Website at SkillsUSAIllinois.org/Championships.

It is the goal of SkillsUSA Illinois to run all contests at maximum numbers. Therefore, after you have received the results of the State Qualifying Events, please notify membership@SkillsUSAIllinois.org as soon as possible, if any of your students that have qualified for a contest, will not be competing in that contest, so that he may contact the next contestant who qualifies to compete.

SkillsUSA Illinois, Inc. will post a list of contests that have been canceled for this conference. The list is in the “State Conference” section of the SkillsUSA Illinois website. If cancellations occur after the registration process has begun/concluded, the advisor will be notified to discuss options.

CONFERENCE REFUND POLICY
We look forward to having you with us during one of our Regional Meetings, Fall Leadership Conferences, State Workshops, Written Qualifying Exams, Illinois State Leadership Conference and SkillsUSA Championships and/or the National Leadership Conference and SkillsUSA Championships. Following are the Refund rules for Registration.

STATE EVENT REFUND POLICY
(Fall Leadership (L.E.A.D.) Conference, State Leadership and Skills Conference, and State Qualifying Events)

Registration: All registration must be sent through the Executive Director or his/her designee. All required forms and fees must be completed and submitted to the State Association no later than the due date.

Registration Cancellation: No refunds will be given for cancellations after the deadline date. Those who cancel before the deadline date will receive a refund for the amount submitted minus a $10 handling fee.

Late Registration Fee: Late registration fee of $5, per registrant, will be applied to all registrations received past the registration date. The Executive Director or their designee must approve all late registrants.

Late Payment: If payment is not received, prior to the start of the event, contestants may be disqualified from the event. No school will be allowed to register for any other events with a balance from the last event they attended.

Room and Travel: The same rules in effect for Registration will apply to any cancellation for room or travel expenses sent through the SkillsUSA Illinois State Office.

Lost Name Badges: A fee will be required to replace any lost name badge during a Conference. The person who lost the badge must make the request in person and must have identification.

NOTE: The above rules apply to all advisors, student members, and any others who make their arrangements through SkillsUSA Illinois. The Executive Director can recommend exceptions to the above policy, for extreme cases. If a local Chapter disagrees with the Policy, an appeal may be made in writing to the Board of Directors for their consideration at the next regularly scheduled meeting.
## CONFERENCE HOTELS

Chapters make their hotel rooms directly with hotels on Friday, March 20, 2020.

### CONFERENCE HOTEL INFORMATION

When contacting the hotel, inform them you are booking in the “SkillsUSA Illinois, Inc. Block”. Hotel blocks will be released three weeks prior to conference. If you do not book in time, room rates are not guaranteed and will be higher. Complete the SkillsUSA Illinois Room List form, then directly send a copy to the hotel. Please do not overbook hotel rooms; only reserve the amount that you need. Check with the hotel to ensure that your reservation is guaranteed (credit card/school check).

### CONFERENCE HOTELS

Prices are per night. Hotel tax is not included. Hotel Tax as of 2/1/20 is 13%.

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Rate</th>
<th>Breakfast Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wyndham Springfield - City Centre</td>
<td>700 E. Adams St.</td>
<td>217.789.1530; 217.522.5346 (Fax)</td>
<td>$112</td>
<td></td>
</tr>
<tr>
<td>President Abraham Lincoln - Springfield</td>
<td>701 E. Adams St.</td>
<td>217.544.8800; 217.544.8079 (Fax)</td>
<td>$111</td>
<td></td>
</tr>
<tr>
<td>Wingate by Wyndham</td>
<td>3185 S. Dirksen Pkwy.</td>
<td>217.529.1100; 217-529-.105 (Fax)</td>
<td>$84</td>
<td>Provided</td>
</tr>
<tr>
<td>Drury Inn</td>
<td>3180 S. Dirksen Pkwy.</td>
<td>217.529.3900; 314.587.3292* (Fax)</td>
<td>$114.99</td>
<td>Provided</td>
</tr>
<tr>
<td>Hilton Garden Inn</td>
<td>3185 S. Dirksen Pkwy.</td>
<td>217.529.7172</td>
<td>$112</td>
<td></td>
</tr>
<tr>
<td>State House Inn</td>
<td>101 E Adams St</td>
<td>217.528.5100; 217.528.4358 (Fax)</td>
<td>$89</td>
<td>Provided</td>
</tr>
<tr>
<td>Carpenter Street Hotel</td>
<td>525 N. 6th St.</td>
<td>217.789.9100; 217.789.9387 (Fax)</td>
<td>$97</td>
<td>Provided</td>
</tr>
</tbody>
</table>
REGISTRATION CHECKLIST

This registration checklist walks through the steps needed to successfully complete registration for the SkillsUSA Illinois State Leadership and Skills conference.

BY MARCH 6 – CHAPTER EXCELLENCE PROGRAM DEADLINE

___ 2. Submit Chapter Excellence Program applications. Learn more at SkillsUSAILlinois.org/CEP

BY MARCH 20 – SLSC REGISTRATION & ADVISOR OF THE YEAR DEADLINE

___ 3. Registered all SkillsUSA Illinois SLSC attendees for the conference using the SkillsUSA Registration Site.
___ 4. Submit Advisor of the Year applications. CEP Level II Chapters only. Learn more at SkillsUSAILlinois.org/AoY

STARTING MARCH 20 – SLSC HOTEL REGISTRATION

___ 5. Contacted Hotel to book rooms in the “SkillsUSA Illinois, Inc. Room Block”.
___ 6. Completed Hotel Reservation Forms and send them to the hotel.
___ 7. Checked how to guarantee rooms. Send or requested payment for hotel.

BY MARCH 27 – SLSC PAPERWORK DEADLINE

___ 8. Submit the Action Skills letter(s). Action Skills forms have been eliminated. For students participating in national contests of Action Skills and Building Maintenance or state only contests of Basic Woodworking Skills, Case Studies, Food & Beverage Service, and Full Service Auto, submit letter from the appropriate school official on school letterhead stating that the contestant is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation. State associations having restrictions on the release of this information may submit a letter on school letterhead of eligibility, which simply states: “I certify that (student name) meets the eligibility requirements for the SkillsUSA Championships Action Skills contest. Signed, (school official).” The eligibility letter is to be presented to the contest chair at the contestant orientation meeting.
   • Carpentry/TeamWorks Contest Proof of Training Certification Forms have been eliminated. TeamWorks competitors will need to present OSHA Certification card prior to competition.
   • Team Contest forms have been eliminated, please ensure all students are registered for the correct team in the registration site. If registering an alternate only, please make sure they are registered as an observer. Students can only serve as alternate for one team in per contest.

___ 9. Final Conference Registration Form: Complete Conference Registration Form located on the State Leadership and Skills Conference page at SkillsUSAILlinois.org/SLSC.

___ 10. Requested/sent payment to SkillsUSA Illinois, Inc. P.O. Box 1029, Pekin, IL 61555.

CONTINUOUSLY

___ Instructed students to check Championships pages of SkillsUSA Illinois website for Updates.
___ Read email updates from SkillsUSA Illinois.
___ Reached out for assistance or questions.
Hotel Reservation Form

Use this form to make your conference hotel reservations. Send one copy directly to the hotel.

**School Information:**
- Name: _________________________________
- Address: _______________________________
- City: ________________ ST: IL Zip: ________
- Fax: (____) ______-________

**Contact Person:**
- Name: _________________________________
- Phone: (____) ______-________
- Email: _________________________________

**Hotel Information:**
- Hotel: __________________________________

**Arrival Information:**
- Date: _____________    Time: ______________

**Departure Information:**
- Date: _____________    Time: ______________

Be sure to list everyone staying in your hotel rooms. Type or Print (very clearly).

<table>
<thead>
<tr>
<th>Room #___       ________</th>
<th>Size: __ S __D __T __Q</th>
<th>Type: __ Adult __ Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<td>4.</td>
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<td></td>
</tr>
</tbody>
</table>

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<th>Size: __ S __D __T __Q</th>
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</thead>
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</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Hotel Reservation Form (continued)

**School Information:**
<table>
<thead>
<tr>
<th>Name</th>
<th>_________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>_________________________________</td>
</tr>
<tr>
<td>City</td>
<td>________ ST: IL Zip: ________</td>
</tr>
</tbody>
</table>

**Contact Person:**
| Name                  | _________________________________ |
| Phone: (____) ______-________ |
| Email: _________________________________ |

---

**Room #1**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

**Room #2**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

**Room #3**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

**Room #4**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

---

**Room #1**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

**Room #2**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

**Room #3**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

**Room #4**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

---

**Room #1**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

**Room #2**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

**Room #3**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

**Room #4**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

---

**Room #1**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

**Room #2**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

**Room #3**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name

**Room #4**
- Size: __ S __D __T __Q
- Type: __ Adult __ Student
- LastName, First Name
GUIDELINES + CONDUCT

SLSC 2020
PERSONAL LIABILITY & MEDICAL RELEASE

SkillsUSA & SkillsUSA ILLINOIS

SkillsUSA Personal Liability and Medical Release Form
I hereby agree to release SkillsUSA Inc., its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the SkillsUSA National Leadership and Skills Conference, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees. I voluntarily assume all risk and danger relating to the conference, whether occurring prior to, during or after the event.

I do voluntarily authorize the SkillsUSA National Leadership and Skills Conference medical services coordinator, assistants and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the named person as deemed necessary in medical judgment. Parents/guardians of participant will allow emergency medical treatment to be administered as needed. Any further treatment will require parental/guardian consultation.

I agree to indemnify and hold harmless SkillsUSA Inc. and said medical services coordinator and/or assistants and designees for any and all claims, demands, actions, right of action, and/or judgments by or on behalf of the named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

Having read and understood completely the “Code of Conduct” of SkillsUSA Inc., I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing SkillsUSA.

Audio- or videotaping of conference speakers is not permitted.

NOTE: All persons under legal age must have a parent or guardian check this form (see other side). If you are age 18 or older, please indicate that on other side of this form. Otherwise, this form will be returned for parent/guardian approval. All participants must check this form.

Release of Personal Information Through Lead Retrieval System
Each participant name badge at SkillsUSA’s National Leadership and Skills Conference includes a barcode that includes personal information.

I understand that by giving my verbal permission to vendors and staff associated with the conference, this information will be used for follow-up after the conference. Personal information will include name, email address, shipping address, training program and contest area, where appropriate.

By checking the box on the other side, I acknowledge my understanding of this statement.

Code of Conduct Agreement
SkillsUSA’s National Leadership and Skills Conference is designed to be an educational function, and all plans are made with that objective. It is SkillsUSA’s most significant meeting of the year, with thousands of students attending from all over the nation. It is approved as a major educational activity by the National Association of Secondary School Principals and the Association for Skilled and Technical Sciences.

SkillsUSA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing SkillsUSA as the nation’s greatest student organization.

For everyone to receive the maximum benefits from participation, SkillsUSA’s “Code of Conduct,” as established by its national board of directors, must be followed at all times.

Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. SkillsUSA is proud of its students and knows that by signing this “Code of Conduct” you are simply reaffirming your dedication to be the best possible representative of your state.

1. I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not enter any hotel room other than the one to which I am assigned. I understand that I am assigned a hotel room for the sole purpose of overnight accommodation.
5. I will not leave the hotel/motel without the express permission of my advisor or state SkillsUSA director. Should I receive permission, I will leave a written notice of where I will be.
6. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
7. I will not have in my possession any firearms, dangerous weapons, explosive compound, or an object that can reasonably be considered and/or used as a weapon.
8. I will respect SkillsUSA attire and will not inhale or smoke cigarettes, e-cigarettes, vaping or any other substances while wearing clothing bearing the name or logo of SkillsUSA. This includes using these products in outdoor venues.
9. I will not engage in bullying, which includes harassing; menacing; taunting; intimidating; the use of lewd, profane or vulgar language; verbal or physical abuse of others; or other threatening behavior toward others in person or through acts of cyberbullying.
10. I will not engage in any behavior that might be deemed sexual harassment which includes, but is not limited to, verbal, written or physical in nature.
11. I will keep my advisor or state SkillsUSA director informed of my whereabouts at all times.
12. I will, when required, wear my official identification badge that bears my name only on it and not that of another person.
13. I will attend, and be on time for, all general sessions and activities that I am assigned to and registered for.
14. I will adhere to the dress code at all required times.
15. My conduct shall be exemplary at all times.

Violations and Penalties
I agree that if, for any reason, I am in violation of any of the rules of the conference, I may be brought before the appropriate disciplinary committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense:

1. Violations of Items 1 through 11 of the “Code of Conduct” will be grounds for immediate removal from office and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant’s state department of education and parents or guardians. The participant's misconduct or infraction could result in the disqualification of his or her state delegation as well.
2. Violations of Items 12 through 14 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant’s state department of education and parents or guardians. Repeated violations of Items 12 through 14 may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud and meaningful member of SkillsUSA that I agree to these rules of conduct by attesting to the statement on the other side of this page.

Photography and Sound Release
By my attendance at the conference, I hereby grant SkillsUSA’s national headquarters permission to make still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by SkillsUSA’s headquarters permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary. I understand that my name may or may not appear with my photo, sound picture or sound recording.

Further, I hereby relinquish to SkillsUSA’s national headquarters all rights, title, interest in and income from the finished sound or silent motion pictures, still pictures and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints, and further grant SkillsUSA’s national headquarters the right to sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network, or governmental agency, or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary. I do hereby waive all personal claims, causes of action or damages against SkillsUSA’s national headquarters and the employees thereof arising from a performance or appearance.
CODE OF CONDUCT

SKILLSUSA ILLINOIS OVERNIGHT EVENTS

SkillsUSA Illinois, Inc. Board of Directors has directed SkillsUSA Illinois Staff to establish a Code of Conduct for all members during overnight stays at meetings.

Rules—Regulations/Guidelines have been adapted with cooperation of both members and advisors concerned to insure order, protection and security for everyone associated with us while we are at a State Conference. (Not only is it logical, but a policy mandated by schools in Illinois.)

Prohibition of Illegal Contraband – Drugs/Alcohol are just as illegal and unwelcome in the conference setting as anywhere. They are forbidden...the tendency to “party” may be cool in some settings but at the SkillsUSA Conference it simply has no place and violations will have serious and far-reaching consequences.

Vandalism/i.e., property damages or stolen property...Costs
1. Everyone Associated with SkillsUSA.
2. Negative Image In School and Community.
3. SkillsUSA Sponsorship For Contests.
4. Bar the section from competition.
5. Money From Your Dues Base.
6. Higher Prices For Conference Items.
7. Reputation For Your School.
8. Awards For You and Your School.

System Components
1. All students must be in their own rooms by curfew hours. Any deviation from this rule must be given to the Conference Director or the Executive Director in writing and carried with them. They must also be accompanied by an advisor.
2. No section will be allowed to participate at the conference without their own advisor’s presence or adequate substitute in personnel ratio. No advisor may chaperone more than 1 section if it has more than 10 in the total.
3. All students must be in their rooms by curfew hours. Any deviation from this rule must be given by the Conference Director or the Executive Director in writing and carried with them. They must also be accompanied by an advisor.

NOTE: All campaigning activities must be completed prior to curfew.

CURFEW WILL BE ENFORCED
Violators will be referred to state staff for disciplinary action.

Penalties For Violations
If in the judgment of the ISCC Committee serious violations have taken place that reflect negativity to the SkillsUSA Association, the Conference Director or the Executive Director may:
1. Formally write a letter of complaint to the School and District describing the nature of the violation.
2. Send home the student(s) at their own expense.
3. Bar the section from competition.
4. Bar the school from future competition.
5. Withdraw awards from contestants or school.
6. Place school on 1-year probation in SkillsUSA participation.
7. Or a combination of above penalties.

HELPFUL
• Hold a floor advisor meeting on the first night in order to get to know schedules and commitments so areas and times in hotels may be covered.
• Make it your business to help and cooperate as advisors to know what is happening in your hotel and report to your fellow advisors concerns you have, problems you have observed and what time irregularities occurred.
• Sometimes it may be necessary for all advisors to “cover” – trade off. It’s a great way to work together and get to know some pretty terrific people in our organization.

Reminder: Students are most vulnerable to unbecoming behavior when there are no advisors apparently available. Visibility is crucial at all times, and especially during hours right after meetings and/or right at the beginning of curfew.

Suggestions For Advisors
1. Keep one key per room for emergencies and for necessary monitoring of rooms for damage control.
2. Check I.D.’s of students coming on your floor if you do not recognize them. If they don’t belong, send them to their floors.
3. When checking out, have students put luggage in one or two of your rooms, do a room check for damage or lost/stolen items, and collect keys in order to expedite your departure. (This will insure hotel claims for irregularities are accurate.)

Hotel Control
1. Hotel security and all advisors in any official hotel will be given directories of room locations of schools and fellow advisors on their floors upon arrival at the conference.
2. Regular walking “tours” will be made by security and/or SkillsUSA staff during curfew hours – any irregularities will be reported immediately to SkillsUSA headquarters, i.e., ISCC Committee.

Note: All campaigning activities must be completed prior to curfew.
CODE OF ETHICS

FOR SkillsUSA ILLINOIS MEMBERS

STUDENTS CODE OF ETHICS
All students attending Leadership Conferences are expected to conduct themselves as ladies and gentlemen at all times. The following items are suggestions and reminders in order for your stay to be most pleasant and worthwhile. (Advisors should discuss the following items with students prior to the conference.)

HOTEL/MOTEL COURTESIES AND SUGGESTIONS
1. Be sure you are properly registered in the hotels/motels and know the room rate you are being charged.
2. Throwing objects in the room or around the hotel/motel, causing damage or destruction is an offense subject to police action.
3. Remember there are other guests in the hotel/motel who will judge us by the manner in which we conduct ourselves.
4. It is expected that tips will be given for meal service. Ten to fifteen percent is considered customary.
5. Hotel staff expect tips when answering calls for room service.
6. You will be charged for telephone calls outside the hotel/motel. (Use a pay phone or cell phone.)
7. Refrain from using the telephone unless it is necessary. (This avoids confusion at the switchboard.)

REMEMBER
This leadership conference is held for your benefit and enjoyment. Please observe the following:
1. Dress neatly and appropriately for the occasion.
2. Show respect for the rights of others and be courteous at all times. Remember, “Courtesy is Contagious”.
3. Respect the property and opinion of others.
4. Refrain from loud boisterous talk, swearing and horseplay and observe all hotel/motel rules.
5. Students will not be permitted to smoke in any of the called sessions. (This includes banquets.)
6. Students are expected to attend all sessions and be prompt.
7. Observe the curfew and be reasonable in your personal conduct.
8. Students are not permitted to leave the hotel/motel unless they are under the direct supervision of their sponsor.
9. Take pride in what you are doing. You are helping to establish an organization, which has the potential of great accomplishments.
10. Share the experiences and knowledge you gain here with other individuals and groups.
11. Be sure that you know your sponsor’s room number and how to reach him/her in case of an emergency.

DRESS CODE

SkillsUSA ILLINOIS STATE LEADERSHIP & SKILLS CONFERENCE

OPENING CEREMONY & CONTEST ORIENTATION MEETINGS
SkillsUSA Official Attire or Business Professional Dress

SkillsUSA CHAMPIONSHIPS (CONTESTS)
Clothing Requirement as outlined in the contest’s Technical Standard or similar “like clothing” that meets all safety requirement.

CHAMPIONS CELEBRATION
School appropriate attire.

AWARDS SESSION
SkillsUSA Official Attire, Contest Attire, or Business Professional Dress. No jeans, shorts, hats or t-shirts will be allowed on stage.
The SkillsUSA Illinois State Leadership and Skills Conference events are open to all paid registered members of the conference. Only the events listed below are open to the public and may require a pass to attend.

**SkillsUSA Illinois State Championships**
Friday, April 24  8:30 a.m. – 4:00 p.m.  Open to the Public (Free)
Location: Bank of Springfield Center, Capital Area Career Center, Lincoln Land Community College, President Abraham Lincoln Hotel, & Wyndham City Centre

The SkillsUSA Illinois State Championships recognizes career and technical education students who excel in their occupational areas, and spotlights leadership development activities that are such an integral part of the SkillsUSA program. Besides showcasing students’ skills, the SkillsUSA Illinois Championships, by the very nature of competition, urges students to take pride in their work. It also provides prospective employers with an opportunity to see dedicated, motivated potential employees at work.

**SkillsUSA Illinois State Championships Award Ceremony**
Saturday, April 25  8:30 a.m. (doors 8:00 a.m.)  $10 Entrance Pass
Location: Bank of Springfield Center

The SkillsUSA Illinois State Championships Awards Ceremony closes the State Leadership and Skills Conference by recognizing the winners of the 120 state contests and announce who will advance on to represent Illinois at the National Leadership and Skills Conference. The event also recaps the conference, distinguishes the outgoing state officers, as well as hosts the induction ceremony of the new state officer team. This ceremony celebrates students work and development in career fields studied within Career and Technical Education.

The SkillsUSA Illinois State Leadership and Skills Conference Opening Ceremony; Contest Orientation Meetings; State Championships Contests before 8:30 a.m., display contests, and presentation contests; Champion’s Celebration; and all other events than those described above are closed to the public.
SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of our nation’s future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics.