



OUTSTANDING CHAPTER



SkillsUSA Championships Technical Standards

PURPOSE

To evaluate local chapter activities that benefit the student members, the school, and the community. The outstanding chapters chosen each year serve as an example of the enthusiasm and careful planning necessary to keep chapters active and to involve as many members in activities as possible.

First, download and review the General Regulations at updates.skillsusa.org.

ELIGIBILITY (TEAM OF THREE)

Open to a team of three (3) active SkillsUSA members from the same local chapter (school). Each state may send one middle school, one high school and one college/postsecondary entry. A full team must be registered. See General Regulations for more information about substitution and penalty rules.

CLOTHING REQUIREMENTS

Class A: SkillsUSA Official Attire

- Official SkillsUSA red blazer or official SkillsUSA red jacket
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie or SkillsUSA black tie), white shirt (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
- Black dress slacks or black dress skirt (knee-length at minimum)
- Black closed-toe dress shoes

Note: The official SkillsUSA windbreaker, sweater and black Carhartt jacket are no longer available for purchase in the SkillsUSA Store. However, these clothing items are grandfathered in as previous official SkillsUSA clothing and can be worn in SkillsUSA competitions as directed in this document.

Note: Wearing socks or hose is not required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/nonpattern.

These regulations refer to SkillsUSA Championships Clothing Classifications that are pictured and described at skillsusastore.org. If you have questions about competition uniforms, call the SkillsUSA Store at 888-501-2183.

Note: Competitors must wear their official competition clothing to the competition orientation.

EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
 - a. Necessary information for the judges and technical committee
2. Supplied by the competitors:
 - a. Official SkillsUSA three-ring binder documenting the chapter activities.
 - 1). All competitors must also submit a digital copy of their chapter activities binder's contents saved as a PDF file. The purpose of the "Online Submission Requirements" is for pre-conference evaluation. Failure to submit a digital copy of the binder that can be opened and meets the required format may result in a loss of points. See "Online Submission Requirements" below for guidelines.
 - b. Completed secretary's and treasurer's notebook inserts submitted in a separate binder.
 - 1). The Secretary's Notebook and Treasurer's Notebook inserts are available from the SkillsUSA Store. Note: These items serve as supporting evidence.
 - 2). There are no online submission or official binder requirements for the Secretary and Treasure notebook.
 - c. All competitors must create and submit online a one-page single sided resume. See "Online Submission Requirements" below for guidelines.

Note: All national competitors must also check for competition-specific updates and/or competitor preparation instructions on the SkillsUSA website at updates.skillsusa.org.

PROHIBITED DEVICES

Cellphones, electronic watches and/or other electronic devices not approved by a competition's national technical committee are **NOT** allowed in the competition area. Please follow the guidelines in each technical standard for approved exceptions. Technical committee members may also approve exceptions onsite during the SkillsUSA Championships if deemed appropriate.

Penalties for Prohibited Devices

If a competitor's electronic device makes noise or if the competitor is seen using it at any time during the competition, an official report will be documented for review by the Director of the SkillsUSA Championships. If confirmed that the competitor used the device in a manner which compromised the integrity of the competition, the competitor's scores may be removed.

ONLINE SUBMISSION REQUIREMENTS

All SkillsUSA national competitors must submit their one-page single sided resume online. The deadline and link for online submissions will be published on updates.skillsusa.org.

Failure to submit any of the required online submission documents listed below by the established deadline will result in a 10-point penalty for each missing document. File(s) must open directly as a PDF file without additional software/application and/or permission status.

1. One-page single sided resume
2. A digital copy of their binder's contents saved as a combined single PDF file. The online submission of scanned pages must be in the same order as the physical binder presented at the competition orientation.

Your submissions must be saved as individual PDF file types using the file name format of "Your Last Name_Your First Name_DocumentType." For example, "Amanda Smith" would save the individual PDF submission files as:

- Smith_Amanda_Resume
- Smith_Amanda_Binder

OBSERVER RULE

The technical committee reserves the right to allow or prohibit observers into competition area(s). If allowed, no observer may enter or exit the competition area while a competitor is presenting. Observers are not allowed to talk to or make gestures to competitors. No videotaping or photography is allowed during the competition. All phones and electronic devices must be silenced and put away. The competition staff reserves the right to request any observer to leave if they are perceived as a distraction.

SCOPE OF THE COMPETITION

KNOWLEDGE PERFORMANCE

There is no general knowledge test required in this competition. Competitors are required to take the SkillsUSA Professional Development Test.

SKILL PERFORMANCE

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

COMPETITION GUIDELINES

1. Competition orientation
 - a. Competitors will be assigned appointment times. Appointments may be randomly pre-assigned by the technical committee or drawn during the competition orientation.
 - b. The chapter activity documentation must be submitted in an official SkillsUSA 3-ring binder at orientation along with the secretary's and treasure's notebook.

- 1). A card with the name of the state, school, and competitors must be taped on the inside of the cover of both binders.
2. Entry display and pickup
 - a. Entries will be displayed for public viewing following the judging as specified in the conference schedule.
 - b. Binders must be picked up as specified by a member of the team or an advisor.
3. General binder information.
 - a. The documentation must be in an official SkillsUSA 3-ring binder.
 - 1). A penalty of 20 points will be deducted for not submitting documentation in an official binder.
 - 2). A penalty of 10 points will be deducted for alteration to the binder.
 - b. The binder must contain no more than 150 pages.

Note: A sheet of paper has two sides. Each side is considered one page. Therefore, a single sheet of unfolded paper is two pages.

 - 1). A penalty of five (5) points will be assessed for each page beyond the limit.
 - 2). Sheet protectors must be used.
 - 3). Two sheets of paper can be placed in sheet protector back-to back, creating a front and back page. This would be considered two pages.
 - 4). Unused sheet protectors will count as pages, as will any additional documents (such as extra resumes) placed in the binder.
 - 5). Any pages contained in a pocket, folded page, or similar features will be counted as additional pages and will be subject to penalty.
 - c. The documentation must contain verification, proof or evidence of the activities claimed, and the date they were accomplished.
 - d. The binder must be organized by activity in the same sequence identified in “Elements and Criteria for Judging”, parts 1-3.
 - 1). A penalty of 10 points will be deducted for each activity that is out of sequence.
 - e. Points will only be awarded for chapter activities that were accomplished during the academic year in which the entry is made, except as noted.
 - 1). Summer activities may be included, but the chapter may not claim points for activities that were a result of the previous year’s chapter Program of Work.
 - f. Points used in one section may not be claimed in another section.
 - 1). For example, social meetings may not be counted as both social and professional meetings. However, articles describing chapter activities may still receive publicity credit under Publicity.
 - g. Points will be awarded based on verification and/or documentation of activities described in the following order:
 - 1). The first page of the binder will be a title page.
 - 2). The table of contents may be on the back surface of the title page or the front of the second page.
 - 3). All pages must be numbered.

ELEMENTS AND CRITERIA FOR JUDGING

Part 1: School Related Chapter Activities

1. Chapter Membership
 - a. Twenty-five (25) points will be awarded for the chapter holding at least one (1) recruitment activity.
 - b. The detailed description must include
 - 1). Evidence the event was planned by a committee
 - 2). A description of how the activity was conducted
 - 3). Date, time and place of activity
 - 4). Number of members participating
 - 5). A minimum of one (1) photograph for the activity must be included.
 - a.) If not included, no points will be awarded for the entire “Chapter Membership” section.
 - 6). An official letter from the local school administrator verifying enrollment and actual SkillsUSA membership must be submitted in this section.
 - a.) If not included, no points will be awarded for the entire “Chapter Membership” section.
 - b.) If a school participates in the Total Participation Plan or Campus Affiliation Plan, the school administrator must clearly state in the verification letter the actual number of CTE students enrolled and the actual number of active SkillsUSA members.
 - 7). Copies of an official listing of members from the SkillsUSA Registration website must be placed in the secretary’s and treasurer’s notebook.
2. Official SkillsUSA Equipment
 - a. Twenty points will be awarded for having the following official SkillsUSA equipment in the classroom. One photo clearly showing these items must be submitted. The photo must be taken in such a way that all writing can be read on the items displayed.
 - 1). Banner
 - 2). SkillsUSA secretary’s and treasurer’s notebook
 - 3). Ceremonial emblem
 - 4). Gavel
 - 5). U.S. flag
 - 6). Robert’s Rules of Order, Newly Revised
 - 7). Creed
 - 8). Charter
3. SkillsUSA Program of Work (all levels)
 - a. The description of the chapter’s program of work activities should be no more than three (3) pages.
 - b. A minimum of four (4) committees must be established. Note: a minimum of three (3) committees are required for the college postsecondary level. Examples of Program of Work committees include:
 - 1). Advocacy and Marketing

- 2). Community Engagement
- 3). Financial Management
- 4). Leadership Development
- 5). Partner and Alumni Engagement
- 6). Workplace Experiences
- c. Describe the methods or procedure used to determine the local SkillsUSA program of work activities for the year. The description must indicate a minimum of the following items:
 - 1). Each committee and the names of members
 - 2). Date, time and a list of attendees for all committee meetings
 - 3). Copies of the minutes of all committee meetings must be placed in the secretary's and treasurer's notebook. In the Official SkillsUSA binder documentation, reference the page in the secretary's and treasurer's notebook where each committee meeting is located
- d. Points will be awarded based on the description of the program of work activities, which must include the following for each activity
 - 1). Written evidence the committee met for planning purposes
 - 2). Each committee's responsibilities
 - 3). How the planning for each committee function was carried out
4. Leadership Training for Officers and Members
 - a. Describe how chapter officers were prepared to conduct chapter meetings and provide leadership for the chapter.
 - b. Describe how chapter members were taught to effectively use parliamentary procedure in conducting their business meetings. This description should include classroom type procedures taught by chapter advisors in addition to any workshops attended by members for learning parliamentary procedure.
 - c. Describe the installation of chapter officers. Points will be awarded for a description of activities, which must include
 - 1). Evidence of planning (Describe how the installation ceremony was planned.)
 - 2). Schedule of activities (Where did the installation ceremony take place? Who participated in the installation process? How many members were in attendance?)
 - 3). Method of implementation (Describe how the ceremony was conducted.)
5. Chapter Meetings
 - a. The chapter must hold a minimum of six (6) meetings between July 1 and June 1 of the school year immediately preceding the National Leadership & Skills Conference. No meetings relative to activities conducted the previous year may be counted.
 - b. Credit will be given for one meeting per month (two or more meetings in the same month will count only as one monthly meeting).
 - c. A minimum of three (3) meetings must include one (1) or more of the following: a guest speaker, field trip, leadership development, or professional development activities.
 - 1). A written report of each meeting must be provided. The report shall include the planning for each meeting, how the planning was carried out, and the number of members participating in each meeting. Reference should be made in this section to

the page number of the minutes of each meeting in the secretary's and treasurer's notebook.

6. SkillsUSA Framework

- a. The chapter must conduct at least one (1) activity within each of the three (3) SkillsUSA Framework components: Personal Skills, Workplace Skills, Technical Skills Grounded in Academics. A written description must be presented to include the following:
 - 1). Objective of the activity
 - 2). Evidence the event was planned by a committee
 - 3). Description of how the activity was conducted
 - 4). Number of members participating
 - 5). Date, time and place of activity
 - 6). A minimum of one photograph for each activity

7. SkillsUSA Publicity

- a. Public relations activities of the local chapter are designed to promote membership, class enrollment, career and technical education, or community awareness of SkillsUSA.
- b. Evidence of at least three (3) activities must have been publicized. This can include newspaper or online media. Zero (0) to 20 points will be given for each activity. SkillsUSA must be mentioned in the publicity article. At least three or more members must be involved in each activity. Names must be listed in the description.
 - 1). Newspapers articles are accepted. Original copies of newspapers must be submitted – no photocopies. Newspaper articles must have the date within the article, or a letter of verification from the editor must be submitted.
 - 2). All online media must include a photo of the activity. The article or screenshot must be printed with a link to the article and date printed on the header or footer of the page. Online media sources may include:
 - a.) Official school, county and SkillsUSA chapter websites and/or Facebook accounts. **Note:** Online media such as blogs, X, Instagram or other similar social media sites will not be accepted.
 - b.) Official newspaper websites
 - c.) Official radio or television station websites
 - i.) A photo showing members performing the activity along with a description of the activity must be included. A signed letter from the media station stating the name of the show, date and topics discussed must also be included.
- c. A description of each activity must be included and document:
 - 1). Objective of the activity
 - 2). Evidence that the activity was planned by a committee
 - 3). Description of how the activity was conducted
 - 4). Number of members who participated in each activity

8. Awards and Recognition Program
 - a. The awards and recognition program should be designed to recognize the contributions of program advisory committee members, chapter members, SkillsUSA chapter achievements, employer or advisory committee banquets, assembly programs for recognition or special occasions (must be related to accomplishments of the SkillsUSA chapter or members). Credit will be given for only one (1) program.
 - b. A description of the activity must include:
 - 1). Objective of the activity
 - 2). Evidence that a committee planned the activity
 - 3). Description of how the activity was conducted
 - 4). Number of members participating
 - 5). A minimum of one (1) photograph
9. Local SkillsUSA Championships
 - a. A maximum of 20 points will be awarded for each of five (5) local SkillsUSA Championships where chapter members participated. Credit will only be given for competitions offered in the current version of the SkillsUSA Technical Standards. At least one (1) of the five (5) competitions must be classified as a skilled and technical competition.
 - 1). The local school administrator must sign a statement verifying that the local SkillsUSA Championships events were held. Photos of each competition must be submitted showing competitor(s), judges, and the competition area.
 - b. Points will be awarded for:
 - 1). Evidence that a committee planned the local event
 - 2). A written description of each competition to include date, time and location of competition; names of competition technical committees; names of judges for each event; and names of competitors in each competition

Part 2: Community Activities

1. Activities must benefit the community. (Examples: project to help a needy family, cleanup or painting campaign, health promotion activity, safety program, blood drive, project to assist special populations, voter registration drive.)
2. Credit will be given for three activities (70 points each).
3. A detailed description of each activity is required, and must include:
 - a. Objective of the activity
 - b. Evidence the activity was planned by a committee
 - c. Description as to how the activity was conducted
 - d. Names of all participants in the activity
 - e. Place, time and date for each activity
 - f. A minimum of one photograph for each activity must be submitted. The photograph must show students involved in the activity as it took place.
 - 1). Pictures must show some SkillsUSA members in official or chapter designed SkillsUSA attire (i.e., a chapter t-shirt). If using chapter-designed attire, the SkillsUSA logo must be visible on the attire.

Part 3: Business and Industry Relations

1. A minimum of (2) business and industry related activities must be documented (70 points each). A list of suggested activities may include, but is not limited to, the following:
 - a. Business and industry tour
 - b. Business and industry shadowing program
 - c. Business and industry work-based learning program
 - d. Service-learning activity/community service activity
 - e. Partners in progress
 - f. Job fair
2. Each event must be conducted with separate business/industry entities. The activities should include an opportunity for all chapter members to be involved.
3. A detailed description of each activity must be included. The description should indicate how the chapter and the business community work together for the benefit of the students enrolled in the SkillsUSA chapter. The following information must be included:
 - a. Name of the committee and committee members who planned the activity (reference to the page number in the secretary's minutes for the committee meeting minutes)
 - b. Date of the activity and a description of the day's events
 - c. Names of all participants in the activity
 - d. Description of how the activity was carried out
 - e. Description of the impact to participants
 - f. Description of the impact to business/industry
 - g. A minimum of one photo for each activity showing students involved. Photos must show some members in SkillsUSA official attire.
 - h. A letter of verification for the activity from business/industry.

Part 4: General Appearance and Overall Layout

1. Points will be awarded based on the overall quality of the Outstanding Chapter entry. The uniformity of presentation, neatness, clarity of material, quality of pictures and printed material will be considered.

Part 5: Secretary's and Treasurer's notebook

1. A maximum of 35 points will be awarded for the secretary's and treasurer's notebook.
2. The secretary's and treasurer's notebook are submitted in one notebook, and must contain the following:
 - a. Membership and attendance rosters
 - b. Chapter yearly calendar of activities
 - c. Names of committee members and complete minutes of all committees
 - d. Minutes of all business and professional meetings
 - e. Each meeting minutes should also include:
 - 1). Monthly income record
 - 2). Monthly expense record
 - 3). Names of local and state officers and national presidents
 - 4). Local, state, and national constitutions.
 - 5). Projected budget

- 6). Dues payment record for local, state and national dues
- 7). Year beginning and ending balance

Part 6: Interview

1. Members will have an opportunity to explain how they approached various activities and how the project benefited their chapter. All three (3) members must be present during the interview.
2. The interview will be used to help verify points awarded by the judges and to answer any questions the judges may have.

STANDARDS AND COMPETENCIES

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

- 1.1. List components of SkillsUSA program of work
- 1.2. Identify chapter activities to meet expectations of program of work
- 1.3. Brainstorm project ideas following a problem-solving process.
- 1.4. Break down project and task with timelines.
- 1.5. Identify resources and standards for completing project.
- 1.6. Anticipate and plan for possible obstacles and setbacks.
- 1.7. Establish work priorities.
- 1.8. Employ technology to solve problems.
- 1.9. Overcome barriers and roadblocks.
- 1.10. Evaluate the finished project and make appropriate modifications.

OUT 2.0 — Document the project in a professional manner.

- 2.1. Identify appropriate activities that meet required standards.
- 2.2. Design concise and effective written and visual components.
- 2.3. Describe impact of project.

OUT 3.0 — Create and deliver a professional presentation and respond to questions.

- 3.1. Choose an appropriate mode of communication.
- 3.2. Write and speak effectively.
- 3.3. Use appropriate body language.
- 3.4. Check for understanding when articulating complex issues.
- 3.5. Practice active listening skills.
- 3.6. Manage presentation time limits.
- 3.7. Articulate knowledge and understanding of SkillsUSA Framework and how the Personal Skills, Workplace Skills, and Technical Skills Grounded in Academics are applicable to the project.

OUT 4.0 — Demonstrate teamwork skills.

- 4.1. Work collaboratively with other team members.
- 4.2. Honor the contributions and strengths of others.
- 4.3. Honor personal commitments and responsibilities to the team.

- 4.4. Foster positive and collaborative working relationships with others.

OUT 5.0 — Project a professional self-image through attire and grooming.

- 5.1. Demonstrate a professional appearance in dress, good grooming, and personal presentation.
- 5.2. Display clothing that meets national standards requirement for competition.
- 5.3. Demonstrate good grooming in personal hygiene.
- 5.4. Wear clothing that fits well.
- 5.5. Present a wrinkle-free appearance.

OUT 6.0 — SkillsUSA Framework

The SkillsUSA Framework is used to pinpoint the Essential Elements found in Personal Skills, Workplace Skills and Technical Skills Grounded in Academics. Students will be expected to display or explain how they used some of these Essential Elements. For more, visit:

www.skillsusa.org/who-we-are/skillsusa-framework/.

COMMITTEE IDENTIFIED ACADEMIC SKILLS

The technical committee has identified that the following academic skills are embedded in this competition.

Math Skills

- Solve practical problems involving percentages.

Language Arts Skills

- Provide information in conversations and in group discussions.
- Provide information for oral presentations.
- Demonstrate use of verbal communication skills, such as word choice, pitch, feeling, tone and voice.
- Demonstrate use of nonverbal communication skills, such as eye contact, posture and gestures using interviewing techniques to gain information.
- Demonstrate comprehension of a variety of informational texts.
- Organize and synthesize information for use in written and oral presentations.
- Demonstrate knowledge of appropriate reference materials.
- Use print, electronic databases and online resources to access information in books and articles.
- Demonstrate narrative writing.
- Demonstrate persuasive writing.
- Demonstrate informational writing.
- Edit writing for correct grammar, capitalization, punctuation, spelling, sentence structure and paragraphing.

CONNECTIONS TO NATIONAL STANDARDS

State-level academic curriculum specialists identified the following connections to national academic standards.

Science Standards

- Understands the nature of scientific inquiry

Language Arts Standards

- Students apply a wide range of strategies to comprehend, interpret, evaluate and appreciate texts. They draw on their prior experience, their interactions with other readers and writers, their knowledge of word meaning and of other texts, their word identification strategies, and their understanding of textual features (e.g., sound-letter correspondence, sentence structure, context, graphics).
- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes.
- Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes.
- Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language and genre to create, critique and discuss print and nonprint texts.
- Students conduct research on issues and interests by generating ideas and questions and by posing problems. They gather, evaluate and synthesize data from a variety of sources (e.g., print and nonprint texts, artifacts, people) to communicate their discoveries in ways that suit their purpose and audience.
- Students use a variety of technological and information resources (e.g., libraries, databases, computer networks, video) to gather and synthesize information and to create and communicate knowledge.
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information).

Source: IRA/NCTE Standards for the English Language Arts. To view the standards, visit: www.ncte.org/standards