



SLSC Guide

April 19-20, 2024

SkillsUSA Oregon State Leadership and Skills Conference 2024
April 19-20, 2024
Albany, Oregon

| | |
|--|----|
| SkillsUSA Oregon State Leadership and Skills Conference 2024—Albany! | 3 |
| Registration Fees & Policies | 4 |
| Conference Participants..... | 6 |
| Voting Delegates..... | 6 |
| Security | 6 |
| Transportation | 7 |
| National Leadership & Skills Conference | 7 |
| Dress Code | 7 |
| Housing | 8 |
| Pre-Registration Checklist..... | 9 |
| Registration Reminders..... | 9 |
| Registration Tips | 10 |
| Tentative Agenda | 11 |
| Championships Overview | 12 |
| State Officer Candidates | 16 |
| Advisor of the Year Program..... | 17 |
| Chapter Excellence Program..... | 17 |
| Advisor Reminders | 18 |
| Important Dates..... | 20 |
| Tips and Tricks..... | 21 |
| Grievance | 23 |
| Grievance Form:..... | 24 |
| Statement of Assurance..... | 25 |
| Student and Chaperone Code of Conduct | 26 |
| SkillsUSA Oregon Delegate Permission/Medical Release..... | 29 |
| Registration System Information | 31 |

SkillsUSA Oregon State Leadership and Skills Conference 2024—Albany!

Conference Overview:

SkillsUSA Oregon and the Oregon Department of Education are excited to invite your chapter to the Annual **SkillsUSA Oregon State Leadership and Skills Conference, April 19-20, 2024**. Knife River Training Center (Albany, OR) will be the main site of the SkillsUSA Oregon State Leadership and Skills Conference! During SLSC, Oregon's finest high school members will have the opportunity to:

- Test industry skill knowledge and career skills in SkillsUSA Championship Contests.
- Compete for the opportunity to advance to the National Leadership and Skills Conference in Atlanta.
- Campaign for State Office and elect State Leaders.
- Meet and network with fellow members, advisors, and industry and community leaders!

Registration Fees & Policies

Registration Fees

| Registration Type | Registration March 15 th |
|--|--|
| Affiliated Student Members | \$80 |
| Advisor* | \$25 |
| Observer (Parents, Administrators, other Guests) | \$10 |

** Fee will be waived for advisors who connect the state staff with a sponsor or industry tech chair that commit to supporting SLSC.*

Additional Competition Fees

Some competitions have an additional fee due to the cost of competition materials.

| Competition | Fee |
|---------------------------------------|------|
| All welding events (except sculpture) | \$25 |
| Carpentry | \$25 |
| Culinary Arts | \$25 |
| Baking and Pastry Arts | \$25 |
| Cabinetmaking | \$25 |
| TeamWorks | \$25 |
| Cake Decorating | \$15 |

Registration Policies

- Students & Advisors must be paid SkillsUSA members (national and state levels) by the national deadline of **March 1st**, to be eligible to attend the conference.
- Registration is required to attend the conference.
- Competition participants must be registered for the conference.
- Read the *Participant Type* list carefully and select the most appropriate participant type for each person registered.
- All changes must be made in the online registration system. Changes may only be made through **March 15th**.
- **A final invoice will be sent by the SkillsUSA OR business office following the closing of the registration system.**
- **Outstanding Invoices:** Chapters with outstanding payments for any SkillsUSA Oregon activities **will not be able to register** for the **State Leadership and Skills Conference** until all bills are paid in full.

Substitutions/Cancellations/Late Registration:

- **Substitutions are NOT allowed in competition.**
- Late registrations are not guaranteed but are subject to a \$25 late fee.
- No on-site registrations will be allowed.
- 50% refunds may be requested from **March 16th** through **March 22nd**.
- **No cancellations or refunds** after **April 1st**.
- Changes after **March 22nd** will incur a \$25 change fee.

Meal Policies:

- All meals are on your own. Limited food options will be available onsite.

Conference Participants

Participants

Discuss the conference, travel plans, insurance coverage, required dress code, expected conduct, and medical services with the delegates' parents. Obtain written permission for the delegates to:

- Participate in the conference.
- Travel to and from the conference as arranged.
- Visit with anyone in Albany or along the way to/from the conference.
- Receive medical treatment if necessary (see suggested form on website or use district form).

Review guidelines for conference dress, amount of money needed, travel etiquette, and conduct while traveling and during the conference.

Collect a signed Code of Conduct form from each student (see suggested form in this packet, and on website). Keep these conduct forms with you and on file. **DO NOT** send this form to the state director **UNLESS** the student may not be photographed and published. Violations of the Code of Conduct will result in appropriate disciplinary action as determined by the chapter advisor and state staff.

Photograph Permission

The SkillsUSA Oregon Delegate Permission/Medical Release, sample found later in this packet, includes permission for students to be photographed and published. The intent of the photo permission is to be able to publish photographs in SkillsUSA Oregon documents and/or on the SkillsUSA Oregon website. Please turn in copies of the Delegate Permission/Medical Release forms for any students who cannot be published when picking up registration materials at the conference.

Voting Delegates

Select voting delegate(s) to cast the chapter's vote(s) during state officer election and the business session. During registration, each chapter should indicate two (2) voting delegates and an alternate (they may change onsite if needed). Voting delegates will be seated as a group during the Thursday business session. Each chapter may select two students to serve as voting delegates.

Security

Each chapter is encouraged to provide adequate supervision for all chapter members.

Transportation

Chapters are responsible for their own transportation between the main conference location and offsite competition areas. Please make arrangements for transportation that will allow your chapter members to be on time for competitions and all conference sessions.

National Leadership & Skills Conference

National conference registration forms will be available immediately following the awards ceremony. **All first-place winners must decide their intent to compete by April 26th, 2024.**

Dress Code

Advisors: It is your responsibility to work with your students and chaperones to ensure that each person's dress follows the approved guidelines for ALL SESSIONS.

SkillsUSA Official, Business Attire or Competition Attire is required for all contests, general sessions, ceremonies, and meetings. **Students not dressed appropriately are subject to disqualification and may not be allowed to enter general sessions or be recognized during the awards session.** Please carefully review the Dress Code Policy and Code of Conduct standards with your students and chaperones before you arrive at SLSC. There is NO REASON for competitors to be disqualified from competition.

Detailed descriptions and images of official SkillsUSA business attire and competition attire is available in the SkillsUSA Clothing Classification Guide:

<https://skillsusa.egnyte.com/dl/YzjJtGjMD>

Housing

Housing Policies

There are several hotels near the conference. Chapters wishing to stay overnight are responsible for arranging their own lodging. For any chapters staying overnight chaperones are required, and curfew is to be enforced.

SLSC Hotel Discounts

Here is a listing of hotels that are near Knife River Training Center and offer discounts. Please call the hotel directly and mention that you are attending an event at Knife River Training Center for a discounted room rate. Room rates range from \$99-125 per night.

| Hotel | Hotel |
|---|--|
| Best Western Plus Prairie Inn 1100 Price Rd Se Albany, OR 97322 Phone: 1-541-928-5050 | Holiday Inn Express Suites Albany 105 Opal Court Ne Albany, OR 97322 Phone: 1-541-928-8820 |
| Comfort Suites Linn County Fair 100 Opal Court Ne Albany, OR 97322 St Phone: 1-480-719-7964 | Phoenix Inn Suites Albany 3410 Spicer Rd Se Albany, OR 97322 Phone: 1-541-926-5696 |
| Best Western Premier Boulder Falls Inn 505 Mullins Dr Lebanon, OR 97355 Phone: 1-541-451-1000 | |

Pre-Registration Checklist

Information Needed for Registration

When registering your chapter for State Leadership & Skills Conference, the following information should be readily available:

- Chapter member's first and last name
- Grade in School
- Gender
- Competitive events in which members are competing.
- List of guests or chaperones
- Any accommodations

Registration Reminders

The following forms are required with your State Leadership Conference Registration:
(Online deadline **March 15, 2024**)

- ✓ Registration entry per person in attendance (online via registration system)
- ✓ Competition registration (online via registration system)
- ✓ Housing (make arrangements with hotel directly as needed)
- ✓ Statement of Assurance Form (turn in at onsite registration)

Registration Tips

- *Avoid Common Registration Frustrations! Read this registration packet in detail!*
- Housing is paid directly to the hotel. Please verify with the hotel what payment method they accept. Work with the district or business office to ensure that you have the appropriate payment method.
- Follow-up with the district or business office to ensure the invoices will be paid on time.
- Photocopy all forms and correspondence for your records and bring them with you to SLSC!
- Make registration checks payable to: SkillsUSA Oregon. The mailing address is PO Box 1440, Owasso, OK 74055. Please include a copy of the invoice with payment.
- Carefully review the Oregon SkillsUSA Dress Code Policy and Code of Conduct standards with your students before you arrive for the SLC.
- E-mail all questions to hello@skillsusaoregon.org

Tentative Agenda

Tentative and subject to change without notification. Attire is SkillsUSA Dress for all events, unless otherwise specified. See the Oregon SkillsUSA Dress Code for additional details. All events occur at Knife River Training Center unless otherwise specified.

Thursday, April 18, 2024

5:00 – 7:00 pm Conference Registration

Friday, April 19, 2024

6:30 – 7:45 am Conference Registration

8:00 – 8:30 am Opening Session

9:00 am Contests begin (some contests may begin earlier, schedule will be provided at a later date)

5:00 pm Competitions wrap for the day.

Saturday, April 20, 2024

8:00 – 8:45 am Business Session

9:00 am Contests begin (some contests may begin earlier, schedule will be provided at a later date)

10:00 am – 3:00 pm TECHSPO

10:00 am – Noon Candidate Booths

Noon – 2:00 pm Voting Window Open (virtual)

12:00 pm All competitions wrap.

1:00 – 3:00 pm Workshops

3:00 – 5:00 pm Closing and Awards Session

Championships Overview

Eligibility

To ensure the integrity and success of our state championships, the Oregon association has placed the following contest participation limits. Please ensure to review these prior to submitting your SLSC registration.

- All participants are allowed to participate in Pin Design and/or T-shirt Design in addition to other competitions.
- Welding competitors are allowed to participate in Welding Sculpture in addition to other welding contests.
- Middle school students can compete in NLSC qualifying contests and Oregon state only contests.
- ~~Students are allowed to build out complete day(s) of competition based on how we currently have contests scheduled. Contestants can choose one all day Friday event in addition to one Saturday event, OR they may choose one Friday AM and one Friday PM in addition to one Saturday event.~~
- If adjustments become necessary to the tentative competition schedule because of final participant counts the state office will make every effort to build competitor schedules to allow participation in all originally selected events.
- Participants may participate in events held in advance as well as events held onsite.

Resume & Testing

To prepare contestants for national level competitions, all participants will be required to participate in professional development and contest specific testing (as applicable) and bring a resume.

All contestants are to bring a resume to every contest. If a contestant is in multiple contests, they need to bring multiple copies of their resume. Failing to bring a resume will be an automatic 10-point deduction. All copies of the resume should be printed in advance. Onsite printing will NOT be available.

All testing will occur through the online national platform in advance. The testing window will be April 1st-8th, 2024. Additional information will be sent to advisors and participants once the registration window closes and prior to the testing window. Advisors must enter unique email addresses for all contestants due to the online testing requirements.

Contest Guidelines & Updates

- Ensure to review the SkillsUSA Technical Standards – these are available on Absorb as part of your professional membership. For support on how to access the SkillsUSA Technical Standards please contact customercare@skillsusa.org or at (844) 875 – 4557.
- Be sure to check the national website for more information on technical standards, contest updates and the national theme at <https://www.skillsusa.org/competitions/skillsusa-championships/competition-updates/>
- Updates and information about state level contests will be posted on the state level competition updates website: <https://skillsusaoregon.org/competition-updates/>

Additional Information

- If your contest requires internet- the contestant should be prepared with a mobile hotspot. Internet access at the facility is NOT guaranteed.
- Please note that while most contests are open to observation, some contests are not open to observation for health and/or safety reasons. The determination as to whether a contest may be observed is at the discretion of the Tech Chair of each contest. No observers or advisors are allowed in the designated contest area.
- SkillsUSA Oregon will not send medals or prizes to schools who do not stay for the Awards Session at SLSC. If you do not stay for some reason, please make arrangements for another SkillsUSA chapter to collect your items at the Award Session on April 20, 2024.

Contests Listing/Schedule

A complete listing of contests, as well as a brief description, available to participants can be found on the SkillsUSA Oregon webpage at <https://skillsusaoregon.org/competitive-events/>. Contest locations are still being finalized. Some contests will occur at locations other than Knife River Training Center. Final locations will be provided at a later date.

Open to ALL competitors:

- Pin Design
- T-shirt Design
- Welding Sculpture

Competitions held in advance:

- Cosmetology (held at Sabin-Schellenberg Professional Technical Center)
- Esthetics (held at Sabin-Schellenberg Professional Technical Center)
- Nail Care (held at Sabin-Schellenberg Professional Technical Center)
- Related Technical Math (online during testing window)
- Safety Participation (online during testing window)

Friday ALL DAY Events (participants may choose one of these events on Friday):

- Architectural Drafting
- Automated Manufacturing Technology
- Automotive Maintenance and Light Repair
- Automotive Service Technology
- Cabinetmaking
- Carpentry
- CNC Programmer
- Computer Programming
- Digital Cinema Production
- Early Childhood Education
- Electrical Construction Wiring
- Emergency Medical Technician
- Firefighting
- Masonry
- Mechatronics
- Mobile Robotics Technology
- Power Equipment Technology
- Robotics- Urban Search and Rescue
- TeamWorks
- Technical Drafting
- Television (Video) Production
- Web Design and Development
- Welding
- Welding Fabrication

Friday HALF DAY Events (participants may participate in no more than 2 of these event)

- Action Skills
- Additive Manufacturing
- Baking and Pastry Arts
- Basic Health Care Skills
- Career Pathways
- Chapter Display
- CNC 2-Axis Turning Programmer
- CNC 3-Axis Milling Programmer
- Commercial Roofing
- Community Service
- Crime Scene Investigation
- Criminal Justice
- Culinary Arts
- Customer Service
- Graphic Communications
- Health Knowledge Bowl
- Job Interview
- Job Skill Demonstration Open
- Quiz Bowl

Saturday Events (participants may participate in no more than 2 events on Saturday)

- Advertising Design
- Audio-Radio Production
- Cake Decorating
- CNC 5-Axis Milling Programmer
- Community Action Project
- Diesel Equipment Technology
- Electrical Construction Wiring
- Electronics Technology
- Engineering Technology-Design
- Entrepreneurship
- Extemporaneous Speaking
- First Aid-CPR
- Job Skill Demonstration A
- Novice CAD
- Opening and Closing Ceremonies
- Photography
- Restaurant Service
- Welding- FCAW
- Welding- MIG
- Welding Oxyacetylene
- Welding- Shielding Metal Arc
- Welding- TIG

State Officer Candidates

State Officer Candidate Guide and Application

The State Officer Candidate Guide is available at www.skillsusaoregon.org/run-for-state-office/. In the guide, interested candidates can find information regarding the candidate process, access link to the application and forms required. Application deadline is March 15, 2024.

State Officer Candidate Interviews

Once the application process closes, candidates be scheduled an interview appointment during the week of March 25-29, 2024. The SkillsUSA Oregon coach will reach out to candidates directly.

State Officer Candidate Speeches

Candidates will be asked to give 2-minute campaign speeches on Saturday, April 20th during the Business Session.

State Officer Candidate Campaign

Candidates will have the opportunity to display a campaign board to connect members and voting delegates. Campaigning will take place on Saturday, April 20th from 10 am to Noon.

State Officer Candidate Election

Voting details will be shared with voting delegates and advisors prior to SLSC. There will be a voting window provided during SLSC.

Advisor of the Year Program

The SkillsUSA Advisor of the Year program recognizes Professional members who actualize the organization's mission of empowering students to become world-class workers, leaders, and responsible American citizens. A SkillsUSA chapter is only successful with the support of an Advisor who has dedicated themselves to career and technical education by intentionally integrating the SkillsUSA Framework and ensuring students can articulate the skills they have developed. The winning recipient is announced and awarded during the awards ceremony at SLSC. The winner will then advance to the regional competition. The top five regional winners are interviewed during the national conference, and a national Advisor of the Year is selected.

Eligibility Requirements for consideration:

- Must be a paid, Professional member in the current school year.
- Chapter must achieve a minimum of Level 2 within the SkillsUSA Chapter Excellence Program during the current school year.
- Submissions must be received by March 15, 2024.

Learn more please visit <https://www.skillsusa.org/programs/awards-programs/>. The award application can be found in the membership system.

Chapter Excellence Program

CEP recognizes achievement as it relates to the integration of the SkillsUSA Framework in chapter program of work activities. As a chapter's yearly action plan, the program of work is at the heart of student learning and employability development. By using the Framework as a guide, chapters have a blueprint for creating relevant activities that encourage participation and foster an understanding of student learning attained during each activity. The Framework's focus on intentional learning turns the program of work into more than just a planning tool. Using the Framework, the program of work becomes the vital conduit that links students to the application of personal, workplace and technical skills demanded by industry. The SkillsUSA trifecta for student success!

More information and the application can be found here:

<https://www.skillsusa.org/programs/chapter-building/chapter-excellence-program-cep/>

CEP submission state deadline is March 15, 2024. CEP Chapters will be recognized at SLSC during a general session.

Advisor Reminders

As leaders and teachers of young professionals, it is important that we prepare our students for this upcoming event. The following information will help you to plan for the State Leadership & Skills Conference (SLSC) and prepare your students with valuable information about the conference.

Advisor Statement of Assurance/Code of Conduct

SkillsUSA Oregon has established a specific participant Conduct Code, which can be found at the end of this packet. Please review it carefully with your students prior to the conference.

Additional Conduct Code forms can be found on the SkillsUSA Oregon website on the State Leadership & Skills Conference webpage. Each student must sign a Conduct Code form, found at the end of this packet, agreeing they will abide by the rules of the conference. Advisors will keep the Conduct Code forms on their person during the conference. Advisor Assurance forms will be required at registration onsite.

Onsite Chaperoning

Chapter advisors are responsible for the conduct of their chapter members. Please have your chapter members check in with you regularly and be aware of their whereabouts at all times. Your students should also be aware of your whereabouts (or chapter chaperone) should they have any issues. Have your students work together to remind each other of the times and locations for their events and activities. When you are busy assisting with an activity, make sure you let your students know where your assignment will be.

Remind students to thank the event staff, judges, and volunteers. They appreciate knowing their hard work has benefited the students. If you plan to use parent chaperones, encourage your officers to plan a special way to thank them at the conference or upon returning home.

Visibility

Drop in and check on your students. Performing a "head count" at curfew time is vital. Be sure to physically see every student at curfew. Ask questions about events and have a conversation with them so you can see how things are going.

Publicity

Your chapter and SkillsUSA Oregon, in general, welcome positive publicity. Use participation at SLSC to generate some positive publicity. It is always nice for the public to know you have participated before you have to earn dollars for the national competition.

Attendees Needing Accommodations

If you contact us prior to the conference, we can make the conference and competition as barrier free as possible. Please inform us about people with special needs and/or any accommodations that may be needed during the online registration process. Please notify hotels of needed accommodations when making reservations.

Important Dates

March 1, 2024

- SkillsUSA Membership Dues Deadline (to be eligible to participate in SLSC and NLSC)

March 15, 2024 (REGISTRATION DEADLINE)

- State Leadership Conference Registration due. Registration must be submitted online via www.skillsusa-register.org

March 22, 2024

- Deadline to receive a 50% refund for attendee cancellation.
- Changes after this date will incur a \$25 change fee.

April 1, 2024

- Final deadline for drops/changes (no refunds)

April 12, 2024

- SLSC Payment Due Date

April 19-20, 2024

- State Leadership & Skills Conference!

April 26, 2024

- NLSC Intent to Compete Submission Due Date
 - First place finishers at SLSC in NLSC eligible events must report their intent to compete at NLSC 2024 by 5:00PM

Tips and Tricks

Preparing for SkillsUSA competitions as an instructor involves several key steps to ensure that your students are ready to compete effectively and gain the most from the experience. Here's a guideline to help you prepare:

- Understand the Competition Guidelines:
 - Familiarize yourself with the specific rules, guidelines, and requirements of the competition your students will be entering. This includes understanding the scope of the contest, equipment and materials needed, and judging criteria.
 - Stay updated with any changes or updates in the competition rules or format.
- Select and Train Students:
 - Identify and select students who have shown aptitude and interest in the specific trade or skill area.
 - Assess their current skill level and identify areas that need improvement or more focus.
- Develop a Training Plan:
 - Create a structured training plan that covers all necessary skills and knowledge areas relevant to the competition.
 - Incorporate both technical skills and soft skills like teamwork, problem-solving, and time management.
 - Schedule regular practice sessions and mock competitions.
- Acquire Necessary Tools and Materials:
 - Ensure that you have all the required tools, equipment, and materials for training and for the competition itself.
 - If the competition requires specific or specialized equipment, make arrangements to have these available for your students to practice with.
- Industry Engagement:
 - Engage with industry professionals who can provide insights or mentorship to your students.
 - Arrange guest lectures, workshops, or site visits to give students a real-world perspective.
- Focus on Safety Training:
 - Emphasize safety procedures relevant to the trade skills being practiced.
 - Ensure all students are well-versed in safety protocols and can demonstrate safe practices during the competition.

- Administer Mock Competitions:
 - Conduct mock competitions to simulate the actual competition environment. This helps students get accustomed to working under pressure and time constraints.
 - Use these as opportunities to give feedback and make adjustments to techniques and strategies.
- Review Past Competitions:
 - Analyze previous competitions, including winning projects or performances, to understand what judges might be looking for.
 - Discuss these examples with students to inspire and guide their preparation.
- Encourage Professionalism and Teamwork:
 - Train students on professional conduct, communication skills, and teamwork.
 - Encourage them to support each other and work collaboratively.
- Logistical Preparations:
 - Ensure all travel arrangements, registrations, and accommodations are taken care of well in advance.
 - Prepare a checklist of items to take to the competition, including tools, safety gear, and any necessary documentation.
- Mental Preparation:
 - Encourage a positive mindset and help students build confidence.
 - Teach stress management techniques and how to cope with competition nerves.
- Parental and School Support:
 - Inform parents and school administrators about the competition and seek their support.
 - Organize fundraisers or seek sponsorships if necessary to cover expenses.
- Post-Competition Debrief:
 - Plan for a post-competition debrief to discuss what went well and what could be improved.
 - Use this as a learning experience for future competitions.

Remember, the goal of SkillsUSA competitions is not just to win but also to provide a valuable learning experience for students, helping them to develop their skills and prepare for future careers in their chosen trades.

Grievance

The SkillsUSA Oregon Board of Directors will officially recognize only those grievances that are filed by the advisor or person in charge of a chapter with the State Director or Executive Director.

Grievances will be handled as follows:

- The local SkillsUSA Advisor will complete and file the attached Grievance and Review form describing the situation in question AND the violation of the SkillsUSA State Championships Regulations. (Blank copies of the form may be found in the conference headquarters)
- The advisor or the person in charge of the chapter must sign the Grievance and Review Form.
- If the advisor cannot be located, the review can be filed; however, no action will be taken until the form has been signed.
- A committee made of a minimum of three members of the SkillsUSA Oregon Board of Champions will rule on the validity of the complaint, decide on its disposition, and immediately communicate any results to all stakeholders. All decisions of the review committee are final.

Reviews against any contest held Friday, April 19 must be filed by 5 p.m. with the State Director or the Executive Director.

Reviews against contests held Saturday, April 20 must be filed by 1 p.m. with the State Director or the Executive Director.

Forms may be turned in at conference headquarters.

Grievance Form:

Chapter

Contest

Contestant Name & Number

Person Filing Grievance

Date & Time

Name of Advisor

Please describe the incident in question and the specific SkillsUSA Championships regulation(s) that you feel was or were not followed. Cite the exact page number and section number of the rules allegedly violated from the National Standards.

Signature—Advisor

Action and Determination from SkillsUSA Oregon Board of Directors:

Signature—Board Member 1

Signature—Board Member 2

Signature—Board Member 3

Signature—State Director

Statement of Assurance

Review, sign, and submit this form at the registration desk at SLSC. A full-size copy is available on the State Leadership & Skills Conference webpage.

STATEMENT OF ASSURANCE

Advisors attending SkillsUSA Oregon events must review, sign, and return this statement of assurance along with their registration materials for each SkillsUSA Oregon conference/event.

ACTIVITY: SkillsUSA Oregon State Leadership & Skills Conference
DATE: April 19-20, 2024
WHERE: Knife River Training Center, Albany, OR

As the advisor responsible for the students attending this event, I confirm that:

- I have reviewed the permission/medical release form with my students, and I will have a completed copy of the permission/medical release form for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that SkillsUSA Oregon will not collect the individual student forms for this event and that they are to be kept in my possession.
- I understand that students attending the above event will have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. I have discussed this with the students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I understand that proper completion of the permission/medical release form provides the best protection for my students' needs and my liability during a SkillsUSA Oregon event.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event and have reviewed all school/district policies regarding supervision of students on trips and will abide by them.
- The responsibility for the safety of the delegates from this chapter rests with people signing this Statement of Assurance.
- I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.
- I will patrol the halls (even during the day, if necessary), stay up until students and/or halls are quiet, enforce the conference Code of Conduct and Dress Code, and regularly check-in with my students.
- I will ensure that myself and chaperones assisting me will:
 - Be 21 or older.
 - Follow the conference Code of Conduct and Dress Code
 - Act responsibly and interact appropriately with students.

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated on the Permission Forms as indicated by my signature appearing below. (Typing/writing your name in the box below serves as your signature and confirmation of understanding):

| | |
|--------------------|--|
| Advisor Signature: | |
| Chapter Name: | |
| Date: | |

Student and Chaperone Code of Conduct

Attendance at any Oregon CTSO sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisors, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending a Oregon CTSO activity and submitted to the chapter advisor prior to the respective registration deadline. The chapter advisor must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. Forms must be kept on file in the local school district after conference.

Delegates shall always abide by the rules and practices of OREGON CTSO and school district policies to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the OREGON CTSO organization. The standards outlined in this document constitute the Oregon CTSO Code of Conduct.

The following shall be regarded as severe violations of the OREGON CTSO Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. Alcohol, Drugs and Tobacco: a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. Curfew: Committing serious violations of curfew regulations as outlined in item 9 below.
3. Willful Companionship: Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. Personal Conduct: Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. Serious Violations of the student conduct code of the school district or school that the student represents.
6. Private Transportation: Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site)

Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.

7. Abusive Behavior and Lewd Conduct: A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the OREGON CTSO Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Advisor.

8. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of OREGON CTSO or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
9. Curfew: Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
10. Dress: Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
11. Personal Conduct: Failing to report accidents, injuries or illnesses immediately to the local OREGON CTSO Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.

12. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Individual School District Policies may supersede the code of conduct.

Typing/writing your name in the box below serves as your signature and confirmation of understanding.

| | |
|---|--|
| Chaperone/Guest/Alumni Signature (Please print): | |
| Chaperone/Guest/Alumni Signature: | |
| Chapter Affiliation: | |
| Date: | |

SkillsUSA Oregon Delegate Permission/Medical Release

(To be kept with the advisor at all times, a copy needs to be provided for any student who is NOT allowed to be photographed)

Conduct Code Endorsement, Permissions to Attend SkillsUSA Oregon Sponsored Activities, and Authorization to use pictures or student name in publications.

Release of Claim for Damages, Emergency Medical Treatment Authorization:

Name of Delegate: _____ Date: _____
Home Address: _____
Phone: _____ Date of Birth: _____
Name of High School: _____ Phone: _____
Advisor (s) in Charge: _____

This is to certify that *the above-named delegate* has my permission to attend all SkillsUSA Oregon sponsored activities for the 2023-2024 School Year. I also do hereby, on the behalf of *the above-named delegate* absolve and release SkillsUSA Oregon, the school officials, the SkillsUSA chapter advisors, conference staff, and SkillsUSA Oregon staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the SkillsUSA sponsored activity.

I authorize the above-named advisor or the SkillsUSA Oregon staff to secure the services of a doctor or hospital for *the above-named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to SkillsUSA Oregon and its staff/contractors, Oregon Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of SkillsUSA Oregon to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter advisor determines the criteria at the local site, for individual students and alumni to attend and participate in all SkillsUSA activities.

We have read and agree to abide by the supplied SkillsUSA Oregon Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature _____ Date _____

Parent / Guardian Signature _____ Date _____

Chapter Advisor Signature _____ Date _____

School /ROP Official Signature _____ Date _____

MEDICAL INFORMATION

Name of Delegate: _____ Date: _____

Known allergies (drug or natural) _____

Special medication being taken _____

Date of last tetanus shot _____

History of heart condition, diabetes, asthma, epilepsy, or rheumatic fever _____

Any physical restrictions _____

Other conditions _____

Family doctor _____ Phone _____

INSURANCE INFORMATION

Company Name _____ Policy Number _____

Note: Please provide a front/back copy of the insurance card. It will be required if seeking medical attention.

Registration System Information

All registrations must be submitted electronically, via the national registration portal.

Step 1:

Log in at the SkillsUSA National Web site—www.skillsusa-register.org—using the same credentials you use for membership registration.

Step 2:

Click on the “Conference” button at the very top of the page, then click on My Registration on the pull-down menu.

Step 3:

Choose SkillsUSA Oregon State Conference in the Filter Event Box. Click on the New Registrant button.

Step 4:

Select the student names from the drop-down menus. Please note that an accurate date of birth is critical for locating scores in the future.

Step 5:

For contestants choose “contestant” as their registration type. You can now click on “Add Contest” and select their contests. Be sure to click save before returning to registrant details or adding additional contests.

Step 6:

Under Registration Details, be sure to click save before advancing to the next registrant. Don't forget to register yourself!

Step 7:

When you have completed registration, be sure to click on the Save Registration Button. To get your registration estimate, click on the Fee Summary button. Our financial department will send you an official invoice via Quickbooks. Please note that you can edit, delete, and make any changes you'd like until 5 p.m. on March 15, 2024. After that time no changes are allowed.