

SkillsUSA National Leadership and Skills Conference

April 29, 2014



MEMORANDUM

TO: 2014 SkillsUSA Oklahoma Championship Gold Medalists and Advisors

FROM: Darren Gibson, State SkillsUSA Oklahoma Director

SUBJECT: NLSC (National SkillsUSA Leadership Conference and Championships) June 23-June 28, 2014 in Kansas City, Missouri

CONGRATULATIONS! You have earned the right to represent Oklahoma during the SkillsUSA 2014 National Leadership Conference and Skill Championships in Kansas City, Missouri.



INSTRUCTORS AND STUDENTS

PLEASE READ ALL information and documents in the National Conference Packet. Important information concerning the National Conference for contestants and advisors is enclosed.

To ensure that Oklahoma is represented in every event, please keep us informed of situations that may result in your not being able to participate. State second place contestants will be notified and their ability to represent their school and Oklahoma is enhanced when given as much advance notice as possible.

REGISTRATION FEES FOR OFFICIAL OKLAHOMA DELEGATION

The official Oklahoma delegation is for secondary and postsecondary skill and leadership contestants, secondary and postsecondary state officers, national officer candidates, voting delegates, school representatives responsible for students while in Kansas City, spouses and guests.

A **\$215 Registration Fee** is required for all Oklahoma participants.

- The \$215 (\$140 National Registration fee and \$75 Oklahoma Registration fee) underwrites a variety of conference costs, including:
 - Conference Mementos (e.g. Oklahoma Souvenir Items, Oklahoma Trade Pin, etc.)
 - Oklahoma Delegation Activities during our stay in Kansas City (reception at hotel on Monday night and on Friday night)
 - SkillsUSA Night Entertainment
 - Accident insurance for death, dismemberment, or medical treatment related to injury
 - National Conference Shuttle Bus
 - Receptions, Socials, and Entertainment

Final payment for registration must be in our office by June 1. An invoice (Form 2) has been enclosed for your convenience. This invoice is also available to download from the SkillsUSA Oklahoma website. The full payment will be refunded for any cancellation made before May 30. None of the registration fee will be refunded for cancellations made after May 30.

The full registration fee for elected State Officers (Secondary and Postsecondary) and National Officer Candidates is paid by SkillsUSA Oklahoma.

ON-LINE REGISTRATION

All participants need to register for NLSC on-line. Your registration needs to be done on-line **NO LATER THAN WEDNESDAY, May 7th**. This is the same system that was used for District & State Conference registration.

Conference participants that make up the Oklahoma delegation include all competitors as well as all instructors/advisors responsible for students while in Kansas City, and spouses, observers and guests who attend all five days of the conference.



School Advisors need to do the on-line registration for your delegation. SEE Registration Instructions Provided.



The five (5) forms listed below are required for all individuals (Students and Advsiors) attending the National Conference.

The forms below are included in this packer and are available for download if needed. <http://www.okcareertech.org/students/student-organizations/skillsusa/national-conference>

Due in SkillsUSA On-Line Registration Site by May 7th.

1. NLSC 1 (Registration, Personal and Liability Release Form)

Note: This form must be completed on-line in the registration site.

Students must complete the paper copy provided and return to advisor for registration.

A hard copy of the "NLSC 1" form does not need to be submitted to the state office.

This is only to assist instructors/advisors with information they will need during the registration process.

Due in the state office by May 7th.

2. NLSC Form 2 (Invoice)
3. NLSC 27B (Group Rooming List)

Due at check-in at hotel on June 23th

4. Code of Conduct
5. Contestant/Advisor Checklist

INVOICE (NLSC FORM 2)

Advisors need to send the summary invoice for their school/chapter on the NLSC Form 2. This includes total registration fees and lodging needs for your school's delegation. **Return this form to the State SkillsUSA office by May 7th.**

GROUP ROOMING LIST (NLC27(B))

IMPORTANT NOTE: There are a limited number of single rooms available at our hotel. Advisors are required to share rooms.

Each school is responsible for requesting room accommodations via the Group Room Reservation Form (NLC27(B)) and **returning it to the state office by May 7th!**

SkillsUSA . . . Preparing for Leadership in the World of Work

SkillsUSA Oklahoma - 1500 West 7th Avenue – Stillwater, OK. 74074-4364 – (405) 743-5143 - Fax (405) 743-5142

- **Please Note: Your Room Reservation Form is only a request!**
Every attempt will be made to honor your room requests, but keep in mind Oklahoma has over 400 delegates and the hotel has only a very limited number of rooms available to us.
- **If your spouse/family will be accompanying you to Kansas City, please make arrangements for them to stay at the parents/guests hotel. We do not have the luxury of each participant having their own room or even their own bed.**
They can book reservations on-line using the interactive site at:
https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=10522022
- If you have any special needs or accommodations please make this clear on your form. Should I find it necessary to alter your room request, I will contact you.

Oklahoma will be staying at the: Kansas City Marriott Downtown (1-816-421-6800)
200 West 12th Street
Kansas City, Missouri 64105 USA

Hotel costs depend on the number of room nights and the number of people sharing a room.

NOTE: Since the first activity does not start until Monday at 5:00 p.m. (check in time at the hotel), it will not be necessary for schools to arrive on Sunday (*Except State Officers*). If there is an unavoidable reason why you must arrive before Monday, please note on invoice and add additional cost to the invoice!!

| | | |
|--|--------------------------------|---------------------|
| Single Room (one person/one bed) | \$152.00 x 5 nights = \$760.00 | \$760.00/per person |
| Double (two persons/one bed or two beds) | \$152.00 x 5 nights = \$760.00 | \$380.00/per person |
| Triple (three people/two beds) | \$168.00 x 5 nights = \$840.00 | \$280.00/per person |
| Quad (four people/two beds) | \$168.00 x 5 nights = \$840.00 | \$210.00/person |

Parents, family and school personnel who are not registered for the conference but would like to attend the Friday evening awards ceremony **will need to purchase a pass PRIOR to the event at SkillsUSA Headquarters at Bartle Hall – Tickets WILL NOT be sold at the door. Cost of single event pass is \$10**

CODE OF CONDUCT FORM

The “Code of Conduct” form must be turned in at the registration table by ALL attendees when checking in on **June, 23rd**.

Each form must be signed by the student, advisor and parent/guardian.

CONTESTANT/ADVISOR CHECKLIST

The Contestant/Advisor Checklist must be turned in at the registration table by ALL attendees (Contestants and Advisors) when checking in on **June, 23rd**.

Each item on the form must be initialed by the conference attendee, advisor and contestant parent/guardian.

Each form must be signed by the student, advisor and parent/guardian (if secondary student).

TRANSPORTATION

Each school is responsible for their own transportation to Kansas City. Please make plans to arrive at the hotel between 3:00pm and 5:00pm.

HOTEL REGISTRATION AND CONFERENCE CHECK-IN

We will conduct registration and distribute your room keys at the Oklahoma Registration table starting at 3:00 p.m. (look for signs). Do not go to the front desk at the hotel for room keys.

- **Early check in is not allowed.**
- **The hotel will NOT have room keys available to us until 3:30 p.m. or later.**

Please arrive no later than 5:00 p.m. for the Oklahoma Delegation meeting/reception on Monday, June 23rd.

PARKING FOR BUSES, SCHOOL VEHICLES AND PERSONAL VEHICLES

In the downtown area, buses and 16 passenger vans may be parked, free of charge at Kemper Arena; however, shuttle service is not available to and from Kemper Arena for bus drivers. Parking passes to city lots around Bartle Hall are hard to find and there will be a charge.

For more parking information go to the link <http://www.skillsusa.org/events/nlscparking.shtml>

Toolboxes cannot be transported on shuttle buses and CANNOT be carried in on the morning of the contest. We need to work together to make sure all Oklahoma student's toolboxes are transported to the contest check-in site prior to the morning of the contest.

OFFICIAL CLOTHING

*****Please note: Clothing requirements at NLSC may be different than your District and State contests!!!! Uniforms are required for most of the contests. Please check this before you leave.***

The clothing requirement for national skill and leadership contestants is listed in the SkillsUSA Championships and Technical Standards. Your instructor should have the guidelines for each contest or he/she may contact the state office for a copy. **Official SkillsUSA dress IS REQUIRED for the Opening Session on Wednesday evening and during the Awards Ceremony on Friday.**

SkillsUSA CHAMPIONSHIPS TECHNICAL STANDARDS: GENERAL REGULATIONS, REGULATIONS PERTAINING TO YOUR CONTEST, AND CONTEST RATING SHEETS (Score Cards)

There are contest regulations for each of the leadership and skill contests in the SkillsUSA Championships Technical Standards book.

We have supplied a copy of the Technical Standards for your specific contest in this packet. Please read over your contest carefully!!!

Contest score cards/rating sheets are available on the contest update site.

<http://www.skillsusa.org/compete/updates.shtml>

The rating sheets are provided for use as a GUIDELINE ONLY in identifying general areas to be evaluated in the contests. Each project has its particular area of difficulty, and the specific points assigned may vary. Rating criteria will be reviewed in your contestant meeting.

IMPORTANT "CONTEST UPDATES"

Most contests will have updates posted at: <http://www.skillsusa.org/compete/updates.shtml>

These updates may have *vital* information concerning your contest.

- Make sure you check this link periodically until you leave to insure that you have the latest information for your contest so you are informed and prepared **for any last minute changes.**

RESUMES

- **All competitors must create a one-page hard copy résumé and submit this to the technical committee chair at the contest orientation. (On-Line resume submission is not available.)**

NATIONAL COURTESY CORPS

2013-2014 district officers, local officers and contest winners who do not have a national competition are eligible to serve on the National Courtesy Corps. The \$140 national registration fee is waived, however in to participate in Oklahoma activities, **Courtesy Corps members or schools will still need to pay the \$75 state registration fee and rooming costs.** If you have a student who is interested in serving as a Courtesy Corps member, please call the state office for consent forms.

DATES TO REMEMBER

- NOW!** Order needed clothing items from <http://www.skillsusastore.org/skillsusa/welcome.asp>
- Verify delivery dates so that you will receive items before leaving for the national conference.
- May 7*** REGISTRATION - Instructors/Advisors need to Complete NLSC On-Line Registration Form for all contestants, delegates, advisors, parents, etc...who are part of the Oklahoma Official Delegation at www.skillsusa-register.org
See the document included in the packet for registration instructions.
- Advisors download and return to the state office the invoices with totals for your delegation (NLSC Form 2)
 - Download & return to the state office the group room reservation form for all participants (NLSC27(B))
- May 30** Call or email Kim Hunt with any cancellations and to arrange for refund.
khunt@okcareertech.org or 405-743-5400
- June 1** Due date for full payment of **CONFERENCE REGISTRATION** to Oklahoma SkillsUSA. A **PO NUMBER FOR HOTEL ROOMS** must also be received in the Oklahoma SkillsUSA office by this date (please include parking). **NOTE: If your PO number is not in our office by this date, your school delegation's hotel rooms at the Kansas City Marriott Downtown MAY NOT BE HONORED.**
****Payment for hotel expenses must be received in the Oklahoma SkillsUSA office no later than July 1st, or late fees incurred by SkillsUSA Oklahoma from the Marriott Downtown Hotel, will be transferred directly to the delinquent school.**
- June 23** Leave for Kansas City in time for the 3:00 p.m. registration and the 5:00 p.m. orientation/reception.
- June 23** ****Upon checking in at the Oklahoma registration ALL members of the Oklahoma SkillsUSA Delegation must submit both the "Code of Conduct" form and the Contest/Advisor Checklist to the State Director.**

Packet Enclosures

- Memo
- Contest Technical Standards
- NLSC Form 2-Invoice
- NLSC Form 1 - Code of Conduct Agreement
- Oklahoma Code of Conduct Agreement
- Contest/Advisor Checklist
- NLSC 27(B) Form - Group Housing Reservation Form
- NLSC Agenda for the Oklahoma Delegation
(NLSC Condensed Agenda available on the National Website)
<http://www.skillsusa.org/events/nlscagenda.shtml>
- Special Needs Contestant Information

We are excited about working with you during this national SkillsUSA event. As always, your assistance in completing forms and meeting deadlines is appreciated.