



**SkillsUSA PENNSYLVANIA**  
**STATE LEADERSHIP AND SKILLS CONFERENCE**  
**GENERAL INFORMATION**

**DELEGATE INFORMATION**

**A. Delegate Selection Process**

A primary criteria for selecting a delegate to represent the local chapter is that the person understands their function and can work within this framework. At the House of Delegates meeting, special attention will be given to preparing motions to be brought before the House of Delegates, committees and their functions, Parliamentary Procedures. A delegate should have thorough working knowledge of all phases of SkillsUSA - local, state and national. Only three committees will meet during the conference: Nominations, Audit and Constitution.

1. **Auditing Committee** – Responsible for the review of all financial documents of the Pennsylvania Association.
2. **Nominating Committee** – Responsible for screening (interviewing of state officer candidates and selection of a state officer candidate ballot.
3. **Constitution Committee** – Responsible for review of proposals for changes to the constitution and/or bylaws.

Delegates will be required to vote on motions brought before the House of Delegates. They should be instructed to listen to all discussion and then vote accordingly.

Delegates will also be required to elect the officers for the coming year. They should vote for the candidates who they believe will do the best job. A chairperson of the local delegation must be chosen. The chairperson is the speaker for the group. His/her duties also are to answer roll call and to convey delegation vote.

**One representative from each school should be identified for the Nomination Committee.** The number of delegates each school may bring to the conference will be determined by total school membership. Every school with at least ten (10) members in SkillsUSA will be permitted to send one (1) delegate to the SkillsUSA Pennsylvania Leadership and Skill Conference. Please note that the membership calculations are made

on March 1<sup>st</sup>, as per the national office computer records. Additional membership in schools can be solicited; however, late members will not be allowed to compete as a competitor or as an officer candidate at the state conference. Late affiliations may attend the conference as delegates.

The following chart has been made to calculate delegate figures:

TOTAL MEMBERSHIP	NUMBER OF DELEGATES	TOTAL MEMBERSHIP	NUMBER OF DELEGATES
10-50	1	451-540	7
51-90	2	541-630	8
91-180	3	631-720	9
181-270	4	721-880	10
271-360	5	881-900	11
361-450	6	901+ Over	12

## **GENERAL INFORMATION**

### **A. General Information**

The success of the State Leadership Conference will be made possible by the hard work and volunteer assistance of advisors, alumni, private school supporters, business and industry, school administrators, and friends of SkillsUSA. It is expected of all conference participants to assist our volunteers in any way possible in order to make the conference a memorable experience for everyone.

### **B. Advisor Responsibilities**

1. Advisors are responsible for the proper conduct of all students from their school during the conference.

2. A cooperative spirit is expected of each advisor in helping with the courtesy patrol.
3. **Advisor conduct should be exemplary at conferences thus setting a good example for their students. Improper adult/advisor conduct may be referred to the Members of the Board of Directors and/or State Director for further consideration and reprimand.**
4. Mixed company in students' rooms, without exception, is not permitted without advisor presence to insure proper conduct.
5. Good sportsmanship is essential, and therefore, assistance must be given to instill an understanding that there is more to life than winning.
6. Be sure you and your students are properly registered for the conference. Changing rooms after registration is prohibited because of safety concerns and accountability.
7. Advisors are responsible for keeping, in their possession, at all times, a parental permission slip and medical release form for their students in attendance which is the registration form online at [www.skillsusapennsylvania.com](http://www.skillsusapennsylvania.com)
8. This is a non-smoking conference.

### **C. Courtesy Patrol**

Assignments for courtesy patrol will be given at the registration table. All advisors attending the conference must participate in the courtesy patrol program. At the designated time, sign-in will be conducted at Headquarters. The courtesy patrol duty is broken into one (1) hour intervals.

Every advisor in attendance at the conference is requested to serve on the courtesy patrol for at least a one-hour slot. The following are instructions for conducting courtesy patrols.

1. Sign in at SkillsUSA Headquarters in your designated hotel.
2. Upon completion of your one-hour time slot, sign out.
3. During day hours students should be in attendance at the sessions. Students should not be loitering in rooms, halls or laboratory.
4. At curfew time all students should be in assigned rooms. Within a reasonable time all noises should be at a minimum.
5. Report any loud noises or disturbances; contact SkillsUSA Headquarters for the name and room number of advisor responsible for the school.
6. If students are causing disturbances, contact SkillsUSA Headquarters for the name and room number of advisor responsible for the school.

7. Report immediately to SkillsUSA Headquarters any evidence of alcohol or drugs in use.
8. Know where to find emergency numbers in case of an emergency.
9. Periodically check stairways, outside entrances.
  
10. Courtesy Patrol will be maintained within the hotel

#### **D. Medical Release/Parent Permission Form**

All conference participants should complete the Personal Liability and Medical Release Form. Advisors have the responsibility to have the forms available at all times.

A Parental Permission Form and Proof of Training Form granting permission to use tools, power driven equipment, laboratory apparatus, etc. should be completed by all conference participants. Advisors have the responsibility to have the forms available at all times.

1. If the competitor has NOT returned the consent form prior to the day of competition the competition chairperson has the authority to remove the competitor from the area for a safety violation.

#### **E. Student Conduct and Dress**

1. NO intoxicants of any nature (including beer) will be permitted in the possession of anyone attending.
2. This is a non-smoking conference.
3. Drugs in any form except prescribed medication shall be prohibited.
4. All students are to occupy the rooms, which have been assigned to them.
5. Mixed company in students' rooms without exception is not permissible unless the advisor and/or a state staff or board member are present to assure proper conduct.
6. All students are to remain on the conference premises unless accompanied by a local advisor.

7. A retiring hour of 11:15 PM will be observed and enforced. Unnecessary noises at any hour shall be avoided in respect to other guests.

8. Every member will be expected to attend all conference or workshop sessions unless otherwise assigned.

9. All students shall respect the authority of the advisors and keep them informed of their whereabouts.

10. All conference participants are encouraged to demonstrate sportsmanship and respect to the opinions of others at all meetings.

11. Official attire shall be worn at all meetings and meal functions. THE AWARDS CEREMONY IS AN OFFICIAL MEETING. These rules will be enforced. Official dress established by National SkillsUSA:

**Males** – red blazer, sweater or wind-breaker, white dress shirt, black tie and black trousers, black socks and black or cordovan shoes.

**Females** – red blazer or sweater, a white blouse, if the collar does NOT extend over the lapel, or white turtleneck, black skirt or black dress slacks, black shoes, clear seamless hose or clear black seamless hose.

Official business attire is also acceptable as well as the official dress of your contest area.

2023 - 2024 Update:

Note: Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/non pattern.

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.

12. Nametags shall be worn at all times. For the 2022 State Conference, masks are required in ALL public areas within the hotels, the Lebanon Expo, schools hosting competitions, buses. Masks may be removed to eat.

13. Students are responsible for removal of all posters or information placed around the walls, bulletin boards, etc.
14. The SkillsUSA Policy of Student Conduct will be applied to all SkillsUSA functions, as well as pre-and post conference activities.
15. The Conference Director and/or SkillsUSA Board of Directors will review and enforce the Code of Conduct.

#### **F. Courtesies and Suggestions**

1. Care shall be taken not to deface or destroy any property. Room checks will be made and you will be responsible for anything missing or damaged. Offenders will be dealt with promptly and individuals, local chapters and the schools represented will be held responsible for all costs.
2. Littering is an offense, subject to police attention, resulting in financial penalties to the individual.
3. Each school will be responsible for any charges such as telephone calls made from assigned rooms, restaurant charges or movie rentals incurred while at the conference site.

#### **G. Violations**

1. Violation of conduct shall be subject to immediate action by the individual advisor or the Board of Directors. Such action may include sending individuals or an entire school representation home immediately; when this occurs, those involved will be disqualified from competitive awards.

#### **H. Rules for Health Services**

1. A student who becomes ill or needs health services must report to his/her SkillsUSA- advisor before contacting health personnel.
2. The SkillsUSA advisor must call and accompany the student to headquarters.
3. The SkillsUSA advisor is responsible for the transportation of the student to a physician or a hospital if the need arises.
4. The SkillsUSA advisor is responsible for notification of parents if such need arises.
5. The hotel front desk will have a list of hospitals with telephone numbers, and directions to the local health facilities.