



PA STATE LEADERSHIP AND SKILLS CONFERENCE SLSC 2024

The following is a checklist to aid advisors while planning for SLSC 2024. Some items will apply to your school and some may not. This was created as a useful tool, so additions/edits may be necessary. Updates will be added in red, so you can clearly identify changes made after the original post date - 1/29/24. *Continue reviewing Alerts for updates.*

TRAVEL

- Bus/Van arrangements

HOUSING

- Hershey Lodge 2024 Housing Form - *select States>Downloads>2024 Hershey Housing Form*
 - Sheets due by **March 1st** - *PLEASE read the instructions on Page One*
 - Payments due to Hershey Lodge prior to arrival
 - Changes/Cancellations are due to Michele Maxwell by **March 29th**
- The Fairfield Inn will be the overflow housing - *use the same form, first come/first serve. We will provide shuttle service at designated times Wednesday to Friday.*
- You must notify the State Director if you will be commuting each day
 - Adjustments will be made for meals and participation for the Opening and the Awards Ceremony

REGISTRATION

- National Member Registration closes **March 1st** - *all participants must be a SkillsUSA Member - be sure you hit submit/join for all participating members*
- SkillsUSA PA Registration opens on **February 5th** and is due by **March 1st**
 - Changes after **March 18th** will not be refunded
 - Register all participants at skillsusapa.org
 - Lead advisor will login to register advisors and students (*\$110 for all attendees*)
 - Select Registration
 - Select Add New Entry and follow the instructions

- Please register Courtesy Corp and Delegates before your competitors
 - Review your invoice by selecting the gray My Invoice tab
 - Payments are due by **March 29th**
- Registration is \$110 per participant
 - Courtesy Corp is exempt from registration payment - *0 .00 will be on your registration invoice*
 - Applications are located under Downloads
 - Applications must be received by **March 1st** - *no late exceptions and they must be a SkillsUSA Member to be considered*
 - Some competitions have an additional charge for materials. *You will see it on your invoice*
 - Register Models as Observers - *exception is Esthetics and Nail Care*
 - Register State Officer Candidates as an Observer
- Welding and Welding Fabrication Competition
 - Review PA Scopes and Updates for more information, including Pre-Competition Mandatory Exam
 - The PA Scope will instruct the advisor and competitor(s) to contact the State Chair, Jim Colton, via email. There is a deadline for this contact.
 - Competition Date is **March 5th at Penn College**
 - Hotel accommodations/meal information is on the PA State Scope
 - To register these competitors, follow the same instructions as above.
 - Prices will vary - review cost under My Invoice
 - Do not delete them after their competition on March 5th

STUDENT PAPERWORK

- Review instructions for PA Scope location with competitors - *check for updates often and do not stop checking for updates*
 - Go to skillsusapa.org
 - Select the States Tab
 - Select Competition Scopes
 - Double click blue Contest - *this will alphabetize the order*
- Liability Release Forms Issued - *select Home/Downloads or select States/Downloads*
 - Signed and Returned
 - Make extra copies - *one for participants name tag, one for advisor reference*
- Parent Permission Slips Issued - *created by your school*
 - Signed and Returned
- Proof of Training Forms - *located under Advisors Tab or use the At a Glance form*
 - Signed by Instructor

- Signed by Administration
- One copy for Competition Chair/one copy for your records
- New in 2024 States Tab> State Offered Competitions > At a Glance (Quick Reference Guide. Follow the Update at the top in red.)
- Resumes for Competitors - *review PA State Scopes for each competition (I always made 2 copies for reassurance if lost or damaged.)*
- Some State Chairs may request resumes and Proof of Training to be emailed by a deadline. Follow the State Scope for information.*
- OSHA Certification for TeamWorks Competitors - *review PA State Scope*
- SLSC Pre-Conference Test - Professional Development Test - PDT
 - This will be used as a tie-breaker - **Please note, Gold Medal recipients advancing to Nationals - the test will be part of the competitors score - will be due in early June**
 - Study Guide is located under States> Study Guides
 - Need student login username and password
 - Advisor login to skillsusapa.org
 - Select Advisor Tools
 - Select School Rolls, then My Students
 - Select Create Excel
 - Instructions for advisors to administer the PDT
 - Only competitors need to take the PDT - Each team member must take their own exam
 - Students login to skillsusapa.org
 - Select Student Tools
 - Select Testing System
 - Save the Time to Eastern Standard Time
 - Select Green **Test** under Testing
 - When prompted use Password 2024Champion - *Case Sensitive*
 - Take Test ~ Good Luck ~ you have 60 minutes to complete the test
 - If you have any issues, please email dodieamigh@skillsusapa.org
 - Action Skills, Building Maintenance, and Employment Application Process competitors do not take the PDT at SLSC or NLSC
 - Schedule by Districts
 - Welding and Welding Fabrication FEBRUARY 19th - 23rd
 - Districts 1 / 9 OPEN FEBRUARY 26th to MARCH 1st
 - Districts 2 / 3 / 5 OPEN MARCH 4th to 8th
 - Districts 6 / 8 / 11 OPEN MARCH 11th to 15th
 - Districts 4 / 7 / 10 OPEN MARCH 18th to 22nd
 - Make-up Dates All Districts OPEN MARCH 25th to 29th

- Review Scholarship opportunities - Students> Scholarships

DELEGATES

- Delegate Calculation Chart
 - 10 - 50 = 1
 - 51 - 90 = 2
 - 91 - 180 = 3
 - 181 - 270 = 4
 - 271 - 360 = 5
 - 361 - 450 = 6
 - 451 - 540 = 7
 - 541 - 630 = 8
 - 631 - 720 = 9
 - 721 - 880 = 10
 - 881 - 900 = 11
- Review Delegate Information under Downloads, *2023 General Info & Delegate Info*
- 2024 Audit Committee
 - Assign a delegate to attend the meeting - *time & location will be listed in the program*
 - Admiral Peary, A.W. Beattie, Chester High School, Lawrence, Somerset, Tunkhannock.
- 2024 Nominating Committee
 - One delegate from each attending school needs to attend this meeting
- 2024 Constitution Committee - *no information available at this time*

STATE OFFICER CANDIDATES

- State Officer Applications are due on **March 1st** - *no late exceptions, located under Students Tab*

STATE INITIATIVE

- Brave Gowns - *information located under Advisors Tab / please report donations to the State Director*
 - Our House of Delegates will be participating in a Community Service Project to support Brave Gowns.

CLOTHING

SkillsUSA Attire or Business Attire is required for Opening, meals, and Awards Ceremony

NOTE: Official Red Jackets and Blazers should NOT be worn without the white shirt and black dress pants. These are **official uniforms** and should not be worn as casual coats/jackets. This includes the Black Carhartt jacket that is grandfathered into our clothing regulations. Please do your best to instruct your students on our clothing regulations.

- Competition Clothing - *review PA Scopes and States tab under SLSC Clothing*
 - Competitions that follow strict safety rules for clothing may result in a penalty or disqualification if not followed.
- Review clothing do's and don't with your participants - *Conference Attire and Clothing/Uniform Guidelines under Downloads*
- Issue clothing to students

AGENDAS - still in progress

- Tentative Agenda from 2023 is available to review States> Tentative Agenda - *this is for review only to aid your scheduling. It will be updated.*
- Pocket Plan
 - Each Competitor will receive a Pocket Plan at Registration.
 - Only Advisors will receive the full 2024 SLSC Program Book.
- Contest Status - *not available until **March 18th** - do not review competitor orientation and competition times and locations until the Contest Status is finalized.*

EXPO TOOLS AND EQUIPMENT

All tools and equipment that need to be transported to the Expo Center must meet the following guidelines.

WEDNESDAY BY **2:00 PM**

- Deliver tools near the Registration Desk outside the Lobby at Hershey Lodge.
- All items must be labeled with the following information:
 - Competition Name
 - Student Name
- All boxes, bins or crates must be sturdy/durable for stacking.
- Electronics must be properly wrapped and boxed. No loose electronics will be transported.
- All items must be in the designated area outside the Hershey Lodge Lobby by **2:00 PM**.

THURSDAY AT THE EXPO CENTER:

- Tools will be picked-up by the competitor upon arrival at the Expo Center.
- Tools must be returned to the truck prior to departing the Expo Center at the conclusion of the competition.

THURSDAY EVENING AT HERSHEY LODGE:

- Pick-up must occur promptly after the tool truck returns to the Lodge at approximately **5:00 PM**.

IMPORTANT INFORMATION:

- You are responsible for delivery and pick-up of your tools and equipment to the designated locations.
 - Competitions held at the Expo Center are listed on the Contest Status Tab on the Website under the States Tab. *Available by April 1st.*
 - Tools not picked-up by designated times, will be unattended and are not the responsibility of SkillsUSA PA.

THURSDAY NIGHT ENTERTAINMENT

- Thursday Night Entertainment will be brought to you by the SkillsUSA PA Alumni!

ADVISOR TIPS FOR A GREAT CONFERENCE

- You may bring bottled water and snacks for your competitors.
 - PLEASE be courteous to the Lodge and Hotel Staff when disposing of trash.
- Review proper etiquette with your students before you arrive at the beautiful Hershey Lodge and Hotel. Our SkillsUSA members have an outstanding reputation - Let's keep it that way!
 - Teach your students to throw away their own trash.
 - Teach your students to push in their chairs before they leave the dining tables and competition tables. (*Judges notice this simple act of kindness.*)
 - Teach your students to gather and place all towels/washcloths in a pile in the bathroom before leaving on Friday.
 - Teach your students to gather and place all trash together before leaving on Friday.
 - Remind your students that keys and electronic chargers are the #1 item left in their room. Also check the drawers before leaving on Friday.
- Thank you notes:
 - As an advisor, I always provided a thank you note to the students in each room we occupied. The students were responsible for writing a note to Housekeeping. Each room also received cash to put in the envelopes. (With humble excitement, I share this - they often added more from their own pockets.) I understand the amount of

fundraising you must do to get to states, if cash is not an option, please consider a kind note of respect costs nothing. Teach our students the value of appreciation for others.

DEADLINES AND PAYMENTS CHECKLIST

- Hershey Housing Summary Due March 1st
 - Submitted
 - Changes/Cancellations by March 29th
 - Paid to Hershey Entertainment & Resorts Company prior to arrival
- SkillsUSA PA Registration due by March 1st
 - Submitted
 - Drops/Changes by March 18th - *no refunds beyond this date*
 - Paid to SkillsUSA Pennsylvania 373 Edna Street Hollidaysburg, PA 16648
- Transportation
 - Scheduled
 - Paid *if applicable*

FYI AND UPDATES

- We are continuing to search for State Chairs. There is a possibility we will not be able to host all competitions or they will be a written exam.
 - Please review our needs/competitions at risk: skillsusapa.org> Alerts >Alert #8 Help Wanted. We need your help.
- NEW RULE FROM 2023:** Competitors traveling to competition sites beyond the Lodge, may take their cellphones with them. **CELL PHONES ONLY** - no wearable technology is allowed. Laptops, iPads, etc are not allowed unless specified in their PA Competition Scope.
 - When you arrive at your competition site. You will follow these instructions:
 - Power **OFF** your phone. **DO NOT SILENCE.**
 - Write your competitor number on the white envelope provided by the Chair. **DO NOT WRITE YOUR NAME OR SCHOOL.**
 - Place your phone in the envelope and pull the sticky tab to seal.
 - You will receive your envelope from the Chair at the conclusion of your competition. You cannot have it during breaks, including restroom or lunch breaks - *see rules below.*
 - Advisors need to contact the State Director if your competitor needs their phone for medical observation. This should be prior to attending SLSC.
 - Electronics Policy

