



## PA STATE LEADERSHIP AND SKILLS CONFERENCE SLSC 2023

The following is a checklist to aid advisors while planning for SLSC 2023. 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 - 2/5/23. *Continue reviewing Alerts for updates.*

*Updates on 2/13/2023 appear in red.*

### TRAVEL

- Bus/Van arrangements

### HOUSING

- Hershey Lodge 2023 Housing Form - *select States/Downloads*
  - Sheets due by **March 10th** - *PLEASE read the instructions on Page One*
  - Payments due to Hershey Lodge prior to arrival
  - Changes/Cancellations are due to Michele Maxwell by **April 7th**
- The Hershey Hotel will be the overflow housing - *use the same form, first come/first serve. We will provide shuttle service at designated times Wednesday to Friday.*
- 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 6th** and is due by **March 17th**
  - Changes after **March 27th** will not be refunded
  - Register all participants at [skillsusapa.org](https://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 **April 8th**
- 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 upcharge 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 7th 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 7th

## **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*
  - Signed by Instructor
  - Signed by Administration
  - One copy for Competition Chair/one copy for your records
- Resumes for Competitors - *review PA State Scopes for each competition (I always made 2 copies for reassurance if lost or damaged)*
- 2/13/23 Update** OSHA Certification for TeamWorks Competitors - ~~review PA State Scope~~ For 2023 this is a recommendation. Team must be OSHA Certified for Nationals.
- SLSC Pre-Conference Exam - PDP
  - This will be used as a tie-breaker - **Please note, Gold Medal recipients advancing to Nationals - the exam will be part of the competitors score - will be due by June 1st**
  - 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 PDP Exam
  - Only competitors need to take the PDP Exam/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 2023Champion - *Case Sensitive*
  - Take Exam ~ Good Luck ~ you have 60 minutes to complete the exam
  - If you have any issues, please email dodieamigh@skillsusapa.org
- Schedule by Districts
  - Districts 1 / 9 OPEN MARCH 6th to 10th
  - Districts 2 / 3 / 5 OPEN MARCH 13th to 17th
  - Districts 6 / 8 / 11 OPEN MARCH 20th to 24th
  - Districts 4 / 7 / 10 OPEN MARCH 27th to MARCH 31st
  - Make-up Dates All Districts OPEN APRIL 3<sup>rd</sup> to 7<sup>th</sup>
- Review Scholarship opportunities - Select 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*
- 2023 Audit Committee
  - Assign a delegate to attend the meeting - *time & location will be listed in the program*
  - Eastern Arts, North Montco, Central Westmoreland, Pittsburgh Public Schools, Huntingdon CTC, Greater Altoona
- 2023 Nominating Committee
  - One delegate from each attending school needs to attend this meeting
- 2/13/23 Update* ~~2023 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 OFFICER INITIATIVE**

- Caitlin's Smiles - *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 Caitlin's Smiles.
- 2/13/23 Update* Collected items should be dropped off at the Registration Desk upon arrival on Wednesday.

## **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 disqualification if not followed.
- Review clothing do's and don't with your participants - *Conference Attire under Downloads*
- 2/13/23 Update* Competition uniforms can be worn without the SkillsUSA logo. Examples: A white polo shirt, without the logo. Blue scrubs, without the logo. Khaki short sleeve shirt, without the logo. Etc.
  - School uniforms with tape over the school logo is not acceptable. No logo uniforms should be as close to the required uniform as possible.
  - This is a state rule only. Nationals must be the required uniform.
- Issue clothing to students

## **AGENDAS - still in progress**

- Tentative Agenda from 2021-22 is available to review under Downloads - *this is for review only to aid your scheduling. It will be updated. Please be patient with our new team. Thank you.*
- Pocket Plan - New this year!
  - More information will be provided. **Watch for Updates.**
  - When available, the Pocket Plan should be printed and distributed to all participants.
  - Only Advisors will receive the full 2023 SLSC Program Book.

- Contest Status - *not available until April 1st - 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.

## **DISTRICT GAMES NIGHT**

- Thursday Night Entertainment will be new this year!  
Brought to you by our SkillsUSA Pennsylvania Alumni.
  - After a day of adrenaline and excitement, we are planning a **Games Night**.
  - Each District will compete together - against the other Districts in the games below. Get ready to unwind and have fun after an intense day and all the intense days that led to competition!
    - CTC/HS/Post Secondary Mascot Dance Off!
      - Bring your mascot with you! Don't have a mascot? Get creative or simply watch and enjoy our 1st Annual SLSC Mascot Dance Off!
    - Frisbee Balloon Relay
    - Basket Heads

- Fly Swatter Relay
- Tricycle Race - *you will need bike protection gear*
  - Stock and Modified
  - Student Race and Advisor Race
- Watch for updates on Rules, Regulations, and Instructions for District Games Night

### **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.
  - 2/13/23 Update* Please empty the refrigerator 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 10th
  - Submitted
  - Changes/Cancellations by April 7th
  - Paid to Hershey Entertainment & Resorts Company prior to arrival
- SkillsUSA PA Registration due by March 17th
  - Submitted
  - Drops/Changes by March 27th - *no refunds beyond this date*
  - Paid to SkillsUSA Pennsylvania 373 Edna Street Hollidaysburg, PA 16648
- Transportation
  - Scheduled
  - Paid *if applicable*

