

# ***PLANNING THE DISTRICT CHAMPIONSHIPS***

The success of the District Leadership and Skills Conference is directly proportional to the planning involved. To many students and advisors, the District Leadership and Skills Conference is the first exposure to the SkillsUSA organization. This experience should be interesting, enjoyable and well organized. This creates a need for a planning session. This section will provide you with innumerable ideas for organizing a District Conference. Be certain to contact all schools in your SkillsUSA District concerning their involvement in the District Conference Activities

## **District Advisor Responsibilities:**

- \_\_\_ 1. Visit with your school administrator to determine the available dates which are available in your local school calendar during the last three weeks of January and the first three weeks of February. Please notify the state office as soon as possible, but no later than October 1st.
- \_\_\_ 2. Determine location of contests and which contests your District will hold. Survey the schools in your SkillsUSA District, using the Local Chapter Letter of intent, and review the participation records from the previous year to determine which contests will be run in your District. Use this information to determine the number of chairpersons and other committees you will need
- \_\_\_ 3. To determine the number of contestants per contest, evaluate the facilities and sites that will host each contest. Using this information, time and space requirements set forth in the National SkillsUSA Technical Standards and the Missouri SkillsUSA Technical Standards, determine the maximum number of contestants that can be successfully served per contest. NOTE: All written contests should be open to all contestants who meet the eligibility policy.
- \_\_\_ 4. Using information given in step 2 & 3, allocate equal number of contestant slots for each contest a school enters. Example: If you can handle 12 carpentry contestants and 4 schools indicate a desire to enter carpentry, then each of these schools could enter 3 students. Each contest may have a different number of contestants from each school. Record the number of contestants for each school in each event on the worksheet.
- \_\_\_ 5. Estimate total cost of conference and determine registration fee using budget sheet.
- \_\_\_ 6. Recruit Conference Management Team.
  - a. Overall Conference Chair
    - Coordinates activities with conference chairs
    - Meets with conference chairs
    - Record Contest Chairs
    - Identify personnel to administer and score technical information and written contests.
  - b. Conference Chair for skill events
    - Recruit contest chairs and technical committees
    - Coordinate activities of contest chairs
    - Explain duties outlined in the SkillsUSA Championships Technical Standards and Official Operating Policies
  - c. Conference Chair for leadership & related events
    - Recruit contest chairs and technical committees
    - Coordinate activities of contest chairs
    - Explain duties outlined in the SkillsUSA Championships Technical Standards and Official Operating Policies
  - d. Conference Chair for operations
    - Identify students to act as guides during the conference.
    - Transportation & Maps Chairperson

Registration & Results Validation Chairperson  
Public Relations Chairperson  
Hospitality Chairperson  
Printing & Signs Chairperson  
Facilities & Construction Chairperson  
Officer Election & Delegate Chairperson

- \_\_\_\_\_ 7. Prepare a memo outlining all of the procedures for registering for your District Leadership and Skills Conference. Complete the District registration form and send to each participating SkillsUSA chapter in your SkillsUSA District. Set registration fee based on information gathered in Step 6. This information needs to be in your hands at least 6 weeks before your District contest. Be sure that you have contestant names from each school for each contest they are entering. You will need to make contestant lists to give to each contest chairperson. NOTE: Consider setting a deadline date for contestant adds, deletes or changes. Consider what should be done for no shows.
- \_\_\_\_\_ 8. Complete district straight to state form for students, secondary and post-secondary, that will be forwarded directly to State SkillsUSA competition, without having participated at the District level.
- \_\_\_\_\_ 9. Complete Missouri SkillsUSA District certification list. (Give to State SkillsUSA Director or representative after District contest).

## ***THINGS TO REMEMBER***

1. All Technical Information tests are multiple choice. The State SkillsUSA Director or representative will bring the Technical Information tests to your District contest site. Missouri SkillsUSA will provide the answer keys **if** you have a "Scantron" machine. Please mail or fax a copy of the form that will work in the machine you will be using. Order the forms from the school that is providing the machine. Include the cost of the forms in your budget.  
  
All Technical Information tests are competency-based and derived from national test banks for the occupational area.
2. If possible, keep the host or local instructor out of the contest site on the day of the contest. It will be to your advantage to have independent contest chairpersons.
3. The Opening & Closing judges for your District should be persons with knowledge of public speaking or dramatic reading. There are many local resources that can be used without specific knowledge of the organization. You may want to provide one person to read for accuracy of the script to indicate to the judges the number of missing words or phrases so that they can agree on the points to be deducted. Each judge should have the same score for *Accuracy of Presentation*. If outside judges cannot be arranged, one representative, with knowledge of public speaking, from each local association in the District, no matter who has a team or how many teams are present from a school may be used for judging. Each judge must complete a rating sheet scoring all teams. The judges must sign their rating sheet and legibly print their name on it. Throw highest and lowest score out and add rest together. Team with highest score wins.
4. Work with local advisors for proper conduct at all District General Sessions. We must present a professional appearance at the District meetings.

# *District Contest Planning Timeline*

## 1. To be completed by November 15:

- \* Which contests will be run in your District
- \* Which contests will advance straight to State
- \* Numbers per school per contest
- \* Which schools per contest
- \* Contest Chairs
- \* Contest locations
- \* Dates and sites of Satellite Contests

## 2. To be completed by December 15<sup>th</sup>:

- \* Identify judges and get written commitment
- \* Establish registration fee
- \* Order contest supplies
- \* Mail contest registration material to all schools that includes:
  - an agenda
  - registration fee
  - registration process
  - deadlines for registration
  - cut-off date
  - tool list
  - maps to schools
  - maps of school
- \* Visit with each Contest Chair to determine if there are problems or if there could be problems
- \* Develop registration procedures:
  - contest list
  - check membership
  - method of payment
  - registration location
  - no shows
  - changes

## 3. To be completed by January 1<sup>st</sup>:

- \* Copy contest
- \* Hold Judges & Chair meeting
  - how to judge
  - basic rules
  - rating sheets
- \* Check material orders against contest requirements
- \* Prepare contestant list per contest
- \* Final placement sheets
- \* Straight to State from all locals
- \* Delegate assembly
- \* Awards presentation
- \* Technical Information Contests
- \* Professional Development test
- \* Advisors meeting on day of contest
- \* District Officers practice, meeting, & input

4. Contest Day

- \* Stay calm
- \* Tell Contest Chairs where to turn in scores
- \* Tell Contest Chairs how to turn in scores
- \* Professional Development test
- \* Maps
- \* Runners & Guides
  - list of winners
  - list of "rank order" for every contest
  - bills
  - money or purchase orders
  - Straight to State
  - who attended and how many
  - Officers information

6. Remember

- \* planning
- \* teamwork
- \* communication
- \* cooperation

# **MISSOURI SKILLSUSA DISTRICT CHAMPIONSHIPS LOCAL ASSOCIATION SLOT ALLOTMENT**

Senior Advisor \_\_\_\_\_ Junior Advisor \_\_\_\_\_

Location of District Skill Contests \_\_\_\_\_

Date \_\_\_\_\_

**INSTRUCTIONS:** List below the exact number of slots allocated for each contest per local association. Use information from the local chapter letter of intent and the available space at the host site to determine the number of contestants per contest area per local association.

<b>SKILLS CONTESTS</b>	Contest code								
3-D Visualization & Animation	VA								
Advertising Design	ADV								
Architectural Drafting	AD								
Automated Manufacturing Technology	MFG								
Automotive Service Technology	AST								
Aviation Maintenance Technology	AMT								
Basic Health Care Skills (Secondary Only)	CARE								
Building Maintenance	BLMT								
Building Repair Technology (MO Only)	BR								
Cabinetmaking	CM								
Carpentry	C								
C-N-C Milling	CNCM								
C-N-C Turning	CNCT								
Collision Repair Technology	CRT								
Commercial Baking	CB								
Computer Maintenance Technology	CPM								
Computer Programming	CPG								
Cosmetology	CO								
Crime Scene Investigations	CSI								
Criminal Justice	CJ								
Culinary Arts	CA								
Dental Assisting	DA								
Diesel Equipment Technology	DET								
Electronic Applications	EA								

Electronics Technology	ET								
Firefighting	FF								
First Aid & CPR	CPR								
Food & Beverage Service	FBS								
Graphic Communications	GC								
Health Knowledge Bowl	BOWL								
Health Occupations Professional Portfolio	HOPP								
Heating, Venting, Air Conditioning & Ref.	HVAC								
Industrial Motor Control	MOTR								
Internetworking	WORK								
Marine Service Technology	MT								
Masonry	M								
Mechatronics	MECH								
Motorcycle Service Technology	MST								
Nail Care	NAIL								
Nurse Assisting	NA								
Photography	P								
Plumbing	PLB								
Power Equipment Technology	PET								
Practical Nursing (Post Secondary Only)	PN								
Precision Machining Technology	PMT								
Preschool Teaching Assistance	PRE								
Radio Production	RP								
Residential Wiring	RW								
Robotics & Automation Technology	RAT								
Screen Printing	SP								
Sheet Metal	SM								
TeamWorks	TW								
Technical Computer Applications	TECH								
Technical Drafting	TD								
Telecommunications Cabling	CAB								
Television (Video) Production	TV								
TV Anchor/Reporter	NAR								
Video Product Development	TVPD								

Vinyl Sign Making (MO Only)	SM								
Web Design	WD								
Welding	W								
<b>LEADERSHIP CONTESTS</b>									
Action Skills	AS								
American Spirit	AM								
American SkillsUSA Award	AMD								
Chapter Business Procedure	CBP								
Chapter Display	DIS								
Community Service	CS								
Customer Service	CUS								
Entrepreneurship	ENTR								
Extemporaneous Speaking	ES								
Job Interview	JI								
Job Skill Demonstration A	JSDA								
Job Skill Demonstration B	JSDB								
Opening & Closing Ceremonies	OCC								
Outstanding Chapter	OUT								
Prepared Speech	PS								
Principles of Technology	PT								
Promotional Bulletin Board	BB								
SkillsUSA Quiz Bowl	QUIZ								
<b>Tech Prep Showcases-(Leadership Contest)</b>									
T-P Agriculture, Food & Natural Resources	TPAFN								
T-P Architecture and Construction	TPAC								
T-P Arts, Audio, Visual Technology & Communications	TPAVT								
T-P Business Management & Administration	TPBM								
T-P Education And Training Services	TPETS								
T-P Finance Services	TPFS								
T-P Government & Public Administration	TPGPA								
T-P Health Sciences	TPHS								
T-P Hospitality & Tourism	TPHT								

T-P Human Services	TPS								
T-P information Technology	TPIT								
T-P Law, Public Safety and Security	TPLPS								
T-P manufacturing	TPMG								
T-P Marketing, Sales & Services	TPMSS								
T-P Science, Technology & Math	TPSTM								
T-P Transportation Distribution & Logistics	TPTDL								
<b>Written Contest</b>									
Advertising Design Tech. Info.	TIADV								
Architectural Drafting Tech. Info.	TIARD								
Automated Manufacturing Tech. Info.	TIAMT								
Auto Service Tech. Info.	TIAS								
Cabinetmaking Tech. Info.	TICM								
Carpentry Tech. Info.	TIC								
Collision Repair Tech. Info.	TICR								
Commercial Baking Tech. Info.	TICB								
Computer Networking Tech. Info.	TICN								
Computer Repair Tech. Info.	TICRE								
Cosmetology Tech. Info.	TICO								
Criminal Justice Tech. Info.	TICJ								
Culinary Arts Tech. Info.	TICA								
Dental Assisting Tech. Info.	TIDA								
Diesel Equipment Tech. Info.	TIDET								
Electronics Applications Tech. Info.	TIEA								
Electronics Technical Info.	TIE								
Food & Beverage Service Tech. Info.	TIFBS								
Graphic Communication Tech. Info.	TIGC								
Heating, Venting, Air Cond. & Ref. Tech. Info.	TIHAV								
Industrial Motor Control Tech. Info.	TIMC								
Leadership Essay (Mo only) (Timed Event)	LE								
Marine Service Tech. Info.	TIMT								



# **MISSOURI SKILLSUSA DISTRICT CHAMPIONSHIPS**

## **CONTEST CHAIR LIST**

Location of District Skill Contest \_\_\_\_\_

Date \_\_\_\_\_ Senior Advisor \_\_\_\_\_

**INSTRUCTIONS:** Document your District Contest Chair, location of each contest and maximum number of contestants per contest in the appropriate space. Use this information to determine the number of contestants per contest area.

<b>SKILLS CONTESTS</b>	Contest code	Chairperson	Location	Max. No. of contestants
3-D Visualization & Animation	VA			
Advertising Design	ADV			
Architectural Drafting	AD			
Automated Manufacturing Technology	MFG			
Automotive Service Technology	AST			
Aviation Maintenance Technology	AMT			
Basic Health Care Skills (Secondary Only)	CARE			
Building Maintenance	BLMT			
Building Repair Technology (MO Only)	BR			
Cabinetmaking	CM			
Carpentry	C			
C-N-C Milling	CNCM			
C-N-C Turning	CNCT			
Collision Repair Technology	CRT			
Commercial Baking	CB			

Computer Maintenance Technology	CPM			
Computer Programming	CPG			
Cosmetology	CO			
Crime Scene Investigations	CSI			
Criminal Justice	CJ			
Culinary Arts	CA			
Dental Assisting	DA			
Diesel Equipment Technology	DET			
Electronic Applications	EA			
Electronics Technology	ET			
Firefighting	FF			
First Aid & CPR	CPR			
Food & Beverage Service	FBS			
Graphic Communications	GC			
Health Knowledge Bowl	BOWL			
Health Occupations Professional Portfolio	HOPP			
Heating, Venting, Air Conditioning & Ref.	HVAC			
Industrial Motor Control	MOTR			
Internetworking	WORK			
Marine Service Technology	MT			
Masonry	M			
Mechatronics	MECH			
Motorcycle Service Technology	MST			
Nail Care	NAIL			
Nurse Assisting	NA			
Photography	P			
Plumbing	PLB			
Power Equipment Technology	PET			
Practical Nursing (Post Secondary Only)	PN			
Precision Machining Technology	PMT			
Preschool Teaching Assistance	PRE			

Radio Production	RP			
Residential Wiring	RW			
Robotics & Automation Technology	RAT			
Screen Printing	SP			
Sheet Metal	SM			
TeamWorks	TW			
Technical Computer Applications	TECH			
Technical Drafting	TD			
Telecommunications Cabling	CAB			
Television (Video) Production	TV			
TV Anchor/Reporter	NAR			
Video Product Development	TVPD			
Vinyl Sign Making (MO Only)	SM			
Web Design	WD			
Welding	W			
<b>LEADERSHIP CONTESTS</b>				
Action Skills	AS			
American Spirit	AM			
American SkillsUSA Award	AMD			
Chapter Business Procedure	CBP			
Chapter Display	DIS			
Community Service	CS			
Customer Service	CUS			
Entrepreneurship	ENTR			
Extemporaneous Speaking	ES			
Job Interview	JI			
Job Skill Demonstration A	JSDA			
Job Skill Demonstration B	JSDB			
Opening & Closing Ceremonies	OCC			
Outstanding Chapter	OUT			
Prepared Speech	PS			
Principles of Technology	PT			

Promotional Bulletin Board	BB			
SkillsUSA Quiz Bowl	QUIZ			
<b>Tech Prep Showcases-(Leadership Contest)</b>				
T-P Agriculture, Food & Natural Resources	TPAFN			
T-P Architecture and Construction	TPAC			
T-P Arts, Audio, Visual Technology & Communications	TPAVT			
T-P Business Management & Administration	TPBM			
T-P Education And Training Services	TPETS			
T-P Finance Services	TPFS			
T-P Government & Public Administration	TPGPA			
T-P Health Sciences	TPHS			
T-P Hospitality & Tourism	TPHT			
T-P Human Services	TPS			
T-P information Technology	TPIT			
T-P Law, Public Safety and Security	TPLPS			
T-P manufacturing	TPMG			
T-P Marketing, Sales & Services	TPMSS			
T-P Science, Technology & Math	TPSTM			
T-P Transportation Distribution & Logistics	TPTDL			
<b>WRITTEN TECHNICAL INFORMATION CONTESTS</b>				
Advertising Design Tech. Info.	TIADV			
Architectural Drafting Tech. Info.	TIARD			
Automated Manufacturing Tech. Info.	TIAMT			
Auto Service Tech. Info.	TIAS			
Cabinetmaking Tech. Info.	TICM			
Carpentry Tech. Info.	TIC			
Collision Repair Tech. Info.	TICR			

Commercial Baking Tech. Info.	TICB			
Computer Networking Tech. Info.	TICN			
Computer Repair Tech. Info.	TICRE			
Cosmetology Tech. Info.	TICO			
Criminal Justice Tech. Info.	TICJ			
Culinary Arts Tech. Info.	TICA			
Dental Assisting Tech. Info.	TIDA			
Diesel Equipment Tech. Info.	TIDET			
Electronics Applications Tech. Info.	TIEA			
Electronics Technical Info.	TIE			
Food & Beverage Service Tech. Info.	TIFBS			
Graphic Communication Tech. Info.	TIGC			
Heating, Venting, Air Cond. & Ref. Tech. Info.	TIHAV			
Industrial Motor Control Tech. Info.	TIMC			
Leadership Essay (Mo only) (Timed Event)	LE			
Marine Service Tech. Info.	TIMT			
Masonry Tech. Info.	TIM			
Medical Math (Timed Event)	TIMM			
Nurse Assisting Tech. Info.	TINA			
Power Equip. Tech. Info	TIPE			
Practical Nursing Tech. Info.	TIPN			
Precision Machining. Tech. Info.	TIPM			
Preschool Teaching Assistance Tech. Info.	TIPRE			
Professional Development Info.	PDP			
Related Technical Math (Timed Event)	RTM			
Residential Plumbing Tech. Info.	TIRP			
Residential Wiring Tech. Info.	TIRW			

Robotics & Automation Tech. Info.	TIRAT			
Sheet Metal Tech. Info.	TISM			
Technical Drafting Information	TITD			
Technical Spelling (Mo only)	TS			
Television Production Tech. Info.	TITV			
Welding Technical Information	TIW			

The district has the option of conducting the contests and determining which students advance. They may advance to the state or national level without a district contest if the District Senior Advisor certify the contestants from their district to the State office by submitting them in the District Results Notebook. Only 2 Secondary and 2 Post-secondary students from each district may compete in the State Skills Contest from each District. Three (3) Secondary and (3) Post-secondary students may compete from each District in the Leadership and Written Contest. A student may compete in only one contest in each of the three categories, but may compete in all three if they can schedule it.