



MEMBERSHIP

# GUIDE



COLLEGE/POSTSECONDARY



## *Letter from SkillsUSA Executive Director, Chelle Travis*



Dear SkillsUSA Advisor,

The goal of student members achieving career readiness is made possible through the partnership between SkillsUSA and you, the dedicated instructor. Together, we will work to ensure that student members have the opportunities to grow their skills, learn how to be world-class leaders and feel empowered to tackle the skills gap.

How will we accomplish these goals together? SkillsUSA has worked to develop events, conferences and programs to provide opportunities for student members to grow their skills in a myriad of ways. This includes an understanding of the SkillsUSA Framework, the practice of Essential Elements through the Chapter Excellence Program and the development and showcasing of skills through the SkillsUSA Championships.

The SkillsUSA Framework clearly defines learning expectations for SkillsUSA programs across the nation. This Framework was formed by determining the skill set that is demanded by business and industry. By instilling the Framework components of Personal Skills, Workplace Skills and Technical Skills Grounded in Academics, every student member receives a consistent and specific skill set that is lacking in many employees today.

The Chapter Excellence Program (CEP) allows chapters to be recognized for tangible connections between their Program of Work and the SkillsUSA Framework. This has enabled chapters to objectively measure student learning relating to the personal, workplace and technical skills outlined in the Framework. It has also given chapters a means to justify what many have already been doing in a simple, organized and thoughtful manner. Thousands of SkillsUSA chapters take part in the Chapter Excellence Program and receive invaluable experiences through the process of planning and executing activities while intentionally applying Essential Elements.

As we consider what the theme “SkillsUSA: Our Time is Now” conveys to our student members, we can consider how the SkillsUSA Framework, the Chapter Excellence Program and the SkillsUSA Championships work to expand their confidence in their skills and their career readiness. To a student member, the theme “SkillsUSA: Our Time is Now” is an encouraging message to develop employability skills, work towards competing on the state level, or lead their chapter’s efforts in achieving the gold standard of the Chapter Excellence Program. The opportunities and tools to develop yourself into a powerful skilled leader are available to you NOW, so reach out and grab them!

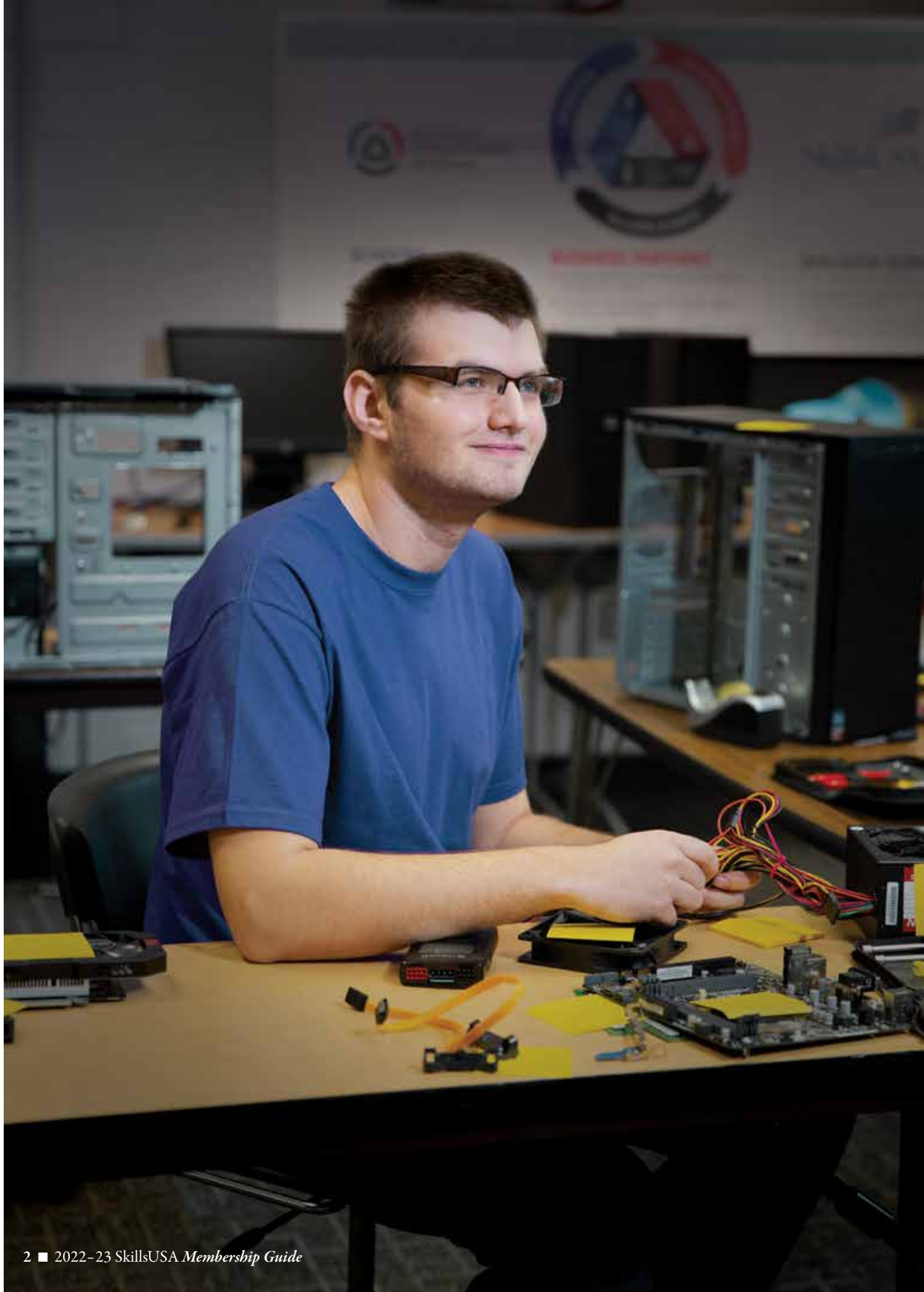
With gratitude,

A handwritten signature in blue ink that reads "Chelle Travis".

Chelle Travis  
*Executive Director*









# MEMBERSHIP GUIDE 2022-2023

*Since 1965, SkillsUSA has been an integral part* of career and technical education with an unwavering commitment to improving the quality of our nation’s skilled workforce. SkillsUSA is the largest organization whose purpose is to serve students preparing for technical, skilled and service careers. Serving as an advisor to a SkillsUSA chapter is one of the most intentional steps you can take as part of your professional career. The impact of this decision on your student members and their future will be life-changing. You’ll find that many of the roles and responsibilities of serving as an advisor support the work you are already doing in the classroom.

Whether you are interested in knowing more about SkillsUSA or thinking of starting or expanding a chapter, this SkillsUSA Membership Guide will provide all the information you need. The guide includes programs, resources and opportunities for you and your students. SkillsUSA also provides advisor support and coaching to help you organize and manage your SkillsUSA chapter.

*Let’s get started.*

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# HOW TO USE THIS GUIDE

## *How to Use the SkillsUSA Membership Guide as a New Advisor*

The SkillsUSA Membership Benefits portion of the SkillsUSA Membership Guide is designed to shine a light on the multitude of resources, professional development opportunities and the conference and program access you receive as a result of your professional membership. This guide is also a useful tool for your student members to help them identify opportunities that are available to them with SkillsUSA membership. The “How to Use the SkillsUSA Membership Guide as a Student Member” section on page 5 details the many programs, scholarships and leadership opportunities available to student members.

The Chapter Management section is the second chapter of this SkillsUSA Membership Guide. That section will walk you through the SkillsUSA Framework, how to manage a SkillsUSA chapter and includes examples of chapter activities that could be easily implemented in your chapter.

Highlighted in this guide are resources that will be crucial to your success throughout your first year as a SkillsUSA Advisor. These resources include:

- Unpacking the SkillsUSA Infographic
- Events, Conferences and Programs for Members
- Online Resources
- Join SkillsUSA: How to register yourself and your students
- Customer Care Team contact information

If you have any questions about the SkillsUSA Membership Guide or how to create a successful chapter, we encourage you to reach out to the Customer Care Team. Information is found on the back cover of this guide.

## *How to Use the SkillsUSA Membership Guide as a Returning Advisor*

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The SkillsUSA Membership Guide is a useful tool for returning advisors. SkillsUSA adds new opportunities for student and advisor growth each year. The Membership Guide is the best way to stay up to date on these opportunities. It is also crucial for your student members (new and returning) to be aware of the opportunities available to them because of their SkillsUSA membership. Discover all that SkillsUSA is offering this year that will excite both you and your student members:

- Events, Conferences and Programs for Members
- Teacher Professional Development
- Value of Social Media
- Scholarship Opportunities

In addition, the Chapter Management section has been included to ensure that all SkillsUSA chapters are utilizing SkillsUSA resources such as the SkillsUSA Framework and sample chapter activities in their classroom. SkillsUSA is much more than skilled competitions. SkillsUSA is a student-led organization with educational resources that are integral to the classroom. SkillsUSA highly encourages all returning advisors to review the Chapter Management section to ensure that your SkillsUSA chapter is taking advantage of all of the practices and resources that help to create career-ready student members.

## *How to Use the SkillsUSA Membership Guide as a Student Member*

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The SkillsUSA Membership Guide is not just for advisors, it is for SkillsUSA student members as well! Student members should be aware of the opportunities that are available to them because of their membership. The “Events, Conferences and Programs for Members” section on pages 10 and 11 and the “Scholarships Opportunities” details on page 26 highlight the benefits available to student members.

Student members can use the QR code here to access the list of events, conferences and programs that SkillsUSA offers. This membership allows students to have the opportunity to participate and receive recognition in programs that they would not have access to otherwise.





## CHAPTER 1

# SkillsUSA MEMBERSHIP BENEFITS



## Student Member Benefits

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There are many reasons why a SkillsUSA membership is beneficial to student members. Check out the many benefits below:

- Receive recognition for individual members and chapter achievement through programs such as the SkillsUSA Career Essentials suite, the SkillsUSA Chapter Excellence Program (CEP), and the President's Volunteer Service Award (PVSA).
- Build valuable skills through an annual Program of Work that allows members to grow within the classroom, workplace and chapter. For example, you will join your peers to serve causes you care about through your chapter's community service activities all while building SkillsUSA Framework skills!
- Form meaningful relationships with other students who share common interests and come from diverse backgrounds. As you work together towards chapter success, you will develop the skills you will later rely on in the world of work including Communication, Decision Making, Teamwork and Leadership.
- Access a broad array of SkillsUSA student member programs to grow personal and professional skills.
- Advocate for yourself and other students pursuing career and technical education (CTE) and SkillsUSA.
- Learn and practice real-life application of leadership skills as a member through chapter initiatives and programs.
- Apply your leadership skills as a local committee leader or as a chapter, district, state or national officer.
- Receive recognition for individual achievement through local, state and national competitions. The SkillsUSA Championships take place during the SkillsUSA National Leadership & Skills Conference (NLSC).

## Key Philosophies that SkillsUSA Embodies

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- **SkillsUSA believes** that every student has value and purpose. Our goal is to connect every student we serve to meaningful career opportunities that can lead to economic security.
- **SkillsUSA exists** to prepare career-ready students. There are many additional benefits from active participation in SkillsUSA that often define why students join. However, when graduates can provide for themselves, they have the freedom to live the life they choose.
- **SkillsUSA is a student-led** and advisor-facilitated organization. This is important to know and really understand. The student should work the hardest in accomplishing student and chapter goals. To develop the employability and technical skills needed in the workplace, students must do the leading, planning and the implementation work. The advisor serves as a supervisor to guide and provide feedback when needed, to keep the students safe and to reinforce the transferable skills for the student's success. The student does the work and is able to unpack any failures for growth and celebrate successes. Learning by doing is the key. There may be a few mistakes along the way, but better for the students to learn from the projects and work they do than to do it perfectly the first time.

This SkillsUSA philosophy guides the resources provided to advisors. Take time to think about why you enjoy being an advisor and focus on the development of students so that they can be the future of our workforce, our communities and our country. This is enormously important work, and you are up for it. SkillsUSA is your partner in the pursuit of student and chapter success.

"The employability and leadership skills — and just the motivation and the confidence you get from involvement with SkillsUSA — is amazing. It helped me to have a feeling of worth. It is where I started."

— Former student  
Brice Harader-Pate,  
Tulsa, Okla.

"SkillsUSA has changed me as a teacher and incorporating SkillsUSA has enhanced my curriculum. You will not believe the life-changing difference SkillsUSA makes for students and how it can change their futures. Students come out of my program prepared for the workforce or college. It improves grades, attendance and attitude."

— Julie Ivan, Mich.

"SkillsUSA students are in demand and they are better equipped than anyone out there. This organization improves lives and is indeed creating a better world."

— Jim Lentz, Former CEO,  
Toyota Motor North  
America Inc.





## Mission

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics.

## SkillsUSA Framework

The SkillsUSA Framework defines the mission of the organization



## Integration Locations

SkillsUSA Framework instruction is integrated into these three locations



## Program of Work

The delivery mechanism of the SkillsUSA Framework



## Member Success

Assessments to measure students' career readiness



### Understanding the SkillsUSA Framework

The SkillsUSA mission is what we are called to do in students' lives every day. Whether you are a local SkillsUSA advisor, a state SkillsUSA director or have another paid or volunteer role, this mission guides your work.

However, the mission does not stand alone. The SkillsUSA Framework actualizes what opportunities need to be created for students to enact the mission. The Framework defines the mission and enables the organization to develop programming and assessments that build skills in students that prepare them for life. It also provides a common language for students to be able to articulate how they are different because of their participation in SkillsUSA.

No matter how a student arrives to SkillsUSA in terms of knowledge and abilities, the 17 Essential Elements outlined in the Framework enable students to develop the skills that business and industry demand from employees. The Framework has three components that develop the whole person: Personal Skills, Workplace Skills and Technical Skills Grounded in Academics. The Framework Essential Elements are the skills needed to be career ready as determined by research from over 1,000 employers. It is critical that the Framework be the basis for your SkillsUSA chapter work. If you would like to learn more or view additional resources to integrate the Framework into your classroom and chapter, please visit the SkillsUSA website at [www.skillsusa.org/about/skillsusa-framework/](http://www.skillsusa.org/about/skillsusa-framework/).

### Integration Locations

SkillsUSA is an integral part of career and technical education. Why is that important? It means that the chapter isn't separate from the classroom experience. Not only are you able to integrate SkillsUSA chapter work into your classroom, but it is essential that you do so. The work of building career-ready students isn't a "once and done" activity or event. Students need to work on building skills over time through multiple experiences and receive coaching along the way. For instance, building decision-making skills in the classroom might focus on diagnostic work while in the chapter, and/or it might focus on committee decision-making for a community service project. Students must see the relationship and how these skills transfer from one situation to another. What they experience in the classroom should be reinforced in their SkillsUSA chapter and vice versa so that it becomes common practice in conducting themselves and their work. Students connect what they are learning and practicing today to the world of work.

### Program of Work

How does the Program of Work (PoW) fit into this equation? More than 14 million members have participated in SkillsUSA since its inception in 1965. Over time, the organization has learned that not only do students need to participate in skill building around the SkillsUSA Framework Essential Elements, but the chapter should provide rich meaningful experiences in six categories that reflect the situations they will encounter in the workplace. A well-planned Program of Work provides intentional instruction of the Essential Elements. It is how SkillsUSA delivers the skill-building opportunities to students through active participation. Think of the PoW as a chapter management tool, an individual growth plan and as a student engagement tool. It allows students to define, develop and demonstrate the Essential Elements.

### Member Success

SkillsUSA has developed multiple ways to measure student growth and career readiness. One is the SkillsUSA Chapter Excellence Program (CEP). This standards-based program recognizes chapter achievement in developing the Essential Element skills in its members. When your students complete each of the six PoW activities, they can apply for CEP recognition. It is the celebration of the students' achievement! For more information about CEP please go to [www.skillsusa.org/programs/chapter-excellence-program/](http://www.skillsusa.org/programs/chapter-excellence-program/).

# EVENTS, CONFERENCES AND...

## Events and Programs

for SkillsUSA take place on the local, state and national levels. Student members can achieve individual recognition by participating in some national programs, while others honor the entire chapter for its accomplishments. These programs are designed to support the development of SkillsUSA Framework skills, and can be woven into existing classroom curriculum, making them truly integral to instruction.



## WASHINGTON LEADERSHIP

### TRAINING INSTITUTE (WLTII).....SEPTEMBER

SkillsUSA offers advanced training for students and advisors that focuses on Professionalism, Communication and Leadership skills. This training is held in Washington, D.C., and allows members the opportunity to share their SkillsUSA and career and technical experiences with elected officials. WLTII activities will include:

- Congressional visits
- Tours of Washington DC, including monuments
- Laying of a wreath at the Tomb of the Unknowns

### ELEVATE .....OCTOBER

“Elevate” is a chapter officer development conference that focuses on building a Program of Work for the year and showing how chapters can be recognized through the Chapter Excellence Program.

### SKILLSUSA WEEK ..... FEBRUARY

SkillsUSA Week gives state associations, advisors and student members the opportunity to promote CTE and SkillsUSA at the local, state and national levels. SkillsUSA Week is celebrated annually in February during CTE month and resources are provided online.

### SKILLSUSA NATIONAL SIGNING DAY ..... MAY

SkillsUSA National Signing Day is held in May to celebrate college/postsecondary students who have chosen to pursue a career as a professional in any of the skilled trades.

### ACTIVATE ..... JUNE

“Activate” is a two-and-a-half-day leadership conference held in conjunction with the National Leadership & Skills Conference each June. It is open to all SkillsUSA student leaders and focuses on developing the following SkillsUSA Framework skills: Leadership, Service Orientation, Planning, Organization and Management.

### LEVERAGE ..... JUNE

“Leverage” is an intensive, two-and-a-half-day leadership experience held in conjunction with the National Leadership & Skills Conference each June, open to SkillsUSA state officers and designed to develop target Framework skills: Leadership, Teamwork, Communication and Job-Specific Skills.

### ENGAGE ..... JUNE

“Engage” is a three-day professional development training conference held in conjunction with the National Leadership & Skills Conference each June designed to help advisors and instructors better understand and use SkillsUSA’s leadership development materials and interactive resources. “Engage” is focused on developing Comprehensive SkillsUSA Chapters and integration of the SkillsUSA Framework.

### NATIONAL LEADERSHIP & SKILLS CONFERENCE (NLSC) ..... JUNE

The National Leadership & Skills Conference (NLSC) is a showcase of career and technical education. More than 12,000 people including students, instructors and business partners participate in the week-long event, which is one of the largest hands-on workforce development events in the world.

### CONNECT TO MY FUTURE ..... JUNE

SkillsUSA’s Connect to My Future Career Conference is a virtual conference designed to allow students to explore career pathways and connect directly with employers within specific, age-appropriate tracks designed to meet learning objectives. Connect to My Future is unique in that it puts SkillsUSA members together with employees of partners and affiliate organizations to hold important conversations which connect students with their future.

Check website for details.

### RECRUITMENT WEEK ..... JUNE

Membership recruitment week is designed to empower chapter leaders to recruit new members through challenges and experiences with other students from across their state and country. Make sure to utilize the Recruitment Week posters offered digitally online.

Date decided by Chapter.



# PROGRAMS FOR MEMBERS

## YEAR-LONG PROGRAMS

### CHAPTER EXCELLENCE PROGRAM

The Chapter Excellence Program (CEP) recognizes achievement as it relates to the integration of the SkillsUSA Framework in Program of Work activities. As a chapter's yearly action plan, the Program of Work is at the heart of student learning and employability development. By using the Framework as a guide, chapters have a blueprint for creating relevant activities that encourage participation and foster an understanding of the student learning attained during each activity.

### SCHOLARSHIPS

One of the greatest benefits of student membership in SkillsUSA is the opportunity to earn scholarships. Students must be registered members and have paid both state and national dues to be eligible for scholarships through SkillsUSA or its partners. Scholarships are offered in several areas. Some are based on merit while others are related to financial need and some are presented to the medalists of the SkillsUSA Championships.

Check website for details.

### SKILLSUSA CAREER ESSENTIALS SUITE

The SkillsUSA Career Essentials Suite is a collection of turnkey, industry-validated career-readiness curricula that define, implement and measure the acquisition of universal career-readiness skills based on the SkillsUSA Framework. Instructors can choose from four courses available in age bands from middle school to adult learner. Each curriculum option includes project-based learning experiences that engage students in practicing crucial employability skills. Pre-and post-assessments provide an opportunity for both students and instructors to measure the growth of the learner's skill development.

### NATIONAL CONFERENCE PIN AND T-SHIRT DESIGN CHALLENGE

MARCH

The NLSC pin and T-shirt design challenge is open to all dues-paying student members. The winning designs become the official pin or T-shirt for the SkillsUSA National Leadership & Skills Conference and are produced in a limited quantity. One winner is named for the pin challenge and one winner is named for the T-shirt challenge.

### PRESIDENT'S VOLUNTEER SERVICE AWARD

APRIL

The President's Volunteer Service Award (PVSA) is a national honor offered in recognition of sustained community service. The awards program recognizes individuals, families or groups who have achieved a certain standard, measured by the number of hours of volunteer service over 12 months or cumulative hours earned over the course of a lifetime. Recipients of the PVSA can use this national award to strengthen college, scholarship and job applications. Volunteers must be registered members of SkillsUSA to apply for the PVSA through the SkillsUSA national office.

### SKILLSUSA CHAMPIONSHIPS

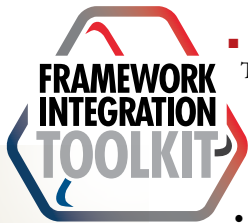
JUNE

The SkillsUSA Championships begin at the local level with contests held in classrooms nationwide. Winners advance through district, regional and state competitions, and only the gold medalists at the state level are eligible to compete in the national event. State and local competitions and conferences are managed by the state associations. In total, SkillsUSA supports more than 10,000 competitive events each year at all levels.

M E M B E R S H I P B E N E F I T S



# VALUE OF PROFESSIONAL MEMBERSHIP



## SPECIALIZED RESOURCES FOR INTEGRATION

*Our goal is to support SkillsUSA* instructors at a higher level than ever before by delivering curated content, tools and resources that are easy to implement in any learning environment, whether virtual, classroom-based or a hybrid of the two. Our resources and chapter models offer instructors great flexibility on how to integrate learning into the CTE curriculum.

Becoming a professional member of SkillsUSA is one of the best ways to demonstrate to students the importance of joining a professional organization and the opportunities that membership will provide.



### ■ **FRAMEWORK INTEGRATION TOOLKIT** —

The Framework Integration Toolkit has everything you need to ensure career readiness for students, including videos, Framework Foundation lesson plans, experiential activities and more.

- **SkillsUSA Framework Essential Elements Definitions and Behaviors** — A quick and easy reference of all 17 Essential Elements, their definitions and behaviors.
- **SkillsUSA Framework Motion Graphic Video** — These short, less than three-minutes-each videos help students gain awareness into each of the 17 Essential Elements in a fast-paced, student-friendly video.
- **SkillsUSA Framework Integration Strategies** — Eight specific strategies have been developed to integrate the Framework into your classroom or laboratory. Each strategy includes two specific activities for integrating the Framework and three suggestions for additional learning opportunities.
- **Experiential Activities to Promote the SkillsUSA Framework** — This guide contains activities to provide students with experiences that illustrate the Essential Elements of the SkillsUSA Framework.
- **SkillsUSA Framework Essential Element Motion Graphic Videos** — Each of the 17 Essential Elements is highlighted with a video, allowing for students to gain a greater awareness of the definition and behaviors related to the Essential Element.
- **SkillsUSA Framework Foundations Lesson Plans** — Lesson plans are available for each of 17 Essential Elements and contain a learning objective, activity, and ability to assess growth.
- **Business Partner Outreach and Preparation Guide** — This resource will streamline the process of welcoming business partners into your classroom. You will find guidance in business partner outreach, resources for business partner preparation, student activities and exercises, and evaluation for measuring student growth.
- **SkillsUSA Framework Kahoot** — Kahoot! games will engage your students in trivia games based on the SkillsUSA Framework and Essential Elements.
- **SkillsUSA Framework Bingo** — SkillsUSA Framework Bingo brings fun to the classroom or a chapter meeting.
- **Framework Story Lesson Plan and More Videos** — As a way for students to articulate their learning in CTE and SkillsUSA, have them create a Framework story using the provided lesson plan. Use the sample videos to demonstrate how students are able to share a personal experience and tie it directly to how they have grown in one specific Essential Element.
- **Promoting Diversity, Equity and Inclusion as a SkillsUSA Leader Certification** — This e-module provides training to ensure that successful leaders and champions of diversity create environments where everyone can participate; promote diversity, equity and inclusion; and create spaces where everyone feels included, valued and respected.
- **Building Self-Motivation in Student Leaders** — In this e-module certification experience, you'll complete a series of learning events that will help you coach and guide students as they build their own self-motivation skills while serving as a leader of other students.
- **SkillsUSA Framework Certification** — This experience is a series of learning events in which you'll learn about SkillsUSA and how it ensures the development of world-class workers, leaders and responsible citizens through the SkillsUSA Framework. You'll know more about the organization and application of the SkillsUSA Framework after completing this short course.
- **CTE Knowledge Certification** — In this experience, you'll learn how SkillsUSA and career and technical education are solutions to the world's skills gap. You're sure to know more about the powerful impact potential of SkillsUSA and career and technical education after completing this short course.

# Program of Work

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## TOOLKIT

### ■ PROGRAM OF WORK TOOLKIT —

The Program of Work Toolkit includes the Program of Work Launch Activity Guides which, in turn, includes the Virtual Classroom edition, videos and resources to help you implement effective activities.

- **Program of Work Launch Activity Guide 1** — This resource, designed to provide context of how to facilitate a SkillsUSA chapter, is written conversationally as two colleagues might share nuggets of wisdom to expedite your success. The information over the first few pages creates a foundation for your work as a SkillsUSA advisor. It is the foundational knowledge and resources that you will need to conduct the Program of Work (PoW) for a SkillsUSA chapter.
- **Program of Work Launch Virtual Activity Guide 1** — Does your chapter need to conduct activities this year in a virtual environment? Don't let that slow you down. This guide is complete with large and small group activities to develop Framework skills and conduct meaningful Program of Work events in a virtual environment.
- **Program of Work Launch Activity Guide 1 Videos** — Related videos parallel what is in the launch book, so if reading just isn't your thing, then use the Launch Guide as a reference book and allow the videos to create the basis of your understanding of chapter management.
- **Program of Work Launch Activity Guide 2** — Created to allow your chapter to grow from the knowledge and structure provided in Launch Activity Guide 1 and introduces the use of committees in conducting Program of Work activities.

- **Program of Work Launch Virtual Activity Guide 2** — Business teams are productively working across the country in a virtual setting and so can chapter committees. This guide will set committees up for success when working with one another via a virtual or hybrid environment.
- **Program of Work Launch Activity Guide 3** — Once your chapter has developed the cadence and structure for developing and delivering impactful Program of Work activities, they are ready to branch out on their own and use Launch Activity Guide 3 as a resource tool in implementing their program.
- **Program of Work Student Video** — This video, developed specifically for students, unpacks the connectivity of the SkillsUSA Mission to the development of Framework skills via the implementation of an active chapter.
- **Program of Work Teacher, Administrator and Parent Video** — It is instrumental that instructors, administrators and even parents understand the value of an active SkillsUSA chapter. This video highlights meaningful connectivity of the SkillsUSA Mission to the development of Framework skills via the implementation of an active chapter leading to a career-ready student.
- **Program of Work Business Partner Video** — This video, developed specifically for business partners, articulates the ROI to companies and the value of ensuring that students are developing Framework skills via the implementation of an active chapter.



**Professional members can access** the SkillsUSA

Framework Integration Toolkit and the Program of Work Toolkit in SkillsUSA Absorb. Once you become a SkillsUSA Professional member you can create an account in Absorb.

The directions on how to access the Toolkits in Absorb can be found by using this QR code.





# VALUE OF PROFESSIONAL MEMBERSHIP



## SkillsUSA Championships

- **JUMP INTO STEM! UPDATED TO INCLUDE VIRTUAL CLASSROOM EDITION AND FACILITATOR VIDEOS** — The Jump into STEM! curriculum provides an opportunity for SkillsUSA members to engage and mentor elementary- and middle-school students in STEM learning while creating an open door to future recruitment into high-school career and technical education programs. The program highlights engaging, hands-on learning provided by current SkillsUSA members for younger students. Four resources are included, each containing an instructor's guide, lesson plans and PowerPoint:
  - **Jump into STEM! Elementary Edition**
  - **Jump into STEM! Elementary Virtual Classroom Edition**
  - **Jump into STEM! Middle School Edition**
  - **Jump into STEM! Middle School Virtual Classroom Edition**
- **SKILLSUSA CHAMPIONSHIPS** —
  - **SkillsUSA Championships Technical Standards** — The official rules and regulations for each competition that's part of the SkillsUSA Championships, included as a benefit of professional membership. Along with rules for all national events, the standards include an overview, lists of technical skills and knowledge required, clothing requirements, and eligibility and equipment lists. It also lists the embedded academic skills in math, English and science.
  - **Local Career Competition Guide** — Separate guides for each competition provide turnkey information on how to set up and deliver a local competition in an in-person and virtual environment.

### HOW TO ACCESS THE SKILLSUSA CHAMPIONSHIPS TECHNICAL STANDARDS

The SkillsUSA Championships Technical Standards are located in Absorb, SkillsUSA's Learning Management System. There are four courses available in the Technical Standards Learning Event:

**INTRODUCTION MATERIALS** — Within the Introduction Materials you will be able to access documents such as the SkillsUSA Championships General Regulations, Clothing Classifications and SkillsUSA Career Assessments.

**LEADERSHIP DEVELOPMENT CAREER COMPETITIONS** — The Technical Standards for competitions under the "Leadership Development" category will be found here. Such competitions include Action Skills, Job Interview and Prepared Speech.

**OCCUPATIONALLY RELATED CAREER COMPETITIONS** — Contests under the "Occupationally Related Career Competitions" category include Career Pathways, First Aid/CPR and Medical Math, to name a few.

**SKILLED AND TECHNICAL SCIENCES CAREER COMPETITIONS** — The last category for the SkillsUSA Championships Technical Standards includes the "Skilled and Technical Science" category. Contests such as Additive Manufacturing, Graphic Communications and Welding Fabrication can be found in this category.

A video on how to access the SkillsUSA Technical Standards is available here:



# TEACHER PROFESSIONAL DEVELOPMENT

■ **INSTRUCTOR-LED COURSES** — Instructor-Led Courses provide ongoing professional development throughout the entire year. Virtual classes are offered for advisors on a wide range of topics, including but not limited to:

- **SkillsUSA Framework integration**
- **Professional membership benefits (Absorb)**
- **Best Practices panels**
- **Building Comprehensive SkillsUSA Chapters**

Each course is 30-90 minutes in length and focuses on one specific topic; a calendar of sessions is available each semester on the SkillsUSA website. Participants choose the session that works for them and register through Absorb. These great sessions are available on the SkillsUSA website and register through Absorb. Come and join us!

■ **NEW UPCOMING PROFESSIONAL DEVELOPMENT** — In addition to supporting instructors in the implementation of the Program of Work, Framework integration, Chapter Excellence Program, Career Essentials and educational resources, be sure to check out two newer types of professional development. Final Fridays at Four (Eastern Time) will include access to industry experts in specific career clusters who will teach you industry-specific skills through a one-hour virtual professional development experience. Throughout the year, SkillsUSA will also offer training on all nine modules of the Essential Skills of the Love and Logic Classroom. Pre-registration will be required for most professional development opportunities, so watch for release of the annual offerings in early August to begin planning your professional development calendar.



## OPPORTUNITIES FOR ADVISORS

*Professional Development* has been created so you can select the training that fits your schedule and aligns best with your interests and needs. You can develop your own customized professional development plan to strengthen your CTE program all year long. For just-in-time training on educational resource use, access online professional development videos and a corresponding integration activity sheet. A robust catalog of virtual instructor-led professional development experiences is provided online with registration happening through [absorb.skillsusa.org](http://absorb.skillsusa.org).



# RECOGNITION PROGRAMS

*Incredible work is done by SkillsUSA student members and advisors in the classroom, in their communities and through the advancement of student member skills. This work deserves to be recognized, which is why SkillsUSA has provided many opportunities for student members to be celebrated. Located on the Awards page on the SkillsUSA website is a listing of SkillsUSA-related awards:*



SkillsUSA encourages advisors and student members to view the SkillsUSA Awards page to nominate a candidate or to apply for an award

*Best of luck!*



## *ACTE T&I Division Awards*

### **Recipient: SkillsUSA Advisors**

*Description:* The Association for Career and Technical Education (ACTE) is seeking nominations for the National Trade and Industrial Education Division Awards to be presented during the annual CareerTech Vision conference to be held Nov. 30 – Dec. 3, 2022.

## *Advisor of the Year*

### **Recipient: SkillsUSA Advisors**

*Description:* The SkillsUSA Advisor of the Year Award honors SkillsUSA's most dedicated career and technical education instructors. These talented instructors serve as SkillsUSA advisors and embrace the SkillsUSA Framework and national programming to create career-ready graduates and opportunities for every member. States hold an Advisor of the Year competition, and the state winners advance to the regional competition. The top five regional winners are interviewed during the national conference, and a National Advisor of the Year is selected.

## *SkillsUSA Hall of Champions Award*

### **Recipient: A member of the SkillsUSA community who has made an impact on youth development**

*Description:* The SkillsUSA Hall of Champions Award is an honor bestowed upon those who have dedicated their lives, at a national level, to helping youth develop the components of the SkillsUSA Framework (personal, workplace and technical skills grounded in academics) necessary to be successful in a changing world. Their legacy on SkillsUSA will continue far beyond their career.

## *SkillsUSA Honorary Life*

### **Recipient: A member of the SkillsUSA community who has provided outstanding service**

*Description:* SkillsUSA's highest recognition is the Honorary Life Membership. It is awarded for outstanding service that advances the purposes and goals of the national organization.

## *SkillsUSA Outstanding Educator*

### **Recipient: SkillsUSA Advisor/Educator**

*Description:* Each year, SkillsUSA is proud to honor individual educators for their service and dedication to career and technical education and to SkillsUSA.

## *President's Volunteer Service Award*

### **Recipient: SkillsUSA Member (middle school, high school or college/postsecondary)**

*Description:* Service usually springs from selflessness, but the President of the United States wants to recognize volunteers just the same. That's why the Presidential Volunteer Service Award (PVSA) was created! The President's Volunteer Service Award recognizes individuals, families and groups who have achieved a certain standard of service — measured by the number of volunteer hours served over 12 months (or cumulative hours earned over the course of a lifetime).

## *Student Recognition*

### **Recipient: SkillsUSA Student Members**

There is a multitude of opportunities for student members to gain recognition throughout the year. Recognition can be in the form of the Chapter Excellence Program, Leverage or earning top honors in the SkillsUSA Championships.





# SCHOLARSHIP OPPORTUNITIES

*SkillsUSA scholarships are available* to registered, paid members who meet the stated qualifications. These are competitive opportunities so be sure to carefully review the requirements. If selected, students must complete a SkillsUSA Scholarship Acceptance Form. Payment will be sent directly to the educational institution to be applied toward the recipient's tuition bill.

## 2023 SkillsUSA Scholarships

### SKILLSUSA MARSHA DAVES MEMORIAL SCHOLARSHIP

**Scholarship Award:** One (1) annual merit-based scholarship award of \$1,500 for college/postsecondary education in any pathway.

### BOB WESTPHAL MEMORIAL SCHOLARSHIP

**Scholarship Awards:** Multiple scholarship awards of various amounts open to students in the construction and engineering fields.

### FIELDPIECE #MASTEROFTHETRADE SCHOLARSHIP

**Scholarship Awards:** Multiple merit-based scholarship awards of \$2,500 per award to be applied towards tuition to study HVAC-R at the college/postsecondary level.

### AHRI CLIFFORD T. REES MEMORIAL SCHOLARSHIP

**Scholarship Awards:** Multiple merit-based scholarship awards of \$2,500 per award to be applied towards tuition to study HVAC-R at the college/postsecondary level.

### FINE HOMEBUILDING #KEEPCRAFTALIVE SCHOLARSHIP

**Scholarship Awards:** Multiple merit-based scholarship awards of \$2,500 per award to be applied towards tuition to study construction trades pathways within certification programs and/or at the college/postsecondary level.

### THE LARRY RASH MEMORIAL SCHOLARSHIP (ARCHITECTURE)

**Scholarship Award:** One (1) merit-based scholarship award of \$2,500 to be applied towards tuition to study architectural drafting or a closely related field at the college/postsecondary level.

### SHARON MELTON MEYERS MEMORIAL SCHOLARSHIP

**Scholarship Awards:** Two (2) one-time, merit-based college/postsecondary scholarship awards.

### NATIONAL TECHNICAL HONOR SOCIETY (NTHS) AND SKILLSUSA SCHOLARSHIP

**Scholarship Awards:** Four (4) one-time, merit-based college/postsecondary scholarship awards in the amount of \$1,000.

### ANNUAL SKILLSUSA EVENT SCHOLARSHIPS

### ROBERT FLINT SCHOLARSHIP FOR SKILLSUSA LEVERAGE TRAINING AT NLSC

Four (4) scholarship awards of \$1,300 are provided to send a total of four (4) students to attend SkillsUSA Leverage at NLSC. Only SkillsUSA State Directors may apply on behalf of students. Funds are submitted directly to the student-recipients' SkillsUSA State Association. (Only one application per state association.)

### ROBERT FLINT SCHOLARSHIP FOR SKILLSUSA WASHINGTON LEADERSHIP TRAINING INSTITUTE (WLTI)

Four (4) scholarship awards of \$800 are provided to send a total of four (4) students to the SkillsUSA Washington Leadership Training Institute (WLTI) in the fall. Only SkillsUSA State Directors may apply on behalf of students. Funds are submitted directly to the recipients' SkillsUSA State Association. (Only one application per state association.)

**Scholarships are provided** on an annual basis and may vary. Student members should be encouraged to check the Scholarships and Grants webpage often as more opportunities are added frequently.



## TIPS FOR SCHOLARSHIP SUCCESS

**DO** include all relevant skills, honors, languages, awards, job experience, extracurricular activities, certifications, medals and training experiences on your application.

**DO** put your name on every document that you submit.

**DO** ask a friend, parent, instructor or SkillsUSA advisor to proofread all documents.

**DO** write from the heart on your scholarship essay.

**DO** make sure you are a registered, paid member of SkillsUSA. Non-SkillsUSA members are ineligible.

**DON'T** leave anything of value off your resume. If you would talk about it in a job interview, put it on your resume!

**DON'T** submit an application without your full name or contact information.

**DON'T** submit an essay, resume or any other document without having someone proofread it. Small typos or mistakes can matter during a competitive scholarship process.

**DON'T** underestimate the power of a sincere and well-written essay to support your application.

**DON'T** submit your scholarship application without confirming your SkillsUSA membership for this school year. Your advisor can look it up on the SkillsUSA registration site.

Visit [scholarships.skillsusa.org](https://scholarships.skillsusa.org) for the latest opportunities!

# VALUE OF SOCIAL MEDIA

*Social media is a powerful presence* in the lives of SkillsUSA members. Not only is information readily available for consumption, but the information is also curated to grab the user's attention. SkillsUSA can connect with members through social media to inspire action, create awareness, and showcase the SkillsUSA community.

## *Inspire Action*

Social media can be an incredible tool that inspires action. This tool allows users to visualize the work that is being done in different communities and in SkillsUSA chapters. Seeing what other members are doing to advance their skills, grow their leadership abilities and give back to their communities can be the inspiration members need to create action in their chapters.



## *Create Awareness*

As a student-led organization, SkillsUSA encourages student members to apply Essential Element skills like responsibility and planning, organizing and management through the practice of running a SkillsUSA chapter. SkillsUSA utilizes social media to create awareness around events, conferences, scholarships, dates and deadlines. Student members can access all this information via social media and keep their chapter updated on all things SkillsUSA!

## *Showcase SkillsUSA Community*

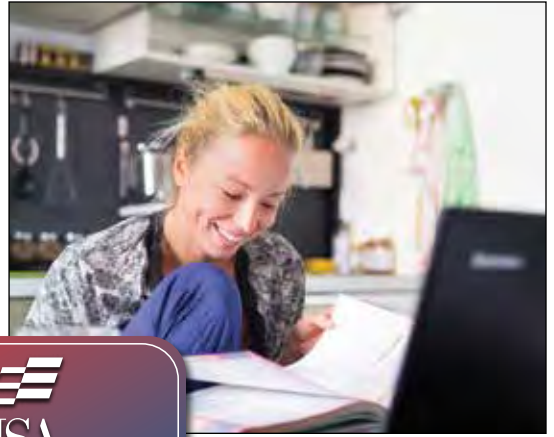
SkillsUSA is an organization comprised of members of different ages, races, religions, backgrounds and interests. Showcasing SkillsUSA members through social media allows members of the SkillsUSA community to identify and make connections with other members. SkillsUSA is a powerful commonality between members, and it is wonderful to celebrate the SkillsUSA membership through a connecting tool like social media.

SkillsUSA has a social media presence on the following platforms: Instagram, Twitter, Facebook and LinkedIn. Encourage your student members to follow SkillsUSA on these platforms so that they can stay informed and make connections. Further, encourage your members to be participants in the SkillsUSA online community! Empower your members to showcase their SkillsUSA experience by tagging "SkillsUSA" in their posts.



# ONLINE RESOURCES

Visit our many web resources that are built to specifically meet the needs of advisors and students. Use these resources to connect to programming, build career-readiness skills, advocate for CTE and SkillsUSA, shop for educational resources and merchandise, celebrate the inspirational stories of our members and so much more!




**Absorb**

SkillsUSA's Learning Management System, housing curriculum, including the SkillsUSA Championships Technical Standards and professional member benefits.

[absorb.skillsusa.org](http://absorb.skillsusa.org)



**SkillsUSA**

SkillsUSA's website, providing information about the organization for stakeholders and the general public.

[skillsusa.org](http://skillsusa.org)



**BRAND CENTER**

SkillsUSA's interactive brand resource site, providing logos, templates and more.

[brand.skillsusa.org](http://brand.skillsusa.org)



**advocate**

SkillsUSA's advocacy site, allowing members to contact elected officials and media with messages.

[advocate.skillsusa.org](http://advocate.skillsusa.org)



**champions**

The digital hub for "SkillsUSA Champions" magazine, providing inspiring stories and relevant news.

[champions.skillsusa.org](http://champions.skillsusa.org)



**REGISTER**

SkillsUSA's secure, online portal for membership and conference registration.

[register.skillsusa.org](http://register.skillsusa.org)



**Career Essentials**

Foundations • Experiences • Assessments

SkillsUSA's website for Career Essentials curriculum and assessments.

[careeresentials.skillsusa.org](http://careeresentials.skillsusa.org)



**Shop**

SkillsUSA's webstore, offering the latest merchandise and educational resources.

[shop.skillsusa.org](http://shop.skillsusa.org)

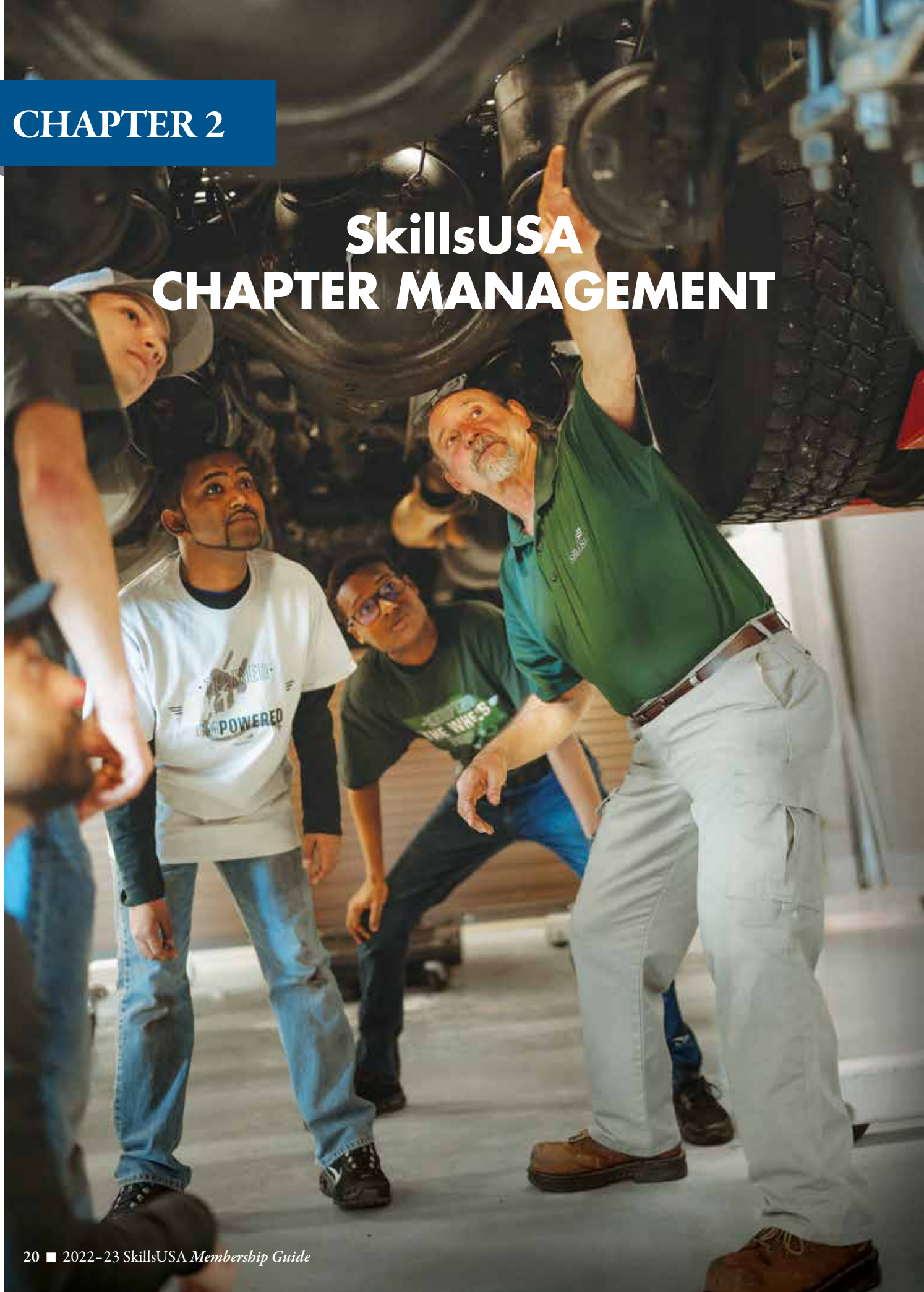
M E M B E R S H I P B E N E F I T S





## CHAPTER 2

# SkillsUSA CHAPTER MANAGEMENT





# ENSURING CAREER SUCCESS FOR STUDENTS

*There are many amazing companies* and organizations. But, every once in a while, an organization develops a “secret sauce” that launches them head and shoulders above others. Coca-Cola has a secret drink recipe. Apple has great products and had early visionary leadership. NASCAR pit crews exemplify highly-efficient teamwork. Through deep research and decades of hard work, some organizations carve out a competitive advantage that might be emulated by others, but is seldom replicated.

## Who We Are and Why We’re Here

### The Story of SkillsUSA

SkillsUSA is an integral part of career and technical education with an unwavering commitment to improving the quality of our nation’s skilled workforce. Our mission is to prepare students for career success. We know it is critical that all members understand their value and purpose while being connected to the in-demand careers that build economic security for a lifetime.

But just having a lofty mission isn’t enough. We define our mission through the SkillsUSA Framework, which is based on research from over 1,000 employers in identifying crucial skills to success. The SkillsUSA Framework is comprised of three components: personal, workplace and technical skills grounded in academics. Within the three components are 17 Essential Elements or skills that every individual should possess for career success.

True success is achieved when Framework instruction is taught and reinforced through coaching and feedback in the classroom, gaining experience in the workplace and active participation in a SkillsUSA chapter. Students make connections between what they are learning today and the world of work by using these three locations (classroom, workplace and chapter) as laboratories for applied learning.

But there still must be a way for these 17 Essential Elements to be learned hands-on, and with contextual experiences that emulate the real world.

Integration is SkillsUSA’s “secret sauce.” In order to develop the whole person and ensure career preparedness, SkillsUSA chapters provide rich, meaningful experiences in six categories called the SkillsUSA Program of Work. A well-planned Program of Work provides intentional instruction of the SkillsUSA Framework Essential Elements woven together with diverse chapter activities.

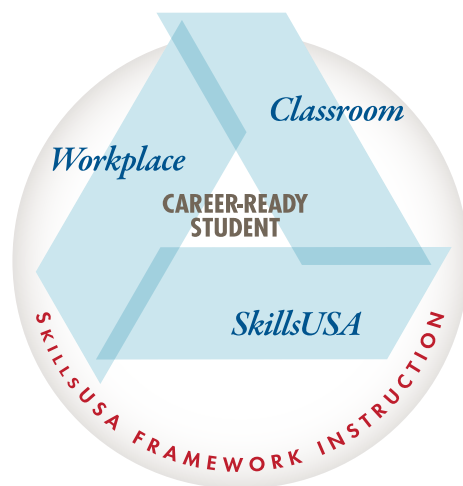
A vibrant SkillsUSA chapter only occurs through rich classroom integration and actively engaging the Program of Work categories.

### Why is this combination so important?

- You could combine a classroom and the workplace in an internship and get a small snapshot of real work experience. But an internship alone won’t ensure a student masters all 17 Essential Skills to excel at a job interview and then land a dream job after graduation.
- Alternatively, you could combine the workplace and being involved in a club or athletic team. But with no intentional tie to the campus, learning might be completely disconnected.
- Similarly, only merging academic learning with an extracurricular activity might provide leadership experience, but would be insufficient to grow employability skills and familiarity with industry.
- It is only through integrating classroom learning, work experience and a SkillsUSA chapter that a student’s future can come into complete focus.

This ability for students to reflect on their knowledge and skills and to be able to articulate what they have gained to an employer is what delivering on the SkillsUSA mission looks like.

We’re glad you’ve decided to join us on this mission.



# HOW SKILLSUSA IS ORGANIZED

## National Organization

SkillsUSA is a federally-recognized career and technical student organization (CTSO) and is an integral part of a career and technical education (CTE) program. We've been doing this work for more than five decades — always growing, always striving to reach more students and to serve them effectively. SkillsUSA is the largest organization whose purpose is to serve students preparing for technical, skilled and service careers.

SkillsUSA has three divisions: middle school, high school and college/postsecondary. Each has separate bylaws to govern its activities and, except for middle school, annually elects students as national officers.

## Chartered State Associations

SkillsUSA is a federation of 50 states and three territories. The national headquarters in Leesburg, Va., grants charters authorizing each state association to operate.

Each state SkillsUSA association is administered by the authorized state agency for career and technical education. Often, this is the state's department of education through its division of career and technical education, or a college/postsecondary agency.

A state SkillsUSA director is then hired or designated by the state agency to manage the state association. To locate contact information for your state director, visit [www.skillsusa.org/about/statedirectors/](http://www.skillsusa.org/about/statedirectors/).

## Local Chapters

Local chapters affiliate with SkillsUSA through the state association and a charter is issued to the campus. Ideally, an instructor from every technical program should be involved in SkillsUSA as an advisor and professional member.

Once you have gathered the support of your administrator, you may request that your campus be added to the membership registration site by completing an online form at [www.skillsusa-register.org/rpts/CreateNewSchool.aspx](http://www.skillsusa-register.org/rpts/CreateNewSchool.aspx). It is also extremely important to connect on the state SkillsUSA level. Connecting directly with your state SkillsUSA director will ensure you are included in all communications, and they can provide assistance in the successful formation of your chapter.

The first step in establishing a new chapter is to hold a meeting with interested students to form an organizing committee. The students will begin to mold and shape the chapter as they plan and carry out a membership campaign (see section on membership recruitment for ideas). In addition, these students will work, with your guidance, to write a local constitution, complete a chapter charter and submit both to your state SkillsUSA director. These documents are found online and are completed electronically. Once the state SkillsUSA director has accepted your local constitution and chapter charter, your campus will be listed as a user on the SkillsUSA registration site so you can enroll members. You are then ready to move forward to take advantage of local, state and national opportunities that await you and your students.

CHAPTER

STATE

NATIONAL



## Your Role as an Advisor

Taking on the role of an advisor to a SkillsUSA chapter is one of the most intentional steps you can take as part of your professional career.

The impact of this decision on your students and their future will be life-changing. You'll find that many of the roles and responsibilities of serving as an advisor support the work you are already doing in the classroom.

As the advisor of your SkillsUSA chapter:

- You serve as a guide, facilitator and advisor to students but allow them to take the lead.
- You serve as a coach and mentor, offering feedback in a safe learning environment that allows students to reflect and grow from their experiences.
- You encourage, motivate and inspire students to be their best selves.
- You believe that all students have value and purpose and that SkillsUSA offers the ability for students to discover and follow their career passions.

- You connect business and industry to classroom learning, bringing relevancy to technical education and SkillsUSA Framework instruction.
- You create meaningful workplace experiences for your students.
- You empower members to be “in charge” of their organization and to lead activities.
- You prepare your students to demonstrate their skills through local championships that are assessed by business and industry.
- You promote SkillsUSA to students, parents, counselors, administrators and the community.
- You provide intentional instruction about the SkillsUSA Framework and Essential Elements, allowing students to define, develop and demonstrate the skills identified.
- You deliver on the mission of SkillsUSA by preparing career-ready graduates.

## BY THE NUMBERS

- Serving one-fourth of U.S. occupational areas or **130** job categories.
- More than **14 million** SkillsUSA members served since 1965, counted annually.
- More than **650** national partners including businesses, trade associations and unions.
- **91%** of revenue directly goes to programs and services for members.
- Over **8.2 million** social media impressions.



# OUR PROVEN MODEL: THE SKILLSUSA FRAMEWORK

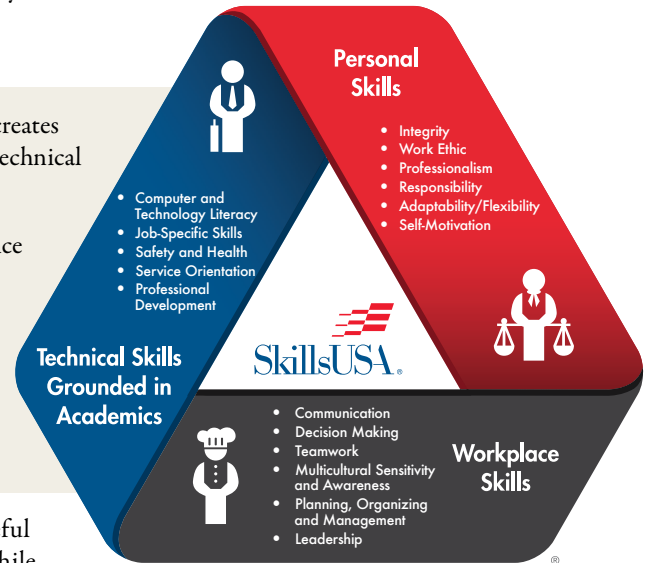
*The SkillsUSA Framework outlines* all skills needed to be job-ready Day One. Every aspect of our program is built around the Framework, which emphasizes personal skills, workplace skills and technical skills grounded in academics. The purpose of the Framework is to provide a common language to communicate what students learn in the classroom and laboratory.

Students learn and practice these skills through experiences found in the:

**CLASSROOM:** With direct input from industry, SkillsUSA creates educational resources, materials and curriculum used in career and technical education programs across the country.

**CHAPTER:** Student-led chapters give students leadership experience beyond the classroom including participation in local, state and national competitions that are assessed to industry standards.

**WORKPLACE:** Students can make connections and bring relevancy to learning through job shadowing, internships, work-based learning and apprenticeship opportunities tied directly to business and industry.



To teach all Essential Elements and behaviors, instruction must be purposeful and strategic. Many skills can be practiced during hands-on experiences, while others will require a specific lesson in the classroom. When students reflect on their education, they will not only appreciate the technical skills gained, but also the valuable lifelong skills they accumulated along the way. Become comfortable with the terminology so you can use the Framework components and Essential Elements seamlessly in conversation and instruction.

## Personal Skills

**INTEGRITY** — *Doing the right thing in a reliable way*

- Be honest
- Do what I say I will do
- Hold myself and others accountable
- Make choices consistent with my values

**WORK ETHIC** — *Being committed to punctuality, meeting deadlines and following established policies and procedures to get work done*

- Engage in meaningful work to contribute
- Be productive throughout the workday
- Reflect upon and evaluate my productivity
- Demonstrate consistency in work performance

**PROFESSIONALISM** — *Behaving in alignment with workplace standards to display a positive image*

- Be loyal to my peers, supervisor and myself
- Adhere to dress codes and other policies
- Monitor my words and actions
- Model appropriate behavior and etiquette in all settings
- Create a respectful and safe culture

**RESPONSIBILITY** — *Taking ownership of one's work performance, behavior and actions*

- Honor my commitments
- Complete my work and assignments on time
- Work efficiently and effectively without supervision
- Persevere in accomplishing my work
- Own my mistakes or incomplete work

**ADAPTABILITY/FLEXIBILITY** — *Embracing change and fostering creativity; being resilient*

- Overcome barriers and roadblocks
- Understand that multiple solutions will accomplish the same goal
- Maintain composure during adversity
- Be curious to explore and experiment

**SELF-MOTIVATION** — *Exhibiting a passion for life and career*

- Purposefully connect what I do today with my future
- Positively express self and work with others
- Seek to learn and develop new knowledge and skills
- Be disciplined to achieve my purpose and goals



## Workplace Skills

### COMMUNICATION—*Sending and receiving clear messages*

- Write and speak effectively
- Use appropriate body language
- Check for understanding when articulating complex issues
- Practice active listening skills
- Choose appropriate mode of communication

### DECISION MAKING—*Using information and processes to problem-solve and make choices*

- Analyze key facts, data and situations
- Follow a problem-solving process
- Weigh multiple outcomes
- Identify possible options and their impacts
- Make informed choices

### TEAMWORK—*Working with others to achieve a common goal*

- Work collaboratively with my peers, classmates and co-workers
- Honor the contributions and strengths of others
- Honor my commitments and responsibilities to the team
- Foster positive and collaborative working relationships with others

### MULTICULTURAL SENSITIVITY AND AWARENESS—*Respecting all people and cultures by fostering appropriate and respectful workplace relationships and interacting*

- Learn about other cultures
- Value diversity
- Demonstrate tact in words and actions
- Treat everyone with respect
- Empower all to use their unique contributions

### PLANNING, ORGANIZING AND MANAGEMENT—*Designing and implementing processes to complete projects and tasks at established standards of quality*

- Break down projects and task with timelines
- Identify resources and standards for completing projects
- Anticipate and plan for possible obstacles and setbacks
- Establish work priorities

### LEADERSHIP—*Influencing the hearts, minds and actions of others*

- Build and model trust
- Foster hope
- Express compassion
- Establish stability

## Technical Skills

### COMPUTER AND TECHNOLOGY LITERACY—*Using technology in effective, appropriate and innovative ways*

- Be willing to learn and integrate new technology
- Use work-based technology proficiently
- Effectively employ technology to solve problems
- Improve information flow through technology
- Use technology to improve and document accountability

### JOB-SPECIFIC SKILLS—*Identifying, developing and implementing unique knowledge and skills required by a specific job*

- Know my job roles and responsibilities
- Perform my job confidently
- Follow personnel manual policies
- Perform responsibilities without direct supervision
- Seek ways to improve my job performance skills
- Teach others job-specific tasks
- Receive coaching feedback

### SAFETY AND HEALTH—*Following workplace health, wellness, financial and safety guidelines*

- Follow safety procedures including wearing appropriate safety attire
- Maintain a clean work environment
- Identify potential hazards and notify appropriate parties
- Use tools and equipment according to safety standards
- Stay current with safety regulations and standards

### SERVICE ORIENTATION—*Meeting the needs of internal and external customers in respectful and effective ways*

- Acknowledge and be present with customers
- Stay focused and customer-oriented while at work
- Demonstrate respect and courtesy to customers at all times
- Know and implement my company's service policy
- Handle difficult situations with tact and self-restraint
- Know when to involve my supervisor in a customer service situation

### PROFESSIONAL DEVELOPMENT—*Engaging intentionally in learning experiences that contribute positively to career path progression*

- Develop my career plan
- Assess my current skill sets and determine areas for my growth
- Use professional and personal mentors
- Seek professional and personal growth opportunities
- Apply new learning
- Stay current with workplace-related resources
- Seek new responsibilities to gain additional skill sets

## OUR INTERNAL SURVEY RESULTS ON THE SKILLSUSA FRAMEWORK ARE CLEAR

**70%** of SkillsUSA students report an increase in their GPA because of their involvement in CTE activities

**77%** of alumni said they immediately pursued full-time employment or postsecondary education in the same field—or a directly related field—that they studied while a SkillsUSA student

**83%** of alumni said that their SkillsUSA experience helped them achieve promotions and pay increases during their career

# MANAGING YOUR CHAPTER

## *Chapter Organization*

Consider your SkillsUSA chapter as the training ground for students to learn personal, workplace and technical skills. A chapter should provide rich experiences that prepare students for career success. To make that a reality, students must be the ones organizing and leading the chapter. The instructor, known as a SkillsUSA advisor, provides support and guidance but allows the students to figure things out for themselves.

Organizing your chapter management structure is one of the most important steps that you can take to ensure a successful chapter. By following the keys points below, you will set yourself and your students up for success.

## **Chapter Meetings**

It is essential to hold meetings on a regular basis and to inform students when meetings are scheduled. The meeting times and locations can take a variety of forms to meet the needs of your student body. Because of the integral nature of SkillsUSA to CTE programs, many chapters will hold their meetings during the day to give everyone an opportunity to be involved. However, it is fine to hold chapter meetings based on members' schedules and availability.

- Mirror the chapter meeting by holding it once in the morning and again in the afternoon so all students can participate in one of the meetings.
- Assemble the chapter members for a large group meeting in the cafeteria, common area or gym, and then schedule committee meetings so smaller teams can work on projects.
- Conduct chapter meetings before class or after class.
- Conduct evening meetings.
- Gather the group for a virtual meeting outside of class hours using Zoom, Microsoft Teams or a similar technology.

Meetings are where the work of the chapter is accomplished, and decisions are made by the members. To keep members engaged and regularly attending, chapter meetings should be meaningful, productive and purposeful.

Goals for chapter meetings may include:

- Provide an opportunity for chapter members to participate in decision-making processes to determine Program of Work activities, officer elections and recognition programs.
- Set up committees to plan, implement and report on the Program of Work activities.
- Have FUN! Conduct activities that allow members to get to know one another and have a good time.

## **Chapter Officers**

Chapter officers are essential to the success of a local chapter. Officers serve and guide the membership and ensure that all members are actively participating. The steps to establish a quality chapter officer team are simple:

- Ensure that all candidates understand the officer roles.
- Follow a step-by-step process to elect the officers.
- Provide training for newly-elected officers.

To begin the step-by-step process to elect officers, you must first determine which offices should be part of the chapter. There are six suggested offices: president, vice president, secretary, treasurer, reporter and parliamentarian. Chapters can be flexible on this number and should consider how many roles are adequate to support the chapter. In some cases, that number may be more or less than six.

Things to consider:

- How many total SkillsUSA members will be represented by the officer team?
- Will each individual technical program elect officers, or will there be one team for the campus?
- If you have one team, will the team represent all technical programs?
- What officer structure do members prefer to have?
- Is this plan aligned with the chapter constitution and bylaws?

Ensure candidates fully understand the duties of the office for which they desire to campaign. Below are a few of the roles and duties that officers may perform.



## **PRESIDENT**

- Guides the chapter and officer team in setting goals
- Presides over meetings
- Keeps members informed and maintains order
- Signs chapter certificates and important documents

## **VICE PRESIDENT**

- Presides over meetings when the president cannot
- Responsible for managing the chapter's committees to complete the work of the chapter
- Carries specific responsibility for program planning
- Assists the president and assumes the presidency if the position is vacant before end of the term

## **SECRETARY**

- Keeps all chapter records
- Advises the president on agenda matters and prepares meeting agenda
- Takes notes and prepares minutes of each meeting
- Oversees all chapter correspondence

## **TREASURER**

- Maintains membership records
- Keeps a record of all chapter funds
- Maintains records of chapter income and expenses
- Oversees the chapter budget

## **REPORTER**

- Communicates news to chapter members, administrators, campus community and the public
- Captures photographs and videos of chapter activities
- Uses a variety of communication tools to manage the image of the chapter including social media, local newspapers, radio, television stations and SkillsUSA websites
- Writes news releases or blogs, creates vlogs or videos and writes captions for photos

## **PARLIAMENTARIAN**

- Be familiar with and refer to *Robert's Rules of Order* during meetings
- Has a working knowledge of parliamentary procedure or a willingness to learn
- Works with the president to ensure parliamentary procedure is followed
- Offers guidance to members during meetings for effective and efficient meetings

## **Chapter Officer Elections**

It is important to run an open, fair and orderly officer election process. It should be made clear who is eligible to run for office, how to apply, the campaigning rules and the election process.

- Procedures must be fair for all candidates
- Establish an application process that all candidates follow. This may include:
  - Completing an application
  - Writing an essay on why they would make a good officer
  - Getting an instructor recommendation
  - Preparing an interview or campaign speech
- Additional guidelines may include:
  - Requiring a specific GPA, signing a code of conduct for behavior and following a spending limit for campaign materials

Within the election process, all candidates campaign for their desired office. Campaigning provides a great opportunity for personal and workplace skill development, especially when clear guidelines are established. All chapter members are eligible to vote in the elections. Consider establishing an election committee so it can determine, prior to voting, the most appropriate balloting procedure.

Balloting procedure options can include:

- One vote per member
- A rubric to evaluate candidates based on votes as well as their essay, interview and speech

After election results are determined, announce and install the officers

Follow the election and installation of new officers with training. Training ensures officers understand their roles and can perform their duties effectively. Some ideas for training topics include roles and responsibilities, working as a team, meeting basics, creating an agenda, use of committees and how to make meetings fun for attendees. This is invaluable professional development for these students.



# MANAGING YOUR CHAPTER

## SkillsUSA Program of Work (PoW)

Why should your chapter be involved in the full SkillsUSA Program of Work? When a chapter provides rich experiences in all six categories, it empowers students to become career-ready. The Program of Work is a road map for the kinds of activities your chapter will conduct every year. From project management to creating a budget, advocacy efforts or event coordination, the Program of Work is a laboratory in which students can experiment, reflect and receive coaching and feedback while gaining knowledge and new transferable skills.

### The Program of Work in Action

Below you will find the definition of each Program of Work category, a description of how active participation and engagement in this category will prepare a student to be career-ready, plus tangible examples of activities that support the definition.

#### ADVOCACY AND MARKETING

Promote SkillsUSA chapter and CTE programs, public relations initiatives and experiences to build social responsibility.

- Participation in advocacy and marketing creates a career-ready student who is able to:
  - Identify characteristics of effective marketing.
  - Promote the organization.
  - Advocate for themselves and their ideas.

- Activities conducted in the area of advocacy and marketing might include:

- Participation in SkillsUSA Week.
- A presentation about SkillsUSA to the local school board.
- A recruitment activity.
- Regularly-scheduled social media posts about SkillsUSA.

#### COMMUNITY ENGAGEMENT

Assess community needs, identify services and employ skills to meet needs that develop long-lasting partnerships.

- Participation in community engagement creates a career-ready student who is able to:

- Assess and analyze needs.
  - Develop and foster a heart for service.
  - Apply technical skills for the benefit of others.
- Activities in the area of community engagement might include:
    - Culinary students holding an instructor appreciation breakfast.
    - Automotive students providing oil changes for members of the military.
    - Construction students building or repairing a community playground.
    - Cosmetology students visiting a senior center to provide hair services.

#### FINANCIAL MANAGEMENT

Develop personal financial literacy and entrepreneurship skills through relevant work experience, project management and chapter fundraising.

- Participation in financial management creates a career-ready student who is able to:
  - Work efficiently and effectively within a budget.
  - Effectively manage personal finances.
  - Manage resources efficiently.
- Activities in the area of financial management might include:
  - Hosting an entrepreneurial fair.
  - Hiring a financial management expert as a guest speaker.
  - Creating and carrying out a chapter fundraiser.
  - Students tracking chapter expenditures on a spreadsheet.

#### LEADERSHIP DEVELOPMENT

Establish interpersonal relationships, individual and team development through chapter operations, leadership competitions and individualized growth plans.

- Participation in leadership development creates a career-ready student who is able to:
  - Communicate vision.
  - Inspire others to action to reach a common goal.
  - Equip and empower team members.
- Activities in the area of leadership development might include:
  - Conducting a leadership workshop for all members.
  - Attending a Fall Leadership Conference.
  - Holding a chapter officer retreat.



Advocacy and Marketing



Community Engagement



Financial Management



Leadership Development



Partner and Alumni Engagement



Workplace Experiences



## PARTNER AND ALUMNI ENGAGEMENT

Engage former members, parents, advisory committees, administrators, faculty and business and industry partners in SkillsUSA chapter and classroom activities.

- Participation in alumni and partner engagement creates a career-ready student who is able to:
  - Appreciate the contributions of others.
  - Build a personal and professional network.
  - Recognize and value the expertise of others.
- Activities in the area of partner and alumni engagement might include:
  - Conducting program advisory committee meetings.
  - Partners serving as mentors.
  - Recognizing contributions of partners and alumni.

## WORKPLACE EXPERIENCES

Participation in career exploration, planning and work-based learning opportunities including the SkillsUSA Championships.

- Participation in workplace experiences creates a career-ready student who is able to:
  - Gain relevant work experience.
  - Develop job-seeking skills.
  - Understand workplace expectations.
- Activities in the area of workplace experiences might include:
  - Conducting local championships.
  - Going on an industry tour.
  - Holding a resume and mock job interview day.

Implementing the Program of Work is fairly simple. To begin, refer to the *Program of*

*Work Launch Activity Guide 1* online at [www.skillsusa.org](http://www.skillsusa.org). This resource is turnkey and provides step-by-step instructions to completing six activities for the year. Each activity includes these five steps:

**Planning** — Developing the plans needed to ensure successful completion of an activity. This will include budgeting, creating timelines and planning for needed materials and resources. It also focuses on establishing the partnerships necessary to complete the activity.

**Implementation** — Carrying out the plans made by identifying the steps that must be taken for the successful completion of the activity.

**Evaluation** — Evaluating the activity once complete including outcomes, the impact of the focus on the targeted Essential Element and recommendations for next year's chapter or committee. It also includes a member reflection on the development and demonstration of the targeted Essential Element.

**Celebration** — Celebrating the achievements and completion of the activity by planning a celebration and recognizing the learning that took place and the impact on the members, chapter, campus and community.

**SkillsUSA Chapter Excellence Program** — Once completed, record the activity in your Chapter Excellence Program online application to ensure your chapter receives recognition and honor for the work it is doing.

## PROGRAM OF WORK BENEFITS

- The six Program of Work categories support a balanced chapter and allow students to focus on their passions.
- It is a chapter management tool.
- It helps to engage students within their campus and community.
- The six categories organize into a chapter committee structure, creating a simulated workplace where teams interact.
- This type of real-world experience accelerates a student's growth and development.
- It allows students to define and demonstrate the 17 Essential Elements of the Framework.
- It brings relevancy to a student's future by ensuring they are career ready.



# MANAGING YOUR CHAPTER

## *SkillsUSA Recruitment*

The key to a successful SkillsUSA chapter is the ability to recruit and retain members. Recruitment is an ongoing process and should involve as many current members as possible. If you are starting a new chapter, all it takes is a few interested students to help get the momentum going. When members and advisors focus on the goal of ensuring that every eligible student can be involved in SkillsUSA, it makes recruitment easy.

*Make Recruitment FUN!*

**Set recruitment goals** — As a chapter, establish growth goals for the year. Post these goals where all members can see them and celebrate progress.

**Educate and guide new members** — Create a new member committee to oversee orientation activities. Using a clear-cut plan, the committee will introduce new members to the chapter and help students quickly become engaged in activities.

**Engage all members** — Involving the entire chapter in recruitment keeps motivation high and helps all members feel a sense of responsibility toward the health of the chapter. Encourage members to invite other students to attend meetings or events and to be friendly to newcomers.

**Give a welcome gift** — When students pay SkillsUSA dues, provide a small gift item. Giveaways may include logo T-shirts, water bottles, hats or promotional items. The gift is something tangible that members can hold onto right away. Plus, these items may start conversations about SkillsUSA with other potential members.

## **Offer top recruiter awards** —

Reward members for sharing information about SkillsUSA and chapter activities. Track membership recruitment throughout the month or year and reward the top recruiters with prizes such as promotional items, free conference registration or gift cards.

## **Invite prospects to activities** —

A specific event, such as a community service activity, is a great way to recruit. People want to belong to an organization with fun and interesting activities. Allow potential recruits to take part in the activity so they can become immediately involved. Ensure information regarding the chapter, its purpose, meeting times and upcoming events is available at all events. Ask potential members to sign-in, so they can be contacted following the event.

**Use social media** — Social media is free, so use it. Throughout the year, post videos and articles about SkillsUSA and local CTE programs. Include activities, community service and student achievements so potential members see how they can benefit from participation.

**Collaborate with others** — By actively involving counselors and administrators in your program, they can experience SkillsUSA firsthand and will become champions for the chapter. Give them SkillsUSA items such as a T-shirts, pens and cups and invite them to events.

**Create a display area** — Request a hallway bulletin board, display case or other space on the campus to promote the SkillsUSA chapter. List the benefits of participation and how to join. Be sure to include pictures of students involved in local, state and national activities.

Ultimately, membership recruitment is a wonderful opportunity to showcase your technical program to the campus and community. Don't miss this opportunity to expand support for your program.



# SAMPLE CHAPTER ACTIVITIES



Many activities will engage and educate SkillsUSA student members throughout the year. Consider these activities as suggestions of how to plan out your year.

AUGUST	SEPTEMBER	OCTOBER
<ul style="list-style-type: none"> <li>■ Plan for fall activities</li> <li>■ Organize the chapter</li> <li>■ Hold a SkillsUSA kickoff event</li> <li>■ Elect chapter officers</li> </ul>	<ul style="list-style-type: none"> <li>■ Attend the Washington Leadership Training Institute (WITI)</li> <li>■ Participate in Recruitment Week</li> <li>■ Elect chapter officers</li> <li>■ Collect SkillsUSA dues</li> <li>■ Have first chapter meeting</li> </ul>	<ul style="list-style-type: none"> <li>■ Conduct a fundraiser</li> <li>■ Attend a state fall leadership event</li> <li>■ Host a chapter officer training</li> <li>■ Form committees, establish a budget and develop a Program of Work</li> <li>■ Hold a meeting with a guest speaker on professional development</li> </ul>
NOVEMBER	DECEMBER	JANUARY
<ul style="list-style-type: none"> <li>■ Submit membership to SkillsUSA by Nov. 15</li> <li>■ Hold a chapter meeting</li> <li>■ Conduct a chapter activity</li> <li>■ Encourage student members to apply for scholarships listed on the SkillsUSA website</li> </ul>	<ul style="list-style-type: none"> <li>■ Hold a chapter meeting</li> <li>■ Conduct a community service project</li> <li>■ Conduct a holiday party or other social activity</li> <li>■ Register and begin to prepare for upcoming competitive events</li> </ul>	<ul style="list-style-type: none"> <li>■ Hold a chapter meeting</li> <li>■ Continue to prepare for competitive events</li> <li>■ Begin preparation for SkillsUSA Week</li> </ul>
FEBRUARY	MARCH	APRIL
<ul style="list-style-type: none"> <li>■ Submit any remaining SkillsUSA membership by the state deadline</li> <li>■ Hold a chapter meeting</li> <li>■ Encourage chapter officers to run for district/state office</li> <li>■ Participate in SkillsUSA Week</li> <li>■ Complete the Chapter Excellence Program application</li> </ul>	<ul style="list-style-type: none"> <li>■ Coordinate public relations efforts to promote chapter activities</li> <li>■ Hold a program open house and invite parents and industry partners</li> <li>■ Submit applications for the National Conference Pin and T-Shirt Design Challenge</li> </ul>	<ul style="list-style-type: none"> <li>■ Conduct a fundraiser</li> <li>■ Hold a chapter meeting</li> <li>■ Attend the SkillsUSA State Leadership and Skills Conference</li> <li>■ Complete the President's Volunteer Service Award Application</li> </ul>
MAY	JUNE	JULY
<ul style="list-style-type: none"> <li>■ Hold a chapter meeting</li> <li>■ Plan for an end-of-the-year banquet</li> <li>■ Evaluate activities that were conducted during the year</li> </ul>	<ul style="list-style-type: none"> <li>■ Attend the SkillsUSA National Leadership &amp; Skills Conference (NLSC)</li> <li>■ Participate in Activate, Leverage and Engage</li> </ul>	<ul style="list-style-type: none"> <li>■ Send photos of results of NLSC to local media and SkillsUSA</li> <li>■ Attend summer training/camps</li> <li>■ Plan for next year</li> </ul>

# JOIN SKILLSUSA

## *Register Your Chapter*

Now that you have officially established your SkillsUSA chapter, you can register yourself and your students as members by using the link below.

The official membership year runs from August 1 through July 31. SkillsUSA national dues for student members are \$8 plus state dues, which vary. For instructors, national dues are \$20 plus state dues, which vary.

You can view the complete listing of state dues and deadline here [skillsusa.org/membership-resources](https://skillsusa.org/membership-resources).

## *The Importance of Registering*

Why is it important to register yourself as a member of SkillsUSA? Becoming a professional member is one of the best ways you can demonstrate to your students the importance of the organization and the opportunities that membership will provide. As a professional member, you will receive online access to several educational resources, including the following:

### **SkillsUSA Championships Technical Standards**

The Technical Standards are competition guidelines that only professional members have access to. Use the SkillsUSA Championships Technical Standards to prepare your student members for the region, state and national competitions.

### **SkillsUSA Framework Integration Toolkit**

The Framework Integration Toolkit includes everything that you need to ensure career readiness for students including videos, lesson plans, experiential activities and more.

### **Program of Work Toolkit**

The Program of Work Toolkit includes the Program of Work Launch Activity Guides, videos and resources to help you implement effective activities.

As a special membership incentive, instructors who complete the following form by November 15 will receive a free SkillsUSA resource. Please use the QR code to direct you to a form with several questions regarding the SkillsUSA Membership Guide.



For details and step-by-step instructions on registering your members, look for the Quick Start and Access Guide. If you need assistance or have questions on starting a SkillsUSA chapter, call the SkillsUSA Customer Care Team toll-free: 844-875-4557.







Have questions about SkillsUSA membership or conference registration, SkillsUSA Career Essentials, or need online support?

### **Customer Care Team Hours**

**Monday/Wednesday/Friday: 8 a.m. – 5 p.m. (ET)**

**Tuesday/Thursday: 11 a.m. – 7 p.m. (ET)**

- **CALL** 844-875-4557
- **CHAT** on the membership registration page.
- **EMAIL** [customercare@skillsusa.org](mailto:customercare@skillsusa.org) for membership, Absorb (SkillsUSA's Learning Management System) and general support questions.



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In keeping with a tradition of respect for the individuality of our members and our role in workforce development, SkillsUSA strives to ensure inclusive participation in all of our programs, partnerships and employment opportunities.