

SkillsUSA:
CHAMPIONS
AT WORK



SkillsUSATM
CHAMPIONSHIPS

**32nd ANNUAL
SkillsUSA LOUISIANA
CHAMPIONSHIPS
April 2-4, 2014
New Orleans, LOUISIANA**





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TO: SkillsUSA Louisiana Advisors and Members
FROM: Larry Rabalais, SkillsUSA Louisiana Director
SUBJECT: SkillsUSA Louisiana Championships – High School
DATE: January 22, 2014

A handwritten signature in blue ink that reads "Larry Rabalais".

April 2-4, 2014, are the dates for the 32nd SkillsUSA Louisiana Championships and Leadership Conference to be held in New Orleans, Louisiana. Registration and opening session will take place at Best Western Plus Landmark Hotel, 2601 Severn Avenue, Metairie, Louisiana. The Best Western Plus Landmark Hotel is our conference hotel. Activities for the second day will take place at Alfred Bonnabel High School and Cuillier Career Center. The Awards Session will be held Friday morning at Best Western Plus Landmark Hotel, 2601 Severn Avenue, Metairie, Louisiana 70002.

The enclosed materials should be reviewed very carefully because they contain very important information and instructions regarding this year's conference. THE ACTIVITIES MAY BE DIFFERENT FROM PREVIOUS CONFERENCES. Your cooperation in this endeavor is appreciated.

This year's 2013-2014 Skill USA Championship Technical Standards has a major change for each contest. You will find the change on page 10 of the Technical Standards. It reads as follows: "**Résumé Requirement** - All competitors will be required to bring a one-page, type-written resume and submit it to the national technical committee at the contestant orientation meeting. Failure to do so will result in a 10 point penalty. Competitors can bring a résumé to the contest on the day of competition however, the penalty will remain in effect. The resume may be used by the technical committee for the oral professional assessment segment of the competition. A penalty of 5 percent of the total points will be assessed for failure to submit a resume." The hard resume copy will be required for this year's SkillsUSA Louisiana Championships for all competitors.

The enclosed materials are for high schools. Remember that high school students attending technical colleges must compete at the high school level.

Please do not hesitate to contact me at (225) 492-2249 or cell (225) 603-5664, if you have any questions or concerns.

If you need any special accommodations to attend/participate in the conference, please contact us by March 21, 2014.

SkillsUSA Louisiana
LOUISIANA SKILLS USA CHAMPIONSHIPS
April 2-4, 2014

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SkillsUSA Louisiana
LOUISIANA SKILLS USA CHAMPIONSHIPS AGENDA
April 2-4, 2014

This tentative agenda lists the 2014 SkillsUSA Louisiana SkillsUSA Championships Conference highlights and may be used for planning. Be sure to review and use the official conference program distributed at the conference.

TIME	ACTIVITY	PLACE
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April 2, 2014

BEST WESTERN PLUS LANDMARK HOTEL

1:30 - 2:30 p.m.	High School Louisiana SkillsUSA Officers' Meeting	
2:30 - 3:30 p.m.	Advisors' Meeting	
1:00 - 3:00 p.m.	Registration—assigned times will be sent to you.	
3:30 - 5:00 p.m.	Opening General Session.....	
5:30 - 6:00 p.m.	SkillsUSA Professional Dev. Test for O & C, Medical Math, Quiz Bowl, and Officer Candidates	
6:00 - 9:00 p.m.	Leadership Contests—O & C and Quiz Bowl	

April 3, 2014

ALFRED BONNABEL & CUILIER CAREER CENTER

7:30 - 8:30 a.m.	Judges Registration, Contest Area of Competition	
8:30 - 9:00 a.m.	Judges Orientation, Contest Area of Competition	
8:00 - 9:00 a.m.	SkillsUSA Professional Development & Occupational Tests	
9:00 a.m.	SkillsUSA Championships Contests Begin	
11:00 a.m. - 12 Noon	On-site Lunch for contestants and workers	
4:00 p.m.	Contests End	
5:00 p.m.	Completion of Judging and scores turned in to Headquarters	
6:30 p.m.	High School Officer Elections	

April 4, 2014

BEST WESTERN PLUS LANDMARK HOTEL

7:30-9:30 a.m.	All High School Officers Meet at the Auditorium and High School & Executive Officers to set up stage	
9:30-10 a.m.	Entertainment	
10:00 a.m.-12:00 Noon	Awards SESSION and Recognition Program	
12 Noon-1:00 p.m.	Meeting of Participants (Only Gold Medal Winners and Advisor's for each school attending National Skills USA Championship)	

**LOUISIANA SKILLSUSA CHAMPIONSHIPS
CONFERENCE COMMITTEES**

Registration..... Kathy Kees, Alexandria
Dale Nash, Assistant Director
Gwen Jackson, Marilyn Saponara
Louisiana Leadership Team Members

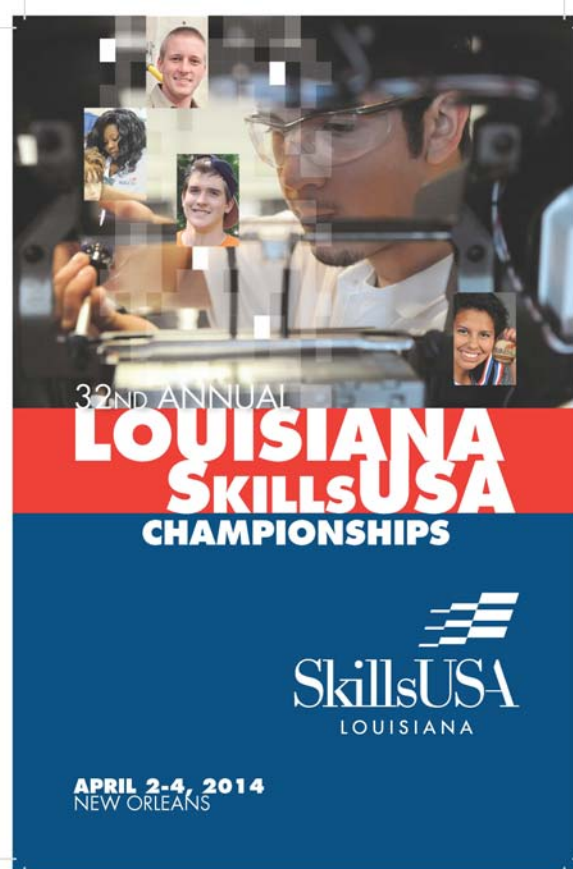
Public Relations.....SkillsUSA Louisiana, Inc.

AwardsState Officers, Louisiana Leadership Team Members

Food Tena Andrews, Janice Banks

Testing.....Proctor(s) on-site

TabulationDale Nash, Assistant Director
Louisiana Leadership Team Members
Kathy Kees, Alexandria



**SKILLS USA CHAMPIONSHIPS
CONFERENCE REGISTRATION INSTRUCTIONS**

REGISTRATION: Registration must be completed on-line this year. The deadline for registration fee is March 7, 2014

CONFERENCE CHECK-IN AND LOCATION: Participating schools should report to the **Best Western Plus Landmark Hotel 2601 Servern Avenue, Metairie, Louisiana 70002** at the assigned times between 1:00 p.m. to 3:00 p.m. on April 2, 2014 to secure their conference packets. Chapters arriving on April 3, 2014, should report to the Cuillier Career Center, SkillsUSA Louisiana Championship's Headquarters' room no later than 7 a.m. for instructions to secure their materials. **Late registration is discouraged.** This will greatly jeopardize contestants being on time for their contest.

REGISTRATION FEES: Conference fees are set and determined following an analysis of all expenditures necessary to make the Skills USA Championships a meaningful experience to all of those who attend. In total, conference registration fees must cover several different expense categories: conference supplies e.g. (ID badges, programs, consumables, etc.); conference awards (plaques, medallions, certificates, etc.); conference special events; and miscellaneous items (facilities, speakers, security, etc.). **Fees for conference registration must be postmarked no later than March 7, 2014.** A printed copy of the Participant Listing and Form C - Conference Registration Fee Summary must be completed and returned with payment. **Payment options:** School Check or Postal Money Order made payable to SkillsUSA Louisiana, Inc. **NO PERSONAL CHECKS WILL BE ACCEPTED**
THERE WILL BE NO ON-SITE REGISTRATION.

REGISTRATION DEADLINES: Registration Fees must be postmarked on or before March 7, 2014. Fees postmarked March 8-14 must use the **Late Registration Fees'** schedule. **There will be no contestant registration after March 14.** Contestant registrations must be postmarked or delivered to the SkillsUSA Louisiana, Inc. no later than March 14, 2014.

Payment: Full payment of fees **MUST** be submitted with registration. **Payment options:** School Check or Postal Money Orders made payable to **SkillsUSA Louisiana, Inc.** (*Purchase Order or request for payment should be attached if check request has been processed.*) Include a printed copy of the participant listing from the SkillsUSA Conference Registrations XL Registration Summary of the Skills USA Championships on-line registration.

REFUND POLICY:

No refunds will be made. Allocations of materials and supplies and other cost associated with each contestant's participation in the Championships will be dedicated as expendable by March 14, 2014. Therefore no refunds will be made due to allocations based on the count in each contest. *Please use every effort for accountability of participants before registration. *Note: The national policy will be used to determine any extenuating circumstances.*

CONFERENCE REGISTRATION FEE SCHEDULE

"**Guest**" includes non-SkillsUSA Louisiana members, non-teachers, non-chaperons, and alumni.
 "**Observer**" includes SkillsUSA Louisiana members who are not competing in any contest but are attending the conference.

A chapter may choose **Schedule A** (SkillsUSA Louisiana T-shirt and Pin included) or **Schedule B** (SkillsUSA Louisiana T-shirt and Pin ***NOT*** included). Chapters may mix **Schedule A and Schedule B** registration schedules. (Use both Schedules)

Schedule A:T-shirt/pin	Registration Fee-3/7/14	Late Registration Fee-3/14/14
One Event Contestant	\$50.00	\$65.00
Two Event Contestant	\$55.00	\$70.00
Guest/Observer	\$45.00	\$60.00
Guest/Observer (Only Opening/Closing Session)	\$20.00	\$30.00
Advisor/Chaperone	\$40.00	\$55.00

Schedule B:No T-shirt/pin	Registration Fee-3/7/14	Late Registration Fee
One Event Contestant	\$40.00	Not Excepted
Two Event Contestant	\$45.00	
Guest/Observer	\$35.00	
Guest/Observer (Only Opening/Closing Session)	\$25.00	
Advisor/Chaperone	\$35.00	

SUBSTITUTION POLICY:

Substitutions should be made on-line. The deadline for making substitutions on-line is by **March, 19, 2014**. Substitutions may also be made on-site at the conference at the Registration Table no later than Wednesday, 1:30 p.m., April 2, 2014. **NO NEW CONTESTANTS MAY BE ADDED ON-SITE.** Form A-1 (High School) contained in this packet is available to use if you are making substitutions on site. Please have the form completed when you arrive.

SEND ALL REGISTRATION MATERIALS AND MONIES TO:

SkillsUSA Louisiana, Inc.
Larry Rabalais, Director
P. O. Box 949
Innis, LA 70747-0949
e-mail: skillsusala@yahoo.com

DEADLINES: March 7, 2014 **Registration Fee**
 March 8-14, 2014 **Late Registration Fee**

Louisiana SkillsUSA Championships Conference Registration Fee Summary

School Record Adjustments (Choose either Schedule A or Schedule B)

<p>Schedule A Registration Fee</p> <p>One Event Contestant(s) _____ X \$50.00 = \$ _____</p> <p>Two Event Contestant(s) _____ X \$55.00 = \$ _____</p> <p>Guest(s)/Observer(s) _____ X \$35.00 = \$ _____</p> <p>Guest(s)/Observer(s)(O/C) _____ X \$20.00 = \$ _____</p> <p>Advisor(s)/Chaperone(s) _____ X \$40.00 = \$ _____</p> <p>Sub Total _____ \$ _____</p> <p>Adjustments for T-Shirts _____ \$ _____</p> <p>TOTAL DUE _____ \$ _____</p>	<p>T-Shirts</p> <p>S _____</p> <p>M _____</p> <p>L _____</p> <p>XL _____</p> <p>XXL _____ Add \$2 ea.</p> <p>XXXL _____ Add \$4 ea.</p> <p>Total Adjustments _____</p>	<p>Schedule A Late Registration Fee</p> <p>One Event Contestant(s) _____ X \$65.00 = \$ _____</p> <p>Two Event Contestant(s) _____ X \$70.00 = \$ _____</p> <p>Guest(s)/Observer(s) _____ X \$60.00 = \$ _____</p> <p>Guest(s)/Observer(s)(O/C) _____ X \$30.00 = \$ _____</p> <p>Advisor(s)/Chaperone(s) _____ X \$55.00 = \$ _____</p> <p>Sub Total _____ \$ _____</p> <p>Adjustments for T-Shirts _____ \$ _____</p> <p>TOTAL DUE _____ \$ _____</p>
<p>Schedule B Registration Fee</p> <p>One Event Contestant(s) _____ X \$40.00 = \$ _____</p> <p>Two Event Contestant(s) _____ X \$45.00 = \$ _____</p> <p>Guest(s)/Observer(s) _____ X \$30.00 = \$ _____</p> <p>Guest(s)/Observer(s)(O/C) _____ X \$25.00 = \$ _____</p> <p>Advisor(s)/Chaperone(s) _____ X \$35.00 = \$ _____</p> <p>TOTAL DUE _____ \$ _____</p>	<p>*ANY SIZE LARGER THAN 3X IS \$6 EXTRA.</p>	<p>Late Registration Fee Not Excepted</p>
State Office Record		
<p>Schedule A Registration Fee</p> <p>One Event Contestant(s) _____ X \$50.00 = \$ _____</p> <p>Two Event Contestant(s) _____ X \$55.00 = \$ _____</p> <p>Guest(s)/Observer(s) _____ X \$35.00 = \$ _____</p> <p>Guest(s)/Observer(s)(O/C) _____ X \$20.00 = \$ _____</p> <p>Advisor(s)/Chaperone(s) _____ X \$40.00 = \$ _____</p> <p>Sub Total _____ \$ _____</p> <p>Adjustments for T-Shirts _____ \$ _____</p> <p>TOTAL DUE _____ \$ _____</p>	<p>T-Shirts</p> <p>S _____</p> <p>M _____</p> <p>L _____</p> <p>XL _____</p> <p>XXL _____ Add \$2 ea.</p> <p>XXXL _____ Add \$4 ea.</p> <p>Total Adjustments _____</p>	<p>Schedule A Late Registration Fee</p> <p>One Event Contestant(s) _____ X \$65.00 = \$ _____</p> <p>Two Event Contestant(s) _____ X \$70.00 = \$ _____</p> <p>Guest(s)/Observer(s) _____ X \$60.00 = \$ _____</p> <p>Guest(s)/Observer(s)(O/C) _____ X \$30.00 = \$ _____</p> <p>Advisor(s)/Chaperone(s) _____ X \$55.00 = \$ _____</p> <p>Sub Total _____ \$ _____</p> <p>Adjustments for T-Shirts _____ \$ _____</p> <p>TOTAL DUE _____ \$ _____</p>
<p>Schedule B Registration Fee</p> <p>One Event Contestant(s) _____ X \$40.00 = \$ _____</p> <p>Two Event Contestant(s) _____ X \$45.00 = \$ _____</p> <p>Guest(s)/Observer(s) _____ X \$30.00 = \$ _____</p> <p>Guest(s)/Observer(s)(O/C) _____ X \$25.00 = \$ _____</p> <p>Advisor(s)/Chaperone(s) _____ X \$35.00 = \$ _____</p> <p>TOTAL DUE _____ \$ _____</p>		<p>Late Registration Fee Not Excepted</p>

School Name: _____ **By:** _____ **Date:** _____

HOTEL ARRANGEMENTS

MAKE YOU RESERVATIONS NOW

Conference Hotels:

Conference participants are responsible for their own hotel accommodations. Refer to the Louisiana SkillsUSA Championships hotel room block list on the following pages to select your hotel accommodations.

Each chapter is responsible for making its own reservations. **The Hotel registration form must be received by the hotel, no later than "March 15, 2014". Reservations received after this date cannot be assured a room. Please send an additional copy to me with the number of rooms you are booking and the name of the conference hotel a WEEK PRIOR to the March 15 deadline. This is imperative in order to prevent Louisiana SkillsUSA Louisiana from acquiring any additional costs. All reservations must be made prior to cut-off date listed on contract. Any reservations made after cut-off date may not be at the discounted group rate and may be subject to availability. Rooms not reserved by cut-off date will be released at 12:01 PM on "March 15, 2014" and made available for re-sale.**

To secure reservations:

1. Complete the enclosed Hotel Registration Form
2. Call and indicate that you are with SkillsUSA Louisiana and will need (X) number or rooms for the conference.
3. Fax and also mail the hotel registration form to the appropriate hotel.
4. Reservations are held until 6:00 p.m. unless guaranteed with first night's deposit unless specified differently on the hotel list that follows.
5. **Send a copy of the tax exempt form with your registration rooming list to the hotel prior to arriving on Wednesday, April 2, 2014, or Tuesday, April 1, 2014. In order to receive tax exempt status, payment for hotel rooms must be made with a school check or SkillsUSA Louisiana Chapter check.**

Reminders:

1. Check in time is 3:00 P.M. Check out time is 11:00 A.M. Hotel Ratings: AAA-3 Diamond
2. Maintain a copy of the hotel registration form for your records.
3. Check-in and pick up of keys must be done by a chapter advisor.

Advisors are responsible for rooms assigned to their chapters. Inventory rooms upon checking in and report any room damage to the hotel manager and the SkillsUSA Louisiana State Director. On checkout, inventory furniture, linens, and room condition for damage. Hotel personnel will check rooms after check-out; any damage that has not previously been reported could be charged to the chapter.

Louisiana SkillsUSA Championships Hotel Room Block

TAX EXEMPT FORMS MUST BE SENT IN PRIOR TO ARRIVAL ALONG WITH GROUP ROOM RESERVATION FORM LIST

HOTEL	ADDRESS	TELEPHONE	RATE	CHECK-IN/OUT	BLOCKED	CANCELLATION POLICY
Best Western Plus Landmark Hotel	2601 Severn Avenue, Metairie, Louisiana 70002.	Ph 504.888.9500 Fax 504.885.8474	\$94.99	In - 3:00 p.m. Out 11:00 a.m.	5 S/D 45 double- bed rooms	Contact Hotel by: 3/15/14 6 p.m. day of arrival
Best Western Plus Landmark Hotel	2601 Severn Avenue, Metairie, Louisiana 70002.	Ph 504.888.9500 Fax 504.885.8474	BUSINESS INDUSTRY \$94.99	3:00 p.m./11 a.m.	10	Contact Hotel by: 3/15/14 6 p.m. day of arrival

2014 Skills USA Championships SkillsUSA Louisiana



O = Observer
S = High School Student
A = Advisor/Adult
X = In Charge

NLC28(LA)
Rev. 1-12-12

Group Room Reservation Form List

PLEASE TYPE OR PRINT LEGIBLY.

School/Campus: _____ By: _____ Date: _____

	Name/s Last Name First	Type	Arrive	Depart	Accommodation	Rate
Room No. 1					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 2					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 3					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 4					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 5					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 6					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 7					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 8					<input type="checkbox"/> one person, one bed <input type="checkbox"/> two person, one bed <input type="checkbox"/> two or more people two beds Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	

Send original list to: Hotel Reservations Manager Copy of list: SkillsUSA Louisiana
Name of Conference Hotel: _____

SPECIAL NOTES

1. Gold, silver, and bronze medallions may be awarded to the top three contestants in each category for the High School division. There may be events in which judges determine that NO contestants meet criteria for receiving recognition in the entire event or at one or more levels of recognition. No ties will be permitted.
2. Each participant must fill out a "Conference Liability Form." Those participants below the age of eighteen must include a parent/guardian signature. Conference liability forms should be turned in at the time of on-site registration. Medical Release forms should be submitted for all participants at registration. **The Emergency medical information for all participants must be attached with the conference liability form. The NLSC1 Form online for Registration, Personal and Liability Release should be filled out online.**
3. It is strongly recommended by the SkillsUSA Louisiana Board of Directors that students attending this year's conference have personal, school, or trip insurance, and that all students, advisors, and chaperones attending the conference have read and have signed the enclosed behavior and ethics codes. These forms should be maintained by the chapter advisor.
4. T-Shirts and Pins may be for sale at the conference depending on availability. If you have not pre-ordered, there is no guarantee that shirts will be available. If available, T-shirts may be purchased for \$10.00 (S, M, L, XL) -\$12.00 (XXL) \$14.00 (XXXL) and pins will cost \$1.50 (Last year's pin) - \$3.00 (New 2014 pin).
5. A sack lunch will be provided to contestants on April 4, 2014. After contestants have been served other participants, guests, advisors, etc., will be provided with a sack lunch. Meal tickets will be issued for all sack lunches and must be presented at time of service.
6. To participate and compete at the National Conference, it is necessary for the official SkillsUSA Louisiana attire guidelines be followed. In order to provide for maximum participation at the state level, national dress guidelines are not followed as closely. However, it is expected that appropriate and safe attire will be worn by participants and contestants. For example, open-toed shoes or sandals are not safe attire in contests such as welding, machining, and automotive technology. Contestants with long hair which poses a possible safety hazard must wear OSHA approved hair containment devices. Safety glasses, where needed, must comply with OSHA standards and must be worn during all contests on the floor. **Remember: CareerSafe is the National OSHA sponsor for SkillsUSA at www.careersafeonline.com**
7. The suggested attire for the opening session and the awards session for men is shirt and tie with dress pants. Coats are recommended but optional. Attire for women is dress, suit or dress pants. Jeans, sweat suits, t-shirts, and tennis shoes should be avoided.
8. A contestant must have paid SkillsUSA Louisiana dues by March 1, and may compete in ONE skill contest or ONE leadership contest. **NOTICE - a contestant cannot compete in two events on Thursday.** Events that are classified as "Team Events" are limited to two teams from the entire school. For example, Cuillier Career Center could enter two teams of five in the SkillsUSA Louisiana Quiz Bowl. Please note that a student may compete in the Quiz Bowl or Opening & Closing on Wednesday evening and also compete in a skill contest or leadership contest on Thursday.
9. Traditionally, skill and leadership events have been open to two contestants per school. On occasion, when there is room, additional contestants from a school are allowed to enter. All schools may not be aware of this practice. Therefore, in an effort to maintain fairness and provide equal opportunities to all, a process for registering extra contestants has been established. Please refer to the ADDITIONAL CONTESTANTS REGISTRATION FORM (Form D) for specific details. Additional participants should be registered as observers via the on-line registration.
10. SkillsUSA Louisiana student members wishing to be a candidate for State Office must submit application to Mr. Larry Rabalais, SkillsUSA Louisiana P.O. Box 949 Innis, LA 70747 no later than March 27 2014. The applications are included in this packet or go online to <http://laskillsusa.org> .

LOUISIANA SKILLSUSA CHAMPIONSHIPS

ADDITIONAL CONTESTANTS REGISTRATION FORM

_____ Chapter would like for the following contestants to be able to compete *if additional space is available*. We understand that Mr. Rabalais will notify us if such space is available. We further understand that proper registration fees and materials will have to be submitted should such notification be received. Also additional participants should be registered as observers via the SkillsUSA Championships on-line registration. Chapters are allowed two contestants in each contest – High School Division. Special provisions to add additional contestants should additional space be available will be made on a first come first serve basis.

Event: _____

Additional Contestant _____

Event: _____

Additional Contestant _____

Event _____

Additional Contestant _____

(Duplicate form as needed)

Advisor’s Signature _____

Telephone Number _____

FAX Number _____

Date Submitted to State office _____

Return to:

Larry Rabalais
SkillsUSA Louisiana Executive Director
PO Box 949
Innis, LA 70747-0949
225.492.2249 – FAX 225.492.2226
E-Mail: skillsusala@yahoo.com

Office Use Only
Date received: _____
Additional Contestants accepted in these events: _____ _____ _____
Chapter notified: _____

LOUISIANA SKILLSUSA CHAMPIONSHIPS

GENERAL REGULATIONS:

A. Louisiana SkillsUSA Championships Regulations are written as *guidelines* from the *SkillsUSA Championships Technical Standards 2013-14* and the Louisiana SkillsUSA Championships contest. *All problems and exercises mentioned in the SkillUSA Championships Technical Standards are sample exercises only.* These guidelines should serve as models for administration of state contest and should not be considered binding for the state association in conducting state SkillsUSA Championships.

New for this year: (See Special Note: Online Assessments for 2014) Page 22

B. All contests are to be of a performance nature. However, pencil and paper problem-solving related to the occupational contest and/or an oral professional assessment, such as a personal interview, explanation of skills to be performed, problem to be solved, *or other employability skills assessment*, may be included as a part of each contest. "All competitors (except Action Skills and Building Maintenance and Quiz Bowl) will be required to bring a one-page, type-written resume and submit it to the technical committee as the contestant orientation meeting. The resume may be used by the technical committee for the oral professional assessment segment of the competition. A penalty of 5 percent of the total points will be assessed for failure to submit a resume." Competitors are expected to understand such principles as they apply to their skill areas. They will be expected to know and demonstrate the following:

- a. Mathematics and written problems specific to area of training
- b. Engineering drawing/print interpretation and schematics related to specific areas of training
- c. Reading comprehension/interpreting technical manuals
- d. Completion of a job application form
- e. Making an appointment for a job interview
- f. Proper interview techniques
- g. Responding clearly to oral questions
- h. Safety knowledge (Some contest require evidence of safety training. Students are encouraged to complete the Occupational Safety and Health Administration's (OSHA) 10-hour Web-based CareerSafe Course. For information, please visit the Web site at www.careersafeonline.com . Participants completing the safety training course will receive a wallet card from OSHA.)
- i. Compliance with all copyright laws and software licensing requirements

In some skill contest areas, skill-related written test and problem-solving exercises covering skills and related information will be included as part of each contest. The number of points allowed will not exceed 20% of the total possible points and will be determined by the SkillsUSA Louisiana, Inc. Board of Directors. The Skills-Related Written Test may be given at the pre-contest orientation meeting or on the day of the contest, or after the contest. The test will cover the appropriate math, technology, schematic/engineering drawing/print interpretation, safety, problem solving and related information needed for employment. The Professional Development Program (PDP) Test will be administered to each individual contestant in both leadership and skill contests. The PDP test will be taken from Levels 1 through 2 and the SkillsUSA manual of the *Professional Development Program* (except Action Skills and Building Maintenance contestants). The test results will be used in the event of a tie between contestants to determine first-second-and third-place winners only. An oral **professional assessment**, such as a personal interview, explanation of skills to be performed, problem to be solved, *or other employability skills assessment*, will be included as a part of each contest. Competitors in contests that require verbal presentations must use the proper name of the national organization, "SkillsUSA." Contestants in American Spirit, Chapter Display, Community Service, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board and Tech Prep must exhibit the organization's proper name and logo. Failure to do so will result in penalty points being assessed by the technical committee.

C. **SkillsUSA Championships Awards** will be presented to the top three contestants in the high school division. Contestants are rated against a standard of performance rather than automatically being awarded first-, second- or third-place medals based on the highest-rankings. Contestants must be present to receive awards. In addition, contestants will be recognized with appropriate certificates.

No ties will be permitted.

All Decisions of the judges are final.

Final interpretation of all contest rules will be made by the Skills USA Louisiana, Inc. Board of Directors, in any regular scheduled meeting or any special called meeting.

- D. Grievance Procedure: Contact State Executive Directors for filing grievance on approved grievance form. Grievance must be filed by 7:00 PM on the day of the contest to the SkillsUSA Louisiana Conference Management Committee.

WHO MAY COMPETE:

- E. Participants must be active SkillsUSA Louisiana members in the high school division whose dues have been postmarked by midnight of March 1. A policy exist whereby exceptions may be made under certain conditions.
- F. High School contestants are students enrolled in a coherent sequence of courses or career major that prepares them for further education and/or employment related to technology, the health industry, trades or industry and is earning credit toward a high school diploma/certificate or its equivalent during the school year immediately preceding the National Leadership and Skills Conference. High School students attending technical colleges and pursuing Carnegie credits for graduation will compete within the high school division.
- G. Participants must meet the eligibility requirements set forth in each contest description.
- H. There must be at least 5 contestants/teams in each official contest for the contest to be held. Proper procedure must be followed at the local level for contest with fewer than 5 contestants. (Exceptions are Chapter Display, Occupational Health and Safety, Outstanding Chapter, Promotional Bulletin Board and health occupations contests.)

Participants in the state contest must have been selected on a competitive basis at the state level competition. **The ability of the contestants to meet the standard of state competition must be considered before they are certified by the State Association to receive Gold, Silver, and Bronze medallions.** Participants must meet the eligibility requirements set forth in each contest description. Contestants are rated against a standard of performance rather than automatically being awarded first-, second or third-place medals to the highest-ranking competitors. **In some situations, Gold medallions are not awarded and only Silver or Bronze or no medallions are awarded. In this scenario, NO REPRESENTATION FROM THIS CONTEST WILL COMPETE AT THE NATIONAL LEVEL.**

- I. Participants in national contests must have been first-place winners selected on a competitive basis at the state level. In the event the first-place winner is unable to participate, the alternate must be the next highest-placing contestant at the state level who is able to participate. **The ability of the contestants to meet the standards of national competition must be considered before they are certified by the state association.** All contestants must qualify through state SkillsUSA Louisiana approved contests. Participants must meet the eligibility requirements set forth in each contest description.

HOW TO REGISTER:

- K. Only properly registered participants may enter Louisiana SkillsUSA Championships contests. Proper registration requires:
 - 1. Complete ON-LINE registration, and submitting (NLSC) registration forms by the official deadline.
 - 2. Arrive in the contest area 15 minutes prior to the start of the contest.
 - 3. Chapters may make changes and substitutes are allowed up to one hour before contest.
 - 4. In team leadership contests, teams may compete with one fewer team member in the case of an unforeseen circumstance as long as a full team was registered originally.

5. Completing and submitting the "Medical Release Form" and the "Emergency Medical Information" to the State SkillsUSA Louisiana Executive Director prior to the start of the contest.
6. High School SkillsUSA Louisiana members wishing to be a candidate for a State Office must send in their applications by March 27, 2014.

PROCEDURE FOR CONTESTANTS:

- L. Contestants must report to the orientation meeting prior to the contest as scheduled in the conference program, for instructions from the committee chairperson. This is a critical meeting, since technical committee chairs provide specific contest instructions and many times administer the written test at this meeting. The pre-contest orientation meeting is mandatory for all Skills USA Championships participants. The purpose of the meeting is to review the following items with all contestants.
1. Contestants' Credentials
 2. Contest Rules
 3. Contest Procedures
 4. Safety Regulations
 5. Tools and Materials
 6. Work Stations/Order of Performance
 7. Equipment
 8. Special Announcements
 9. Contestants' Questions
 10. Contestant Penalties

To participate and compete at the National Conference, it is necessary for the official SkillsUSA attire guidelines be followed. In order to provide for maximum participation at the state level, national dress guidelines are not followed as closely. However, it is expected that appropriate and safe attire will be worn by participants and contestants. T-shirt-style tops are not approved. All personal jewelry should contribute to a businesslike appearance. **SHOES:** No canvas, vinyl, plastic or leather athletic-type shoes, open-toed shoes or open-heel shoes, sandals are permitted in any SkillsUSA Championships event without penalty. Contestants may be **disqualified** where improper footwear constitutes a health or safety hazard. Work shoes are technically defined as low or high-top leather, lace-up shoes with rubber, skid-resistant soles. They can be steel or non steel-toed. Western style (cowboy) boots are not allowed, except Roper-style boots that are all leather, round-toed, flat-soled, with a low heel. Contestants with long hair which poses a possible safety or sanitary hazard must wear OSHA approved hair containment devices or hair nets. **SAFETY GLASSES:** Where specified, Safety glasses must meet ANSI 87standards. An imprint with the mark "Z87" will appear on the frame or lens to identify the safety glasses as meeting ANSI Z87 requirements. Safety glasses must be worn during specified contests. Prescription safety glasses must also have side shields or must be covered with goggles. Contestants may be **disqualified** for lack of safety clothing or attire and not allowed to participate. No identification of the contestant, school is allowed on official clothing.

The penalty for contestants who do not satisfy the dress requirements will be one to five percent of the total possible contest points. This penalty will be assessed by the Louisiana SkillsUSA Championships Chairperson rather than the judges. Contestants may be **disqualified** for lack of safety clothing or attire and not allowed to participate. **Remember: CareerSafe is the National OSHA sponsor for SkillsUSA at www.careersafeonline.com.**

CONTESTANTS WITH SPECIAL NEEDS

The Louisiana SkillsUSA Championships management team will make every effort to provide assistance/accommodations, as appropriate, to create equal opportunities and a level playing field for all contestants. No assistance will be provided that could be interpreted as giving the special needs contestant an unfair advantage. Advanced identification of the contestants and their special needs will be

required. The following are examples of the types of assistance that are allowed: Special tables will be allowed for contestants who need to use wheelchairs; Signers will be allowed to translate oral instructions given by the technical committee to deaf or hearing-impaired contestants; Special tools and devices will be allowed for contestants with prosthetics or physical challenges such as a club foot, burn injury or amputation; Contestants with dyslexia or other learning disabilities will be allowed assistance as determined by the complexity of the contest assignment. Readers will not be allowed in contest(s) where the use of technical manuals is required. Hearing-impaired contestants will be provided signers at contest orientations, at the startup of the competition and throughout the day if required by the technical committee.

During the contests, participants must work independently, without assistance from judges, teachers, instructors, fellow students, or observers. Contestants will be disqualified for receiving such assistance.

- M. Participants who do not bring the required tools and materials as specified in the individual contest regulations, may be penalized two points for each item missing. The contest chairperson may, at his or her discretion, furnish the required items (if available) but may assess the penalty per item.
- N. Contestants must have two (2) sharpened #2 pencils as required tools for all written tests and skill events.

RELEASE OF CONTEST RESULTS:

- P. The distribution of contest results and scores will be the sole prerogative and responsibility of the State SkillsUSA Louisiana Association Official Executive Director. An analysis of contestant scoring and a ranking of the contestants will be available to the respective school by May 1 following the close of the Louisiana SkillsUSA Championships.
- Q. Only the Louisiana SkillsUSA Championships office will have access to this information.
- R. The appropriate state official agrees not to use this information in any way that will violate any local, state or federal law and will protect each student's right of privacy as required by law.

OBSERVER RULES:

- S. It is in the spirit of competition and good sportsmanship to demonstrate professional courtesy to other competitors. Contestants shall in no way disrupt or interfere with the work or performance of fellow contestants or teams. Any contestant or team found to be in violation of this regulation may be at the risk of penalty or even disqualification in the case of a serious violation.
- T. A roped or otherwise marked area will designated for observers. No observers, including SkillsUSA Louisiana advisors, will enter the designated contest areas without the approval of the state contest chairperson, judges, and state director.
- U. No observer will talk or gesture to contestants.
- V. Judges may disqualify contestants who accept assistance from observers.
- W. No observer will be permitted in the contest holding room or at the contest orientation meeting unless specifically invited by the State contest chairperson.
- X. Additional limitations on observers, such as entering or leaving a contest area during a demonstration or sequence, may be posted to protect contestants from unnecessary distractions.
- Y. The technical committee chair may close the contest to observers if observers are seen to be communicating or aiding a contestant in any way or if safety demands such action.
- Z. Neither cameras with flash attachments, cell phones, recording devices of any kind will be permitted in any contest area without the consent of the Louisiana SkillsUSA Championships executive director.

SkillsUSA Louisiana, Inc.
CODE OF CONDUCT

SkillsUSA Louisiana wants every student representative to have an enjoyable experience with maximum attention on safety and comfort. All members representing SkillsUSA Louisiana will be expected to conduct themselves in a manner best representing the nation's greatest student organization.

To receive maximum benefit from your participation, the "Code of Conduct," as established by the SkillsUSA Louisiana Board of Directors, must be followed at all times.

It should be noted that your participation is voluntary, not mandatory, and as such you agree to abide by the official SkillsUSA Louisiana rules and regulations or forfeit your personal rights to attend and participate. We are proud of our students, and know that by signing this "Code of Conduct" you are simply reaffirming your dedication to be the best representative of your state possible.

STUDENT CONDUCT AND DRESS

1. I will at all times, respect all public and private property, including the hotel/motel in which I am housed.
2. No intoxicants of any nature (including beer) will be permitted in the possession of anyone attending this educational activity.
3. Smoking is not permitted at any SkillsUSA Louisiana function.
4. Drugs in any form except prescribed medication shall be prohibited.
5. All students are to occupy the rooms which have been assigned to them.
6. Mixed company in students' rooms, without exception, is not permissible unless the advisor and/or a state staff or board member is present to assure proper conduct.
7. All students are to remain on the conference premises unless accompanied by local advisor or parent/legal guardian.
8. A curfew hour of 12 midnight will be observed and enforced. This means that all contestants and others must be in their room at this time. Unnecessary noises at any hour shall be avoided in respect to other guests.
9. Every member will be expected to attend and be on time for all conference or workshop sessions and activities that I am assigned to and registered for unless otherwise assigned.
10. All students shall respect the authority of the advisors and keep them informed of their whereabouts and not leave the hotel/motel without the express permission of the advisor or state director.
11. All conference participants are encouraged to demonstrate sportsmanship and respect to the opinions of others at all meetings. Conduct shall be exemplary at all times.
12. To participate and compete at the National Conference, it is necessary for the official SkillsUSA Louisiana attire guidelines be followed. In order to provide for maximum participation at the state level, national dress guidelines are not followed as closely. However, it is expected that appropriate and safe attire will be worn by participants and contestants. For example, open-toed shoes or sandals are not safe attire in contests such as- welding, machining, automotive technology. Contestants with long hair which poses a possible safety hazard must wear OSHA approved hair containment devices. Safety glasses, where needed, must comply with OSHA standards. The suggested attire for the opening session for men is shirt and tie with dress pants. Jeans, sweat suits, T-shirts, and tennis shoes should be avoided.
13. Name tags shall be worn at all times.
14. Students are responsible for removal of all posters or information placed around the walls, bulletin boards, etc.
15. The SkillsUSA Louisiana policy of Student Conduct will be applied to all SkillsUSA Louisiana functions, as well as pre- and post-conference activities.
16. Any alterations to the Code of Conduct must be approved by conference coordinator and/or board of directors, and state directors.

COURTESIES AND SUGGESTIONS

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

VIOLATIONS

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

1. Violations of Items 1 through 6 of the "Code of Conduct" will be grounds for immediate removal from office and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. The contestants from the participant's campus could be disqualified as well.
2. Violations of Items 7 through 15 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's campus and parents or guardians. Repeated violations of Items 7 through 16 may result in the participant being sent home at his/her own expense.

ADVISOR RESPONSIBILITIES

1. The advisors are responsible for the proper conduct of all students from their school during the conference or workshop.
2. A cooperative spirit is expected of each advisor in helping with the courtesy patrol.
3. Advisor conduct should be exemplary at conferences thus setting a good example for the students.
4. The advisor's availability in the conference facility is imperative so that students can reach the advisor in the event of an accident, illness or for other reasons.
5. Good sportsmanship is essential and therefore assistance must be given to instill an understanding that there is more to life than just winning.
6. Review the total conference program with the students emphasizing the importance of appearance, attitude, promptness and courtesy.
7. Conduct of advisors at all conferences shall adhere to the code established for student conduct and dress.
8. Be sure you and your students are properly registered and understand the rate being charged. Changing rooms after registering is prohibited.
9. Advisors are responsible for keeping in their possession at all times a parental permission slip for their students (minors) in attendance or a signed release of liability form.
10. The SkillsUSA Louisiana policy of Student Conduct will be applied to all SkillsUSA Louisiana functions, as well as pre and post conference activities.

RULES FOR HEALTH SERVICES

1. A student who becomes ill or needs health services must report to his/her SkillsUSA Louisiana advisor before contacting health personnel.
2. The SkillsUSA Louisiana advisor should call health personnel and also accompany the student to the health care center.
3. The SkillsUSA Louisiana advisor is responsible for the transportation of the student to a physician or a hospital if the need arises.
4. The SkillsUSA Louisiana advisor is responsible for notification of parents if such need arises.
5. The host school shall prepare a list consisting of names of physicians and hospitals with telephone numbers of each in the area to be used by health personnel.
6. The host school hosting competition shall be responsible for emergency health care.

Special Note: Online Testing & Assessments

1. State Online Testing – OPTIONAL (Call to find out how to register your students)

We are offering as a new option new for this year state online testing at the SkillsUSA State Testing Site. (http to be announced soon) At this site you will:

- Have the opportunity to have students on your campus take test to analyze results for students to be considered by your school for the state championships.
- Determine how students are performing on test in specific technical subject matter in their program of study, be able to report achievement to local, district, and other officials.
- Cost per student test \$5.00 each.
- Please email us for the special registration form
- Testing begins in early March 1 and ends March 21, 2014

2. SkillsUSA Championships Online Assessments

Online SkillsUSA Occupational Knowledge Assessments and PDP for 2014

For the 2014 SkillsUSA Championships: As part of the registration fee, this year will be the third time that all contestants in contest which have a “SkillsUSA Occupational Knowledge” exams will take the online test rather than a written exam on site. This test will be taken at the contestant’s school. Someone other than the contestant’s teacher will proctor the online test. Only contest which do not have an online test, then contestants will then be given the Skills-Related Written Test on site. We will also have the PDP test online for this year.

3. “NEW FOR THIS YEAR:”

Online Contest - SKILLS CONNECT COMPETITOR

- **Contestant will take this test online**
- **Fee \$40.00**
- **Special Registration form with our office**

Please contact our office for more information on this all new online contest - SKILLS CONNECT COMPETITOR

Explanation of this new contest: Skills Connect Competitor

This may be a great way for students to compete even if they did not make the “cut score” for the state SkillsUSA Championships, but still want an opportunity to participate in a trade specific contest. (Or Employability Skill for any student) Students can earn a certificate from the national SkillsUSA center. The top 6 in each category will earn a spot on stage at state conference. Top 3 students will receive a trophy or a sub state medallion. But will not be qualified for a national event, so they will NOT have an opportunity to attend Nationals as the representative in their trade. Cost only \$40.00 Use Online Registration Code: LSC. We will notify you of students who earn a spot on stage for state conference.

Skills Connect Competitor - Assessment Areas

This list is subject to change

Available Now

Skill Connect Assessments	Skill Connect Assessments - Continued
3D Visualization & Animation Architectural Drafting Audio-Radio Production Automated Manufacturing Technology Aviation Maintenance (Secondary) Aviation Maintenance (Post-secondary) Cabinetmaking Carpentry CNC Milling and Turning Technology Commercial Baking Computer Maintenance Technology Computer Programming Cosmetology Criminal Justice / CSI Culinary Arts Customer Service Electrical Construction Wiring (Residential Wiring) Electronics Application & Technology Engineering Technology Energy Industry Employability Skills Employability Internetworking Major Appliance Repair Marine Service Technology Masonry Mechatronics Medical Assisting Motorcycle Service Technology	Nail Care Nurse Assisting Photography Plumbing Power Equipment Technology Practical Nursing Robotics Technical Drafting Television Video Production Welding ASE-AYES-SkillsUSA Co-brand Automotive Refinishing Automotive Service Technology Collision Repair Technology Diesel Engines and Electronic Systems PrintED-SkillsUSA Co-brand Advertising Design Digital File Preparation & Digital File Output Graphic Communications Offset Press Operations & Binding & Finishing Screen Printing

SkillsUSA Championships Online Assessments for the

“NEW Skills Connect Competitor”

Go here for available test for this new contest:

- **For Available Test:** http://www.workforcereadysystem.org/technical_areas.shtml
- **To Test Drive the test** in a demo: <http://www.workforcereadysystem.org/experience.shtml>
- **The Test Blueprints** can be found at this link.
<http://www.skillsusa.org/downloads/PDF/blueprints.pdf>

SKILLSUSA WORK FORCE READY SYSTEM

The Work Force Ready System provides assessments for career and technical education that are supported by industry, education and policy leaders. Central to the WFRS are the expertise and industry-defined competencies compiled in the SkillsUSA Championships Technical Standards 2013-14. All of the system's assessments and certificates are based on the procedures, protocols, competencies and criteria established by respective national technical committees of the SkillsUSA Championships, as published in the Technical Standards.

Skill Connect Assessments: SkillsUSA students will have an opportunity to take an assessment online, if available or if not available a proctored paper and pencil, or hands-on test based on the competencies and criteria established in the championships technical standards. Those candidates achieving a cut score in the assessment test will be awarded a Skill Connect Certificate, very similar to the Skill Point Certificate. Before the 2014 state SkillsUSA Championships and the top three will receive a trophy in each trade. Work Force Ready Skill Connect Assessment.

Online Assessments Dates to be announced when SkillsUSA Championships Registration Closes.

****Look for more information to come on online testing.**

**REQUIRED BY:
CHAPTER ADVISOR DEADLINE:
STATE DIRECTOR'S ADDRESS:**

**CONFERENCE ATTENDEES
POSTMARK DATE OF MARCH 7, 2014
LARRY RABALAIS, SkillsUSA Louisiana
EXECUTIVE DIRECTOR
P.O. BOX 949
INNIS, LOUISIANA 70747-0949**

**Code of Ethics Form
Behavior Code Form**

***Can submit at registration desk/or by mail prior to conference**

SkillsUSA Louisiana PARTICIPANT:

I agree if, for any reason, I am in violation of the rules of the conference, I may be brought before the appropriate discipline committee for an analysis of the violation, and I further agree to accept the penalty imposed on me, with the understanding that all such actions are explained to me, and further, I realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being sent home immediately at my own expense.

**Violations and Penalties
(For All Participants)**

1. Violations of Items 1 through 6 of the Code of Conduct **will be** sent home at his or her expense. Proper notification of the violation and action taken will be sent to the State Department of Education and parents or guardians.
2. Violations of Items 7 through 15 will result in a warning and a reprimand. Proper notification of the violation and action taken will be sent to the State Department of Education and parents or guardians. Repeated violations of Items 7 through 15 may result in the participant being sent home at hi/her own expense.

It is within the spirit of being a proud and meaningful member of SkillsUSA Louisiana that I agree to these rules of conduct by affixing my signature below.

Participant's Signature

Date

SIGNATURE: ADVISOR; PRINCIPAL; ADMINISTRATOR:

"I approve the student named above to attend the Louisiana Skills USA Championships at the C

Chapter Advisor's Signature

Date

Administrator's Signature

Date

LOUISIANA SKILLSUSA CHAMPIONSHIPS CONFERENCE LIABILITY & MEDICAL RELEASE FORM

REQUIRED BY: CHAPTER ADVISOR DEADLINE: STATE DIRECTOR'S ADDRESS:	CONFERENCE ATTENDEES POSTMARK DATE OF March 7, 2014 LARRY RABALAIS, STATE DIRECTOR SkillsUSA Louisiana, INC. P.O. BOX 949 INNIS, LA 70747-0949
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Name of Participant _____

School _____

Address _____

Home Phone _____ School Phone _____

I hereby agree to release SkillsUSA Louisiana, its representatives, agents, servants, and employees from liability for any injury to above-named person, resulting from any cause whatsoever occurring to above-named person attending the Louisiana SkillsUSA Championships including travel to and from the conference, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees."

"I do voluntarily authorize the SkillsUSA Louisiana's conference director, assistants and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment."

"I agree to indemnify and hold harmless SkillsUSA Louisiana and said state conference director and/or assistants and designees for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the above-named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards."

Participant's Signature	Date
Parent or Legal Guardian's Signature (If below the age of 18)	Date

Note: This is the tool list from 2013—it will be updated as changes are made.
This is not a final list.

OFFICIAL TOOL LIST FOR 2014 LOUISIANA SKILLS USA CHAMPIONSHIPS CONTESTS

**NOTE: No other tools may be used without special permission.
Everyone must have two (2) sharpened No. 2 pencils**

POWER EQUIPMENT TECHNOLOGY

Tool Box, Appropriate Size with Lock
Socket Wrench Set, 3/8 Square Drive
Socket Wrench Set, 1/4 Square Drive

Wrenches, Types needed:

Combination, Open End or Box End, 1/4" thru 3/4"
Metric Wrench Set, 6mm to 17mm
Standard Tip Screwdrivers with Tip Sizes: 3/16", 5/16", 3/8"
Phillips Screwdrivers with Tip Sizes, #1, #2, #3

Pliers, types needed are:

Combination, Diagonal Cutting and Long Nose Pin PUNCHES, sizes, 1/16"
thru 1/4"
Punch, Taper
Punch, Center
Hammers, Ball Peen
Hammer, Soft Face
Feeler Gage, .0015" to .035"
Spark Plug Gage, .015" to .040"

Steel Rule, 6"
Allen Wrench Set
Torx Driver Set, Size T10 Thru T30
Valve Spring Compressor
Compression Tester
Ignition Tester
Vibrator Tachometer
Torque Wrench, 0 to 200" lbs.
Flywheel Removal Tools for Assigned Engine
Safety Glasses

AUTOMOTIVE SERVICE TECHNOLOGY

D.V.O.M. (Digital Volt-OHM-Meter)
Scanner Tool (preferred, but not required)
Safety Glasses
Leatherwork shoes

CABINETMAKING

- 1 Safety glasses
- 1 Dust mask
- 1 Handsaw (10 or 12 point)
- 1 Claw hammer
- 1 Backsaw
- 1 Ruler or tape
- 1 Square (try, combination, speed or framing)
- 1 Block plane
- 2 Pencils
- 1 Nail set
- 1 Wood chisel 1/2" and/or 3/4"
- 1 Wood rasp
- 1 Flat file
- 1 Standard screwdriver
- 1 Phillips screwdriver
- 1 Small bottle of carpenter's glue
- 1 Biscuit joiner
- 2 Bar or pipe clamps (24" – 36")
- 1 Portable sander with medium to fine grit
- 1 50' extension cord

CARPENTRY

Safety glasses
1 Tool box
1 Handsaw (8 point)
1 Portable circular saw
1 50' extension cord
1 Claw and/or checkered face framing hammer
1 Nail apron
1 Framing square
1 Ruler or tape
1 Square (try, combination, speed)
1 ¾" chisel
2 Pencils
1 Utility knife
1 4' level
1 chalk line

AUTOMOTIVE REFINISHING TECHNOLOGY COLLISION REPAIR TECHNOLOGY

1 Respirator (paint type)
1 Grinder
1 Sanding Block
1 Straight Edge
1 Body Hammer & Pick Hammer
1 Dolly GP
1 Cheese Grater
2 Pencils
Tape Measure
Plastic Board
File
Steel-toed shoes
Welding gloves
Welding helmet
Rubber gloves
2 Pair locking pliers (welding clamps)
Respirator (welding)

COMMERCIAL BAKING

1 Palette Knife
1 Hand Whip
2 Large Kitchen Spoons
5 Pastry Bags, Tips and Scissors
Tips: #2, #22, #68, #105
(Writing tip; star tip; rose tip; leaf tip)
2 Bowl Scrapers
1 Dough Knife
1 Serrated Knife
1 Pastry Wheel
1 Pastry Brush
1 Dowel Rolling Pin
1 Large Flower Nail Head
5 Side Towels
5 Cleaning Towels
1 Bench Brush
1 Grease Brush
4 Measuring Spoons
1 set of Nested Mixing Bowls (1, 2, and 3 qt.)
1 Cake Comb
1 Thermometer
1 Timer
Hot Pads
Recommend, not required, battery powered digital portion scale, 2 to 4#
capacity
2 Pie Pans
12 ct. muffin pan
½ sheet pans, 2 each
1 Bun Pan – (Display)
5 qt. Mixer—tabletop
No other food items allowed (i.e. sprinkles, decorettes, etc.)

DRESS: CHEF HATS. CONTESTANTS SHOULD WEAR WHITES, APRONS, HAIR COVERS AND LEATHER SHOES. POINTS WILL BE DEDUCTED FOR FAILURE TO WEAR UNIFORMS OR CLOTHES SUITABLE FOR KITCHENS.

CULINARY ARTS

1 1-Cup Measuring Cup
1 1-Pint Measuring Cup
1 1-Quart Measuring Cup
1 Measuring Spoon Set
1/4, 1/2, 1 tsp., 1 tbsp.
1 5-7" Boning Knife
1 8-10" French Knife
1 Paring Knife
2 Rubber Spatula
1 Offset Spatula
1 Perforated Mixing Spoon
1 Solid Mixing Spoon
1 French Wire Whisk
1 Piano Wire Whisk
2 10" Saute' Pan
1 1-1/2 Quart Sauce Pan
1 3-3/4 Quart Sauce Pan
1 2-Quart Mixing Bowl
1 3-Quart Mixing Bowl
One Box Grater
One Portion Scale
One Colander
Pocket Thermometer
One Small Cutting Board
Two Towels
1 Aspic Cutter Set
2 18" Pastry Bags
1 Pastry Tub Set
1 Garnishing Set
Waste Bucket and Sanitation Bucket
Cheesecloth
Twine
Skimmer
4 Display platters (no mirrors), not to exceed 12" x 18"
Display china—4 each: Dinner Plate, Salad Plate, Soup cup,
dessert plate

DRESS: CHEF HATS. CONTESTANTS SHOULD WEAR WHITES, APRONS, HAIR COVERS AND LEATHER SHOES. POINTS WILL BE DEDUCTED FOR FAILURE TO WEAR UNIFORMS OR CLOTHES SUITABLE FOR KITCHENS.

COMPUTER MAINTENANCE TECHNOLOGY

Flash light
Static discharge
Multimeter
Small toolkit
2 #2 sharpened pencils

DRAFTING

1. Four (4) mechanical drafting pencils: one each - 3mm, 5mm, 7mm, 9mm sizes and leads.
2. 1/4" = 1'-0" Floor plan Template with doors, fixtures, appliances, & roof pitch.
3. Triangles: 30/60 degree, 45 degree triangles and/or adjustable triangle.
4. Eraser (rechargeable type acceptable but no plug-in power type allowed).
5. Erasing shield.
6. Tape dots.
7. Irregular (French) curve.
8. Dry cleaning pad.
9. Dusting brush.
10. Computer Setup (monitor, CPU, keyboard, mouse, mouse pad, surge protector, 3 1/2" diskettes, etc.) must be provided by Contestant.
11. Software needed for architectural drafting.
12. One form of Reference may be used during contest such as: Architectural Graphic Standards or Textbook.
13. 2 Sharpened Pencils for quizzes.
14. 1 Compass Set.
15. 1 Architect Scale.
16. 1 Mechanical Engineering Scale.

ELECTRONICS APPLICATIONS ELECTRONICS TECHNOLOGY

UPDATE: EA/ET CONTESTANTS SHOULD REFER TO PAGE 323 & 335 IN THE TECHNICAL STANDARD BOOK FOR SMALL HAND-TOOLS SUCH AS NEEDLE NOSE PLIERS, WIRE STRIPPERS/CUTTERS AND ETC.

The following is a list of tools, supplies, equipment and/or instructions for the EA/ET contest areas:

1. Proper dress and 1 pair of OSHA approved safety glasses required for each contestant. Refer to page 323 & 335 in the Technical Standard Book.
2. 2 each #2 sharpened pencils
3. 1 each scientific calculator (non-programmable)
4. 25 watt soldering pencil iron with holder and sponge
5. Soldering vice
6. Anti-static mat with wrist strap
7. Electronic parts needed for each contestant for bread boarding (each contestant needs to supply his or her own parts) are:

2 each 2n3904 NPN transistor
1 each sn7474 d flip-flop IC
1 each 555 timer IC
1 each 74ls194 IC
1 each spst switch
1 each dpst switch
5 led's red
5 each 330 ohm resistors
1 each 3.3k ohm resistor
1 each 2.2k ohm resistor
2 each 10k ohm resistors
2 each 20k ohm resistors
1 each 1meg ohm pot.
1 each 1uf electrolytic capacitor
1 each 4.7 uf electrolytic capacitor
1 9v battery

All Resistors are ¼ watt at 5% Tolerance

8. Equipment to be supplied by contestant:

1 each 20mhz dual trace oscilloscope with 1/10x probes
1 each dvm with extra fuses

**NOTE: No other tools may be used without special permission.
Everyone must have two (2) sharpened no. 2 pencils.**

HEATING, VENTILATION & AC/REFRIGERATION

Tool Pouch Tools
Assorted Screw Drivers
Adjustable Wrench 6" to 8"
Slip Joint Pliers
Flat File 6"
Nut Drivers 5/16" & 1/4"
Wire Strippers
Diagonal Pliers
Set of Manifold Gauges
OHM-Volt-AMP-Meter
Needle Nose Pliers
Safety Goggles
Service Valve Wrench
Swedge, Flake Tools & Block

MASONRY

1 Trowel
2 Level (one long 48" 1 Trowel)
2 Level (one long 48",
one short 24")
2 size Foot Folding Rules
(One modular, One standard)
1 "S" Jointer
1 Carrying Bag
1 Pencil
1 Square
1 Brush
4 Line Blocks
Line
Rake Out Jointer

Concave Jointer
Brick Hammer
Chalk Line

LA ACCOUNT CLERK

Two #2 Sharpened Pencils
Calculator (pocket, non-printing)
Red Writing Instrument
Straight Edge

LA INFORMATION PROCESSOR

Two #2 Sharpened Pencils
Blank CD
Word 2003

Note Contestants using software other than MS Word 2003 must bring a laptop with the preferred software.*

Email: lralalais@lctcs.edu to indicate the word-processing software you want to use.

INTERNETWORKING

Cable terminating tool (Crimpier)
Wire cutters
620 Fluke tester
Patch panel
Single port flush mounted wall plate with 8-wire jack modular and a PVC wallboard self-clamping electrical box.
6" hand cutting wallboard saw
12 each RJ-45 8 wire modular plugs
Punch down tool with #110 blade
Flat and cross screwdriver
Eye protection
2 #2 sharpened pencils
Cat 5-wire striper
Internet tool Kit (may be helpful)

PRECISION MACHINING

1 pair of Safety Glasses
1 6" Rigid Steel Ruler
4R (1/8, 1/16, 1/32, 1/64)
1 6 Foot Tape Measure
1 12" Adjustable Wrench
1 Set of Allen Wrenches
.050" thru 3/8"
1 Tool Box
1 Dial Caliper or
Vernier Caliper-0-6"
1 Hand Held Calculator
1 Ball Peen Hammer
1 Center Punch
1 Scribe
2 Files with Handles
(1 Flat, 1 Triangle)
1 0-1" Outside Micrometer
1 1"-2" Outside Micrometer
1 1" Travel Dial Indicator -
with Magnetic Base
1 Screw Pitch Gauge
1 Set of Edge Finders or Wiggler Set
1 Combination Set
1 Protractor
1 Tap Handle/Driver
1 Center Gauge
1 Deburring Tool

Optional

Depth Micrometer/Gage (0-1" Travel)
Set of Mic-over-Wires
(Thread Measuring Wires)
Machinery's Handbook
Machinist Practical Guide
Machinist Ready Reference

RELATED TECHNICAL MATH

1 - Hand held battery operated calculator

SkillsUSA KNOWLEDGE BOWL

2 Sharpened No. 2 Pencils

RESIDENTIAL WIRING

INDUSTRIAL MOTOR CONTROL

Diagonal Pliers

Side Cutters

Hacksaw

Needle nose pliers

Claw Hammer

Arc Joint Pliers

Torpedo Level

Assorted Flat Blade and Phillips Screwdrivers

Keyhole Saw

Assorted Wood Chisels ¼" to 1"

Measuring Tape or Ruler

Wire Strippers

Knife

½" EMT Bender

Scratch Awl

Conduit Reamer

- Once the contest begins there will no conversation between the contestant and his/her instructor.

WELDING

1 Helmet

Pliers (channel lock)

Leather sleeves

Welders Glove

1 Chipping Hammer

1 Wire Brush

Leather Shoes and Proper Clothes

1 Pair Safety Glasses

Needle Nose Pliers

1 Half Round Bastard File

1 Combination Square or

Small Framing Square

1 Measuring Tape

1 Circle Marker or Divided Compass

Tig Gloves

Locking vice grip welding pliers

RESUMES'

All contests are to be of a performance nature. However, pencil and paper problem solving related to the occupational contest and/or an oral professional assessment, such as a personal interview, explanation of skills to be performed, problem to be solved, *or other employability skills assessment*, may be included as a part of each contest.

"All competitors will be required to bring a one-page, type-written resume and submit it to the technical committee at the contestant orientation meeting. The resume may be used by the technical committee for the oral professional assessment segment of the competition. A penalty of 5 percent of the total points will be assessed for failure to submit a resume." **SkillsUSA: Champions at Work Prepared with the skills America needs** - The topic to be addressed by contestants in the Chapter Display, Prepared Speech and Promotional Bulletin Board contests is how our slogan, **SkillsUSA: Champions at Work**, relates to our national program of work in the area of Professional Development. Within this topic, contestants might illustrate or discuss any of the following:

How has your involvement in SkillsUSA ensured that you are educated in the areas of personal, workplace and technical skills needed to lead America? As indicated by research, what are the needed skills to fulfill the projected job market, and how can you obtain the education to be prepared to lead America? Why is it important to the economic success of America to build a society of educated and skilled workers? How has your involvement in SkillsUSA led to greater skill development? Why is continually updating your skills important? How has education changed to adapt to the skills needed to be successful in the marketplace? What can SkillsUSA do to ensure that its members are educated and skilled to lead America?

How does the level of education and skills attainment affect America's success in the global marketplace? What are the steps you would take to ensure you were receiving the right education and skills to fulfill the future job market? What SkillsUSA programs ensure that members are developing *personal* skills that are needed to lead America such as integrity, self-motivation, work ethic, professionalism, and responsibility? What SkillsUSA programs ensure that members are developing workplace skills that are needed to lead America such as communication, decision-making, teamwork, cultural-sensitivity and leadership? What SkillsUSA programs ensure that members are developing *technical* skills that are needed to lead America such as technical literacy, job specific, service orientation, professional development, and safety and health? How is SkillsUSA living out its mission to help its members become world-class workers, leaders and responsible America citizens?

LOUISIANA SKILLSUSA CHAMPIONSHIPS HIGH SCHOOL CONTEST CODES

The codes identified on this page are to be used in connection with the on-line registration.

Leadership Contests (State and National)

AS	Action Skills	AM	American Spirit Award 1-3
CBP	Chapter Business Procedure	DIS	Chapter Display 1-3
CS	Community Service 2-3	ES	Extemporaneous Speaking
JI	Job Interview	JSD-A	Job Skills Demonstration A
JSD-O	Job Skills Demonstration Open	OHSS	Occupational Health & Safety 1-3
OCC	Opening & Closing Ceremonies "7"	OUT	Outstanding Chapter OUTHS H.S. 1-3
PS	Prepared Speech	BB	Promotional Bulletin Board 1-3
QUIZ	SkillsUSA Louisiana's Quiz Bowl "5"		

Health Occupations

CARE	Basic Health Care Skills	DA	Dental Assisting
BOWL	Health Knowledge Bowl "4"	HOPP	Health Occupation Prof. Portfolio
MA	Medical Assisting	NA	Nurse Assisting
MM	Medical Math	MTR	Medical Terminology

Occupationally Related Contests

CUS	Customer Service	CPR	First Aid-CPR
ENTR	Entrepreneurship "4"	PT	Principles of Technology
RTM	Related Technical Math		

Trade, Industrial and Technical Contests

VA	3-D Visualization and Animation "2"
ADV	Advertising Design
AD	Architectural Drafting
MFG	Automated Manufacturing Technology "3"
R	Audio/Radio Production "2"
ART	Automotive Refinishing Technology
AST	Automotive Service Technology
AMT	Aviation Maintenance Technology
TVN	Broadcast News Production "4"
BLMT	Building Maintenance
CM	Cabinetmaking
C	Carpentry
CNCM	CNC Milling Technology
CNCT	CNC Turning Technology
CRT	Collision Repair Technology
CB	Commercial Baking
CMT	Computer Maintenance Technology
CP	Computer Programming
CO	Cosmetology

CSI	Crime Scene Investigation "3"
CJ	Criminal Justice
CA	Culinary Arts
DET	Diesel Equipment Technology
PRE	Early Childhood Education
ECW	Electrical Construction Wiring
ET	Electronics Technology
EAP	Employment Application Process
ENG	Engineering Technology
EST	Esthetics
FF	Firefighting
GC	Graphic Communications
HVAC	Heating, Ventilation & AC/Refrigeration
MOTR	Industrial Motor Control
WORK	Internetworking
MAT	Major Appliance Technology
MT	Marine Service Technology
M	Masonry
MECH	Mechatronics "2"
MRT	Mobile Robotic Technology
MST	Motorcycle Service Technology
NAIL	Nail Care "2"
P	Photography
PIN	Pin Design
PLB	Plumbing
PET	Power Equipment Technology
PMT	Precision Machining Technology
RSI	Residential Systems Installation and Maintenance
FBS	Restaurant Service
RAT	Robotics & Automation Technology "2"
SP	Screen Printing Technology
SM	Sheet Metal
TW	Team Works "4"
TECH	Technical Computer Applications
TD	Technical Drafting
CAB	Telecommunications Cabling "2"
TV	Television (Video) Production "2"
TSD	T-Shirt Design
VPD	Video Product Development "2"
WEB	Web Design "2"
W	Welding
WF	Welding Fabrication
WS	Welding Sculpture

LOUISIANA ONLY CONTESTS

LBR	Louisiana Barbering
LSC	Skill Connect
LAT	Louisiana Automotive Tool Identification (Ninth Grade Only)
LCT	Louisiana Carpentry Tool Identification (Ninth Grade Only)
LSP	State SkillsUSA Louisiana Pin Contest H.S.
LTS	State SkillsUSA Louisiana T-Shirt Contest H.S.
LSB	State SkillsUSA Louisiana Banner Contest H.S.
LAC	Louisiana Account Clerk
LWP	Louisiana Information Processing
LFD	Louisiana Fashion Design

PROPOSED DEMONSTRATION CONTEST

If your school has the program and you have an interest in participation in a new state competition, please let us know ASAP.

Official Demonstration Contests

CAP	Community Action Project
GIS	Graphics Imaging Sublimation
HR	Humanoid Robotics
MET	Mobile Electronics Installation
SUS	Sustainability Solutions
USR	Urban Search and Rescue

“New” PILOT SKILLSUSA FOR MIDDLE SCHOOL STUDENTS

PROPOSED DEMONSTRATION CONTEST - For Middle School

If your school has an interest for middle school students, we are piloting a new program and if you have an interest in participation in a number of new state only contest at your school campus, please let us know ASAP and we will send you the Middle School membership structure for staff or teachers in middle school.

Demonstration Contests for Middle School on your campus

	“15” Possible Middle School Contest		
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THE MIDDLE SCHOOL STUDENTS PILOT MEMBERSHIP AND CONTEST DOES NOT INTERFERE WITH THE SKILLSUSA LOUISIANA CHAMPIONSHIPS AND IS A SEPARATE MEMBERSHIP OFFER FOR MIDDLE SCHOOL STUDENTS.

LOUISIANA SKILLSUSA CHAMPIONSHIPS HIGH SCHOOL SkillsUSA Louisiana SUBSTITUTION/DELETION FORM

High School: _____
Program of Study: _____
Advisor: _____
Telephone: _____ Fax: _____

Please use Contest codes used for registering contestants in completing this information. Duplicate this form if necessary.

SUBSTITUTE THE FOLLOWING CONTESTANT(S)

	Contest Code	Substitute Contestant Name	Contestant Name (to be deleted)
1.			
2.			
3.			
4.			
5.			

DELETE THE FOLLOWING CONTESTANT(S)

	Contest Code	Contestant Name
1.		
2.		
3.		
4.		
5.		

Instructions for Completing Certificate of Governmental Exemption

Do not be alarmed. This form is geared to an individual seeking an exemption. However, conversations with the Department of Revenue and the hotel have indicated this is the correct form.

The Department of Revenue said the person who will be paying the bill should complete this form and submit it to the hotel personnel at the time of registration. Payment must be made with a school check.



STATE OF LOUISIANA
Department of Revenue

**Certificate of Governmental Exemption
from the Payment of Hotel Lodging Taxes**

for use by employees of the government of the United States and the State of Louisiana and its political subdivisions in documenting eligibility for exemption from payment of state sales taxes on hotel lodging charges that are directly reimbursable by their government employers

GUEST'S NAME

This certifies that _____
Name and title of employee

is an employee of _____
**NAME OF GUEST'S EMPLOYER
(MUST BE A FEDERAL OR LOUISIANA AGENCY)**
Name of government employer

whose address and telephone number are _____
Street

ADDRESS AND PHONE NUMBER OF GUEST'S EMPLOYER

City, State, ZIP Telephone

and that the lodging charges incurred by the employee at the _____
Name of hotel

during the period _____
Dates of employee's stay

are necessitated by the employee's conduct of the official business of this government agency. The employee's lodging expenses are required to be accounted for to his government agency employer and are reimbursable by the employer to the employee in the actual amount incurred. This government agency, therefore, claims exemption from the payment of lodging taxes on the charges for the occupancy of the employee's hotel room.

GUEST'S SIGNATURE

Name and title of employee Signature Date
**SIGNATURE OF ANOTHER EMPLOYEE TO CONFIRM GUEST IS HERE ON
GOVERNMENT BUSINESS OR ATTACH GUEST'S TRAVEL ORDERS.**

Name and title of other employee representative Signature Date

This form is usable only in documenting eligibility for exemption from the payment of state sales tax on charges for room occupancy. The state sales tax must be paid on other taxable purchases from the hotel, including meals, laundry, dry cleaning, and vehicle parking. When this form bears the signature of only the employee, the form must be accompanied by a copy of the employee's written travel orders, in which the government employer directs a stay at the specific hotel accepting the form, or alternatively, at any hotel within a narrowly defined geographic area. The hotel must retain this certificate and a photocopy of the travel orders to document the exemption. This form is not valid to document exemption from the payment of local room occupancy taxes.

**TO COMPLETE: PUT A MESSAGE IN REMARKS THAT GUEST IS
TAX EXEMPT, PUT "TE" IN SPECIAL SERVICES, AND PUT THESE
FORMS IN ACCOUNTING'S RED BASKET IN THE VAULT ROOM.**



State of Louisiana
Department of Revenue

**Certificate of Governmental Exemption
from the Payment of Hotel Lodging Taxes**

for use by employees of the government of the United States and the State of Louisiana
and its political subdivisions in documenting eligibility for exemption from payment of state sales
taxes on hotel lodging charges that are directly reimbursable by their government employers

This certifies that _____
Name and title of employee

is an employee of _____
Name of government employer

whose address and telephone number are _____
Street

City, State, ZIP () _____
Telephone

and that the lodging charges incurred by the employee at the _____
Name of hotel

during the period _____
Dates of employee's stay

are necessitated by the employee's conduct of the official business of this government agency. The
employee's lodging expenses are required to be accounted for to his government agency employer and
are reimbursable by the employer to the employee in the actual amount incurred. This government agency,
therefore, claims exemption from the payment of lodging taxes on the charges for the occupancy of the
employee's hotel room.

Name and title of employee _____
Signature _____
Date

Name and title of other employee representative _____
Signature _____
Date

This form is usable only in documenting eligibility for exemption from the payment of state sales tax on
charges for room occupancy. The state sales tax must be paid on other taxable purchases from the hotel,
including meals, laundry, dry cleaning, and vehicle parking. When this form bears the signature of only the
employee, the form must be accompanied by a copy of the employee's written travel orders, in which the
government employer directs a stay at the specific hotel accepting the form, or alternatively, at any hotel
within a narrowly defined geographic area. The hotel must retain this certificate and a photocopy of the
travel orders to document the exemption. **This form is not valid to document exemption from the
payment of local room occupancy taxes.**


**Governmental Employees Hotel Lodging
Sales/Use Tax Exemption Certificate**
Louisiana Revised Statute 47:301(8)(c)

This certificate is for use by employees of the United States government and the State of Louisiana and its political subdivisions. It is used to document employee eligibility for exemption from payment of state sales taxes on hotel lodging charges that are directly reimbursable by the government employer.

PLEASE PRINT OR TYPE.

Employee Name	Hotel Folio or Reference Number		
Employee Title	Government Agency Employer		
Agency's Address	City	State	ZIP
Agency's Telephone Number			

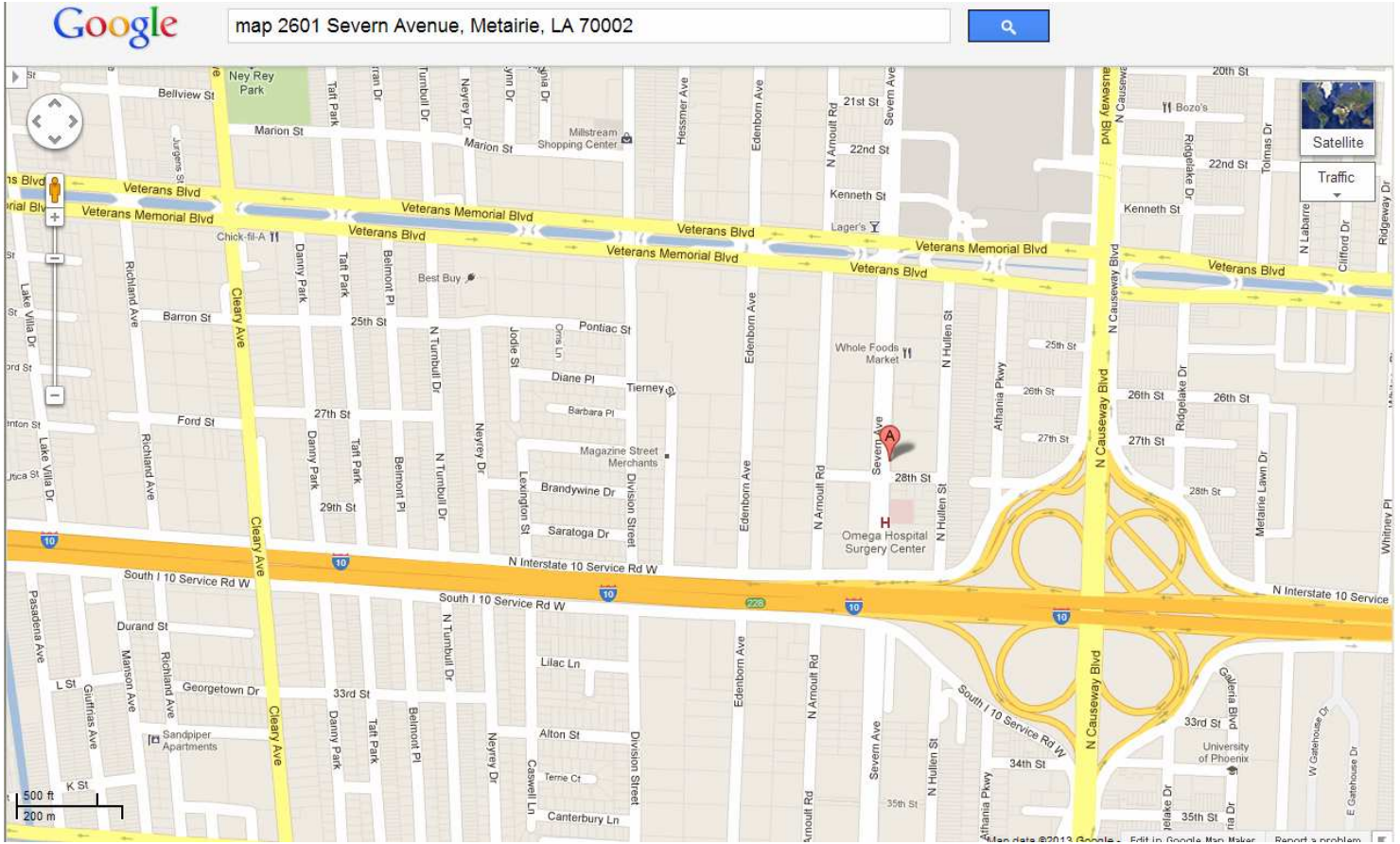
This certifies that the employee named above is an employee of the above named government agency and that the lodging charges incurred are necessitated by the employee's conduct of the official business of this government agency. The employee's lodging expenses are required to be accounted for to his government agency employer and are reimbursable by the government agency to the employee in the actual amount incurred. This government agency, therefore, claims exemption from the payment of state sales taxes on the lodging charges for the occupancy of the employee's hotel room.

Authorization	
Employee Name	Employee Title
Employee Signature X	Date (mm/dd/yyyy)
Government Agency Representative (other than employee)	Government Agency Representative Title (other than employee)
Government Agency Representative Signature X	Date (mm/dd/yyyy)

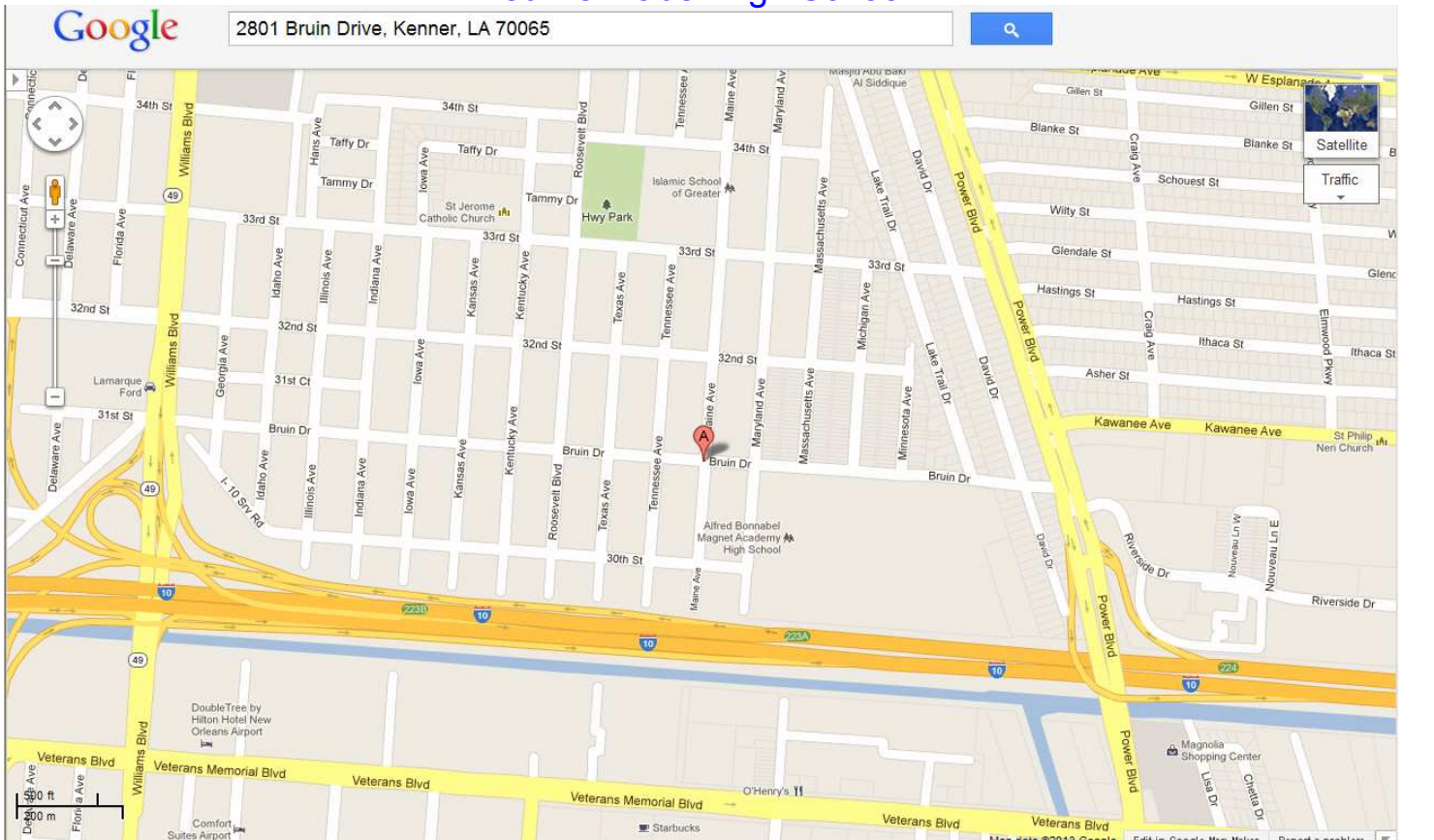
Hotel Information	
Hotel's Name	Seller's Louisiana Sales Tax Registration Number (if applicable)
Dates of Employee's Stay (mm/dd/yyyy)	

Note: This form is valid only for documenting eligibility for exemption from the payment of state sales tax on charges for room occupancy. The state sales tax must be paid on other taxable purchases from the hotel, including meals, laundry, dry cleaning, and vehicle parking. When this form bears the signature of only the employee, the form must be accompanied by a copy of the employee's written travel orders which states the dates and destination of the authorized travel. The hotel must retain this certificate and a photocopy of the travel orders to document the exemption. This form is not valid to document exemption from the payment of local room occupancy taxes.

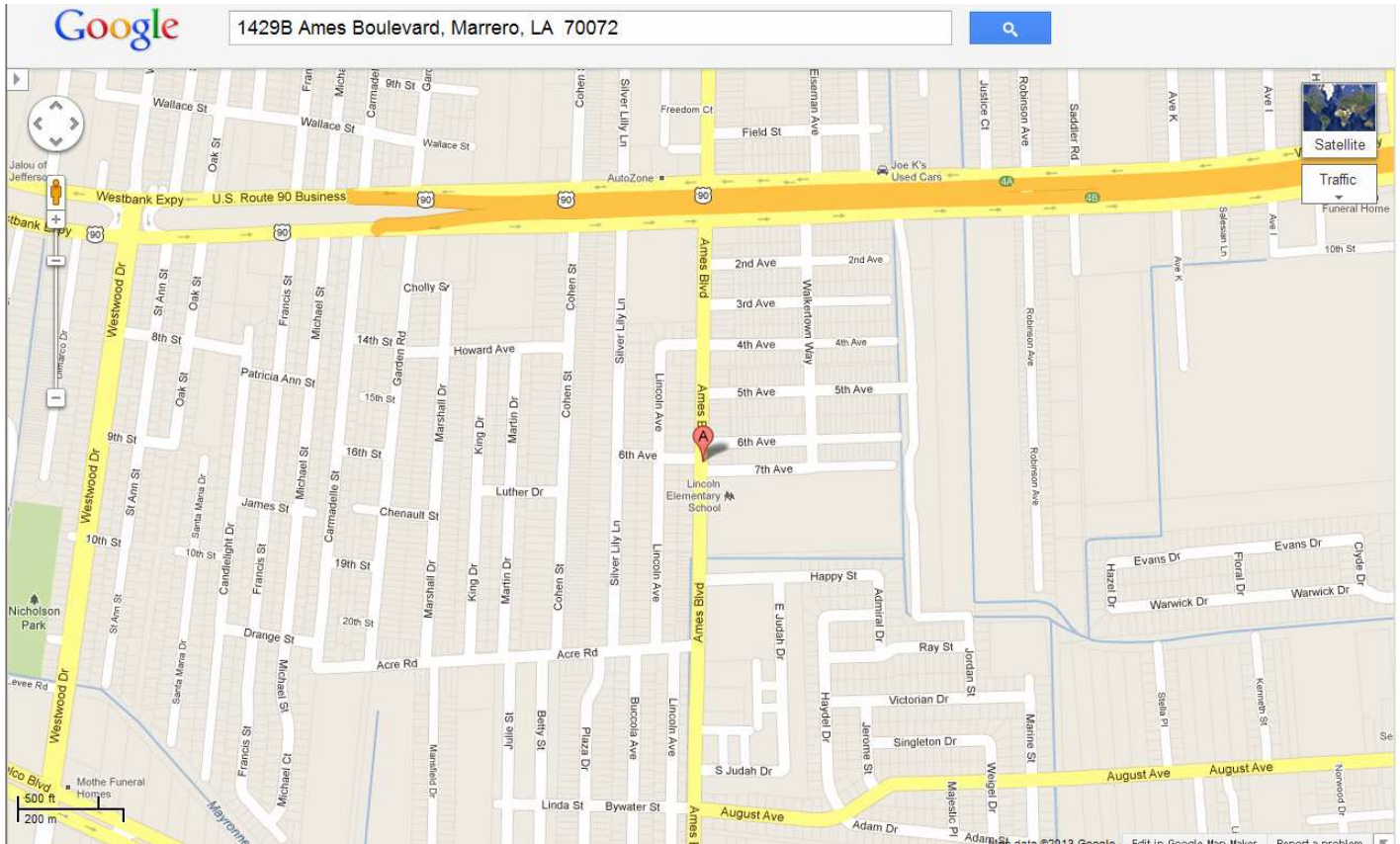
Best Western Plus Landmark Hotel



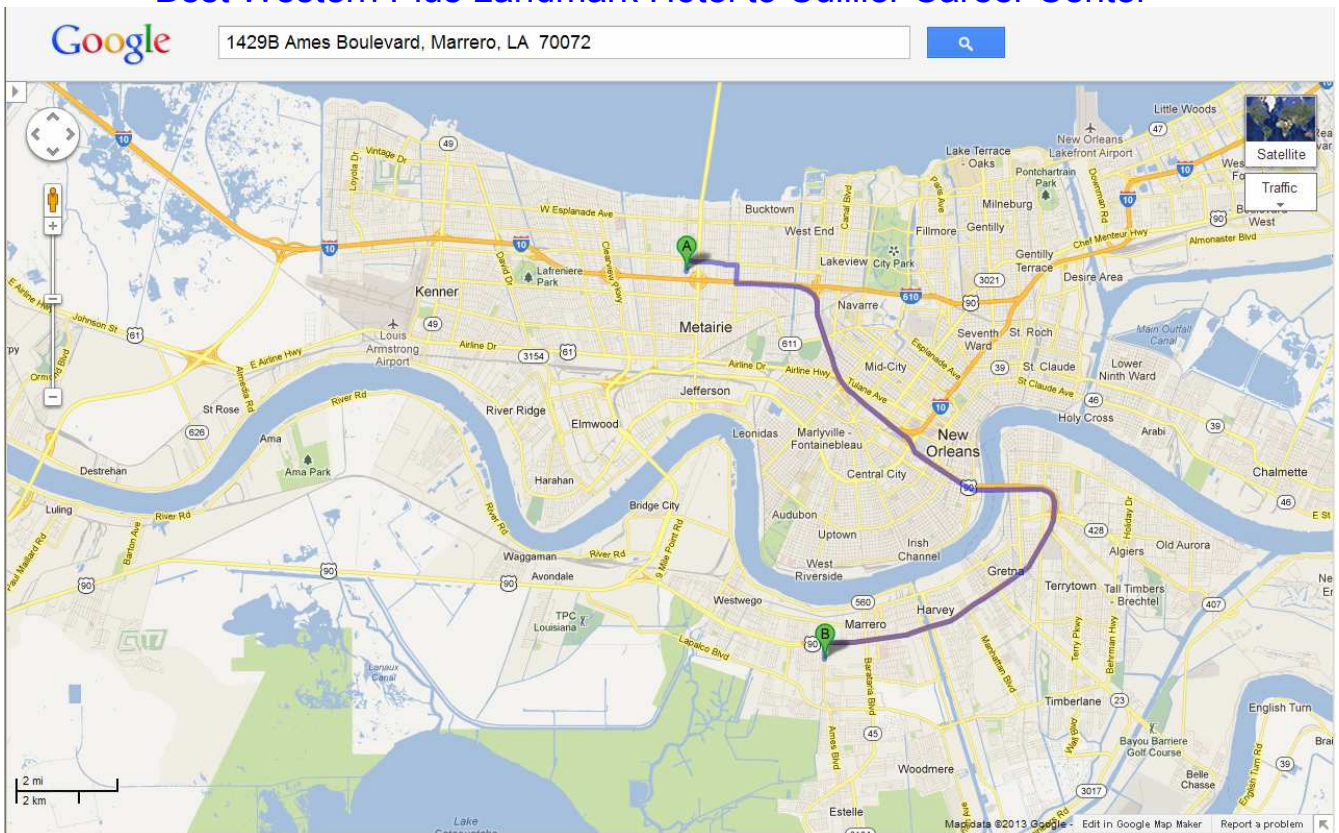
Alfred Bonnabel High School



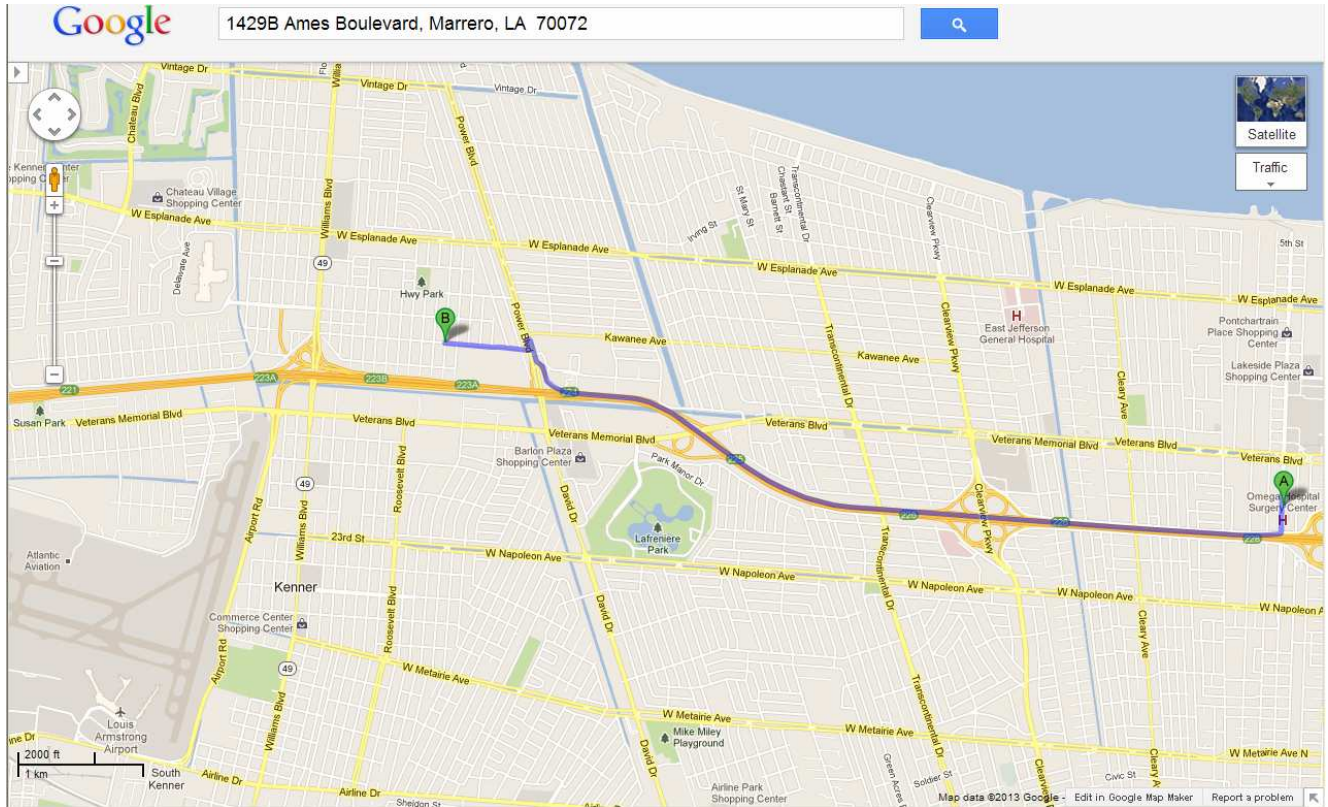
Cuillier Career Center



Best Western Plus Landmark Hotel to Cuillier Career Center



Best Western Plus Landmark Hotel to Alfred Bonnabel High School



Best Western Plus Landmark Hotel



REQUIREMENTS, RULES AND REGULATIONS FOR CANDIDATES

SkillsUSA LOUISIANA High School OFFICERS

1. Active membership status.
2. Endorsement of Local Association
 - One letter from the candidate's school administrator or local chapter advisor endorsing the student is required.
 - Letter should reflect character, leadership abilities, and scholastic accomplishments.
3. Candidate must have evidence of completion or agree to complete Level One of the Professional Development Program (PDP); **if completed, please bring completed Level One Workbook. Level Two PDP book will be completed while in office and turned in at the State Fall Leadership Conference**
4. A written test will be administered on Professional Development and Leadership Skills.
5. Candidate must be prepared to participate in a question and answer session at the SkillsUSA Championships on ***WHY SkillsUSA?***
6. Committed to serve SkillsUSA from the election of office at SkillsUSA Championships through the next year's Skills USA Championships
7. Candidate and Advisor will sign a statement committing to candidate's one full year of service to SkillsUSA Louisiana. This will include attending all training sessions and any appearances that are necessary to represent the state organization.
8. Must present a ***two-minute*** campaign speech during the annual SkillsUSA Championships.
9. Each newly elected officer ***must*** remain for approximately 30-minutes following the Awards Session at Skills USA Championships to have pictures made and a short orientation.
10. A school's SkillsUSA chapter may run only SEVEN (7) members as candidates for a state office team. The committee will place the candidates on the ballot running for the officer that they feel the candidate is best suited. **There are NO Substitute Officer Positions.**

President	Vice President
Secretary	Treasurer
Reporter	Parliamentarian
Historian	

The SKILLSUSA Chapter Officer Candidate Form along with the required letter for all candidates must be submitted to Mr. Larry Rabalais, SkillsUSA Louisiana P.O. Box 949 Innis, LA 70747 or hand carried to the SkillsUSA Louisiana Championships by April 3, 2014. SkillsUSA members who desire to run for office and do not present this form will be disqualified. There will be no nominations from the floor.

11. On Wednesday of the State Conference, the potential candidates will submit completed PDP, Level 1, if already completed and take the Professional Development and Leadership Skills Test.
12. On Thursday evening of the State Conference, the officer candidates will appear before the election committee to be interviewed.
13. After completion of the interviews, the committee will take into consideration the test score, the completed PDP, Level 1, and the interview; and the committee will place the candidates on the ballot running for the officer that they feel the candidate is best suited
14. The officer candidates will be notified immediately.
15. The candidates will then appear before the House of Delegates made up of representatives from each school.
16. The candidates will give a two-minute speech and answer questions asked by the delegates. Each school present may ask one question.
17. The House of Delegates will then vote for the best person for each office.
18. The results will be announced at the Awards Ceremony on Friday morning

SkillsUSA Louisiana OFFICER CANDIDATE FORM

This form is to be submitted by each candidate for an office for High School Louisiana SkillsUSA no later than April 3, 2014. Applications are to be mailed to **Mr. Larry Rabalais, SkillsUSA Louisiana P.O. Box 949 Innis, LA 70747** or **hand carried to the SkillsUSA Louisiana Championships**. NO APPLICATIONS WILL BE ACCEPTED AFTER THAT DATE.

Candidate's Name _____ School _____

Address _____

City _____ ZIP _____ Phone _____

School Address _____

City _____ ZIP _____ Phone _____

Email Address: _____ Cell Phone: _____

High School Classification

First year _____ Second year _____ Third Year _____

Candidate must be a Local Officer to run for a state office. Local office _____

Other extracurricular activities:

Name job objective (example: surgical tech, diesel tech, electronics, nursing, office systems, etc.)

Scholastic standing: Excellent Good Fair Poor

Home newspaper _____

Mark one choice that you do aspire for candidate for state office you desire to run for. A team or slate of officers are selected, the highest scores by candidates overall will determine the placement of the officers.

President

Vice President

Secretary

Treasurer

Parliamentarian

Reporter

Historian

Will you be willing to serve as any one of the offices as a state officer? Yes No

I have completed **Level One** of the Professional Development Program (PDP). Yes No

I agree to completed **Level One** of the Professional Development Program (PDP). Yes No

Candidate Signature Date

Chapter Advisor Signature Date

High School Principal Signature - Date



TM