

SkillsUSA Kansas Policy Manual

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Membership

- Following the Constitution and By-laws of the Kansas Association, the membership deadline for Kansas is February 1.
- The membership year is September 1 through August 31.
- Advisors are encouraged to be dues-paying members, but not required.
- Schools are requested to use on-line membership registration on the national website.
- Following the Kansas Foundation By-laws, members of the Board of Directors are required to be dues-paying members. Advisors wishing to be considered corporate members of the Kansas Foundation, must be current dues-paying members in order to vote or run for office.

Kansas SkillsUSA Championships

REGISTRATION DEADLINE

A school's registration forms must be postmarked no later than March 1 and sent to the state association office. Electronic registration forms must also be dated for no later than March 1.

- School may be required to pay a \$25.00 late fee for registration postmarked or dated March 2 and later.
- Contestants may be substituted until the day of the contest.
- Refunds are not made for drops and/or no-shows.

ADDING CONTESTS

1. Adding new national technical skill-related contests will depend on the following:
 - a. The contest must be directly related to state-approved programs in Kansas high schools and/or college/postsecondary institutions.
 - b. Schools with related programs must be members for the previous school year.
 - c. Contest committees lead by related business and industry chairs must be established by November 30th of the school year.
 - d. Location, equipment, materials, judges must be established by December 30th of the school year.
2. Adding new national leadership-related contests will depend on the following:
 - a. Interest survey to schools by October 1st of school year for contest for inclusion in the Kansas SkillsUSA Championships in April of the school year. Results reported to the BOD at the November meeting.
 - b. A minimum of 5 schools must be identified as planning to enter contestants at the Kansas SkillsUSA Championships that April.
 - c. Contest committees lead by related business and industry, community group or alumni chairs must be established by November 30th of the school year.
 - d. Location, equipment, materials, judges must be established by December 30th of the school year.

DROPPING CONTESTS

Any contest with a 5 year history of less than 6 contestants registered for any 3 years may be dropped.

Exceptions: Outstanding Chapter, American Spirit, Action Skills

SINGLE-SHOP CONTESTS

1. Single-shop Contests:
 - a. Only one school with current annual membership of at least 7 members in an approved program with a related technical skills program.
 - b. Instructor/school must hold contest on-site prior to the Kansas SkillsUSA Championships.
 - c. Contest must be chaired and judged by representatives from business and industry.
 - d. A minimum of 6 students must be registered for the contest by the state deadline.
 - e. If additional schools indicate interest and register contestants by the state deadline, contest must be declared as one of the "Prior to KSC Contests" after 3 years.

NUMBER OF CONTESTANTS

1. Each contest with individual entrants must have a minimum number of 6 registered participants to be held. Each team event must have a minimum of 3 teams. The minimum number may be in the high school or college/ postsecondary divisions or a combination of both.
 - a. The deadline for determining the viability of the contest is 10 days following the published registration deadline. Schools with contestants registered in any competition failing to make the minimum number will be notified and students may be moved to other contests.
 - b. Exceptions: Action Skills, American Spirit, Outstanding Chapter

2. In order to stage quality competitions with the strong involvement of business and industry in leadership roles within each contest, and given the constraints of our facilities, it may be necessary to limit the number of contestants a school can register.
 - a. Formula-driven contests, as approved by the BOD
 - Automotive Refinishing Technology
 - Automotive Service Technology
 - Collision Repair Technology
 - Diesel Equipment Technology
 - Welding
 - b. The following leadership contests will be limited as per the national rules and regulations to one entry per division per school:
 - Chapter Display
 - Opening + Closing Ceremony
 - Promotional Bulletin Board
 - Quiz Bowl
 - c. The following contests may be limited to a maximum of 3 individual contestants per school:
 - Architectural Drafting
 - Cabinetmaking
 - Commercial baking
 - Computer Maintenance Technology
 - Culinary Arts
 - Extemporaneous Speaking
 - Food + Beverage Service
 - HVACR
 - Job Skill Demo A + Open
 - Job Interview
 - Precision Machining Technology
 - Prepared Speech
 - Technical Drafting
 - d. The following contests may be limited to a maximum of 3 teams of contestants per school:
 - Automated Manufacturing Technology
 - Community Service
 - Engineering Technology
 - Mechatronics

- TV (Video) Production
 - Broadcast News Anchor
- e. The following contests may be limited to a maximum of 5 individual contestants per school:
- Auto Parts Management
 - Carpentry
 - Photography
 - Screen Printing
 - Vehicle Written

ALTERNATE CONTESTANTS

1. A maximum of 2 alternate contestants for the each of the following contests may be submitted with the school registration:
 - Automotive Service Technology
 - Automotive Refinishing Technology
 - Collision Repair Technology
 - Diesel Equipment Technology
 - Welding

A lottery will be held to determine the alternates permitted to compete. Schools will be notified following the lottery. Payment of the registration fees for alternates will be made after the lottery.

2. Additional contests may allow for the submission of up to 2 alternates when limited by the state director in conjunction with the contest chair. School will be notified by the state office prior to registration when possible.

CONTESTANT SCHEDULES OR APPOINTMENTS

Scheduling of contestants will be done at the request of the contest chair and the state director in order to accommodate as many competitors as possible given the limited equipment, materials and facilities available.

CONTESTS HELD PRIOR TO STATE

Contests held prior to the official state conference dates:

- a. Contests must be scheduled for the period between March 8 (one week after registration deadline) and 7 days prior to the Kansas SkillsUSA Championships.
- b. Contest clothing requirements suspended except for safety related items.
- c. Grievance forms must be filed by 5:00 pm on the day of the contest. The forms may be filed electronically, but signed original copies must be sent to the state office within one week.
- d. Schools will be notified of finalists (1—3 place) within 3 days following the contest, but not specific placement.

AWARDING OF MEDALS

1. Medals will be awarded based on the overall scores of contestants:
 - Gold medal winners should achieve a minimum of 85% of points possible.
 - Silver medal winners should achieve a minimum of 75% of points possible.
 - Bronze medal winners should achieve a minimum of 65% of points possible.
2. The awarding of medals is the decision of the judges and contest chair. First, second and third place medals will not be automatically awarded.
3. Winners' medals and prizes must be picked up at the Awards Session by the school advisor if the student(s) are not in attendance. Only medals will be sent to the school(s) of medal winners missing the Awards Session.

TIE-BREAKING FOR AWARDING OF MEDALS

1. Technical Skills contests
 - All skills contests will predetermine the section or station of the state contest that will be used to break ties.
 - The chair of the contest will report this tie-breaker to the state conference manager ***or designated surrogate*** when picking up their packet on site in Wichita.
 - Contests held prior to the Kansas SkillsUSA Championships will determine the tie-breaker and communicate this to the state office 48 hours prior to the date of the competition. The score from this station will be the official tie-breaker.
 - If a second tie occurs with the same set of contestants the *score on the written test for the contest* will determine the winner.
 - If a third tie occurs, a toss of the coin will determine the winner.
2. Leadership Skills contests
 - All leadership contests will predetermine the section or station of the state contest that will be used to break ties.
 - The chair of the contest will report the tie-breaker to the state conference manager or designated surrogate when picking up their packet on site in Wichita.
 - Exceptions: Quiz Bowl
3. State-only Written Contests
 - The time reported on the web-based on-line report for each contest will determine the winner in the event of a tie.
 - Exceptions: Essay

GRIEVANCES

Grievances may be filed by the lead school advisor or a designate relative to any of the state competitions using the official Grievance Form.

The form must be filed with the state director by 5:00 pm on the day of the contest.

The grievance will be reviewed by the state director and the state-conference steering committee.

The committee will confer with the contest chair and a report will be made back to the individual filing the grievance form in a timely manner.

Scholarships

SKILLSUSA KANSAS LEADERSHIP SCHOLARSHIPS

The 4 annual scholarships awarded at the Kansas SkillsUSA Championships will be a one-time only award. There will be no repeating recipients. The purpose of the scholarships is to provide financial support and recognition to as many worthy student members as possible.

SCHOLARSHIPS AS AWARDS AT STATE CONFERENCE

All prizes and/or scholarships for the Kansas SkillsUSA Championships will be distributed through the SkillsUSA state organization or by direct contact with the students following the completion of the awards ceremony.

District Fall Leadership Conferences

The dates and locations for the eight (8) DFCL shall be established in March of the previous school year with information published on the website and distributed at the Kansas SkillsUSA Championships.

State Fall Leadership Conference

The date and location for the State FLC shall be established in March of the previous school year with information published on the website and distributed at the Kansas SkillsUSA Championships.

Kansas State Officers

CANDIDATES

- Following the Constitution and By-laws of the state association, high school officers will be elected in the spring annually at the Kansas SkillsUSA Championships.
- College/postsecondary officers will be elected annually in the fall at the State Fall Leadership conference.
- Officers will be elected at-large with specific office to be determined at the State Officer Training conference for each division.

The process will be:

1. State Officer Applications will be submitted to the state office by established deadline.
2. A paper screening will be done by the state office staff as to the completeness of the applications.
3. All candidates will attend the Orientation Meeting per the conference program.
 - a. They will take the Kansas State Officer Candidate Knowledge Test.
 - b. They will submit all campaign materials for approval to the State Director at this meeting.
 - c. Each candidate will be interviewed by a committee of alumni, state and national officers.
4. All Candidates will be introduced to the conference participants at a general session.
5. All Candidates will give their Campaign Speeches at a general session/voting delegates' session.
6. All Candidates will answer an individual Impromptu Question at a General Session/Voting Delegates Session. These questions will be developed by the retiring state officers and approved by the State Director. Retiring officers will ask the questions of the candidates.
7. All Candidates will participate in a "Meet the Candidates" session.
8. All Candidates will be asked a Problematic Question at a general session/voting delegates' session. One question will be asked of all High School Candidates and a different question will be asked of all College/Postsecondary Candidates. The questions will be asked by an attending Board of Directors member or a designate.
9. The voting delegates will be given ballots on which they will vote for 2 High School candidates in the spring and 2 College/Postsecondary candidates in the fall. The top 7 vote-getters in each division will be declared At-large Officers.
 - In the event of a tie for the top seven vote getters, the score from the Candidates' Knowledge Test will be used to break the tie.

AT-LARGE STATE OFFICER PROCESS

At the HS State Officer Training Conference the following process will be utilized:

1. At the orientation session on the first night, High School ballots will be distributed. The officers will be directed to complete the ballot by writing in the names of the officers to specific officer positions.
2. At the end of the 1st full day of training, officers will be asked to repeat the process stated above.

3. At the end of the 2nd full day of training, officers will be asked to repeat the process above.
4. At the end of the 3rd full day of training, each officer will be asked to stand and give a short extemporaneous speech to the rest of the officers stating which office they would like to hold and why.
5. Following the speeches, final ballots will be distributed to the At-Large Officers for selection of final state officer titles. These ballots will be signed by the officers prior to being turned in for tallying by the State Director.
 - A. Officers will be elected by a simple majority of officers voting.
 - B. In the event of a tie, the tie-breaker will be decided by a toss of the coin.
6. The new State Officer Team will be announced by the State Director at the end of the final full day of training.
7. The new State Officer Team will be installed by the State Director and any National Officers or staff attending the training.
8. The final ballots and results will be reported to the Board of Directors within one week.

At the PS State Officer Training Conference the following process will be utilized:

1. The new C/PS team participates in a 2-day training activity within one-month of their election to prepare them for the responsibilities as state officers, become familiar with the SkillsUSA organization in Kansas and to settle on the specific positions (President, Vice President, Secretary, Treasurer, Reporter, Parliamentarian and Historian) they will hold during the remainder of the school year.
2. The following activities will be conducted to assist the new officers in this process:
 - A. Officers will be asked which position they feel they would be most effective in. This is recorded publicly so that team members are aware of one another's preferred office.
 - B. The officers will work with the state director and the team manager to learn the expectations, demands and responsibilities of each office, with a strong reference to the "team" and less to the position.
 - C. The state director and/or the team manager will review the parts of the Opening and Closing Ceremony that each position is required to memorize and perform at the state conference.
 - D. The officers will participate in a series of formal and informal activities to become familiar with the SkillsUSA method for preparing and delivering a speech, introducing and then thanking a speaker, voice and podium deportment using a variety of topics. Officers are also taught how to provide positive feedback and constructive criticism of fellow officers in this process to promote improvement without conflicts.
 - E. Officers are encouraged to informally meet to get to know one another better at breaks, meals and prior to curfew to develop teamwork skills and move the officer position process along.

- F. The chart of the officers preferred positions is kept out and officers are encouraged to make any changes to their own choice as the training goes along.
- G. Following the evening meal and the last of the training sessions, each officer is invited to meet with the state director and team manager in “one-on-one” sessions to review the materials from the state conference including:
 - a. Score on the SkillsUSA Knowledge Test taken by each candidate
 - b. Status of their attaining their Statesman Recognition
 - c. Feedback from the candidate interview process
 - d. Review of the specific impromptu question asked of each and why that question was developed
 - e. Their own vote totals from the election
 - f. What position they would be willing to take if their first choice is not realized.
 - g. What position they would see for team mates still not settled on a specific position.
 - h. The “one-on-one” session also provides the officer with the opportunity to ask any questions or seek further clarification on any issues or concerns related to the training and/or the position process. The officer is again given an opportunity to change position as they remain unfilled.
- H. If necessary, the officers who have not committed to a specific open position are asked to sleep on it and talk with their fellow officers.
- I. As necessary, the remaining contested positions are reviewed publicly with the group and the officers are asked again if they are willing to move.
- J. Any officers still contending for the same position are asked to eat together at lunch and attempt to resolve the issue themselves. The state director must at this point announce that if the team is not settled following lunch, the vote totals from the elections session held earlier will be used to resolve any remaining issues. The state director and team manager must continue to stress the team over individual positions.
- K. The new state officers and their positions should be announced at the conclusion to the training and congratulations given to one and all.

STATE OFFICER CONTRACTS

1. Each newly elected state officer will be given a copy of the current state officer contract including the dates, times and locations of all activities. The signed copy of the contract must be turned in prior to the first meeting of the state officers.
2. Each school is responsible for the travel arrangements and cost of the state officer’s travel to required activities. High School state officers must be accompanied by their advisor to all activities.
3. College/Postsecondary state officers may travel on their own to activities with a signed agreement between their school and the state office that the state association will not be held liable for the students’ travel.

STATE OFFICER TEAM MANAGER

1. The state office may select a former state officer to work with the current state officers and function as the Officer Team Manager.
2. The state office will determine the rate of monthly pay for this position and the specific hours and duties to be performed.
3. The state office will inform the Board of this decision at the November meeting.

Kansas National Officer Candidates*

Note* Kansas will run a maximum of one high school and one college/postsecondary national officer candidate annually.

Student-members seeking to be a national officer candidate must meet the following criteria:

1. Served successfully as a state officer in Kansas for one term.
2. Endorsed by state officer team (minimum 2/3 positive vote) at **March meeting**. Candidate must prepare a 2 minute speech to give to fellow officers asking for their endorsement.
3. Endorsed by Kansas SkillsUSA Board of Directors (minimum 2/3 positive vote) at **March meeting**. Candidate must prepare a 2 minute speech to give to members of the Board asking for their endorsement.
4. Endorsed by Kansas House of Delegates at spring state conference (majority positive vote) at **April meeting**. Candidate must prepare a 3 minute speech to give to the House of Delegates asking for their endorsement.
5. Completed PDP Levels 1 + 2 and/or other requirements from national SkillsUSA by **April 1**.
6. Completed all nationally required paperwork by **May 15** and turned in to the state director
 - Including advisor and administrator signatures
7. Kansas College/Postsecondary candidates must
 - a. Be a paid Post-secondary member of SkillsUSA Kansas for the year that they run for office in June.
 - b. Have completed one year in a technical or community college or university prior to running for national office in June and
 - c. Have at least one additional year of college/post-secondary education to be completed in a Kansas institution
8. Endorsed by State Director

Kansas national officer candidate(s):

1. Cannot be a contestant at the national conference the same year as running for national office
2. Three Key words selected that reflect the spirit and direction of the national officer campaign to be used in all speeches and campaign materials by **May 1**
3. Five samples of campaign materials submitted to the state office by **May 15**
4. Two 3-minute speeches written for national House of Delegates sessions submitted to state office by **June 1**
5. Appearance must reflect professional level expected of a national officer
6. High school candidate must attend the "State Officer 101" training at the national conference, cost of seminar to be paid by candidate, housing provided by state office (check national website for details). C/PS candidate must attend the "State Officer 201" training at the national conference, cost of the seminar to be paid by the candidate, housing provided by the state office (check national website for details.)
7. State office will cover all campaign materials costs up to national published spending limits.

National Leadership + SkillsUSA Championships

1. All participants from Kansas must be housed at the official conference hotel as determined by the national office. Participants are encouraged to stay at the conference hotel for 5 nights, but permitted to stay for a minimum of 4 nights.
2. All participants must purchase the Kansas package and attend the published functions that are Kansas specific.
3. School districts with policies prohibiting teachers and students from overnight travel to the national conference, therefore limiting teachers and students to daily trips to the national conference, must submit a letter stating such and signed by the building administrator or CTE coordinator prior to the national conference.
4. Family members of participants to NLSC must pay for registration and the Kansas package.
5. If a gold-medal winner is unable to participate in the national conference, the 2nd or 3rd place winner may be substituted if the score on the competition is determined by the state director and the contest chair to be worthy to represent Kansas.

Advisor of the Year

1. Each year in the spring semester, schools will be encouraged to submit the name of an advisor to be recognized at the state conference. The forms will be reviewed by the “Programs” subcommittee of the Board and recommendations made for a high school and/or college/postsecondary instructor to be honored for the current school year.
2. The winning advisors will be notified by the state office prior to the state conference. Each of the Advisor of Year recipients will be honored as follows:
 - a. Announcement at the Opening Session of KSC
 - b. Inclusion in the conference program
 - c. A polo-shirt will be presented at the Opening Session
 - d. Introduction at the Advisors/Corporate Session. Gift from a corporate sponsor will be presented at this session.
 - e. Introduction at the Awards Session. Plaques provided by the national office will be presented at this session.
 - f. Kansas Advisors of the Year will be listed in the national conference program.

Administrator of the Year

1. Each year in the spring semester, schools will be encouraged to submit the name of an administrator to be recognized at the state conference. The forms will be reviewed by the “Programs” subcommittee of the Board and recommendations made for a high school and/or college/postsecondary administrator to be honored for the current school year.
2. The winning administrators will be notified by the state office prior to the state conference. Each of the Administrator of Year recipients will be honored as follows:
 - a. Announcement at the Opening Session of KSC
 - b. Inclusion in the conference program
 - c. A polo-shirt will be presented at the Opening Session
 - d. Introduction at the Awards Session. Plaques provided by the state office will be presented at this session.

Kan Do Chapters

1. Each year in the fall semester the state office will encourage schools to work towards the Kan Do Chapter recognition status for the school year.
2. The completed Kan Do Chapter applications will be reviewed at the state office for recognition at the state conference.
3. There are three levels of recognition: Gold, silver and bronze.
4. Plaques will be presented to the schools achieving Kan Do status at the Opening Session of the State Conference.

State Pin Design Contest

1. Each year in the fall semester the state office will encourage schools to submit designs for the state pin to be manufactured in the spring.
2. The designs and accompanying paperwork will be submitted at the end of November.
3. The state officers and their advisors at their December meeting will select the winning design.
4. The winning student will be notified by the state office by December 15. The winner will be awarded \$25.00 and 10 pins at the state conference Opening Session.
5. All students submitting designs will receive a certificate from the state office following the conclusion of the competition.
6. The winning state pin design will be posted on the website.

State T-shirt Design Contest

1. Each year in the fall semester the state office will encourage schools to submit designs for the state t-shirt to be manufactured in the spring.
2. The designs and accompanying paperwork will be submitted at the end of November.
3. The state officers and their advisors at their December meeting will select the winning design.
4. The winning student will be notified by the state office by December 15. The winner will be awarded \$25.00 and 4 T-shirts at the state conference Opening Session.
5. All students submitting designs will receive a certificate from the state office following the conclusion of the competition.
6. The winning state T-shirt design will be posted on the website.

The Kansas Website

1. The website will be utilized as the main communication of information to the teachers, students, and public.
2. The management of the website will be determined by the state office with approval of the Board.
3. The state office will determine the content and links on the Kansas website.

This policy document is reviewed annually at the November Board of Directors meeting by the Governance Committee and approved changes are only made with the consent of the Board members. The minutes of the November meeting will reflect any changes in this document.