

POLICIES

of

SkillsUSA Kansas Youth Development Foundation

Contracted out by the Kansas Department of Education
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As approved by the members of the Board of Directors for the SkillsUSA Kansas Youth Development Foundation, Inc., November 2022. The Policies explain the organizational policy procedures.

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SkillsUSA KANSAS YOUTH DEVELOPMENT FOUNDATION POLICY MANUAL

MEMBERSHIP

1. By-Laws Article III Section 9: membership year shall be from September 1 through August 31, inclusive.
 - a. Fall membership deadline is November 15
 - b. Spring membership deadline is February 15
2. Classes of Membership include:
 - a. Student Membership – Students enrolled in a career technical education program or courses.
 - b. Professional Membership – Instructors of career technical education programs, administrators, supervisors, and advisors.
 - c. Alumni Membership – Former active members who are graduates of career technical education programs.
 - d. Honorary Life Membership – Individuals who have made significant contributions to the improvement and development of SkillsUSA Kansas and career technical education and whose membership is approved by the Board of Directors.
3. Members of the SkillsUSA Kansas Board of Directors are required to be dues-paying members. Advisors or Instructors wishing to be considered for a board position, must be current dues-paying members in order to vote or run for office.
4. 1% of membership income will be put into a Reserve Fund for emergency purposes.
 - a. Emergency purposes consist of contest material or equipment purchases, operational needs, and/or State Championship expansion needs.

CONFERENCES / WORKSHOPS

(Listed in order of Calendar Year)

NEW ADVISOR WORKSHOP (August / September)

1. It is required that all new instructors of career and technical education attend this workshop. The workshop consists of a 5-hour professional development training to equip instructors in Career Technical Student Organizations (CTSO) Chapter success. This workshop is conducted in August or September annually. Key points of training consist of:
 - a. SkillsUSA Program of Work
 - b. SkillsUSA Framework
 - c. Chapter meeting materials
 - d. Chapter Excellence Program Application
 - e. SkillsUSA CMSystem
 - f. Local, District, and State Championships

ANNUAL ADVISOR WORKSHOP (August / September)

1. It is recommended that all SkillsUSA Advisors attend the annual advisor workshop.
2. Years of Service Pins are presented during this workshop to advisors that have completed 1 year; 5 years; 10 years; 15 years; 20 years; 25 years; 30 years; 35 years; 40 years and 45 years of service to this organization.
3. District Planning Session: Each advisor will attend their assigned district planning session and help plan out their districts conference for the year.
4. Information: The state director shares new information coming down from the national or State office. Addresses any concerns and opens the floor to suggestions or ideas to move the organization forward.
5. The election of the Board of Directors District Representatives is conducted during the Annual Professional Member meeting which is included in the Annual Advisor Workshop agenda.
 - a. Refer to the Constitutional By-laws Article V: Section 1-10

WASHINGTON LEADERSHIP TRAINING INSTITUTE (WLTI) (September)

1. This conference is held by the National Office in Washington D.C. The conference engages in advanced leadership training for students and advisors that focuses on professionalism, communication, and leadership skills. It allows members the opportunity to share their SkillsUSA career and technical experiences with elected officials. Activities include Congressional visits; tours of Washington D.C., including monuments; Laying of a wreath at the Tomb of the Unknowns; and Visiting the National Leadership Center.
2. If funds allow, the State Officer Team will attend the WLTI Conference.

DISTRICT CONFERENCE (September / October)

1. Each district hosts their own district conference in September or October.
2. The purpose of the district conference is to elect district officers and introduce any new members to the organization and highlight the opportunities for members.
3. Election of District Officers: Each district will elect seven (7) high school and seven (7) postsecondary officers to be representatives of the Kansas Delegation. Elected District Officers will be required to attend the Fall Leadership Conference in October/November and serve as Kansas Delegates in electing the State Officer Team.
 - a. District Officer Candidates are required:
 - i. To prepare a speech introducing themselves to the district attendees (1-2-minute speech)
 - ii. Answer 3 problematic questions before the district attendees.
 - iii. Answer 3 questions from the district attendees.

4. Speaker: Each district is to host a business and industry partner or community member to come and speak to the students about their role in industry/community and what it took to get where they are.
5. Activity: Each district is to plan a community service, social activity or district leadership competition for the student to participate in
6. Record: The district host will record attendance, minutes, and a list of elected district officers and send this information to the State office for filing.

STATE OFFICER CANDIDATE BOOT CAMP WORKSHOP (October/November)

1. State Officer Candidate Boot Camp is a Virtual Workshop to help students prepare for the election process of running for State Officer.
2. This workshop is mandatory for all State Officer Candidates to attend. Any candidate not participating in the Boot Camp will be eliminated from the election process.
3. Candidates will be preparing for the following:
 - a. Interviews
 - b. Campaigning
 - c. Presentations
 - d. Speeches
 - e. Code of Conduct agreement

FALL LEADERSHIP CONFERENCE (October / November)

1. This conference is designed to help chapters practice the Program of Work activities in a 3 ½ day conference utilizing the essential elements of the Framework. The conference also hosts the delegate sessions that elect the State Officer Team.
2. Election of State Officers: See policy on Election of Kansas State Officers.
3. The Kansas Delegation (District Officers) will elect (7) high school and seven (7) postsecondary officers as the State Officer Team for the year during the Fall Leadership Conference.

CITIZENSHIP DAY (January)

1. Citizenship Day is for the State Officer Team to engage with other Career Technical Student Organizations (CTSO). Each organizations state officer team meet in Topeka, KS for leadership development workshops in the morning. The President of each CTSO presents before the Board of Education advocating for their organization and support for career technical education. During the luncheon, the Vice Presidents of each CTSO presents their organization before the Board of Education, Kansas Board of Regents, Instructors, and Parents. The SkillsUSA State Officer Team then go for a tour of the Capitol Building and if available, they meet the Governor of the State of Kansas. Each officer schedules a meeting with their representative to advocate for career technical support.

SkillsUSA WEEK (February)

1. SkillsUSA week is designed for SkillsUSA Chapters to promote SkillsUSA programs and activities at the local and state level. During the week, members advocate in raising awareness of SkillsUSA and Career Technical Education Programs. A successful SkillsUSA Week includes:
 - a. Monday: Recognition Day
 - b. Tuesday: Give Back Day
 - c. Wednesday: Partner Day
 - d. Thursday: Advocacy Day
 - e. Friday: SkillsUSA Day

KANSAS STATE CHAMPIONSHIP CONFERENCE (KSC) (April)

1. The SkillsUSA Kansas State Championship Conference is a competitive event showcasing students in Leadership and Skills competitions. The philosophy of the State Championships is to reward students for excellence in:
 - a. Leadership development
 - b. Skill development
2. SkillsUSA Kansas Business Industry partners host the event by chairing the competitions and supplying the competitions with qualified judges who work within the field of each competition area.
3. Students are awarded upon their performance during their competition.
 - a. To earn a medallion contestants must score:
 - i. 65% - 75% Bronze Medalist
 - ii. 76% - 85% Silver Medalist
 - iii. 86% - 100% Gold Medalist
 - iv. Only Gold medalist move forward to the National Leadership and Skills Championship Conference
4. REGISTRATION CONFERENCE PACKET
 - a. The Kansas State Championship Conference registration packet will be available by mid-February and sent out to the school advisor for preparation in registering their school for the conference. Only contest listed in the registration conference packet will be conducted for that year.
5. REGISTRATION:
 - a. A school must attain a membership of at least 7 student members and at least 1 professional member and have completed the Chapter Excellence Program Quality Level 1 Application in order to be eligible to register for the Kansas State Championship Conference.
 - b. A school's conference registration must be submitted through the Conference Management System (CMSystem) no later than March 1st
 - i. Early registration deadline, with a \$10 discount is set for February 25
 - ii. Regular registration deadline is set for March 5

- iii. Late registration submitted after March 5 deadline will be charged a \$25 late fee.
 - iv. No registrations will be accepted after March 15.
 - v. Contestants may be substituted until April 1
 - vi. Once registrations are submitted in the CMSystem, there are no refunds.
- c. Once a school submits registration the CMSystem will generate an invoice. All invoices must be paid by April 1st prior to arriving at the conference. Any invoices not paid will result in the school not participating in the Kansas State Championship conference.

6. REGISTRATING ALTERNATES

- a. An alternate form was developed to allow schools to submit more students in a competition than they are allotted. The form is submitted and timed stamped for the State Directors approval. If a spot comes open, the State Director will approve the alternate request and allow the school to submit another contestant.
- b. SkillsUSA Kansas has 12 contests that limit the number of students a school may submit registration.
 - i. Limit per school:
 1. Architectural Drafting (limit 3 per school)
 2. Baking and Pastry Arts (limit 3 per school)
 3. Cabinetmaking (limit 3 per school)
 4. Carpentry (limit 3 per school)
 5. Culinary Arts (limit 3 per school)
 6. Technical Drafting (limit 3 per school)
 7. Welding Fabrication (limit 1 team per school)
 - ii. Formula generated limit per school (Formula: Total school program members divided by Kansas total per contests times maximum contestant per contest equals number of contestants per school):
 1. Automotive Refinishing Technology
 2. Automotive Service Technology
 3. Collision Repair Technology
 4. Diesel Equipment Technology
 5. Welding

7. ADDING NEW CONTESTS

- a. Adding new contests to the Kansas State Championship conference must be done by November 15 of the school year.
 - i. The new contest must be in the related field of career technical education programs, or a leadership component driven by business and industry partners or aligned with SkillsUSA leadership development activities.

- ii. A pilot of three years may be used to monitor the interest and growth of the competition. A minimum of 5 students must be identified as maintaining the competition beyond the pilot years.
- iii. Location, equipment, materials, judges must be established by November 30 of the school year.

8. DROPPING CONTESTS

- a. Any contest with a 5-year history of less than 5 contestants registered for any 3 years may be dropped or adopted as an early competition that a single school may hosts.

9. EARLY COMPETITIONS

- a. Approved by the State Director, some contests where there is a single school that participates or a highly populated district area that participates in a single competition may be scheduled as an “Early Competition”.
- b. Early competitions are required to take place prior to the Kansas State Championship scheduled between March 25 to the Saturday prior to the State Championship conference.
- c. Depending on the early contest host, awards may either be awarded following the competition, or be held until the announcement at the Closing Ceremony during the Kansas State Championship Conference. If held, schools will be notified of finalist (Gold, Silver and Bronze) within 3 days following the contest. Specific placement will not be revealed until the awards ceremony.

10. GRIEVANCES

- a. Grievances may be filed by the lead school advisor or a contestant relative to any of the state competitions using the official Grievance Form.
- b. The form must be completely fill out with details outlining the grievance and submitted to the SkillsUSA Headquarters Office by 5:00 pm on the day of the contest. (For early competition, the form my be submitted directly to the State Director).
- c. The grievance will be reviewed by the state director and the state conference grievance committee.
- d. The committee will confer with the contests chair and a decision will be made, reconciling the grievance. The decision of the committee will be final.
- e. A report will be made back to the individual filing the grievance in a timely manner.

11. AWARD OF MEDALLIONS

- a. Business and Industry Partners of Kansas have designed the Kansas competitions to be rigorous and challenging. Scores of each competition will be accepted by the recommendation of our partners as experts in the field and will promote student achievement by awarding to a standard. Each contestant will be awarded by these standards:
 - i. Gold medallion recipient recognized by achieving a score of 86%-100%
 - ii. Silver medallion recipient recognized by achieving a score of 76%-85%
 - iii. Bronze medallion recipient recognized by achieving a score of 65%-75%
- b. If all competitors in a competition all score above 86%, not all will receive the gold medallion. In this instance, the top score will receive the gold medallion, second place the silver medallion and third place the bronze medallion.
- c. If a contest top score was 85% of total points, no gold medallions will be awarded, unless approved by the contest chair, only silver and bronze will be awarded.
- d. If all competitors in the competition all score below 65%, there will be no awards distributed, for the standard of excellence had not been reached.
- e. Only the gold medalist advances on to the National Leadership and Skills Championships Conference. IN some instances, students awarded Silver (No gold medalist awarded), working with the business industry partners in preparation may be considered. This instance must be approved by the State Director.

12. TIE-BREAKING FOR AWARDING OF MEDALLIONS

- a. Each score card is equipped with tie-breaking points. These points are determined by the contest chairs prior to the competition.
- b. If a second tie occurs with the same set of contestants, the score on the Professional Development Test (SkillsUSA Knowledge Test) will determine the winner.
- c. For Leadership Contests: If a third tie occurs, the score on the clothing requirement or resume submission will determine the winner.
- d. For Skills Contests: If a third tie occurs, the score on the Technical Assessments (Skilled Area Assessment) will determine the winner.
- e. If a fourth tie occurs, a toss of the coin will determine the winner.

CONFERENCE MANAGER

1. The state office may select or assign a manager of choice to work with the State Director coordinating the function of the Kansas State Championship Conference.
2. If the budget allows, the state office will determine stipends pay for this position and the specific hours and duties to be performed.
3. The State Director will work with the Finance Committee of the Board to determine if the allotted position is feasible for the current year.

NATIONAL LEADERSHIP AND SKILLS CHAMPIONSHIP PRE-CONFERENCE (ENGAGE; LEVERAGE; ACTIVATE) (June)

1. This three (3) day conference is for State Officer Teams, Advisors, and student member participation.
 - a. **Engage** is a professional development conference that assists teachers and SkillsUSA advisors in elevating their teaching skills to new levels. Experiential sessions connect educators with classroom and chapter knowledge to begin planning for their upcoming school year. This conference mission is achieved by ensuring that advisors and teachers can:
 - i. Implement SkillsUSA and the SkillsUSA Framework to build a high-quality CTE program that develops highly qualified employee candidates through their classroom instruction, work-based learning experience and SkillsUSA Chapter programming.
 - ii. Demonstrate the use of a variety of new and existing SkillsUSA educational resources and programs.
 - iii. Determine professional development growth needs and develop future professional development plans to improve the quality of their CTE program.
 - b. **Leverage** is an intensive leadership conference for SkillsUSA State Officers. The conference focuses on developing the following SkillsUSA Framework skills in preparation of their year of service: Leadership, Teamwork, Communication, and Job-Specific Skills. The officers establish their role within their respective team, learn how to communicate effectively on behalf of SkillsUSA and dig deeper into the role of State officer. Leverage helps achieve the SkillsUSA mission by ensuring that state officers can:
 - i. Develop and practice the Leadership, Teamwork, Communication, and Job-Specific Skills applicable to a variety of situations in their state officer team and with stakeholders they serve.
 - ii. Communicate effectively about career and technical education and SkillsUSA through the development and articulation of a SkillsUSA Framework story.
 - iii. Engage SkillsUSA members in effectively learning about career and technical education and the SkillsUSA Framework skills through high-quality facilitation skills.

- iv. Fulfill individual and team commitments by defining individual roles within the state officer team.
 - v. Define their role as a state officer and develop skills to fulfill the role.
- c. **Activate** is a high-energy leadership conference that is open to all middle school and high school SkillsUSA student leaders. The conference focuses on developing the following SkillsUSA Framework skills for use in achieving the local program of work: Leadership, Service Orientation and Planning, and Organization and Management. Activate is open to members looking to take their leadership to the next level.
- i. Demonstrate basic project management skills as defined by SkillsUSA.
 - ii. Implement appropriate Leadership, Service Orientation and Planning, Organizing and Management skills as defined by SkillsUSA to accomplish chapter goals related to the local program of work.
 - iii. Compare and contrast national servant leaders to identify ways they can use these positive leadership traits to serve others.

**NATIONAL LEADERSHIP AND SKILLS CHAMPIONSHIP CONFERENCE (NLSC)
(June)**

1. The SkillsUSA National Leadership and Skills Championship Conference host the State Gold medalist from each of the fifty states and three territories. The philosophy of the Championships is to reward students for excellence, to involve industry in directly evaluating student performance and to keep training relevant to employers' needs. The five (5) day conference will be held in Atlanta, GA until the year of 2033.

ELECTION PROCESS AND TRAINING OF THE KANSAS STATE OFFICER TEAM:

1. Annually the Kansas Delegation elects a new slate of State Officers to represent the members of the organization. The elections take place during the Fall Leadership Conference.
 - a. State Officers Candidates are required:
 - i. To attend the State Officer Candidate Bootcamp prior to the Fall Leadership Conference.
 - i. To prepare the following speeches, a demonstration, and campaign materials for the election process:
 1. Introduction Speech
 2. SkillsUSA Goal Speech
 3. Job Skills Demonstration presentation
 4. Candidate Campaign materials
 5. Final Election Speech (During the last speech the candidate will take 3 questions from the Kansas Delegation.
 - b. Elected State Officers will be given a copy of the current state officer contract including the dates, times, and location of all activities. The signed copy of the contract must be turned in prior to the first meeting of the state officer team.

- c. Elected State Officers will be required to attend activities throughout the year and be added to the Kansas House of Delegates as voting members. Activities include:
 - ii. State Officer Training Workshop (November/December)
 - iii. Citizenship Day at the Capitol (January)
 - iv. Contest Chair Luncheon (March)
 - v. Kansas State Championship Conference (April)
 - vi. Career Technical Student Organization Leadership Training (June)
 - vii. National Leadership & Skills Championship Conference (June)
 - viii. (Following Year) District Conference (September/October)
 - ix. (Following Year) Fall Leadership Conference (October/November)

- d. State Officer are elected as “At Large” where the position they will carry out is determined during the three (3) day State Officer Training Conference within a month of their election. The State Officer Training conference will 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 for High School officers, and President, Vice President, Secretary, Reporter, Vice President of Program, Vice President of Governance, and Vice President of Finance for College/Postsecondary) they will hold during the remainder of the school year.

- e. Before the training session, the State Director will ask the State Officers to submit their office of choice. This will be recorded and shared with the officers at their first training session, so everyone is aware of one another’s preferred office.

- f. The officers will work with the State Director and the team manager to learn the expectation, demands and responsibilities of each office, with a strong reference to the “team” and less to the position. At the end of the first full day of training, officers will be asked to repeat the process of submitting their office of choice.

- g. 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.

- h. 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.

- i. At the end of the second day of training, the State Director and State Officer Trainer will announce the assignment of office, using the scores from the election process, and their choice of office.

- j. On the third day of training, 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:
 - i. Score on the SkillsUSA Knowledge Test taken by each candidate.
 - ii. Status of their attaining their Statesman Recognition
 - iii. Feedback from the candidate interview process.
 - iv. Review of the specific impromptu question asked of each and why that question was developed.
 - v. Their own vote totals from the election
 - vi. Discussion of the office they were assigned.
 - vii. 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.
- k. At the end of day three, each officer will be asked to stand and give a short extemporaneous speech to the rest of the officers stating their office and how they will embrace the office they were assigned.
- l. The new state officer team will be announced by the State Director at the end of the final full day of training.
- m. The new State Officer Team will be installed by the State Director and any National Officers or staff attending the training.
- n. The results will be reported to the Board of Directors within a week.

STATE OFFICER TRAINER/TEAM MANAGER

- 1. The state office may select a former state officer or assign a manager of choice to work with the current state officers and function as the State Officer Trainer /Team Manager
- 2. If the budget allows, the state office will determine stipends pay for this position and the specific hours and duties to be performed.
- 3. The State Director will work with the Finance Committee of the Board to determine if the allotted position is feasible for the current year.

STATE OFFICER SCHOOLS RESPONSIBILITIES

- 1. Each school is responsible for the travel arrangements and cost of the state officer’s travel to required activities.
- 2. High School/Secondary 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 institution and the state office that the state association will not be held liable for the students’ travel.

CHAPTER EXCELLENCE PROGRAM (CEP)

1. To be an active chapter in SkillsUSA, each chapter must attain at least 7 student members and at least 1 professional member and complete Chapter Excellence Program (CEP) Quality Level 1 application.
2. Chapters that advance and complete the CEP Chapter of Distinction Level 2, their application will be judged by a selection committee in scoring the applications as:
 - a. Gold Chapter of Distinction: 240-300 points
 - b. Silver Chapter of Distinction: 165-239 points
 - c. Bronze Chapter of Distinction: 100-164 points
3. Chapters receiving the Gold Chapter of Distinction, their applications will be advanced to the National Selection Committee to be scored based on the criteria of goals, plan of action, results, evaluation and framework.
4. Announcement from the National office will be made by April 15, notifying schools that have been selected as CEP Models of Excellence Level 3, and invited to attend the National Leadership and Skills Championship Conference to advance their application with interviews from business industry.
5. The chapter achieving the Models of Excellence status will be announced during the National Leadership and Skills Championships Conference Opening Ceremony.

ADVISOR OF THE YEAR NOMINEE

1. Chapter completing the CEP Chapter of Distinction Level 2, may nominate an advisor of the year.
2. The nominee applications from each district are collected and reviewed by the selection committee. The selection committee scores the applications by district and determines the District Advisor of the Year.
 - a. District #1 NW
 - b. District #2 NC
 - c. District #3 NE
 - d. District #4 Wichita
 - e. District #5 SW
 - f. District #6 SC
 - g. District #7 SE
3. Each District Advisor of the Year advances on as a nominee for Advisor of the Year. The selection committee takes the top score of all district applications and determines the Advisor of the Year.
4. The District Advisor and the Advisor of the Year are awarded at the Closing Ceremony during the Kansas State Championship Conference.

CONFERENCE MANAGEMENT SYSTEM

1. Institutions are required to use the Conference Management System (CMSystem) which is the national database system for:
 - a. Annual membership enrollment
 - b. Conference registrations
 - c. Chapter Excellence Program Application
 - i. Quality Level I
 - ii. Chapter of Distinction Level 2
 - iii. Advisor of the Year Nomination

2. The State Director will generate state reports at the end of year:
 - a. Membership Report
 - b. Conference Reports
 - i. New Advisor Workshop
 - ii. Advisor Workshop
 - iii. Fall Leadership Conference
 - iv. Kansas State Championships
 - v. National Leadership and Skills Championships
 - c. Outstanding invoice reports

PUBLIC RELATIONS

1. The SkillsUSA Kansas Organization has developed two outlets to maintain communication of information to the teachers, students, and public.
 - a. SkillsUSA Kansas Website: www.skillsusakansas.org
 - b. SkillsUSA Kansas Friday Flash Newsletter: Sent out by email every Friday to the members of SkillsUSA.

This policy document is reviewed annually by the Board of Directors Governance Committee. The policy document was established January 25, 2014, as a quick reference to general guidelines of the operations of the SkillsUSA Kansas Organization.