SkillsUSA
KANSAS

2026–2028

# OFFICIAL OPERATING POLICIES






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# INTRODUCTION TO THE SKILLSUSA KANSAS STATE LEADERSHIP AND SKILLS CHAMPIONSHIPS

## Philosophy of the SkillsUSA Kansas Skills Championships

The SkillsUSA Kansas State Leadership and Skills Conference (SkillsUSA KSLSC) recognizes career and technical (CTE) students and teachers and motivates them to test their skills against standards for entry-level workers in the skilled trades with the goal of identifying the top career and technical education students in the nation. SkillsUSA KSLSC promotes quality career and technical education to industry and to the public.

Students are evaluated by representatives of business, industry, and organized labor. This direct evaluation by industry results in improvements to the relevant competencies in career and technical programs of study. Students learn firsthand the requirements of working in a timed event to established and appropriate standards, while teachers see the industry-driven standards nationwide and can update curricula. For employers, the SkillsUSA KSLSC is a positive way to convey their hiring needs and the skills required directly to educators, influencing instruction as they find a pipeline of quality employees. Working directly with students and sharing in their achievements motivates many employers.

The SkillsUSA KSLSC flows from local competitions to regional/district events, to the state competition, and then to the national event. For a select few, there is a possibility of advancing to an international competition, WorldSkills. At every level, a display of cooperation, communication, and collaboration that benefits everyone involved is highlighted. The SkillsUSA KSLSC raises awareness of the skilled trades and demonstrates the importance of career and technical education to the development of America's skilled workforce.

## Principles of Operation

1. Business, industry, professional associations, and organized labor set standards for competition that are based on competencies that are appropriate for entry-level workers and that align with CTE programs. These standards are kept current through broad industry representation on technical committees.
2. One company or organization may not exclusively run or dominate a SkillsUSA KSLSC Technical Committee or competition. On each technical committee, there should be committee co-chairs from two different companies/organizations. The Coordinator of the SkillsUSA KSLSC Championships will work with each competition group that needs assistance in assembling an effective committee.
3. Continuity of personnel within committees promotes systematic improvement and long-term communication with education. However, new companies and organizations will also be recruited regularly to ensure the competitions are continuously updated, and that competitors are exposed to new technologies and equipment.
4. The SkillsUSA KSLSC policies are established to govern the operation of the SkillsUSA state competition.

5. The SkillsUSA KSLSC is a prominent state volunteer-driven event. SkillsUSA's budget does not support subsidy of a volunteer's out-of-pocket expense for participation. Therefore, technical committee members, judges and other competition volunteers must be supported by the company or organization they represent or provide their own means of financial support.
6. All items and materials donated to SkillsUSA KSLSC will become the property of SkillsUSA Kansas and will be used for educational purposes only. Any personal use of equipment or materials is a violation of SkillsUSA policy and IRS regulations. All items left over from the SkillsUSA KSLSC will be saved for the following year or distributed to local schools or community organizations for use in educational programs with the approval of the State Director.
7. Alcoholic beverages are prohibited at official functions that students attend, including dinners or offsite events held either during the day or evening.

### Educational Objectives

The SkillsUSA KSLSC is an educational experience designed to improve CTE training and to provide student recognition for accomplishments. Technical committees, in addition to the SkillsUSA KSLSC and competition-related activities, may:

1. Present an educational industry seminar at the Kansas State Leadership and Skills Conference
2. Encourage business and industry members to share what they learn from the competitions and technical committees with other educators.
3. Work directly with local CTE training programs.
4. Share information about SkillsUSA KSLSC and their participation in supporting the future workforce through trade journals, company newsletters, press releases and/or at industry events to help build greater awareness of the SkillsUSA mission.

## SkillsUSA CHAMPIONSHIPS COMMITTEE COMPOSITION

The SkillsUSA KSLSC Executive Committee and Championships Management Teams work together to coordinate activities.

### Championships Executive Committee

1. The State Director appoints the Executive Committee, which is directly responsible and has the power to implement board policy regarding the activities of SkillsUSA KSLSC. All actions of the Executive Committee are subject to State Director approval.
2. The Executive Committee is composed of Board of Directors members, district representatives, and the State Director. A SkillsUSA staff member serves as the committee secretary. An emeritus position may also be appointed, if desired.
3. Members are appointed for a three-year term limited to one reappointment. Appointments are made by the State Director on a staggered basis to ensure continuity of leadership. The State Director reserves the right to reappoint an existing member for additional terms.
4. If, for any reason, a member becomes inactive, the State Director reserves the right to replace

that person for the remainder of the three-year term.

5. All Executive Committee meetings are presided over by the Executive Committee chairperson. The chairperson position will rotate among the co-chairpersons annually, beginning July 1 and ending June 30 of the following year.
6. District representatives must recuse themselves from the proceedings if it involves competitors or students from their school.
7. If a district representative is unable to attend KSLSC, the state director may designate a substitute representative from that district.

*Roles and Responsibilities*

1. Serving as the grievance committee for SkillsUSA KSLSC, reviewing formal protests filed by chapter advisors during the championships.
2. Ruling on any questions unresolved by the technical committees regarding administration of the competition.
3. Removing any technical committee chair, co-chair, or member upon the recommendation of the SkillsUSA KSLSC Championships Coordinator and in consultation with the technical committee chair and/or co-chair.
4. Serving as a consultant to the State Director.
5. Assisting the SkillsUSA KSLSC team in all management functions required to ensure a safe, orderly and successful SkillsUSA KSLSC.
6. Reviewing sponsorship proposals where several companies desire the same sponsorship within a committee and recommending appropriate action.
7. Assisting and reviewing demonstration competitions when properly submitted and providing due diligence so they can be voted on by the Board of Directors.

## State Technical Committees

1. Technical committees consist of volunteer experts from business, industry and organized labor and are officially appointed by the executive committee on the recommendation of the State Director. Each technical committee should have a chair and co-chair.
2. Technical committee membership is a volunteer position, and any cost associated with being on the committee is the responsibility of the individual and/or company. Technical committee members should request their expenses be covered by their respective companies.
3. It is the responsibility of the committee to plan the technical aspects of the competition and to develop/revise the national competition project or tasks, and to secure equipment, materials and administer the competition as specified in the most current edition of the SkillsUSA Championships Technical Standards.
4. Companies desiring membership on the technical committee must participate actively in the planning process and make their reasonable contribution toward a successful SkillsUSA KSLSC.
5. Committee members who fail to actively contribute to the planning and implementation of the SkillsUSA KSLSC competition will be removed from the committee.

6. In some cases, more than one individual from a company or organization may be listed as a technical committee member. When a vote is taken to decide action, however, each company or organization has only one vote. Subject to approval of the Executive Committee, separate divisions of some organizations may be recognized as having individual voting privileges if they provide separate technical services or materials and are engaged in the planning and administration of the SkillsUSA KSLSC separately from the parent organization.
7. Individuals appointed to serve on a technical committee are considered representatives of their employer, and it is the company that is appointed to the committee. In the event the committee member changes employment, the individual should resign from the committee. If they desire to continue to serve, a request to remain on the committee must be submitted to the State Director and approved by the Executive Committee.

## State Technical Committee Chairpersons

Technical committee chairpersons are experts from business, industry or organized labo. Other than by individual committee rule, there is no limit to the number of consecutive terms a chair may serve. The SkillsUSA KSLSC Executive Committee will resolve any disputes concerning the leadership of a technical committee.

### *Roles and Responsibilities*

1. Attend all meetings called by the State Director and/or Conference Management Team or designate a committee member to serve as the authorized representative at those meetings.
2. Assist in the appointment of a co-chair to serve on the committee.
3. Keep their technical committees updated on changes in personnel or companies within the committee.
4. Submit a budget (by registration deadline) identifying companies knowing that sponsorship and donations will be needed for any competition supplies.
5. Plan and conduct the mandatory orientation and debriefing meetings for competitors.
6. Make sure all committee members are familiar with the SkillsUSA Championships Technical Standards and SkillsUSA KSLSC Updates.
7. In consultation with committee members, the chairperson will delegate duties and assign individuals to ensure all requirements for a successful competition are met, including but not limited to the following:
8. Select the skills to be tested in the state competition and identify equipment and supplies.
9. Make arrangements for borrowing and/or soliciting donations of all items.
10. Work with the technical committee to develop competition projects, drawings and instruction sheets for the competitors.
11. Locate individuals who are knowledgeable in the competition trade or skill area and invite them to serve as judges.
12. Acquire appropriate industry awards/prizes. The State Director ensures that companies providing the awards/prizes are recognized, therefore the technical committee chair must notify the State Director of the awards/prizes and prize sponsors by March 15 each year.

13. Provide appropriate recognition for donors of competition equipment, supplies, and prizes. See "Donations, Awards and Publicity" for more information.
14. Plan and conduct the mandatory pre-competition orientation and post-competition debriefing meetings for competitors.
15. Instruct the competition judges and offer judges' training if necessary.
16. Conduct the SkillsUSA KSLSC competition.
17. Plan other activities for competitors such as industry-updated seminars.
18. Assign duties, communicate and oversee the work of the competitors.
19. Provide updated scoring rubrics to the SkillsUSA Kansas Office by March 15th.
20. Be available to the SkillsUSA KSLSC Conference Management Team if needed to help settle an issue or grievance.
21. Attend SkillsUSA Kansas Chair Luncheon and training as required by the State Director.
22. Make sure that all judges, technical committees and team members complete on-boarding before State as required.
23. Assist the Office of SkillsUSA KSLSC in updating the technical standards and/or competition preparation documentation by the established deadline and assist with the development and update of state support projects.

## Championship Management Team

SkillsUSA Championships Management Team (CMT) members support the SkillsUSA Kansas and State Director to ensure events run efficiently. The support team receives meals and housing support. The CMT Team includes the following appointments

1. SkillsUSA KSLSC Headquarters Coordinator
2. SkillsUSA KSLSC Facilities Coordinator
3. SkillsUSA KSLSC Ceremonies Coordinator
4. SkillsUSA KSLSC Courtesy Corp Coordinator
5. SkillsUSA KSLSC Prize Room Coordinator
6. SkillsUSA Kansas Secretary
7. Other personnel as assigned by the State Director

### SkillsUSA KSLSC Headquarters Coordinator

The SkillsUSA Headquarters Coordinator manages and oversees the central headquarters operations during conferences or competitions. This role ensures efficient communication, accurate information flow, and professional support for participants, advisors, judges, and event staff.

*Roles and Responsibilities*

1. Headquarters Operations Leadership

Serve as the lead coordinator for the SkillsUSA Headquarters area during events. Ensure Headquarters functions as the central command and information hub for the conference. Maintain a professional, organized, and welcoming headquarters environment.

2. Staff & Student Supervision

Recruit, train, and supervise Headquarters staff and/or student volunteers. Assign roles such as check-in support, information desk attendants, runners, and communications support. Monitor staff performance, attendance, and professionalism throughout the event.

3. Information Management

Serve as the primary source for schedules, locations, updates, and procedural guidance. Ensure accurate and consistent dissemination of information to: Advisors, Contest chairs, Judges, Courtesy Corps members, and Conference attendees. Manage signage, announcements, and updated schedules as needed.

4. Communication & Coordination

Act as a liaison between: Conference leadership, technical committee chairs, Event coordinators, Courtesy Corps and other support teams. Relay time-sensitive updates and resolve communication gaps quickly. Coordinate with event staff for emergency or last-minute logistical changes.

5. Participant & Advisor Support

Aid students, advisors, and guests with: Registration issues, Event locations and schedules, Lost-and-found items, General conference questions. Route issues to appropriate personnel when escalation is needed.

6. Event Monitoring & Issue Resolution

Track ongoing competitions, ceremonies, and meetings for operational issues. Respond promptly to concerns such as: Room changes, Schedule conflicts, Staffing shortages, Document issues and actions taken for post-event reporting.

7. Materials & Documentation Management

Oversee distribution and collection of: Programs, Event packets, Credentials and badges, Contest materials (as assigned). Secure confidential materials such as scores, ballots, or reports when required.

8. Professional Standards & Conduct Oversight

Enforce SkillsUSA policies related to conduct, dress code, and professionalism. Model leadership aligned with the SkillsUSA Framework. Address behavioral or professionalism concerns in coordination with event leadership.

9. Post-Event Evaluation & Reporting

Participate in post-event debriefs with conference leadership. Provide feedback on: Headquarters operations, Staffing effectiveness, Communication flow. Submit summaries or reports as requested.

### Desired Skills & Qualifications

- Strong leadership and ability to manage staff and volunteers
- Excellent communication and coordination skills
- Highly organized with strong time management abilities
- Ability to handle multiple tasks in a fast-paced environment
- Problem-solving skills and ability to make quick decisions

- Attention to detail and accuracy
- Experience with event coordination or operations (preferred)
- Familiarity with SkillsUSA (preferred)

## SkillsUSA KSLSC Facilities Coordinator

The facilities Coordinator ensures that SkillsUSA facilities and event venues are safe, functional, and well-organized. They coordinate logistics for national and regional events, support setup and breakdown activities, oversee maintenance or vendor services, and maintain compliance with safety and accessibility standards. This role requires collaboration with staff, contractors, volunteers, and national officers.

### *Roles and Responsibilities*

1. Operations & Facility Management

Oversee daily operations of SkillsUSA offices, training centers, and event areas. Coordinate maintenance activities, repairs, and vendor-provided facility services. Monitor facility readiness for meetings, workshops, and conferences. Track inventory, signage, and equipment used at SkillsUSA events. Maintain compliance with organization, local, and federal safety standards.

2. Event & Conference Coordination

Support site setup, logistics, and tear-down for SkillsUSA events, Coordinate space layouts, AV needs, and accessibility arrangements with venue staff. Ensure safety procedures and emergency protocols are followed during events. Liaise with vendors (e.g., janitorial, maintenance, AV providers) to maintain quality service.

3. Administrative Support

Manage facility-related budgets, invoices, and purchase orders. Track work orders and vendor performance through reporting tools. Maintain facility documentation (contracts, maintenance logs, inspection reports). Prepare operational reports and recommend improvements to procedures.

4. Health, Safety, and Compliance

Regularly inspect facilities for hazards and report issues promptly. Support enforcement of SkillsUSA safety and sustainability practices. Ensure compliance with OSHA, ADA, and SkillsUSA policies. Participate in disaster preparedness and emergency response planning.

5. Team & Member Support

Support SkillsUSA staff, officers, and volunteers with room setups and resource requests. Provide orientation for proper use of event spaces and equipment. Assist in training student leaders on event preparation and professionalism in facility care.

### *Desired Skills & Qualifications*

- Strong organization and time management abilities.
- Excellent communication and coordination skills with staff and vendors.
- Familiarity with safety regulations, facility maintenance, and event logistics.
- Problem-solving skills and ability to remain calm under pressure.

- Must have demonstrated good management skills in carrying out previously assigned SkillsUSA Kansas responsibilities.
- Must be able to manage volunteers effectively and maintain a cooperative attitude.
- Must have knowledge of SkillsUSA and support the mission of the organization.
- Must have served SkillsUSA and SkillsUSA KSLSC in a leadership role and demonstrated knowledge of the operation of the SkillsUSA KSLSC.
- Must know how to drive a forklift and have strong communication skills.

### SkillsUSA KSLSC Ceremonies Coordinator

The Ceremonies Coordinator is responsible for planning, organizing, and executing all official SkillsUSA ceremonies, ensuring they reflect the organization's values of leadership, professionalism, and excellence. This role supports student development by creating meaningful and well-structured ceremonial experiences.

#### *Role and Responsibilities*

1. Ceremony Planning & Organization

Develop detailed plans for opening, closing, awards, and recognition ceremonies. Create timelines, scripts, and run-of-show documents. Coordinate ceremony themes in alignment with SkillsUSA branding and mission

2. Script Development & Protocol

Write and edit scripts for speakers, officers, and presenters. Ensure proper use of SkillsUSA official ceremony procedures and protocol. Maintain consistency in messaging, tone, and professionalism.

3. Coordination with Stakeholders

Collaborate with advisors, student officers, presenters, and event staff. Communicate expectations, schedules, and responsibilities clearly. Lead rehearsals and ensure all participants are prepared

4. Event Execution

Oversee all ceremony logistics including staging, audio/visual, lighting, and timing. Manage transitions between speakers and segments. Troubleshoot issues in real-time to ensure smooth delivery

5. Student Leadership Development

Train and mentor student officers or participants involved in ceremonies. Provide guidance on public speaking, stage presence, and professionalism. Encourage student ownership and leadership in ceremony execution

6. Logistics & Resource Management

Coordinate venue setup, seating arrangements, and staging needs. Work with technical teams on sound, lighting, and multimedia presentations. Ensure all materials (awards, scripts, programs) are prepared and available

7. Evaluation & Continuous Improvement

Gather feedback from participants and attendees. Evaluate effectiveness of ceremonies and identify improvements. Maintain documentation for future events

*Desired Skills & Qualifications*

- Strong organizational and project management skills
- Excellent written and verbal communication
- Experience with event planning or stage production
- Ability to manage multiple tasks under tight timelines
- Leadership and teamwork abilities
- Familiarity with SkillsUSA mission and ceremonial standards (preferred)

### SkillsUSA KSLSC Courtesy Corps Coordinator

The SkillsUSA Courtesy Corps Coordinator oversees the planning, training, and operation of the Courtesy Corps team. The coordinator ensures members provide professional assistance, hospitality, and event support that reflects the SkillsUSA framework of leadership, service, and professionalism.

*Roles & Responsibilities*

1. Program Leadership

Serve as the primary advisor and supervisor for the Courtesy Corps team. Establish expectations aligned with SkillsUSA's mission, values, and conference standards. Act as the main point of contact between event leadership, advisors, and Courtesy Corps members.

2. Recruitment & Selection

Recruit suitable students who demonstrate professionalism, reliability, and leadership potential. Coordinate application, interview, and selection processes when applicable. Ensure diversity, inclusivity, and representation from participating chapters when possible.

3. Training & Preparation

Plan and conduct training sessions covering: Professional communication and customer service, Event procedures and protocols, Dress code and appearance standards, Conflict resolution and problem-solving, Safety and emergency awareness. Ensure all team members understand their duties before the event.

4. Scheduling & Logistics

Develop duty schedules for Courtesy Corps members during events. Assign roles such as: Greeters and information desk attendants, Event runners and room monitors, Awards ceremony support, Delegate assistance. Monitor attendance, punctuality, and shift coverage.

5. Event Operations Support

Supervise Courtesy Corps activities during conferences, competitions, and ceremonies. Ensure members provide welcoming, courteous, and accurate assistance to participants, judges, guests, and staff. Address operational issues or reassign duties as needed during events.

6. Professionalism & Conduct Oversight

Enforce SkillsUSA conduct policies, dress codes, and behavior expectations. Model professionalism and ethical leadership. Address performance concerns or disciplinary issues promptly and appropriately.

7. Communication & Coordination

Communicate clearly with event directors, technical committee members, and SkillsUSA officials. Relay schedules, updates, and instructions to Courtesy Corps members. Assist with last-minute changes or special requests from event leadership.

8. Evaluation & Recognition

Monitor and evaluate member performance during and after events. Provide constructive feedback to students. Assist in recognizing Courtesy Corps members through certificates, service hours, or awards.

9. Documentation & Reporting

Maintain records of: Member participation and service hours, Training completion, Incident reports (if applicable). Submit reports or summaries to SkillsUSA State Director as required.

*Desired Skills & Qualifications*

- Strong leadership and ability to manage student volunteers
- Good communication and interpersonal skills
- Organized with strong time management abilities
- Customer service mindset with a positive attitude
- Ability to problem-solve and adapt quickly
- Attention to detail and reliability
- Experience with event coordination (preferred)
- Familiarity with SkillsUSA (preferred)

## SkillsUSA KSLSC Prize Room Coordinator

The Prize Room Coordinator is responsible for organizing, managing, and distributing awards and prizes during SkillsUSA events. This role ensures accurate, efficient, and professional handling of all prize-related activities while supporting a positive experience for competitors and advisors.

*Role and Responsibilities*

1. Prize Room Setup & Organization

Plan and set up the prize room layout for efficiency and security. Organize awards, medals, tools, and sponsor-provided items by competition area. Clearly label and inventory all prizes prior to distribution

2. Inventory Management

Track all incoming and outgoing prizes using inventory logs or spreadsheets. Verify quantities and report discrepancies. Maintain secure storage and control access to the prize room

3. Coordination with Contests & Staff

Work closely with contest chairs and event coordinators to confirm prize needs. Ensure correct prizes are matched to each competition and placement level. Communicate distribution schedules and procedures

4. Prize Distribution

Distribute awards and prizes accurately and efficiently. Verify recipient eligibility (medalists, winners, etc.) before issuing items. Maintain organized flow during high-traffic distribution times

5. Volunteer & Staff Management

Recruit, train, and supervise volunteers assigned to the prize room. Assign roles such as inventory tracking, distribution, and restocking. Ensure all staff follow procedures and maintain professionalism

6. Documentation & Record Keeping

Maintain detailed records of distributed prizes. Track unclaimed items and manage post-event distribution if needed. Prepare summary reports after the event

7. Problem Solving & Customer Service

Address missing items, discrepancies, or participant questions. Resolve issues quickly while maintaining a positive and professional demeanor. Coordinate event leadership for escalations

8. Post-Event Wrap-Up

Conduct final inventory and reconcile all items. Pack and return unused materials or sponsor items appropriately. Provide feedback and recommendations for future improvements

### *Desired Skills & Qualifications*

- Strong organizational and inventory management skills
- Attention to detail and accuracy
- Ability to manage fast-paced, high-volume environments
- Good communication and customer service skills
- Leadership experience with volunteers or teams
- Basic proficiency with spreadsheets or inventory systems

## Championship Management Team Roles and Responsibilities

Complete onboarding and training provided by the SkillsUSA KSLSC Headquarters Coordinator and State Director. The duties include:

1. Assist with compiling requests for space.
2. Gather information on assigned competitive events to achieve quality events.
3. Submit revisions to room layouts as needed.
4. Propose new ideas to improve planning and implementation of competitions.
5. Serve as a liaison between technical committees and State Director.
6. Assist in managing on-site production and cleaning up of the competition area.
7. Registration and Contest Chair Check-In.
8. Other duties as assigned.

# DONATIONS, AWARDS AND PUBLICITY

## Regulations

1. Technical committee chairs solicit, approve and coordinate any awards/prizes to be presented to SkillsUSA KSLSC competitors. The SkillsUSA Kansas Office of Prizes assists in the procurement and management of competition awards/prizes.
2. Technical committees, in collaboration and consultation with the Office of Prizes and the State Director, may require specific donations as in-kind donations before placing sponsorship signage in the competition area(s).
3. Technical committees and SkillsUSA Kansas may suggest tiers of giving in correlation to signage sizes.
4. Suggested tiers may include the following:
    a. Tier 1 = $20,000 and above
    b. Tier 2 = $10,000 to $19,999
    c. Tier 3 = $5,000 to $9,999
    d. Tier 4 = $0 to $4,999
5. Organizations wishing to present awards/prizes must offer identical awards to gold, silver and bronze medalists for both high school college/postsecondary, and where applicable, middle school and meet the policies outlined in this document. Exception: tuition grants may be offered to high school competitors only.
6. Organizations that wish to host a special function at the SkillsUSA KSLSC must coordinate with the SkillsUSA Kansas staff in advance. Send proposals to tinchere@hutchcc.edu
7. Organizations that plan to have their company media team attend or want to invite trade media, photographers or other film crews to the competition areas at the SkillsUSA KSLSC should coordinate the activity in advance with the SkillsUSA Kansas Office. All such activities are at the discretion of the State Director and the SkillsUSA KSLSC Executive Committee and must not disrupt the competitions. The intended purpose and use of any photography, video or media arrangements must be provided and approved prior to the Championships.
8. The Executive Committee will give guidance to the SkillsUSA KSLSC awards/prizes program as required.

## Technical Committee Support Categories

The State Technical Committees provide the primary support for SkillsUSA KSLSC. Technical committees design and manage the competitions and secure equipment, supplies, judges, prizes and awards. The nature of the competition and members' share of responsibilities dictate the cost to member companies. This includes travel expenses and donated personnel costs. In addition, membership generally requires a donation of equipment and materials.

## Championships Sponsor Designation

1. SkillsUSA KSLSC competition sponsors are cited on signage within the competition area, provided by the company sponsors, and on the Kansas SkillsUSA Website. Every effort will be made to have the appropriate companies acknowledged. The deadline for the Website is March 15.
2. Competition sponsor designation applies to:
    a. Companies represented on the competition's state technical committee.
    b. Companies providing equipment and supplies used in the competition.
    c. Companies providing competition prizes and awards.
3. Select companies providing a qualifying amount of general financial support to SkillsUSA KSLSC.
4. Organizations qualify for SkillsUSA Official Partner status through cash contributions and/or documented in-kind donations of $10,000 or more in a calendar year as of June 1. Organizations seeking Official Partner status should work with the SkillsUSA Kansas Office staff to determine the specifics of their partnership and recognition level.
5. Official Partners are cited on the SkillsUSA Kansas website and have the right to affix the SkillsUSA Official Partner logo to their signage or advertising, if desired.
6. For more information regarding sponsorship and partner status, contact the SkillsUSA Kansas Office at tinchere@hutchcc.edu.

## Types of Competition Awards and Prizes

1. Grants must relate to furthering the student's occupational education. Grant offers must give the student substantial relief from annual tuition and fees.
2. Tools, equipment, and/or uniforms must relate to the occupational training area of the medalists or to the competition in which they are entered.
3. Books and manuals must relate to the student's occupational training objectives.
4. Educational trips must be designed to further the student's occupational education.
5. The official medallions of the SkillsUSA KSLSC are the only awards presented on stage at the Awards Session to medalists of the competitions.
6. Cash awards or gift cards for winners are not permitted without advance permission. Should an organization want to allow a medalist to select their prize of tools or books, etc., funds for the prize must be donated to SkillsUSA Kansas, Inc. Grant awards to individuals must be made payable to the student's postsecondary institution of choice unless specific arrangements have been made with SkillsUSA Kansas in advance.

## Procedure for Offering Awards

1. No industry awards or prizes are presented on stage during the SkillsUSA Kansas Awards Session. SkillsUSA KSLSC Ceremonies Coordinator will designate a time and location for presenting industry awards/prizes during the Awards Session, typically in the backstage prize

and photo area. The State Director must approve of any alternative arrangements.

2. Organizations represented on a competition's state technical committee may have their representative give out the industry awards and prizes. Organizations other than those on the competition's state technical committee may have their awards presented only with the approval of the technical committee chairperson and at the discretion of the Championships management committee.
3. Organizations that have not made a meaningful contribution to the SkillsUSA KSLSC or to the mission of SkillsUSA may not present or provide awards to medalists or competitors.
4. All award/prize sponsors must complete a form, as specified by the Office of SkillsUSA Kansas, indicating the prizes that will be provided. This form must be completed and submitted by the established deadline in order to be recognized for their contributions.

## Private School Grant Policy

1. All grants to be awarded to competitors or medalists of the SkillsUSA KSLSC must be approved by the technical committee chairperson and by the State Director. All institutions wishing to award grants must first contact the SkillsUSA Kansas Office to ensure processes, policies and protocols are followed.
2. All institutions interested in providing grants at the state level must apply by March 1. SkillsUSA will notify institutions by May 15 of the status of their grant offer. Applications for offering an award grant may be obtained from the State Director at tinchere@hutchcc.edu

The grant request should include criteria for evaluation, such as:

a. Offering institution's full address, website and contact information
b. Criteria for awarding the grant
c. Annual dollar value of the grant offered
d. Cost of total annual tuition, fees, supplies, room and board or other costs
e. Name and duration of the institution's appropriate training program(s)
f. Duration of the open grant application
g. Required student performance standards for retaining the grant
h. Campus locations and start dates for which the grant may be applied
i. Grants offered to SkillsUSA KSLSC competitors or medalists must provide the student with a substantial contribution toward the costs of further education. An educational institution offering a grant must offer it to all three medalists in the high school division: gold, silver and bronze.
j. Medalists are eligible to receive the grant offered for their respective medal placement only.
k. Institutions offering grants must present a grant awards packet to each winner following the Awards Session by the school's representative or by a SkillsUSA staff member.
l. Unlike other industry awards and prizes, tuition grants may be offered to high school division competitors/medalists only.
m. In the event the place winner designated for the grant is an underclassman and cannot

utilize the grant in the upcoming school year, the grant winner can request in writing that the grant be held until the academic year immediately following the awardee's high school graduation. This petition must be made in writing within 30 days of being offered the grant. The offering institution must then respond to the students' request in writing.

# DONATIONS AND SOLICITATIONS

## Regulations

1. Contributions, supplies, equipment and materials must be donated with the understanding that SkillsUSA Kansas has the right to govern their disposition as directed by the policies established by the SkillsUSA Kansas Board of Directors. An official receipt form is available upon request from the SkillsUSA Kansas Office.
2. All equipment and materials used in the SkillsUSA KSLSC that are warehoused by SkillsUSA Kansas is donated to SkillsUSA and is the property of SkillsUSA Kansas. The company or organization donating the equipment/materials releases SkillsUSA Kansas of any obligation or liability. The management of SkillsUSA Kansas will determine the use or disposal of warehoused equipment and supplies.
3. All cash donations for use by technical committees must be given to SkillsUSA Kansas. No donation will be accepted in any other name than those processed through SkillsUSA Kansas. Donations supporting SkillsUSA Kansas activities but made to entities other than SkillsUSA Kansas will not be recognized by SkillsUSA.
4. All solicitations for materials, funds and equipment for the SkillsUSA KSLSC must be clearly made in the name of SkillsUSA Kansas.
5. All solicitations for SkillsUSA KSLSC competition materials, equipment, supplies, prizes and awards must be made by members of the state technical committees or other officially designated representatives, including the state staff of SkillsUSA.

## Endorsement of Products and Services

1. SkillsUSA Kansas and its employees will not directly or indirectly endorse the products or services of any individuals or companies, even if such individuals or companies are sponsors of or contributors to SkillsUSA. The acceptance by SkillsUSA Kansas of contributions or loans of equipment, supplies, and/or materials will not entitle the sponsor or contributor to state or imply that SkillsUSA Kansas and its members, associations or chapters endorse specific products or services for sale by a sponsor or contributor.
2. Sponsors and contributors recognized by a state technical committee or SkillsUSA Kansas are encouraged to publish statements in their advertising of their involvement with and support for SkillsUSA, SkillsUSA Kansas, SkillsUSA KSLSC and other SkillsUSA projects. Such sponsors and contributors may use the SkillsUSA Kansas logo in such statements, so long as the SkillsUSA brand standards are upheld, and the mark is not used in a way that implies endorsement of a product or service for sale.

3. Only recognized Official SkillsUSA Kansas Partners may use that designation and mark. Supporters who do not achieve official partner status may refer to themselves as a supporter, a contributor or a partner of SkillsUSA Kansas. To learn more visit Become an Industry Partner.
4. While SkillsUSA Kansas encourages the use of its name and marks with those of its partners, SkillsUSA's Kansas name and marks may not be used to sell any specific product or service without a licensing agreement with SkillsUSA, Inc.

## Championships Sponsor

1. All competitions conducted by SkillsUSA Kansas will be known officially as the SkillsUSA KSLSC. No competitive event will carry the name of a competition supporter, and no contributions or loans of material will be accepted from any contributor attempting to place a condition, restriction or limitation on the use of the contribution other than those within these policies
2. As is reflective of industry practices, a variety of tools, materials and products should be used in competitions. Brands of tools, materials and products used in competition should reflect the variety of industry practice to the extent feasible. In the spirit of serving all members, **SkillsUSA Kansas will not promise exclusivity to any brand in the SkillsUSA KSLSC for any competition or sector.**

## Recognition on the SkillsUSA KSLSC Floor

1. Contributors of **competition equipment** shall have the right to affix a 12"x12" sign with a white background on each piece of equipment that identifies the contributing company. Brand marks on equipment that already carries adequate company identification need not be modified. The competition technical committee will ensure safety compliance and visibility. The SkillsUSA KSLSC Executive Committee will determine the final resolution to any brand concern.
2. Organizations making unrestricted cash donations of at least $5,000 to SkillsUSA KSLSC will secure the right to citation on sponsor list signage as a SkillsUSA, Inc. sponsor in one competition of the sponsor's choice. For higher levels of unrestricted cash donation to the Championships, please visit Become an Industry Partner.
3. Each state technical committee, in collaboration with Championships staff, shall retain discretion over the display of larger signs (e.g., retractable banners, feather flags, etc.) inside the competition area identifying individual competition sponsors, providing that:
    a. No organization may place more than four signs in one competition area
    b. No sign may be placed that constitutes a safety hazard or that block spectators' views of the competition area
    c. Contributors who donate prizes, and/or other in-kind sponsorship, have the right and are responsible for providing any signage and easel for display in the competition.
    d. The signage for prize contributions shall be no more than 2'x3' and shall be given to the technical committee chair for display in the competition area. Signage should include a

company logo and the list of prizes to be awarded. All signage and easels are the responsibility of the prize sponsor and should be provided by the sponsor. Prize signage is limited to one sign per sponsor per competition, unless permission for additional signage is granted by the SkillsUSA KSLSC Facilities Coordinator.

e. Tables or displays may not be placed within competition spaces that depict or reflect the purpose of an exhibitor booth, they must be placed in the designated spaces.