

NOTICE: We have completed another highly successful State Conference for 2008 with over 1,400 registered Students and Advisors from around the state. We are leaving this information here for those who are curious about the 2008 Illinois SkillsUSA State Conference. The information will be changed prior to the 2009 State Conference.



Champions at Work

2/27/08

2008 State Conference

08StateMEMO5

TO: Illinois SkillsUSA Advisors
FROM: Don Bauc, State Executive Director

Reminder to all Advisors: Be sure to read all the material on the Illinois SkillsUSA Website regarding the State SkillsUSA Leadership Conference and SkillsUSA Championships. Nat Greenfield's memo is included with the memo you are currently reading. Under State Conference in the blue area, check out the "Special Notices" section, the "Contest Rule Update & Cancellations" section and the "Rules for New Contests" section. The "Rules for New Contests" section contains the rules of contests not found in our Illinois Advisors Handbook. Under Instructions & Help in the blue area, check out the "State Conference Registration" section for instructions on registering for this year's State Conference.

ITEM # 1 44th STATE SkillsUSA LEADERSHIP & SKILLS CONFERENCE

The date of our state conference and SkillsUSA championships is April 17-19, 2008. *The theme for this year's conference is: "SkillsUSA: Champions at Work".* The theme must be related to the SkillsUSA Championships. The theme may appear in capital or lower case letters when used for contests and displays.

ITEM # 2 CONFERENCE REGISTRATION & DEADLINE

The deadline for registering for the Illinois SkillsSUA State Conference is March 21, 2008. Please, remember that you must **register on-line**. See **Larry Huck's "State Conference Registration" instructions under Instructions & Help on the Illinois SkillsUSA website.** **Send all registration monies to: Larry Huck, SkillsUSA Registration Consultant, 1506 Hadley Drive, Batavia, IL 60510.** Contact Larry Huck if you have any questions about registration or are having difficulty meeting the registration deadline of March 21, 2008. Larry's email address is: ldhflyguy@sbcglobal.net *Also, do not send in registration money by any method that requires a signature. Regular certified mail is ok.* **Please very carefully read the registration information from Nat Greenfield which comes later in this memo.**

ITEM # 3 STATE CONFERENCE BADGES

Only registered members and their guests will be allowed to attend the Opening Session and Awards Session of the State Leadership and Skills Conference. Everyone entering the convention center main hall for the opening ceremony and closing awards ceremony will be required to have a conference badge. This means that if parents or other relatives wish to attend, they will need to report to conference headquarters for a badge. There is no charge for parents and family members.

ITEM # 4 RIBBON CUTTING CEREMONY

Be sure to sign up one student from your school to participate in the Ribbon Cutting ceremony at the opening, Thursday night. This should be done online as though that student is being registering for a contest titled "Ribbon Cutting Ceremony". He or she must bring a pair of scissors.

ITEM # 5 PARADE OF SCHOOLS

Each school attending the State Leadership and Skills Conference is being asked to bring their school flag to the Conference or to make a sign (22" x 28" recommended) with their school name on the sign. The sign can be school colors or SkillsUSA colors. Each school should select one student to carry the flag or sign and represent the school in the Opening Ceremony's **Parade of Schools**. This person may or may not be the same student you select to bring a pair of scissors for the ribbon cutting ceremony. Please register the person carrying the flag or sign along with your conference registration. This must be done on-line as though that student is registering for a contest titled "Parade of Schools". Advisors will be given further instructions at registration check-in as to when and where their students will report for the Parade of Schools.

ITEM # 6 PARADE OF CHAMPIONS

Following the last contest being called and the medals awarded on Saturday morning, we will close the Conference with a **Parade of Champions**. Announcements will be made regarding the participants and procedures for the parade during the **Awards Session**. Please have your entire delegation remain in the main hall for the **Parade of Champions**.

ITEM # 7 2008 SkillsUSA STATE CONFERENCE SOCIAL

The social will be held at the Prairie Capital Convention Center on Friday evening, April 18, 2008. **The theme for the social is "A Night in Paradise". It is a Hawaiian theme. Advisors should remind everyone attending the State Conference from their school to bring Hawaiian style clothing to wear at the social.** The social will include a dance, games, contests, ice cream, souvenirs and pictures. The social is open to all registered members. Be sure to make plans to attend.

ITEM # 8 COLLEGE/POSTSECONDARY MEETING & SOCIAL

A separate meeting, voting delegate session (includes election of officers) and social is being planned for all College/Postsecondary conference participants. The meeting is scheduled for 8:00 p.m. in the Convention Center on Friday, April 18, 2008. Voting delegates allowed on the College/Postsecondary level are: 1-9 members = 2, plus one voting delegate for each additional 50 members. Advisors should register voting delegates on-line as though the students are being registered for a contest titled "Voting Delegate".

ITEM # 9 RETIRING LOCAL ADVISORS

Please let the Illinois SkillsUSA Office know if you or any of your colleagues, that are current local Advisors, and are planning to retire at the end of this school year. We need this information by March 21, 2008.

ITEM # 10 SUCCESS STORIES

The state and national offices of SkillsUSA are on the lookout for stories about successful instructional programs, alumni, and business partnerships. These stories can be used in *Champions* magazine, in state and national media coverage, in policymaker relations, and as public relations for business sponsorship. If you have a success story, please phone, write, fax or e-mail it to our office.

ITEM # 11 LUNCHEES FOR CONTESTANTS

The Convention Center will again offer a snack bar on the main convention floor. Various drinks and snack items can be purchased at the bar. Keep in mind that lunches are not available for contestants during the competition. Many contests last for five or more hours. Students in these contests often need some sort of refreshment. Talk to the contest Supervisor and ask if the students will get a break so that you can bring them some snacks or drink.

ITEM # 12 SECONDARY DELEGATE SESSION

The secondary official voting delegate session will be held in the afternoon on Friday, April 18, 2008 in the Springfield Hilton. This means that contestants who compete in the morning can also be voting delegates. This will be a very important meeting, because State Officers will be elected, national officer candidates selected and national changes will be announced and discussed. Be sure to sign up the number of delegates that your school is entitled to for this session. Examples for the High School level: 1-9 members = 1 delegate, 10-19 members = 2 delegates, 20-29 members = 3 delegates, 30-39 members = 4 delegates, 40-49 members = 5 delegates, 50-99 members = 6 delegates, 100-199 members = 7 delegates and 200 or more members = 8 delegates. Advisors should register voting delegates on-line as though the students are being registered for a contest titled "Voting Delegate".

ITEM # 13 GUEST SPEAKER

A guest speaker will present a special program for all conference participants who are not in a contest during the morning session. It will begin at 9:00 a.m. in the Springfield Hilton in the Ambassador Ballroom located on the lower concourse level. Remember all voting delegates, Advisors, parents and contestants not competing at that time, are invited to attend this session.

ITEM # 14 ADVISOR'S WORKSHOP

Our guest speaker will hold a special Advisor/Teacher Professional Development Workshop on Friday, April 18, 2008 beginning at 10:15 a.m. in the Springfield Hilton in the Ambassador Room on the lower level.

ITEM # 15 ADVISOR HELP

If you want to help with the state conference, please let us know. You can contact the SkillsUSA Office before the conference or you can sign up at the registration desk on Thursday, April 17, 2008.

ITEM # 16 NATIONAL SkillsUSA DEMONSTRATION CONTESTS

This is a reminder that Illinois SkillsUSA will again run several demonstration contests. None of these contests required a written qualifying exam. They are all national contests and the rules can be found on the national web site. The contests are: Crime Scene Investigation; Medical Math; Video Product Development, Entrepreneurship, and Engineering Technology.

ITEM # 17 TEAMWORKS

The TeamWorks contest will be held at the Army National Guard Armory in Sparta, Illinois, (which is in southern Illinois) on April 11-12, 2008 (Friday and Saturday). TeamWorks is a contest that is open to a four person team of SkillsUSA members enrolled in program(s) with building trades as the occupational objective. All members must be from the same SkillsUSA chapter (school). The team is evaluated for excellence and professionalism in the field of residential carpentry, masonry, plumbing, electricity and teamwork skills. Check pages 397-401 in the 2008 SkillsUSA Championships National Technical Standards for the rules for the contest. This is a two day contest; so, some special arrangements have been made to run the contest before the state leadership and skills conference. There is room for seven teams to compete. If your chapter wants to register for the competition, please do so. Each school can register more than one team. If a lot of schools register teams, we will allow one team from the first seven schools to register, to compete. If only a few schools register, multiple teams from the schools will be allowed to compete up to a maximum of seven teams. The \$70 State Conference registration fee is required for each student. Refunds will be made if teams are not allowed to compete in the contest due to a high number of teams registered.

ITEM # 18 RESUME – CHANGE FOR THIS YEAR

All contestants should be aware that National SkillsUSA will require that all contestants bring a one page type written Resume to the contest briefing or the contest site; this includes every member of all team contests. **The resume is part of the contest.** A penalty of five per cent, not five points, of the total points that the contestant receives will be assessed for failure to submit a resume. The entire team will be penalized if any one or more members fails to submit a resume. **Illinois SkillsUSA will also follow the same national guidelines this year. In Illinois, if a contestant is in more than one contest, he or she will need a Resume for each contest.**

ITEM # 19 6.1 FORM

Remember to send in your 6.1 forms to P. O. Box 15, Mokena, IL 60448-0015 or fax them to 1-708-479-8444. These were due at the same time that you registered your membership. If you forgot to turn in this form, please turn it in now. It is a requirement of our ISBE contract.

ITEM # 20 NATIONAL CONFERENCE & SKILLSUSA CHAMPIONSHIPS

The National Conference and SkillsUSA Championships will be held in Kansas City, Missouri on June 23 - June 28, 2008. Travel days must be Monday, June 23, 2008 and Saturday, June 28, 2008, in order to attend all of the events. Leadership and Skills competitions are usually held on Wednesday and Thursday of the conference. Mandatory contest briefings will begin early Tuesday morning. The Illinois Delegation will meet on Monday evening at our Hotel. This year we will be staying at the Hyatt Regency Crown Center. Be prepared to take the SkillsUSA Professional Development Exam (SkillsUSA Knowledge) at our meeting. The exam is based on Levels 1 and 2 of the PDP and is used as a tie breaker. The Awards Program will end late Friday evening and will be followed by our own Awards Program celebration late Friday evening. More information will be provided at the state conference.



2/27/08

2008 STATE CONFERENCE
REGISTRATION AND CONTEST INFORMATION

To: Illinois SkillsUSA Advisors
From: Nat Greenfield, State Conference Director

REGISTRATION PROCESS

Your **REGISTRATION MUST BE COMPLETED ONLINE** before the end of the day on **Friday, March 21, 2008**. The Registration Fee is **\$70.00** for each person attending this conference. Register all student members, SkillsUSA advisors, and adult chaperones attending this conference. The **\$70.00 registration fee is non-refundable** (refer to the established Illinois SkillsUSA Board of Director's policy) and **must** be received in full by the date of the conference. When you are submitting your online registration to Larry Huck, you are **guaranteeing** the number of registrants at the close of the registration as dated above. **Payment must be made by school or bank check – Do Not Send Cash. Personal checks are not accepted!**

The SkillsUSA Board of Directors has approved a special \$30.00 registration fee for Freshman Observers at the high school level only... Any high school that would like to register a freshman observer(s) must contact Larry Huck to find out the procedures for registering them.

It is the goal of Illinois SkillsUSA to run all contests at maximum numbers. Therefore, after you have received the results of the written qualifying tests, please notify Larry Huck by email, phone, or fax as soon as possible, if any of your students that have qualified for a contest, **will not** be competing in that contest, so that he may contact the next contestant who qualifies to compete.

IT IS EXTREMELY IMPORTANT TO READ LARRY HUCK'S INSTRUCTIONS BEFORE BEGINNING THE REGISTRATION PROCESS! The instructions are available at the Illinois SkillsUSA website, under "State Conference Registration".

HOTEL REGISTRATION

Please refer to the **Illinois SkillsUSA Hotel Information & Registration Procedures** sheet included in this memo. All hotels require the **Illinois SkillsUSA Hotel Reservation Form(s) 7.4.1 (and 7.4.2 if needed)**. These forms are available on the Illinois SkillsUSA website by clicking the "**Registration Forms**" button. **Do not send completed Illinois SkillsUSA Hotel Reservation Forms to Larry Huck!**

GENERAL CONTEST RULE UPDATES

It is important that you refer to the newly updated **National SkillsUSA Championships Technical Standards (2008)**, the **Illinois SkillsUSA Advisor's Handbook**, and **updated contest rules posted on the Illinois SkillsUSA website by the State Director.**

CONTESTS CANCELLED FOR THIS CONFERENCE

The Illinois SkillsUSA State Director has posted a list of contests that have been cancelled for this conference. The list is in the “State Conference” section of the Illinois SkillsUSA website. If cancellations occurs after the registration process has begun/concluded, the advisor will be notified by Larry Huck to discuss options.

DRESS CODE FOR THE OPENING SESSION

Official dress and/or professional attire is requested (no blue jeans). **It is the advisor’s responsibility to insure proper attire for his/her students!**

DRESS CODE FOR THE CLOSING/AWARDS SESSION

The **Dress Code** for any contestant participating in the Awards Program is as follows:

“Official dress for females is a dark skirt/slacks (no blue jeans), dress shoes, and a light colored blouse; and for males is dark slacks (no blue jeans), dress shirt, dress shoes, and tie”. Exceptions are for Health Occupations contestants, Cosmetologists and their models and Nail Care contestants and their models, who may wear their “work uniform” (Board of Directors Policy).

Contest winners (gold, silver, bronze medal winners) who approach the award podiums wearing blue jeans/shorts **will not** be permitted to receive their award on the podium. Their award will be presented off-stage.

CONTEST BRIEFING SESSIONS

Contest Briefing Sessions will immediately follow the **Opening Session** on Thursday evening. **Attendance is Mandatory!** The briefing sessions are for contestants only! **Contest Briefing Room/Location assignments** will be included in your registration packet, announced by Nat Greenfield at the conclusion of the Opening Session, and posted throughout the Convention Center. Contestants may be disqualified if they do not attend their assigned briefing session(s). If a contestant is in two or more contests that require a briefing session, his/her advisor should go to the second briefing session and inform the contest supervisor that the contestant is attending another briefing session and will be at this briefing session ASAP. **Advisors that pick up their conference registration packets prior to the Opening Session (preferably at the 2:00pm – 5:00pm time in the front lobby), should ask the state staff member(s) present at the registration table for the pre-written letter on SkillsUSA stationary, to the above effect for the number of his/her students that will have more than one briefing session.**

STATE OFFICER CANDIDATES/REGISTERED DELEGATES/CHAPTER ADVISORS

Make sure to read **Section 3, Constitution & By-Laws** found in the Illinois SkillsUSA Advisor’s Handbook.

ILLINOIS SkillsUSA CODE OF CONDUCT AND STUDENT CODE OF ETHICS

It is the responsibility of each advisor to make certain all participants read and understand the **Illinois SkillsUSA Code of Conduct (7.2.1/2/3)** and the **Student Code of Ethics (7.14)** prior to attending the state conference. **The Illinois SkillsUSA Code of Conduct** can be found on the **Illinois SkillsUSA website under Registration Forms and in the Illinois SkillsUSA Advisor’s Handbook on page 7.2.1/2/3.** The **Student Code of Ethics** can be found in your **Illinois SkillsUSA Advisor’s Handbook on page 7.14.** Please make sure your students understand that

any infraction of the **Code of Conduct and/or Student Code of Ethics** may result in your school's disqualification from the Award's Program (i.e., medals/plaques/trophies, ribbons, scholarships, and/or prizes won by your school may be forfeited).

SkillsUSA THEME

The theme for the 2007-08 school year is **SkillsUSA: Champions at Work**. This is the theme for three (3) national contests: **Chapter Display**, **Prepared Speech**, and **Promotional Bulletin Board**, and two (2) state only contests: **Essay** and **Essay - Personal Narrative**.

As stated on the **National SkillsUSA website** under "SkillsUSA Theme", "The topic to be addressed by contestants in these events is how our theme, **SkillsUSA: Champions at Work**, "relates to our national program of work **in the area of the SkillsUSA Championships**."

It is recommended that advisors refer to this document on the **National SkillsUSA website**, as it lists **nine (9) bullet points** as to what the contestant "might illustrate or discuss". Remember to include the two (2) **Illinois only contests** as listed above!

GENERAL CONTEST INFORMATION

ALL ADVISORS AND CONTESTANTS should review **all** requirements for individual and team contests as listed in the **2008 National SkillsUSA Championships Technical Standards, Illinois SkillsUSA Advisor's Handbook**, and/or the **State Director's, "Contest Rule Updates and Cancellations,"** as posted on the **Illinois SkillsUSA website**. Contestants **must** bring tools as listed in the **2008 National SkillsUSA Championships Technical Standards** unless specified in writing prior to the state conference by the contest supervisor or posted updates on the **Illinois SkillsUSA website**.

TEAM CONTESTS

Reminder: If you are permitted to register an alternate contestant(s) for a team contest, **do not** register the same alternate(s) for more than one (1) team in the same contest. Team members **may not** switch teams and members **may not** be added to teams without pre-approval from **Larry Huck**. **Teams with team member changes that are not pre-approved by Larry Huck will be disqualified!**

SPECIFIC CONTEST INFORMATION:

Action Skill Contests

Advisors should refer to **Section 11** in the **Illinois Skill USA Advisor's Handbook** and / or the **2008 National SkillsUSA Championships Technical Standards** regarding contest requirements. The **Action Skills Contest Contestant Verification Form 7.7.2** **must** be completed for **all** Action Skill Contestants or they will be **disqualified!**

Centerpiece Contests

Contestants may enter **both** the Fresh Cut and Craft Centerpiece contests. If a student is entering both contests, the advisor **must** register the contestant for both contests online.

Creative Photography Contests

Contestants may enter **all** three of these contests (**Creative Photography - Black & White, Creative Photography - Color, and Creative Digital Photography**). The advisor **must** register the contestant for one, two, or all three of these contests online.

Essay Contests

Please note that there are two (2) essay contests, **Essay and Essay - Personal Narrative**. Both essay contests are **pre-judged prior** to the state conference. All essay contestants are required to be registered for and attend the state conference in order to be eligible for awards. **Submissions for the Essay and Essay -Personal Narrative competitions are to be mailed and postmarked on or before Friday, March 21, 2008.** They must be mailed directly to: **Larry Huck, 1506 Hadley Drive, Batavia, Illinois 60510**. If you are mailing other required materials to Larry Huck, you may include the essays in that mailing.

Health Knowledge Bowl

Please note that this contest will begin on **Thursday, April 17, 2008, at 5:00pm**, (this starting time is also listed on the Tentative Conference Agenda). This contest will be held at the **P.C.C.C., Room B-9**.

Internet Homepage/Website Contest

Please read the contest rules and timelines carefully. Under **Rule #7**, on page **9.14.2**, FAX the completed **9.14.3 Certification Form**, by the Conference Registration Deadline (**Friday, March 21, 2008**) to Larry Huck (FAX # 1-630-761-9957). Larry will forward the Certification Form to the contest supervisor. Do not send anything to Capital A.C.C.

Preschool Interactive Bulletin Board Contest

Please refer to **Section 9.16.1/2** (revised 02/04), under Eligibility **#1 and #2**. This section is located in your Illinois SkillsUSA Advisor's Handbook. Please note that this contest is limited to **two** (2) preschool interactive bulletin boards from each participating school.

Quiz Bowl

This contest will be limited to **two** (2) teams from each school. All team members will be taking a written exam prior to the team question /answer phase of the contest. The **written exam** will begin promptly at **6:30pm** on **Friday, April 18, 2008**. All team members must report to the **Hilton Hotel, Ambassador Room, Lower Level** to take this exam. Upon completion of the exam, all team members will proceed to the **P.C.C.C.** for the question/answer phase of the contest, which will begin at the usual starting time (7:00pm).

SkillsUSA-Courtesy Corps Contest

The first meeting for all contestants will be on **Thursday, April 17, 2008 at 5:00pm** in **Room B-3**, located in the **lower level** of the **P.C.C.C.** Remember to **fax or mail** a one (1) page, typed **resume** and a typed **SkillsUSA Courtesy Corp Achievement Program Application** (located in the Illinois SkillsUSA Advisors Handbook, **8.5.5**) to Larry Huck.

Video Production – Creative Contest

Submissions for this contest must be mailed and postmarked on or before March 21, 2008. Submissions **must** be mailed directly to: **Gerald Schneider, Capital Area Career Center, 2201 Toronto Road, Springfield, Illinois 62707.**

ILLINOIS SkillsUSA HOTEL INFORMATION & REGISTRATION PROCEDURES

1. Make your school's hotel reservation directly to the hotel of your choice beginning on **Tuesday, March 4, 2008**. **Remember** to indicate on your rooming list that you are making this hotel registration within the **Illinois SkillsUSA** room block in order to get our group rate.
2. **MAIL** and/or **FAX ONE (1) COPY OF FORM 7.4.1 and 7.4.2** (if needed) directly to the hotel upon making your reservations by telephone! If you **FAX** your rooming list, it is your responsibility to confirm your reservation and check with the hotel regarding a late arrival guarantee.
3. **BRING ONE (1) COPY** of your rooming list (**7.4.1 and 7.4.2**) to the **Conference Registration table in the front lobby (if you know your hotel room numbers) when you pick up your Conference Packet on Thursday, April 17, 2008 from 2:00pm -5:00pm**. If you do not know your hotel room numbers when you pick up your conference packet, you can turn the forms in at the **Conference Headquarters (Room B-2) or at the Advisors' Briefing Session after the Opening Session on Thursday night**. The name of your hotel and the respective room numbers of your students and all advisors attending the conference from your school need to be listed on these forms.
4. **Please Do Not overbook! Reserve only the number of rooms you need!**
5. **Make sure to check with the hotel to insure that your reservation is guaranteed (check/credit card). Hotel rates listed below are per night rates. Remember to add a 12% Hotel Tax Rate to the rates listed below!**

HOTEL	COST*	HOTEL	COST*
HAMPTON INN		PEAR TREE INN	
3185 S. Dirksen Prky.	Single \$89.00	3190 S. Dirksen Pkwy.	Single \$69.00
Springfield, IL 62703	Double 89.00	Springfield, IL 62703	Double 69.00
217-529-1100	Triple 89.00	217-529-9100	Triple 69.00
217-529-1105 (FAX)	Quad 89.00	217-529-9100 (FAX)	Quad 69.00
HILTON GARDEN INN		SPRINGFIELD HILTON	
3100 S. Dirksen Parkway	Single \$90.00	Seventh & Adams	Single \$89.00
Springfield, IL 62703	Double 90.00	Springfield, IL 62701	Double 89.00
217-529-7171	Triple 90.00	217-789-1530	Triple 89.00
217-529-9141 (FAX)	Quad 90.00	217-789-0709 (FAX)	Quad 89.00
NORTHFIELD INN			
3280 Northfield Drive	Single \$77.00		
Springfield, IL 62703	Double 77.00		
217-523-7900	Triple 77.00		
217-523-7273 (FAX)	Quad 77.00		
PRESIDENT ABRAHAM LINCOLN HOTEL (PAL)			
701 E. Adams	Single \$89.00		
Springfield, IL 62701	Double 89.00		
217-544-8800	Triple 89.00		
217-544-9607 (FAX)	Quad 89.00		

TENTATIVE CONFERENCE AGENDA*

THURSDAY, APRIL 17, 2008

2:00PM – 5:00PM	Pre-Registration (Advisors only), P.C.C.C., Main Lobby
3:30PM	State Officer Candidate Screening, P.C.C.C., B-10
4:00PM – 5:00PM	Precision Machining Practice, P.C.C.C., Main Floor
4:00PM – 6:00PM	Leadership Contest Set-Up (i.e., contests completed prior to the conference (P.C.C.C., B-4)
5:00PM	SkillsUSA-Courtesy Corp Meeting, P.C.C.C., B-3
5:00PM – 7:00PM	Registration (Advisors only), P.C.C.C., B-2
5:00PM	Health Knowledge Bowl Contest, P.C.C.C., B-9,
7:00PM	Opening Ceremony/Session Seating, P.C.C.C., Main Floor
7:30PM	Opening Ceremony/Session, P.C.C.C., Main Floor
9:30PM (Approx. Time)	Contest Briefing (All contestants must attend if a Briefing Session is required and announced at the end of the Opening Session
9:30PM (Approx. Time)	Advisors' Briefing Session (General information, contest updates, and questions answered), P.C.C.C., B-10 (Advisors arriving after the conference pre-registration (2:00pm-5:00pm) and the conference registration (5:00pm-7:00pm) can pick up their conference packets at Conference Headquarters, B-2 after the Open Session.
12:00AM	Curfew for all Participants

FRIDAY, APRIL 18, 2008

7:00AM	Buses depart from P.C.C.C. for AM contests that are not held at P.C.C.C.
7:00AM	Some Contests Begin (Check Conference Program)
7:30AM – 9:30AM	Leadership Contest Set-Up (Same as listed above on Thursday, 4:00pm – 6:00pm), P.C.C.C., B-4
8:00AM	Most AM Contests Begin (Check Conference Program)
9:00AM – 10:00AM	Advisors/Students Workshop, Hilton Hotel, Ambassador Room, Lower Level
10:15AM – 11:15AM	Advisors Workshop, Hilton Hotel, Ambassador Room, Lower Level
12:00PM – 1:00PM	Most PM Contests Begin (Check Conference Program)
3:00PM	High School Delegate Session, Hilton Hotel, Ambassador Room, Lower Level
8:00PM	SkillsUSA Social, P.C.C.C., B 11 A-D
8:30PM	College Delegate Session/Social, P.C.C.C., B-8.
12:00AM	Curfew for all Participants

SATURDAY, APRIL 19, 2008

8:00AM	Award Program/Closing Session Seating, P.C.C.C., Main Floor
8:30AM	Award Program/Closing Session, P.C.C.C., Main Floor
11:00AM (Approx. Time)	Post –Conference Meeting for First & Second Place Winners of National Contests, State officers, and their Advisor(s), P.C.C.C., B 11A-D

*P.C.C.C. – Prairie Capital Convention Center

Registration Do's and Don'ts

Do follow the Instructions & Help section, “State Conference Registration” instructions on the Illinois SkillsUSA website **if you have any doubts about how to do your registrations**. Click on the following link to get to those instructions now: <http://www.illinoiskillsusa.org/pdfs/help4.pdf>

Do only enter a student's name and contact data one time. You may use the “Add Contest” button multiple times, if needed, for each student.

Don't include any information about each registrant other than their Name, mailing address, home phone number, and D.of B. unless you are doing it for your own records. You should use the automatic fill-in “Reg. Member” button for this to save a great deal of time.

Don't use the NLSC1 form for any reason. The 7.7 Conference Registration form has replaced it.

Do use the 7.7 & 7.7.1 form photocopied back-to-back according to the instructions on the form. It is located at the end of this memo and on the “Registration Forms” section of our Illinois website.

Do bring a fully completed and signed copy of the 7.7 & 7.7.1 form for every person registered for the conference and turn all the forms in when you check in on Thursday at the conference.

Don't allow any person's name to be misspelled in your registrations. It will appear that way on their name badge, the overhead projection screen, and elsewhere.

Don't do any parts of the online registration of which you have doubts about the procedure. Have Larry Huck help you through those parts via phone (or via an email for questions which probably have short answers). This way you'll get it right the first time and every time.

Do check the accuracy / completeness of your registration by using the “Registration Summary” available on the “Conference” tab drop-down menu on the “Registration Information” page of the online system. Share the printed sheet with your Students to assure the accuracy of your registration.

Do use the “Add Contest” button to register people for / as: **Parade of Schools, Ribbon Cutting Ceremony, Official Voting Delegate, Alternate Voting Delegate, State Officer Candidate, Current State Officer or Freshman Observer** as though they are being registered for a contest.

Don't forget to have the payment mailed to Larry Huck so it is received by April 10, 2008. Print the “Fee Summary” available on the “Conference” tab drop-down menu. Use it to make your payment.

Do follow the **very important/special instructions** at “Instructions & Help” > “State Conference Registration” <http://www.illinoiskillsusa.org/pdfs/help4.pdf> of the Illinois SkillsUSA website if you have anyone involved in any of the following contests. These contests require special forms, etc. that are specific to each contest. It is preferred that forms be Faxed to (630)761-9957. They must be received by **March 21**. If you have large items or large quantities of forms, mail them to Larry Huck post marked by **March 21**.

Action Skills category contests, Team contests (two or more people working together), Carpentry, Cabinetmaking, Diesel Equipment, Chapter Display, Promotional Bulletin Board, Occupational Health & Safety, Essay or Personal Narrative contests, Internet Homepage / Website, SkillsUSA Courtesy Corp, State Officer Candidate

Larry Huck's contact information:

Phone: (630)761-8268 Fax: (630)761-9957 Email: ldhflyguy@sbcglobal.net
Mailing Address: 1506 Hadley Drive, Batavia, IL 60510

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(IMPORTANT FORMS ON FOLLOWING PAGES)

7.7.1
Personal Liability and Medical / Photography and Sound
Release Statements and “Code of Conduct” Reminder
Illinois Association of SkillsUSA

Photocopy this Statement onto the backside of every 7.7 form before it is filled out.

Personal Liability and Medical Release:

I hereby agree to release Illinois SkillsUSA, its representatives, agents, servants, and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the Illinois SkillsUSA Conference, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of Illinois SkillsUSA representatives, agents, servants, and employees.

I do voluntarily authorize the Illinois SkillsUSA Medical Services Coordinator and assistants and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the named person as deemed necessary in medical judgment. Parents/guardians of the named person will allow emergency medical treatment to be administered as needed. Any further treatment will require parental/guardian consultation.

I agree to indemnify and hold harmless Illinois SkillsUSA and said medical Services Coordinator and assistants and/or designees for any and all claims, demands, actions, rights of action, and/or judgements by or on behalf of the named person arising from or on account of said procedures and/or treatments rendered in good faith and according to accepted medical standards.

PHOTOGRAPHY AND SOUND RELEASE:

I hereby grant Illinois SkillsUSA permission to make still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by Illinois SkillsUSA permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to Illinois SkillsUSA all rights, title, interest in, and income from the finished sound or silent motion pictures, still pictures, and/or sound recordings, negatives, prints, reproductions, and copies of the originals, negatives, recording duplicates and prints, and further grant Illinois SkillsUSA the right to give, sell, transfer, and/or exhibit the same to any individual, business firm, publication, television station, radio station or network, or governmental agency, or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting, and stated conditions is voluntary and I do hereby waive all personal claims, cause of action, or damages against Illinois SkillsUSA its representatives, agents, servants, and employees thereof, arising from a performance or appearance.

NOTE: Any person under legal age must have a parent or guardian sign the release. If you are age 18 or older, please indicate.

CODE OF CONDUCT REMINDER: Be sure that you understand the “Code of Conduct”. Any person violating these rules may be sent home at his/her own expense and/or may have to forfeit their awards. Any person violating these rules may cause other members from their school to be sent home and/or to have to forfeit their awards. Any person violating these rules may disqualify their school from participating in future Illinois SkillsUSA conferences. Having read and understood completely the “Code of Conduct” of Illinois SkillsUSA, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing Illinois SkillsUSA.