2019 Leadership Conference
HERE IT IS!!
The One - The Only – 33rd Annual
October 24th -26th, 2019

This conference is - without a doubt, the best leadership training available for ALL members and advisors!

The 2019 SkillsUSA State Leadership Training Conference registration is NOW OPEN! You will find the registration form and more information in this email as well as on our website. Check out the attachment below! Please share this information with your local chapter members. If you’re a new advisor or you have a chapter struggling with getting off the ground this school year, this is the experience they need!

General Information

The Fall Leadership Training Conference is a leadership conference with training for local officers and advisors on how to run a local chapter. Students and advisors will be divided into color chapters and they will run an entire year’s program in the 2 ½ days of this conference. The students will be planning, implementing and completing community service projects, fundraisers, officer elections, newspaper articles, contests, completing secretary’s and treasurer’s notebooks, general sessions and all the necessary elements to have a successful chapter through the National Program of Work, Chapter Excellence Program, and the SkillsUSA Framework.

In 1986 Minnesota SkillsUSA held its first Fall Leadership Training Professional Conference. The success was overwhelming and this conference has become part of the SkillsUSA Minnesota yearly calendar. It is without a doubt, the best leadership training available for ALL students and advisors. It is designed primarily for chapter advisors and chapter members so that they may take their training back to the local level and build a strong chapter, but everyone is encouraged to attend. This conference produces quality SkillsUSA students and quality chapters. Many of our state officers and national competitors are veterans of this event. This training experience is invaluable for advisors as well as students.

We do request each advisor who is attending this conference be responsible for completing and submitting registration materials and fees on time.
Recommended advisor to student ratio should be:
Leadership Conference: 1 advisor per 6 students in attendance (ratio)
Chapters with students in special populations may need a 1:1 ratio. (1 advisor to 1 student)
In addition to the many activities, this conference highlights the following areas:

- Intensive leadership training in areas such as communication skills, group dynamics and job interviewing skills
- Learn how to use the CEP- Chapter Excellence Program
- Parliamentary procedures
- Opportunity to earn the SkillsUSA Leadership Award
- Opportunity to build knowledge of SkillsUSA’s programs and how to participate
- Opportunity to function as part of a team
- Opportunities for each participant to receive individual recognition
- Building the skills to develop a Community Service Project within your chapter
- Meet new people and develop friendships as each participant learns ways to add interest and meaning to their education.

The conference will be held Thursday, October 24th through Saturday, October 26th, 2019, at the Holiday Inn Alexandria, 5637 Highway 29 South • Alexandria, MN. (320) 763-6577

The Opening General Session will begin promptly at 10:00 a.m. If you have a distance to travel, you may wish to check in Wednesday evening. A conference agenda is enclosed.

Conference registration is due on – Thursday, October 10, 2019
Please submit the Conference Registration Form Electronically- by using the Excel Document, and either email or bring a copy of the FSLDC MN-Form 1 for each conference attendee—this includes advisors-to executive.director@mnskillsusa.org. Please submit your hotel reservations directly to the hotel!

“EARLY BIRD” Conference Registration is $150.00 per person (students and advisors)
A $25.00 LATE FEE per person will be assessed for Registration arriving after October 10th
Full Payment MUST BE RECEIVED into the State Office before attending the Leadership Conference!
Please see Conference registration form attached in packet

This includes all conference meals and materials.

The conference registration fee is $150.00 per person attending and covers the following:

- 2 Dinner Buffets (Day #1, #2)
- 2 Lunch Buffets (Day #1, #2)
- 2 Breakfast Buffets (Day #2 & #3)
- Awards Breakfast and Program (Day #3)

All workshop and training materials
SkillsUSA Leadership Award pins
SkillsUSA Leadership t-shirt

Bring to the Conference – Clothing, Liability Form, and service project material- fleece material for (3) projects per SkillsUSA Chapter

- We request that your students bring a dress white shirt or blouse, black pants, black neckties, black shoes etc.
- Please bring Official Red Blazer for your students if your school has them. If you do not have a red blazer- don’t worry, blazers may be borrowed in headquarters during the conference.
- All conference attendees must bring or send in prior to registration the FSLDC MN-Form 1:
  Registration, Personal and Liability Release Form / Code of Conduct/ Photo Release Form
  Adaptation for Achievement Form-
  Any special diets or needs for your students- Let the State Office know?
  In order to provide all students the opportunity to successfully participate and achieve in the full range of SkillsUSA activities and competitive events, please complete the following checklist. This will assist in the identification of any special services or equipment required by your SkillsUSA student(s). Please complete one form for each student who is in need of Adaptations for Achievement.
  - Please let the State Office know if a student has any dietary restriction, or any special needs under the Americans with Disabilities Act (ADA). Fill out the Adaptation for Achievement form located on the website.

FSLDC Form 1:
Enclosed is a copy of the registration, personal and liability release form /code of conduct/ and photo release form that must be signed by each participant attending this conference. Please review the Code of Conduct with your students prior to registration so there are no surprises when the students arrive at the conference. This is a working conference with very little free time. Students and advisors attending should be willing to "give it their all" if they want to attend. Please TURN in ALL FORMS upon registration or mail or FAX forms in before arriving.

Dress Code:
At one time or another, all participants need to be in official SkillsUSA dress or business attire. If official dress is unobtainable, we still encourage students and advisors to attend. Recreation, free time, chapter work activities and meal time - appropriate sports or casual wear must be worn. **Shorts and/or swimsuits are prohibited unless swimming during free time.**

PLEASE MAKE SURE YOUR STUDENTS ARE AWARE OF THE NEED FOR OFFICIAL SkillsUSA DRESS!

PLEASE NOTE: If you have extra SkillsUSA blazers at your school it’s a good idea to bring them along. Everyone needs to be in "Reds" a number of times during the conference.

Hotel Registration is Due on – Friday, October 12, 2018
Hotel reservations should be made directly with the hotel by Friday, October 12th. If you do not know who will be attending from your school but know an approximate number of rooms, you may want to call and have rooms held and notify them of names as soon as possible. Hotel rates are as follows: (Fax Number: 320-762-2092) Hotel Form included in packet!

### 2018 Hotel Rates

- Two Queen Beds $89.99 + tax = $99.33 per night
- Standard Room (farther from the pool area) $89.99 + tax = $99.33 per night
- Two Queen Beds- Courtview (pool & volleyball area) $109.99 + tax = $121.40 per night

(Incidental charges are not included in quoted prices)

(All room type requests are based upon availability at time of reservation)

*If you plan to order a Roll-a-way bed, this is an EXTRA CHARGE per bed. (Limited number on-site)*

**METHOD OF PAYMENT:** When placing your reservations- the hotel is requesting you to choose one of three options for payment:

Option 1: Send Purchase Order# directly to hotel with reservation form
Option 2: Send School Check directly to hotel with reservation form
Option 3: Send completed credit card authorization form to the hotel with your hotel registration form and include a copy of the attached form. **A copy of this form is attached to your Hotel Reservation form and also located on the website.**

**Advisor Clock Hours**
Each Advisor will be issued a clock hour certificate for 36 hours for attending the full conference.

**Leadership Award**
Each attendee is encouraged to earn the Leadership Award. The Criteria is included in this mailing. It is for your information only. All advisors and students attending the conference will be encouraged to earn this award. You may begin working on the criteria prior to conference if you wish. Time will be allotted to work on the award during the conference.

**Equipment Needed per School or SkillsUSA Chapter**
We are requesting that each instructor attempt to locate and bring with them a **COMPUTER WITH SOFTWARE AND COMPATIBLE PRINTER.** The conference staff and/or the hotel will assume no responsibility for equipment brought in. **Headquarters computer will be unavailable for chapter work.** (Don’t forget to bring an extension cord). The hotel is equipped for Wireless
Internet in the Conference Center area for computers. (Students are NOT required to bring a Laptop Computer with them to this conference)

Also if each school can bring (1) Digital Camera to be used by it’s student members for Chapter activities. A Card Reader will be provided per colored chapter groups with USB (PC/Mac) capabilities.

**Fall Leadership – SERVICE PROJECT- TBD**
Registered Advisors will receive information prior to the conference.

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**SkillsUSA MINNESOTA LEADERSHIP AWARD**

1. SkillsUSA Motto __
2. 2019-2020 SkillsUSA Theme __
3. SkillsUSA Colors and their meaning __
4. Six points of the SkillsUSA Creed __
5. Official Emblem and meaning __
6. SkillsUSA Pledge __
7. Pledge of Allegiance to the U.S. Flag __
8. Official Dress __
9. One part in the Opening Ceremony __
10. National SkillsUSA Executive Director __
11. SkillsUSA Core Message __
12. SkillsUSA State Director __
13. List one duty of each office (6) __
14. List the four (4) key qualities of an orderly meeting __________
15. Attend all sessions of leadership conference __

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**Rules of Conduct while in attendance!**

Please note: All in attendance will sign the following Rules of Conduct form once you get to the conference. This form is part of the chapter activities and the rules of conduct during your attendance. If you need students to sign a Code of Conduct before leaving for conference, please use the FSLDC MN-Form 1 that has emergency information provided for you.

**RULES OF CONDUCT**
This is a combined, High School /secondary & College / post secondary conference. **ALL students and advisors will adhere to rules in attendance. If you cannot abide by these guidelines, we ask you not to participate.**

We are the guests of the Holiday Inn Alexandria and the people of Alexandria, MN! What we do individually, good or bad, reflects collectively on the organization. Conduct damaging to our organization and conference is **totally unacceptable.** If you cannot abide by the rules, please do not even plan to attend. Part of the leadership training activities of the conference is to learn appropriate behavior in motels/hotels so that you can set the example when you participate in your own local or state activities. Listed below are the rules of conduct that will help us to maintain a high level of character for the individual and SkillsUSA Minnesota.

1. No loud noises or horseplay in hallways and sleeping rooms.

2. Conference participants will be responsible for their sleeping rooms and hotel facilities. Missing articles and property damages will be assessed against the individual(s) involved.

3. No alcoholic beverages or illegal drugs are allowed by conference participants at any time during the Leadership Conference. Penalty for possession or use of such is subject to being sent home at your own expense.

4. For the good health and comfort of everyone, smoking is discouraged at all times. Smoking will not be allowed in the chapter activity rooms. Should you smoke elsewhere, you are requested not to do so while in official dress.

5. Members of the opposite sex shall not be found in the same sleeping rooms unless an advisor is present and/or the door is left open. Students must be in their own rooms after lights out.

6. Conference participants are required to wear name badges at all times. It aids in getting to know each other and assists the hotel security in monitoring activities.

7. Harassment of any nature is unacceptable behavior and will not be tolerated. SkillsUSA Minnesota expects that all members attending this conference will conduct themselves in a responsible manner that shows respect for others and the community at large.

8. All chapter work activities shall be suspended during general sessions and between the hours of lights out and breakfast time. An infraction of this rule will result in a 25-point loss in the Outstanding Chapter Notebook imposed against the chapter guilty of the infraction. **All conference participants are expected to be in attendance at all general sessions. (This includes advisors)**

9. Adherence to lights out hours is required of ALL conference participants. An infraction of this rule will result in a 5-point loss per person per infraction in the Outstanding Chapter Scrapbook imposed against the chapter guilty of the infraction.

**THIS FORM WILL BE DISTRIBUTED AND SIGNED BY ALL CONFERENCE ATTENDEES UPON ARRIVAL AT THE CONFERENCE.**

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**SkillsUSA MINNESOTA**

**SkillsUSA Fall State Leadership Training Conference**

**Holiday Inn Alexandria**

5637 Highway 29 South
Alexandria, MN 56308
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