



I'M READY

SkillsUSA New Mexico Call to Conference 2020

**Calling all SkillsUSA New Mexico Chapters to attend the
State Leadership & Skills Conference (SLSC)!**

The SkillsUSA New Mexico Association is excited to invite your chapter to the 54th Annual **SkillsUSA State Leadership & Skills Conference (SLSC)**, **April 15-18, 2020**. The Albuquerque Crowne Plaza and Central New Mexico Community College will be the primary host sites for our conference.

During the SLSC, the best of New Mexico will have the opportunity to:

- Meet and network with fellow members, advisors, and industry and community partners!
- Test industry skill knowledge and career skills in championship contests!
- Compete for the opportunity to advance to the National Leadership & Skills Conference in Louisville, Kentucky!
- Campaign for State Office and elect State Leaders!
- Enjoy spectacular general sessions!
- Earn honors for your hard work! Win! GOLD! SILVER AND BRONZE!

Conference Overview

REGISTRATION

Registration for both membership and for the state conference is online through the National SkillsUSA site: <http://www.skillsusa-register.org/Login.aspx>

1. Log in and click the "Conference" button, then click on "My Registration" on the pull down menu.
2. Select "NM Skills & Leadership Conference" in the filter event box.
3. Select student names from the drop-down menus (in order to register for conference, membership must first be submitted). Please note that spelling of names and date of birth is critical for locating scores in the future.
4. For contestants, choose "contestant" as the registration type. You can now click on "Add Contest" and select their contests. Students are eligible for one Skills Event and one Leadership Event. Be sure to click save before returning to registrant details or adding additional contests...and do not forget to register yourself!
5. Add Product for Isotopes Baseball game (Friday, April 17, 6:30pm) if you and your students are attending. You can add a ticket for each students or add total number of tickets under the Advisor name.
6. When you have completed registration, be sure to click on the "Save Registration" button. To get your invoice, click on the "Fee Summary" button. Please note that you can edit, delete, and make any changes through March 1, 2020. After that time, no additional contestants allowed; however, substitutions of existing members may be made prior to April 10, 2020.
7. Early Registration is through February 21, 2020 & Late Registration is February 22-March 1, 2020. NO EXCEPTIONS.

All students MUST be a member of SkillsUSA prior to registering for the state conference.

Membership instructions

<http://www.skillsusaregister.org/rpts/MembershipRegistrationStepByStep.pdf>

Membership and conference registration videos:

<http://www.skillsusaregister.org/TrainingVideos.htm>

Conference Registration Fee: Feb. 1 - Feb. 21, 2020	Conference Late Fee: Feb. 22 - March 1, 2020	Courtesy Corp
Students & Advisors	Students & Advisors	Student
\$65	\$85	\$30
\$25 material fee for: Additive Manufacturing, Automotive Competitions, Carpentry, Commercial Baking, Cosmetology, Culinary, Electrical Construction Wiring, Electronics Technology, HVAC, Industrial Motor Control, Team Works, Welding Fabrication.		

SUBSTITUTIONS

Registrations after March 1, 2020 are not accepted. Although substitutions are discouraged, they may be made with existing members and should happen as early as possible and prior to April 10, 2020.

PAYMENT

Send Conference Fees:

SkillsUSA NM
C/O CNM
525 Buena Vista Dr SE
Albuquerque, NM 87106

Pay by credit card - **NEW**

https://secure.touchnet.com/C20016_ustores/web/product_detail.jsp?PRODUCTID=131

CONFERENCE HOTEL INFORMATION



Crowne Plaza Hotel

1901 University Blvd NE (505) 884-2500
Single rooms (1-2 people) are \$94+tax
and Double rooms (3-4 people) are \$99+tax. One breakfast voucher per person, per day.

Discounted rates for SkillsUSA members and alumni until March 25, 2020.
Arrangements made directly with the hotel.

Reminder

- All advisors are responsible for making room reservations and providing the hotel with tax exemption information (if applicable), otherwise, you will be charged all taxes on your room
- Provide tax-exempt paperwork at check-in and provide your tax-exempt number
- Have your confirmation numbers ready upon check-in
- Ensure adequate supervision for your students and discuss expectations and safety with them prior to the conference

COURTESY CORPS

Eligibility Requirements

- Applicants must be a current member of SkillsUSA New Mexico
- Applicants must have an advisor accompany them
- Must be registered by deadline date
- Must have signed CTSO Medical/Liability Form
- Must provide State Director with phone numbers during Orientation
- Must arrive by Thursday, April 16, by 10:00 am to attend Mandatory Orientation
- If you arrive later and miss Orientation; your school may have to pay registration

Responsibilities/Schedule

Work hours are 8-5 daily and Thursday evening during Opening Ceremony

- Assist with set up and tear down of the SkillsUSA New Mexico Conference
- Unload materials, set up Headquarters and Prize Room
- Sort T-shirts, pins, bags for Thursday judges
- Monitor doors for Opening and Awards Ceremonies
- Assist with the Leaderships events
- Assist with Prize Room
- sort and label prizes
- Other Duties as assigned

Dress Code/Personal Items

- You will be given a SkillsUSA NM T-shirt (Courtesy Corps) and must wear it during your duties
- Neat and clean jeans, khakis or Docker-style pants may be worn with SkillsUSA NM T-shirt
- Applicants should wear comfortable shoes (no sandals, open toes or flip flops)
- No hats or baseball-style caps allowed to be worn during your duties
- If you have visible tattoos; must wear a long sleeve shirt under your SkillsUSA Courtesy Corp T-shirt

Benefits

- Reduced conference registration
- Great Opportunity for an “on the scene” look at how SkillsUSA New Mexico works
- Networking with other schools, advisors and industry partners
- Supporting your peers!

LEADERSHIP TESTING

All contestants are required to take the Leadership Test. More information on the testing site and process will be emailed to you prior to the conference. NOTE: All state officer candidates will also be required to take the Leadership Test.

STATE OFFICER CANDIDATES

Any member planning to run for a state office will need to complete the application and all necessary forms. Information can be found online at

<https://skillsusanm.org/state-officer-candidate-form/>

Application and forms must be COMPLETED and POSTMARKED by March 1.

All Officer Candidates must also take the Leadership Test. Information regarding testing will be sent to each advisor.

REFUNDS

There are no refunds once registration is closed.

RESUME

All contestants are to bring a resume to every contest that they compete in. If a contestant is in multiple contests, they need to bring multiple copies of their resume.

OBSERVING CONTESTS

Please note that while most contests are open to observation by students interested in learning about them, some contests are not open for safety or concentration reasons. The determination as to whether a contest may be observed is at the discretion of the chair of each contest.

VOTING DELEGATES

Each chapter (not section/program) will have **2** voting delegates, plus 1 additional for each 30 members. Please determine which students will represent your chapter. Each chapter is required to have delegates attend the Opening Session and the Delegate Meeting immediately following the opening session. We will seat the Voting Delegates **prior** to the Opening Session. Please have them arrive early.

OFFICIAL SkillsUSA ATTIRE

SkillsUSA Official Attire or Competition Attire is required for all contests, general sessions, ceremonies and meetings. Students not dressed appropriately are subject to disqualification and may not be allowed to enter general sessions. All advisors are responsible for monitoring the professional attire of their students. Technical Standards explain the professional dress of competitive events (some have changed since last year, i.e. welding). If you do not have official dress, please wear business professional clothing. Clothing Classifications with photos:

<https://drive.google.com/file/d/1GfFKSxkKMhfmjJmxkYa9ayBpQiM67jLd/view>

ALUMNI

Please ask your local chapter alumni to register as alumni with SkillsUSA

<http://www.skillsusa.org/membership-resources/alumni/>

ADVISOR MEETING

There will be a mandatory advisor meeting on Thursday evening following the opening session. A few regional openings for the board of directors will need to be filled at this time. If you have items to add to the advisor meeting agenda, please email them to ndonnelly1@cnm.edu or hayesj@sanjuancollege.edu.

2020 CONTEST THEME - SkillsUSA: Champions at Work **I'm Ready.**

Registration Checklist

- Registration payment information (School Purchase Order or Check number) Credit Card payment is available:
https://secure.touchnet.com/C20016_ustores/web/product_detail.jsp?PRODUCTID=131

- **CTSO Medical/Liability Form** (found online) Must be in possession of advisor during the SLSC
- Advisor Statement of Assurance. Please submit one for the chapter
- Each school must complete an **Activities Verification of Eligibility Form prior** to the state conference. This form, attached to a roster of participating students, should be signed by a school administrator and **submitted to the NMAA (505-923-3114 FAX) prior to state competition. (HS Students only)**
- If you will be substituting a student in a contest; you must provide your chapter member roster to do so.
- Contest Certification Application if you are registering a student(s) in a contest that did not make at state conference because you were the only school entered in the contest. (State Director will notify you if this is needed)

Registrations Tips!

- Avoid common Registration Frustrations! Read this registration packet in detail. Ensure that multiple members in your chapter are familiar with the SLSC requirements and procedures.
- Make sure membership and conference registration payment, housing and transportation arrangements are made with adequate time. Meet deadlines for state officers and Chapter Excellence Program.
- Review the SkillsUSA Technical Standards latest edition. This is available from National SkillsUSA. Contestants should be familiar with the technical standards.
- Photocopy all forms and correspondence for your records and bring them with you.
- Carefully review dress code policy and code of conduct standards with your students before you arrive for the SLSC. There is NO REASON for competitors to be disqualified from the competition and the SLSC.
- Make sure competitors have their résumé (consider bringing multiple copies).

IMPORANT CONFERENCE DEADLINES AND ELIGIBILITY

February 1 – February 21, 2020: Conference Registration (\$65)

Online [registration](#) for SkillsUSA New Mexico State Leadership Conference.

February 22 – March 1, 2020: Late Conference Registration (\$85)

Late Registration fee (\$20) will be assessed per registration.

March 1, 2020: State Officer Application Deadline

State Officer Candidate [Application](#) and forms completed online.

March 2, 2020: [Chapter of Excellence](#) Application Deadline

Find form [here](#).

March 15, 2020: Advisor of the Year Nominations

Find form [here](#).

April 1, 2020: Submit NMAA form to State Director

Every high school that competes in SLSC must complete eligibility form (https://www.nmact.org/file/Verification_of_Eligibility.pdf) and submit it to ndonnelly1@cnm.edu with a participant roster.

NEW* April 10, 2020: Last day to submit student substitutions for State Leadership and Skills Conference *NEW

If needed, email Natalie at ndonnelly1@cnm.edu with names of student members you wish to substitute for conference. Students must be in the same contest.

April 15-18, 2020: State Leadership and Skills Conference – Albuquerque, NM

June 22-26, 2020: National Leadership and Skills Conference – Louisville, KY

Eligibility

An Eligible Student is currently enrolled or graduated at mid-year in a NM Career-Technical Education program; is a SkillsUSA State and National member of an active chapter as shown on the current SkillsUSA New Mexico membership roster; meets local school eligibility requirements; is properly registered for the conference and competition. Members entering individual skill events can only compete in the areas for which they are training and are outlined by a course of study or training plan.

Secondary Students must also meet all requirements of the New Mexico Activities Association for State sanctioned activities. If secondary students are enrolled in a career-technical program through dual enrollment at a postsecondary institution, they are considered "secondary" members. Dual enrollment chapters may submit entries in both the secondary division and the postsecondary division at the state conference.

Although the National Skills and Leadership Conference allows for members in good standing to compete in only one contest, New Mexico allows members to enter one Skills Event and one Leadership Event at the SLSC. If the contests overlap or have a scheduling conflict, the participant must choose one.

A maximum of three members per school/institution are allowed to participate in each of the Individual events and the two-member team events at the SLSC. An exception to the three-member regulation is the Automotive Service Technology, Commercial Baking and Culinary Arts. Only two members per section are allowed.

One entry from each school/institution is allowed in Team Events, which require more than two members, at the State Leadership & Skills Conference. Team Works is the exception: Schools/institutions are allowed two teams.

Minimum Competitive Event Numbers:

Where there are fewer than three (3) students or teams entered in a competitive event on the state level, the local advisors of the students/team will be responsible for the developing and conducting the contest; and securing of judges. Some contests can be certified as the "Only One to Two School" contest if a) only one to two chapters in the entire state have a qualified finisher in that category, and b) there is demonstrated proof that the winners of said contests have participated in a state-level-quality contest with industry support. At the end of this packet is the Contest Certification Application. For more information on contest certification, please contact the State Director.

Career Pathways Showcase (Chapter Display)

There are 6 Pathway categories and a school may have a team in each.

1. Arts and Communication
2. Business, Management and Technology
3. Human Services
4. Health Services
5. Industrial and Engineering Technology
6. Natural Resources/Agriculture/Food

National Championships Eligibility:

Gold Medalist at the State Championships will be eligible to enter the National Championships. If the first-place state winner does not participate in the National championships, the silver medalist or third place bronze medalist may be designated as national competitor.

State winners in Collision Repair may enter either Collision Repair or Automotive Refinishing at the national level. The Gold Medalist will have first choice as to the event they will enter at the national level. The Silver Medalist will have the option to enter the other event.

All medalists should meet a minimum competency in order to represent New Mexico at the National Championships. The state director will contact chapters after SLSC if this is a concern in an event.

Competitive Events Overview

Below is a list of those contests that will be held at the NMSLSC (depending on registration), along with the numbers of students from each chapter who will be allowed to compete in each event.

NM Conference	Individual	Team	School Limit
3-D Visualization and Animation		2 members	6
Action Skills (IDEA Students)	X		3
Advertising Design	X		3
American Spirit		3 members	1
Architectural Drafting	X		3
Automated Manufacturing Technology			3
Automotive Service Technology	X		2
Automotive (State only)	X		2 High School
Aviation Maintenance Technology	X		6
Basic Health Care Skills	X		4
Broadcast News Production		4 members	8
Building Maintenance (IDEA students)	X		3
Cabinet Making	X		3
Carpentry	X		3
Career Pathways Showcase		3 members	3 HS, 9PS
Chapter Business Procedure		6 members	6
Chapter Display		1-3, 1 presenter	3
CNC Milling Specialist	X		6
CNC Technician	X		6
CNC Turning Specialist	X		6
Collision Repair Technology	X		3
Commercial Baking	X		2 HS, 2 PS

NM Conference	Individual	Team	School Limit
Computer Maintenance Technology/ Information Technology Service (ITS)	X		3
Computer Programming	X		3
Community Service		3 members	3
Cosmetology	X		3 HS, 6 PS
Crime Scene Investigation		3 members	3
Criminal Justice	X		3
Culinary Arts	X		2 HS, 2 PS
Customer Service	X		3
Dental Assisting	X		6
Diesel Equipment Technology	X		3
Digital Cinema Production		2 members	6
Early Childhood Education	X		3
Electrical Construction Wiring	X		3
Electronics Technology	X		3
Employment App. Process (IDEA)	X		3
Entrepreneurship		4 members	4
Esthetics	X	2(member and model)	3
Extemporaneous Speech	X		3
Firefighting	X		3

First Aid/CPR	X		6
Health Occupations Prof. Portfolio	X		6
HVAC	X		3
Health Knowledge Bowl		4 members	4
Industrial Motor Control	X		3 HS, 6 PS
Internetworking	X		3
Job Interview	X		3
Job Skill Demo A	X		3
Job Skill Demo Open	X		3
Major Appliance & Refrigeration Technology	X		3
Masonry	X		3
Medical Assisting	X		6
Medial Math	X		3
Medical Terminology	X		3
Mobile Robotics Technology		2 members	6
Motorcycle Service Technology	X		3
Nail Care	X	2(member and model)	3 HS, 6 PS
Nurse Assisting	X		3
Occupational Health & Safety		1-3 members	3
Opening & Closing Ceremonies		7 members	7
Outstanding Chapter Scrapbook		1-3 members	1
Photography	X		3

NM Conference	Individual	Team	School Limit
Photography	X		3
Plumbing	X		3
Power Equipment Technology	X		6
Practical Nursing	X		3
Prepared Speech	X		3
Precision Machining Technology	X		3
Promotional Bulletin Board (chapter)		1-3 members	1
Quiz Bowl		5 members	5
Related Technical Math	X		3
Restaurant Service	X		3
Robotics & Automation Technology		2 members	3
Robotics: Urban Search & Rescue		2 members	3
Sheet Metal	X		3
Team Works		4 members	8
Technical Computer Application	X		3
Technical Drafting	X		3
Television/ Video Production		2 members	6
Web Design		2 members	6
Welding	X		3
Welding Fabrication		3 members	3
Welding Sculpture	X		3

Tentative Schedule
2020 NM Leadership & Skills Conference
April 15-18, 2020

Wednesday, April 15, 2020	Event	Location
5:00 pm-8:00 pm	Early Registration at Crowne Plaza	Garden Room
4:00 pm	Officer Candidate Interviews at Crowne Plaza	Colorado
6:00 pm	Mandatory Orientations: (competitors <u>MUST</u> attend) Team Works-All Commercial Baking & Culinary Cosmetology & Nail Care-All	Arizona Texas Nevada
11:00 pm	Curfew	
Thursday, April 16, 2020		
8:30 am-11:30 am	Registration	Garden Room
8:00 am-5:00 pm	<u>Skills Contests</u> Cosmetology & Nail Care Commercial Baking & Culinary (PS) Team Works	Career Enrich. Center TBD CNM Ted Chavez Yard
	<i>*Comprehensive list of contests and times in Conference Program*</i>	
10:30 am-11:00 am	Courtesy Corp Orientation	Arizona
12:30 pm-5:00 pm	<u>Leadership Contests</u> <i>*Comprehensive list of contests and times in Conference Program*</i>	TBD - Crowne Plaza
2:00 pm-6:00 pm	Mandatory Orientations: (competitors <u>MUST</u> Attend) Welding Fabrication Plumbing Architectural Drafting and Technical Drafting Cabinet Making Plumbing Restaurant Services	TBD - Crowne Plaza
6:30 pm-8:30 pm	Opening General Session at Crowne Plaza	Ballroom
Immediately following Opening General Session	House of Delegates Meet the Candidates and Voting Advisor Meeting	Ballroom Arizona
11:00 pm	Curfew	

Friday, April 17, 2020

7:00 am-4:00 pm	Skills Contests Team Works (7:00 am) Collision Repair Technology Commercial Baking & Culinary (HS) Restaurant Services (8:00 am)	Car Crafters TBD TBD TBD
	<i>*Comprehensive list of contests and times in Conference Program*</i>	
11:00 am-1:00 pm	Food trucks at CNM	CNM Ted Chavez Building

Saturday, April 18, 2020

9:00 am-12:00 pm	Awards Ceremony	Ballroom
12:00 pm-1:00 pm	Mandatory Gold/Silver Medalist Meeting	Ballroom
	Prize Pick Up will follow awards ceremony	Garden Room
	Mandatory 2020-21 State Officer Meeting (state officers must be in official dress for photos)	Ballroom

****Rooms and times are subject to change, please refer to Conference Program****

Conference Event Days

NM Conference - Thursday

Action Skills (IDEA Students)
 American Spirit
 Career Pathways Showcase
 Chapter Business Procedure
 Chapter Display
 Commercial Baking - SECONDARY
 Cosmetology
 Culinary Arts - POST SECONDARY
 Esthetics
 Extemporaneous Speech
 Job Interview
 Job Skill Demo A
 Job Skill Demo Open
 Nail Care
 Opening & Closing Ceremonies
 Outstanding Chapter Scrapbook
 Prepared Speech
 Promotional Bulletin Board (chapter)
 Quiz Bowl

NM Conference - Friday

3-D Visualization and Animation

NM Conference - Friday, cont.

Criminal Justice
 Culinary Arts - HIGH SCHOOL
 Customer Service
 Dental Assisting
 Diesel Equipment Technology
 Digital Cinema Production
 Early Childhood Education
 Electrical Construction Wiring
 Electronics Technology
 Employment App. Process (IDEA)
 Entrepreneurship
 Firefighting
 First Aid/CPR
 Health Occupations Professional Portfolio
 HVAC
 Health Knowledge Bowl
 Industrial Motor Control
 Internetworking
 Major Appliance & Refrigeration Repair
 Masonry
 Medical Assisting

Advertising Design
 Architectural/Technical Drafting
 Automated Manufacturing Technology
 Automotive Service Technology
 Automotive (State only)
 Aviation Maintenance Technology
 Basic Health Care Skills
 Broadcast News
 Broadcast News Production
 Building Maintenance (IDEA students)
 Cabinet Making
 Carpentry
 CNC Milling Specialist
 CNC Technician
 CNC Turning Specialist
 Collision Repair Technology
 Commercial Baking –POST SECONDARY
 Computer Programming
 Computer Maintenance Technology
 Community Service Crime

Medial Math
 Medical Terminology
 Mobile Robotics Technology
 Motorcycle Service Technology
 Nail Care
 Nurse Assisting
 Occupational Health & Safety
 Plumbing
 Power Equipment Technology
 Photography
 Plumbing
 Power Equipment Technology
 Practical Nursing
 Related Technical Math
 Restaurant Service
 Robotics & Automation Technology
 Sheet Metal
 Team Works
 Technical Computer Application
 Welding-ALL

 Crime Scene Investigation

Some events offered through National SkillsUSA will not be offered at the New Mexico SkillsUSA State Conference due to lack of approved career and technical education programs for an area, or lack of facilities available to hold the contest in a safe and timely manner.

Please note that we are always endeavoring to increase the opportunities available to our SkillsUSA members. To that end, this list may change to include new events. Information regarding competitive events will be posted on the website at <https://skillsusanm.org/> and notifications will be emailed to all advisors. Please check the above site frequently for news and updates.

Contestant Guidelines:

- A contestant may participate in one individual leadership contest and one skill contest.
- The judges are not obligated to award first, second or third place winners if, in their opinion, the performances are below acceptable standards.
- All contest rules shall be as stated in the SkillsUSA Championships Technical Standards, unless exception has been made in the New Mexico Competitive Events Guidelines.
- The decisions of the judges will be final. The SkillsUSA New Mexico State Director and State Conference Grievance Committee will make final interpretations of ALL contest disputes.
- Grievance forms will be available on the SkillsUSA NM website: <https://skillsusanm.org/>
- The rules are subject to revision each spring following the SkillsUSA NM SLSC. The SkillsUSA New Mexico State Director under the guidance of the State Advisory Committee will make changes.
- For any skills contest that has only one school competing, the chapter results can be certified as the state results at the discretion of the State Director. A copy of the Contest Certification Application must be sent to the State Director. The form MUST be filed prior to that school's chapter competition and required documentation sent to the state Director prior to the state contest.

- Contestants shall not have any identification showing name, school, or any indication of where they are from. Including tools and clothing that might be identifiable. Identifying material is considered grounds for disqualification.
- You will need to have a Resume for each of the contest areas are competing in. Resumes must be presented to the Event Chair at the beginning of the event. Resumes will not be accepted after the Event begins.
- Start times will be strictly enforced. Students will not be allowed to compete if they are late to an event. (Remember “If you are 10 minutes early, you are on time. If you are on time, you are late. If you are late, you won’t be participating.”) Please allow time in your planning.
- Leadership Contests: In the event of a tie, the tie breaker will be determined by the test.
- Skills Contests: The Chair determines the tie breaker
- Contestants shall not hold conversations with anyone except the judges during the competition. No faculty or advisors are allowed in the competition areas. Grounds for disqualification.
- No cell phones or other electronic devices will be allowed in the competition. Students using these during the competitions will be disqualified.
- Dress code will be enforced during conference.

Additional Conference Information

IMPORTANT CONTACTS

State Director, Natalie Donnelly	Ndonnelly1@cnm.edu
Board of Directors Chair, Jason Hayes	hayesj@sanjuancollege.edu
Conference Advisor, Donna Trujillo	dtrujillo39@cnm.edu
State Officer Coordinator, David Monjaras	david.monjaras@demingps.org

CONTEST CERTIFICATION APPLICATION

For any SkillsUSA contest which has only one to two school(s) competing, the local results may be certified as the state results at the discretion of the State Director. Completion of this application returned to the State Director MUST be filed prior to the state competition and the required documentation sent to the State Advisor prior to the state contest in order for a contest to be recognized at the state contest.

The following documentation is required before certification will be granted:

- Completed certification application.
- List of contest judges and contact information.
- Signed judge's results sheets from local contest.
- Copy of contest specifications/requirements (include a copy of the hands-on contest activity and written test [if applicable]).
- Proof of student completion (photographs, video of contest, completed project etc.).

Name of school requesting certification: _____

Name of Advisor requesting certification: _____

Advisor Phone Number: _____

Advisor e-mail: _____

Name of contest seeking certification: _____

Please return this signed application along with required documentation to:

Natalie Donnelly
Ndonnelly1@cnm.edu
SkillsUSA NM State Director

Advisor Signature

Date

State Advisor Signature

Date

Advisor Statement of Assurance Form

Advisors attending the SkillsUSA New Mexico State Leadership & Skills Conference must review, sign, and return this statement of assurance for the chapter during registration.

ACTIVITY: SkillsUSA NM State Leadership & Skills Conference

DATE: April 15-18, 2020

LOCATION: Albuquerque, NM, Crowne Plaza, CNM & other host sites

As the advisor(s) responsible for the students attending this event I confirm that:

___ I have checked with my administration and have secured authorization for my chapter to travel to this event and have reviewed all campus/district policies regarding supervision of students on trips and will abide by them.

___ I have reviewed the SkillsUSA NM Call to Conference packet and have shared the following information with my students: Technical Standards, Dress Code for general sessions, Dress Code for competitive events, ALL CONTESTANTS take the leadership test, prize pick-up following completion of the awards session, the contest theme, State Officer Candidate testing on Wednesday (as applicable), importance of mandatory meetings.

___ I have a completed conference registration as well as the have signatures for the SkillsUSA Conference Registration, Personal and Liability Release Form for each participant (which includes Code of Conduct, Personal Liability and Medical Release, Photography and Sound Release, and Release of Personal Information through Lead Retrieval System).

___ **HIGH SCHOOL:** I am a NMAA member school & Email NMAA verification of eligibility form (https://www.nmact.org/file/Verification_of_Eligibility.pdf) to ndonnelly1@cnm.edu by APRIL 1.

___ I understand that SkillsUSA NM will not collect the individual medical forms for participants at this event and I will keep them in my possession for the duration of the event and will provide advisor contact information for state staff should an emergency arise.

___ I understand that proper completion of the CTSO medical/liability form provides the best protection for my students' needs and my liability during the SkillsUSA NM event.

___ I understand that students attending SLSC will have the opportunity to participate in activities outside the conference hotel, thus requiring walking or further transportation. We have discussed this, and I have informed them of etiquette and safety precautions.

___ I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.

___ I will patrol the halls and conference areas where my students are, stay up until students and/or halls are quiet, enforce the Code of Conduct and Dress Code, and regularly check-in with my students. I understand that advisors responsible for their students/chapter.

Responsibility for the safety of delegates from this chapter rests with the people signing this Statement of Assurance

Chapter Name: _____

Advisor Signature: _____

Primary contact number at conference: _____