

SkillsUSA Texas 2023-2024 Town Hall Meeting

Jan 11, 2024

Crystal Latham Alford, Executive Director

903-887-4013



Welcome SkillsUSA Texas Advisors

Happy New Year!

Legislative Day, District Contest and State Conference
are right around the corner!



Chapter and Membership

- If you need help with your chapters or membership let us know!
- Upon request, the National office will gladly mail a membership kit to help you involve staff or students. To request a kit, call 844-875-4557.
<https://www.skillsusa.org/resources/member-resources/skillsusa-membership-kit/>
- There is a Chapter Leader Planning Guide found here:
<https://www.skillsusa.org/wp-content/uploads/2023/07/Chapter-Leader-Planning-Guide-Recruitment-Week.pdf>
- You'll also find Advisor Resources to help coach chapter leaders around recruitment and engaging new members.
<https://www.skillsusa.org/events/skillsusa-recruitment-week/>

Need Help Contact: Stephanie@skillausatx.org

District Websites

- **All Districts Contest Registrations are Open.** You must be a joined member to register.
- Please make sure you are submitting your conference registration!
- Deadlines are approaching quickly! Information on substitutions, cancellations and payments are also posted on your **Districts Webpage's**.
- A contest agenda, contest schedule (including how many students/teams *per chapter* that can compete in each contest), registration closing date, PD testing dates, and contest updates - are posted on each **district's page**.

Please check your district page regularly!



District Contest Timelines

District	Registration Closes:	Sub/Cancel Window:	PD/Testing Window:	Officer Applications Due:	First Contest Date	Invoices Due:	Advisor of the Year Due:
D1	1/19/2024	1/20-1/25	1/20-1/26	Jan 19, 2024	2/1/2024	Feb 19, 2024	Jan 19, 2024
D2	2/8/2024	2/9-2/14	2/9-2/15	Feb 8, 2024	2/22/2024	Mar 8, 2024	Feb 8, 2024
D3	2/1/2024	2/2-2/7	2/2-2/8	Feb 1, 2024	2/15/2024	Mar 1, 2024	Feb 1, 2024
D4	1/29/2024	1/30-2/2	1/30-2/3	Jan 29, 2024	2/9/2024	Feb 28, 2024	Jan 29, 2024
D5	1/30/2024	1/31-2/3	1/31-2/4	Jan 30, 2024	2/10/2024	Feb 28, 2024	Jan 30, 2024
D6	2/4/2024	2/5-2/9	2/5-2/10	Feb 4, 2024	2/17/2024	Mar 4, 2024	Feb 4, 2024
D7	1/19/2024	1/20-1/24	1/20-1/25	Jan 19, 2024	2/1/2024	Feb 19, 2024	Jan 19, 2024
D8	1/19/2024	1/20-1/24	1/20-1/25	Jan 19, 2024	2/1/2024	Feb 19, 2024	Jan 19, 2024
D9	1/19/2024	1/20-1/24	1/20-1/25	Jan 19, 2024	2/1/2024	Feb 19, 2024	Jan 19, 2024
D10	1/15/2024	1/16-1/20	1/17-1/21	Jan 15, 2024	1/27/2024	Feb 15, 2024	Jan 15, 2024
D11	1/15/2024	1/16-1/20	1/17-1/21	Jan 15, 2024	1/25/2024	Feb 15, 2024	Jan 15, 2024
D12	1/24/2024	1/25-1/29	1/25-1/30	Jan 24, 2024	2/5/2024	Feb 24, 2024	Jan 24, 2024
D13	1/29/2024	1/30-2/2	1/30-2/3	Jan 29, 2024	2/9/2024	Feb 28, 2024	Jan 29, 2024

Membership Deadlines

- **Must be JOINED as a member to register for district contest.** Remember to use a personal email not school email when entering your students.

New	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date Joined	Ready to Join? <input type="checkbox"/>
Edit	Amy	Baxmann			Professional	High School	9/20/2023	<input type="checkbox"/>
Edit	Darlene	Mills		Female	Professional	High School	10/2/2023	<input type="checkbox"/>
Edit	Stephanie	Evans		Female	Professional	High School	10/2/2023	<input type="checkbox"/>
Edit	Eddy	Parker		Male	Professional	High School	10/4/2023	<input type="checkbox"/>
Edit	Addie	Downing		Female	Professional	High School	10/5/2023	<input type="checkbox"/>
Edit	Sheila	Hyde	0	Female	Professional	High School	11/1/2023	<input type="checkbox"/>

- **Must be a fully joined member by Feb 1st (or district registration deadline) to compete, be a model, or a substitute for contest.** Membership must be **PAID before** state contest registration deadline. Check/CC received before deadline.
- Membership cannot be transferred to another person or cancelled once joined.
- Use a price quote only for PO, only an M invoice is trackable for payment.
- Membership payments are due to Leesburg, VA not the PO Box in Lubbock.
- The state office cannot process membership payments, check will be sent back.

National SkillsUSA
has a new
address: 673
Potomac Drive
PMB #809
Leesburg, VA
20176

SkillsUSA Week Feb 5-9

SkillsUSA members can participate in many ways, including honoring community supporters, connecting with local business and industry professionals, making a presentation about their CTE program and SkillsUSA chapter at a school board meeting and more.



Program Guide: <https://www.skillsusa.org/wp-content/uploads/2023/12/2024-SkillsUSA-Week-Guide.pdf>

The SkillsUSA Advocacy Site <https://www.congressweb.com/susa/> has two templates available for you to use to promote your activities during SkillsUSA Week and Career and Technical Education Month. One is for your U.S. senators and representatives and your local government officials and the other is for your local media.

We encourage members to celebrate by planning activities that follow the daily schedule of events using the Chapter Guide found here:

<https://t.congressweb.com/I/?VEIYWUAHJSOPKZA>



Legislative Day

Joined SkillsUSA Texas Members travel to Austin to represent their CTE programs to our State Legislatures at the Capitol. Training includes communication, parliamentary procedure, advocacy, and House Rules. Student leaders perform mock legislation and debate proposed bills.

- **Feb 19-20, 2023** at Austin Southpark Hotel by Marriott, 4140 Governors Row, Austin, TX 78744. 512.448.2222

Registration Opens	Registration Closes	Cost	Hotel Cost
January 16, 2024	February 6, 2024	\$40 per attendee	\$129 per night under SkillsUSA block

- They are in session at this time, but it is a holiday weekend. We may not have access to the house floor, but we are working on it.
- Tentative Agenda found: <https://skillsusatx.org/events/skillsusa-texas-legislative-day/>. State officers arrive on Sat Feb 18

Best Practices for District Registration

- **HAVE A PLAN B:** You do not want your students to work on a project all year for one student to fail and them not be able to submit it or present it to the judges. Make sure you have an extra person ready.
- **Double check your registration** before the submission date. You must submit on or before your submission date. There will be no late registration. All unsubmitted registrants will be deleted after registration closes. On slide 5 you will see the substitution and cancellation dates for each district. There can be no cancellations, substitutions or refunds made after the dates. There will be no on-site registration.
- **Your invoice, this is proof of registration**, the fee estimate is only for your information. You cannot use the fee estimate to pay for registration you need your invoice and you will only get that after you submit. The invoice number will start with the letter “S”. All invoices that start with the letter “S” will be sent to the Lubbock office for payment processing, not Virginia. You will find that address on your invoice please make sure you're submitting your payments to the correct address and they are made out to the correct entity.
- **Check your District schedules** for registration and substitution deadlines. This was discussed and slide 5. The close dates and substitution dates may be different from district to district.
- **Schedules are subject to change.** Once the schedules are posted please keep a close eye on them. From time to time things can change. There is an updated date at the bottom of each schedule. The most current date is the schedule you will want to follow.
- **Delegates:** you will receive your allotted delegate bracelets in your registration packet. You can choose who you would like to serve as a delegate for your school. You do not have to register anyone as delegate.

Registration

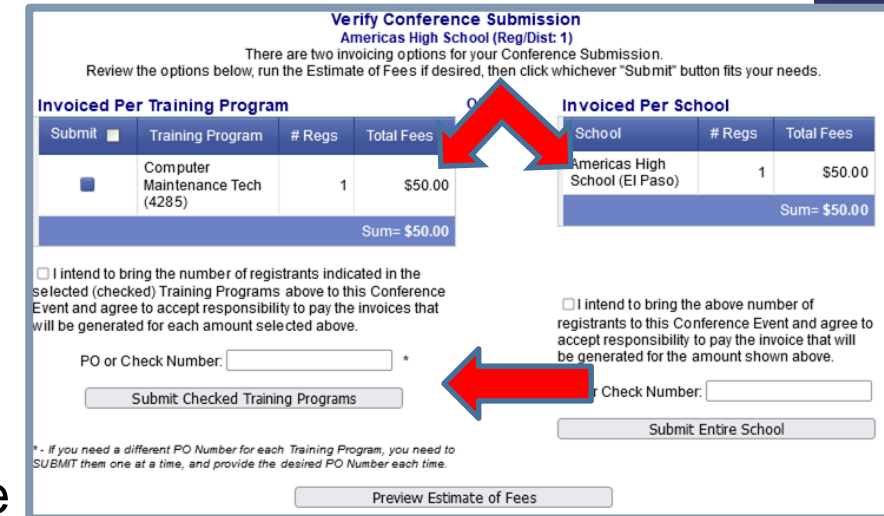


Registration interface showing buttons: Add Registrant, Show Invoices, Fee Estimate (dropdown), Batch Print, Submit Registration, TX (dropdown), and Americas High School - El Paso (Di dropdown). A red arrow points to the 'Show Invoices' button, and another red arrow points to the 'Submit Registration' button. Below the buttons, a red text message reads: "You need to select a specific School before Submitting. If you have questions about a competition, please email."

You must click SUBMIT to get prompts for producing an invoice. If you don't have an "S" invoice (not a fee estimate) you are not registered.

- Once you submit you cannot change your registration information. We can delete your invoice if you need to make a change. Please contact your district director.

- Advisors/students must be tagged with the chapter number for invoices to show properly. Do not submit for the school unless you are certain everyone is complete.
- If you need to change a PO number or a date for your accounting office let Amy know. We will work with you on not missing deadlines.
- When you resubmit an invoice there will be a different invoice



Verify Conference Submission
Americas High School (Reg/Dist: 1)
There are two invoicing options for your Conference Submission. Review the options below, run the Estimate of Fees if desired, then click whichever "Submit" button fits your needs.

Invoiced Per Training Program				Invoiced Per School		
Submit	Training Program	# Regs	Total Fees	School	# Regs	Total Fees
<input checked="" type="checkbox"/>	Computer Maintenance Tech (4285)	1	\$50.00	Americas High School (El Paso)	1	\$50.00
Sum= \$50.00				Sum= \$50.00		

☐ I intend to bring the number of registrants indicated in the selected (checked) Training Programs above to this Conference Event and agree to accept responsibility to pay the invoices that will be generated for each amount selected above.

PO or Check Number: *

☐ I intend to bring the above number of registrants to this Conference Event and agree to accept responsibility to pay the invoice that will be generated for the amount shown above.

Check Number:

* - If you need a different PO Number for each Training Program, you need to SUBMIT them one at a time, and provide the desired PO Number each time.

number!

Email Address for Registration

If you have not put your students email in for membership registration, you cannot enter it in competition registration. You will need to return to membership registration and correct it there. (see below)

You need to use the students personal email addresses or have your school white list SkillsUSA. Many schools do not allow outside emails to go to student accounts.

New	Training Program	Advisor Name	Stu. Mbrs.	Pro. Mbrs.	Not Yet Joined	Details	Class #
Edit	Administrators	Crystal Latham Alford	0	6	0	Members	



Click on members, Edit. Once you have edited the information you need to edit, Save it.

Edit	First	Last	Grad. Yr	Gender	Stud/Prof	Division	Date Joined	Ready to Join? <input type="checkbox"/>
Edit	Amy	Baxmann			Professional	High School	9/20/2023	<input type="checkbox"/>
Edit	Darlene	Mills		Female	Professional	High School	10/2/2023	<input type="checkbox"/>
Edit	Stephanie	Evans		Female	Professional	High School	10/2/2023	<input type="checkbox"/>
Edit	Eddy	Parker		Male	Professional	High School	10/4/2023	<input type="checkbox"/>

Once all of your information is correct in membership go back to registration. This information will carry over to this page.



PD Testing/Resume/Job Exhibit Photo Upload

Shortly after registration closes students and their advisors will receive an email

- one for all individual contest registered in
- separate email for all the team events they are registered in

This email contains a link to the competitor's portal where students will be able to access their professional development test, upload resume, upload Job Exhibit required documents.

This email reminds students of their submission and testing windows.

Sample Contestant Email:

Email comes from: contests@skillsusa-register.org

Email Subject: SkillsUSA TX District 1 Leadership and Skills Conference | Contest Submission Information for Rachel McDonough | Del Valley High School

Congratulations on being a SkillsUSA TX District 1 Leadership and Skills Conference Contestant!

This email contains critical information you will need to compete in the SkillsUSA TX District 1 Leadership and Skills Conference. Please save this email, as you will need to access this information multiple times throughout the Regional Conference. You can save this email as a PDF file to your computer by clicking the 'Print' button, then selecting 'Save as a PDF' in the Printer Destination dropdown. Please double-check the PDF to ensure all links are still active.

Contestant Name: Rachel McDonough

Contestant ID #: 6475

Contest: Additive Manufacturing

Contest Guidelines: [Guidelines for Additive Manufacturing](#)

Please review all information included in the Contest Guidelines link above. The guidelines may be updated at any time, so please review them again before your submissions or contest date to ensure you are up-to-date on all information that may affect your contest.

Submission Link: <http://www.skillsusa-competitor.org>

The contestant portal is where you will upload submissions, links, and resumes. If your contest has an exam, you will find the exam link in the portal. For information on how to upload your contest materials, please watch this [short YouTube video](#).

Important Contest Details:

Required Submissions: Resume and other materials as defined in the Contest Guidelines

Submission Opens: January 17th @ 3 PM

Submission Closes: January 19th @ 3 PM

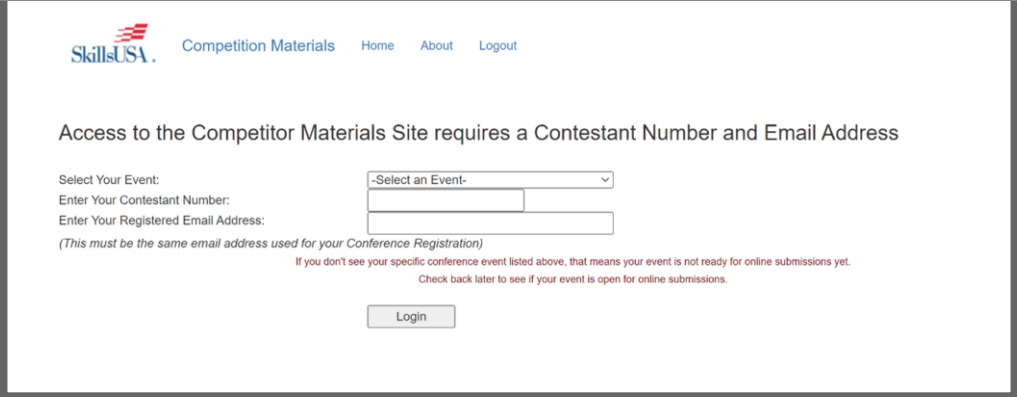
[Contestants Guide](#) (includes technical assistance information)

On behalf of the SkillsUSA Texas staff, judges, and volunteers, good luck on your competition. We hope to see you at the State Leadership and Skill Conference.

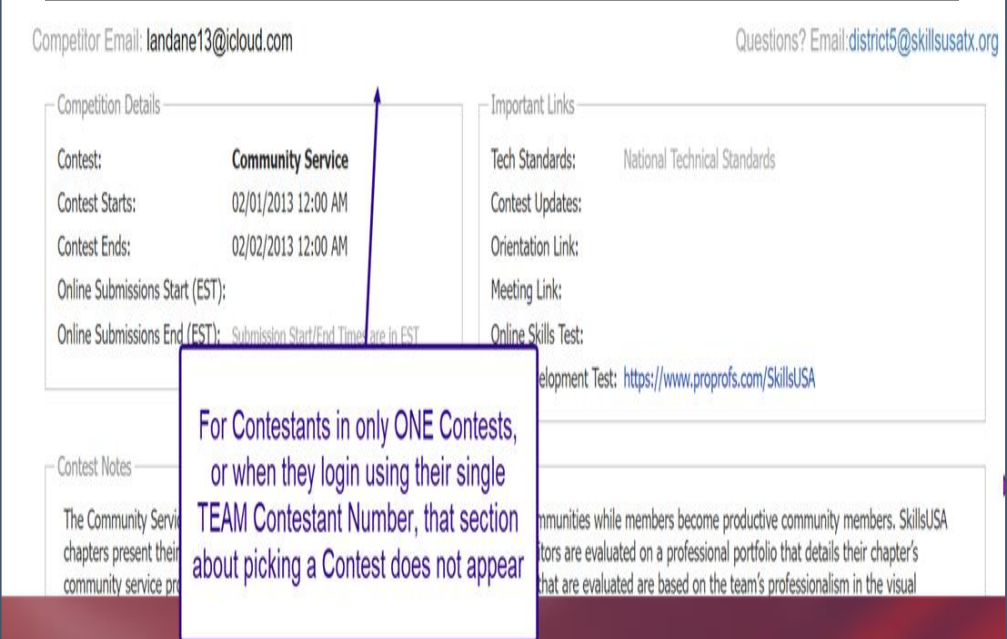
If you have received this email in error or have questions, forward this email to districtone@skillsusatx.org.

DO NOT Reply to this email - it is from an unmonitored system address and no one will ever see your reply.

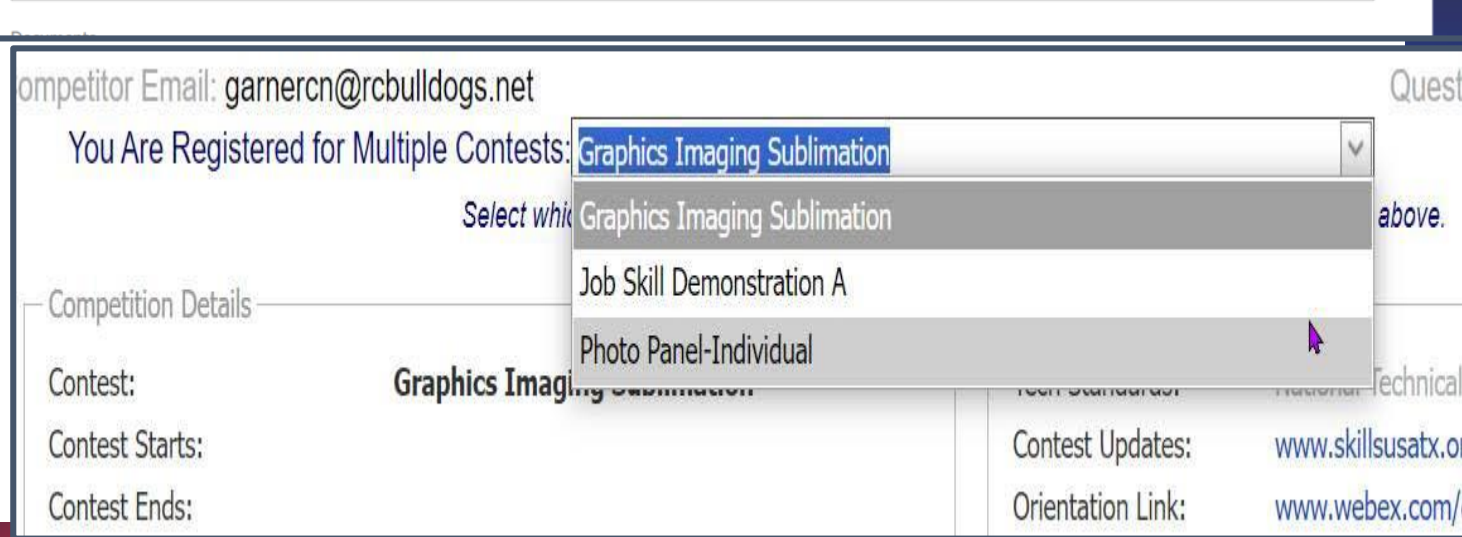
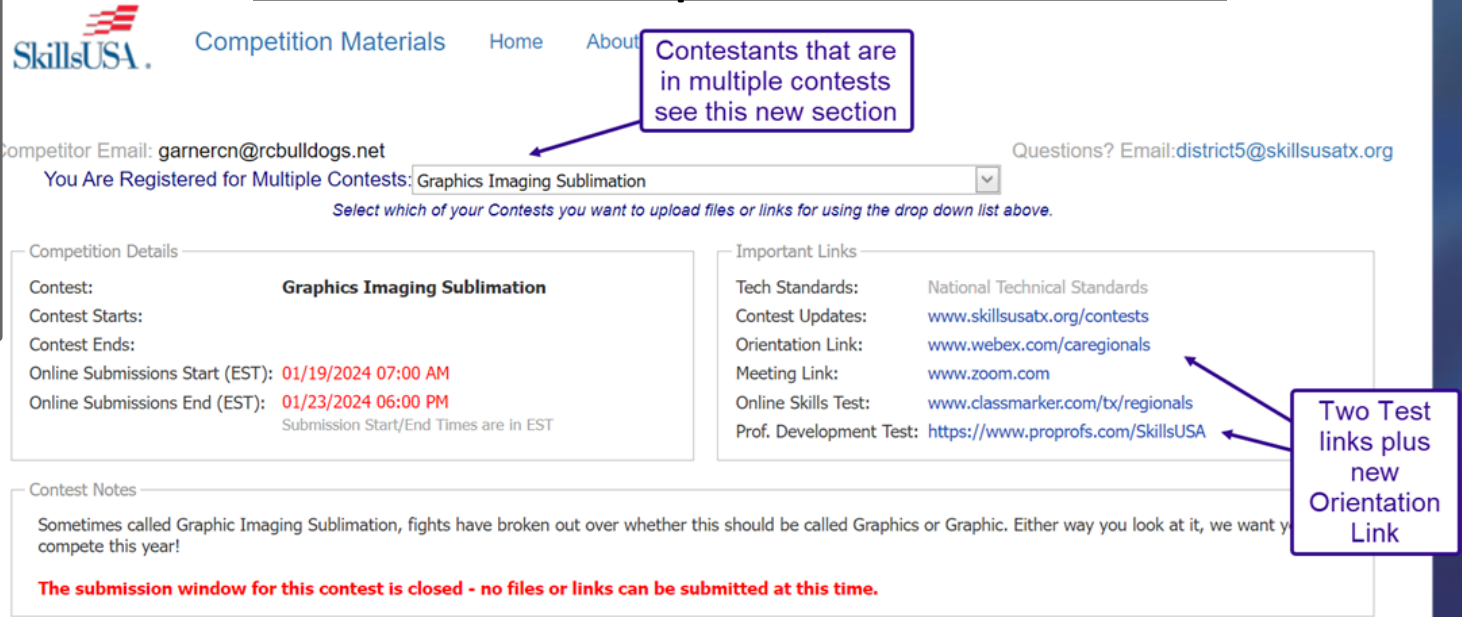
Competitor's Portal Login Screen



Sample screenshot of contestant in one contest



Sample Screen for contestant in multiple contests



Delegates and Voting

Number of Delegates Per Chapter: Each Texas chapter will have: a. one delegate for the Texas chapter b. one delegate for each group of 10 members c. one delegate for major fraction of 10 members (more than 5) i.e. 16 members = 3 voting delegates; 15 members = 2 voting delegates

Register Delegates to Vote:

You will receive allotted number of delegate bracelets in your registration packet. You can assign those to who you choose. There is not a setting in registration this year to designate your delegates. Can be different students at district than at state.

What Delegates are Voting on:

At your district delegate session there may be a Constitution and Bylaw Amendment to vote on. There will also be district officer candidate speeches and voting to elect your district officer panel. Delegate wristbands will be in your registration packet for your to distribute to students available to vote.

How Delegates Vote:

Each district will have own process, may be hand raise or online.



Professional Development District Testing

- Must register students with *non school email* to get log in directions.
- Online testing link will be emailed to students *after* registration closes.
- The test link will be open starting the day after registration closes. The tests must be completed no later than the day after substitutions are allowed. Check your district page to confirm the date.
- The window is open 24hrs a day for the days listed by district. **No make up dates.**
- Test should be teacher/advisor proctored, you will have to click confirm for both proctor and student.
- One test score applies to all contests that student has entered.
- Substitution students will have 24 hours to take the test. Please verify student receives email with testing link
- If the student does not take test within that window they get ZERO score. **No exceptions.** Please plan accordingly. Team scores are averaged.
- Advisors should confirm the log in directions have been received by students and have a plan to proctor the test **prior** to registration closing.
- If the log in has not been received reach out to your coordinator **before** testing day – you will need the email address you used for registration.
- Any issues with online testing should be directed to your district director: Eddy, Darlene or Amy.

Awards and Scholarship Applications

- District Officer Application and State Officer Application - If you/student are struggling to complete these applications online, they can be printed and submitted as PDF. (bottom of form "Preview PDF" to print)
- Advisor of the Year - The application are posted and available on your district webpage. Deadline will be last day of district competition registration.
- SkillsUSA Outstanding Member Scholarship- Applications are posted on each district's website. Candidates interview at district and one student from each district advances to state to potentially receive \$1,000 from CTAT.
- Honorary Life Membership award - Each year, it is awarded to individuals for their outstanding service that advances the mission and values of the SkillsUSA organization. Online applications due Feb. 14

Communicating with Your District

- We have set up the Signal App to utilize for each district. This group is for Advisors Only. Only advisors from that district will be approved to be added to the message group.
- You can download the app here: <https://www.signal.org/download/>
- On each district's page on our website you will see a download link to request to be added to that district's Signal group. <https://skillsusatx.org/districts/>
- Your district coordinator will be using this app in addition to emails from skillsusatx.org and the district webpage to get information out to your district.
- Sign up for newsletters: <https://skillsusatx.org/districts/>
- **Email your district coordinator: district#@skillsusatx.org**



State Conference Important Dates

February 25, 2024	State Registration & Hotel Opens:	Member must be PAID to register
March 11, 2024	State Registration & Hotel Closes	
March 15, 2024	Last Day to Cancel Registration or Substitution	<i>Any information in registration that needs to be submitted for an invoice by March 15 will be deleted. Submission must be done before room and registration is guaranteed.</i>
March 15, 2024	No Refunds	No changes to invoices or hotel reservations
Mar 20-Mar 27, 2024	Online PD Test Window Opens	<i>The link will be sent to the student's registration email address on the evening of March 19, 2024. The resume upload, portfolio upload, and required written tests may be part of this link.</i>
April 15, 2024	All payments due	<i>If received after the payment deadline, a \$50 monthly fee will be assessed. Please add a 3% processing fee if paying with a credit card. "S" invoices will be due to PO Box 65087 Lubbock, TX 79464.</i>
April 6, 2024	National Packet Release	
April 12, 2024	Final Review and Scoring Uploads	

State Conference Hotel Rates

2024 State Conference Hotel Pricing (2-Night Minimum Required)			
Room Type (1bed max 2 ppl, 2 bed max 4 ppl)	Room Charge ** (2 Nights, per person)	Plus Registration (per person)	Extra Nights (per person)
Single Room, one bed *	\$310	\$410	\$155
Double Room, two beds	\$188	\$288	\$94
Triple Room, two beds	\$126	\$226	\$63
Quad Room, two beds	\$94	\$194	\$47
*a second occupant in a single room must be a family member for a single room price ** \$155 Single, \$188 Double.			

- Opens Feb 25 - closes March 11
- All room charges will be turned off. If something is charged to the room, SkillsUSA Texas will bill the school 3x the amount charged.
- The school must place credit card down plan to charge anything.
- All hotel arrangements must go through the State Office with registration
- If you have already booked with a hotel, please inform the State Office of the location and arrangements made as soon as possible. We can attempt to add to the block, if not rooms will have to be released.



Contest Updates for 2024

Automotive Refinishing Technology (Updated 1-8-24)

Barbering (Updated 11-1-23)

Commercial sUAS Drone (Updated 10-13-2023)

Esthetics (Updated 10-13-2023)

Health Knowledge Bowl (Updated 11-3-2023)

Job Interview (Updated 12-12-23)

Mobile Electronics Installation (Updated 12-5-2023)

Mobile Robotics Technology (Updated 11-9-23)

Robotics – Urban Search and Rescue (Updated 10-26-2023)

Technical Drafting (Updated 11-29-2023)

Texas

<https://skillsusatx.org/contest-overview/>

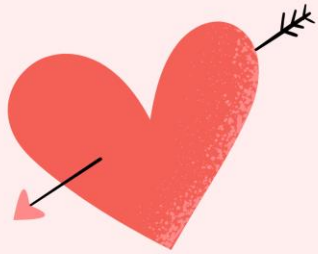
Nationals

<https://www.skillsusa.org/competitions/skillsusa-championships/competition-updates/>



What's Next?

Happy Valentine's Day



FROM: *SkillsUSA Texas*

Save the date:

Next Town Hall, Thurs Feb. 1th at
5:30pm

Register Here

Check our calendar for upcoming dates!

Townhall recordings and PPT are posted here:

<https://skillsusatx.org/news>

Follow us on social media for updates:
Facebook, LinkedIn, Instagram, X

