



## **SkillsUSA Colorado State Leadership and Skills Championships Wednesday, April 5 – Friday, April 7, 2017**

### **Conference Headquarters**

**Hotel Elegante  
2886 South Circle Drive  
Colorado Springs, CO 80906**

Advisors,

Things are gearing up for the 52<sup>nd</sup> annual SkillsUSA Colorado State Leadership and Skills Conference (SLSC)! Thank you for your patience and support throughout this year's changes. Please note that there are some changes in the conference schedule, including moving the awards ceremony to 2:00 pm in order to get members home earlier. If that works this year, I will do a little more adjusting to move the awards ceremony to 1:00 pm in 2018. Additionally, the professional development test (tie breaker) will be given online this year. More information will be coming regarding how this will work.

I am happy to help you navigate questions or concerns and appreciate constructive feedback. As you prepare to register for the state championships, please read the following information carefully, as it contains all the information you need to register your students for this year's conference.

#### **SkillsUSA Membership**

All competitors must be registered and paid members of SkillsUSA. Membership is due **no later than Wednesday, February 1, 2017 at 5:00 pm**. The national membership registration site is <http://www.skillsusa-register.org/Login.aspx>. Students must be registered by this date or they will not be permitted to compete in the state or national contests. **No exceptions.**

#### **SLSC Registration Information**

Conference registration will be available mid-February. An email will be sent once the registration site is open. **No registrations will be accepted after Friday, March 17, 2017 at 5:00 pm MDT.**

#### **SLSC Payment Information**

The 2016-17 conference registration fee is **\$85 per student and advisor. All payments must be received by Friday, March 31, 2017 at 5:00 pm MDT.**

#### **Conference Registration, Personal and Liability Release Form**

A printed copy of the NLSC Conference Registration, Personal and Liability Release Form must be submitted during registration for each member attending the SLSC. A blank NLSC Release Form may be found at <http://www.skillsusa.org/wp-content/uploads/2015/01/NLSC-Registration-Form-2014-15.pdf>.

Please feel free to contact me with any questions or concerns you have regarding the SkillsUSA Colorado State Leadership and Skills Conference.

Best regards,

A handwritten signature in black ink, appearing to read "Julie Rife".

**Julie Rife**

State Director

Cell (text or voice): 720.418.9311

## General Conference Information

### Clothing Requirement

Black pants/skirt, white dress shirt & tie or blouse, or white polo shirt are the minimum dress requirement for all official activities, including the written test. Consult the individual contest technical standards for specific dress requirements for the competitive events **prior** to attending the conference. Students not in proper attire may not be allowed to participate in conference activities including testing, competitive events, and award ceremonies.

**Students who are not in proper attire will not be allowed on stage to receive awards at the awards ceremony.**

### Contestant Resumes

All contestants **must** bring a hard copy of their resume to **turn in at their contest**. Failure to bring a resume will result in a loss of points.

### State Officer Elections

We will be choosing a new Colorado State Officer Team at this conference. Please have interested candidates complete the officer application packet. All applications are due by Friday, March 17, 2017.

**Meals** (*Any meal not listed will be on your own.*)

Thursday, April 6 – a full **breakfast** buffet will be provided to all registered conference attendees, including contestants, advisors and judges at the Hotel Elegante. A name badge is required for entrance.

Thursday, April 6 – boxed **lunches** will be provided to all registered conference attendees, including contestants, advisors and judges at all contest locations. **If you have a special dietary need, please let the State Director know by Friday, March 17.**

Thursday, April 6 – a snack **buffet** will be provided to all registered conference attendees, including contestants, advisors and judges during the State Officer sponsored social.

## Contest Information

### Contest Rules/Technical Standards

All contests are guided by the Official SkillsUSA Championships Technical Standards.

**Please note:** some contests are designated as **State Only**, meaning they are only offered at the state level. Winners in **State Only** events do not proceed to the national conference to complete.

### General Competition Rules and Regulations

1. Official SkillsUSA dress is encouraged but NOT required for State Competition. However, black pants, white dress shirt or white polo shirt is required for all official activities including Opening and Closing Ceremony and the written test. (See dress code for individual contests). Appropriate dress shall be defined as the “normal apparel used in the particular occupation.” Safety glasses, appropriate work shoes, and hard hats are a MUST if called for in the Official SkillsUSA Championships Technical Standards.
2. The judges are not obligated to award first, second or third place winners if, in their opinion, the performances are below acceptable standards.
3. All contest rules shall be as stated in the SkillsUSA Championships Technical Standards, unless exception has been made in the Colorado General Rules and Regulations.
4. The decisions of the judges will be final. Final interpretations of ALL contest disputes will be made by the SkillsUSA Colorado State Advisor and/or the State Conference Grievance Committee. Grievance forms will be available at the SkillsUSA Colorado conference headquarters.
5. For any skills contest that has only one school competing, the district results can be certified as the state results at the discretion of the State Director. Some contests can be certified as the “state contest” if a) only one district in the entire state has a qualified finisher in that category, and b) there is demonstrated proof that the winners of said contest have participated in a state-level-quality contest. **For more information on contest certification, please contact the State Director.**

## Conference Schedule – Wednesday, April 5

*Schedule is subject to change depending on weather and facility requirements/needs.*

Time	Event	Location	Notes
1:00 – 3:00 pm	Advisory Board Meeting	Hotel Elegante	
3:00 – 5:45 pm 7:30 – 9:00 pm	Registration	Hotel Elegante	Registration will close at 5:45 p.m. for the Opening Ceremony and will re-open following the Opening Ceremony. Registration ends at 8:30 p.m. <b>No on-site new student/advisor registration will occur.</b>
4:00 – 5:30 pm	Automotive Service Written Test & Orientation	Hotel Elegante	This new time will allow the results to be posted immediately after the opening ceremony.
3:00 – 5:00 pm <i>or</i> 7:30 – 9:00 pm	Content Area Written Tests	Hotel Elegante	Students may test at either session. During this first session, all tests must be completed by 5:30 pm. <b>All tests must be completed before leaving the room. There will be no make-up times to take the tests.</b>
3:00 – 5:00 pm	Job Interview Round 1	Hotel Elegante	Competitors from local area schools and those who arrive early will be placed in the first time slots. The top competitors from the preliminary rounds will move to the final round on Friday morning.
3:00 – 5:00 pm	Job Skills Demo A Round 1	Hotel Elegante	
3:00 – 5:00 pm	Job Skills Demo Open Round 1	Hotel Elegante	
6:00 – 7:30 pm	Opening Ceremony	Hotel Elegante	Keynote speaker: Kayleen McCabe <b>All students, advisors and guests are to be seated by 5:55 pm.</b>
8:00 – 10:30 pm	Chapter Display	Hotel Elegante	The SkillsUSA competition theme for 2016-17: SkillsUSA: Champions at Work Preparing America's Skilled Workforce
8:00 – 10:30 pm	Community Service	Hotel Elegante	
8:00 – 10:30 pm	Customer Service	Hotel Elegante	
8:00 – 10:30 pm	Engineering Technology/Design	Hotel Elegante	
8:00 – 10:30 pm	Entrepreneurship	Hotel Elegante	
8:00 – 10:30 pm	First Aid / CPR	Hotel Elegante	
8:00 – 10:30 pm	Job Interview Round 1	Hotel Elegante	Competitors from local area schools and those who arrive early will be placed in the first time slots. The top competitors from the preliminary rounds will move to the final round on Friday morning.
8:00 – 10:30 pm	Job Skills Demo A Round 1	Hotel Elegante	
8:00 – 10:30 pm	Job Skills Demo Open Round 1	Hotel Elegante	
8:00 – 10:30 pm	Principles of Engineering Technology	Hotel Elegante	
8:00 – 10:30 pm	Promotional Bulletin Board	Hotel Elegante	The SkillsUSA competition theme for 2016-17: SkillsUSA: Champions at Work Preparing America's Skilled Workforce
8:00 – 10:30 pm	Related Technical Math	Hotel Elegante	
8:00 – 10:30 pm	Welding Sculpture	Hotel Elegante	
8:30 – 9:30 pm	Advisor Meeting	Hotel Elegante	

*Curfew established by local chapter advisor, not to exceed 11:30 pm.*

## Conference Schedule – Thursday, April 6

*Schedule is subject to change depending on weather and facility requirements/needs.*

*Lunch will be provided to all registered members, advisors, and judges.*

Time	Event	Location	Notes
6:00 – 7:30 am	Breakfast Buffet	Hotel Elegante	Conference name badge required.
10:00 am - 2:00 pm	Advisor Training	Hotel Elegante	Materials and lunch will be provided. Pre-registration required.
8:00 am – 4:00 pm	3-D Visualization and Animation	Hotel Elegante	
8:00 am – 4:00 pm	Additive Manufacturing	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Advertising Design	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Architectural Drafting	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Automated Manufacturing Tech.	Pueblo Comm. College	
8:00 am – 4:00 pm	Automotive Refinishing Technology	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Automotive Service Technology	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Automotive Jerry Boor <i>(state only)</i>	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Barbering <i>(state only)</i>	International Salon & Spa	
8:00 am – 4:00 pm	Broadcast News Production	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Cabinetmaking	Peyton CTE Facility	Transportation will be provided.
8:00 am – 4:00 pm	Carpentry	Peyton CTE Facility	Transportation will be provided.
8:00 am – 4:00 pm	CNC Milling Specialist	Pueblo Comm. College	
8:00 am – 4:00 pm	CNC Technician	Pueblo Comm. College	
8:00 am – 4:00 pm	CNC Turning Specialist	Pueblo Comm. College	
8:00 am – 4:00 pm	Collision Repair Technology	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Computer Programming	Hotel Elegante	
8:00 am – 4:00 pm	Cosmetology	International Salon & Spa	
8:00 am – 4:00 pm	Crime Scene Investigation	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Criminal Justice	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Diesel Equipment Technology	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Digital Cinema Technology	Hotel Elegante	
8:00 am – 4:00 pm	Electrical Construction Wiring	Career Readiness Academy	
8:00 am – 4:00 pm	Electronics Technology	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Esthetics	International Salon & Spa	
8:00 am – 4:00 pm	HVAC	<i>TBD</i>	
8:00 am – 4:00 pm	Information Technology Services	<i>TBD</i>	
8:00 am – 4:00 pm	Interactive App & Game Develop.	Hotel Elegante	
8:00 am – 4:00 pm	Motorcycle Service Technology	Pueblo Comm. College	
8:00 am – 4:00 pm	Nail Care	International Salon & Spa	
8:00 am – 4:00 pm	Photography	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Power Equipment Technology	Pueblo Comm. College	
8:00 am – 4:00 pm	Precision Machining <i>(state only)</i>	Pueblo Comm. College	
8:00 am – 4:00 pm	Robotics: Urban Search & Rescue	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Technical Computer Applications	Hotel Elegante	
8:00 am – 4:00 pm	Technical Drafting	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Television (Video) Production	Hotel Elegante	
8:00 am – 4:00 pm	Web Design	Hotel Elegante	
8:00 am – 4:00 pm	Welding	Pikes Peak Comm. College	
8:00 am – 4:00 pm	Welding Fabrication	Pueblo Comm. College	
7:30 – 10:30 pm	Social	Hotel Elegante	Events include a DJ, snacks, and party games! Come unwind from a day of competition. Conference name badge required.

*Curfew established by local chapter advisor, not to exceed 11:30 pm.*

## Conference Schedule – Friday, April 7

*Schedule is subject to change depending on weather and facility requirements/needs.*

Time	Event	Location	Notes
7:00 – 8:00 am	Judges & Special Guest Breakfast	Hotel Elegante	By invitation only
8:00 – 9:00 am	Quiz Bowl	Hotel Elegante	Open to spectators. Please encourage all members to attend this fun event!
9:00 am - 12:30 pm	Techspo & Job Fair	Hotel Elegante	This is a new format. Encourage students to bring resumes and talk to those who support SkillsUSA Colorado and may have job opportunities.
9:30 – 11:30 am	Advisor Training	Hotel Elegante	Learn how to become a better advisor.
9:00 am - 12:30 pm	Action Skills*	Hotel Elegante	*A letter from the appropriate school official on school letterhead stating that the contestant is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation.
9:00 am - 12:30 pm	Employment Application Process*	Hotel Elegante	
9:00 am - 12:30 pm	Extemporaneous Speaking	Hotel Elegante	
9:00 am - 12:30 pm	Job Interview (finals)	Hotel Elegante	
9:00 am - 12:30 pm	Job Skill Demonstration A (finals)	Hotel Elegante	
9:00 am - 12:30 pm	Job Skill Demonstration Open (finals)	Hotel Elegante	
9:00 am - 12:30 pm	Occupational Health & Safety	Hotel Elegante	
9:00 am - 12:30 pm	Opening and Closing Ceremonies	Hotel Elegante	
9:00 am - 12:30 pm	Pin Design	Hotel Elegante	Artwork is due to the state office, Wednesday, February 1, 2017
9:00 am - 12:30 pm	Prepared Speech	Hotel Elegante	The SkillsUSA competition theme for 2016-17: SkillsUSA: Champions at Work Preparing America's Skilled Workforce
9:00 am - 12:30 pm	T-shirt Design	Hotel Elegante	Artwork is due to the state office, Wednesday, February 1, 2017
2:00 pm	Awards Ceremony	Hotel Elegante	<b>All contestants, advisors and guests are to be seated by 1:55 pm.</b>
Immediately following Awards Ceremony	New State Officer and their local advisors meeting	Hotel Elegante	This meeting will not exceed 20 minutes.
Immediately following Awards Ceremony	NLSC Info Packets & Prizes	Hotel Elegante	All advisors of gold medalists pickup information packet for the National Leadership and Skills Conference. Some sponsors have generously donated prizes to medalists. If you would like to help find prizes for contests without national sponsors, please contact Julie Rife.

## Hotel Information

The Hotel Elegante and SkillsUSA Colorado have an arrangement to provide sleeping rooms, general session meetings, and our leadership events. All advisors are responsible for making their own room reservations for themselves and their students. All hotel reservations should be directed to:

**Hotel Elegante**  
**2886 South. Circle Drive**  
**Colorado Springs, CO 80906**  
**(719) 576-5900**  
<http://www.hotelelegante.com/>

**SkillsUSA Room Rate: \$99/room – single to quad occupancy.**

**Cut off Date: Friday, March 17, 2017 at 11:59 pm Mountain Time.**

We have a reserved block of rooms at the Hotel Elegante and **You are responsible for reserving and payment** for your rooms on a first-come, first-served basis. Schools are also responsible for providing the hotel with their tax exemption information (if applicable), otherwise, you will be charged tax on your room.

The Hotel Elegante is a 100% smoke-free hotel that prides itself on providing first-class lodging, highlighted by an excellent array of amenities. All 500 of the guest rooms feature Bath & Body Works products, 13" individually coiled Simmons Beautyrest pillow top mattresses, in room coffee makers with Starbucks coffee, hair dryers and ironing boards with irons.

The Rustler Country Cafe, Rawhides Sports Bar and Patio Bar and room service are available. Also available for light meals and beverages is the Sweet Tooth where guests can delight in chocolates, candies and Starbucks Coffee.

All guests can enjoy the indoor and outdoor pools with jacuzzis and a wading pool. The hotel features a 24-hour Fitness Center, Sports Court featuring pickle ball, volleyball, tennis and basketball courts. A business center and laundry facilities are available on site and the hotel does offer same-day dry cleaning service.

### Tax Exempt Requirements

- Copy of Tax Exemption Certificate.
- Copy of form of payment:
  - Pay with credit card and will not have it with you at check-in:
    - Please complete our Credit Card Authorization Form (see attached) at your earliest convenience.
    - Along with this form the city of Colorado Springs & the hotel will need a copy of the credit/debit card (at least the first (6) and last (4) digits need to show- can black out the rest in between).
    - We also need a legible copy of the card holder's ID.
  - Pay with credit card upon arrival:
    - The authorization form is not required; the hotel can acquire a copy of the credit card & ID at check-in.
  - Pay with check in advance –mail to:
    - Hotel Elegante Conference & Event Center  
2886 South Circle Drive  
Colorado Springs, CO 80906
  - Pay with check upon arrival- the hotel can acquire a copy of the check at check-in.

**Please send copy of housing form to the Hotel Elegante and keep a copy for your records. Additionally, send a copy to:**

**Julie Rife, State Director**  
[julie.rife@cccs.edu](mailto:julie.rife@cccs.edu)  
**SkillsUSA Colorado**  
**9101 East Lowry Boulevard**  
**Denver, CO 80230**



# Housing Form

State Leadership and Skills Conference  
April 5-7, 2017



School / Chapter Name \_\_\_\_\_

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Advisor Name \_\_\_\_\_ Advisor Cell Phone \_\_\_\_\_

Advisor Email \_\_\_\_\_ Advisor School Phone \_\_\_\_\_

School Address \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please email or fax form to  
Lennea Mason, Hotel Elegante  
lmason@mcmelegante.com and  
rrhody@mcmelegante.com

Fax: 719-576-0507  
Phone: 719-302-9953

The rate for single-quad occupancy is:  
**\$99 + 10.25% tax, per room per night.**

- A check or credit card number and tax-exempt forms (if applicable) must accompany your rooming list to secure your reservation. Reservations are on a first-come, first-serve basis.
- **If the school is tax exempt, certificate needs to be submitted with the Housing Form.**
- **Rooms may not be available before 3:00 p.m. on the day of check in.** The Hotel Elegante will provide storage for luggage that must be unloaded before the rooms are ready.
- Please keep a copy of this form for your records.

**Please print**

Page 1 of \_\_\_\_\_

Last, First	Type*	M or F	Accommodations
1.			<input type="checkbox"/> One person, one bed <input type="checkbox"/> Two people, one bed <input type="checkbox"/> Two or more people, two beds
2.			
3.			
4.			
1.			<input type="checkbox"/> One person, one bed <input type="checkbox"/> Two people, one bed <input type="checkbox"/> Two or more people, two beds
2.			
3.			
4.			
1.			<input type="checkbox"/> One person, one bed <input type="checkbox"/> Two people, one bed <input type="checkbox"/> Two or more people, two beds
2.			
3.			
4.			

\* **Type code:** **S**=Secondary Student, **P**=Postsecondary Student, **A**=Advisor/Adult, **X**=In Charge, **O**=Observer

**Hotel Use Only**

Charge to: S&P \_\_\_\_\_ A&G \_\_\_\_\_ Guest Room: \_\_\_\_\_ Other (specify): \_\_\_\_\_

Ordered/Approved by \_\_\_\_\_ Department \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Housing Form

State Leadership and Skills Conference  
April 5-7, 2017



*For additional registrants.*

School / Chapter Name \_\_\_\_\_

Advisor Name \_\_\_\_\_

**Please print**

Page \_\_\_\_ of \_\_\_\_

Last, First	Type*	M or F	Accommodations
1.			<input type="checkbox"/> One person, one bed <input type="checkbox"/> Two people, one bed <input type="checkbox"/> Two or more people, two beds
2.			
3.			
4.			
1.			<input type="checkbox"/> One person, one bed <input type="checkbox"/> Two people, one bed <input type="checkbox"/> Two or more people, two beds
2.			
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4.			
1.			<input type="checkbox"/> One person, one bed <input type="checkbox"/> Two people, one bed <input type="checkbox"/> Two or more people, two beds
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4.			
1.			<input type="checkbox"/> One person, one bed <input type="checkbox"/> Two people, one bed <input type="checkbox"/> Two or more people, two beds
2.			
3.			
4.			
1.			<input type="checkbox"/> One person, one bed <input type="checkbox"/> Two people, one bed <input type="checkbox"/> Two or more people, two beds
2.			
3.			
4.			

\* **Type code:** S=Secondary Student, P=Postsecondary Student, A=Advisor/Adult, X=In Charge, O=Observer

**Hotel Use Only**

Charge to: S&P \_\_\_\_\_ A&G \_\_\_\_\_ Guest Room: \_\_\_\_\_ Other (specify): \_\_\_\_\_

Ordered/Approved by \_\_\_\_\_ Department \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





## Credit Card Authorization Form

Please complete this form in its entirety. Incomplete requests may be rejected. Please return this form via fax to the number listed at the bottom of this page or scan and send via email. Do not insert data into this email and send. All information provided is CONFIDENTIAL and used only for the purposes noted below.

Individual or Group/Event Name(s):

Confirmation/Invoice Number(s) (if applicable):

Arrival or Function Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

I hereby authorize the following charges to be applied to the following credit card. Check all that apply:

- All charges
- Restaurant
- Telephone
- Banquet / Catering Charges
- Room and Tax
- Room Service
- Movies
- Specific Amount (specify below)
- Parking
- Lounge
- Laundry
- Other (specify below)

Comments:

<b>Credit Card Number</b>	<b>Expiration Date</b>
---------------------------	------------------------

Cardholder / Organization name (as it appears on card): \_\_\_\_\_

\*\*If group is tax exempt a LEGIBLE copy of the Front of the Credit Card will need to be provided.

Card Billing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Phone/Fax Number: \_\_\_\_\_

I acknowledge that all information is complete and accurate. I hereby authorize the Hotel Elegante to collect payment for the charges indicated on this form by processing a charge to the credit card listed above. I certify that I am authorized to sign for charges to the credit card provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*WE REQUIRE A COPY OF THE CARDHOLDER'S ID**

**Hotel Elegante Conference & Event Center**  
**2886 S. Circle Drive**  
**Colorado Springs, CO 80906**  
**Phone: (719) 576-5900**  
**Fax: (719) 576-7695**