



2020

# STATE LEADERSHIP CONFERENCE GUIDE

# SkillsUSA Oregon

## State Leadership Conference 2020

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## Conference Overview

SkillsUSA Oregon and the Oregon Department of Education are excited to invite your chapter to the **Annual SkillsUSA Oregon State Leadership and Skills Conference, March 13-14, 2020**. Camp Withycombe will be the site of the SkillsUSA Oregon State Leadership and Skills Conference! During the SLSC, Oregon’s finest high school members will have the opportunity to:

- Test industry skill knowledge and career skills in SkillsUSA Championship Contests!
- Compete for the opportunity to advance to the National Leadership and Skills Conference in Louisville!
- Campaign for State Office and elect State Leaders!
- Meet and network with fellow members, advisors, and industry and community leaders!
- Enjoy spectacular general sessions!
- Earn honors and scholarships as one of the best in education and industry!

### Conference Fee Schedule

<b>STUDENT FEE</b>	<b>ADVISOR FEE</b>
<p>\$60 – must pay membership dues by February 15, 2020.</p> <p>\$10 additional fee per event for all welding (except Sculpture), cosmetology, carpentry and culinary events. <u>State Officers do not pay registration fees. (Mark that option on your registration form.)</u></p>	<p>\$25</p> <p><u>Advisors who are tech chairs do not have to pay registration. In that case, please do not register. We can make you a name badge onsite.</u></p>

### Late Fees

**The final deadline is February 15, 2020, at 5:00 p.m.** This is a receipt deadline. For any late entries of any kind, there is a \$25 late fee. The late fee must be paid at the time of submission or late entries will not be accepted. Substitutions may be made until March 4 with a \$25 substitution fee.

## Important Dates

### January 7

- Online Registration for State Leadership and Skills Conference Opens

### February 15 (ONLINE DEADLINE)

- Online Registration Deadline for SLSC
- Online Application Deadline for State Officer Candidates
- Payment Deadline for State Leadership and Skills Conference
- Absolute Membership Dues Deadline (to be eligible for competition at SLSC)

### March 1

- State Officer Candidate Virtual Interview

### March 13-14

- State Leadership and Skills Conference at Camp Withycombe in Clackamas

### April 15

- National Leadership Conference Intention due to State Director

### June 24-28

- National Leadership & Skills Conference, Louisville

## Registration Checklist

### *Required Registration Forms*

The following forms are available in this packet and should be completed and returned when you arrive on-site at the State Leadership and Skills Conference:

- ✓ Student Code of Conduct and Emergency Medical Treatment (advisor to maintain possession of these—they are NOT turned in)
- ✓ Advisor Code of Conduct
- ✓ Advisor Statement of Assurance
- ✓ Oregon National Guard Release Form

**IMPORTANT** The final deadline is February 15, 2020, at 5:00 p.m. This is a receipt and online deadline. For any late entries of any kind there is a \$25 late fee. The late fee must be paid at the time of submission or late entries will not be accepted. Substitutions may be made until March 4 with a \$25 change fee.

**Registration Tips!**

- **Avoid Common Registration Frustrations! Read this registration packet in detail!** Assign it for extra credit to chapter officers to ensure that multiple members of your chapter are familiar with SLSC requirements and procedures.
- **Review the SkillsUSA Technical Standards online.** This is available with your professional membership.
- **Follow-up with the district or business office to ensure the fees will be paid on time.**
- **Photocopy all forms and correspondence for your records and bring them with you to the SLSC!**
- **Make registration checks payable to: SkillsUSA Oregon.**
- **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 competition and the SLSC.
- **Email Competitive Event questions to [statedirector@skillsusaoregon.org](mailto:statedirector@skillsusaoregon.org).**
- **Lunch will be available for purchase at SLSC this year from either the National Guard or the Coin Operated Boy Food Truck.**

## Important Contacts

ITEM(S)	SUBMIT VIA
Registration Questions	Email to: statedirector@skillsusaoregon.org
Registration Payment	Mail to: SkillsUSA Oregon P. O. Box 1440 Owasso OK 74055
State Officer Applications	Candidate Guide is available at <a href="http://www.skillsusaoregon.org">www.skillsusaoregon.org</a>
Online Submission Forms <ul style="list-style-type: none"> <li>Distinguished Advisor Award Application</li> <li>2020 Press Release</li> </ul>	Online Submission Forms available at <a href="http://www.skillsusaoregon.org/resources">www.skillsusaoregon.org/resources</a> under State Leadership and Skills Conference
<b>QUESTIONS?</b>	Kaycie Quinonez, State Director statedirector@skillsusaoregon.org (928) 651-2891

## Tentative Agenda

**Friday, March 13 [unless indicated; all activities will be at Camp Withycombe]**

- 7:00 a.m. – 7:45 a.m.      Registration  
 Pin/T-Shirt Design Turn In  
 Welding Sculpture Turn In  
 Paperwork Turn In  
    -Statement of Assurance  
    -Code of Conduct  
    -National Guard Waiver
- 7:00 a.m.                      Welding Fabrication
- 8:00 a.m.                      Opening Session  
 Automotive Technology (PCC Sylvania)

- 9:00 a.m.                   TECHSPO 2.0  
Carpentry (all day)  
Community Action  
Community Service  
Computer Programming  
Commercial Baking (all day)  
Engineering Technology  
Firefighting (all day and Saturday)  
                                  (Clackamas County Fire Department Training Center)  
Job Skill Demo A and Open  
Job Interview  
Photography (all day)  
Prepared Speech  
Urban Search and Rescue
- 9:30 a.m.                   Chapter Display  
Promotional Bulletin Board Display  
Career Pathways Showcase (all 6)
- 12:00 p.m.                 Power Equipment Technology
- 1:30 p.m.                   Cake Decorating  
Customer Service  
Extemporaneous Speaking  
First Aid/CPR - EMT  
Power Equipment Technology  
Related Technical Math  
Safety Participation
- 5:00 p.m.                   General Welding

**Saturday, March 14 [unless indicated; all activities will be at Camp Withycombe]**

- 7:00 a.m.                   Sheet Metal  
Welding MIG  
Welding Oxy  
Welding Shielded Metal Arc  
Welding TIG



8:00 a.m.	Architectural Drafting Criminal Justice (Sabin) Crime Scene Investigation (Sabin) Cosmetology (Sabin) Culinary Arts Diesel Technology (Peterson CAT) Digital Cinema Early Childhood Electronics Technology (Sabin) Entrepreneurship Esthetics (Sabin) Firefighting (Friday and Saturday) (Clackamas County Fire Department Training Center) Novice CAD Quiz Bowl Restaurant Service Team Engineering Challenge Technical Drafting TV/Video Production Web Design
3:30 p.m.	Closing Session and Awards Ceremony

## Competitive Events

### *Eligibility*

Each individual student may enter one event per time slot, in addition to t-shirt and pin design. PLEASE REVIEW THE TENTATIVE SCHEDULE. THERE HAVE BEEN SOME CHANGES. Students competing in firefighting can only also complete in First Aid/CPR, pin and/or t-shirt design.

Middle school students can compete at NLSC in O&C, Team Engineering Challenge, Pin Design, Job Skill Demo A and Open and Urban Search and Rescue Robotics. Oregon will allow them to also compete in cake decorating, prepared and extemporaneous speech.

**NEW THIS YEAR** – Students can compete in a maximum of **two** welding events – either National Qualifying Events (Welding FAB and Welding General) **OR** State Only Events (Welding MIG, Welding TIG, Welding Oxy, Welding Shielded Metal Arc). Students may not compete in welding national qualifying events and welding state only events. The two events selected must be within the same category. Students may participate in Welding Sculpture in addition to their two welding events.



For your convenience, here is an overview of competitive events and what components they contain. \* Indicates an event that is held separately to SLSC. More information on dates and locations of these events will be located under the SLSC Resources on the SkillsUSA Oregon website and noted in the Friday Flash.

<b>Event Name:</b>	<b>Individual:</b>	<b>Team:</b>
<b>Technical Skills Events:</b>		
Architectural Drafting	X	
Automotive Service Tech	X	
Barbering	X	
Cabinetmaking *	X	
Carpentry	X	
Commercial Baking	X	
Computer Programming	X	
Cosmetology	X	
Crime Scene Investigation		3
Criminal Justice	X	
Culinary Arts	X	
Diesel Equipment	X	
Digital Cinema		2
Early Childhood Education	X	
Esthetics	X	
Electronics Technology	X	
Entrepreneurship		4
Firefighting	X	
First Aid/CPR	X	
Photography	X	
Mobile Robotics Technology *		2
Power Equipment Technology	X	
Opening and Closing Ceremonies		7
Urban Search and Rescue Robotics		2
Related Technical Math	X	
Restaurant Service	X	
Team Engineering Challenge (MS)		3
Technical Drafting	X	
TV Video Production		2
Web Design		2
Welding FAB Team		3
Welding General	X	
Welding Sculpture	X	
<b>Oregon Only Technical Events</b>		
Cake Decorating	X	
Novice CAD	X	

Welding MIG	X	
Welding Oxy	X	
Welding Shielded Metal Arc	X	
Welding TIG	X	
Safety Participation	X	
<b>Leadership Development Events</b>		
Career Pathway Showcase (6 pathways)		3
Chapter Display	X	
Community Action Project		2
Community Service		3
Customer Service	X	
Extemporaneous Speaking	X	
Job Interview	X	
Job Skill Demonstration A	X	
Job Skill Demonstration Open	X	
Pin Design	X	
Prepared Speech	X	
Promotional Bulletin Board Display	X	
Quiz Bowl		5
T-shirt Design	X	

**If your contest requires internet – you are responsible to bring a mobile hotspot.**

Please be sure and check the national website for updates.

<http://www.skillsusa.org/compete/updates.shtml>

The SkillsUSA competition theme for the 2019-20 school year is:

SkillsUSA: Champions at Work

I'm Ready

The topic to be addressed by contestants in the Chapter Display, Prepared Speech, and Promotional Bulletin Board competitions is how our slogan, "SkillsUSA: Champions at Work, I'm Ready" relates to our national program of work in the area of professional development.

More information can be found here: <http://www.skillsusa.org/competitions/skillsusa-championships/theme/>

We will not send medals or prizes to schools who do not stay for the Awards Session. If you do not stay for some reason, please make arrangements for another SkillsUSA chapter to collect your items.

### *Online Registration*

We will continue to use the online conference registration system via the National SkillsUSA Web site. Steps for registration are outlined below:

**Step 1:**

Log in at the SkillsUSA National Web site—[www.skillsusa-register.org](http://www.skillsusa-register.org)—using the same credentials you use for membership registration.

**Step 2:**

Click on the “Conference” button at the very top of the page, then click on My Registration on the pull-down menu.

**Step 3:**

Choose SkillsUSA Oregon State Conference in the Filter Event Box. Click on the New Registrant button.

**Step 4:**

Select the student names from the drop-down menus. Please note that an accurate date of birth is critical for locating scores in the future.

**Step 5:**

For contestants choose “contestant” as their registration type. You can now click on “Add Contest” and select their contests. Be sure to click save before returning to registrant details or adding additional contests.

**Step 6:**

Under Registration Details, be sure to click save before advancing to the next registrant. Don't forget to register yourself!

**Step 7:**

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 you'd like until 5 p.m. on February 15, 2020. After that time no changes are allowed.

## **Additional Conference Information**

### ***Lodging***

There are a number of hotels and in a close proximity to the conference. (Clackamas Town Center area) Chapters wishing to stay overnight are responsible for arranging their own lodging. For any chapters staying overnight chaperones are required, and curfew is to be enforced.

### ***National Leadership and Skills Conference***

National Conference registration forms will be available immediately following the awards ceremony. All first-place winners must decide their intent to compete by April 15, 2020.

### ***Observing Contests***

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

### ***Official SkillsUSA or Business Attire***

SkillsUSA Official, Business Attire or Competition Attire is required for all contests, general sessions, ceremonies, and meetings. We will allow the black Carhartt jackets. Students not dressed appropriately are subject to disqualification and may not be allowed to enter general sessions.

### ***Refunds***

There are no refunds of conference registration for any reason. Once registration closes, your management team orders conference materials and commits conference funds.

### ***Resume***

All contestants are to bring a resume to every contest. If a contestant is in multiple contests, they need to bring multiple copies of their resume. Failing to bring a resume will be an automatic 10-point deduction.

### ***Special Guests***

Parents, school administrators, and other special guests may wish to attend the conference. They may do so free of charge.

### ***State Officer Candidate Speeches***

The State Officer Candidate Guide is available at <https://www.skillsusaoregon.org/run-for-state-office/>. Candidates will give their speeches on Friday at the Opening Session. Elections will take place on Friday afternoon.

## Distinguished Advisor Award Program

This award is established to honor and applaud Oregon advisors who deliver the entire SkillsUSA experience to their students throughout the academic year.

It provides recognition of the local SkillsUSA chapter advisor for conducting outstanding programs of activities that provide valuable educational experiences for the entire membership. This program was designed to be versatile. In order to qualify for this award, an advisor must complete 21 of the 31 requirements allowing you to use the sections that best apply to your situation.

### Eligibility:

- All advisors are eligible and encouraged to participate.
- Applications must be submitted online at [this link](#).
- The standards established for each of the respective criteria are to be considered a minimum standard for goals.
- No supporting materials will be accepted.
- The online nomination form must be completed no later than February 15 at 5 p.m.

## Chapter Excellence Program

CEP recognizes achievement as it relates to the integration of the SkillsUSA Framework in chapter program of work activities. As a chapter's yearly action plan, the program of work is at the heart of student learning and employability development. By using the Framework as a guide, chapters have a blueprint for creating relevant activities that encourage participation and foster an understanding of student learning attained during each activity. The Framework's focus on intentional learning turns the program of work into more than just a planning tool. Using the Framework, the program of work becomes the vital conduit that links students to the application of personal, workplace and technical skills demanded by industry. The SkillsUSA trifecta for student success!

More information and the application can be found here:

<https://www.skillsusa.org/programs/chapter-excellence-program/>

CEP Chapters will be recognized at SLSC.

## **Sample State Leadership Conference Press Release**

TO: (Local Media Representative)  
SUBJECT: Announcement of Upcoming SkillsUSA Oregon Skills  
Championships  
FOR RELEASE: Immediately  
CONTACT: (List Name, School, Phone, and Email)

\_\_\_\_\_ members of the \_\_\_\_\_ High School Chapter of SkillsUSA Oregon will compete at the 2020 SkillsUSA Oregon State Leadership and Skills Conference March 13-14 at Camp Withycombe in Clackamas, Oregon.

The \_\_\_\_\_ High School representatives and their competition areas are:  
(List students, grade levels, and what contests they are participating in)

The annual statewide SkillsUSA Leadership Conference and Skills Championships will involve more than 45 Oregon High Schools and 700 students in competition in trades, such as small engine repair, cabinet making, precision machining, computer drafting, electronics, and culinary arts.

The students will also be competing in a number of leadership competitive events. These events are conducted and judged by over 150 people from the industries related to the area of the competition. The students receive over \$50,000 worth of scholarships; cash travel awards; and tools provided by SkillsUSA Oregon sponsors from community colleges, businesses, and industry.

The Gold Medal Winners for each competition qualify to enter the National SkillsUSA Leadership and Skill Championships to be held in Louisville, Kentucky, this June.

###

## **Grievance and Review Procedure for State Contestants**

The SkillsUSA Oregon Board of Directors will officially recognize only those grievances that are filed by the advisor or person in charge of a chapter with the State Director or Executive Director.

Grievances will be handled as follows:

- The local SkillsUSA Advisor will complete and file the attached Grievance and Review form describing the situation in question **AND** the violation of the SkillsUSA State Championships Regulations.
- The advisor or the person in charge of the chapter must sign the Grievance and Review Form.
- If the advisor cannot be located, the review can be filed; however, no action will be taken until the form has been signed.
- A committee made of a minimum of three members of the SkillsUSA Oregon Board of Directors will rule on the validity of the complaint, decide on its disposition, and immediately communicate any results to all stakeholders. All decisions of the review committee are final.

Reviews against any contest held Friday must be filed by 5 p.m. with the State Director or the Executive Director.

Reviews against contests held Saturday must be filed by 1 p.m. with the State Director or the Executive Director.

Forms may be turned in at conference headquarters.



## Grievance Form

\_\_\_\_\_  
Chapter

\_\_\_\_\_  
Contest

\_\_\_\_\_  
Contestant Name & Number

\_\_\_\_\_  
Person Filing Grievance

\_\_\_\_\_  
Date & Time

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

Please describe the incident in question and the specific SkillsUSA Championships regulation or regulations that you feel was or were not followed. Cite the exact page number and section number of the rules allegedly violated from the National Standards.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature—Advisor

Action and Determination from SkillsUSA Oregon Board of Directors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature—Board Member 1

\_\_\_\_\_  
Signature—Board Member 2

\_\_\_\_\_  
Signature—Board Member 3

\_\_\_\_\_  
Signature—State Director

*Statement of Assurance Form*

**STATEMENT OF ASSURANCE**

Advisors attending SkillsUSA Oregon events must review, sign, and return this statement of assurance along with their registration materials for each SkillsUSA Oregon conference/event.

**ACTIVITY:** SkillsUSA Oregon State Leadership Conference  
**DATE:** March 13-14, 2020  
**WHERE:** Camp Withycombe

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

- I have reviewed the permission/medical release form with my students, and I will have a completed copy of the permission/medical release form for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that SkillsUSA Oregon will not collect the individual student forms for this event and that they are to be kept in my possession.
- I understand that students attending the above event will have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. I have discussed this with the students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I understand that proper completion of the permission/medical release form provides the best protection for my students' needs and my liability during a SkillsUSA Oregon event.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event and have reviewed all school/district policies regarding supervision of students on trips and will abide by them.
- The responsibility for the safety of the delegates from this chapter rests with people signing this Statement of Assurance.
- I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.
- I will patrol the halls (even during the day, if necessary), stay up until students and/or halls are quiet, enforce the conference Code of Conduct and Dress Code, and regularly check-in with my students.
- I will ensure that myself and chaperones assisting me will:
  - Be 21 or older
  - Follow the conference Code of Conduct and Dress Code
  - Act responsibly and interact appropriately with students

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated on the Permission Forms as indicated by my signature appearing below. (Typing/writing your name in the box below serves as your signature and confirmation of understanding):

Advisor Signature:	
Chapter Name:	
Date:	

# PERMISSION/MEDICAL RELEASE FORM (4 PAGES TOTAL) ALL OREGON CTSO SPONSORED ACTIVITIES 2019-2020

- Revised August 2011 -  
CODE OF CONDUCT

Attendance at any Oregon CTSO sponsored conference or activity is a privilege. The following conduct policies will apply to all delegates: students, alumni, advisors, and any other authorized persons attending the activity. This form must be signed by each student and alumni (under 21) attending an Oregon CTSO activity and submitted to the chapter advisor prior to the respective registration deadline. The chapter advisor must have a completed copy of the permission/medical release form for each student attending in their possession for the duration of the event, including travel to and from the event. This Form must be kept on file in the local school district after conference.

Delegates shall abide by the rules and practices of the Oregon CTSO and school district policies at all times to, during, and from the designated point of origin of the activity. Delegates shall respect and abide by the authority vested in the career technical student organization. The standards outlined in this document constitute the Oregon CTSO Code of Conduct.

## The following shall be regarded as severe violations of the OREGON CTSO Code of Conduct:

Should a conduct code violation occur for items 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees.

1. **Alcohol, Drugs and Tobacco:** a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. **Curfew:** Committing serious violations of curfew regulations as outlined in item 9 below.
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the conduct code or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. **Personal Conduct:** Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life; defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. **Serious Violations** of the student conduct code of the school district or school that the student represents.
6. **Private Transportation:** Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site) Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.

- 7. Abusive Behavior and Lewd Conduct:** A student shall not engage in any lewd, indecent, sexual, or obscene act or expression, or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

**The following shall be other violations of the Oregon CTSO Code of Conduct:**

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional, or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors/Trustees or local Advisor.

- 8. Conference Conduct:** Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of the Oregon CTSO or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
- 9. Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
- 10. Dress:** Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
- 11. Personal Conduct:** Failing to report accidents, injuries, or illnesses immediately to the local CTSO Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.
- 12. Hotel Conduct:** Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

**Individual School District Policies may supersede the Code of Conduct.**

## **DRESS CODE FOR DELEGATES ATTENDING OREGON CTSO SPONSORED ACTIVITIES**

The following guidelines have been developed to clarify the dress code used at all Oregon CTSO conferences (regardless of locations).

### **ACCEPTABLE CASUAL ATTIRE**

**Males:** Slacks, cords, knee length walking shorts, sports shirts, and CTSO t-shirts and sweatshirts. NO gang related clothing or accessories allowed. All clothing must be in good repair and proper size. Undergarments may not show outside of over garments.

**Females:** Slacks, cords, skirts, blouses, sports shirts, knee-length walking shorts, and CTSO t-shirts and sweatshirts. No gang related clothing or accessories allowed. All clothing must be in good repair and proper size. Undergarments may not show outside of over garments.

### **ACCEPTABLE BUSINESS ATTIRE**

**Males:** Dress slacks, dress shirt, tie, dress shoes, and socks (no tennis shoes or flip-flop sandals), sweater and/or sport coats. A dress suit or CTSO blazer is always appropriate. Shirts are to be tucked in. Belted pants.

**Females:** Dress (professional business), dress slacks, skirt (not to exceed 3 inches above knees), blazer, dress blouse or collared shirt, coordinated shirt/blouse, city shorts, dress shoes, (professional business—no tennis shoes or flip-flop sandals). A dress suit or a CTSO blazer is always appropriate. Nylons are recommended with all professional dress.

Activities, such as swimming, sunbathing, jogging, or tennis, warrant appropriate recreational attire for that activity.

**At any time during the conference while on-site (including hotels), you must be in casual or business attire.**

# **OREGON CTSO DELEGATE PERMISSION/MEDICAL RELEASE FORM—Form 2**

*(Students and Alumni are collectively referred to as "Delegates" in this document)*

**Conduct Code Endorsement, Permissions to Attend Oregon CTSO Sponsored Activities, and Authorization to use pictures or student name in publications.**

## **Release of Claim for Damages, Emergency Medical Treatment Authorization**

Name of Delegate _____	Date: _____
Home Address _____	Phone: _____
_____	Date of Birth: _____
Name of High School _____	Phone: _____
Advisor(s) in Charge _____	

This is to certify that the above named delegate has my permission to attend all Oregon CTSO sponsored activities for the 2019-2020 School Year. I also do hereby, on the behalf of the above named delegate, absolve and release the Oregon CTSO, the school officials, the CTSO chapter advisors, conference staff, and Oregon CTSO staff from any claims for personal injuries/damages, which might be sustained while he/she is en route to and from or during the CTSO sponsored activity.

I authorize the above named advisor or the Oregon CTSO staff to secure the services of a doctor or hospital for the above named delegate. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to the Oregon CTSO and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions, and on websites for informational, promotional, and other related purposes without further consideration and acknowledge the right of the Oregon CTSO to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter advisor determines the criteria at the local site for individual students and alumni to attend and participate at all CTSO activities.

We have read and agree to abide by the supplied Oregon CTSO Code of Conduct. Should a Code of Conduct violation occur, law enforcement personnel and/or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their family's expense and/or be removed from office if in an officer status. If the delegate is sent home, reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature _____	Date _____
Parent / Guardian Signature _____	Date _____
Chapter Advisor Signature _____	Date _____
School /ROP Official Signature _____	Date _____

### **MEDICAL INFORMATION**

Known allergies (drug or natural) \_\_\_\_\_

Special medication being taken \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever \_\_\_\_\_

Any physical restrictions \_\_\_\_\_

Other conditions \_\_\_\_\_

Family doctor \_\_\_\_\_ Phone \_\_\_\_\_

### **INSURANCE INFORMATION**

Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_

## SERVICE FOR SPECIAL NEEDS STUDENTS

If you have a student who has special learning or other special needs, please indicate those needs here. Please fill in the information as completely as possible to help us provide a positive learning experience for all of our conference participants.

\_\_\_\_\_  
**Name of Student**

\_\_\_\_\_  
**Chapter**

**Event Name:**

**Special Needs Condition:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Service Requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email this form to [statedirector@skillsusaoregon.org](mailto:statedirector@skillsusaoregon.org) no later than March 1, 2020.



Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

# Guard For A Day (GFAD)

## Acknowledge of Risk, Permission, and Release of Liability

I \_\_\_\_\_, who was born \_\_\_\_\_  
(Print your name) (Print date of birth)

expressly consent my participation in Guard for a Day on \_\_\_\_\_. I understand  
(Date of GFAD)

that these activities will include becoming familiar with the Oregon National Guard, its jobs, equipment and benefits. Activities include, but are not limited to, riding in military vehicles and learning basic soldier skills, such as marksmanship, Physical Training and sports-oriented games.

Now, therefore, in consideration of my participation in these activities, I further agree and understand that all my risks of personal injury and loss or damage of property in my custody or possession which shall in any manner arise from military equipment or apparatus of any kind whatsoever, or by any accident, however it may occur or be caused, arising out of the above granted permission ins assumed by the undersigned. This waiver does not limit the right of the undersigned to seek compensation through the exercise of State or Federal Law or Regulation as may apply.

I further agree to release and forever discharge for myself, the United States of America, the State of Oregon, the Oregon National Guard, from all claims, demands, actions, or causes of action on account of injury or loss or damage of property which may occur from any cause during the period of the above granted permission

If I am unable to communicate I authorize the representative of the Oregon Army National Guard to make any emergency medical decisions concerning my health on my behalf.

Adult/Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

In case of emergency call \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Adult/Parent/Guardian Signature (Date Signed)

OR

\_\_\_\_\_  
Participant Signature (if over 18 years of age) (Date Signed)