

*SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens.*

**2024**

# **State Leadership & Skills Conference**

***Call to Conference***

**Updated: January 25, 2024**



STATEDIRECTOR@SKILLSUSAIOWA.ORG



(515) 344-3888



PO BOX 481, ANKENY, IA 50021



SKILLSUSAIOWA.ORG



# Checklist

A recommended checklist for local advisors as they prepare for the State Leadership and Skills Conference.

- Review the State Leadership and Skills Conference guide
- Print the State Leadership and Skills Conference guide for future reference
- Set chapter deadlines for registration and payment
- Submit school paperwork information (request for travel, sub request, etc.)
- Provide members with necessary conference information, including registration costs and dates
- Share Technical Standards from Absorb with students
- Send a letter to parents with event details
- Discuss dress code requirements with members
- Register all attendees (members, advisors, and guests) for the conference by the state deadline
- Collect member payment before the registration deadline
- Print invoice – check, double-check, triple-check for accuracy
- Submit invoice to bookkeeper or business office for payment
- Mail conference payment to SkillsUSA Iowa
- Follow the important dates checklist for the State Leadership & Skills Conference
- Review the State Leadership & Skills Conference tentative agenda with attendees
- Ensure all forms are completed before the State Leadership & Skills Conference
- Follow SkillsUSA Iowa on social media for important event updates
  - Instagram: skillsusaiowa
  - Twitter: @SkillsUSAIowa
  - Facebook: SkillsUSAIowa
- Develop a group chat (Text message, GroupMe, or Remind) with attendees for event communications
- Discuss National Leadership & Skills Conference information with members so they are prepared if they qualify
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## Important Dates

A recommended list of important dates and actions needed for the State Leadership & Skills Conference. Please note this list does not supersede any dates or deadlines published by the state or national office.

Deadline	Topic	Notes
Feb 1, 2024	Registration Opens	<a href="https://register.skillsusa.org">register.skillsusa.org</a>
Mar 1, 2024	Conference Registration Deadline	11:59 pm deadline
Mar 1, 2024	Paid SkillsUSA Membership Deadline	11:59 pm deadline
Mar 13, 2024	Professional Development Test, Technical Assessment, Resume Submission Opens	8:00 am open
Mar 15, 2024	Drops, Cancellations, and Refunds Request	11:59 pm deadline
Apr 1, 2024	State Officer Candidate Deadline	11:59 pm deadline
Apr 1, 2024	Payment Receipt Deadline	
Apr 14, 2024	Professional Development Test, Technical Assessment, Resume Submission Deadline	5:00 pm close
Apr 1, 2024	Pre-Conference Forms Deadline	11:59 pm deadline
Apr 25-26, 2024	State Leadership & Skills Conference	DMACC - Ankeny

## General Information

The SkillsUSA Iowa State Leadership & Skills Conference is designed as an educational conference that includes competitive events, leadership development activities, career awareness programs, business meetings, and general sessions.

Event	Details
<b>Date</b>	April 25-26, 2024
<b>Registration</b>	<p><u>High School Student Members - \$65.00</u> May compete in two contests (one technical or occupational event and one leadership event)</p> <p><u>Post-Secondary Student Members - \$65.00</u> May compete in two contests (one technical or occupational event and one leadership event)</p> <p><u>Professional Members (advisors and alumni) - \$65.00</u></p>
<b>Lodging</b>	<p>Best Western Premier 2502 SE Tones Dr, Ankeny, IA 50021</p> <p>AmericInn by Wyndham 1610 SE Oralabor Rd, Ankeny, IA 50021</p>
<b>Location</b>	DMACC Ankeny Campus 2006 S Ankeny Blvd, Ankeny, IA 50023

## Registration

Conference registration is open from February 1, 2024 through March 1, 2024 at 11:59 pm SkillsUSA's membership registration site. Registration can be assessed at [register.skillsusa.org](https://register.skillsusa.org) by using your advisor email address.

### Registration Dates

Registration Opens: February 1, 2024  
 Registration Deadline: March 1, 2024  
 Drop Request Deadline: March 15, 2024  
 Payment Deadline: April 1, 2024

### Information for Registration

Attendee Name, Address, Phone, Date of Birth, and Email  
 Attendee Grade (members only)  
 Contests (members only)

## Registration Eligibility

Chapter advisors, parents, alumni, local administrators, teacher educators or other interested individuals are eligible to attend the State Leadership & Skills Conference. Every event attendee at the State Leadership & Skills Conference MUST be registered and paid by the registration deadline.

In order to be eligible to register for the State Leadership & Skills Conference, attendees must be a **paid member** with SkillsUSA National at [register.skillsusa.org](https://register.skillsusa.org).

## Registration Instructions

### Step 1: SkillsUSA Membership Registration

(If membership registration is complete and paid, advance to Step 2)

- Go to [register.skillsusa.org](https://register.skillsusa.org). Use your email address and password to login, or click Reset My Password if you don't recall your login information.
- Click on "Membership" to register members. Register the local advisor(s) and members as members of SkillsUSA. Membership registration instructions can be found [here](#).
- PRO TIP: Make sure you complete all fields for the membership, including date of birth, email, and address so members can access contest scores and receive prizes from the SkillsUSA Iowa office.
- SkillsUSA's customer care is available to assist with the process by calling (844-875-4557) or emailing [customercare@skillsusa.org](mailto:customercare@skillsusa.org).
- All membership dues are paid directly to the SkillsUSA National office. These invoices will start with the letter "M". Membership dues for Iowa are:
  - Student (Middle, High, PS) - \$8 National + \$8 State = \$16 Total
  - Professional (Middle, High, PS) - \$20 Nationals + \$13 State = \$33 Total

### Step 2: State Leadership and Skills Conference Registration

- Go to [register.skillsusa.org](https://register.skillsusa.org). Use your email address and password to login, or click Reset My Password if you don't recall your login information.
- Click on "Conference" on the home screen.
- Click on "Add Registrant" to register attendees. Make sure to change the registration type to see members, advisors, and other registration types. Select the division and contest, then press "Save & Continue".
- Complete all registration fields. The date of birth, address, and email must be properly entered to get conference communications and access contest scores.
- PRO TIP: When entering a student (contestant) name for registration, you must enter it spelled correctly and exactly as they want it to appear on their registration materials, certificates, and awards ceremony. Names are pulled from the

registration site directly into all communication. Correctly entered names will look like **John Doe**. Do not enter a name as john doe or JOHN DOE.

- All registrants must have a unique email address. Communication regarding contests may be sent directly to both students and advisors. Entering the advisor email for all students is not permissible and will result in an error during registration.
- **IMPORTANT:** You can edit and modify registration until the deadline of March 1, 2024 at 11:59 pm. After this time, the number of entries and cost is locked and must be paid regardless of attendees.

### Step 3: Complete SkillsUSA’s Hotel Reservation Form

- All chapters staying overnight must reserve their rooms through SkillsUSA Iowa and stay in only approved hotels listed in this guide. A PDF resume must be submitted no later than 5:00 PM on Friday, March 15, 2024. Instructions for reserving hotels may be found <http://www.skillsusaiowa.org/slsc>.

## Conference Hotel & Lodging

Overnight guests have two hotel options for stays - Best Western Premier or AmericInn. A room block has been reserved to ensure convenient access to the conference. Rooms are first come, first served.

SkillsUSA Iowa has negotiated a conference rate of \$150/room/night. All rooms sleep four individuals in two double beds. Breakfast and parking is included in the rate. Below is a breakdown of the occupancy rates per attendee. State and local taxes have been included in the advertised rates.

# of Attendees	Per Attendee	Total Room Cost
1	\$150.00	\$150.00
2	\$75.00	\$150.00
3	\$50.00	\$150.00
4	\$37.50	\$150.00

Iowa Administrative Code 80.45A requires all lodging facilities in Iowa to complete human trafficking training to accept public funds. The Iowa Office to Combat Human Trafficking certifies lodging facilities that have completed the required training. To find out more about certified lodging facilities, please visit [stopthiowa.org](http://stopthiowa.org). Our rates are rounded and include a nominal fee to cover upfront expenses related to securing affordable, quality

hotel rooms within proximity to conference activities, are protected under SkillsUSA Iowa's insurance policy and meet Iowa Administrative Code 80.45A.

## Special Accommodations

For members that require special accommodations, complete this portion in the registration system for each member/attendee. Examples of reasons that students may need special accommodations would include wheelchair access, interpreter services, food allergies, dietary restrictions, or IEP determined accommodations for competitive events.

## Payments

[SkillsUSA Iowa's W-9](#) is available on the SkillsUSA Iowa website on the Resources page. Most business offices request a copy of the W-9 before processing check payments.

### Checks

Checks should be made out to SkillsUSA Iowa and mailed to:  
SkillsUSA Iowa  
P. O. Box 481  
Ankeny, IA 50021

### Late Fee

A 10% late fee will be added to the invoice if payment is not RECEIVED by April 1.

### Scratch Fee

SkillsUSA Iowa invests in materials and support to operate industry-aligned contests for students. Many of these materials are purchased immediately at the close of registration and cannot be recouped. Any drop or no show after March 15, 2024 will be assessed a \$50 scratch fee.

## Registration Additions, Contest Drop, and Refunds

All cancellations must be in writing to the State Director at [statedirector@skillsusaiaowa.org](mailto:statedirector@skillsusaiaowa.org). A full refund for registration cancellation if email is received by March 15, 2024 at 11:59 pm (midnight). No refund for registration cancellation if email is received after March 15, 2024 at 11:59 pm (midnight). **Any drop or no show after March 15, 2024 will be assessed a \$50 scratch fee.**

## Chaperone Ratios and Requirements

A ratio of one (1) adult for every ten (10) members is recommended. In the event your district has a different chaperone policy, your district's policy should be followed. When attending SkillsUSA Iowa conferences and events, advisors are expected to provide adequate supervision for their student members. All advisors, chaperones, and guests

must follow the SkillsUSA Iowa code of conduct. Advisors are expected to attend all sessions.

## Americans with Disabilities Act (ADA)

SkillsUSA Iowa will make all reasonable accommodations necessary for all students to compete. During the registration process, please indicate any accommodations on an individual student's registration. A representative from SkillsUSA Iowa will reach out to confirm your accommodation request after the close of registration.

## Event Preparation

### Required Student Forms

All student attendees must complete a Comprehensive Consent Form signed by both the student member and parent/guardian (if under the age of 18). This form is comprehensive to include:

- Personal Liability & Medical Release Statement
- Photography & Sound Release Statement
- Family Educational Rights and Privacy Act (FERPA) Statement
- Code of Conduct
- COVID Waiver of Liability

These completed forms should be maintained by the school and are not required to be turned into SkillsUSA. Forms may be found on the SkillsUSA Iowa SLSC website at [www.skillsusaiowa.org/slsc](http://www.skillsusaiowa.org/slsc) and are at the end of this document.

### Required Advisor Forms

Advisors must complete an Advisor Assurance Form to be signed by both the advisor(s) and school administration acknowledging all Comprehensive Consent Forms have been collected and all expectations of SkillsUSA Iowa will be followed. Forms may be found on the SkillsUSA Iowa SLSC website at [www.skillsusaiowa.org/slsc](http://www.skillsusaiowa.org/slsc) and are at the end of this document.



## Local Chapter Delegates

The number of voting delegates representing each local SkillsUSA chapter during official business sessions and delegate assemblies shall be determined in accordance with the following guidelines:

Number of Members in Local Chapter	Number of Voting Delegates
0-10 members	2 voting delegates
11-20 members	3 voting delegates
21-30 members	4 voting delegates
31-40 members	5 voting delegates
41-50 members	6 voting delegates
51-60 members	7 voting delegates
61-70 members	8 voting delegates
71-80 members	9 voting delegates
81-90 members	10 voting delegates
More than 90 members	Number of voting delegates increases proportionately

Voting delegates are indicated through the registration process and will receive electronic communications relating to their official duties.

## State Officer Candidates and Campaigns

The deadline to complete the state officer application is April 1, 2024. The state officer application is online and can be found on the SkillsUSA Iowa website.

## Elections and Voting

Voting delegates and advisors will receive email communications on the election and voting process that will take place during the State Leadership & Skills Conference. Delegates and advisors should discuss the officer candidates with local chapter members before casting an electronic vote.

## Competitive Events

For the 2024 State Leadership & Skills Conference, the Competitive Events Program will include the SkillsUSA Championships. Competitive Events include testing, prejudged materials, and in-person presentations or demonstrations.

A brief description of all contests may be found at

<https://www.skillsusaiowa.org/championships>.

## Technical Standards

For a full detailed list of guidelines and policies relating to competitive events, advisors and members should review the SkillsUSA Technical Standards on the [24 SLC Contest Prep Portal](#).

Technical Standards describe the scope of the contest, including a list of all areas a student *may* be tested on or required to perform in a presentation or demonstration.

## Technical Assessment

Technical Assessments are given to determine the amount of related technical information each student has acquired specifically to related study in their CTE program. Please refer to Technical Standards for more information on events with a Technical Assessment.

Instructions for online testing may be found <http://www.skillsusaiowa.org/slsc>.

## Resume

All competitors must create a one-page résumé and submit it ahead of time. A PDF resume must be submitted no later than 5:00 PM on Friday, April 12, 2024. Failure to do so will result in a point penalty determined by the contest chair. Instructions for submitting a résumé may be found <http://www.skillsusaiowa.org/slsc>.

## Professional Development Test

All competitors must complete a 50-question Professional Development Test. This test includes questions centered around the SkillsUSA Framework, including **Professional Skills** like integrity, work ethic, professionalism, responsibility, adaptability/flexibility, and self-motivation, **Workplace Skills** like communications, decision making, teamwork, multicultural sensitivity and awareness, planning, organizing and management, and leadership, and **Technical Skills Grounded in Academics** like computer and technology literacy, job-specific skills, safety and health, service orientation, and professional development. An additional section includes questions on the SkillsUSA organization.

Instructions for online testing may be found <http://www.skillsusaiowa.org/slsc>.

Below are sample questions to assist your students prepare.

Q#	Question
1	If you are experiencing a conflict with a coworker that cannot be solved through personal communication, what is the best way to resolve the conflict? (a) Speak to your direct supervisor (b) Report them to human resources (c) Involve a different coworker to mediate (d) Do nothing and don't speak to the coworker again
2	Which of the following is the mission of SkillsUSA? (a) SkillsUSA's mission is to empower its members to become leaders in the skilled trades. (b) SkillsUSA's mission is to empower its members to become leaders for the next generation of the world.. (c) SkillsUSA's mission is to empower its members to become world-class workers, leaders and responsible American citizens (d) SkillsUSA's mission is to empower its members to become the leaders of tomorrow through skilled trades education today.
3	Which of the following is the best description of reliability? (a) Dependable (b) Driven (c) Focused (d) Expressive
4	Which of the following is a true statement about responsibility? (a) It is good to be responsible at work, but it's not necessary (b) Responsibility is not as important as honesty (c) Responsibility affects relationships (d) We are born with responsibility
5	What are the main categories of a professional resume? (a) Education, Experience, and Skills (b) Education, Goals, Aspirations (c) Leadership, Skills, and Hobbies (d) Plans, Works, and Family Members
Answers: Q1: A; Q2: C; Q3: A; Q4: C; Q5: A	

## Contests Offered

Contests are held at the DMACC Ankeny campus unless noted otherwise. Detailed contest information will be sent after the close of registration. To view all contests offered, please visit the [24 SLSC Contest Prep Portal](#) or the [SkillsUSA Iowa Championships](#) webpage.

## Equipment & Materials

Contests may require materials that will be supplied by the technical committee (team that manages that contest) and those that must be supplied by the contestant. Equipment and material requirements are outlined in the SkillsUSA Technical Standards, please visit the [24 SLSC Contest Prep Portal](#).

## Additional Contest Fees

The following contests have additional fees or charges associated on a per entry basis.

- Welding Fabrication - \$100 additional fee per team entry

## Clothing Requirement

Contests may require specific clothing for the safety of competing members. Clothing requirements are outlined in the SkillsUSA Technical Standards, please visit the [24 SLSC Contest Prep Portal](#).

**Note:** SkillsUSA Iowa does not enforce rules regarding branded, official SkillsUSA clothing. School name and/or logo is strictly prohibited on any clothing during competitions. Students who qualify for nationals will be required to follow the official SkillsUSA attire at the National Leadership and Skills Conference.

## Quotas

The State Leadership & Skills Conference has quotas or limitations on the number of competitive events a member may enter and compete in. Members are limited to a maximum of two (2) competitive events in total. These two events cannot take place on the same day. For example, a student can compete in one Thursday event and one Friday event.

## Judges & Volunteers

SkillsUSA Iowa relies on volunteers to run and support many activities and programs within SkillsUSA Iowa. If you know of an individual who would be interested in volunteering to serve as a judge, please email [statedirector@skillsusaiowa.org](mailto:statedirector@skillsusaiowa.org).

## Health and Safety

While participating in SLSC functions, attendees understand there is a risk of exposure to communicable diseases. At all times, attendees are encouraged to practice health and safety measures including monitoring themselves for symptoms, practicing good hygiene, and limiting person-to-person contact. By registering, all attendees agree to acknowledge that SkillsUSA Iowa cannot guarantee that its attendees and other participants will not be exposed to communicable disease. In case of an emergency, two different hospitals are within minutes of DMACC Ankeny.

- UnityPoint Health – Iowa Methodist Medical Center (1 mile northwest of downtown)
  - 1200 Pleasant St  
Des Moines, IA 50309
  - (515) 241-6212
- Mercy Medical Center Des Moines (1 mile north of downtown)
  - 1111 6th Ave  
Des Moines, IA 50314
  - (515) 247-3211

## Conference Activities

### Friday Lunch

A luncheon will be provided for Members, Advisors, Judges, and Facilitators on Friday. This is an open luncheon without a program; all may attend when they can. Meal tickets will be provided in the conference registration packet. Contests may have a specific time scheduled for lunch, check with the contest chairs.

### Bylaw Amendment

The SkillsUSA Iowa Board of Directors approved a motion to present a bylaw amendment to the SkillsUSA membership during their next scheduled meeting. Per the bylaws, a 30 day notice must be provided to all members before the next scheduled general meeting. The next scheduled general meeting takes place on Thursday, April 25, 2024, at the State Leadership & Skills Conference.

The bylaw amendment includes modernizing the 58 year old document that serves as the organization's guiding principles, updates include modern language, adjusting to current practices, and procedures. Please share this with members so they can make an informed decision during the state meeting at SLSC.

### Tentative Schedule

The schedule is tentative and is subject to change prior to the conference. The official conference schedule is located on the SkillsUSA Iowa State Leadership & Skills

Conference webpage. Please note: This schedule does not include activities, events, and deadlines that happen prior to or after the conference.

## TECHSPO (Business and Career Fair)

The TECHSPO held during the State Leadership & Skills Conference provides colleges and universities, military partners, business and industry, and fundraising partners the opportunity to network with event attendees. The TECHSPO booths will be available to all attendees.

The TECHSPO is available on Friday, April 26, 2024, from 11:00 am - 5:00 pm. A complete list of the TECHSPO booths is listed in the official conference program platform.

## Post-Conference Information

### Scores and Results

The Official Results of the State Leadership & Skills Conference will be certified and posted on [www.skillsusaiowa.org](http://www.skillsusaiowa.org) after the 2024 State Leadership & Skills Conference. Results including rating sheets, individual and team scores, and performance standards will be accessible electronically after the event. Electronic communications will be sent to advisors on how to access these reports.

### National Leadership & Skills Conference

Competitors who participated in contests and who placed 1st (gold) of the state will be invited to advance in the contest for the National Leadership & Skills Conference. Competitors are only eligible to compete in one national competition at the National Leadership & Skills Conference. If placing 1st (gold) in more than one contest, the competitor must determine which event they'll compete in.

SkillsUSA Iowa allows "bump ups" in all contests. In the event that a 1st (gold) winner declines the invitation to compete, SkillsUSA Iowa will reach out to the 2nd (silver) place winner and extend an invitation to compete at the National Leadership & Skills Conference. Invitations will be extended to winners starting in 2nd (silver) place and stopping at 3rd (bronze) place until an entry has been accepted to advance to the National Leadership & Skills Conference.

# Policies

## Online Integrity Policy

SkillsUSA Iowa is committed to providing a safe, productive, and welcoming environment for all meeting participants and SkillsUSA Iowa staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, SkillsUSA Iowa staff members, service providers, and all others are expected to abide by this Online Integrity Policy. This Policy applies to all SkillsUSA Iowa meeting-related events, including those sponsored by organizations other than SkillsUSA Iowa but held in conjunction with SkillsUSA Iowa events, on public or private platforms.

SkillsUSA Iowa has zero tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, SkillsUSA Iowa asks that you inform either a local advisor, Kent Storm, State Director ([statedirector@skillsusaiowa.org](mailto:statedirector@skillsusaiowa.org)) so that appropriate action can be taken.

Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, volunteer, exhibitor, SkillsUSA Iowa staff member, service provider, or other meeting guest.
  - Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, SkillsUSA Iowa staff member, service provider, or other meeting guest.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by SkillsUSA Iowa throughout any virtual or in-person event. All participants must comply with the instructions of the moderator and any SkillsUSA Iowa event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. SkillsUSA Iowa reserves the right to remove such messages and potentially ban sources of those solicitations.
- Participants should not copy or take screenshots of Q&A or any chat room activity that takes place in the virtual space.

SkillsUSA Iowa reserves the right to take any action deemed necessary and appropriate, including immediate removal from the event without warning or refund, in response to any incident of unacceptable behavior, and SkillsUSA Iowa reserves the right to prohibit attendance at any future event, virtually or in person.

## Required Forms

### Comprehensive Consent Form

The comprehensive consent form is signed, confirming that the attendee agrees to the following release forms:

- Personal Liability and Medical Release Form
- Photograph and/or Sound Release Form
- Code of Conduct Form
- Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement

These forms are to be retained by the school and not turned into the SkillsUSA Iowa State Office.

### Advisor Assurance Form

The advisor assurance form is to be signed by the advisor of the SkillsUSA local chapter and a school administrator acknowledging all conference participants have completed the comprehensive consent form.



Advisor Assurance Form  
SkillsUSA Iowa  
(for the Comprehensive Consent Form)

I, \_\_\_\_\_, Chapter Advisor for \_\_\_\_\_, verify that:  
(Name of Advisor) (SkillsUSA Chapter)

All conference-registered school representatives (including but not limited to students, instructors, advisors and observers) participating in SkillsUSA Iowa sponsored conferences, have completed the Comprehensive Consent Form.

The Comprehensive Consent Forms of all conference-registered school representatives (including but not limited to instructors, advisors and observers) will remain in my possession at all times during any SkillsUSA Iowa sanctioned conference.

I understand that, under no circumstances (other than those approved by the State Director or Corporate Member) I may not leave the conference premises for the entire duration of the conference. I agree to be the responsible party for my students and their actions.

I recognize and understand that SkillsUSA Iowa will NOT collect the Comprehensive Consent Forms of my conference-registered school representatives (including but not limited to students, instructors, advisors and observers). I also have communicated the complete contents of this signed Assurance page with all Conference-registered school representatives (including but not limited to students, instructors, advisors and observers).

\_\_\_\_\_  
(Signature of School Advisor) (Date) (E-mail)

\_\_\_\_\_  
(Signature of Principal/Director/Dean) (Date) (E-mail)

## Comprehensive Consent Form

This is to certify the named **Member/Participant** listed below has my permission to attend all SkillsUSA Iowa sponsored State Leadership Conference activities. I also release SkillsUSA Iowa, the school officials, the chapter advisors, conference staff, and SkillsUSA Iowa staff and volunteers from any claims for personal injuries/damages which might be sustained while (s)he is traveling to and from an event or during an SkillsUSA Iowa sponsored activity.

I authorize the below named **Educator/advisor** or SkillsUSA Iowa staff to secure the services of a doctor or hospital for the named **Member/Participant**. I will pay the expenses for necessary services in the event of accident or illness.

<b>Member/Participant Name</b>	Name: Age: DOB: Gender:
<b>Local Chapter (School) Name</b>	Name:
<b>Name of Educator/advisor/Supervising Member</b>	Name:
<b>Parent(s)/Guardian Name(s) &amp; Phone</b>	Name: Phone Number: Name: Phone Number:
<b>Emergency Contact Name/Phone Number</b>	Name: Phone Number:
<b>Member/Participant Home Address</b>	Address: City, State Zip:
<b>Swimming Permission</b>	<input type="radio"/> Yes, my child can/may swim <input type="radio"/> No, my child cannot swim/isn't permitted to swim
<b>Medical Information</b>	Known Allergies: Current Medication: Chronic Conditions: Physical Restrictions:

I have read and completely understand the **Personal Liability**, the **Code of Conduct**, **FERPA Directory Information**, and the **Photography, Video**, and **Sound Release** agreements, and by signing, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release SkillsUSA Iowa's national, state, regional, and local associations. **NOTE:** All participants must sign this form.

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**Member/Participant Signature**

**Parent/Guardian Signature**

### **SkillsUSA Iowa Personal Liability**

I hereby agree to release SkillsUSA Inc. and SkillsUSA Iowa, its representatives, agents, servants and employees from liability for any injury to the named person resulting from any cause whatsoever occurring to the named person at any time while attending the SkillsUSA Iowa event indicated on the other side of this page, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees.

Having read and understood completely the “Code of Conduct” of SkillsUSA Iowa, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing SkillsUSA Iowa.

NOTE: All persons under legal age must have a parent or guardian sign this form (see other side). Otherwise, this form will be returned for a parent or guardian signature. All participants must sign this form.

### **Code of Conduct Agreement**

The SkillsUSA Iowa Leadership Conferences are designed to be an educational function and all plans are made with that objective. The Conferences represent SkillsUSA Iowa’s most significant meetings of the year. SkillsUSA Iowa wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves best representing the nation’s greatest student organization. So that everyone may receive the maximum benefits from their participation, the “Code of Conduct,” as established by the SkillsUSA Iowa Board, must be followed at all times. Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this “Code of Conduct” you are simply reaffirming your dedication to be the best possible representative of your school and chapter.

1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not be in the sleeping room of the opposite sex.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel or motel without the express permission of my local chapter adviser.
7. My conduct shall be exemplary at all times.
8. I will keep my adviser informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect the official FBLA dress.
11. I will attend and be on time for all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times

### **Violations and Penalties**

I agree that if, for any reason, I am in violation of any of the rules of the conference I am attending, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the “Code of Conduct” will be grounds for disqualification, immediate removal from competition and relinquishment of awards and recognition. In addition, the violator will be sent home at their own expense. Notification of the violation and the action taken will be sent to the participant’s local school district and parents/guardians. The participant’s entire voting delegation could be unseated and the candidates or competitors from the participant’s local chapter could be disqualified as well.

2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant’s local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud and meaningful member of SkillsUSA that I agree to these rules of conduct by signing my name on the other side of this page.

### **Photography, Video and Sound Release**

I hereby grant the SkillsUSA Iowa permission to make still or motion pictures and sound recordings, separately or in combination and also give a production company approved by the SkillsUSA Iowa permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to the SkillsUSA Iowa all rights, title, interest in and income from the finished sound or silent motion pictures, still pictures and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints and further grant the SkillsUSA Iowa the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network or governmental agency or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary and I do hereby waive all personal claims, causes of action or damages against the SkillsUSA Iowa and the employees thereof, arising from a performance or appearance.

I hereby authorize SkillsUSA Iowa to display my picture, school information (school, address and telephone number) and e-mail address on the SkillsUSA Iowa website.

## Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **SkillsUSA Iowa**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, **SkillsUSA Iowa** may disclose appropriately designated “directory information” without written consent, unless you have advised the **SkillsUSA Iowa** to the contrary in accordance with **SkillsUSA Iowa** procedures. The primary purpose of directory information is to allow **SkillsUSA Iowa** to include information from your child’s education records to higher education institutions, the military and SkillsUSA Iowa partners.

Who may receive directory information?	Purpose for which directory information may be used?
Higher Education Institutions	Scholarship opportunities, open house events, collegiate communications, admissions contact
Military Recruiters	Military opportunities, scholarship opportunities, ROTC programs
Additional SkillsUSA Iowa Partners	Internship, apprenticeship and job opportunities

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that partner with **SkillsUSA Iowa** for the promotion of college and career readiness. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. **[These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want **SkillsUSA Iowa** to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the **SkillsUSA Iowa** in writing 30 days before the event. **SkillsUSA Iowa** has designated the following information as directory information.

- **Student's name**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Dates of participation**
- **Grade level**
- **The most recent educational agency or institution attended**
- **Student membership number used to communicate in electronic systems**