

SkillsUSA Maine
Leadership & Skills Conference
Bangor, Maine



SkillsUSA

Champions *at* Work®

Technical Committee Chair
Packet



January 12, 2010

Dear Technical Committee Chair or Contest Judge,

On behalf of the students and advisors of SkillsUSA Maine, I want to take this opportunity to say "THANK YOU!" for all that you do to make our State Conference such a success. There are many components that must come together to ensure a quality conference but I cannot think of one that matters more than what you folks do to help us make it so.

You (and where appropriate, your employers) can take great pride in knowing that your contributions provide out student members and their instructors with tremendous added value. Your feedback helps us to know that our education & training programs are valid and that our students are progressing in a manner that will meet the demands of the professional world as they move forward. Though we might attempt to attach some artificial dollar figure on the worth of your efforts, suffice it to say we consider your work invaluable.

We trust that the experience has been a positive one for you and that should the opportunity be present in the future, you might choose to join us again in this important work. If you have any comments or suggestions, we would be anxious to hear from you. Please feel free to contact me personally – my contact information is printed at the bottom of this page.

Again, THANK YOU!!!

Sincerely,

Donald G. Jalbert

TECHNICAL COMMITTEE CHAIR TIMELINE AND RESPONSIBILITIES

Prior to the event:

- Provide all committee members with the contest rules. Address any issues and concerns.
- Supervise the selection of the competencies to be included in the state contest, utilizing SkillsUSA Technical Standards 2010 edition. Identify and secure equipment and supplies as needed.
- Direct the development of drawings, written test (if applicable) and instruction sheets required for the contest.
- Plan the contest area and identify all electrical, water, air tables, chairs and other materials and services as required. Provide the Conference Coordinator with a listing of all materials and services required. (Schedule A)
- Collect judge's names, addresses, email addresses and phone numbers. Provide to the Conference Judge Coordinator on Schedule B.
- Let the judges know that there will be a meeting on the evening prior to the contest at the Whitehouse Inn at 9 pm. This meeting is very important- ***PLEASE STRONGLY ENCOURAGE ATTENDANCE.***
- Send any contest modifications or updates to the Conference Coordinator by March 1 using Schedule C.

Day before or day of the event:

- Check all contest area facilities and move in equipment/supplies prior to the contest. Double check all supplies to make sure there is enough for each contestant. Contact the Conference Coordinator if questions about number of contestants.

Day of event:

- Please arrive at the contest site one hour before the start of the contest. Judges should be there at least 30 minutes before the start of the contest. All materials/supplies should be double checked for accuracy.
- At the orientation meeting prior to the contest start, check that all contestants have brought the necessary tools and materials required for competition. The Technical Committee may, at their option, furnish any required items that the contestant fails to bring.
- Accurately record contestant name/number identifiers on the score sheets.
- Inspect all contestants for proper clothing requirements. Note any deductions on the contestants score sheets.
- Furnish each contestant with a copy of the problem, necessary drawings, instruction sheets, etc required to solve the assigned problem.

After the event:

- Verify all judges' rating sheets to be sure all score values are entered and addition is correct. Seek clarification from the judges if necessary. Tally all rating sheets onto the master-rating sheet for both secondary and postsecondary divisions. Put all rating sheets and scoring materials in packet provided and take all documents to the SkillsUSA Headquarters in the Main Office of UTC. For contest being held at other locations, it is the Committee Chair's responsibility to have the results to the Headquarters before 3 pm.
- Keep all results of the contest confidential.
- ORGANIZE AND SUPERVISE THE "TEAR DOWN" of the contest area. Be certain that equipment, tools, and supplies are returned to their proper owners at the conclusion of the event. If supplies and equipment are to be stored by SkillsUSA Maine for use the next year, students should help box these items. Complete any required inventory list and return listing to the Conference Coordinator.

All receipts must for expenditures be submitted by April 1st. Submit to:

Darlene Bruns
Westbrook Regional Vocational Center
125 Stroudwater St.
Westbrook, ME 04092

TECHNICAL COMMITTEE CHAIR
CHECKLIST

CONTEST NAME: _____

CONTEST LOCATION: _____

- List of Judges with their contact information will be supplied to the Conference Judge Coordinator on Schedule B by February 25th. This list must indicate any judge who will need lodging for Thursday evening. Please ask if anyone would be willing to share a room.
- Copies of the Technical Standards distributed to all judges.
- Any modifications to the National Technical Standards in the form of updates must be supplied to the Conference Coordinator by March 1 on Schedule C.
- Information relating to supplies, materials and equipment must be supplied to the Conference Coordinator by March 1 on Schedule A. This information will be forwarded to the site coordinator by March 2 by the Conference Coordinator.
- Written test prepared, if required by Technical Committee
- The test must be submitted to the Testing Coordinator no later than March 11, 2010. All written test will be administered on Thursday during the registration time at the Civic Center.
- Test need to be turned in by 11:00 am on March 11 to the Conference Coordinator in the registration area of the Civic Center. Any test received after 11:00 am will not administrated on Thursday but can be given at the discretion of the judges on Friday during the competition.
- There needs to be enough copies of the test so that there is one available for each contestant.
- If the test is give on Thursday during registration, it is the responsibility of the Committee Chair to collect the finished tests from the Testing Coordinator prior to the banquet that evening, have the tests corrected and the results entered on the score sheets on Friday.

CONTEST MATERIAL/SUPPLIES LIST
Schedule A
Due March 1, 2010

Contest Name: _____

Contest Chairperson: _____

Materials Needed*		
Supplies Needed**		
Equipment Needed***		
Electrical requirements		
Computer requirements****		
Other requirements		

*These would be raw materials. Lumber, raw food for preparations, etc.

** These would be pens, pencils, nails, etc.

***Other than what the student brings.

****Software, printers, etc.

Forward to the Conference Coordinator:

Debra Gilbert
Capital Area Tech Center
40 Pierce Drive
Augusta, ME 04330
Telephone: 626-2475 ext. 3144 Fax: 626-2498

JUDGES LIST
Schedule B
Due February 25, 2010

Contest Name: _____

Contest Chairperson: _____

Judges:

Name	Address	Phone	Email address	Hotel Yes/No

All rooms are double occupancy. No rooms will be available if this form is not received by February 25th and a "Yes" indicating needing a room is in the "Hotel" column.

Please return to:

R.G. Hannaford
PO BOX 206
Raymond ME 04071

Telephone: 655-4191

MODIFICATION/UPDATE FORM
Schedule C
Due by March 1, 2010

Contest Name: _____

Contest Chairperson: _____

The Technical Committee for the above named contest has determined that in addition to the tools, equipment and supplies listed in the National Technical Standards, 2010 edition the contestant will be required to provide the following:

Questions relative to these items should be directed to the Conference Chair who will in turn get clarification from the Technical Committee Chair.

Please forward this form to:

Debra Gilbert, Conference Coordinator
Capital Area Tech Center
40 Pierce Drive
Augusta ME 04330

Telephone: 626-2475 ext. 3144
Fax: 626-2498
Cell: 215-7021

debgilbert@augustaschools.org

CONTEST "THANK YOU" LIST

SkillsUSA Maine is grateful for all the support we receive to assist us in making the Leadership Conference successful. In order to express out appreciation, we would all Technical Committee's and Chairperson's to supply a list of organizations that we can acknowledge. A printed sign will be displayed in front of you contest area listing those organizations or individuals who helped to make this conference possible.

Contest Name: _____

Contest Chairperson: _____

Please thank the following:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

If addition space is needed, please attach a second sheet.

Submit to the Conference Coordinator by March 1.