



2020  
Region Championship  
Registration  
Packet  
Region 2

The 2020 **SkillsUSA** theme is  
**SkillsUSA: Champions at Work, I'm Ready**

## **Welcome to the 2020 Region Championships!**

### **Region Championship Date**

January 23rd, 2020 (Thursday)

### **Inclement Weather Date**

January 30th, 2020 (Thursday)

Note: Graphic Communications and Advertising Design Contests will be held at Johnson High School on Tuesday January 14<sup>th</sup>, 2020. Contact Scott Porter [grayson.anthony@hallco.org](mailto:grayson.anthony@hallco.org) for information.

### **Location:**

North Georgia Technical College  
1500 Hwy 197 N.  
Clarkesville, GA 30523  
Phone: (706) 754-7700  
Fax: (706) 754-7777  
[info@northgatech.edu](mailto:info@northgatech.edu)

### **Region Chairperson(s) Contact:**

Jeff Bearinger  
School Number: 706-864-6186  
Cell Number: 706-344-9021  
[jeff.bearinger@lumpkinschools.com](mailto:jeff.bearinger@lumpkinschools.com)  
SkillsUSA GA phone number: 866-503-3169

### **Overview of Fees:**

|                    |                |
|--------------------|----------------|
| <b>Contestants</b> | <b>\$10.00</b> |
| <b>Observers</b>   | \$10.00        |
| <b>Advisors</b>    | \$10.00        |
| <b>School Fee</b>  | \$50.00        |

**Lunch:** \$5.00 per person (Will be available in the lunchroom at NGT from 11-1:00) This will include: Hamburger or Hotdogs, fries/chips, drink, & dessert.

**Due Date for Registration and Fees:**

**Registration Deadline:** December 6<sup>th</sup>, 2019

**Registration Payment:** January 10<sup>th</sup>, 2020

**Online Testing Registration:** December 6, 2019

**Make Checks Payable to SkillsUSA Georgia**

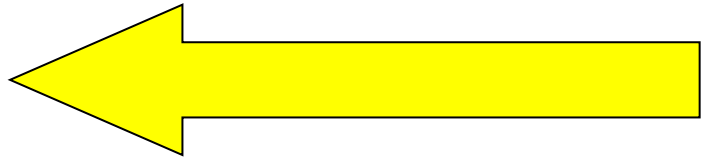
**Mail to:**

SkillsUSA Georgia

1740 Hudson Bridge Road

Suite 1052

Stockbridge, GA 30281



**Tentative Agenda for Region Championship**  
**Region II Contest**  
**Skills & Leadership Competition**  
**North Georgia Technical College**  
**January 23rd, 2020**  
**(Inclement Weather Date is January 30th, 2020)**

**AGENDA**

|                    |   |
|--------------------|---|
| 7:45 am - 8:30 am  | Judge Orientation (Dining Hall Annex)   |
| 8:00 am- 9:00 am   | Registration at Clegg Auditorium        |
| 9:00 am - 9:30 am  | Orientation at Clegg Auditorium         |
|                    | Greetings from Dr. Mark Ivester (NGTC)  |
| 9:30 am - 10 am    | Contestants Report to Contest Areas     |
| 10:00 am           | Contests Begin (Contestant Orientation) |
| 12:30 pm           | Contests End ( Debriefing and Clean up) |
| 11:30 am – 1:30 pm | Lunch for Students and Advisors         |
| 12:30 pm – 1:30 pm | Judging of Contests and Tally Winners   |
| 1:30 p.m.          | Awards Ceremony (Clegg Auditorium)      |

### **Additional Information:**

1. Advisors, students, observer must wear their name tags and be registered for the SkillsUSA Region II contest.
2. Please look over the agenda and try to be on time. Orientation will begin promptly at 9:00am.
3. When you arrive at NGT, buses will enter and drop students off in front of the Clegg Center. The buses will then move around to the other side where they will park.
4. Students with tools for their contest will need to unload their tools at the bus unloading area. The students should place their tagged tools in the golf carts for transportation to their respected contest area. Make sure all toolboxes are tagged with their contest name like masonry, electrical, carpentry etc. Remember, neither the students name nor the school name can be on their tools or toolboxes. The student will then return to the auditorium for the orientation. Following the competition students and advisors are responsible for their tools. There won't be golf carts available to bring the tools back to the bus area or the Clegg Center following the competitions.
5. Make sure you have all the forms for each student to turn in at the registration desk in the Clegg building. Type all information on the "SkillsUSA Georgia Region II Championship Registration Form" Use only Region II form in this packet.
6. Remember: All contestants must have a resume, which they will turn in to their contest chairperson. NOT the Judges. Students will be penalized if they do not turn in a resume.
7. Lunch will be served in the Ramsey Hunter Dining Hall. The price to eat in the cafeteria will be \$5.00.
8. Contestants cannot wear anything that has their school name or logo. Everyone else should dress appropriately for their contests. Professional dress for the leadership contests along with safety shoes and glasses for the occupational contests. Remember that you are not only representing your school, but also SkillsUSA.
9. NGT will have an area in the cafeteria for students to visit during the day. They will have different departments represented there for students to ask questions and receive information about NGT.
10. Please make sure everyone is in the Clegg Center Auditorium at 2:00 pm for the awards ceremony. Please be respectful to all contestants and wait for the conclusion of the awards ceremony before departing.

11. Pictures will be taken by NGT this year for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners. As they receive their award, they will then need to move out of auditorium into the room designated area. There they will have their picture made, and then they may return to the awards ceremony. *It is very important that they move directly into the room for pictures.* We want this to run smoothly, and it will take everyone's cooperation to do so.

12. Region 2 SkillsUSA T-shirts will be distributed to all contestants, observers and advisors.

Notes:

- Coming Soon: NGT Campus Map- Please review for contest sites and parking info
- Cancellation due to Inclement Weather: IF any school (who is competing) is closed due to weather, our competition will be postponed until January 30<sup>th</sup>, 2020. (Thursday of the following week)

13. Students in construction related contests will be dismissed following cleanup and debriefing. Students who fail to assist in the clean-up process and leave the contest area prior to being dismissed face possible disqualification.

14. The t-shirt design contest will be held in advance of the region competitions designing the t-shirt that will be distributed to each contestant, observer and advisor the morning of the competition. The following standards must be followed to have the t-shirt design contestant's entry judged by the North Georgia Technical college judges:

1. The t-shirt will be gray in color and can have up to two more colors in the design
2. Each contestant must submit a resume with their entry.
3. The design must include the SkillsUSA Georgia Logo and one of the North Georgia Technical College logos. Attached in the region packet. The 2019-2020 **SkillsUSA** theme is **SkillsUSA: Champions at Work, I'm Ready** and it must be incorporated into the design
4. Each contestant must be a SkillsUSA member
5. Entries can be produced in software packages such as Illustrator, photoshop or freehand drawings. The comprehensive final design should be submitted in a format that can be readily access by the judges such as a scanned jpeg, doc. File etc.... and include two pages for the front and back of the t-shirt. Include any comments or notes for the sleeves. A design template has been attached to assist in the design. All submittals must include pictures and files that are essentially camera ready
6. Final submission for the t-shirt design contest is Friday December 6<sup>th</sup>, 2019 and should be emailed to Ms. Fran Chastain at fchas@northgatech.edu
7. The winning t-shirt design and contestant will be announced and revealed at the morning region competition session.
8. Each school can enter up to three contestant entries

# Region Championship Regulations

## Student Eligibility

1. The name of any student entering a region contest must be turned into the Region Chairperson by the deadline set by the chairperson. If a substitution for a team member is made, notify the Region Registration table on the date of the competition.
2. Each student must be a paid SkillsUSA member and entered on the Online Membership website one day prior to Region Competition. A copy of the chapter Membership Roster should be attached to the Eligibility Verification Form.
3. Each student must be eligible for competition within the guidelines set forth in the SkillsUSA Championships Technical Standards.
4. Advisors must submit a signed Eligibility Verification Form (one per school) verifying their contestant's eligibility.
5. If a student competes in the Region Championships and is discovered at a later date to be ineligible, that student's scores will be nullified and awards given and eligibility for State Competition will be revoked.

## Implementation of Region Championships

1. The deadline for registration will be established by the Region Chairperson and the deadline will be published in materials. All advisors are expected to abide by the established deadlines.
2. Each region will offer all of the contests included on the Region Level Contests List. Region Chairpersons will determine by registration numbers if a contest has enough entries to conduct.
3. First and Second Place region winners advance to State Competition. If a region chooses to hold a competition in a state only contest, it may do so. Eligibility for state competition in that contest is not determined by region results, since state only contests are open to one student from any school.



**Note: Teamworks top ten teams from across the state. Welding Fabrication top eight teams from across the state. Broadcast News top 16 teams from across the state.**

**Top first, second and third will not be announced for TeamWorks, Welding Fabrication and Broadcast News, Medical Assisting, Nurse Assisting, Practical Nursing. An announcement will be made if there is a top winner in your region. SkillsUSA GA is not releasing scores for these contests. SkillsUSA GA will only let you know if you have a placement.**

4. **Welding Fabrication** - Each team will be required to register their team, with one student being an alternate. The alternate team member will take the same test as the other team members that is composed of Core questions along with questions representative of Welding Fabrication. Each team must register an alternate to participate. The alternate's test will be included in the cumulative scoring for the entire team. If the team should lose a member, then the alternate would be in place to compete at the State Level. Replacement of a team member should only be done in the case of an emergency and must be approved by the State Director.
5. **TeamWorks**- Each team will be required to register their team, with one student being an alternate. Each team must register an alternate, however the alternate will not be charged a registration fee. The alternate will not test. The alternate must also communicate with Ashley Brown their name and school via email (please email Mrs. Brown at [abrown@skillsusageorgia.org](mailto:abrown@skillsusageorgia.org)). Replacement of a team member should only be done in the case of an emergency and must be approved by the State Director.
6. Contests will be set up to fall within the parameters of the scope of the contest as listed in the SkillsUSA Championships Technical Standards.
7. Official SkillsUSA Dress or Business Dress for Leadership Competition is required. For other contests, SkillsUSA Dress **IS REQUIRED** at Region Competition. This information can be found in the Technical Standards.
8. Equipment/Tools needed for each contest are listed in the Technical Standards. If the tool list for your region is different, the Region Chairperson will inform each advisor in their region.
9. A Grievance Committee of at least 3 people will be in place to handle any protest that might develop.
10. Resumes – Every contestant will be expected to present a typed 1-page resume to the Contest Chair of their contest. Samples resumes are included at the end of this packet.
11. Resumes for team events – one member of the team will be responsible for presenting the Contest Chair of their contest with each and every team member's resume.

12. Failure to provide the resume as instructed will result in a deduction from the overall final score of the individual contestant score or team score





# ATTENTION ALL PARTICIPANTS IN THE BELOW CONTESTS....

**Broadcast News Production  
TeamWorks  
Welding Fabrication  
Medical Assisting  
Nurse Assisting  
Practical Nursing**

**\*\*Please review the next few pages that  
have specific details about online region  
testing\*\***

# SkillsUSA GA Online Testing

## Thursday, January 9, 2020

### General Information

Online testing will be **Thursday, January 9, 2020**

Testing will begin at 8AM on Thursday, January 9th and end at 8:00pm.

Deadline to register students for this event is **December 6th, 2019** (via SkillsUSA Region Registration site).

### Participant Requirements

1. Students must be paid, affiliated members of SkillsUSA GA.
2. Students must be registered and paid by the deadline.

### Online Testing Events

- **Broadcast News Production**
  - The region level contest for Broadcast News Production will include two components:
    - An online test - taken by all four team members at the same time on one computer. [There is only one test and all team members MUST take it TOGETHER]
    - ***A project submission. Contest prompt, guidelines and rubrics will be distributed to registered teams on **Monday, January 6<sup>th</sup>**. Submissions will be uploaded on **Friday, January 10<sup>th</sup>** via a link to a dedicated, private folder provided. The link will be provided with prompt and guidelines.***
    - The 16 teams who score the highest will advance to the state level.
- **TeamWorks- online test only**
- **Welding Fabrication- online test only**
- **Medical Assisting- online test only**
- **Nurse Assisting- online test only**
- **Practical Nursing- online test only**

### Cost

Students will pay the region registration fee just like in the past.

### Preparing for Online Testing

1. Secure a testing site that will accommodate the number of students you will be testing during the testing day.
2. Make sure that your school computers can access the testing site:  
<http://www.proprofs.com/quiz-school/>
3. Secure a non SkillsUSA/ACCT, Public Safety or Cosmetology related testing proctor. This person will receive the secure password from SkillsUSA GA to log your students into the

system when they report to test. Suggestions include librarians, counselors, administrators, IT staff, etc.

4. Make sure that you as the advisor AND each proctor that you will plan to use has completed and signed the Security Agreement Form and submit via the Wufoo link by **Tuesday, January 7, 2019**. Without this form, we will not allow your students to test.
5. Ensure your students are registered in the online system by midnight on **December 6th, 2019**. After this time frame, there will be no refunds. If a student cannot test, make sure to take them out prior to this deadline to avoid being charged.
6. Payment should be included in your region check.
7. Confirm the testing times with each of your students and ensure they know where they will be testing.
8. Proctors will be emailed login instructions and a proctor script no later than **January 8th**. Without this documentation in hand, they will not be able to log your students in for competition. Please verify they get a copy of this.
9. If in doubt about anything, call the state office at 866-503-3169 so we can help you have a successful testing week.

### **Things to Know**

All tests will be available between 8am-8pm. A proctor (non SkillsUSA/ACCT, Public Safety or Cosmetology) must be available to access the online system. Timing of the test session will begin when the test/questions are presented, not when the first question is answered. Responses will be automatically submitted when the time expires. The time limit will be 90 minutes for each test.

The entire test is accessible throughout the test session. Please review the use of scroll bars with competitors prior to testing and remind them not to close the testing window. Closing the test window terminates the test without scoring and disqualifies the competitor in this event.

### **Proctor Instructions:**

- a. Go to the testing site (listed above)
- b. Put the Participants ID in the Login ID field
- c. Put the Password into the password field
- d. Click Login
- e. Begin Test

### **After the Test**

Although the test will be scored upon submission, the score will not be available to the competitor or the advisor. Winners will be announced at the region competition location. Individual scores will not be released.

**Top first, second and third will not be announced for TeamWorks, Welding Fabrication and Broadcast News, Medical Assisting, Nurse Assisting, Practical Nursing. An announcement will be made if there is a top winner in your region. SkillsUSA GA is not releasing scores for these contests. SkillsUSA GA will only let you know if you have a placement.**

**Security Agreement Form (Test Proctor & Advisor)**

SkillsUSA Georgia Testing Events

Please submit this form by Tuesday, January 7, 2020

Security Agreement Form:

<https://skillsusageorgia.wufoo.com/forms/q1355nk50vztqt7/>

## Region 2 Competitions

|   |
|---|
| Advertising Design (R)  |
| Architectural Drafting (R)  |
| Automotive Refinishing Technology (R)   |
| Automotive Service Technology (R)   |
| Broadcast News Production (online test only)  |
| Cabinetmaking (R)   |
| Carpentry (R)   |
| Collision Repair Technology (R)   |
| Information Technology Service (R)  |
| Cosmetology (R)   |
| Early Childhood Education (R)   |
| Electrical Construction Wiring  |
| Esthetics (R)   |
| Extemporaneous Speaking (R)   |
| First AID/CPR (R)   |
| Graphic Communications (R)  |
| Job Interview (R)   |
| Job Skill Demonstration A (R)   |
| Job Skill Demonstration Open (R)  |
| Masonry (R)   |
| Medical Assisting (online test only)  |
| Nurse Assisting (online test only)  |
| Opening & Closing Ceremonies (R)<br>(7 Contestants)   |
| Pin Design (R)  |
| Plumbing (R)  |
| Prepared Speech (R)   |
| Quiz Bowl (R)<br>(7 Contestants/includes alternates)  |
| T-Shirt Design (R)<br>See below or note 14 of additional information                        |
| Team Works (R) (online test only) (5 Contestants/includes alternate)                        |
| Technical Drafting (R)  |
| Welding (R)   |
| Welding Fabrication (R)<br>(online written test only)<br>(4 Contestants/includes alternate) |

## Region 2 Only

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The 2019-2020 SkillsUSA theme is: *Champions at Work, I'm Ready*

4. and it must be incorporated into the design
5. Each contestant must be a SkillsUSA member
6. Entries can be produced in software packages such as Illustrator, Photoshop or freehand drawings. The comprehensive final design should be submitted in a format that can be readily **access** by the judges such as a scanned jpeg, doc. File etc.... and include two pages for the front and back of the t-shirt. Include any comments or notes for the sleeves. A design template has been attached to assist in the design. All submittals must include pictures and files that are essentially camera ready
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## 2019 - 2020 Theme

The SkillsUSA competition theme for the 2019-2020 school year is: **Champions at Work: I'm Ready**



### 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 theme, SkillsUSA: Champions at Work, I'm Ready addresses the SkillsUSA national program of work in the area of professional development.



Within this topic, contestants might illustrate or discuss any of the following:

1. What does "I'm Ready" mean to you in relation to career readiness?
2. How do you feel that SkillsUSA has prepared you to be ready for the next steps in your career preparation?
3. In what specific ways has SkillsUSA prepared you to be ready?
4. How is the SkillsUSA Framework of developing personal, workplace and technical skills central to the idea of being ready for employment?
5. How are you ready with the personal skills needed for career success?
6. How are you ready with the workplace skills needed for career success?
7. How are you ready with the technical skills needed for career success?
8. What can you specifically point to within your career and technical education program that has prepared you to be ready?
9. When you state "I'm Ready" to someone, what are the specific skills that you have to back up that statement?
10. How do you continue to be ready for career success with quickly developing advances in technology and business practices?

# SkillsUSA Georgia Region Championship Eligibility Verification Form

School \_\_\_\_\_

Advisor \_\_\_\_\_

I verify that each student entering the Region Competition in the 2020 SkillsUSA Georgia Championships is a SkillsUSA member listed on the online membership roster at least one day prior to the Region Competition. I also verify that, to the best of my knowledge, each student is eligible within the guidelines set forth in the 2019-2020 SkillsUSA Championships Technical Standards.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Verification of Online Roster Submission

I verify that a check has been requested and cut for payment of the Online Membership Roster of the local SkillsUSA chapter. The check was cut on \_\_\_\_\_ in the amount of \_\_\_\_\_.

Date

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**OR**

I verify that a check has been requested and Purchase Order processed for payment of the Online Membership Roster of the local SkillsUSA chapter. The Purchase Order was processed on \_\_\_\_\_ (date) in the amount of \_\_\_\_\_.

\_\_\_\_\_  
Bookkeeper Signature



# SkillsUSA Georgia

## Code of Behavior

1. Teachers/advisors will assume full responsibility that delegates abide by the SkillsUSA Georgia dress code and code of behavior at all times including travel to and from conference.
2. Participants shall be prompt and prepared for all activities. All delegates shall behave in a courteous manner and refrain from language and/or actions that could bring discredit upon them, their school and/or SkillsUSA Georgia. Delegates should wear name badges at all times.
3. Delegates agree not to consume or have in possession any alcoholic beverages or non-prescription narcotics, gamble, smoke or use other tobacco products during the conference.
4. Conduct not conducive to an educational conference will not be tolerated. Examples of unacceptable conduct include, but are not limited to, disrupting a businesslike atmosphere, consorting with non-conference individuals or any activities which will endanger self or others.
5. Delegates are expected to attend all general sessions. Delegates shall keep their advisors informed of their activities and whereabouts at all times.
6. Delegates shall refrain from all types of roughhousing.
7. Delegates shall respect the property of which they are a guest and will pay for any property damage or loss that occurs due to their attendance during the conference.
8. Delegates shall not use portable stereos or other loud music making devices.
9. Participants violating any of the rules of conduct will subject their entire delegation to be unseated.
10. Participants may be sent home at their own expense for violating any of these rules of conduct. Violators (and their chapter) may be suspended for one year.

It is hoped that each student attending the conference will take this Code of Behavior with a positive attitude so that SkillsUSA Georgia will continue to have the respect of education, business people and the general public.

Student's Signature \_\_\_\_\_ School \_\_\_\_\_

I have read and understand the Code of Behavior. I have informed my son/daughter of the importance of his/her conforming to its provisions.

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

I have read and understand the Code of Behavior. I have informed my students of the importance of his/her conforming to its provisions. I have reminded them also that an infraction will be reported to me by the State Director who has the authority to take prudent disciplinary action as he or she sees fit.

Date \_\_\_\_\_

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

I have read and understand the Code of Behavior. I have instructed my students of the importance of his/her conforming to its provisions. I understand that I am responsible for said student's actions while participating at the conference.

Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

## SkillsUSA Georgia Personal Liability / Medical Release / Photograph Release

All children, students, and adults who attend any SkillsUSA Georgia Conference require this form. No conference attendee is allowed to participate unless SkillsUSA Georgia receives this form. Parents and chapter advisors: Please make a copy of this completed form for your records.

First, each student must complete local school system medical release form. This form should be kept by the local chapter advisor and follow local school system policy.

Name \_\_\_\_\_ Home Telephone \_\_\_\_\_

Home Street Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Advisor \_\_\_\_\_ School \_\_\_\_\_

Advisor Cellphone Number (for emergency use only) \_\_\_\_\_

At Home Emergency Contact: \_\_\_\_\_ Phone number: \_\_\_\_\_

"I hereby agree to release SkillsUSA Georgia, its representatives, agents, servants and employees from liability for any injury to above named person at any time while attending the SkillsUSA Georgia State Leadership and Skills Conference, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants, and employees."

"I do voluntarily authorize SkillsUSA Georgia local chapter advisors, state advisor, state director, assistants and/or designees to administer and/or obtain routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment."

"I agree to indemnify and hold harmless National SkillsUSA, SkillsUSA Georgia and/or assistants and designees for any and all claims, demands, actions, rights of action, or judgments by or on behalf of the above named person arising from or on account of said procedures or treatment rendered in good faith and according to accepted medical standards."

"I hereby authorize any physician member of the Department of Emergency Medicine of an accredited hospital or any member of the medical staff of an accredited hospital to render medical treatment, which in his/her judgment is deemed necessary in the care of the above named person (child or student) while attending the SkillsUSA Georgia activity, including time traveling to and from the conference."

"I permit SkillsUSA Georgia to use video footage and photographs of my child for publicity that might include but is not limited to: website, PowerPoint presentations, promotional videos, flyers or news publications."

\_\_\_\_\_  
Signature of parent or guardian (if child or student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant's or advisor's signature

\_\_\_\_\_  
Date

**A COPY OF THIS FORM MUST BE KEPT BY THE STATE AND CHAPTER ADVISORS AT THE CONFERENCE AND GIVEN TO APPROPRIATE MEDICAL AUTHORITIES IN THE EVENT OF A MEDICAL EMERGENCY.**

# SkillsUSA Georgia

## Region Championship Registration Directions

### Instructions:

1. Please log on to: [www.skillsusa-register.org](http://www.skillsusa-register.org) to register your chapter for your region competition.
2. You will enter your email address and the password that you created when you submitted your online membership. If you did not previously create a password, then you can proceed to do that on the site by following the instructions listed.
3. After you have logged in, click on the **"Conference"** tab at the top of the page and then the drop-down box of **"My Registrations"** and then click **"New Registrant"**. For each contestant, click on the **"Contest"** tab at the bottom of the page to enter the correct contest. You **do not** need to complete the **"Emergency"** tab since each participant will complete the enclosed form titled: Personal Liability / Medical Release / Photography Release.
4. You will continue to add new registrants and save them until everyone from your chapter has been registered.
5. PLEASE ensure the following:
  - a. Each attendee's name is spelled correctly
  - b. The correct contest has been selected for each attendee
  - c. Each attendee is also a registered SkillsUSA member
6. Once you have completed registering all of your attendees, you may print the fee summary and registration summary from the website (you can find these by going to the top of the webpage and holding your cursor over the heading titled Conferences – the fee summary and registration summary will appear in the drop-down box). **SkillsUSA GA will send you an official invoice once your region registration as closed.**
7. Payment for the conference should follow the submission of your online registration. Registration fees should be paid in full prior to the competition. Should you wish to pay via Credit Card please contact the state office. PLEASE NOTE: Payment is expected for any participant entered into the system at the close of registration.
8. **The deadline for on-line registration is December 6<sup>th</sup>, at 11:59 p.m. Contestants that are not registered will not be allowed to compete.**
9. **Absolutely no refunds or changes will be granted after January 10<sup>th</sup>, 2020.**



**Lesson Plan:** Resume Tips

**Objective:** Write a professional resume to prepare for the Region Championships, State Leadership and Skills Conference, as well as, college or a part-time job

**Instructions:** Use the following guidelines to write your resume. If you already have a resume read through the guidelines and see if your resume could be adjusted to better highlight you as a student and potential employee. Remember that every Region and SLSC competitor will need to turn in a resume.

**Heading**

Your name, address, telephone number, and e-mail address should all go at the top of your resume. Be sure to use a permanent address and telephone number. Also, remember to use an e-mail address that sounds professional. Do not use an e-mail address such as [hottie@gmail.com](mailto:hottie@gmail.com). It does not sound professional.

**Objective**

An objective lets college recruiters or potential employers know your main goal. If your target is a college recruiter, tailor your objective to that specific school. For example, your objective may be, "To earn a degree in Education at Georgia College and State University." If you want to get a part-time job, you will need to modify your objective to that particular job, such as "To obtain a part-time sales position with Kohls."

**Education/Academics**

In the education section, list the schools you have attended. Be sure to include your GPA if it is a 3.0 or higher. You can also mention any academic honors, awards, and/or recognitions that you have received. These can include honor roll recognitions, essay writing awards, science competitions, etc.

**Experience**

The experience section should briefly give an overview of work experience that has taught you valuable skills. In this section, include: title of position, name of organization, location of work (town and state), dates of employment, and description of work responsibilities. Be sure to use action words to describe your job duties, such as sold, created, processed, etc. Since many high school students do not have a lot of work experience, you can also describe class projects in which you have learned important skills or even leave this section out all together and concentrate on the education/academics and additional information/extracurricular sections.

**Additional Information/Extracurricular Activities**

The additional information or extracurricular section should be used to place key elements of your background that don't fit in any other section. You may want to include: special skills, leadership roles, volunteer experiences, participation in sports, band, yearbook, etc. This section is where you can demonstrate your uniqueness.

**References**

Be sure to ask people if they would serve as your reference before you give their names out. You do not need to include your reference information on your resume. A statement at the bottom of your resume that says, "References available upon request," is sufficient.

## Resume

### Your Name

Address, City, ST ZIP Code | Telephone | Email

### PROFESSIONAL SUMMARY

Enter a 2-3 sentence highlight that describes the skills uniquely qualify you for this job. For example:

Hardworking and responsible student with a solid work ethic and commitment to success. Motivated and enthusiastic with a customer-service focus. Excel at working in teams and in finding creative solutions to workplace challenges.

### QUALIFICATIONS

[List the skills that would interest this employer. Examples include,]

- Strong verbal, written and math skills
- Food handler's license
- Technical skills [identify skills]
- Career Technical Student Organization

### EDUCATION

DIPLOMA | DATE EARNED | SCHOOL

GPA: ## / 4.0

**Relevant Coursework:** List courses.

**Honors:** List awards. (e.g., National Honors Society)

**Clubs:** List extracurricular and intracurricular activities in which you participated. (e.g., Yearbook Committee, Robotics, Career and Technical Student Organization)

**Athletics:** List any sports team in which you participated.

### WORK EXPERIENCE

JOB TITLE | COMPANY | DATES FROM - TO

Summarize your past jobs and your responsibilities.

### ADDITIONAL SKILLS

Identify any skills that would interest this employer. Examples include:

- Proficient in Microsoft Word and Excel
- Intermediate speaking level in Spanish

### REFERENCES

- List name, title and contact information for up to three references.