March 18, 2018

Congratulations on having a student medal at the 2018 SkillsUSA New Hampshire State Leadership and Skills Conference! It is because of dedicated advisors like you that your student excelled and now has the opportunity to represent your school and the State of New Hampshire at the National Leadership and Skills Conference. This is an incredible honor and opportunity for your student and one that the SkillsUSA New Hampshire Board of Directors, State Officer Team and State Staff hopes you and your student will take full advantage of.

If your student has earned a gold medal, we await your confirmation that your student will attend the 54th SkillsUSA National Leadership and Skills Championships in Louisville, KY June 25th, 2018 to June 30th, 2018. Please let Josh Brunk, State Director, know if you can or cannot attend no later than April 1st, 2018. If their medal was a silver or bronze, be prepared. It has been our experience over the past years that the gold medalist has been unable to attend Nationals for a host of legitimate reasons. In this event, we will ask the silver or bronze medalist to represent the State of New Hampshire. Stay in touch with the state director and watch your email to determine the status of those who finished ahead of your student in their competition. Even if your student does not have the opportunity to represent the State of New Hampshire at Nationals, you and your students can still attend the National Conference as observers, delegates or on the National Courtesy Corps.

REGISTRATION: Registration for the SkillsUSA New Hampshire Delegation to the 2018 National Leadership and Skills Championships will be handled through the office of the State Director. Advisors are responsible to ensure that all registration materials and appropriate fees are due no later than April 16, 2018. Send registration materials to:

Joshua Brunk, State Director
SkillsUSA New Hampshire
P.O Box 10634
Swanzey, NH 03446

All registrants for the National Conference must be dues paying members of the SkillsUSA organization. The registration fee for the 2018 conference is $160.00; please make checks payable to SkillsUSA New Hampshire. The balance of the money is due by May 25, 2018.

Checks for Registration should be made payable to: SkillsUSA New Hampshire

The registration fee entitles you to all SkillsUSA functions while in Louisville including Opening & Closing Ceremonies, the actual skills competitions, planned entertainment, seminars, and ground transportation (excluding airport shuttles).

Joshua Brunk, State Director, SkillsUSA NH P.O Box 10634 Swanzey, NH 03446
NLSC Registration Procedures for Contestants, Advisors, and Observers

ALL state associations are required to use the online registration for the NLSC. To register online, go to the national web site at [http://www.skillsusa-register.org](http://www.skillsusa-register.org). Advisors should be the one to do the registering of the contestants. You should already have a username and password. If not, you have to create a login and then the system will send you a password within 20 minutes. Each participant can fill out the NLSC-1 form online. The national headquarters, as well as state associations will be able to access each completed form online.

Please make copies of the NLSC-1 form to have each person attending the conference fill out before you start to enter the online registrations.

NLSC Registration Procedures for Parents and Children

In order for family members to attend all the events and activities, along with staying at our hotel, they will need to register. They can attend the national conference without registering, but they will not be allowed to stay at our hotel, attend our state sponsored meals, go to opening ceremonies, attend Skills University Sessions, go to Kentucky Kingdom Amusement Park, or ride the buses. You will register them as an observer.

NLCS Registration, Personal and Liability Release Form

The NLSC-1 form is required of all persons attending the NLSC, not just students. If a student is under 18, a parent or guardian must check the box! All registration forms must be printed and kept with the head advisor of your schools delegation.

NLSC Name Badge

You will be issued a nametag upon arrival in Louisville. This will be your ticket to the activities listed above. If you lose your name tag, there will be a $10 replacement fee. Spectators and the general public may attend the competitions at no cost. Passes for the Awards Program are available for a small fee. (Usually $10) Parents, spouses, and children of members participating in the conference must be registered to stay at the same hotel.

Checks for Registration should be made payable to: SkillsUSA New Hampshire
OFFICIAL CONTESTS = 93/TOTAL COMPETITIONS = 100
(With Contest Codes and Number of Allowed Competitors)

3-D Visualization and Animation: VA – 2
Action Skills: AS – 1
Additive Manufacturing: AMF – 2
Advertising Design: ADV – 1
American Spirit: AM – 1-3
Architectural Drafting: AD – 1
Audio/Radio Production: RAP – 2
Automated Manufacturing Technology: MFG – 3
Automotive Refinishing Technology: ART – 1
Automotive Service Technology: AST – 1
Aviation Maintenance Technology: AMT – 1
Basic Health Care Skills (HS only): CARE – 1
Broadcast News Production: TVN – 4
Building Maintenance: BLMT – 1
Cabinetmaking: CM – 1

Career Pathways Showcase:
- Arts and Communications Cluster: CPSA – 3
  - Business, Management and Technology Cluster: CPBT – 3
  - Business Management and Administration
  - Finance Services
  - Information Technology
  - Marketing, Sales and Services
  - Health Services Cluster: CPSC – 3
  - Health Science
  - Human Services Cluster: CPSD – 3
  - Government and Public Administration
  - Law, Public Safety and Security
  - Education and Training Services
  - Human Services
  - Hospitality and Tourism
- Industrial and Engineering Technology Cluster: CPSE – 3
  - Architecture and Construction
  - Manufacturing
  - Science, Technology and Math
  - Transportation Distribution and Logistics
- Natural Resources/Agriculture/Food Cluster: CPSF – 3
  - Agricultural, Food and Natural Resources
  - Carpentry: C – 1
  - Chapter Business Procedure: CBP – 6
  - Chapter Display: DIS – 1-3
  - CNC Milling Specialist: CNCM – 1
  - CNC Technician: PMT – 1
  - CNC Turning Specialist: CNT – 1
  - Collision Repair Technology: CRT – 1
  - Commercial Baking: CB – 1
  - Community Action Project: CAP – 2
  - Community Service: CS – 3
  - Computer Programming: CP – 1
  - Cosmetology: CO – 1
  - Crime Scene Investigation: CSI – 3
  - Criminal Justice: CJ – 1
  - Culinary Arts: CA – 1
  - Customer Service: CUS – 1
  - Dental Assisting: DA – 1
  - Diesel Equipment Technology: DET – 1
  - Digital Cinema Production: VPD – 2
  - Early Childhood Education: PRE – 1
  - Electrical Construction Wiring: ECW – 1
  - Electronics Technology: ET – 1
  - Employment Application Process: EAP – 1
  - Engineering Technology/Design: ENG – 3
  - Entrepreneurship: ENTR – 4
  - Esthetics: EST – 1
  - Extemporaneous Speaking: ES – 1
  - Firefighting: FF – 1
  - First Aid/CPR: CPR – 1
  - Graphic Communications: GC – 1
  - Graphics Imaging - Sublimation: GIS – 1
  - Health Knowledge Bowl: BOWL – 4
  - Health Occupations Professional Portfolio: HOPP – 1
  - Heating, Ventilation, Air Conditioning and Refrigeration: HVAC – 1
  - Humanoid Robotics: HR – 2
  - Industrial Motor Control: MOTR – 1
  - Information Technology Services w CMT – 1
  - Interactive Application and Video Game Development: IAGD – 4
  - Internetworking: WORK – 1
  - Job Interview: JI – 1
  - Job Skill Demonstration A: JSDA – 1
  - Job Skill Demonstration Open: JSDO – 1
  - Major Appliance and Refrigeration Technology: MAT – 1
  - Marine Service Technology: MT – 1
  - Masonry: M – 1
  - Mechatronics: MECH – 2
  - Medical Assisting: MA – 1
  - Medical Math: MM – 1
  - Medical Terminology: MTM – 1
  - Mobile Electronics Installation: MEI – 1
  - Mobile Robotics Technology: MRT – 2
  - Motorcycle Service Technology: MST – 1
  - Nail Care: NAIL – 1
  - Nurse Assisting: NA – 1
Occupational Health and Safety – Single: **OHSS – 1-3**
Occupational Health and Safety – Multiple: **OHSM –1-3**
Opening and Closing Ceremonies: **OCC – 7**
Outstanding Chapter: **OUT – 1-3**
Photography: **P – 1**
Pin Design (State Conference): **PIN – 1**
Plumbing: **PLB – 1**
Power Equipment Technology: **PET – 1**
Practical Nursing: **PN – 1**
 Prepared Speech: **PS – 1**
Principles of Engineering/Technology: **PT – 1**
Promotional Bulletin Board: **BB – 1-3**
Quiz Bowl: **QUIZ – 5**
 Related Technical Math: **RTM – 1**
Residential Systems Installation and Maintenance: **RSI – 1**
Restaurant Service: **FBS – 1**
Robotics: Urban Search and Rescue **v USR – 2**

Robotics and Automation Technology: **RAT – 2**
Screen Printing Technology: **SP – 1**
Sheet Metal: **SM – 1**
Team Engineering Challenge (for Middle School Students): **ETC – 3**
TeamWorks: **TW – 4**
Technical Computer Applications: **TECH – 1**
Technical Drafting: **TD – 1**
Telecommunications Cabling: **CAB – 1**
Television (Video) Production: **TV – 2**
T-shirt Design: **TSD – 1**
Web Design: **WEB – 2**
Welding: **W – 1**
Welding Fabrication: **WF – 3**
Welding Sculpture: **WS – 1**

◆Denotes Demonstration Contest
w Denotes New Contest
Condensed Agenda

This is a tentative, condensed agenda and is subject to change. Please check back prior to conference to check for any changes.

**Saturday, June 23**
7 a.m. SkillsUSA Championships Move-in
8 a.m. – 9 a.m. – Leverage, Activate and Engage registration
9 a.m. – 4 p.m. – Leverage, Activate and Engage
11 a.m. – 6 p.m. – State Director Conference Registration

**Sunday, June 24**
7 a.m. – SkillsUSA Championships Move-in
8:30 a.m. – 4 p.m. – Leverage, Activate and Engage
9 a.m. – 6 p.m. – State Director Conference Registration

**Monday, June 25**
7 a.m. – SkillsUSA Championships move-in
8:30 a.m. – 9:15 a.m. – SkillsUSA Store open to State Directors Only
8:30 a.m. – 3 p.m. – Leverage, Activate and Engage
9 a.m. – State Directors’ Meeting
9 a.m. – noon – Alumni Roundtable
1 p.m. – 6 p.m. – SkillsUSA Store Grand Opening
2 p.m. Contest Chairs’ Meeting

**Tuesday, June 26**
7:30 a.m. – International Degree Interviews
7:30 a.m. – 5 p.m. – SkillsUSA Store open
9 a.m. – 3 p.m. – TAG Tuesday (Delegates)
9 a.m. – Noon – Advisor of the Year Interviews
9:30 a.m. – National Officer Candidate Procedure
10 a.m. – 5 p.m. – SkillsUSA TECHSPO
10 a.m. – 5 p.m. – SkillsUSA Championships Open to the Public
10 a.m. – 5 p.m. – Contestant Orientation Meetings
12 p.m. – 6 p.m. – Set up display event, exhibits and check in notebooks
7 p.m. – Opening Ceremony
Wednesday, June 27
7:30 a.m. – International Degree Interviews
7:30 a.m. – Leadership contestants report to contest area
7:30 a.m. – 5 p.m. – SkillsUSA Store open
7:45 a.m. – Teachers’ Continental Breakfast
8:30 a.m. – 9:45 a.m. – A Call to Action Teachers’ Session
8 a.m. – 5 p.m. – SkillsUSA Championships Open to the Public
8 a.m. – 5 p.m. – SkillsUSA TECHSPO
9 a.m. – 5 p.m. – Models of Excellence Interviews
10 a.m. – First Delegate Sessions
10:30 a.m. – 4 p.m. – SkillsUSA University
11 a.m. – Joint Delegate Session
12:45 p.m. – Delegate Business Meetings
2:30 p.m. – SkillsUSA Corporate Meeting
6 p.m. – 9 p.m. – Models of Excellence Dinner
7 p.m. – Champions Festival at 4th Street Live

Thursday, June 28
7:30 a.m. – Contestants report to contest area
7:30 a.m. – 4 p.m. – SkillsUSA Store open
8 a.m. – Leadership contests finals
8 a.m. – 5 p.m. – SkillsUSA Championships Open to the Public
9 a.m. – 4 p.m. – SkillsUSA Championships (open to the public)
8 a.m. – 5 p.m. – SkillsUSA TECHSPO
10 a.m. – 4 p.m. – SkillsUSA University
1 p.m. – Delegate Business Meetings/Meet the Candidates/Voting Primary Ballot High School Regional VP
6 p.m. – 10 p.m. – “SkillsUSA Night” at Kentucky Kingdom
6 p.m. – 7 p.m. – 100% Advisor and Chapter Distinction Reception Registration
7 p.m. – 9 p.m. – 100% Advisor and Chapter Distinction Celebration (No admittance once program begins)

Friday, June 29
9 a.m. – State Directors’ Breakfast
7 a.m. – 1:30 p.m. – Community Service Project
8 a.m. – SkillsUSA Championships Move-out
10 a.m. – State Directors’ Business Meeting
10 a.m. – 3 p.m. – Meet the Employer
9 a.m. – 4 p.m. – SkillsUSA University
10:30 a.m. – Delegate Business Meetings/Meet the Candidates/Final Ballot Voting
10:30 a.m. – 1:30 p.m. – ASTS Business Meeting and Teachers Luncheon
5 p.m. – Awards Ceremony
NLSC Hotel Information

The New Hampshire delegation to the 2018 National Leadership and Skills Conference will be staying at the Residence Inn, Louisville Airport in Louisville, Kentucky.

Contact information: Residence Inn, Louisville Airport
700 Phillips Lane
Louisville, KY 40209

If you have questions or concerns about rooming, Please call or email the State Director and not the hotel itself.

The rates quoted below include 5 hotel nights (Monday – Friday), Monday and Friday Night’s Dinner, State Trading Pins and T-Shirt, Drawstring Bag, Flashy Items for Opening/Closing Ceremony, State Hat and an Admin Fee for SkillsUSA NH.

Transportation to and from Louisville is up to you.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Single</td>
<td>$944.00</td>
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<tr>
<td>Double</td>
<td>$564.00</td>
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<tr>
<td>Triple</td>
<td>$434.00</td>
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<tr>
<td>Quad</td>
<td>$371.00</td>
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For insurance reasons, National SkillsUSA regulations require that ALL members of the state delegation stay at the assigned hotel for the duration of the conference. No member will be registered to participate in the NLSC whose name does not appear on an official group room registration form.

Our hotel has free WiFi, laundry on site; all rooms are equipped with a kitchen so you can prepare meals there. The Hotel has a free cookout dinner on Monday, Tuesday and Wednesday; they also provide a complimentary breakfast every day. There is an outdoor pool.

Hotel Courtesies

SkillsUSA members have a nationwide reputation of high standards to uphold. Keep in mind it is our good reputation that enables you to take pride in your organization. The following is a list of hotel courtesies and suggestions to which your students should give serious consideration:

1. Registered conference attendees should register properly in the hotel and know the hotel room rates.
2. Registered conference attendees should tip the bellhop when he/she takes bags to rooms (about $1 per bag) and when he/she answers room service (20% of price).
3. Registered conference attendees should tip for meals (20% of price).
4. Registered conference attendees will not open hotel windows or throw objects out of the windows (an offense subject to police action).
5. Registered conference attendees should also be considerate of other guests in the hotel
6. Registered conference attendees should consider the stay in their hotel room as being a guest in someone’s home and should conduct their behavior in the same manner.
7. Keep the sleeping room neat and clean at all times.
8. Registered conference attendees are expected to respect and obey hotel security procedures and safety regulations including fire alarms, cleared stairwells, security doors and lighting and posted notices must be followed at all times.

9. Code of Conduct and rules established by hotel must be followed at all times.

10. Hotels may charge for any call from rooms, either to another room in the hotel or outside.

**Hotel Safety**

In addition to observing all hotel security and safety procedures, identify the nearest exit on the floor of both the hotel sleeping room and state meeting room. In the event of a hotel fire or emergency evacuation, hotel elevators will not operate. To obtain additional emergency information for state hotels, visit the following web page:


**Contest Uniform**

Each and every contest has a specific uniform that the contestant needs to wear. The contestant will lose up to 50 points off their score for not following the uniform/dress code. Since the difference between first and second place is typically less than a point, this would take your contestant of the medal standing completely. We encourage you to shop early. You can order the uniform online at [www.skillsusastore.org](http://www.skillsusastore.org) You can also purchase the uniform while at National conference, but be aware amounts are limited. You will see on the next page the uniforms needed for each contest.
SkillsUSA New Hampshire
Group Room Reservation Form

<table>
<thead>
<tr>
<th>Room #</th>
<th>Names: Last name, First Name</th>
<th>Type</th>
<th>Arrival</th>
<th>Depart</th>
<th>Accommodations</th>
<th>Total Due</th>
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Key to TYPE of Attendee
SS = Secondary Student
PS = Post-Secondary Student
OA = Other Adult (parent/guardian)
OM = Other (minor i.e. sibling, etc)
SkillsUSA New Hampshire
Group Room Reservation Form
Totals

School: ________________________________ Date Submitted: ______________

_______ Single Packages @ $944.00 =
(Per person) (plus registration fee of $160.00)

_______ Double Packages @ $564.00 =
(Per person) (plus registration fee of $160.00)

_______ Triple Packages @ $434.00 =
(Per person) (plus registration fee of $160.00)

_______ Quad Packages @ $371.00 =
(Per person) (plus registration fee of $160.00)

Total Due = $ __________

Make checks payable to: SkillsUSA New Hampshire

Mail to: Joshua Brunk, State Director
SkillsUSA New Hampshire
P.O Box 106344
Swanzey, NH 03446

*Be sure to include the individual Room Reservation sheets and T-Shirt Sizing Sheet with this paper.*

Due Dates: April 16, 2018 Registration Due
May 25, 2018 Balance of National Conference due in SkillsUSA NH Office
SkillsUSA New Hampshire
2018 T-Shirt Sizing Sheet

School Name:______________________________________

<table>
<thead>
<tr>
<th>Size</th>
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<td>Small</td>
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2 X-Large ($2 Up-Charge)
3 X-Large ($3 Up-Charge)

Please include this sheet with Registration Papers!
School Certification of Contestants

School Name: ____________________________________________

By signing below, the person signing this form certifies that the listed contestants have received industry safety instruction and the specific safety training required in the SkillsUSA Championships Technical Standards for the area in which they are competing.

<table>
<thead>
<tr>
<th>Contestant Name</th>
<th>Contest</th>
<th>Certified by (sign)</th>
<th>Date</th>
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New Hampshire Association of SkillsUSA
Safety Certification
National Conference Travel Information

SkillsUSA New Hampshire operates as an extension of the local Career Technical Center’s programs. As a co-curricular partner, we believe that the local school needs to be aware of and approve activities that students in their school are involved with.

__________________________________________ (Students name) is eligible to represent _____________________________________________(CTE Center Name) and the State of NH at the SkillsUSA National Leadership and Skills Conference in Louisville, KY the week of June 25th to 30th, 2018.

As the CTE Director, I ____________________________________________ (CTE Directors name) approve of this student participating and authorize ____________________________________________ (Chaperones name) to act as the representative of the school to accompany this student to the conference. This chaperone will be responsible for student safety and liability during the trip. SkillsUSA New Hampshire will act as a facilitator of trip and supply the chaperone with all schedules of events, times and locations and assist with logistics related to the conference.

__________________________________________ CTE Directors signature

__________________________________________ Date

__________________________________________ Chaperones signature

__________________________________________ Date

__________________________________________ Chaperones email address

__________________________________________ Cell Phone Number
Paperwork Check List
/Due Dates

April 1<sup>st</sup>
- Let SkillsUSA NH State Director know if 1<sup>st</sup> Place Winner is not attending the National Leadership and Skills Conference, So 2<sup>nd</sup> Place winner can be contacted.

April 16th
- Deposit $160.00 per person (sent to SkillsUSA NH)
- Register on National Website
- Rooming Sheets Due (sent to SkillsUSA NH)
- Group Room Reservation Form (sent to SkillsUSA NH)
- School Certification of Contestants (sent to SkillsUSA NH)
- 2018 T-Shirt Sizing Sheet (Sent to SkillsUSA NH)

May 25
- Balance of Conference payment
- National Conference Travel Information sent to State Director