

**SkillsUSA Rhode Island Student Membership Handbook**  
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**SkillsUSA Rhode Island State Officers and Staff**  
**HIGH SCHOOL/COLLEGE STATE OFFICERS**

See website for more information: [www.skillsusari.org](http://www.skillsusari.org)

**SkillsUSA RHODE ISLAND MANAGEMENT TEAM**

**SkillsUSA Collaborative Director**

Ms. Suzanne Coutu  
Cranston Public Schools

**State SkillsUSA Executive Director**

Mr. Joshua Klemp

**Executive Treasurer**

Mr. Henry Hatcher

**Officer Team Advisors**

Mr. Gerald Suggs

**Leadership Coordinator**

Ms. Kristen Smith

**Skills Coordinator**

Ms. Erin Flynn

**Webmaster**

Mr. Craig Reilly

**Mailing Address:**

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c/o Community College of Rhode Island  
400 East Avenue  
Warwick, R.I. 02886  
401-825-2316  
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[www.skillsusari.org](http://www.skillsusari.org)

**R.I. DEPARTMENT OF EDUCATION STAFF**  
**Office of Adult Education and Career and Technical Education**

Mr. Johan Uvin  
Director  
R.I. Department of Education  
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Career and Technical Education  
R.I. Department of Education  
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CTSO Coordinator  
R.I. Department of Education  
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Providence, RI 02903

**SkillsUSA RHODE ISLAND BOARD OF DIRECTORS**

**Board Chair  
Vice Chair  
Secretary  
Treasurer**

**Gerald Suggs, Davies  
Erin Flynn, New England Tech.  
Shelby Worsham, Westerly  
Brian Vadeboncoeur, Warwick**

**Chariho  
Chariho  
Coventry  
Coventry  
Cranston  
East Providence  
Exeter West Greenwich  
Met Center  
Newport  
Providence  
Providence  
Warwick  
Warwick  
Woonsocket  
CCRI  
IBEW  
New England Tech  
Johnson & Wales**

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Jill Shurtleff  
Lynn Swain  
James Kiley  
Lori Velino  
Delia Nelson  
Julie Kennedy  
Diane Postoian  
Colleen Murray  
Michael Zanfagna  
Thea DeConti  
Elizabeth Charette  
Michael Haynes  
Phil Jacques  
JoAnn Warren  
Steve Brady  
Amanda Metzger  
Tom Gauthier**

**CTE Director's Association**

**William McCaffrey**

**B&I Representative  
B&I Representative  
B&I Representative**

**Jen Faria  
Melissa Frank  
Larry Carr**

**SkillsUSA Collaborative Director  
State Director/CCRI Knight  
Treasurer**

**Suzanne Coutu  
Joshua Klemp  
Henry Hatcher**

**Dept. of Education  
Dept. of Education  
Dept. of Education**

**Johan Uvin  
Vanessa Cooley  
Paul Williams**

**High School Division President  
College/Post Secondary Division President**

**NATIONAL OFFICE STAFF**

<b>Executive Director</b>	<b>Timothy Lawrence</b>
<b>Director, Administration and Finance</b>	<b>Sarah Morton</b>
<b>Director, Marketing, Membership, and Sales</b>	<b>Kelly Horton</b>
<b>Director, Government Relations</b>	<b>Thomas Holdsworth</b>
<b>Director, Business &amp; Industry Partnerships</b>	<b>Eric Gearhart</b>
<b>Program Director, SkillsUSA Championships</b>	<b>Dave Worden</b>
<b>Director, Education, Training, and Assessments</b>	<b>Marsha Daves</b>
<b>Director, Publications</b>	<b>Tom Hall</b>

**Mailing Address:**

**SkillsUSA National Leadership Center  
P.O. Box 3000  
Leesburg, VA 22075  
Telephone: 703-777-8810**

## **INTRODUCTION**

Student members are the key to a successful career and technical student organization. In 2010 students attending career-technical high schools enrolled in trade, industrial, technical and health occupations education curriculums made up SkillsUSA Rhode Island's membership of over 6,365.

This handbook is intended to serve as a ready reference guide for student members of SkillsUSA Rhode Island it has been prepared to acquaint you with the many local, state and national programs and activities available to members of the SkillsUSA Rhode Island.

## **CAREER, INDUSTRIAL, AND TECHNICAL EDUCATION**

The Career, Industrial, and Technical Education curriculum provides individuals with the opportunities to develop the manipulative skills and leadership abilities needed to enter into gainful employment, to advance in their jobs, or to change employment in accordance with economic and techno-logical trends and interests.

The curriculum provides students with job information, skill development and assists students to acquire positive attitudes concerning the personal psychological, social and economic significance of work. The curriculum also provides basic education skills needed to enter the work force. Students who wish to continue their education are provided with the necessary skills to do so.

Students enrolled in career, industrial and technical education programs should possess knowledge of and ability to use hand tools, basic power tools, measuring instruments, safety practices, an understanding of the industrial processes and materials relative to the world of work.

## **HEALTH OCCUPATIONS EDUCATION**

The Health Occupations curriculum prepares individuals to give support services to the health professions, such as nursing, medical and dental practices, all of which are concerned with providing therapeutic, preventive, restorative and rehabilitative services to people. The curriculum includes, to a varying degree, anatomy and physiology, ethics and legal implications, disease, nutrition and diet therapy, basic science principles, communications, personal health, first aid, math, specialty skills and leadership skills. These courses are usually taught in an integrated curriculum through classroom, laboratory and clinical teaching.

## MEMBERSHIP IN SkillsUSA

Membership in SkillsUSA is an opportunity for career, industrial, technical and health occupations education students to belong to an organization of peers having the same educational goals and objectives. SkillsUSA provides you the opportunity to learn leadership, workplace readiness skills, and citizenship skills through participation in worthwhile educational, career, civic, recreational, and social activities.

The dues are:

	<u>State</u>	<u>National</u>	<u>Total</u>
Student	\$ 4.00	\$ 8.00	\$ 12.00
Professional	\$ 14.00	\$ 14.00	\$ 28.00
Alumni	\$ 15.00	\$ 20.00	\$ 35.00
College/Post Sec.	\$ 8.00	\$ 8.00	\$ 16.00

Dues must be submitted to National SkillsUSA Inc.. Each SkillsUSA member will receive from National a membership card and all issues of the SkillsUSA Champions Magazine. In addition you will receive from SkillsUSA Rhode Island a copy of the SkillsUSA STUDENT HANDBOOK.

Membership provides the opportunity for students to hold a local, state or national office. You are also eligible to compete and participate in local, state, national and international competitive events. Membership also enables you to attend state and national leadership workshops and conferences.

The cost of state and national dues is established by student delegates at State and National Leadership Conferences. Local dues are the responsibility of and are set by local chapter members.

Facts such as classes of membership, financing, how to recruit members, what members do and deadlines for membership can be found in the SkillsUSA LEADERSHIP HANDBOOK and the SkillsUSA ADVISOR HANDBOOK published on our website [www.skillsusari.org](http://www.skillsusari.org)

## **SkillsUSA HISTORY**

### **NATIONAL**

SkillsUSA was organized in 1965 as the Vocational Industrial Clubs of America, a non-profit educational association for trade, industrial, technical and health occupation students with the assistance of the National Association of State Supervisors of Trade and Industrial Education. Sponsoring its founding were the American Vocational Association, the U.S. Office of Education, the AFL-CIO and the United States Chamber of Commerce.

Twenty-six state trade and industrial club associations with a total of 30,000 members joined the national SkillsUSA organization during the first year. In 2005, SkillsUSA had chartered 50 states and territories with over 275,000 members involved in learning about the trade ethics, patriotism, democracy and much more. Additional information can be found in the SkillsUSA state leadership handbook.

### **STATE**

In September of 1976, SkillsUSA RI was chartered. Dr. Frank Santoro was named as the corporate member with Mr. Robert Forest and Thayre Donovan as Co-State Directors. There were 300 students enrolled within the vocational schools. In 1984, the Post Secondary division was chartered with 5 chapters. There were 101 students enrolled. Today there are over 5000 students enrolled in SkillsUSA RI including 15 High School Chapters and 5 College/Post Secondary Chapters.

Visit us on the web

<http://www.skillsusari.org>

## PURPOSES

- To unite in a common bond all students enrolled in trade, industrial, technical and health education.
- To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
- To foster a deep respect for the dignity of work.
- To assist students in establishing realistic vocational goals.
- To help students attain a purposeful life.
- To create enthusiasm for learning.
- To promote high standards in trade ethics, workmanship, scholarship and safety.
- To develop the ability of students to plan together, organize and carry out worthy activities and projects through use of the democratic process.
- To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.
- To create among students, faculty members, patrons of the school and persons in business and labor a sincere interest in and esteem for trade, industrial, technical and health education.
- To develop patriotism through a knowledge of our Nation's heritage and the practice of democracy



## **MOTTO**

Preparing for Leadership in the World of Work.

## **PLEDGE**

UPON MY HONOR, I Pledge:

- \* To prepare myself by diligent study and ardent practice
- \* To become a worker whose services will be recognized as honorable by my employer and fellow workers.
- \* To base my expectations of reward upon the solid foundation of my service.
- \* To honor and respect my vocation in such a way as to bring repute to myself.
- \* And further, to spare no effort in upholding the ideals of SkillsUSA.

## **COLORS\***

The colors red, white, blue and gold represent the national organization of SkillsUSA

Red and white represent the individual states and chapters.

Blue represents the common union of the states and chapters.

Gold represents the individual, the most important element of the organization.



## **THE CREED**

### **I Believe in the Dignity of Work**

I hold that mankind has advanced to his present culture through the intelligent use of his hands and mind. I shall maintain a feeling of humbleness for the knowledge and skills that I receive from craftsmen, and I shall conduct myself with dignity in the work I do.

### **I Believe in the American Way of Life**

I know our culture of today is the result of freedom of action and opportunities won by our American forefathers, and I will uphold their ideals.

### **I Believe in Education**

I shall endeavor to make the best use of knowledge, skills, and experience that I learn in school in order that I may become a better workman in my chosen occupation and a better citizen in my community. To this end I will continue my learning both in and out of school.

### **I Believe in Fair Play**

I shall through honesty and fair play respect the rights of my fellowman. I shall always conduct myself in the manner of the best craftsmen in my occupation, and treat those with whom I work as I would like to be treated.

### **I Believe Satisfaction is Achieved by Good Work**

I feel that compensation and person satisfaction received for my work and services will be in proportion to my creative and productive ability.

### **I Believe in High Moral and Spiritual Standards**

I shall endeavor to conduct myself in such a manner as to set an example for my fellowman by living a wholesome life and by fulfilling my responsibilities as a citizen of my community.

## **SYMBOLISM OF THE SkillsUSA EMBLEM**

### **The Shield Represents Patriotism**

The Shield denotes belief in democracy, liberty and the American way of life.

### **The Torch Represents Knowledge**

The flaming torch reflects the light of knowledge, which dispels the darkness of ignorance. In the light of the torch, progress will be made toward the vocational goals of the individual.

### **The Orbital Circles Represent Technology**

The circles present the challenge of modern technology, and the training needed to accept and master the challenge of new technical frontier, and the need for continuous education.

### **The Gear Represents the Industrial Society**

The gear, symbolic of the industrial society, denotes the interdependence and cooperation of the individual working together with labor and management for the betterment of mankind.

### **The Hands Represent the Individual**

The hands portray a search for knowledge and the desire to acquire a skill. In the process to attain knowledge and skill, the individual will develop a respect for the dignity of work and become a productive and responsible citizen.



## **SkillsUSA PROFESSIONAL DEVELOPMENT PROGRAM**

The SkillsUSA Professional Development Program is a six-unit package that helps students master employment skills and a positive attitude toward work as they are recognized for individual achievement. The program is based on competencies that have been determined by business and industry representatives to be important for success on the job. Students can complete Levels 1-5 in a two-year career & technical program. Level 6 can be completed by C & T program graduates who have worked full-time in their occupation for at least six months

### **PERSONAL DEVELOPMENT**

Personal development is your responsibility. SkillsUSA offers many avenues for personal growth. Through regular attendance at and participation in local chapter meetings you can learn about the democratic process. Through participation in the Professional Development Program, you can better yourself as an individual preparing to enter society as a respected citizen. The program allows you to grow at your own pace. Competition also prepares you for the world of work and helps you to be a well rounded individual. If you choose to become an officer, attendance and participation at district, state or national meetings will provide direction for development as an individual and one of "America's New Professional."

### **COMMUNICATIONS**

**Communication is a very important aspect of organization. SkillsUSA's communication system flows from national, to state and then to the local level.**

**The state organization receives its information and direction from National SkillsUSA and passes it on to the local chapter advisor. The local chapter advisor is responsible for communicating information received from both national and state offices to the local officers and members.**

**Communication with other chapter members and your advisor will provide information and instruction for your participation as an active member in all SkillsUSA activities.**

**The communication system also starts at the local level and continues by sending information from the local chapter to the state office. Thus both levels know and understand what is happening and can proceed to analyze the information and take any action necessary to continue the process of operating a successful organization at all levels.**

**Communication is a two-way street.**

## **PUBLIC RELATIONS**

Public relations should be a very important activity for all local chapters. Each chapter should have a person responsible for public relations. Many chapters have a local Officer, usually the reporter, who keeps the local members and community informed on chapter activities and achievements.

Many school systems offices have a staff member responsible for reporting news and activities to local radio and television stations. Contact should be made with such persons in order to obtain assistance for your chapter's public relations activities. Every chapter should send at least one article and/or picture(s) for publication in the national SkillsUSA Champions Magazine. Let other states know what local chapters in Rhode Island are doing. The journal is published four times during the year.

Another major activity should be to send articles and/or picture(s) to the State Director to be published on the state SkillsUSA website. Let other SkillsUSA Rhode Island members know who your officers are, the local service and civic activities in which your chapter participates, etc..

Local public relations should be the most extensive and frequent activity of any chapter. Involvement can include articles in the local newspaper, radio, television spots or interviews.

Have your chapter present programs introducing SkillsUSA to the community. Service clubs, such as the Lyons, Jaycees, Kiwanis, etc., is often willing to allow SkillsUSA chapters to make presentations at their meetings. Have you ever presented the opening ceremony to your school board? All of these activities can provide excellent public relations for your school and local chapter.

Invite school board members, parents, school administrators, local radio, television and newspaper, business and industrial representatives to a meeting or one of your social activities or banquets. This is an on-going year-round activity. Good public relations will also help you to gain new members.

## **BUSINESS AND INDUSTRY PARTNERSHIPS**

Are you promoting SkillsUSA with the business and industry community? Business and industry representatives are interested in their future employees. Does your chapter visit local industries? Does your chapter visit industrial representatives to speak at your meetings? Such activities can promote and create good industrial relations with business and industry in the community.

## **LEADERSHIP SEMINARS**

Leadership seminars are held during the spring of each year. These workshops are open to any local SkillsUSA officer or advisor. Programs are geared to assist local officers in gaining leadership abilities and officer related information to assist in the smooth running of a local chapter. Topics during the workshop include parliamentary procedure, officer duties and responsibilities, professional development program activities, public relations and communications. Five students per chapter are invited to attend. This seminar is where we elect our state officers. Advisors are engaged in activities that will help them to better advise local officers, conduct competition and assist them in the integration of SkillsUSA leadership skills into the everyday classroom activities.

Information and dates for the workshop can be found in the SkillsUSA Rhode Island ADVISOR HANDBOOK, and the State Calendar of Activities.

Local Chapter Leadership Seminars are available by calling the State SkillsUSA Director. A seminar for your chapter can be arranged.

## **STATE LEADERSHIP CONFERENCE**

The Skills State Leadership Conference provides for the development of leadership qualities in conducting association business meetings, committee meetings and competitive skills. Local chapters determine who will represent them at the House of Delegates meeting. Delegates are also responsible for electing those students who will represent them as State SkillsUSA Officers. See below for more information about the House of Delegates and committee meetings.

## **STATE LEADERSHIP AND SKILLS COMPETITION**

The climax of the State Leadership and Skills conference is an awards ceremony for recognizing the three top winners in each competitive event. Winners are awarded gold, silver and bronze medallions. Scholarship awards are also made at this event. First place state winners in contests offered at the National level are eligible to represent SkillsUSA RI at the National Leadership and Skills Conference.

Sites for the SkillsUSA RI State Leadership & Skills Conference vary from year to year. Sites are dependent upon local schools offering to host the state competition and availability space in the area. Attendance is approximately 700 participants.

**STATE OFFICER CANDIDATE INFORMATION AND ELECTION**  
**PROCEDURES**

All SkillsUSA RI members are eligible to run for a state office, except seniors since they cannot serve after graduating from high school. In order to be eligible, dues must be paid by November 1. Candidates must have the endorsement of the local chapter, Advisor and/or Principal/Director.

Students interested in running for an office should discuss this activity with their advisor, parents, school administrator and, if applicable employer.

Officer Candidate Forms must be typed, signed and sent by registered mail to the state office with all the necessary backup letters and information required. Check the SkillsUSA RI ADVISOR HANDBOOK & SkillsUSA RI POLICY HANDBOOK for additional information.

Each school shall be limited to two state officer candidates.

Each candidate for the office may be required to participate in a screening. The screening will consist of a written examination and a personal interview.

See the RI State Constitution for more details.

**NATIONAL OFFICER CANDIDATE INFORMATION**

Information, guidelines and forms of national officer candidates can be found in the SkillsUSA Rhode Island ADVISOR HANDBOOK. Candidates for national office must be screened at the State Leadership Conference, and approved by the Board of Directors, State Officer.

**DRESS CODE**

The State awards ceremony has a dress code. Students and Advisors should be professionally dressed. No T-shirts, jeans of any kind, stretch pants, see through material, halter tops or any dress determined to be inappropriate by the combined executive council. SkillsUSA leadership dress is appropriate for all occasions.

## NATIONAL LEADERSHIP CONFERENCE

The SkillsUSA National Leadership Conference is held annually to discuss the business and future activities of the organization. Any state can volunteer to host this annual event. The State Department of Education and local SkillsUSA chapters must agree to host all activities. Hotel and convention facilities for approximately 15,000 people must be available. Any SkillsUSA member is eligible to attend with approval.

SkillsUSA RI is represented at the national meeting by the first place state competition winners and the state officers. State officers serve as official voting delegates. Students attending as observers are asked to volunteer to serve as alternate voting delegates. The number of voting delegates allotted each state is based on the total membership. Workshops are also offered for students and advisors. Competition is open for viewing by conference attendees and the public. Attending the national conference gives one an opportunity to travel, meet industrial and business leaders and other SkillsUSA members from across the nation.



## COMPETITIVE EVENTS

**\*All State Competitions are offered at the National level.**

### LEADERSHIP CONTESTS

Action Skills  
American Spirit  
Community Service  
Extemporaneous Speaking  
Job Interview  
Job Skill (A/B)  
Opening & Closing Ceremonies  
Prepared Speech  
Promotional Bulletin Board  
SkillsUSA Quiz Bowl

## **COMPETITIVE EVENTS cont.**

### **HEALTH OCCUPATIONS CONTESTS**

Basic Health Care Skills  
Health Knowledge Bowl  
Health Occupations Professional Portfolio  
Nurse Assisting

### **OCCUPATIONALLY RELATED CONTESTS**

Customer Service  
Related Technical Math

### **TRADE, INDUSTRIAL, and TECHNICAL CONTESTS**

Advertising Design  
Architectural Drafting  
Automotive Service Technology  
Cabinetmaking  
Carpentry  
Collision Repair Technology  
Commercial Baking  
Computer Maintenance Technology  
Cosmetology  
Crime Scene Investigation  
Culinary Arts  
Electronics Applications  
Electronics Technology  
Food and Beverage Service  
Graphic Communications  
Industrial Motors and Controls  
Internetworking  
Nail Care  
Photography  
Power Equipment Technology  
Precision Machining Technology  
Preschool Teaching Assistant  
Residential Wiring  
Robotics and Automation Technology  
T- Shirt Design  
Team Works  
Technical Computer Applications  
Technical Drafting  
Technical Math  
Television (video) Production  
Web Design

## **LOCAL COMPETITION**

Any SkillsUSA member is entitled to compete in local competition. Students should not be selected by the local advisor or a shop teacher. Competition should be held in order to give every member an equal opportunity to represent the local chapter on the state level. Be sure to read the newly revised National SkillsUSA Technical Standards 2004, and the Skills Rhode Island ADVISOR HANDBOOK, and contest schedule book for contest guidelines.

## **STATE COMPETITION**

State competition is held during the annual SkillsUSA RI State Leadership and Skills Conference. State contests are designed for 4 to 5 1/2 hours in length. Students eligible should review all contest guidelines, rules and regulations. These can be found in the SkillsUSA TECHNICAL STANDARDS REVISED, 2008 Copyright and the SkillsUSA RI ADVISOR'S HANDBOOK. SkillsUSA membership dues must have been received by November 1.

State level competition is designed to evaluate as many basic skills as possible relating to a specific trade area within the time allotted.

## **NATIONAL COMPETITION**

The Skill Contests are held annually during the National SkillsUSA Leadership Conference. First place state level winners are eligible to compete in nationally sponsored contests. National winners are awarded first place gold, second place silver and third place bronze medallions, not only for themselves but one for their school also. Be sure to read the newly revised National SkillsUSA Technical Standards 2008.

SkillsUSA Rhode Island underwrites some registration fees for competitors and delegates representing the state at the National Leadership Conference. In the past, General Motors Corporation has paid some of the expenses for the auto mechanics contestants and their instructors. Check with your local advisor about any other travel funds that may be available.

## **COMPETITIVE EVENT ELIGIBILITY**

Secondary students in the Career & Technical schools will have 2 slots at the state level in most contests. Other schools will have 1 slot to be determined by Regional competitions. Culinary Competitions vary, check with State Director.

All national level contests are established by a U.S. Skills Technical Committee. Members of each of these committees are labor management representatives from business and industry. Contestants are evaluated on skill performance by technical experts from industry.

## **INTERNATIONAL COMPETITION**

In 1969, National SkillsUSA initiated investigation of the World Skills Competitions and the possibility of SkillsUSA students becoming involved. SkillsUSA entered participation in 1974. Twenty countries are involved in the competition in 33 skilled trades.

SkillsUSA members selected to compete internationally have the opportunity to test their knowledge and skill against young people from other countries.

By participating the United States and SkillsUSA will strengthen vocational, industrial and technical programs, bring recognition to skilled young people and promote peace among nations.

National winners of fourteen competitive events are offered this exciting and rewarding experience. National SkillsUSA hosted the 1981 World Skills Competition in Atlanta, Georgia.

Three students are selected from the six national winners (high school and college/post secondary division). In October, the three qualifiers meet and compete for the chance to represent the United States at the World Skills Competitions.

Team members are selected on a basis of demonstrated skills and knowledge of their respective trade. Several SkillsUSA RI members have been invited in the past. Winning gold at SkillsUSA National Championships does not automatically qualify you as a World Skills Competitor.

## **SkillsUSA Rhode Island** **BOARD OF DIRECTORS**

The purpose of the SkillsUSA RI Board of Directors is to advise, give direction and establish policies concerning the activities of the association. Additional duties and functions of the Board include advising the SkillsUSA RI Director relating to administration of policies and operation of the association and to assist the nominating committee in the screening of candidates for state and national office.

The Board membership consists of representatives from the following groups: State Department of Education, Trade and Industrial Education, the secondary and post secondary president, SkillsUSA RI officers, an administrator, teacher education representative, all local teacher advisors, and representative from business and industry. The Board of Directors meets at least three times during the year.

**NON-DISCRIMINATION POLICY**

**SkillsUSA Rhode Island does not discriminate on the basis of age, sex, sexual orientation, race, religion, national origin, color or handicap in accordance with applicable laws and regulations. Any physically challenged individual needing assistance should contact the State Director two weeks prior to a scheduled activity.**

**Address  
City  
School  
Training Program  
Advisor's Name**

**LOCAL OFFICERS**

**President  
Vice President  
Secretary  
Treasurer  
Parliamentarian  
Reporter  
Other Officer (s)**

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