



**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



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May 6, 2016

Dear School Board Members,

This letter is being written in support of a trip to the Skills USA National Leadership and Skills Conference in Louisville, Kentucky that will be coordinated and chaperoned by Ms. Judith Ring, a Cosmetology Teacher in the Career Technical Center. Students will be leaving on Monday, June 20, 2015 and returning on Saturday, June 25, 2016. This trip will allow two of our top students to compete at the national level.

Sincerely,

Peter Driscoll
Dover High School Principal

May 06, 2016

Judith Ring

Dover High School - CTC

25 Alumni Dr

Dover, NH 03820.

Dover School Board

Locust St

Dover, NH 03820.

Dear Dover School Board,

The Career Technical Center received two gold medals at the Skills USA NH State Competitions this year. The two gold medals were in Telecommunication Cabling (Cam Ferri) and Industrial motor (Kody Parker) controls. This placement qualifies them to compete at the Skills USA National Competitions during the week of June 19th. Because of the unique and exceptional opportunity of this program the Electrical Contractors Business Association (ECBA) has been more than generous to sponsor the cost of the hotel and airline tickets. We feel that exposure to all aspects of the industry are essential in students learning of the industry in its entirety, and experiencing the excitement and career options this competition has to offer is a life changing opportunity.

The CTC would like to request the approval of a field trip to the National Skills and Leadership Conference (NLSC) in Louisville, Kentucky leaving on June 20th and returning on June 25th. Attached on page 2 of the NLSC handbook you will see the student's itinerary for each day. I have enclosed also a copy of the student's round trip air plane ticket printout and NLSC rules and information for your review. The NLSC is a prestigious event, with the expectation that all attendees conduct themselves in a professional manner at all time

We appreciate your time and consideration.

Thank You,

Judith Ring



CELEBRATING 40 YEARS!



NATIONAL LEADERSHIP
& SKILLS CONFERENCE
HANDBOOK





March 25, 2016

Congratulations on having a student medal at the SkillsUSA New Hampshire Championships! 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 Championships. This is an incredible honor and opportunity for your student and one that the SkillsUSA New Hampshire Board of Directors hopes 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 SkillsUSA National Leadership and Skills Championships in Louisville in late June. Please let Kate Krumm, State Director, know if you can or cannot attend by April 1st. 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 Championships as observers.

REGISTRATION: Registration for the SkillsUSA New Hampshire Delegation to the 2016 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 15, 2016. Send registration materials to:

Kate Krumm, State Director
SkillsUSA New Hampshire
c/o Sanborn Regional School District
17 Danville Rd.
Kingston NH, 03848

All registrants for the National Championships must be dues paying members of the SkillsUSA organization. The registration fee for the 2016 conference is **\$160.00**; please make checks payable to **SkillsUSA New Hampshire**. The balance of the money is due by **June 1, 2016**.

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).

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> . 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	Community Service: CS – 3
Action Skills: AS – 1	Computer Programming: CP – 1
Additive Manufacturing □: AMF – 2	Cosmetology: CO – 1
Advertising Design: ADV – 1	Crime Scene Investigation: CSI – 3
American Spirit: AM – 1-3	Criminal Justice: CJ – 1
Architectural Drafting: AD – 1	Culinary Arts: CA – 1
Audio/Radio Production: RAP – 2	Customer Service: CUS – 1
Automated Manufacturing Technology: MFG – 3	Dental Assisting: DA – 1
Automotive Refinishing Technology: ART – 1	Diesel Equipment Technology: DET – 1
Automotive Service Technology: AST – 1	Digital Cinema Production: VPD – 2
Aviation Maintenance Technology: AMT – 1	Early Childhood Education: PRE – 1
Basic Health Care Skills (<i>HS only</i>): CARE – 1	Electrical Construction Wiring: ECW – 1
Broadcast News Production: TVN – 4	Electronics Technology: ET – 1
Building Maintenance: BLMT – 1	Employment Application Process: EAP – 1
Cabinetmaking: CM – 1	Engineering Technology/Design: ENG – 3
<u>Career Pathways Showcase:</u>	Entrepreneurship: ENTR – 4
<i>Arts and Communications Cluster:</i> CPSA – 3	Esthetics: EST – 1
-Arts, Audiovisual Technology and Communications	Extemporaneous Speaking: ES – 1
<i>-Business, Management and Technology Cluster:</i>	Firefighting: FF – 1
CPSB – 3	First Aid/CPR: CPR – 1
-Business Management and Administration	Graphic Communications: GC – 1
-Finance Services	Graphics Imaging - Sublimation □: GIS – 1
-Information Technology	Health Knowledge Bowl: BOWL – 4
-Marketing, Sales and Services	Health Occupations Professional Portfolio:
<i>Health Services Cluster:</i> CPSC – 3	HOPP – 1
-Health Science	Heating, Ventilation, Air Conditioning and
<i>Human Services Cluster:</i> CPSD – 3	Refrigeration: HVAC – 1
-Government and Public Administration	Humanoid Robotics □: HR – 2
-Law, Public Safety and Security	Industrial Motor Control: MOTR – 1
-Education and Training Services	Information Technology Services w CMT – 1
-Human Services	Interactive Application and Video Game
-Hospitality and Tourism	Development □: IAGD – 4
<i>Industrial and Engineering Technology Cluster:</i>	Internetworking: WORK – 1
CPSE – 3	Job Interview: JI – 1
-Architecture and Construction	Job Skill Demonstration A: JSDA – 1
-Manufacturing	Job Skill Demonstration Open: JSDO – 1
-Science, Technology and Math	Major Appliance and Refrigeration Technology:
-Transportation Distribution and Logistics	MAT – 1
<i>Natural Resources/Agriculture/Food Cluster:</i>	Marine Service Technology: MT – 1
CPSF – 3	Masonry: M – 1
-Agricultural, Food and Natural Resources	Mechatronics: MECH – 2
Carpentry: C – 1	Medical Assisting: MA – 1
Chapter Business Procedure: CBP – 6	Medical Math: MM – 1
Chapter Display: DIS – 1-3	Medical Terminology: MTM – 1
CNC Milling Specialist ♦: CNCM – 1	Mobile Electronics Installation: MEI – 1
CNC Technician ♦: PMT – 1	Mobile Robotics Technology: MRT – 2
CNC Turning Specialist ♦: CNCT – 1	Motorcycle Service Technology: MST – 1
Collision Repair Technology: CRT – 1	Nail Care: NAIL – 1
Commercial Baking: CB – 1	Nurse Assisting: NA – 1
Community Action Project □: CAP – 2	

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 **URSR** – 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

D Denotes Demonstration Contest
 w Denotes New Contest Name

2016 NLSC Condensed Schedule

(Tentative – Subject to Change)

Monday, June 20

Travel Day

8:30 a.m. – 3 p.m.

7 p.m. – 9 p.m.

Leverage, Activate & Engage

Conference Registration and Leadership Testing

Tuesday, June 21

8 a.m. – 4 p.m.

8:30 a.m. – 3 p.m.

11 a.m. – 5 p.m.

12 p.m. – 5 p.m.

7 p.m.

TECHSPO & Career Fair

TAG Tuesday (Delegates)

Contestant Orientation Meetings

Set up display event, exhibits and check in notebooks

Opening Ceremony

Wednesday, June 22

7:30 a.m.

8:30 a.m.

8 a.m. – 5 p.m.

8 a.m. – 4 p.m.

9 a.m. – 4 p.m.

9 a.m. – 5 p.m.

10 a.m. – 4 p.m.

6 p.m. – 9 p.m.

Leadership contestants report to contest area

A Call to Action Teachers' Session

SkillsUSA Championships (open to the public)

TECHSPO & Career Fair

Delegate Meetings

Chapter Excellence Program Interviews

SkillsUSA University

SkillsUSA New Hampshire Riverboat Dinner

Thursday, June 23

7:30 a.m.

8 a.m.

9 a.m. – 4 p.m.

8 a.m. – 4 p.m.

10 a.m. – 2 p.m.

1 p.m.

6:30 p.m. – 10 p.m.

7 p.m. – 9 p.m.

Contestants report to contest area

Leadership contests finals

SkillsUSA Championships (open to the public)

TECHSPO & Career Fair (indoor exhibits close at 3 p.m.)

SkillsUSA University

Meet the Candidates/Delegate Assembly Business Mtg.

"SkillsUSA Night" at Kentucky Kingdom

Chapter Distinction Reception

Friday, June 24

7:30 a.m.	Community Service Project
9 a.m.	SkillsUSA University
10:30 a.m.	Delegate Assembly Business Mtg./Meet the Candidates
6 p.m.	Awards Ceremony
9 p.m.	SkillsUSA New Hampshire Awards Celebration

Saturday, June 25

Head home – Safe Travels

NLSC Hotel Information

The New Hampshire delegation to the 2016 NLSC will be staying at the Residence Inn, Marriott in Louisville, Kentucky.

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

The rates quoted below include 5 night's hotel (Monday – Friday), a River cruise, a Monday night snack, and the charge for the Awards dinner. Airfare to and from Louisville is up to you.

Single	=	\$906.00
Double	=	\$540.00
Triple	=	\$418.00
Quad	=	\$357.00

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 a fitness center and 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:

<http://skillsusa.org/events-training/national-leadership-and-skills-conference/registration-andlogistics/hotel/>

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. 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.

OFFICIAL COMPETITION UNIFORM CHART



**Sponsored by Carhartt as a special project of
the Youth Development Foundation of SkillsUSA**

SkillsUSA New Hampshire

Group Room Reservation Form

School Name: _____ Contact: _____ Phone: _____

Room #	Names: Last name, First Name	Type	Arrival	Depart	Accommodations	Total Due
#	1.				☐ Single ☐ Double ☐ Triple ☐ Quad	
	2.					
	3.					
	4.					

Room #	Names: Last name, First Name	Type	Arrival	Depart	Accommodations	Total Due
#	1.				☐ Single ☐ Double ☐ Triple ☐ Quad	
	2.					
	3.					
	4.					

Room #	Names: Last name, First Name	Type	Arrival	Depart	Accommodations	Total Due
#	1.				☐ Single ☐ Double ☐ Triple ☐ Quad	
	2.					
	3.					
	4.					

Key to TYPE of Attendee SS = Secondary Student PS = Post-Secondary Student A = Advisor
 OA = Other Adult (parent/guardian) OM = Other (minor i.e. sibling, etc) Page _____ of _____

SkillsUSA New Hampshire

Group Room Reservation Form

Totals

School: _____ Date Submitted: _____

_____ **Single Packages @ \$906.00 =** _____
(Per person) (plus registration fee of \$160.00)

_____ **Double Packages @ \$540.00 =** _____
(Per person) (plus registration fee of \$160.00)

_____ **Triple Packages @ \$418.00 =** _____
(Per person) (plus registration fee of \$160.00)

_____ **Quad Packages @ \$357.00 =** _____
(Per person)(plus registration fee of \$160.00)

Total Due = \$ _____

Make checks payable to: SkillsUSA New Hampshire

Mail to: Kate Krumm, State Director
SkillsUSA New Hampshire
c/o Sanborn Regional School District
17 Danville Rd.
Kingston NH, 03848

***Be sure to include the individual Room Reservation
sheets along with this sheet.***

Due Dates: April 15, 2016 Registration Due
June 1, 2016 Balance of National Conference due at SkillsUSA NH Office

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.

Contestant Name	Contest	Certified by (sign)	Date

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 22 to 27, 2015.

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 15

- ☐ Deposit \$160.00 per person (sent to SkillsUSA NH)
- ☐ Register on National Website
- ☐ Rooming Sheets Due (sent or emailed to SkillsUSA NH)
- ☐ Group Room Reservation Form (sent or emailed to SkillsUSA NH)
- ☐ School Certification of Contestants (sent or emailed to SkillsUSA NH)

June 1

- ☐ Balance of payment
- ☐ National Conference Travel Information