



A Balanced SkillsUSA Program of Work

A balanced SkillsUSA program means that every member participates in a variety of activities during the school year. There are seven areas in the SkillsUSA Program of Work, and a chapter should try to do at least one activity for each area per year.

If a chapter devotes all its time to community service and not enough to ways and means, money will be scarce. Or, if a chapter spends all its time on social activities, the chapter members will not enjoy the benefits of helping others.

Some activities can be used for dual purposes. A chapter may hold a reception (social), but this is also a good time for public relations (invite potential SkillsUSA members and let them see how fun SkillsUSA is).

Below are some ideas to help your chapter have a balanced program of work. Each chapter is different. You may have some great ideas of your own already in the making.

Professional Development

Becoming a professional involves more than skill. Be aware of the importance of labor and management in the work force. Plan a chapter project in addition to section workshops.

- Hold a school assembly on SkillsUSA and CTE programs
- Establish an occupational library
- Attend a local government meeting
- Invite guest speakers from industry

Community Service

Let your community know about your school. Show them what students can do. Promote goodwill by planning activities:

- Help at a hospital or nursing home
- Adopt a grandparent or become a big sister/ big brother
- Work to get out the vote at election time
- Hold a beautification/renovation project
- Adopt a needy family at the holidays

Ways and Means

Fund-raising activities allow you the financial means to carry out other projects.

- Have a plant sale or giant rummage sale
- Hold a car wash or a bake sale
- Sell products from an approved fund raiser

For more information about the SkillsUSA Program of Work, see the *SkillsUSA Leadership Handbook* or *ASK: Advisor's Success Kit*. Both items are available through the SkillsUSA Educational Materials Catalog at <http://www.skillsusa.org/store/>

SkillsUSA Championships

SkillsUSA competitions give students an opportunity to develop stronger technical skills, gain recognition and meet potential employers

- Invite the public to your local skill contests (industry reps can plan events, judge or donate prizes)
- Develop a chapter scrapbook for the Outstanding Chapter contest
- Get local members to participate in skill or leadership competitions
- Publish contest dates and procedures

Employment

Increase your chapter's awareness of quality job practices and attitudes. Provide opportunities for student and employer contact.

- Host a job fair
- Involve people from local business and industry in your skill competitions as judges or committee members
- Invite members of the business community to a SkillsUSA open house and tell them about the program and how they can become involved as supporters

Public Relations

Informing the community about chapter activities and achievements means credit to you and your school. Almost every SkillsUSA activity has public relations value.

- Send news releases to local media
- Submit articles and photographs to local media
- Make a SkillsUSA float for a parade
- Circulate your chapter newsletter to a wider audience
- Ask for an opportunity to speak at a Chamber of Commerce, school board or other community event
- Publicize SkillsUSA on your school's bulletin board or in a hallway display case
- Conduct a membership drive

Social Activities

Get to know each other better by holding activities outside of the classroom:

- Sponsor a picnic or pizza party
- Stage a school talent show
- Sponsor a school dance
- Host a teacher appreciation reception
- Host a field day for student organizations

Sample Program of Work Calendar

September

- Organize a membership campaign
- Collect SkillsUSA dues
- Elect chapter officers
- Introduce the professional development program
- Have students complete the Personal Leadership Inventory self-assessments

October

- Attend the district SkillsUSA leadership fall conference (high school or college/postsecondary)
- Install officers
- Form committees
- Establish a budget
- Develop a program of work and calendar of activities
- Discuss *SkillsUSA Champions* in class
- Form an industry advisory committee
- Training for officers
- Conduct a fundraiser

November

- Submit final membership roster to SkillsUSA headquarters
- Participate in SkillsUSA opening and closing ceremonies
- Hold a chapter meeting
- Conduct a professional development activity

December

- Hold a chapter meeting
- Conduct a community service project
- Conduct a social activity
- Prepare members for competitive events

January

- Conduct a local SkillsUSA Championships
- Hold a chapter meeting
- Conduct a professional development activity

February

- Submit follow-up membership roster to national headquarters
- Hold a chapter meeting
- Register for district/regional skill and Leadership competition and district officer nominations
- Participate in district/regional competition
- Coordinate public relations activities

March

- Participate in district leadership competition and district officer elections
- Register for state competition and state officer nominations

April

- Submit SkillsUSA American Degree Applications to State SkillsUSA Office (Forms can be found in the SkillsUSA Professional Development Program *Instructor's Manual*)
- Hold a chapter meeting
- Attend state SkillsUSA Leadership and Skills Conference
- Have students retake the Personal Leadership Inventory self-assessments

May

- Hold a chapter meeting
- Plan a SkillsUSA banquet
- Evaluate the SkillsUSA program of work

June

- Attend SkillsUSA National Leadership and Skills Conference and SkillsUSA Championships

Suggested Program of Work Activities

Professional Development

Participating in the Professional Development Program
Attending regular chapter meetings
Inviting guest speakers (especially from industry)
Working with industry advisory committee members
Going on field trips to industry or to job sites relating to training
Developing chapter handbook
Properly equipping meeting room
Following up with former members
Attending chapter workshops
Using official ceremonies
Visiting labor union halls
Studying parliamentary procedure
Holding open forums
Visiting other chapters
Holding debates
Creating an occupational library
Attending state leadership conference
Attending National Leadership and Skills Conference
Holding a career exploration forum/day
Creating educational exhibits
Visiting the state legislature
Attending a leadership training seminar

Community Service

Participating in Student2Student
Running a cleanup, paint, fix-up project
Assisting a needy family
Running a “good citizenship” project
Holding a “get out the vote” drive
Sponsoring a community fund drive
Holding a telethon
Ushering at various events
Assisting other school groups with activities
Improving the school or campus facilities
Sponsoring recycling activities

Public Relations

Writing news articles for local papers
Creating a chapter newsletter
Hosting an employer banquet
Honoring faculty
Presenting honorary life memberships
Conducting a chapter membership drive
Hosting a schoolwide assembly program
Appearing on radio and TV programs
Creating a chapter Web page

Employment

Holding training sessions on employment skills
Inviting industry speakers to discuss job-related skills
Visiting job sites
Assisting with the placement and follow-up of graduates

SkillsUSA Championships

Reviewing applicable *SkillsUSA Championships Technical Standards*
Participating in a local SkillsUSA Championships
Attending or participating in an awards ceremony

Social Activities

Hosting a parents’ banquet
Holding a picnic
Holding a dance
Holding a hay ride
Organizing athletic activities
Hosting a skating party
Conducting a scavenger hunt
Sponsoring a talent night
Organizing a faculty party
Hosting a cookout
Entertaining future members

Ways and Means

Sponsoring concession stands
Conducting rummage sales
Operating a booth at carnival
Selling school supplies
Sponsoring a dance
Raffling cakes, turkeys, etc.
Operating a secondhand book store
Collecting chapter dues
Running a homecoming mum sale