



Guidelines for Occupationally Related and Leadership Development Team Events

Greater Lowell's participation in Occupationally Related and Leadership Development Events is determined annually based on funding and other factors. These factors become even more complicated when calculating expenses, supervision, and fees for team registrations. As a result, the following guidelines must be followed by any technical area or group wishing to participate in any of the following events:

- Chapter Business Procedure
 - Career Pathways Showcase
 - Opening and Closing Ceremonies
 - Chapter Display
 - Promotional Bulletin Board
 - American Spirit Award
 - Entrepreneurship
 - Occupational Health and Safety
1. The team/group/technical area must submit the attached **Team Event Intent form** by December 30th of each year. Late requests will be accepted until March 10th of each year, provided that no other team has expressed interest by the December due date.
 - a. In the event that more than one technical area or group expresses interest in the same event by the December due date, an in-house competition will be held in January.
 2. Any materials needed to construct the project must be funded by the team/group or through the cluster/technical area's budget.
 3. The team must have a teacher or appropriate staff member to supervise the project construction, competition preparation, and travel with the team and project for all levels of competition.
 4. Should they qualify, the team/group/technical area or cluster must be prepared to fund expenses associated with travel, meals, registration, shipping, and receiving of competitors and supplies. SkillsUSA will assist with locating grants and scholarships whenever possible. Funds may be derived from:
 - a. Fundraising
 - b. Grants/Scholarships/Awards
 - c. Donations
 5. Each team/group/technical area must have prior approval from their cluster chair in order to be registered for competition.

Questions or concerns regarding our Chapter's participation in team leadership and occupationally related events may be directed to the Student Activities Coordinators or the SkillsUSA Lead Advisor.



Team Event Intent Form

Occupationally Related and Leadership Development Team Events

Due: December 30th of each year. Late Requests will be accepted until March 10th of each year provided the event is not already filled.

Contest Name (check 1):

- Chapter Business Procedure (6)
- Career Pathways Showcase (3)
- Opening and Closing Ceremonies (7)
- Chapter Display (3)
- Promotional Bulletin Board (3)
- American Spirit Award (3)
- Entrepreneurship (4)
- Occupational Health and Safety (5)

Name of Technical Area/Shop or Group: _____

Names of Students Involved (not to exceed the number of allowed team members, as shown in () above).

Brief Description of the Project:

REQUIRED SIGNATURES

Name of Teacher/Staff Member Supervising the Project: _____

I understand that it is my responsibility to supervise all aspects of this contest entry, including construction, preparation, supervision of students, transportation of materials/project, and chaperoning the students and project at the State and National Conference. I further understand that National Conference travel expenses are not funded by Greater Lowell SkillsUSA, and I will need to assist my students in obtaining grants, funding, and donations should they qualify for Nationals. If I am unable or unwilling to chaperone and supervise the project at the State or National level, it is my responsibility to find a replacement or the team may be unable to participate in the conference.

Signature of Teacher/Staff Member Supervising the Project	Date

Name of Cluster Chair : _____ **Cluster:** _____

I understand that it is the responsibility of the cluster chair to ensure that the supervising instructor oversees and secures funding for all aspects of this contest entry, including construction, preparation, supervision of students, transportation of materials/project, and chaperoning the students and project at the State and National Conference. I further understand that I will need to assist with obtaining grants, funding, and donations should they qualify to attend the National Conference. If the supervising instructor is unable or unwilling to chaperone and supervise the project, I agree to assist in finding a replacement or the team may be unable to participate in the conference.

Signature of Cluster Chair	Date