



chapter excellence
program



The Chapter Excellence Program is the single best way to

RECOGNIZE

a

SUCCESSFUL
SKILLSUSA CHAPTER

RESOURCES FOR
CHAPTER SUCCESS

The Chapter Excellence Program (CEP) is the single best way to recognize a successful SkillsUSA chapter. The program establishes a quality baseline that all chapters are encouraged to attain with extra incentive for exemplary chapter performance. CEP recognizes achievement as it relates to the integration of the SkillsUSA Framework in chapter Program of Work (PoW) activities. As a chapter's yearly action plan, the Program of Work is at the heart of student learning and employability development. The SkillsUSA Program of Work categories include:



At every phase, CEP is designed with the intentional implementation of the SkillsUSA Framework Essential Elements into chapter activities. This ensures all student members develop the needed employability skills and are career ready. Employers across our great nation are struggling to find qualified workers who demonstrate these skills. By using the Framework as a guide, chapters have a blueprint for creating relevant activities that encourage participation and foster an understanding of student learning attained during each activity. The Framework's focus on intentional learning turns the Program of Work into more than just a planning tool. When you use the Framework, the Program of Work becomes the vital conduit that links students to the application of personal, workplace and technical skills demanded by industry, the SkillsUSA trifecta for student success!

The phases below will assist you and your chapter in implementing the process:

- Phase 1** The Challenge
- Phase 2** Teaching the SkillsUSA Framework
- Phase 3** Teaching and Assessing the Needs of the Members
- Phase 4** Identifying the Targeted Essential Elements
- Phase 5** Review Last Year's Program of Work
- Phase 6** Develop a Program of Work for the Current Year
- Phase 7** Write SMART Goals for Essential Element Growth and POW Activities
- Phase 8** Develop and Implement Plan of Action for Each POW Activity with the Target Essential Elements
- Phase 9** Evaluate Essential Element Growth and POW Activities Goals
- Phase 10** Celebrate Success

Following the phases of CEP, your members will intentionally develop and demonstrate SkillsUSA Framework skills that prepare them for future employment. Go for the gold and gain the recognition your chapter deserves through CEP participation!



Chapter Excellence Program 2.0 Guide



The Chapter Excellence Program Teacher's Guide walks you through the requirements for Level One and Level Two and provides your leaders with examples of successful applications. From the Level Two qualifiers, finalists are recognized as Models of Excellence chapters and will be recognized at SkillUSA's national conference. skillsusa.org/chapter-excellence-program



Quality Chapter Award

Honors chapters for achieving essential standards of excellence.



Chapters of Excellence

Model of Excellence
Technical Skills



Level I - Quality Chapter Required Activities



Pay SkillsUSA student dues and have all section advisors pay SkillsUSA professional dues



Elect chapter officers



Conduct well planned, regularly scheduled chapter meetings



Complete a projected chapter budget



Complete a Program of Work



Conduct at least one activity within each of the three Framework components



Personal Skills



Workplace Skills



Technical Skills



Complete the Level 1 Quality Chapter application

Quality Chapter Required Activity Resources



— Pay membership dues
— Have all section advisors pay professional dues



Membership Deadlines and Fees
Please make sure that you submit SkillsUSA membership prior to state deadlines.
skillsusa.org/dues



Quick Start Membership Guide
This brochure is a step-by-step guide on how to register members using SkillsUSA REGISTER.
register.skillsusa.org



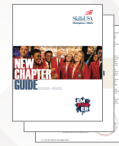
— Elect chapter officers



Chapter Officer Election Toolkit
Located in the Advisor Resources section of SkillsUSA CONNECT, the Chapter Officer Election Toolkit outlines the process to conduct an in-person, hybrid or virtual local chapter officer election.
connect.skillsusa.org



— Conduct well planned, regularly scheduled chapter meetings



New Chapter Guide
Review the Organizing Your Chapter section and more specifically the information provided around chapter meetings as a resource to planning your chapter meetings.
skillsusa.org/membership-kit



Membership Kit Downloads — Sample Meeting Agenda
The sample chapter meeting agenda serves as a template to plan for chapter meetings.
skillsusa.org/membership-kit



Leveraging Your Leadership With Effective Chapter Meetings
This booklet, available for purchase, helps advisors guide student leaders to hold chapter meetings where all students feel welcome and eager to participate. Topics include the importance of meetings, successful basics, ways to enhance and tips for holding meetings.
shop.skillsusa.org



— Complete a projected chapter budget (list of planned income and expenses for the year)



Membership Kit Downloads — Sample Chapter Budget
The sample chapter budget tracks items as the chapter considers fundraising initiatives and expenses for the year.
skillsusa.org/membership-kit



— Complete a Program of Work (list of planned chapter activities for the year)



Program of Work Toolkit
The Program of Work Toolkit includes the Program of Work Launch Activity Guides, videos and resources to help you implement effective activities.
skillsusa.org/program-of-work



Chapter Excellence Program 2.0 Guide
Look at phases 4-9 for a road map in creating your chapter Program of Work activities.
skillsusa.org/chapter-excellence-program



— Conduct at least one activity within each of the three Framework components



SkillsUSA Framework Essential Element Assessment
Use the online SkillsUSA Framework Essential Element Assessment to identify targeted Essential Elements for your chapter this year.
skillsusaconnect.org/EEAssessment



Program of Work Toolkit
The Program of Work Toolkit includes the Program of Work Launch Activity Guides, videos and resources to help you implement effective activities.
skillsusa.org/program-of-work



Chapter Program Management Tool
Use the Chapter Program Management Tool to organize your activities by creating a plan of action and reflecting intentionally. Complete this form for each activity the committee plans.
skillsusa.org/program-of-work



— Complete the Level 1 Quality Chapter application



SkillsUSA REGISTER
Create, save, complete and submit the Chapter Excellence Program Application within SkillsUSA REGISTER.
register.skillsusa.org



Chapter of Distinction Award

Recognizes chapters that go beyond baseline requirements with bronze, silver and gold distinction awards.



Level II - Chapter of Distinction Required Activities



Conduct chapter officer training



Complete and record three chapter activities
(must be three different activities than those for quality chapter)



Conduct a chapter recruitment activity



Complete at least seven of the 15 Chapter of Distinction indicators



Engage members in committees to conduct chapter activities



Prepare to participate in State Leadership and Skills Conference



Complete the Level 2 Chapter of Distinction application

Chapter of Distinction Required Activity Resources



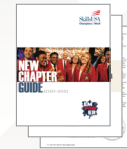
Conduct chapter officer training



CHARGE
CHARGE is a weekly chapter officer video series that covers topics that chapter officers will find useful in the day-to-day management of their local SkillsUSA chapters. Located in SkillsUSA CONNECT, each CHARGE video features an activity guide to lead chapter officer growth and development.
connect.skillsusa.org



Conduct a chapter recruitment activity



Membership Kit Downloads — Membership Recruitment Ideas
The key to a successful chapter is the ability to recruit and retain members. Recruitment is an ongoing process and should involve all chapter members. To assist with recruitment, check out these 10 reminders and five activities.
skillsusa.org/membership-kit



Framework Integration Toolkit
As a benefit of professional membership, this resource includes ways to engage current and potential members with activities like SkillsUSA Kahoot!, Jeopardy and Bingo.
absorb.skillsusa.org



Jump into STEM!
The "Jump into STEM!" curriculum provides an opportunity to engage elementary-school and middle-school students in STEM learning.
absorb.skillsusa.org



Engage members in committees to conduct chapter activities



Program of Work Toolkit
The Program of Work Toolkit includes the Program of Work Launch Activity Guides, videos and resources to help you implement effective activities.
skillsusa.org/program-of-work



Prepare to participate in State Leadership and Skills Conference



State Leadership and Skills Conference
Connect with your state association director for specific details of your state leadership and skills conference.
skillsusa.org/about/state-directors



Complete and record three Chapter Activities
(must be different than quality chapter activities)



SkillsUSA Framework Essential Element Assessment
Use the online SkillsUSA Framework Essential Element Assessment to identify targeted Essential Elements for your chapter this year.
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skillsusa.org/chapter-excellence-program



Complete at least seven of the 15 Chapter of Distinction indicators



Indicator Resources for CEP Level II - Chapter of Distinction
For the Chapter of Distinction Award, chapter must complete seven out of 15 indicators showing that chapter went above and beyond in ensuring members developed around the essential elements of the SkillsUSA Framework.
See next page.



Complete the Level 2 Chapter of Distinction application



SkillsUSA REGISTER
Create, save, complete and submit the Chapter Excellence Program Application within SkillsUSA REGISTER.
register.skillsusa.org

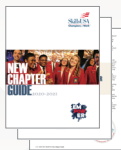


Chapter of Distinction Indicator Activity Resources

Complete at least seven of these 15 Chapter of Distinction indicators



— 75% of eligible students are SkillsUSA members



Membership Kit Downloads — Membership Recruitment Ideas

The key to a successful chapter is the ability to recruit and retain members. Recruitment is an ongoing process and should involve all chapter members. To assist with recruitment, check out these 10 reminders and five activities. skillsusa.org/membership-kit



Membership Kit Downloads — The Value of Membership

Membership has value for every member of SkillsUSA. This document outlines the opportunities available with membership. skillsusa.org/membership-kit



Membership Deadlines and Fees

Please make sure that you submit SkillsUSA membership prior to state deadlines. skillsusa.org/dues



Quick Start Membership Guide

This brochure is a step-by-step guide on how to register members using SkillsUSA REGISTER. register.skillsusa.org



— Hold executive committee meetings with chapter officers



CHARGE

CHARGE is a weekly chapter officer video series that covers topics that chapter officers will find useful in the day-to-day management of their local SkillsUSA chapters. Located in SkillsUSA CONNECT, each CHARGE video features an activity guide to guide chapter officer growth and development. connect.skillsusa.org



Leveraging Your Leadership With Effective Chapter Meetings

This booklet, available for purchase, helps advisors guide student leaders to hold chapter meetings where all students feel welcome and eager to participate. Topics include why meetings are important, successful meeting basics, ways to enhance meetings and tips for holding large meetings. shop.skillsusa.org



— Conduct an activity to engage business and industry partners



Framework Integration Toolkit — Business Partner Outreach Guide

As a benefit of professional membership, this resource will streamline the process of welcoming business partners into your classroom. You will find guidance on business partner outreach, resources for preparation, student activities and exercises and evaluation for measuring student growth. absorb.skillsusa.org



— Students attend Fall Leadership Conference



Fall Leadership Conferences

Put on by state associations, these conferences empower members to grow, connect and be recognized within the Essential Elements of the SkillsUSA Framework. Connect with your state association director for specific details on your fall leadership conference. skillsusa.org/about/state-directors



— Chapter members attend one activity above the chapter level (excluding Fall Leadership Conference)



Empowering Experiences

SkillsUSA's Empowering Experiences, hosted on SkillsUSA CONNECT, help students find new ways to connect, engage and stay motivated to develop within SkillsUSA. connect.skillsusa.org



— Present a report of chapter activities and accomplishments to the school board



Program of Work Toolkit

The Program of Work Toolkit includes several Program of Work Launch Activity Guides, videos and resources to help you implement effective activities and get the most out of your annual planning and execution process, with a focus on student growth. skillsusa.org/program-of-work



— Hold SkillsUSA local skilled and technical area Championships
— Hold SkillsUSA local leadership/occupational-related area Championships



SkillsUSA Championships Technical Standards

As a benefit of professional membership, the SkillsUSA Championships Technical Standards are newly updated for the school year and expanded to include delivery options for both in person and virtual competitions. absorb.skillsusa.org



Program of Work Toolkit

Use the Program of Work Launch - Activity Guide #2 for a template for hosting a local career competition on page 95. skillsusa.org/program-of-work



— Celebrate SkillsUSA Week through chapter activities



SkillsUSA Week

SkillsUSA Week is celebrated each February to give state associations, advisors and student members the opportunity to promote SkillsUSA programs and activities at the local and state levels. Visit the SkillsUSA website to learn more about the daily themes and resources for your chapter to participate. skillsusa.org/skillsusa-week



— Publish one of more articles in local media



SkillsUSA Press Room

Write and submit a chapter press release to your local news media. In the SkillsUSA Press Room, you will find fact sheets and general background information about SkillsUSA, current and archived news releases, access to photos and contact information for assistance with your media advocacy. skillsusa.org/press-room



— Provide a social media or web presence for your local chapter



Chapter Social Media Toolkit

Establishing a chapter social media presence and regularly sharing with your school and community what your chapter is doing to prepare career-ready students is critical. Use SkillsUSA's social media post templates to quickly create professional-looking posts that are sure to grab attention for your chapter. bit.ly/skillsusachaptersocialmedia



— Have a candidate run for state office



State Officer Recruitment

Connect with your state association director for specific details on your state officer candidacy process. skillsusa.org/about/state-directors



— Conduct chapter awards program or banquet, in which all members can attend



Chapter Excellence Program 2.0 Guide

The Chapter Excellence Program 2.0 Guide can help you develop a celebration for after you complete an important project. Check out Phase 10 (page 10) for celebration ideas. skillsusa.org/chapter-excellence-program



Program of Work Toolkit

Celebrating the achievements and completion of activities is one of the steps in planning successful activities in the Program of Work. Use the Program of Work Launch Guides as a template to plan your chapter banquet. skillsusa.org/program-of-work



— Participate in SkillsUSA Career Essentials: Experiences



SkillsUSA Career Essentials Suite

The SkillsUSA Career Essentials suite engages students in defining, implementing and measuring their career-readiness skills. Visit the website to learn more about the Career Essentials: Experiences curriculum. careeresentials.skillsusa.org



— Has a Chapter Group on SkillsUSA CONNECT



SkillsUSA CONNECT Chapter Group

These are great places for members to engage and interact as a chapter. Visit the Advisor Guide for Creating Chapter Groups located in the "GROUPS" tab of SkillsUSA CONNECT. connect.skillsusa.org

WEBRESOURCES

Our web resources for advisors and students support active participation and the development of SkillsUSA Framework skills.



SkillsUSA's website, providing information about the organization for stakeholders and the general public.

skillsusa.org



SkillsUSA's virtual community, providing members with opportunities for connection, growth and recognition.

connect.skillsusa.org



SkillsUSA's secure, online portal for membership and conference registration.

register.skillsusa.org



SkillsUSA's Learning Management System, housing curriculum and professional member benefits.

absorb.skillsusa.org



SkillsUSA's advocacy site, allowing members to contact elected officials and media with messages.

advocate.skillsusa.org



SkillsUSA's interactive brand resource site, providing logos, templates and more.

brand.skillsusa.org



Foundations • Experiences • Assessments

SkillsUSA's website for Career Essentials curriculum and assessments.

careeressentials.skillsusa.org



The digital hub for "SkillsUSA Champions" magazine, providing inspiring stories and relevant news.

champions.skillsusa.org



SkillsUSA's webstore, offering the latest merchandise and educational resources.

shop.skillsusa.org