



**2025 WISCONSIN SKILLSUSA
STATE LEADERSHIP AND SKILLS CONFERENCE
Alliant Energy Center, Madison, WI
April 1st & 2nd, 2025**

For competitive event updates and more, see our [website](#)
Updates will not be emailed to your school.

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2025 WISCONSIN SKILLSUSA STATE LEADERSHIP AND SKILLS CONFERENCE

Important Conference Information

* Please Read Carefully *

1. CONFERENCE REGISTRATION FEES AND DEADLINES

All chapters and students must be officially registered members in order to attend and participate. The National Membership Deadline is March 1st!

Registration January 30th – March 4th:

- H.S. Students, H.S. and M.S Advisors- **\$90.00**
 - ALL advisors must register for the State Conference.
 - Advisors who volunteer at State Conference will have their registration fees waived - Must sign up through [Volunteer Form on our website](#).
- M.S. Students - **\$70.00**

Registration Fee includes:
Wednesday Lunch, Insurance,
Materials and Supplies

To make the State
Conference a quality
experience for Wisconsin's
Students.

Free Registrations for the following Non-Competing Students:

- The following are the only people who will be registered as Exempt Registrants
 - State Officers not competing in an event
 - State Officers Candidate not competing in an event
 - Two Voting Delegates per chapter not competing in an event

Free Registrations for the following Advisors:

- **Advisors who volunteer to assist with the State Conference will get free registration. Use the “Event Volunteer-NO FEE” [and](#) fill out the volunteer form, link on [website](#).**

REGISTRATION CHEAT SHEET

Student or Advisor?	Competing?	Volunteer?	Registration Date	Cost	Select Registrant Type:
H.S. Student	Yes	---	1/30/25 - 3/4/25	\$90	Contestant
M.S. Student	Yes	---	1/30/25 - 3/4/25	\$70	Contestant-Middle
H.S. Student	No	No	1/30/25 - 3/4/25	\$90	Observer
M.S. Student	No	No	1/30/25 - 3/4/25	\$70	Observer-Middle
H.S. or M.S. Student	No	Yes	1/30/25 - 3/4/25	\$0	Exempt Student-Officer or Delegate; Courtesy Corp
Advisors	No	No	1/30/25 - 3/4/25	\$90	Advisor
Advisors	No	Yes	1/30/25 - 3/4/25	\$0	Exempt Volunteer - NO FEE
Chaperones/Adults	No	No	1/30/25 - 3/4/25	\$90	Observer

2. CONTEST ENROLLMENT GUIDELINES

All Contests are on a First Come First Serve basis along with set enrollment limitations.

- Contest number limits will be implemented in high-demand contests
- Any limits added are there to help ensure fair and reasonable judging
 - We want to make it worth judges' time to come in.
 - We don't want to overwhelm the judges.

Registering for Multiple Contests:

A SINGLE CONTESTANT MAY COMPETE IN ONE LEADERSHIP OR OCCUPATIONAL AND ONE SKILLED COMPETITION!

- If you have a special circumstance (i.e., Related Technical Math, State Culinary, TeamWorks, CO2 or Woodworking Display) please let us know.
- All contests will be categorized by Skilled, Leadership, or Occupational.

Cancellations:

- All cancellations/substitutions by March 21st please email Form (page 13) to wiconsinskillsusa@gmail.com
- After March 21st all forms must be brought to Registration on April 1st for cancellations/substitutions.

Refunds:

- Cancellations for a full refund will be accepted until 4:00 PM on March 4th.
- No refunds for conference registration will be made if received after 4:00 PM on March 4th

3. NO SHOWS

- Contestants who do not show for a contest time slot will forfeit their registration and competition slot.

4. SUBSTITUTIONS

- The definition of a Substitution is Student B will replace Student A in Contest A - All Substitutions must already be signed up as an Contestant, Observer or Delegate. You can't add anyone new after March 4th.
- All substitutions must be in writing, no later than day of conference by 12:00 pm on **April 1st** – using form WLSC Form 8 (page 13).

5. CONFERENCE REGISTRATION PROCESS AND PAYMENTS

All Registrations will be completed on the [National Registration Website](#).

Online Registration Process:

ALL PARTICIPANTS MUST BE REGISTERED MEMBERS TO BE ELIGIBLE TO REGISTER FOR CONFERENCE PARTICIPATION.

- Log in at www.skillsusa-register.org/Login.aspx
- Click on “Conference” on the right side
- Go to filter events and highlight “WI - State Leadership & Skills Conference 2025.”
- Click on “Add Registrant”: Make sure all names are spelled correctly, nametags are uploaded directly from registration. Name misspellings must be corrected by a member of the national office. Use the Chat with us! Function on the registration site to work with a staff member who can make the correction for you.
- Follow the prompts.
 - Still have questions? Contact Customer Care with the chat with us feature or call 844-875-4557
- You must register an Advisor or Chaperone, it is recommended 1 per 25 students.
- Click the “Submit Registration” button to generate an invoice.
- Once you hit “Submit Registration”, you can't make additional changes. Make sure everything is complete before you Submit. If you need changes after you submit, contact wiconsinskillsusa@gmail.com
- Please Note: If a registrant's name does not appear in the invoice, they will not have a name tag and/or competition number when they arrive.

Registration Payments:

REGISTRATION FEES ARE DUE BY APRIL 1st

- If you are unable to send the fees, contact Tabettha Otten at Tabetha.otten@dpi.wi.gov or (608) 266-3928 to make arrangements for payment.
- Please Make Checks Payable to:
Wisconsin Association of SkillsUSA
- Please Mail Registration fees and invoices to:
WI Association of SkillsUSA
Attn.: CTSO Accountant
P.O. Box 7841
Madison, WI 53707-7841

Registration and contest questions should be addressed to wisconsinskillsusa@gmail.com

6. STATE CONTEST RULES & CONFERENCE UPDATES

- [State Updates](#) – Bottom of that page – last update will be March 19th, 2025
- [State Only Contests](#) - Guidelines for State Only Events
- [National Contests Updates](#)
- [National Technical Standards](#) can be found in Absorb with your joined professional membership.

7. CONFERENCE CHECK- IN

Check In from 9:00 am – 12:00 pm Tuesday, April 1st at the Alliant Energy Center Hall D Box Office.

Documents to be Turned in Upon Check-In:

- Insurance Cards will not be collected; however, the students should carry them at all times
- Local Advisor Procedures and Responsibilities 1B Form (Page 12) - Fill out only if Emergency Contact information has changed.

8. FORMS

All forms are located on [SkillsUSA State Conference page](#) website.

NLSC Form 1A:

- Every Student, Advisor, Observer and Chaperone attending State Conference MUST complete a NLSC form. [NLSC Form 1A](#) . Each participant attending already filled out these forms digitally through the registration system, **no need to bring a copy.**

Substitute & Cancellation Form WLSC 8

- Substitute & Cancellation Form requires Advisor signature.
- This document is to be used for all substitutions and cancellations.

Grievance Form WLSC 12

- There are specific procedures to be followed if any contestant or advisor has a grievance regarding one of the contests. There is a strict deadline for filing a grievance.
- If you need to file a grievance at SLSC, please visit the conference registration desk to pick up a form.

9. ADVISORS PROCEDURES & RESPONSIBILITIES:

- **In case of emergency, it is very important that we have your contact information and contact information for an administrator. This information will be pulled from the NLSC form.**
- If this has changed from the time registration was made, please fill out FORM 1B with your updates and submit it to the registration desk upon arrival.

RESPONSIBILITIES of ADVISORS

1. Local advisors are responsible for having each student attending the State SkillsUSA Conference read, discuss, sign, and return the STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES form.
2. Local advisors are responsible for always knowing the whereabouts of all their students. Each local advisor should establish a policy with his/her students prior to the conference in order to meet this regulation.
3. Advisors must have with them at the conference a list of their students, as well as home telephone numbers and parent's or guardian's names.
4. Curfew will be enforced. Local advisors are responsible for room checks to ensure their students are in their assigned rooms.
5. No use of tobacco, alcoholic beverages, or narcotics will be permitted.
6. Identification badges will be worn at all SkillsUSA activities.
7. Chapter advisors are responsible for their delegates' conduct and shall be always available to their students or shall have another advisor/chaperone available to their students.
8. The local principal, designated administrator, and/or police will be contacted in emergency situations if the local advisor cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include accidents, possession of tobacco, drugs or alcohol, breaking conference rules, family emergencies, and any other situation designated as an emergency.

10. STATE OFFICER CANDIDATES & VOTING DELEGATES

We encourage each high school chapter to present at least one candidate for State Office and 2 Voting Delegates. The State Officer Packet and Application are found on our [website](#).

Office Candidate Requirements:

- A registered SkillsUSA member during the current school year
- Enrolled in a technology and engineering course in the current and next year
- Application to be submitted to the State office by March 1st, 2025.
- Must be present for Officer Candidate Screening on April 1st, 2025 from 3:00 pm to 5:00 pm
 - **Officer Candidates may only be entered in contests if there are no scheduling conflicts with this screening.**

11. TRANSPORTATION AND PARKING

All parking at the Alliant Energy Center is complimentary, **included in registration fees**. Ample space is available for parking cars and buses. Transportation will be provided from the Alliant Energy Center to Madison College on Tuesday and Wednesday, details will be made available soon on exact travel plans.

12. STUDENT DRESS

The purpose of the following requirements is to create a professional atmosphere at these sessions. The dress of those in attendance makes a significant difference.

Professional Attire or Official SkillsUSA Dress:

- A description of “Official SkillsUSA Dress” can be found in the “Clothing Requirements” section on the contest guidelines/ technical standards. Each individual contest has clothing specific requirements. Competitors should do their best to model the clothing requirements.
- Official SkillsUSA Dress is appropriate in nearly all conference settings.
 - Students should do their best to comply with technical standards and clothing requirements during their contests.
 - Please confirm with your technical chair if you have specific questions regarding your apparel.
- Required for the Opening Ceremony and the Awards Ceremony
 - Students who do not meet the clothing requirements will not be allowed on the awards stage.
 - No hats allowed.

Contest Clothing Requirements:

Appropriate dress for each contest is designated in the technical standards for that contest. If no contest attire is specified, then the below requirements apply.

SkillsUSA Official Attire

- Official SkillsUSA red blazer or official SkillsUSA red jacket
- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie or SkillsUSA black tie), white shirt (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker or jacket
- Black dress slacks or black dress skirt (knee-length at minimum)
- Black closed-toe dress shoes

Note: The official SkillsUSA windbreaker, sweater and black Carhartt jacket are no longer available for purchase in the SkillsUSA Store. However, these clothing items are grandfathered in as previous official SkillsUSA clothing and can be worn in SkillsUSA competitions as directed in this document.

13. SPECIAL NEEDS STUDENTS

If you have any students with special needs, you should contact the SkillsUSA State Director so we can make any needed arrangements. It is the intention of Wisconsin SkillsUSA to allow all eligible SkillsUSA members to participate in the state conference. If necessary, we will make reasonable changes to facilities or adjust contest guidelines to allow equal participation of all SkillsUSA members.

14. SKILLSUSA EMERGENCY POLICIES

For certain student situations/emergencies, if the local advisor and/or appointed chaperone cannot be located within a reasonable amount of time, the chapter's district administrator will be contacted. The district administrator will also be contacted if for any reason the advisor/chaperone is not able to give reasonable or proper supervision. This is done to insure the safety and well-being of the students and to fulfill the advisor's responsibilities.

The following student situations/emergencies could invoke this policy:

- Accidents
- Intoxication
- Use of illegal drugs/illegal activity
- Breaking of conference rules
- Family emergencies
- Any other situation designated as an emergency by the state staff

15. ELIGIBILITY FOR NATIONAL SKILLSUSA CHAMPIONSHIPS

Student Requirements:

- Be a SkillsUSA registered member by March 1st, 2025.
- Place 1st at SLSC and attend the National Qualifiers' Meeting after Closing Ceremonies with their advisor.

Information Advisors Will Receive at the National Qualifiers Meeting:

- National Conference Registration Packet with event and lodging fees (All Contestants must stay at the State Designated Hotel.)
- An Advisor or Chaperone must be signed up with each school.
- National Fees are NOT Covered by SkillsUSA Wisconsin.

Advisors/Chapters Will Need to Provide:

- A copy of the national contest rules to help your student(s) prepare.

If you have a contest winner who will be unable to compete at nationals, inform

wisconsinskillsusa@gmail.com immediately! This will allow the 2nd place finisher to attend the National Qualifier Meeting. If you have a qualifier who will compete at nationals, but for some reason cannot attend the National Qualifiers Meeting, email wisconsinskillsusa@gmail.com.

16. MEDALS, TROPHIES, PRIZES, AND MATERIALS

SkillsUSA will not be able to mail these items.

All SkillsUSA Wisconsin event prizes, trophies, gifts, competition feedback, materials, etc must be picked up before leaving the event. If items are not picked up at the conclusion of the event, items may be picked up from Madison Area Technical College for two weeks following the event. Items that require shipment will be billed to the school.

2025 WISCONSIN SKILLSUSA STATE LEADERSHIP AND SKILLS CONFERENCE TENTATIVE AGENDA

Tuesday April 1st, 2025

<u>Time</u>	<u>Event</u>	<u>Location</u>
7:00 am – All Day	Set-up for Competitive Events	
9:00 am – 12:00 pm	Registration & Cancellation/Sub Forms	Alliant Energy Center - Hall D
9:00 am – 11:30 am	Display Contest Set-up	Alliant Energy Center
Lunch on your own, there will <u>not</u> be onsite options.		
12:30 pm	Doors open for Opening Ceremony	Alliant Energy Center - Coliseum
1:00 pm	Opening Ceremony	Alliant Energy Center - Coliseum
3:00 pm – 5:00 pm	Secondary State Officer Candidate Interviews	Alliant Energy Center
2:30 pm - 3:00 pm	Voting Delegates Training	Alliant Energy Center
3:00 pm - 4:00 pm	Delegate Committee Meetings	Alliant Energy Center
3:00 pm - 5:00 pm	Competitive Events Briefings	Alliant Energy Center
6:00 pm	Dinner on your own	
7:00 pm	Offsite Bowling Social - Optional “first come, first serve”	10 Pin Alley - 6285 Nesbitt Rd, Fitchburg, WI 53719
11:30 pm	Curfew	

Wednesday April 2, 2025

<u>Time</u>	<u>Event</u>	<u>Location</u>
7:00 am	Bus will leave for Madison College	Alliant Energy Center
7:00 am – 9:00 am	Voting Delegate Session & Breakfast	Alliant Energy Center
7:30 am – 4:00 pm	Competitive Events, Lunch provided	Alliant Energy Center & MATC
8:00 am – 8:00 pm	Leadership Competitive Events, Lunch Provided	Alliant Energy Center & MATC
2:30 pm - 4:30 pm	Officer Candidate Forum and Elections	Alliant Energy Center
4:00 pm	All Displays Removed & Dinner on your own	
6:30 pm – 8:30 pm	Closing Ceremony	Alliant Energy Center - Coliseum
8:30 pm	National Qualifiers Meeting	Alliant Energy Center - Coliseum

WISCONSIN SKILLSUSA CHAMPIONSHIPS

PROCEDURES FOR CONTESTANTS

1. Contestants must be completely familiar with the rules for their contest (current updates on our website), the conference guidelines, and the code of conduct prior to competing.
2. All contestants must attend pre-contest briefings for their contest as scheduled in the State Conference program. Exceptions must be cleared with the contest Technical Committee Chair prior to the meeting.
3. Contestants will be assigned an identification number. These numbers will be used to identify the contestants to the judges. Contestants must wear their name badges, with only numbers showing, at all contest activities.
4. Participants must meet clothing requirements for the individual contests. Penalties will be assessed for contestants who do not satisfy the dress requirements.
5. Contestants must have all required safety equipment to compete in the contest. The contest Technical Committee will determine if a contestant can be allowed to compete based on lack of safety equipment.
6. Contestants will report to the contest site at the time announced by the Technical Committee or shown in the State Conference program. They must have with them the tools and materials required for their specific contest as listed in the SkillsUSA Championships Technical Standards or state contest updates.
7. The contest Technical Committee will provide necessary instructions and job sheets to all contestants. Contestants should ask any questions they have prior to the start of the contest.
8. Contestants may leave their respective contest area only with approval of the Technical Committee Chair.
9. All contestants are required to wear official SkillsUSA dress or professional attire to the opening and closing, contest briefings, awards ceremony and general sessions (see “Clothing Requirements” for more information on dress).

We expect professional conduct regarding the use of video cameras, digital cameras, and cell phones. These items will be shut off during competition. The Contest Chair will announce before and after competition as to when video cameras, digital cameras, and cell phones may be operated. All persons within the confines of the contest event will respect this conduct.

2025 WISCONSIN SKILLSUSA STATE LEADERSHIP AND SKILLS CONFERENCE CHECKLIST

Note: Use this form to record the date you complete each of the following. This will help ensure you meet all deadlines and send in all necessary forms.

DUE DATE	DATE Complete	
March 1st	_____	State Officer Candidate Packets are due
March 4th	_____	Cancellations for Full Refund
March 4th	_____	Registration Closes, Must have Advisor signed up and SUBMIT
March 4th	_____	State Conference Registration of State Officers, State Officer Candidates, & Voting Delegates (max 2)
April 1st	_____	State Conference Registration Fees due (Checks Payable to: WI Association of SkillsUSA)

State Conference Check in from 9 am – 12 pm – Location: Alliant Energy Center Hall D Box Office. Food will not be available at the Alliant Energy Center, please bring sack lunches or be prepared to leave for lunch on Tuesday.

April 1st	_____	Turn in Local Advisor Procedures and Responsibilities FORM WLSC 1B - ONLY if Advisor is a substitute or there are changes.
April 1st	_____	Cancellations/Substitutions Forms (No Refunds)

CHECKS PAYABLE TO:
WI Association of SkillsUSA

CHECKS MAILED TO:
WI Association of SkillsUSA Attn.:
CTSO Accountant
P.O. Box 7841
Madison, WI 53707-7841

Questions or Concerns can be directed to wiconsinskillsusa@gmail.com

Hotel Information for SLSC 2025

The hotel block for the 52nd annual State Leadership and Skills Conference (SLSC) will open at 8am on Tuesday, January 21st. **To receive discounted hotel rates, you must book through the official online system. Reservations will not be accepted directly through the hotels.**

[Click here to make hotel reservations](#) Or Find Link on our Website.

- Reservations can be made in the online block until March 17, 2025, at 11:59pm
- Up to 20 rooms can be reserved at one time.
- If you are tax-exempt, please make your reservations and wait until you have received your confirmation numbers. Then contact the hotel directly in advance to make arrangements or present that documentation to the hotel upon check-in to receive tax-exempt status.
- You can also find this information on your website

If you have any questions about the hotel block, please contact

services@destinationmadison.com for assistance.

Click [HERE](#) for more information about visiting Madison!



Wisconsin Leadership and Skills Conference

LOCAL ADVISOR PROCEDURES AND RESPONSIBILITIES

Advisor Name & Cell Phone:	Local SkillsUSA Chapter:
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The SkillsUSA WI requires an advisor from EACH local chapter attending the State Conference to read and sign a copy of this form and return before receiving name tags. **Please turn this in at the State Conference during Check In.**

1. Local advisors are responsible for having each student attending the State SkillsUSA Conference read, discuss, sign, and return the STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES form.
2. Local advisors are responsible for always knowing the whereabouts of all their students. Each local advisor should establish a policy with his/her students prior to the conference in order to meet this regulation.
3. Advisors must have with them at the conference a list of their students, as well as home telephone numbers and parent's or guardian's names.
4. Curfew will be enforced. Local advisors are responsible for room checks to ensure their students are in their assigned rooms.
5. No use of tobacco, alcoholic beverages, or narcotics will be permitted.
6. Identification badges will be worn at all SkillsUSA activities.
7. Chapter advisors are responsible for their delegates' conduct and shall be always available to their students or shall have another advisor/chaperone available to their students.
8. The local principal, designated administrator, and/or police will be contacted in emergency situations if the local advisor cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include accidents, possession of tobacco, drugs or alcohol, breaking conference rules, family emergencies, and any other situation designated as an emergency.

"I have read and fully understand the LOCAL ADVISOR PROCEDURES AND RESPONSIBILITIES and agree to comply with these guidelines."

Advisor's Signature _____ Date _____

Administrator's Signature _____ Date _____

In case of emergency, the following local administrators should be contacted:

(1st Contact – Lead advisor)	(2nd Contact - Administrator)
Name	Name
Title	Title
School Phone Area/No.	School Phone Area/No.
Cell Phone:	Cell Phone:

SkillsUSA Wisconsin - Competition Cancellation/Substitution Form

WLSC Form 8

Print legibly or it may not be accepted.

Date: _____

Event: _____

Chapter: _____

Advisor: _____

Advisor Cell: _____



Please fill out a line for each change that is being made.

If you are just canceling a contestant, and not substituting, then leave the substitute box blank.

Substitute contestants must be official SkillsUSA Wisconsin members.

	CONTESTANT BEING CANCELED			SUBSTITUTE
	FIRST AND LAST NAME	CONTESTANT NUMBER OR TEAM LETTER	CONTEST NAME	FIRST AND LAST NAME
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10				

Advisor Signature: _____ Date: _____

Please ensure this form gets scanned and emailed to wisconsinskillsusa@gmail.com.