

## SkillsUSA Resources That Create Value for Members

### SkillsUSA Program of Work

The SkillsUSA Program of Work (PoW) features six categories that define areas of focus for a well-run chapter. When a chapter provides rich experiences in all six PoW categories, it empowers students to become career ready as they learn and practice their skill sets. *Scan this QR code to learn more.*



### The SkillsUSA Framework

A well-planned Program of Work provides intentional instruction of the SkillsUSA Framework Essential Elements. The Framework is how SkillsUSA delivers skill-building opportunities to students through their active participation. The Program of Work allows students to define, develop and demonstrate the Framework Essential Elements. *Scan this QR code to learn more.*



### Chapter Excellence Program

The Chapter Excellence Program (CEP) is the single best way to build a successful SkillsUSA chapter. The CEP recognizes achievement as it relates to the integration of the SkillsUSA Framework in chapter Program of Work (PoW) activities. To earn Level 1 (Quality Chapter) and Level 2 (Chapter of Distinction) you will work with chapter members to complete a CEP Application. *Scan this QR code to learn more.*



### Online Membership Resources

SkillsUSA offers many additional Membership Kit resources for advisors and chapter leaders including how-to information, monthly calendar worksheets and more. *Scan this QR code to learn more.*



### The SkillsUSA Customer Care Team Can Help!

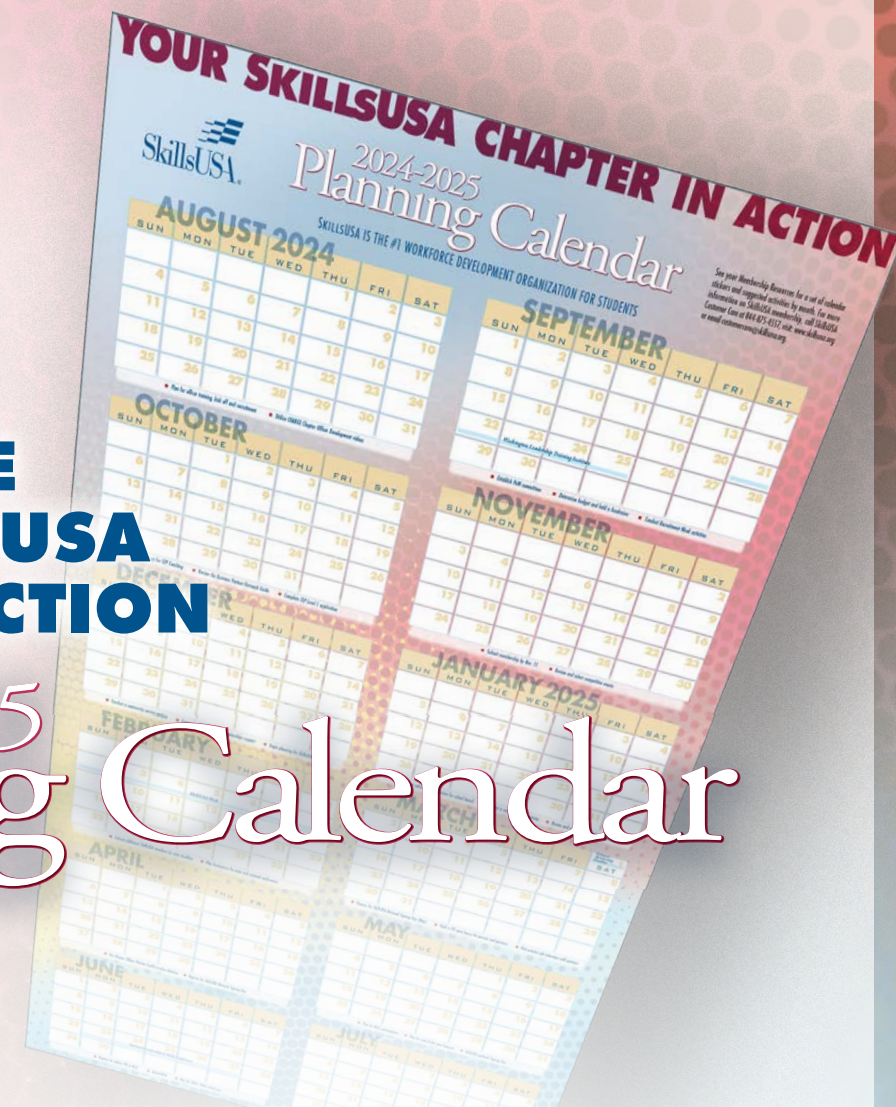
The SkillsUSA Customer Care Team is ready to assist if you have questions on how to start a new chapter, engage more members or strengthen and build an existing chapter. Call 844-875-4557 or email [customercare@skillsusa.org](mailto:customercare@skillsusa.org) for assistance.

**MONDAY, WEDNESDAY AND FRIDAY** 8 a.m. – 5 p.m. ET  
**TUESDAY AND THURSDAY** 8 a.m. – 7 p.m. ET



## LET'S USE YOUR SKILLSUSA CHAPTER IN ACTION

# 2024-2025 Planning Calendar



**Thank you**  
for the work that you do  
as a SkillsUSA advisor to ensure  
your chapter members have an  
impactful, empowering and  
fun membership year.

**P**articipation in SkillsUSA includes the opportunity to engage in local, state and national events throughout the year. The SkillsUSA Chapter in Action calendar is a visual poster and guide to chapter activity that provides an overview of the events, conferences and programs available for SkillsUSA members. It provides workspace for your chapter members to plan their year.



# Your SkillsUSA 2024-2025 Chapter in Action Month by Month

On the SkillsUSA Chapter in Action calendar, prescribed activities are listed for each month. Use the stickers in the Membership Kit to mark dates for upcoming events. Review the activities for each month, select some for your chapter, and place a sticker on the calendar as a visual reminder of upcoming events.

## AUGUST

- Organize the chapter for the new school year
- Plan for fall activities: officer training, kick off and recruitment
- Utilize CHARGE Chapter Officer Development videos (SkillsUSA YouTube)
- Join SkillsUSA instructors and administrators as Professional members
- Visit Absorb LMS to access Professional member benefits
- Contact the SkillsUSA State Director and sign up for state email updates
- Review the SkillsUSA Framework Integration Toolkit (Absorb LMS)
- Schedule a SkillsUSA kickoff meeting with chapter officers when school reopens
- Plan a fall Open House including parents and middle school outreach
- Register for the Washington Leadership Training Institute (WLTI)

## SEPTEMBER

- Welcome returning members and recruit new members
- Register members online and collect SkillsUSA member dues
- Send SkillsUSA overview letter home to parents/guardians
- Complete Chapter Excellence Program (CEP) Level 1 Application
- Review the SkillsUSA Program of Work Toolkit
- Explore Business Partner Outreach Guide (Framework Integration Toolkit, Absorb LMS)
- Invite a local business partner or professional to speak to the chapter
- Hold first chapter meeting
- Determine annual SkillsUSA budget and hold first fundraising event
- Host an industry advisory council meeting
- Plan SkillsUSA Recruitment Week activities
- Implement an activity from the Framework Integration Toolkit (Absorb LMS)

## OCTOBER

- Register for your State Fall Leadership Conference
- Register for virtual training sessions for advisors or students
- Establish Program of Work committees and begin work
- Sign up for CEP Coaching
- Begin the CEP Level 2 application
- Conduct a chapter fundraiser
- Review the Business Partner Outreach Guide
- Register students for Elevate officer development conference
- Train chapter officers
- Encourage chapter officers to run for district or state office
- Contact business partner outreach for Championships support
- Invite a guest speaker to a chapter meeting
- Work with a local business partners on job-shadowing experiences

## NOVEMBER

- Conduct Recruitment Week activities
- Submit membership by Nov. 15 full services deadline
- Attend State Fall Leadership Conference
- Conduct a chapter activity
- Conduct a chapter fundraiser
- Ask a partner to host a tour of their facility
- Review competitive events and select competitions with students
- Deliver Jump Into STEM! lessons at an elementary or middle school
- Hold a chapter meeting

## DECEMBER

- Begin preparations for upcoming competitive events
- Conduct a community service project
- Conduct a holiday party or social activity
- Contact business partner outreach for spring Championships support
- Hold a chapter meeting
- Begin planning for SkillsUSA Week

## JANUARY

- Continue planning for SkillsUSA Week
- Register for virtual training sessions for advisors or students
- Conduct an advocacy presentation for school board or community group
- Conduct a service-learning activity
- Finalize and publish SkillsUSA Week plans to your school and community
- Continue preparations and practice for competitive events
- Have students review and apply for SkillsUSA scholarships
- Hold a chapter meeting

## FEBRUARY

- Hold a chapter meeting
- Invite a finance expert as a guest speaker to teach members how to plan and track expenses and manage the chapter budget
- Conduct SkillsUSA Week activities, presentations and celebrations
- Coordinate public relations efforts to promote chapter activities
- Follow up with partners on their engagement for competitive events
- Register for the State Leadership & Skills Conference
- Submit additional SkillsUSA members by state deadline
- Begin plans for SkillsUSA National Signing Day in May
- Review budget and fundraising for state and national conferences

## MARCH

- Register for virtual training sessions for advisors or students
- Register for SkillsUSA National Signing Day by early-bird deadline
- Hold a chapter meeting
- Plan and conduct a leadership workshop for students
- Plan and conduct a resume workshop for students
- Hold a CTE program open house for parents and partners
- Host practice job interviews with business and industry partners

## APRIL

- Register for virtual training sessions for advisors or students
- Complete the President's Volunteer Service Award Application
- Begin planning chapter elections using Chapter Officer Election Toolkit
- Conduct an informational interview workshop with officers
- Hold a chapter meeting
- Organize job-shadowing experiences for chapter members with local business and industry partners.
- Plan for SkillsUSA National Signing Day events and confirm speakers

## MAY

- Conduct SkillsUSA National Signing Day
- Register for National Leadership & Skills Conference
- Plan for NLSC trip (cost, logistics and preparations for each role)
- Send NLSC letter home to parents/guardians of participants
- Finalize summer internships, employment, job shadowing or work-based learning
- Evaluate this year's PoW and chapter activities
- Host an introduction ceremony for newly elected chapter officers
- Plan for an end-of-the-year banquet or celebration

## JUNE

- Attend the SkillsUSA National Leadership & Skills Conference (NLSC)
- Begin planning for the 2025-2026 membership year
- Recognize and thank partners, alumni and other supporters

## JULY

- Share NLSC photos and results with administrators, partners and supporters
- Begin planning for next school year
- Attend summer teacher conferences or training