



SkillsUSA Program of Work

COMMITTEE EXPERIENTIAL ACTIVITY

PAR 3

GOLF
ACTIVITY

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SkillsUSA Program of Work



COMMITTEE EXPERIENTIAL ACTIVITY

PAR 3 GOLF ACTIVITY

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Par 3 Miniature Golf Activity Advisors Guide

The purpose of this activity is for the chapter to split up into committees that will design and create an innovative miniature golf course Par 3 hole. To accomplish this activity, your team must divide into the six Program of Work committees to accomplish various tasks. Each member must serve on at least one committee. Depending on the number of members, they may need to serve on more than one committee. Follow the committee instruction sheets to accomplish the tasks assigned to your team. The teams have 45 minutes to build the Par 3 hole before the projects are judged.

SUPPLIES

Secure the needed supplies prior to the start of the activity. Following is a suggested list of materials needed.

- Various pieces of cardboard or heavy cardstock.
- Scissors and utility knife (used for the cardboard).
- Tape — duct and masking.
- Various colored markers.
- Construction paper — especially green.
- White paper.
- Small pieces of wood.
- Craft sticks (Popsicle sticks).
- Various sizes of cups.
- Other craft supplies for decorations.

Other supplies may be provided/used as available. Use your imagination to provide materials for building and decorating the golf hole.

Have the Workplace Experiences Committee assist students in logging into SkillsUSA CONNECT to take the Essential Elements Assessment. Once members take the assessment, the tool will share with the chapter the ranking of Essential Elements in the order that students need the most work. This committee will select the Essential Element that this activity will focus on and share that information with all committees.

This activity uses a store for the purchase of the supplies. Each team is provided \$500 to purchase supplies. You may use play money or simply have an account they withdraw from with each purchase. Establish prices for each of the items in the store and post them for the committee members to use when creating the budget.

Make certain the committee works to balance the budget. The budget should not have enough money for everything they want. This represents the real world of planning for an activity.

You should manage the store or find another adult volunteer to manage the store. If the committee does not have enough money, you may have them sing a song, do a task, or some other activity to earn additional dollars. Make this a fun activity.

Hand out the Par 3 Committee directions and committee instruction sheets to each Program of Work committee. Monitor their progress in completing the assigned tasks.

At the conclusion of the time allowed, each committee should make the presentation on the theme and design of the golf hole. You should then attempt to complete each of the golf holes using a putter and golf ball and declare a winner.

You will need judges to evaluate the Par 3 golf holes at the end of the activity. These can be business partners or alumni or other teachers or school administrators. Each committee will make a presentation and demonstrate their golf hole.

Make certain each committee completes the evaluation prior to tear down and clean up.

Participant Par 3 Directions

CHALLENGE

The purpose of this activity is for the chapter to split up into committees that will each design and create an innovative miniature golf course Par 3 hole.

COMMITTEES

To accomplish this activity, your class or chapter must divide into the Program of Work committees to accomplish various tasks. Each member must serve on at least one committee. Depending on the number of members, they may need to serve on more than one committee. Follow the committee instruction sheets to accomplish the task.

MATERIALS

- Each committee will be given \$500 in play money to use in purchasing supplies.
- You may use any materials that you have on your person such as belts, shoes, billfold, etc.
- You may not use any furniture or materials in the room such as chairs, tables, etc.
- You may not attach anything to the wall or furniture in the room.
- You may purchase additional materials from the supply store, if needed. The amount of materials purchased at one time may be limited due to available supply.
- If you do not have enough remaining cash in your committee's bank account, you may negotiate for supplies at the store, however you may be asked to complete special activities to receive the materials.

THEME

You must create a theme for your Par 3 hole. The theme must be obvious in the design and construction of the hole and must reflect the targeted Essential Element based on the Assessment taken by the members at the start of the activity.

REQUIREMENTS

- Your golf hole must be rated as a Par 3 hole. This means, on average, it will take a golfer three strokes to complete the hole.
- Your golf hole must have some moving parts.
- The golf hole must reflect the theme and the targeted Essential Element.
- You have 45 minutes to complete the committee work and build the golf hole.

JUDGING

- After the 45 minutes, the judges will visit each site.
- You will have two minutes to explain how the golf hole represents the theme and Essential Element.
- All members of your group must be involved in the presentation.
- Following the explanation, one of the judges will try to make Par 3 on the hole.
- Selection of the winning hole will be based on:
 - Representation of the theme and Essential Element.
 - Design and attractiveness of the hole.
 - Challenge of completing the hole in three strokes.
 - Presentation by the group.

NOTE: Students should be very careful when cutting cardboard not to cut or damage the floor or carpet. Keep additional cardboard under the piece being cut.

Member Tasks to Complete this Activity

1. The chapter should begin by selecting a chair for this activity.
2. Chair appoints or seeks volunteers to establish the Program of Work committees.
 - a. Advocacy and Marketing Committee Actions:
 - i. Establish a plan for social media, photos and documentation of the activity.
 - ii. Provide social media updates as the activity progresses.
 - iii. Develop a marketing and promotion plan to present to the judges.
 - b. Community Engagement:
 - i. Create an invitation for local elementary schools or other youth groups to participate in the miniature golf courses.
 - ii. Create a flyer for participating groups with time, place, etc. for the activity.
 - iii. Create an educational component to teach the youth about selected Essential Elements during their participation in the activity.
 - c. Financial Management Committee Actions:
 - i. Establish a budget for the overall activity (all committees).
 - ii. Manage the overall finances throughout the activity.
 - iii. Explore ways to earn additional money with the SkillsUSA Store Manager.
 - d. Leadership Development Committee Actions:
 - i. Establish overall S.M.A.R.T. goals for the activity including the integration of the targeted Essential Element.
 - ii. Establish a timeline for the project and oversee the construction.
 - iii. Lead the evaluation at the conclusion of the activity.
 - e. Partner and Alumni Engagement Committee Actions:
 - i. Create a theme and design using the targeted Essential Element for the golf hole for team approval and determine needed supplies to compete the golf hole.
 - ii. Identify partners and alumni that may assist or provide materials for the activity.
 - iii. Create a celebration to recognize members and the success of the activity.
 - f. Workplace Experiences Committee Actions:
 - i. Survey the team members to determine the targeted Essential Element.
 - ii. Teach the Essential Element to the team and reinforce the targeted Essential Element with additional instruction throughout the activity.
 - iii. Teach members how the targeted Essential Element will impact the workplace.
3. Committees complete their assigned responsibilities according to the instruction sheets.
4. The chair brings the committees together as needed to coordinate the work of the activity.
5. All members participate in the construction of a golf hole, working with their committee members.
6. Team members meet with judges to make the presentation.
7. The Leadership Development Committee leads an evaluation discussion and identifies strengths and weaknesses. Committee members reflect on the demonstration of the targeted Essential Element.
8. All committee members assist in tear down and clean up. Return unused supplies to the store.

Establishing Program of Work Committees

Prior to starting this activity, committee members must volunteer or be appointed to serve on one of the committees to direct the work of the activity. List committee members for each category, doubling up if needed.

Advocacy and Marketing Committee:

COMMITTEE MEMBERS:

Community Engagement Committee:

COMMITTEE MEMBERS:

Financial Management Committee:

COMMITTEE MEMBERS:

Leadership Development Committee:

COMMITTEE MEMBERS:

Partner and Alumni Engagement Committee:

COMMITTEE MEMBERS:

Workplace Experiences Committee:

COMMITTEE MEMBERS:



Par 3 Advocacy and Marketing Committee

Instruction Sheet

Thank you for serving on the Advocacy and Marketing Committee. Your committee is a vital part of the success of the Par 3 activity. You are charged with creating a plan to use this activity to promote SkillsUSA and document the learning during this activity.

Specific committee responsibilities:

1. Creating a public relations plan including social media to promote your SkillsUSA Chapter and the Par 3 activity.

Your committee should create a plan for promoting the Par 3 experience throughout the entire activity. Think about ways to document the work committees are doing and share it on social media. Make sure you are also publicizing the focus on the targeted Essential Element. You should also prepare materials that might be used in the local newspaper or radio spots on local stations including a clearly written summary of the event (who, what, where, when, why and how).

You might consider the following:

- Take photos documenting the learning process, the work and process throughout the activity.
- Gather quotes from team members about what they are learning.

2. Be prepared to share your social media plan with judges during evaluation.

Make certain you document your public relations/social media activity to share with the judges at the end of the project. Create a plan for the final promotion of what was accomplished and the learning during the process.

3. Develop the plan for the presentation to the judges.

At the conclusion of the activity, your team will have two minutes to make a presentation to the judges. The presentation should include a description of how effective the committees operated, the success of the construction, the design and emphasis on the targeted Essential Element and an evaluation of how well the team members developed skills in the targeted Essential Element. You should assign the roles of team members during the presentation to maximize participation.

Par 3 Public Relations/Social Media Plan

ACTIVITY	PURPOSE	PERSON RESPONSIBLE	TIMEFRAME	✓ DONE

Presentation Plan

COMPONENT	CONTENT	PRESENTER(S)
Opening		
Main Points: <ul style="list-style-type: none">• Committee Work.• Construction.• Design.• Essential Element.• Skills Developed.		
Conclusion		



Par 3 Community Engagement Committee

Instruction Sheet

Thank you for serving on the Community Engagement Committee. Your committee is a vital part of the success of the Par 3 activity. You are charged with identifying youth to invite to play the golf course and coordinating their invitation and participation. Your committee is also charged with providing education for the youth participating on the targeted Essential Element.

Specific committee responsibilities:

1. Create an invitation for local elementary schools or other youth groups to participate in the miniature golf course.

Your committee should identify elementary schools or youth groups to consider participating in this event. The invitation should explain why the students may want to participate and what the expectations are for them. Create a copy of the invitation to include with the final presentation.

2. Create a flyer that can be shared with those youth groups agreeing to participate.

The flyer should confirm the time, place and expectations for the youth who are participating. It could be shared with the parents/guardians, as well as the teachers and administrators of the youth group. The flyer should be appealing and encourage participation and include the fun and learning they will have. Use the materials provided to create an attractive flyer that captures the attention of those who see it.

3. Create an educational component to teach the youth about selected Essential Elements with emphasis on the targeted Essential Element.

During and after youth participants play the course, they should have activities that help them learn about SkillsUSA and the SkillsUSA Framework with emphasis on the targeted Essential Element. These should be fun and educationally age appropriate. There should also be a take home component that educates them about SkillsUSA, the local SkillsUSA chapter and the SkillsUSA Framework. Prepare samples of these materials to include in the final presentation.

Par 3 Financial Management Committee

Instruction Sheet

Thank you for serving on the Financial Management Committee. Your committee is a vital part of the success of the Par 3 activity. You must create the budget and manage the finances of the activity. Specific committee responsibilities:

1. Your committee is responsible for creating the budget for the project.

Your committee has budgeted \$500 per committee to complete the Par 3 activity. Your committee should build a total chapter budget of \$3,000 to cover the entire program. Committee members can earn additional money, if needed, by talking to the store manager and completing any requested activity or task. Your committee should build the budget based on the \$500. You can earn additional money if needed by talking to the store managers.

2. Work closely with the other committees to create the total budget for the project.

Check with the other committees to determine their need for funds. Work closely with the committees to determine the supplies needed and the budget required to complete the activity. Use the attached form to get budget requests from other committees.

3. Monitor the budget throughout the process.

Your committee is responsible for completing the activity on budget. If additional money is needed to complete the activity, work with committee members to earn the additional money. You should prepare a final fiscal report of the money spent to submit with the final presentation.



Program of Work Committee Budget Worksheet

Identify the PoW Committee

- Advocacy and Marketing
- Community Engagement
- Financial Management
- Leadership Development
- Partner and Alumni Engagement
- Workplace Experiences

Estimated Income from Activity:

Source of Income	<i>Amount</i>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Estimated Expenses from Activity:

Source of Expense	<i>Amount</i>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____



Par 3 Leadership Development Committee

Instruction Sheet

Thank you for serving on the Leadership Development Committee. Your committee is a vital part of the success of the Par 3 activity as the lead committee to organize and manage the project. You will work cooperatively with the other committees to plan and conduct the project. Specific committee responsibilities:

1. Your committee is responsible for setting the S.M.A.R.T. goals for the project.

Develop four S.M.A.R.T. goals for the activity. Consider the following when setting the goals:

- How will you know if the members have developed and demonstrated the targeted Essential Element?
- How will the activity help members understand the importance and operation of committees?
- Remember to make the goals measurable. How will you know if you have met the goal? What are the metrics that will be used to determine activity success? How many members are involved?
- How did the activity promote SkillsUSA and service to the committee?
- Are the goals relevant to the activity and the chapter members?
- What is the timeframe for each goal of the activity? How will you know if you are on track with the timeframe and what is accomplished?
- How will the activity be evaluated, both in terms of the success of the activity, and the learning opportunities for team members regarding the selected Essential Element?

Once your committee has established the goals for the project, chapter members should approve the goals before starting the project.

S.M.A.R.T. goals are:

S Specific	Provide enough detail to for direction of the activity.
M Measurable	Have targets or numbers to determine the success of the activity.
A Achievable	Within the reach of the group with the needed resources, skills, etc.
R Relevant	The goal must be important so participants will be likely be more motivated to achieve it.
T Time Framed	Include a timeline with a start date, milestones and an end date.

SMART Goals for the Par 3 Activity

Goal 1: *Essential Element Integration*

Goal 2:

Goal 3:

Goal 4:

2. Develop a timeline to complete the activity within the time provided.

Create a timeline for all the committees to complete the activity in the time allotted. Share the timeline with the committees to manage their tasks to successfully accomplish them.

3. Provide leadership to the building of the golf holes.

As the Leadership Development Committee, you are charged with providing leadership for the entire activity. Make certain the committees are accomplishing their assigned tasks according to the timeframe. Do not take over for the committees but do assist as needed.

4. Provide leadership and facilitation of the evaluation.

Conduct an evaluation activity for members to consider the development and demonstration of the targeted Essential Element. Refer to the evaluation page for more details.

Par 3 Partner and Alumni Engagement Committee

Instruction Sheet

Thank you for serving on the Partner and Alumni Engagement Committee. Your committee is a vital part of the success of the Par 3 activity. You are charged with creating the design and building a plan for a golf hole and determining the needed supplies. You will also seek assistance from partners and alumni and plan a celebration at the end of the activity.

Specific committee responsibilities:

1. Create a theme that illustrates the targeted Essential Element.

Before designing the actual golf hole, your committee should create the theme that illustrates the targeted Essential Element. The only requirement is that the golf hole must communicate the value of SkillsUSA and represents the targeted Essential Element. Make sure the theme is prominent in the golf hole. Review the materials that are available in the SkillsUSA store.

2. Create the design for the golf hole.

The design for the golf hole must reflect the theme and use only the materials that can be purchased in the SkillsUSA Store.

3. Get the theme and design approved by the chapter.

After you have a theme and design created, you must get the approval of the activity chair.

4. Identify partners and alumni who may assist.

Consider partners and alumni who may assist with the planning or construction of the golf holes and may also help to judge the final construction. You may also seek help in securing materials or finding assistance for the celebration event.

5. Secure the needed supplies.

Your committee must meet with the Financial Management Committee to determine the needed supplies. If you do not have enough money, visit with the SkillsUSA Store to determine how you may earn more supplies. Remember that quantities of some supplies are limited.

6. Monitor construction to make certain it follows the design and emphasizes the theme.

As the team members begin building, make certain their design is followed. Monitor for safety during the building process. You should also monitor for the wise use of materials. Be especially cautious while cutting materials on the floor. Monitor for safety throughout the activity.

7. Design a celebration event to recognize chapter members involved in the project.

Your committee should plan a celebration to recognize members and the success of the project. The event should be fun and build a sense of team and community within your SkillsUSA chapter. The event will be held at a future date after the completion of the project. You should work with the Financial Management Committee to determine a budget for the future celebration event, which will be paid for by the chapter.

Par 3 Workplace Experiences Committee

Instruction Sheet

Thank you for serving on the Workplace Experiences Committee. Your committee is a vital part of the success of the Par 3 activity. Your committee is responsible for selecting the targeted Essential Element and making sure it is reinforced throughout the activity. Here are your specific responsibilities:

1. Determine the targeted Essential Element based on the SkillsUSA Framework Assessment.

If available, use the results of the Framework Skills Assessment to determine the targeted Essential Element. You can find the Essential Element Assessment in SkillsUSA CONNECT at www.skillsusaconnect.org/home. If those results are not available, select the Elements you will focus on during this activity. This will become your targeted Essential Element. Be certain to share the Essential Element selected with all committees.

TARGETED ESSENTIAL ELEMENT

Throughout the Par 3 activity you will focus on this Essential Element and create ways for your team to develop and demonstrate it. Your committee's task is to identify the strategies for teaching the targeted Essential Element and for reinforcing it throughout the activity.

2. Teach the Essential Element to members of your team.

Your Committee must teach the targeted Essential Element to the rest of the team. The intent is to make certain members understand the definition of it and can identify the behaviors that demonstrate it. Develop a plan for teaching the Essential Element to chapter members.

Conduct the following Tarp Flip activity from the "Impact" educational resource to teach the targeted Essential Element. Will this activity teach any other Essential Element or just teamwork?

INSTRUCTIONS

- The entire group is to stand on the tarp. The challenge is for you to flip the tarp over without anyone stepping off the tarp.
- No part of any chapter member may touch the floor or lean on anything in the room.
- If someone steps off the tarp or leans, everyone must step off the tarp and start again.
- When the adviser says "Flip," team members will step onto the tarp and the challenge begins.
- What questions are there? "Flip."

Questions for processing the activity:

- What planning process did you use to determine how to proceed?
- When was the targeted Essential Element _____ demonstrated in the activity?
- Specifically, how were the behaviors of the Essential Element _____ demonstrated?
- How did the targeted Essential Element _____ contribute to the success of the activity?
- What do you know about the Essential Element _____ that you did not know prior to this activity?

3. Identify strategies and activities for keeping focus on the targeted Essential Element throughout this activity.

List the specific ways the targeted Essential Element will be emphasized and how members will develop and demonstrate the targeted Essential Element.

Examples for your consideration:

- Review Impact (www.skillsusa.org/store/impact.html) in the SkillsUSA Store as well as the Foundations Lesson Plans in your Advisor’s Framework Integration Toolkit located at www.absorb.skillsusa.org. These resources will provide ideas that can be used to reinforce the targeted Essential Element.
- During construction have team members talk about how the Essential Element is being developed and demonstrated.

Document the evaluation of the effectiveness of the targeted Essential Element and what strategies and activities will continue the emphasis on the Essential Element.

4. Teach the members how the targeted Essential Element will be used in the workplace.

- Help members understand how the targeted Essential Element is used in the workplace.
- Have members identify how they will develop and demonstrate the Essential Element and be able to discuss the skills that support it in a job interview.
- Consider working with the Partner and Alumni Engagement Committee to invite a business partner in to discuss the value and need for the Essential Element in the workplace.

List the strategies and activities planned to focus on the targeted Essential Element.

ESSENTIAL ELEMENT	ACTIVITY	MATERIALS NEEDED	TIME REQUIRED	TEAM RESPONSIBLE

Par 3 Activity Evaluation

Team members should answer the following questions as a part of the evaluation of the Par 3 Committee activity.

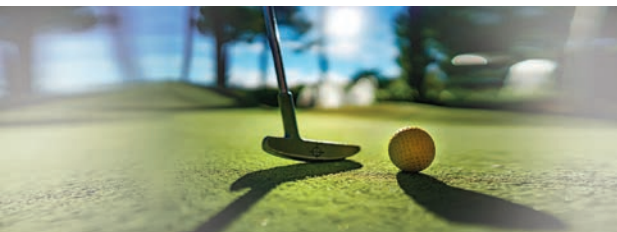
- What went well during the planning and conducting of the activity?
- How effective was the focus on the targeted Essential Element?
- Did members demonstrate growth in the targeted Essential Element?
- How could the integration of the Essential Element have been improved?
- How effective was the committee structure that was used?
- Did members learn how to utilize committees effectively to accomplish a major activity?
- What should change if the activity is conducted another time?
- Did the public relations and social media enhance the image of SkillsUSA?

Members should conduct a personal reflection on the development and demonstration of the targeted Essential Element because of the activity. Questions for members could include:

- What is the definition of the targeted Essential Element?
- What are the behaviors of the targeted Essential Element?
- When during the activity do you demonstrate the Essential Element?
- How effective were you in demonstrating the Essential Element throughout the activity?
- How did you help other members demonstrate the targeted Essential Element?
- How will you continue to work on the development and demonstration of the targeted Essential Element?
- What other Essential Elements did you demonstrate during the activity?
- How important was the demonstration of the Essential Elements during the activity?
- What Essential Elements were absent during the activity?

After the self-evaluation, the judges will serve as a panel to hear the six committee presentations and to see each golf hole demonstrated before determining the winner or outstanding qualities of each hole.

Be certain to document the results of the questions above to use this activity for applying for the Chapter Excellence Program. You can access the application in SkillsUSA CONNECT at: www.skillsusaconnect.org/home.



For more information on SkillsUSA membership and the SkillsUSA Program of Work,
call toll-free 844-875-4557 or email: customercare@skillsusa.org.



SkillsUSA Customer Care

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