



**Get the training and tools *you need* to lead your students to success!**  
Chapter Management Institute (CMI)  
**Monday, July 16 - Wednesday, July 18, 2012**  
**National Park Community College, Hot Springs, AR**  
(101 College Drive, Hot Springs)

SkillsUSA is a professional organization that is designed to be run by students. SkillsUSA members develop into well-rounded people with technical, academic and employability skills that will help them get a job and have a successful career. Through chapter meetings, contests, leadership conferences and activities, students will be building these skills. Chapter Management Institute (CMI) was created just for you, new SkillsUSA advisors..

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**Don't wait to reserve your opportunity to experience CMI for yourself.**

**FINAL DEADLINE TO REGISTER JUNE 29**

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**Name of Participant** **Phone Number (Summer)**

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**Name of School**

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**School Mailing Address**

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**City** **State** **ZIP**

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**School Phone** **Fax Number**

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**Participant E Mail Address** **Program of Study**

**REGISTRATION FEE \$125.00**

**SUBMIT REGISTRATION FORM AND FEE TO:**  
Mary Boyer, Arch Ford Education Service Cooperative  
101 Bulldog Drive, Plumerville, AR 72127  
Phone: 501-354-2269 / Fax: 501-354-6496  
E-Mail: [mary.boyer@archford.org](mailto:mary.boyer@archford.org)

# 2012 SkillsUSA Chapter Management Institute Schedule

Monday, July 16

9:00 – 9:30	Registration
9:30 – 10:00	Opening Ceremony (State Officers)  Welcome & Introductions – David Hughes, CMI Director  Section Assignments/Intro Attendees – David Hughes, CMI Director
10:00 – 10:50	General Session A (Student Center) – Jeremy Brevell, State Director  What is SkillsUSA?  Organizational Chart  Conferences & Competitions
10:50 – 11:00	Break
11:00 – 11:50	General Session B (Student Center) – Jeremy Brevell, State Director  Pomp & Circumstance: The meaning behind SkillsUSA
Noon – 1:30	Hotel check in & Lunch (on your own)
1:30	Afternoon sessions begin. Sessions will repeat each hour with participants rotating from room to room. There will be a 15 minute break from 3:30 – 3:45.
1:30 – 2:25	Session I: PDP
2:30 – 3:25	Session II: Advisor's Role
3:30 – 3:45	Break
3:45 – 4:40	Session III: Program of Work
4:45 – 5:40	Session IV: Building Your Chapter
5:45 – 6:00	General Session C: Q&A with CMI and State Staff
6:00 – 6:15	Closing Ceremony (State Officers)

## 2012 SkillsUSA Chapter Management Institute Schedule

Tuesday, July 17

8:00 – 8:15	Opening Ceremony (CMI Staff)  Announcements – David Hughes, CMI Director
8:15	Morning Sessions begin. Sessions will repeat each hour with participants rotating from room to room. There will be a 15 minute break from 10:15 to 10:30.
8:15 – 9:10	Session V: Committees
9:15 – 10:10	Session VI: Officers
10:15 – 10:30	Break
10:30 – 11:25	Session VII: Competitions: Skilled & Technical
11:30 – 12:25	Session VIII: Competitions: Leadership
12:30 – 2:00	Lunch on your own
2:00	Afternoon sessions begin. Sessions will repeat each hour with participants rotating from room to room. There will be a 15 minute break from 4:00 – 4:15
2:00 – 2:55	Session IX: Awards, Recognitions, Scholarships
3:00 – 3:55	Sessions X: Fundraising
4:00 – 4:15	Break
4:15 – 5:10	Session XI: Building Leadership at the local level
5:15 – 6:10	Session XII: Parliamentary Procedure
6:15 – 6:30	General Session D: Q&A with CMI and State Staff
6:30 – 6:45	Closing ceremony (CMI Staff)
7:00 - ???	Business Dinner, Location TBD

## 2012 SkillsUSA Chapter Management Institute Schedule

Wednesday, July 18

8:00 – 8:15	Opening Ceremony (CMI Staff) Announcements – David Hughes, CMI Director
8:15 – 9:00	Statesman Test (on-line)
9:05 – 10:00	General Session E: National SkillsUSA Website – Jeremy Brevell
10:00 – 10:15	Break
10:15 – 11:10	General Session F: State SkillsUSA Website – Jeremy Brevell
11:15 – Noon	Survey/Wrap up Presentation of Certificates Closing Ceremony (CMI Staff)

**\*\*\* NOTE: PDP Levels 1 & 2 workbooks will need to be completed in order to receive 45 clock hours of professional development. Workbooks and details will be provided at CMI. \*\*\***

## Recommended Hotels

### Clarion

4813 Central, Hot Springs, AR  
(501) 525-1391

### Austin Hotel

305 Malvern, Hot Springs AR  
(501) 623-6600

### Baymont Inn

5321 Central, Hot Springs, AR  
(501) 520-5522

### Best Western

2520 Central, Hot Springs, AR  
(501) 624-2531

### Candlewood Suites

3404 Central, Hot Springs, AR  
(501) 624-4000

### Comfort Inn

3627 Central, Hot Springs, AR  
(501) 623-1700

### Hampton Inn

151 Temperance Hill Road, Hot Springs, AR  
(501) 525-7000

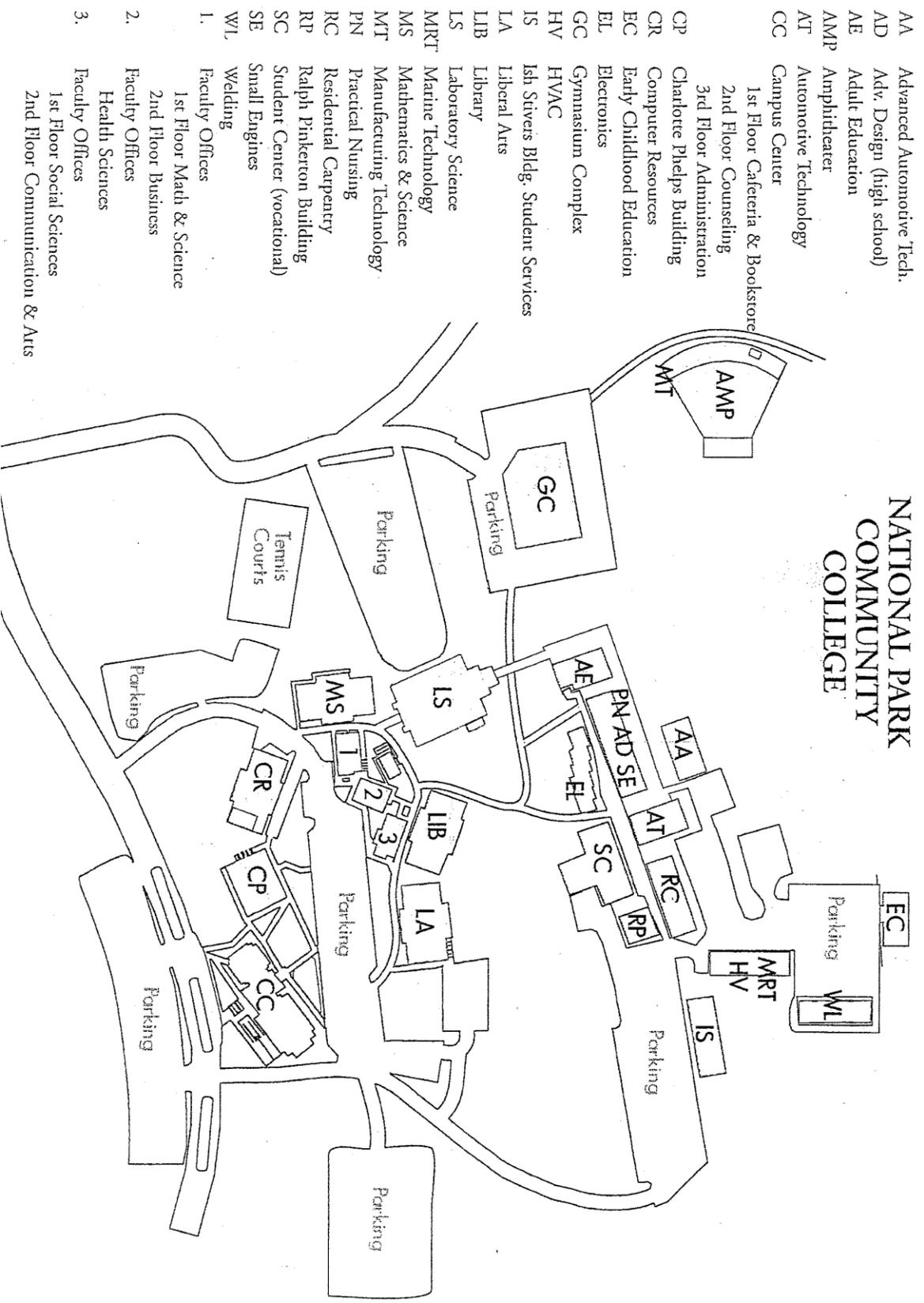
### The Arlington

Downtown, Hot Springs, AR  
(501) 623-7771

### Staybridge Suites

103 Lookout Circle, Hot Springs, AR  
(501) 525-5600

# NATIONAL PARK COMMUNITY COLLEGE



- AA Advanced Automotive Tech.
- AD Adv. Design (high school)
- AE Adult Education
- AMP Amphitheater
- AT Automotive Technology
- CC Campus Center
  - 1st Floor Cafeteria & Bookstore
  - 2nd Floor Counseling
  - 3rd Floor Administration
- CP Charlotte Phelps Building
- CR Computer Resources
- EC Early Childhood Education
- EL Electronics
- GC Gymnasium Complex
- HV HVAC
- IS Ish Stivers Bldg. Student Services
- LA Liberal Arts
- LIB Library
- LS Laboratory Science
- MRT Marine Technology
- MS Mathematics & Science
- MT Manufacturing Technology
- PN Practical Nursing
- RC Residential Carpentry
- RP Ralph Pinkerton Building
- SC Student Center (vocational)
- SE Small Engines
- WL Welding
  - 1. Faculty Offices
  - 1st Floor Math & Science
  - 2nd Floor Business
- 2. Faculty Offices
  - Health Sciences
- 3. Faculty Offices
  - 1st Floor Social Sciences
  - 2nd Floor Communication & Arts

## **Get your students started**

Learn how to help your students to create, govern, maintain, and expand a SkillsUSA Chapter.

### **Learn all about:**

The Role of an Advisor

Chapter Officers

Chapter Ceremonies

Chapter Meetings

Chapter Calendar

Program of Work

Establishing Committees

Chapter Activity Evaluation

Competitions and Conferences

## **Become a student yourself**

Go through the same curriculum yourself as your students will.

## **Spend a few days with other Advisors**

At CMI you will spend a few days learning with other Advisors. You will be assigned to chapters, and learn what is needed to charter your chapter, conduct a business meeting, elect officers, demonstrate opening and closing ceremonies, coordinate fundraising and partner with business and industry.

Advisors learn what is needed to unify and motivate each other, making them more effective leaders in the classroom.

## **Get the tools you need**

At CMI you will be given the resources you need to be successful. The classes you take will utilize these resources. You will also be taught how to get additional resources for the future.

As part of your registration, you will receive:

### **A.S.K.**

(Advisor's Success Kit)  
CD-ROM

The SkillsUSA  
Leadership Handbook

The SkillsUSA  
Championships Technical  
Standards

Level 1 Professional  
Development  
(PDP) Manual

Sample documents  
needed to establish and  
maintain a chapter.

## **Professional Development Hours**

CMI provides Advisors with 45 Professional Development hours, or 4.5 Continuing Education Units (CEU'S). Advisors will receive these hours upon the completion of REQUIRED portions of PDP Level 1 & 2.

## **See the results**

By using what you have learned at CMI, your students will have the tools and training they need to develop leadership skills for *life*.

