**Community Service Supply List**

Materials supplied by host school:

* + Screen
  + Demonstration Table
  + 110 volt outlet
  + Timer
  + Time cards

Supplied by the contestant:

* Laptop computer, LCD projector, easel or other visual equipment as necessary for the presentation. Backup must be ready and available if technical problems occur.
* Note cards, if desired
* One-page, typewritten résumé for each team member

Project Information

**Skill Performance**

The contest will consist of two parts: a notebook outlining the chapter community service project and a live presentation by the chapter team. The chapter will organize the year’s community service activities and present its best community service project to a panel of judges. Only one project may be presented. Notebooks containing information about more than one project will not be judged.

***Note:*** Although involvement of the entire school is encouraged, the project must clearly be organized and conducted by the active SkillsUSA chapter.

**Contest Guidelines**

**1. Notebook**

1. A chapter notebook must be compiled that describes the chapter community service project. The notebook must be brought to the contestant orientation meeting.
2. The notebook must be an official SkillsUSA three-ring binder.
3. The notebook must not contain more than 30 pages (60 surfaces). ***Note:*** A surface is only that material which can be pasted or glued to a notebook page. Any pockets, fold-out pages, individual materials contained in plastic sleeves, multiple pages or similar features will count as additional surfaces and will be subject to penalty, except where specifically stated otherwise. Pages may be plasticized without affecting the scores.
4. The notebook should be organized in the following format:
   1. *Title Page*
      1. The title page must include the name of the project, chapter name, school address and a list of the names of the presenting team members.
   2. *Introduction*
      1. Provide a brief description of the project, not to exceed one page. This statement should provide a brief and concise description or overview of your community service project.
   3. *Table of Contents*
      1. The table of contents should indicate page numbers. All surfaces should be numbered and the information should be organized according to appropriate sections as indicated below.
   4. *Section I — Objectives of the Project*
      1. Objectives should be specific, measurable, action-oriented, relevant to local needs and time-bound. Objectives should be revisited at the conclusion of the project to show level of success and to document impact.
   5. *Section II — Community Impact*
      1. Describe and document the full impact that the project had on individuals, organizations, businesses, industry or the community in general as appropriate to the project. Include statistical evidence such as surveys, pre/post test results or data/documentation to prove that your project made a significant difference and can be sustained in the future.
   6. *Section III — Impact on the School*
      1. Describe and document the full impact that participation in the project had on the school community. Include statistical evidence such as surveys, pre/post test results or data/documentation to show how your project made a difference in some aspect of the school environment or in the student population.
   7. *Section IV — Letters of Recognition*
      1. A maximum of five letters can be included. Include letters from business or industry representatives that recognize your community service contribution and demonstrate the community’s awareness of SkillsUSA.
   8. *Section V — Publicity*
      1. Newspaper articles, photos or other items that show publicity received during the project. Do not include items you generated to promote participation. SkillsUSA must be mentioned in the publicity article to receive credit. Original copies of newspaper articles must be submitted. Dates of the article must be within the article or a letter of verification from the editor must be submitted. Photocopies of articles are not acceptable. You may also document your efforts to secure publicity by the inclusion of letters from newspapers or TV/radio stations verifying that articles related to your project have been submitted for publication. This section should also include photos that document events as they were conducted. Photos should be affixed and captioned to explain content.

**2. Live Team Presentation**

1. A team of two will represent the chapter in a live professional presentation. The purpose of the presentation is to provide the judges with an overview of the chapter’s community service project and the positive results achieved. All team members must take an active part in the presentation.
   1. ***Note:*** Presentations should provide a clear sense about the project planning timetable and process — how the project was initiated, organized, implemented, evaluated and celebrated.
2. The presentation shall be 7–10 minutes in length.
3. Time penalty: Five points will be deducted for each 30 seconds or fraction thereof under seven minutes or over 10 minutes. Time will be started when the presentation begins. The timer will signal the team at seven minutes and at nine minutes.
4. Teams are encouraged to be creative in their presentations. The use of computer generated presentations or other visuals are strongly encouraged.
5. All charts and graphs must be student produced. No commercially produced materials will be allowed. Each team must use at least one of the following visual formats in their presentation:
   1. Flip charts
   2. 35mm slide presentation
   3. PowerPoint or other computer Presentation