

# 2025 OKLAHOMA SLSC STATE MEMO

## Chapter Business Procedure

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**NO SUBSTITUTIONS WILL BE ALLOWED AFTER FRIDAY, MARCH 28, 2025  
THERE WILL BE NO SUBSTITUTIONS ALLOWED ON-SITE AT THE CONFERENCE**

### **DATE AND LOCATION**

The 2025 Oklahoma SkillsUSA Chapter Business Procedure contest will be held Sunday, April 27<sup>th</sup>, 2025, and will be hosted at the Arvest Convention Center, Tulsa, OK. Contest check-in will start at 12pm. Official check-in and contest location will be published in 2025 SLSC Agenda prior to conference.

### **CONTEST FEES**

In addition to the regular conference registration, there will be a contest supplies fee of \$35.00. This fee will be added to the contestant's registration when it is completed online.

### **CONTEST**

Contest will follow the national rules and regulations and content as closely as possible. We want our contestants to be prepared to compete at the national level. Official outline and technical for Chapter Business Procedure contest can be found/accessed through Absorb.

#### **Equipment and Materials**

1. Supplied by the technical committee:
  - a. Necessary materials to run business meeting, including packet with minutes, reports, business items and notepad/pencil.

### **CONTEST TESTING**

Contestants will be judged on their SkillsUSA knowledge through the Professional Development test and knowledge test for contest specific information. Testing will be completed online and proctored through their technology centers. Online testing opens March 14, 2025, and closes April 4, 2025.

### **RESUME- Change to submission type please for 2025 please read**

All contestants will submit a digital resume prior to contest day. Contestants will receive an email to the address used to register the contestant for contest with instructions and link to access the SkillsUSA Competitor Portal page. The email will contain contestant's username and contestant number, which are required to login to the Competitor Portal.

Deadline to submit resume is April 22, 2025.

## **LUNCH**

Lunch will not be provided for this contest. Contestants will need to eat prior to contest or can purchase snack type items at the Arvest Convention Center during contest hours while not competing.

## **CLOTHING REQUIREMENTS**

Contestant will follow official contest dress as described in the national technical. Students can not wear any identifying information on their official dress that will associate them with a school or technology center.

## **CELLPHONES AND OTHER SMART DEVICES**

Cellphones, electronic watches and/or other electronic devices not approved by a competition's technical committee are NOT allowed in the competition area. Please follow the guidelines in each technical standard for approved exceptions. Technical committee members may also approve exceptions onsite during the SkillsUSA Championships if deemed appropriate.

## **AWARDS CEREMONY**

Winners will be recognized at the General Session on Monday night, April 28<sup>th</sup>, at 7pm at the Arvest Convention Center in the Grand Hall.

**All competitors must wear official SkillsUSA dress to the Awards Session, where winners are announced. Competitors who are not dressed appropriately or lack official attire will be denied access to the awards stage. Students must be present when their contest is announced. If a student is improperly dressed, absent, or misses their contest being called, the production will not be paused for any reason, and they will forfeit their opportunity to go on stage to receive the award. No exceptions will be made. No hats or sunglasses will be allowed to be worn on stage.**

- Official dress for men: Official blazer, jacket or sweater; black dress slacks; white dress shirt; plain black tie with no pattern or SkillsUSA black tie; black socks and black shoes.
- Official dress for women: Official blazer, jacket or sweater; black dress slacks or knee-length skirt with business like white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer, and black dress shoes.

