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# 2019 (SC)<sup>2</sup> CONFERENCE GUIDE

## DESCRIPTION

While attending the **Successful Career Students of Colorado [(SC)<sup>2</sup>]** ACE Student Leadership Conference, students will have the opportunity to expand their leadership potential and develop skills for life planning, goal setting, problem solving, decision making, and interpersonal communication necessary in the workforce. Activities at the conference include personal and professional development workshops and competitive events.

## EDUCATIONAL OBJECTIVES

To provide a learning environment that challenges ACE students' intellectual potential; nurtures personal development through the teaching of leadership skills and community values; and prepares students to pursue their goals, live a healthy life, and be responsible, involved citizens.

## CONFERENCE DATE & LOCATION

The **2019** Colorado ACE [(SC)<sup>2</sup>] Student Leadership Conference will be **Friday, April 12, 2019**, at the Community College of Aurora Centre Tech Campus. The conference will begin with registration at 9:00 a.m., with Opening Session to follow at 9:15 a.m. **Please arrive no later than 9 a.m. to register, check out the classroom building, and attend the first general session at 9:15 a.m. You must attend the opening session at 9:15 a.m. Please schedule accordingly.**

## CONFERENCE AGENDA

Agenda Item	Start Time
Registration	9:00 AM
Opening Session	9:15 – 9:30 AM
Session 1	9:40 – 10:15 AM
Session 2	10:20 – 10:55 AM
Session 3	11:00 – 11:35 AM
Lunch	11:35 – 11:45 AM
Keynote Speaker	11:45 – 12:30
Awards	12:35 – 1:30 PM

## CONFERENCE THEME

We are asking your students to move ***“Onward and Upward”*** to enthusiastically demonstrate their awesome employability skills. This is the chance for your students to showcase what they have been working on all year.

## STATE CONFERENCE FORMS

The following forms all contain essential information. They are posted on [Colorado ACE CTSO Website](#).

1. Required Multiple Release Form
2. Required Code of Conduct
3. Certification Form
4. 2019 (SC)<sup>2</sup> Conference Guide
5. Event Guidelines, Rubrics and Scenarios

## REGISTRATION INFORMATION

- **Online Registration is due Friday, March 15, 2019. No changes will be allowed after this date.**
- There is a registration fee of **\$20 per student and \$10 per Advisor/Chaperone**
- Conference cost includes light breakfast and lunch. THERE IS NO REFUND AFTER REGISTRATION DEADLINE.
- PRIOR TO THE CONFERENCE: Job Application and Resume require early electronic submission by **Friday, March 29, 2019. These events do not count as a session at the conference.**
- AT THE CONFERENCE students **must attend** assigned event/workshop in each session based on registration.
- Light breakfast and lunch will be provided. **Each school may provide water and snacks for their students.**

## PAYMENT

**Please Send Payment to** CACTE/Special Needs Division, **c/o Laurie Allyn, 2685 S Dayton Way #114, Denver, CO 80231.** Received by March 29, 2019. Credit Card?

## CHAPERONE RATIO AND LIMITS

Only 200 students total are allowed to register for the conference. **Each (SC)<sup>2</sup> Chapter is limited to registering 20 students.** The (SC)<sup>2</sup> Colorado ACE Student Leadership Conference has a **MANDATORY** chaperone ratio of 1 adult to 11 students.

## MEALS

A small continental breakfast and lunch will be provided for each attendee. Each school may bring water and snacks for their students.

## EVENT GUIDELINES

Guidelines are available online at the <http://coloradostateplan.com/educator/ace/sc2/> and the following is a list of our conference's Competitive and Skill Demonstration Events available for students to compete in.

## EVENTS

1. Career Presentation (Individual)
2. Customer Service (scenario posted online) (Team or Individual)
3. Employee of the Day (Judged on day of event)
4. Entrepreneurship (Team)
5. Event Planning (Team)
6. **Interviewing (Individual)—you will assign your students to an interview in Session 1, 2, or 3. Spread your students evenly between the 3 sessions.**
7. Job Application *\*Early Electronic Submission, Not a Session at the Conference*
8. Name Tag (Team or Individual) **REQUIRED**
9. Personal Finance – Education (scenario posted online) (Individual)
10. Personal Finance – Work (scenario posted online) (Individual)
11. Post-Secondary Research (Individual)
12. Resume (Individual) *\*Early Electronic Submission, Not a Session at the Conference*
13. Scavenger Hunt Workshop

14. School-Based Business (Team)
15. Travel and Tourism (Team)
16. You're the Boss (Team or Individual) (scenario posted online)
17. Workshop 1
18. Workshop 2

**PRIOR TO THE CONFERENCE:** Job Application and Resume require **early electronic submission by March 29, 2019**. These **do not** count as a session at the conference.

**AT THE CONFERENCE:** You must have registered your students for an event in each of the three sessions.

- Students **must attend** their assigned events/workshop or your school may be not participate next year.
- There are limits to the number of individuals and teams who can compete per chapter. **See EVENT LIMITS**
- **No substitutions from registration**

## SCORING

Students placing 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> will receive a medal and be called to the stage. Gold, Silver and Bronze certificates will be announced and stand at the Awards ceremony. Each event allows students the opportunity to compete against themselves – working for a personal best! All students scoring between

- 100-90 will receive a Gold certificate. (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> medal winners will come from this group)
- Scoring between 89-80 will receive a Silver certificate.
- Scoring between 79-70 will receive a Bronze certificate.
- Scoring 69 and below will receive a participation certificate

Certificates will be in bags collected by teacher at end of event.

## EVENT LIMITS

Due to space and time restrictions we ask that you follow the following guidelines when registering your students.

Event	Number of Entries Per School Per Session
Career Presentation	Up to 2 Individuals
Customer Service <i>*scenario posted online</i>	1 Team or 1 Individual
Employee of the Day	<b>Student Nominated by Judges at (SC)<sup>2</sup> Based on professional behavior, dress and outstanding performance</b>
Entrepreneurship	1 Team or 1 Individual
Event Planning	1 Team
<b>Interview</b>	All students will be interviewed <b>Sign up your students for interview during a session. Spread students evenly between the 3 sessions</b>
<b>Job Application</b> <i>*Early Electronic Submission</i> <i>Not a Session at the Conference</i>	Unlimited
<b>Name Tag--REQUIRED</b>	1 Team or 1 Individual
Personal Finance – Education <i>*scenario posted online</i>	Up to 2 Individuals
Personal Finance – Work <i>*scenario posted online</i>	Up to 2 Individuals

Event	Number of Entries Per School Per Session
Post-Secondary Research	Up to 2 Individuals
<b>Resume</b> <i>*Early Electronic Submission</i> <i>Not a Session at the Conference</i>	Unlimited
<b>Scavenger Hunt Workshop</b>	1 Team
School-Based Business	1 Team
Travel and Tourism	1 Team
You're the Boss <i>*scenario posted online</i>	1 Team or 1 Individual
Workshop—Job Linking	Unlimited
Workshop—Professional Dress	Unlimited

## WORKSHOPS—

Three workshops will be provided during the Colorado ACE (SC)<sup>2</sup> Student Leadership Conference, the Scavenger Hunt, a workshop on Job Linking and a workshop on Professional Dress.

## MULTIPLE RELEASE FORMS & CODE OF CONDUCT FORMS

- Each student and student's parent/guardian must complete and sign a **Multiple Release Form**.
- Teachers will scan and send Certification Form when registration is completed to Susan Shaw at [ksksshaw@msn.com](mailto:ksksshaw@msn.com). **Teachers must keep Code of Multiple Release Form with them at the conference.**
- The forms are online at the [Colorado ACE CTSO Website](#).

## DRESS CODE

Students are to be dressed in business professional attire. Closed toed shoes, polo shirt and khakis, shirt and tie, blouse and pants, dress, cardigan, etc.

## JUDGES/QUESTIONS

We need help recruiting judges! **Each school is strongly requested to bring a judge and sign them up with their registration. There is no charge for judges.** Register your judge on the DLG registration form.

## DEADLINES

Item	Deadline
DLG Registration to all (SC) <sup>2</sup> Chapters with completed CTSO application on file.	January 22, 2019
<ul style="list-style-type: none"> <li>• Conference Registration on DLG due by advisors</li> <li>• <b>The Certification Form</b> scanned and send to <a href="mailto:ksksshaw@msn.com">ksksshaw@msn.com</a></li> </ul>	March 15, 2019
<ul style="list-style-type: none"> <li>• Resume due to <a href="mailto:cte.coace@gmail.com">cte.coace@gmail.com</a> and</li> <li>• Job Application completed on-line</li> <li>• Conference Payment Due</li> </ul>	March 29, 2019
Conference Day	April 12, 2019