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## MEMORANDUM

DATE: October 1, 2024  
TO: SkillsUSA Advisors, SkillsUSA Sponsors, and  
Potential New SkillsUSA Advisors  
FROM: Jeremy Boudreaux, SkillsUSA Louisiana Director  
SUBJECT: Fall Leadership Conference (November 11-12, 2024, Lafayette, Louisiana)

The first planned event of this year is the 2024 Fall Leadership Conference. SkillsUSA's Theme: "Ignite your Potential" truly is what we are all about, that is, building academic skills, technical skills, and employability skills of the future workforce, our SkillsUSA members. Simply stated, "SkillsUSA offers a Career Path." Combined with career and technical education, SkillsUSA offers your students the skills that will make this year's theme, "Ignite your Potential" I would like to challenge you to take part and begin quality improvements of your chapter by joining in the SkillsUSA Fall Leadership Conference.

This important conference will be held at the University of Louisiana Lafayette - Student Union 620 McKinley Street, Lafayette, LA 70504.

We have made hotel arrangements with the DoubleTree by Hilton Hotel Lafayette, 1521 West Pinhook Rd. Lafayette, Louisiana 70503. The Hotel is offering an online portal for easy registration. [Follow this link](#)

**Book your group rate for SkillsUSA LA** (*You will find the information for your online reservation link in blue. If you have questions or need help with the link, please do not hesitate to ask. We appreciate your business and look forward to a successful event. The hotel(s) is offering your special group rate of \$109 USD per night*)

(For your Rooming list Reservations (the traditional method):- Telephone (337-235-6111). Please note: All participants are encouraged to **prepay reservations** to expedite check-in. A group will have all room keys ready for the lead person to pick up for smooth registration in a quick manner.

Please invite SkillsUSA Advisors, SkillsUSA Sponsors, and Potential New SkillsUSA advisors, students, and any high school that you think may be interested in SkillsUSA. Your participation in this worthwhile activity will demonstrate the special interest that you have in the growth and development of your students. The purpose of this event is to help train local chapter officers and leaders to perform their duties in their home high school campuses.

Please take note of the following items as we plan for this activity.

1. **Registration:** The cost of SkillsUSA Conference registration will be \$60 per person. This will include dinner Monday evening at the hotel 7:00 pm to 8:00pm, a SkillsUSA pin and prizes, which you can get only by attending and participating in this conference. You also can earn the "Louisiana Statesman Pin."

2. Please handle your own room reservations. Note! It is very important that you make your **group's hotel reservations by October 27<sup>th</sup>** to receive this special rate and in order that we are allowed the use of the facilities. **Book your group rate for SkillsUSA LA**

Please remember to be sure to indicate the Group SkillsUSA Louisiana when making reservations at the DoubleTree. Our use the Link above. Check in time is 4:00pm and check out time is 12:00 Noon

RATES: **Doubles, \$119.00; (WITH TAX EXEMPT FORMS)**

HOTEL TAX-EXEMPT FORM: A TAX-EXEMPT FORM MUST BE COMPLETED FOR EACH STUDENT/ADVISOR REGISTERED IN ORDER TO GET THE TAX-EXEMPT RATE. By completing the enclosed and presenting it upon check in, no sales tax will be charged for your group's room(s) by the DoubleTree by Hilton.

3. There will be a SkillsUSA registration desk outside the ballroom at the University of Louisiana Lafayette - Student Union. Please plan to arrive at the registration area to pick up your group's registration packet between 9:00 a.m. to 10:00 a.m. on Monday, November 11. You should plan to have your students checked in and seated in the first general session before 10:00 a.m. on Monday, November 11.
4. Parking at ULL is limited to Reserved individuals. Bus parking is available at Cajun Field.
5. **Monday Lunch in the ULL Student Union is available. Cost \$10 ea. Online registration click PRODUCT for number of meals ULL has all types of food, with endless meals and drink.**
6. **Tuesday Breakfast is available at the Student Union for \$8**
7. The conference will end at 12:00 p.m. on Tuesday, November 12, 2024
4. Advisors, your assistance is needed in monitoring students during the session. Please assist us in making sure that our SkillsUSA members project a positive image during the entire conference. Please remember that this is an educational activity, and it should be stressed that everyone must attend every planned activity and take part whenever possible. No students will be allowed to leave at any time during the conference. Each instructor is responsible for his/her students.
5. The deadline for the SkillsUSA registration and participant names is November 1, 2024. A Late fee of \$5.00 will be automatically added. Please have each student fill out a "medical release form printed from the software." Please register early! There will be no refunds.

Note: The SkillsUSA Fall Leadership Conference Registration will be on-line through the National registration system.

Please do not hesitate to contact SkillsUSA Louisiana (985)257-7545 if you need additional information.

## **Fall Leadership Condensed Agenda**

### **Monday November 11, 2024**

9:00 am – Registration Begins  
10:00 am – Opening Session  
11:30 am – Lunch (ULL Option)  
12:30 pm – Sessions Resumes  
4:30 pm – Dismissed to Hotel  
7:00 pm – Dinner and Evening Activities at Hotel  
11:00 pm – Curfew

### **Tuesday November 12, 2024**

7:00 am – Breakfast (ULL Option)  
8:30 am – Opening Session/Awards/ Closing Session  
12:00 pm – Dismissed Safe Travels

### **Key Points:**

Conference Registration Fee \$60.00  
Registration Deadline: Nov 1, Hotel Rate \$119.00 Deadline: Oct 27  
Optional Monday ULL Lunch \$10, Optional Tuesday ULL Breakfast \$9

### **Enclosures:**

Registration Form  
Housing Form  
Instruction page  
Tax Exemption Form  
Personal Liability and Medical Release Form

### **PERSONAL LIABILITY & MEDICAL RELEASE**

**Note: The Louisiana Association, SkillsUSA, shall be referred to in this form as SkillsUSA Louisiana, Inc. ALL PERSONS ATTENDING MUST SIGN THIS FORM.**

State Association: \_\_\_\_\_ High School \_\_\_\_\_

Name: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Parent, Guardian, or Next of Kin: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Student \_\_\_\_\_ Advisor \_\_\_\_\_ SSD \_\_\_\_\_

I hereby agree to release SkillsUSA Louisiana, Inc. its representatives, agents, servants, employees, and assistants from any liability for any injury to the above named person, resulting from any cause whatsoever occurring to above named person at any time while attending the SkillsUSA Louisiana Fall Leadership Conference in Lafayette, Louisiana, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of such representatives, agents, servants and employees.

I do voluntarily authorize SkillsUSA Louisiana or its representatives to secure and obtain routine diagnostic services or emergency assistance and/or designees to administer routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the above-named person as deemed necessary in medical judgment.

I agree to indemnify and hold harmless the SkillsUSA Louisiana, Inc. and said Medical Services Coordinator and/or assistants and designees for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the above-named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

Having read and understood completely the "Code of Conduct" of SkillsUSA Louisiana, Inc., I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and always uphold the finest qualities of a person representing SkillsUSA.

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Parent or Guardian (for all under age of 18) Date

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Participant Date

SkillsUSA Louisiana FALL LEADERSHIP CONFERENCE  
REGISTRATION FORM  
November 11-12, 2024

**PLEASE RETURN THIS REGISTRATION SUMMARY WITH PAYMENT TO:**

SkillsUSA Louisiana  
Fall Leadership Registration  
P.O. Box 1678  
Gray, Louisiana 70359

SkillsUSA Chapter: \_\_\_\_\_

SkillsUSA Lead Advisor or Professional Staff Member: \_\_\_\_\_

**\*\*PIN, T-Shirt, or BANNER Design Registration Contest Fee \$5.00 Per Design Contestant \*\*\*Two Sets per design (These contests will follow the National Technical Standards)**

**ALL DESIGNS ARE THE PROPERTY OF SKILLSUSA LOUISIANA ONCE ENTERED.** Check here for above. 

**NOTE: All Participants, Lunches, and Designs must be registered and submitted on the registration site.**  
<https://www.skillsusa-register.org>

Registration submission Due November 1, 2024! Payment suggested before but can be brought on Monday. A \$5.00 late fee will be added to any late registrants.

*Make checks payable to SkillsUSA Louisiana. Mail the following and check to SkillsUSA Louisiana, P.O. Box 1678, Gray, Louisiana 70359*

- This Summary Page
- Online Registration Invoice with names
- Copy of completed Group Room List

Summary Amount of Registration Fee Enclosed:

NUMBER OF PARTICIPANTS	_____	x \$60.00 =	_____
NUMBER OF DESIGNS / Contestants	_____	x \$5.00 =	_____
NUMBER OF Monday LUNCHES	_____	x \$10.00 =	_____
NUMBER OF Tuesday BREAKFAST	_____	x \$8.00 =	_____
		<b>TOTAL =</b>	_____

**DON'T MISS THIS ONCE-A-YEAR OPPORTUNITY FOR SkillsUSA TRAINING!**

**INVITE ANYONE WHO MIGHT BE INTERESTED, you do not have to be a member, to attend this conference.**

Type  
**H** = High School Student  
**M** = Middle School Student  
**A** = Advisor/Adult  
**X** = In Charge  
**O** = Observer

## 2024 Fall Leadership Conference SkillsUSA Louisiana



Group Room Reservation Form List  
**PLEASE TYPE OR PRINT LEGIBLY.**

**School/Campus:** \_\_\_\_\_ **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	Name/s Last Name First	Type	Arrive	Depart	Accommodation	Rate
Room No. 1					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 2					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 3					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 4					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 5					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 6					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 7					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	
Room No. 8					<input type="checkbox"/> one person, <b>one bed</b> <input type="checkbox"/> two person, <b>one bed</b> <input type="checkbox"/> two or more people <b>two beds</b> Suite <input type="checkbox"/> 1bedroom <input type="checkbox"/> 2 bedrooms Rollaway requested? <input type="checkbox"/> Yes	

**Send original list to: Hotel Reservations Manager**      **Copy of list: SkillsUSA Louisiana**

Name of Conference Hotel: DoubleTree by Hilton

# Instructions for On-Line Registration

To register for the Fall Leadership Conference to be held November 11-12, 2024, at the **University of Louisiana Lafayette - Student Union**, you are to register online using the following address:

<http://www.skillsusa-register.org>

If you have any problems accessing the site, please call:

Jeremy Boudreaux (985)257-7545 [Jeremy@skillsusala.org](mailto:Jeremy@skillsusala.org)

## To add Members/Students:

1. After accessing the site, you are to select **Membership** from the menu. Then **Add/Edit Members**
2. You should see a list of advisors for your school. You may modify this list of advisors as needed.
3. Chose the advisor and click the **members** button to the right.
- 3 To add a Student or Member, choose the button "**New**" at the top left.

## Registering for a conference:

1. To register anyone for a conference, click **Conference Registration** on the menu.
2. Choose which event to register for. (SkillsUSA Louisiana Fall Leadership Conference)
3. Click on the button "**Add Registrant.**"
4. Be sure to choose the appropriate "**Reg. Type**" on the top of screen.
5. If the student has already been entered as a member, then you may choose their name from list on screen and click button "**Save and Continue**", or you may enter all the registrant's information manually.
6. Please be sure to fill out all the Registrant Details
7. **Ignore any contest information** at bottom of screen when registering for Fall Leadership Conference.
8. **Adding Monday Lunch, Tuesday Breakfast, Pin, T Shirt, Banner Contest:** Under **Optional Fees** is a button "**Add**" Optional State Fee Item. You will add one Item at a time, Qty, then click Save to add additional items.
  - a. **NOTE:** Lunch and Breakfast fees can be bulk added (You can add all lunches on one advisor name)
  - b. **NOTE:** Pin, T Shirt, Banner contest should only be added under the contestant's name.
9. Non-Advisor and Non-Members may also be registered here.

## Payment for the Conference:

1. Click **Conference Registration** on the menu.
2. **Submit Registration:**
  - a. Input your check number or schools PO.
  - b. Print a copy of your Event Fee Details submitted and send with your payment.
  - c. Send the **Registration form, Group Room List and Event Details** along with Payment to  
LA Skills Office:  
SkillsUSA Louisiana  
P.O. Box 1678  
Gray, LA 70359



Jeremy Boudreaux, Executive  
Director  
SkillsUSA Louisiana, Inc  
PO Box 1678  
Gray, LA 70359

Email: [Jeremy@skillsusala.org](mailto:Jeremy@skillsusala.org)  
Phone: (985) 257-7545

<http://skillsusala.org>

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October 1, 2024

TO: SkillsUSA Advisors,  
FROM: Jeremy Boudreaux, Director  
SkillsUSA Louisiana  
SUBJECT: **LOUISIANA STATESMAN AWARD**

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**November 11-11, 2024, are the dates for our SKILLSUSA Fall Leadership Conference to be held in Lafayette, Louisiana.**

As part of the training for the participants (students and advisors) this year, we are giving the opportunity for each participant to obtain the **SkillsUSA Louisiana Statesman Award**. In order to obtain the award each person must learn the SkillsUSA facts and PDP information that is listed on the attached check-off sheet. A study guide is listed on the state website.

Each participant at the conference will receive the official check-off sheet at registration. In order to earn the award, the participants should be ready to answer all information to the designated national and state officers and designated advisors at the Conference. The designated officers and advisors will then initial the official check-off sheets that will be turned in upon completion.

All completed sheets must be turned in no later than 8:30 a.m. on Tuesday, November 12, 2024.

I look forward to your participation in this activity. See you in November.

PS: Advisors, let's show our members the importance of this activity and have all advisors attending participate in this activity to receive the **Statesman Award**. Give each student a copy to start studying as soon as you receive this information.





**Governmental Employees Hotel Lodging  
Sales/Use Tax Exemption Certificate**  
*Louisiana Revised Statute 47:301(8)(c)*

This certificate is for use by employees of the United States government and the State of Louisiana and its political subdivisions. It is used to document employee eligibility for exemption from payment of state sales taxes on hotel lodging charges that are directly reimbursable by the government employer.

**PLEASE PRINT OR TYPE.**

Employee Name	Hotel Folio or Reference Number		
Employee Title	Government Agency Employer		
Agency's Address	City	State	ZIP
Agency's Telephone Number (      )			

This certifies that the employee named above is an employee of the above named government agency and that the lodging charges incurred are necessitated by the employee's conduct of the official business of this government agency. The employee's lodging expenses are required to be accounted for to his government agency employer and are reimbursable by the government agency to the employee in the actual amount incurred. This government agency, therefore, claims exemption from the payment of state sales taxes on the lodging charges for the occupancy of the employee's hotel room.

Authoization	
Employee Name	Employee Title
Employee Signature X	Date (mm/dd/yyyy)
Government Agency Representative (other than employee)	Government Agency Representative Title (other than employee)
Government Agency Representative Signature X	Date (mm/dd/yyyy)
Hotel Information	
Hotel's Name	Seller's Louisiana Sales Tax Registration Number (if applicable)
Dates of Employee's Stay (mm/dd/yyyy)	

**Note:** This form is valid only for documenting eligibility for exemption from the payment of state sales tax on charges for room occupancy. The state sales tax must be paid on other taxable purchases from the hotel, including meals, laundry, dry cleaning, and vehicle parking. When this form bears the signature of only the employee, the form must be accompanied by a copy of the employee's written travel orders which states the dates and destination of the authorized travel. The hotel must retain this certificate and a photocopy of the travel orders to document the exemption. This form is not valid to document exemption from the payment of local room occupancy taxes.