



Alabama SkillsUSA Knowledge Test Sample Test Questions and Study Guide

1. **Recite the skills USA pledge. What do these phrases mean: “to prepare myself,” “to base my expectations of reward upon the solid foundation of service”?**

Upon my honor, I pledge:

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers,

To base my expectations of reward upon the solid foundation of service,

To honor and respect my vocation in such a way as to bring repute to myself,

And further, to spare no effort in upholding the ideals of SkillsUSA.

“to prepare myself”— Preparation requires self-control. It means effort without immediate reward but with the knowledge that the effort will pay off when the preparation is completed.

“to base my expectation of reward upon the solid foundation of service” – This statement reinforces the attitude that we must first serve in order to gain. This attitude is important to success.

2. **Recite the SkillsUSA motto and the six points of the SkillsUSA creed**

SkillsUSA Motto: Preparing for leadership in the world of work.

SkillsUSA Creed:

I believe in the dignity of work.

I believe in the American way of life.

I believe in education.

I believe in fair play.

I believe satisfaction is achieved by good work.

I believe in high moral and spiritual standards.

3. **Paraphrase six of the 11 purposes of SkillsUSA.**

- To unite in a common bond all students enrolled in trade, industrial, technical, and health occupations education.
- To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
- To foster a deep respect for the dignity of work.
- To assist students in establishing realistic vocational goals.
- To help students maintain a purposeful life.
- To create enthusiasm for learning.
- To promote high standards in trade ethics, workmanship, scholarship, and safety.
- To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process.
- To foster a wholesome understanding of the functions of labor and management organizations.
- To create among students, faculty members, and persons in business and labor a sincere interest and esteem for career and technical education.
- To develop patriotism through knowledge of our nations heritage and the practice of democracy.



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4. Paraphrase two duties of the president, vice president, secretary, treasurer, reporter, and parliamentarian.

President: This person is key to the whole SkillsUSA chapter, must be selected for good leadership qualities, and must be able to work with people and encourage them to work for the chapter's benefits.

- Knows what work has to be done and when to delegate.
- Keep informed of the members progress and see that the chapter is moving forward,
- Presides over meetings, make sure they begin on time and follow the order of business.
- Never interjects personal opinions or dominates the meeting.
- Has a complete understanding of the matters to be discussed and the possible effects of his or her recommendations.
- Conducts meetings following correct parliamentary procedure and allows ample, but not excessive time for discussion.
- Brings issue's to a satisfactory conclusion when sensing a discussion is dragging or being monopolized

Vice President: as first assistant to the president, he or she should prepare just as well as the president.

- Presides at meetings and other functions in the absence of the president.
- Must be well informed of the issues and skilled in handling the chapter's business.
- Must be prepared to assume office of president when necessary.
- Carries specific responsibilities for program planning, often with help from a program committee, to determine the program topics, secure speakers and arrange for necessary facilities.

Secretary:

- Keeps all chapter records for continuous reference to all that has happened.
- With the president, sets a tentative agenda of each meeting several days in advance.
- Advises the president during the meeting about the agenda.
- Keep the minutes of each meeting in a permanent book having alphabetical membership roll.
- Keep the final copy of the chapter's calendar of activities.
- Includes the following information in the minutes: the name of the chapter, the kind of meeting or the purpose of the meeting, the date, the time, the place, the name of the presiding officer, the number present, approval of previous minutes, a treasurer's report, reports and actions taken in the meeting, motions carried and lost, adjournment, and the signature of the presiding officer.
- Counts the vote, unless someone else is appointed.
- Asks questions if unsure about the wording of a motion or its outcome.
- At each meeting, reads the minutes of the previous meeting, which, when approved, are the official record of the chapter business.
- Keeps the local chapter's constitution and by-laws at each meeting to be used as a reference.
- Maintains a complete list of members as well as committees, their members and chairpersons.
- Chairs the membership committee and calls meetings to order in the absence of the president and vice president.
- Takes care of chapter correspondence and reads all communications directed to the chapter.
- Strives to develop skills including listening, interpreting issues, taking concise notes and reporting accurately.
- Develops good speaking skills so the minutes can be heard and understood.



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Treasurer:

- Keeps the record of the chapter funds.
- Bills for annual dues.
- Assists in developing the annual budget.
- Maintains accurate records of income and expenses.
- Makes a complete inventory of the chapter equipment, books and other materials with the assistance of the chapter advisor.
- Knows all the regulations about handling the chapter's finances as determined by the constitution or by-laws and school policy.
- Issues and maintains records of receipts.
- Collects, records, and deposits funds promptly.
- Records approved expenditures immediately.
- Keeps ledgers in cooperation with school authorities (in schools where all funds must be administered by a school treasurer or comptroller).

Reporter:

- Promotes news about the chapter before the public.
- Is able to write (or willing to learn to write) news stories on chapter activities.
- After obtaining details about a meeting or program prepares news releases and distributes them to print and broadcast media.
- Includes the "who, what, when, where, why, and how," the name of SkillsUSA chapter and the main people involved, a description of the activity and how it affects the community, as well as the place, date and time.
- Gets acquainted with local news editors and finds out if they want fully written stories or just the facts.
- Finds out if the news agencies want photos submitted or would rather be notified to send their photographer or reporter to events.
- Avoids playing favorites with competing newspapers and stations.
- Uses school and community bulletin boards to get the news out.
- Chairs the chapter's information or public relations committees.
- Collects publicity to display at state and national meetings and to include in the chapter's scrapbook.

Parliamentarian:

- Is the chapter authority and consultant to the president on procedural matters.
- Has a working knowledge of parliamentary law and gives opinions on it, not on personal feelings.
- Has a working knowledge of *Robert's Rules of Order*.
- Must be able to gain the confidence of others, since he or she may be called on to settle controversial issues concerning parliamentary procedure.
- Calls attention to any errors in procedure, but has no authority to enforce ideas or rulings.



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5. Recite the seven points of the National Program of Work.

- Professional Development
- Community Service
- Employment
- Ways and Means
- Skills USA Championships
- Public Relations
- Social Activities

6. Recite the SkillsUSA colors and what they represent.

Red and white represent the individual states and chapters.

Blue represents the common union of the states and the chapters.

Gold represents the individual, the most important element of the organization.

7. Recite the official dress for men and women.

Women: Red SkillsUSA blazer, windbreaker or sweater
White collarless blouse
Black dress skirt or black dress pants
Black sheer or skin-tone seamless hose
Black shoes

Men: Red SkillsUSA blazer, windbreaker or sweater
White dress shirt
Black dress slacks
Plain solid black tie
Plain black socks
Black shoes

8. Recite the procedure for obtaining the floor at a meeting and making a motion.

Rise and address the President – “Mr. President” or “Madam President.”

Receive recognition by the President.

Make motion—“I move that . . .”

9. Recite the 5 parts of the SkillsUSA emblem and what each represents.

The shield represents patriotism.

The gear represents the industrial society.

The torch represents knowledge.

The orbital circles represent technology.

The hands represent the individual.

10. Define Quorum — The minimum number of members who must be present at meetings in order for business to be legally transacted.



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11. Paraphrase five of the eight SkillsUSA goals.

- Acceptance of SkillsUSA activities by the educator as an integral part of the instructional program.
- The creation of programs that will motivate members in their training and chapter activities.
- The continued development of high-quality leadership training programs.
- The creation and expansion of leadership training conferences on local, state and national levels.
- Expanded competitive activities.
- Improved public relations at all levels with business, industry, labor organizations and associations as well as involvement in local, school, civic and community activities through correspondence, publications and goodwill tours.
- The employment of a full-time person to conduct the duties of the state association director.
- Continued growth of membership.

12. In what SkillsUSA District do you live?

Answers will vary. South, Northeast, Northwest

13. Who is the Executive Director of National SkillsUSA? Tim Lawrence

14. Who is the State Director of Alabama SkillsUSA? Chris Kennedy.

15. Who is the State President of Alabama SkillsUSA (high school/college)?

Alivia Brook Stevenson HS/ Ashley Griggin College

16. What is the PDP Program? Professional Development Program

17. What are the levels of participation in PDP from beginning to end?

- Level 1: Trainee Degree
- Level 2: Leader Degree
- Level 3: Professional Degree
- Level 4: Master Degree
- Level 5: American Degree

18. What is the difference between a standing committee and an ad hoc committee?

A **standing committee** operates for the entire school year. (Examples: Professional Development, Community Service, Ways and Means, Social, Skills USA Championships, Employment and Public Relations.)

Ad hoc committees operate for a limited time period. (Example: A committee appointed to plan a party. It operates just to do the assigned task and not all year like a standing committee.)

