



**Chapter Excellence Program Application**

App #: 4926

Year: 2019

Level 3

SUBMITTED

Name of School: **Durango High School**  
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This application represents the work of a: CHAPTER

Number of unduplicated student enrollment in courses eligible for SkillsUSA membership: 14  
Total SkillsUSA Membership as indicated by Chapter or Section: 18

**Certifications**

Chapter President: Colin Anderson  Certification of President  
colinanderson1015@gmail.com  
Chapter Secretary: Zach Heide  Certification of Secretary  
zachhide7@gmail.com  
Chapter Advisor: Shaun Smith  Certification of Advisor  
ssmith@durangoschools.org  
Campus Administrator: Brandon Thurston  Certification of Campus Admin.  
bthurston@durangoschools.org

**Level 1 - Quality Chapter Award**

**Quality Chapter Indicators**

- Chapter paid membership dues
- All section/program advisors paid professional dues to SkillsUSA
- The chapter elected chapter officers
- The chapter conducted well-planned, regularly scheduled meetings
- The chapter completed a projected budget (list of planned income and expenses for the year)
- The chapter completed a Program of Work (list of planned chapter activities for the year)

Framework Component 1 - Personal Skills

Level 1

Name of Activity: **Holiday Meals Donated to Community Members**

- Integrity
- Responsibility
- Work Ethic
- Adaptability / Flexibility
- Professionalism
- Self-Motivated

Framework Component 2 - Workplace Skills

Level 1

Name of Activity: **Boots N' Bling community recognition and fundraiser**

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- Communication
- Decision Making
- Teamwork

- Multi-Cultural Sensitivity & Awareness
- Planning, Organizing & Management
- Leadership

Framework Component 3 - Technical Skills

Level 1

Name of Activity: **Rotary and Kiwanis Presentations promoting SkillsUSA**

- Computer & Technology Literacy
- Job Specific Skills
- Safety & Health
- Service Orientation
- Professional Development
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## Level 2 - Chapter of Distinction

### Essential Activities

- Conducted officer training
- Conducted a chapter recruitment activity (i.e. membership drive, middle school presentation)
- Members are engaged in committee structure to implement chapter activities
- Plan to participate in State Leadership and Skills Conference

### Chapter of Distinction Indicators

- 75% of eligible students are SkillsUSA members
- Held executive committee meetings with local chapter officers
- Conducted an activity to engage business and industry partners
- Students attended Fall Leadership Conference
- Chapter members attended one activity above the chapter level excluding Fall Leadership Conference
- A report of chapter activities/accomplishments is presented to the school board
- Held SkillsUSA local technical area Championships
- Held SkillsUSA local leadership/occupational area Championships
- Celebrated SkillsUSA Week through chapter activities
- One or more articles were published in local media
- Local chapter has a social media or web presence
- Has a candidate for state office
- A chapter awards program or banquet is conducted on the local level in which all members may attend
- Participate in the Professional Development Program (PDP)

Activity 1

Personal

Level 2

Name of Activity: **Appreciation Presentation Pens for Regional Competition Judges**

A. Which framework elements apply to the activity?

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Integrity       | <input checked="" type="checkbox"/> Responsibility             |
| <input checked="" type="checkbox"/> Work Ethic      | <input checked="" type="checkbox"/> Adaptability / Flexibility |
| <input checked="" type="checkbox"/> Professionalism | <input checked="" type="checkbox"/> Self-Motivated             |
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B-1. What was the Intentional Essential Element SMART Goal?

To demonstrate our appreciation through the professionalism of designing, creating, and delivering 30 personalized ink pens to our 2020 SkillsUSA Colorado Region VIII and IX Contest judges by April 30th, 2020.

B-2. What were three goals of the activity? (Need 3 Activity SMART goals)

We have several goals that have to be SMART for this activity to be successful but we felt that these three stood out the most.

1. To share the SkillsUSA Durango Officer team's idea of creating the purposeful pens at the February 27th, 2020 SkillsUSA Durango Chapter meeting.
  2. To train 3 to 5 SkillsUSA Durango Chapter team members on the fundamentals of how to use the lathe and how to assemble the pens before Spring Break (March 14th, 2020).
  3. To personally deliver or mail the pens to the regional judges by April 30th, 2020
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C. Plan of Action (who, what, when, where)

We wanted to give back to the judges from our Region VIII and IX Championships, so we decided to turn our pen fundraiser into a form of Thank You for the judges.

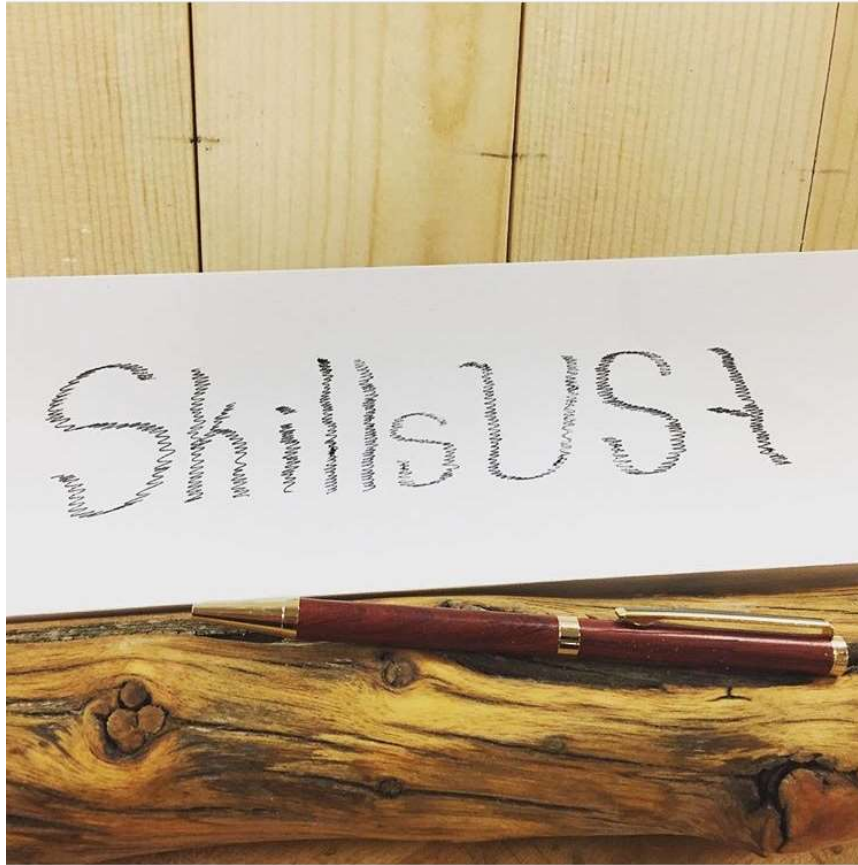
1. Share the plan with the chapter explaining its purpose.
  2. Have members who have previous experience with pen making, train at least 3 other members on the fundamentals of using the lathe and how to assemble the pens.
  3. Assign each of the newly trained members a specified number of pens so that the work is balanced and we can work more efficiently.
  4. Make pens on the lathe, assemble them so that they will function correctly, and personalize each pen with the judges' names and/or business names.
  5. Have our SkillsUSA Durango Advisor check the quality of the craftsmanship of the pens and make additional pens to cover any flaws.
  6. Deliver every pen by the end of April 2020 to each judge.
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D. Results/Evaluation/Framework (What was accomplished? How did this activity help members gain these skills based on the essential elements selected above?)

This is the only activity for CEP that we have not completed at the time of this application because of the timing of events. We felt that this activity was worth mentioning for our CEP. Our SkillsUSA region is growing and we decided to do more for our local B&I to show our appreciation. It is our intention to hand craft these pens. This will take a good deal of self-motivation and integrity to accomplish because our regional event has already occurred. In the past, we have made pens as a fund raiser but we recently made the decision to adapt this into a gesture of appreciation. The businesses that donated materials to our regional

event were recognized by receiving CNC milled wooden plaques in addition to receiving a Thank You letter. We wanted to do something special by returning the professionalism to our judges that took a day off from work and businesses to run and judge our contests. In the past only a member or two had contributed to building these pens. We are changing that this year. We are inviting all of our chapter members to help with this project. We are going to train at least 3 members on creating the pens. The more help we can get involved, the more time efficient we will become. Each member will have to be responsible by making sure that their work is at our acceptable standards and we believe we can achieve this with our good work ethic within our chapter. It will be a fun challenge and the members involved will understand the value in integrity.

Name of Activity: Appreciation Presentation Pens for Regional Competition Judges



This picture of one of our pens was taken so that it could be our first photo to be put on our SkillsUSA Durango Instagram account.

Activity 2

Workplace

Level 2

Name of Activity: **Hosting of SkillsUSA Colorado Region VIII and IX Championships**

A. Which framework elements apply to the activity?

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Communication   | <input checked="" type="checkbox"/> Multi-Cultural Sensitivity & Awareness |
| <input checked="" type="checkbox"/> Decision Making | <input checked="" type="checkbox"/> Planning, Organizing & Management      |
| <input checked="" type="checkbox"/> Teamwork        | <input checked="" type="checkbox"/> Leadership                             |

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B-1. What was the Intentional Essential Element SMART Goal?

To host (plan, organize, and manage) the 2020 SkillsUSA Colorado Region VIII and IX Championships for seven Southwest Colorado high school chapters on February 14th, 2020.

B-2. What were three goals of the activity? (Need 3 Activity SMART goals)

Some of the goals that we planned for this activity seemed very challenging but they were still realistic to us. Our chapter is not afraid of work and we certainly applied our teamwork skills to pull this off. Some of the work involved was pretty detailed and time consuming but so important for us to reach our goals.

1. To secure the date and commitment from the LaPlata County Fairgrounds for the location of our annual February regional championships by September 10th, 2019.
2. To invite six established local SkillsUSA chapters (one of them is from outside our region) and potential high school chapters to our 2020 SkillsUSA Colorado Region VIII and IX Championships by October 1st, 2019.
3. By November 12, 2019, inform the professional judging teams, volunteers, and Opening Ceremony Keynote speaker of our date, time, and location so that we can ascertain commitments.

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C. Plan of Action (who, what, when, where)

Our SkillsUSA Durango Chapter Officers work closely with the CTE Director's office at DHS to build the 2020 Regional Championships to be held at the Fairgrounds on February 14th, 2020.

1. Secure date and La Plata County Fairgrounds for our regional event.
2. Secure DHS auditorium for Opening/Closing Ceremonies.
3. Contact local business/owners that have helped support the regional event in the previous years, including Chamber of Commerce President (Keynote) and Colorado State Representative for speaking engagements.
4. Send out preregistration forms to local chapters to gather contest information and numbers. Invite SkillsUSA Montezuma-Cortez (new chapter) and SkillsUSA Centauri (Region IX) to participate this year.
5. Contact NEW businesses/owners, Rotary/Kiwanis organizations that have expressed an interest in supporting SkillsUSA Colorado Regional.
6. Arrange with local chapter SkillsUSA Ignacio to handle the entire award/donor plaques this year. They have the CNC mill capacities to handle this.
7. Meet with CTE Director's office and SkillsUSA Chapter officers weekly (up to event date) to cover needs, expectations, and planned outcomes.
8. Complete the organization of ALL copied materials to be placed inside the judge's and advisor's packets.

9. Transport all necessary materials/items for the competitions so that we can set up at the Fairgrounds on Thursday February 13th, 2020.
10. EXECUTE our planned event on Friday February 14th, 2020.

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D. Results/Evaluation/Framework (What was accomplished? How did this activity help members gain these skills based on the essential elements selected above?)

We once again, hosted the 2020 SkillsUSA Region Championships. We feel that this event epitomizes what it means to have teamwork and leadership under the SkillsUSA Framework. This is a big project that our chapter made the decision to do. Our officers worked with our CTE Director's Office at DHS to organize everything that goes into hosting this event. We communicated with key persons to receive the necessary material, space, and judging teams we needed for the day.

We strengthened relationships with new participating chapters this year and we have grown this event from the knowledge of previous years. Our region chapters are sensitive to our local multi-cultural communities. We wanted all our competitors to benefit from this so that they could prepare for our state conference in April. We wanted things to flow as easily as possible for everyone. Shortly after our region event, our chapter officer team wrote Thank You letters to the judges and businesses who helped make this event happen. Every SkillsUSA Durango chapter member signed the cards and they were all sent out within two weeks of the event.

We appreciate the work involved in hosting these championships each year. This year's event was the largest we have ever hosted, with 75 contestants and 28 professional judges joining us. For the 2019 Championships we had moved to the La Plata County Fairgrounds because we had outgrown our high school facilities. We look forward to next year's event!

Name of Activity: Hosting of SkillsUSA Colorado Region VIII and IX Championships



This photo was just taken after our Opening Ceremony. In the photo are our seven Colorado high school chapter members and advisors.



Activity 3

Technical

Level 2

Name of Activity: **Staff Appreciation Breakfast Online Menu and Reservation**

A. Which framework elements apply to the activity?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Computer & Technology Literacy | <input checked="" type="checkbox"/> Service Orientation      |
| <input checked="" type="checkbox"/> Job Specific Skills            | <input checked="" type="checkbox"/> Professional Development |
| <input checked="" type="checkbox"/> Safety & Health                | <input type="checkbox"/>                                     |

B-1. What was the Intentional Essential Element SMART Goal?

In celebration of National SkillsUSA Week with Service Orientation in mind, and, with an upgraded Technology based ordering menu and reservation process, we will provide our 5th Annual SkillsUSA Durango Staff Appreciation Breakfast for 100 staff members on the Friday morning of National SkillsUSA Week (February 7th, 2020)

B-2. What were three goals of the activity? (Need 3 Activity SMART goals)

We're getting pretty good at this breakfast thing but we always want to continue to improve our service.

1. To secure the date and location for the breakfast by December 7th, 2019.
2. To increase our numbers of invitees by creating an updated online invitation breakfast menu and order form and deliver it to our customers by January 31st, 2020
3. To rise up early in the morning, prepare all the meals, and host 100 staff members for breakfast on the Friday morning of National SkillsUSA Week, February 7th, 2020.

C. Plan of Action (who, what, when, where)

We wanted every SkillsUSA Durango chapter member to be able to contribute to and understand the purpose of this breakfast that we do for so many people.

1. Secure the Culinary Arts kitchen and classroom for our February 7, 2020 event.
2. Start to build our online menu in Google Forms so that each staff member could customize their meal. Some computer and technology literacy skills from some of our chapter members came in handy on this part since they kind of knew how to set this up.
3. Email the Google Form menu and reservation to every staff member at Durango High School, 9R School District Administration, 9R School Board members, Transportation, and Maintenance Departments by January 31st so that they would have sufficient time to order their meal.
4. Take the information from the Google Forms and make a shopping list for February 5th so that we could have the food but still have a day to buy more in case of more orders being sent in.
5. Have every SkillsUSA Durango member attend a health/safety and etiquette meeting with the Culinary Arts teacher at Durango High School so that we will have a fun and safe morning cooking for the staff. We felt that this was good skills building in professional development and practice since we were all going to be handling food.
6. Be in the Culinary Arts Room by 6 a.m. on February 7th to prepare all of the food to be ready to serve by 7 a.m.

D. Results/Evaluation/Framework (What was accomplished? How did this activity help members gain these skills based on the essential elements selected above?)

For the past 5 years SkillsUSA Durango has hosted a breakfast for the DHS staff members during National SkillsUSA Week. This is such a service oriented event and it engages our members into being professional. Last year we decided to make this event more personal by making an online order form to send to everyone. We typed up a menu, sent it out, and asked for orders back in an email. This had too many steps. We decided to simplify it but still improve it. So, using our computer literacy skills, we made a Google Form with less steps, still customizable but simpler to place an order and easier to organize. This made the process smooth and improved participation. We received amazing compliments from the staff. We will continue to improve this process. Before the event, we met with the culinary arts teacher for a health and safety meeting. Some restaurant etiquette and job skill demonstrations were made at this time. There was a lot of information for the members who had not worked in a kitchen before, and for the members who had worked in a kitchen, this was a good refresher. One of our goals was to host 100 staff members at the breakfast. We sent the invitation/Google Form to over 100 staff members and 82 attended. This was still the largest breakfast to date and we are very happy that it turned out the way it did. This is just a small way we can give back to our staff members and we are excited to continue this tradition for years to come.

Name of Activity: Staff Appreciation Breakfast Online Menu and Reservation



This photo is a picture of our 2020 SkillsUSA Colorado Durango Chapter just after cleaning up the kitchen from a very successful staff appreciation breakfast.

