

2026 OKLAHOMA SLSC STATE MEMO

Chapter Business Procedure

**NO SUBSTITUTIONS WILL BE ALLOWED AFTER FRIDAY, MARCH 27, 2026
THERE WILL BE NO SUBSTITUTIONS ALLOWED ON-SITE AT THE CONFERENCE**

Please double-check all registrations prior to the deadline. This includes secondary versus postsecondary as well as contests

***Contest will follow national technical standards unless otherwise stated in the state memo.**

DATE AND LOCATION

The 2026 Oklahoma SkillsUSA Chapter Business Procedure contest will be held on Sunday, April 19th, 2026, 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 2026 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 meetings, 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 16th, 2026, and closes April 3, 2026.

RESUME- Change to submission type please for 2026 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 3, 2026.

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

Contestants will follow official contest dress as described in the national technical. Students cannot 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 20th, 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; completely black

socks and completely 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.

INDUSTRY AWARDS

*****NEW 2026- ADVISOR MEDALS WILL NOT BE PROVIDED BY OKLAHOMA SKILLSUSA, BUT WILL BE AVAILABLE FOR PURCHASE IN THE SKILLSUSA STORE**

*****Prizes are the responsibility of the individual contests. Prizes are not guaranteed and are not supplied at the SkillsUSA Oklahoma state level.**

Prize Committee Chairpersons are Andrew Pilcher. Please contact the chair with prizes that will need to be checked in. **Each participating school is expected to furnish an industry award.** Industry awards should be labeled with the name and address of the award supplier so that an appropriate "Thank you" may be sent, must be accompanied by an *industry award donation information sheet* (available on the Oklahoma SkillsUSA website). **Please bring prizes to the awards area at the Arvest Convention Center Conference Hall Sunday, April 19th between 12-4pm or Monday, April 20th between 8am-4pm.**

ADDITIONAL INFORMATION

If you have any questions about the contest, please contact **(insert program specialist and Group Chair contact info here)**.

National Technical Standards can be found on Pathful, which you can access with your professional SkillsUSA membership. Technicals are updated periodically, please check regularly.

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