Place: TSTC, Waco in the Student Recreation Center  
Date: Thursday, January 30, 2019  
Time: 6:00 pm  

On Friday January 31, 2020, check schedule for interview times.  

Please read guidelines for District 10 Officers. Applications are available on-line under District 10. Go to www.skillsusatx.org, district information, District 10.  

Submit completed applications to Eddy Parker, District 10 Director  
(via email) by Thursday, January 23, 2020.  
Email: district10@skillsusatx.org  
Phone: 254-842-8859
DISTRICT 10 OFFICER
Minimum Qualifications

Full Name__________________________________________________________

Home Address_______________________________________________________

Home City/Zip_______________________________________________________

Home Phone_________________________________________________________

School Name________________________________________________________

School Address_______________________________________________________

School City/Zip___________________________ Chapter #___________

Advisor___________________________________________________________Advisor e-mail____________________________________

To qualify you must provide documentation or agree to the following. Attach supporting
documentation for minimum qualifications for the officer candidate.

1. I have an active member status paid by January 16, 2020.
2. I have endorsement from my local administration indicating financial support.
3. I am actively participating at the local and district levels of SkillsUSA and will continue to do so
   as a state officer.
4. I will be available to represent the state organization through personal appearances, as
   required, which could be any or all the following:
   a) Mandatory: Summer Leadership (5 days in June); October District Fall Leadership
      Conferences; District SkillsUSA Championships for your district (2- or 3-days January, February.
   b) Special events called by the District Director or State Director.
5. I will abide by national and state policy while serving as a District Officer.
6. I will respect the nomination, election and campaign policy restrictions.
7. I can demonstrate information and knowledge of SkillsUSA as found in the SkillsUSA
   Leadership Handbook. A written exam will be administered as scheduled by the District office.

As an officer candidate, ________________________________, agrees to items 1 - 6 previously
stated and has the support of parents and school administration.

______________________________ Date ________________________________
Officer Candidate

______________________________ Date ________________________________
Parent/Guardian

______________________________ Date ________________________________
SkillsUSA Advisor

______________________________ Date ________________________________
Local Administrator
PERSONAL DATA FORM

Candidate’s name
__________________________________________________________

Age: ____ Date of Birth: _______ Shirt Size: _____ Pant Size: _____ Shoe Size: _____

School Name: _______________________________________________________

School Address: _______________________________________________________

School City/Zip: ______________________ Chapter #: _____________

Career Training Objective: _____________________________________________

Enrolled in Program type: _____________________________________________

Year in School: _______ Date enrolled: _______ Completion date: _______

SkillsUSA Advisor: ____________________________________________________

SkillsUSA Honors (offices held, awards received, etc.)

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Other honors (school, district, community, state & national)

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Favorite hobbies, interests and activities:

____________________________________________________________________

Parent/Guardian Name: _______________________________________________  

Address: _____________________________________________________________

City, State, Zip Code: __________________________________________________

Phone Number: ____________________ E-mail: ____________________

Occupation: __________________________________________________________

Day time Phone: ____________________ Cell Phone Number: ____________________

Evening Phone: ____________________

Name and Address of Local Newspaper/Radio/TV stations:

1. _________________________________________________________________

2. _________________________________________________________________

Names of individuals and email addresses who should receive copies of correspondence (Please include your local advisor):

____________________________________________________________________
Please complete the following sentences:

I want to become a District Officer because ________________________________

_______________________________________________________________________

_______________________________________________________________________

As a District Officer I want to accomplish the following: ____________________

_______________________________________________________________________

_______________________________________________________________________

I like my trade area because ____________________________________________

_______________________________________________________________________

_______________________________________________________________________

The best thing about my instructor is _________________________________

_______________________________________________________________________

_______________________________________________________________________

After I complete my training program, I plan to get the following kind of job ___________

_______________________________________________________________________

_______________________________________________________________________

My long-range goal is: _________________________________________________

_______________________________________________________________________

_______________________________________________________________________

SkillsUSA Texas is (as you would to a Business & Industry Person ________________

_______________________________________________________________________

_______________________________________________________________________
As a district officer of SkillsUSA, you have the responsibility to represent all members of the organization. Your conduct must always be exemplary while representing the SkillsUSA organization, as well as, on your personal time. You will have an opportunity to meet students, advisors, administrators, business, industry, and legislatures during your term of office. Your actions will set a standard for all SkillsUSA members to follow. When you sign this State Officer Contract, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members. You will also be reaffirming the ideals of the SkillsUSA.

As a state officer of the SkillsUSA Texas, District 10, I agree to adhere to the following:

1. My conduct at all times will be exemplary.
2. I will, always, respect all public and private property, including the hotel in which I am housed.
3. I will spend each night in the room of the hotel in which I am assigned.
4. I will always keep my advisor or assigned state SkillsUSA staff persons informed of my whereabouts.
5. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
6. I will not enter a sleeping room of the opposite gender without the supervision of an advisor.
7. I will not use any type of alcoholic beverages, tobacco products, or drugs. If you should have been ordered to take certain prescription drugs by a licensed physician, you should report such orders to your advisor or State Director.
8. Attendance at school is mandatory anytime it is in session. Grades must be kept at an above average level. All work missed while on SkillsUSA business will be made up in a timely manner.
9. I will attend all sessions of any event where I represent SkillsUSA, Texas Association.
10. I will adhere to the dress code set by the State Director during SkillsUSA events.
11. I have read and signed the internet code of conduct form.

**PENALTIES**

Violations of items 1 – 10 will result in a warning with consequences, suspension of duty, or dismissal. Violations may be grounds for disqualification or suspension from an activity or office. The violator may be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the appropriate authority, school administrator and parents or guardians.

I understand that, by signing this contract, if I am in violation of the above regulations and/or conduct myself in a manner unbecoming of a SkillsUSA, District 10 Officer. I may be brought before the appropriate discipline committee for an analysis of the violation. I further agree to accept the penalty imposed on me with the understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with the severity of the violation.

Candidate Name Printed: _____________________________________________

Signature of Candidate: ___________________________ Date: ______________

I have read and I understand the SkillsUSA, Texas Association State Officer Contract. I agree to support the guidelines and the above-named student to the best of my ability:

Signature of Parent/Guardian: ___________________________ Date

SkillsUSA Advisor ___________________________ Date

Signature of School Administrator: ___________________________ Date
DISTRICT 10

SkillsUSA Texas OFFICER ELECTION PROCESS
Revised: 1.7.2020

NOTE: The following guidelines are mandated by the SkillsUSA Texas State Office. Please read these guidelines thoroughly. The district officer application process is run by the current SkillsUSA Texas District 10 officers and supervised by the SkillsUSA District 10 director. Professionalism and good sportsmanship are expected by all SkillsUSA members and advisors.

General Information
- District 10 Officer selection will consist of a slate of 9 candidates (seven (7) officers and two (2) alternates).
- The slate selection will be conducted starting Thursday January 30, 2020 and ending Friday January 31, 2020. The 2020/2021 slate of officers will be announced at the D10 Awards Ceremony on February 1, 2020.
- Appointment/ Election of an Officer to specific office will take place at SkillsUSA Texas State Leadership Academy in June. Attendance at Summer Leadership is mandatory.
- Only three (3) students per school can be elected to serve as a District 10 officer.
- District 10 officers are required to attend all D10 functions and fulfill their officer’s duties during their term. This is mandatory and failure to attend without prior approval from the District Director will result in removal from office and an alternate will take over their position.
- District officers can submit application for a Scholarship that helps with the cost for WLTI. To qualify students must meet all requirements to be eligible.
- Students in grades 9-12 enrolled in a CATE program and a member of Skills USA are eligible to run for an officer position.

Application
- The application is posted on the SkillsUSA Texas website, District 10 page.
- The application should be submitted to District director one (1) week prior to competition or by the date posted.
- Late applications will not be accepted.
- All applications and supporting documentation must have signature of high school Principal and/or school district Career & Technology Director.
- Resumes are a requirement and each student must provide one with the application.

Statement of Support
- Each candidate will have a statement of support letter that states their district, school administration, and the teacher/advisor’s support for the student(s) participation as a District Officer Candidate. It will also include their district’s financial support of the student and teacher/advisor while performing their duties for their term of office.
Time & Location of Screening
- Students are screened on a Thursday evening prior to District 10 competition. (*An additional officer screening day (Friday) may be considered depending on the volume of applicants for that year. This process may change on a year to year basis at the discretion of the District 10 director.)
- Location will be determined each year and posted on the Texas web site.
- Time of screening: 6:00PM. Students arriving after 6:30PM will NOT be screened.
- Late arrivals prior to 6:30PM should be of valid cause such as an auto accident, etc.

Written exam
- Students will take a written knowledge test from the Professional Development Program. Test will be written by individuals who do not have student running for a District 10 Officer, placed in sealed envelope, and presented at officer screening. Test will be administered by the District Director or an advisor who does not have any student involved in officer selection.

Interview
- Thursday Evening: Students will be interviewed by three current district officers from different high schools after testing is complete.
- Candidates should give a one to two-minute oral communication explaining which office they would like to hold. They will say the Opening /Closing part for the chosen office and explain what leadership qualities they possess that make them a good candidate for district officer. This communication will be followed by 3 questions.
- Questions will be chosen by district advisor team and determined prior to the screening process.
- Questions will include in-depth SkillsUSA knowledge from the SkillsUSA Leadership Handbook.
- Candidates will be asked the same 3 questions and will be graded based on their response.
- Candidates are encouraged not to discuss the interview questions with other candidates after their interview.
- The District Director or someone appointed by the district director will monitor the interview process to ensure fairness for all students.
- Friday: The top 12 scoring students will move forward and will participate in an additional interview and Skills USA knowledge test of Friday. The selection of the 12 will be based on the scores received during the first interview, the application, test, and resume.
- Announcement of our slate of officers will be made at the start of our D-10 awards ceremony.