District IV Officer Application
# Table of Contents

<table>
<thead>
<tr>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thinking of becoming a state District IV Officer?</td>
<td>3</td>
</tr>
<tr>
<td>Goals as District IV Officer</td>
<td>4</td>
</tr>
<tr>
<td>District IV Officer Candidate requirements</td>
<td>5</td>
</tr>
<tr>
<td>Candidate and Advisor Agreement</td>
<td>5-6</td>
</tr>
<tr>
<td>District IV Officer Screening Process</td>
<td>7</td>
</tr>
<tr>
<td>Distinct IV Officer Contract and Code of Conduct SkillsUSA Texas</td>
<td>8</td>
</tr>
<tr>
<td>Personal Data Form</td>
<td>9</td>
</tr>
<tr>
<td>SkillsUSA Performance Release</td>
<td>10</td>
</tr>
<tr>
<td>Internet Code of Conduct</td>
<td>11</td>
</tr>
<tr>
<td>SkillsUSA Texas Personal Liability and Medical Release Form</td>
<td>12</td>
</tr>
<tr>
<td>District IV Officer Checklist</td>
<td>13</td>
</tr>
</tbody>
</table>
Thinking about becoming a District IV Officer?

- **Ask yourself the following questions:**
  - Can explain, to a complete stranger (in professional dialogue), the purpose of SkillsUSA? Are you able to convey to others the way your program benefits the society?
  - Will SkillsUSA be your top priority in your school and around the state?
  - Will you be able to miss 10 class days and still maintain your grade point average?
  - Will you be able to attend the SkillsUSA events for Texas and District IV on the dates indicated on the attached tentative agenda?

If you can answer yes to the above questions, Skills USA District IV and SkillsUSA Texas is looking for you!

To apply please submit the following pages **to be received** in the District IV office by **Monday, February 3rd, 2020**.

(Meeting this deadline with all forms completed will be the first step to the interview process.)

**You can mail the completed packet or scan packet as ONE PDF and email to:**

**Derick Simpson**
**Iowa Park High School**
**1 Bob Dawson Dr**
**Iowa Park, TX 76367**
**District4@skillsusatx.org**
**940-704-5439**
District IV Officer Candidate requirements:

To qualify you must provide the following documentation.

These items should be paper clipped or scanned in the following order.  
(No notebooks, folders or staples.)

Applications must have all requested signatures, all forms completed, and all required documentation before application will be accepted.

Application is worth 10 percent. Incomplete applications will result in loss of 10 percentage of points.

Please regard the following when competition application: all blanks completed & Neat and legible work:

- Proof of active membership by February 3, of the current year
- Goals as a District IV Officer
- Candidate and Advisor Agreement
- District IV officer contract and code of conduct
- Personal Data Form
- Performance release
- Internet code of conduct
- Personal Liability and Medical release form
- Letter of endorsement from your SkillsUSA advisor
- Letter of support from two teachers (other than SkillsUSA advisor)
- Letter of support from a school administrator
- Personal resume
- Current transcript (does not have to be official)
  - Transcript averages less than 70% or below will result in disqualification
District IV Officer-Screening Process

After developing and fine tuning the officer selection process at state and national levels of SkillsUSA we have established a well devise method to select our officer candidate. I hope that you have a great experience. Be sure to study the items below to better prepare yourself.

- **Written application** - 10% Students ability to prepare written documents, meet deadlines – judged by District IV Director or designee. Submission of application past the deadline WILL RESULT in the loss of points. Application must be RECEIVED no later than February 3rd, 2019

- **Written Test** -30% Questions will cover the qualifications for becoming a State Officer as listed in the By-laws, “article XI; Section A” and the SkillsUSA Handbook. Format will be: True/False, Multiple Choice, or Short answer. Tip: Study SkillsUSA Handbook, Robert’s rules of order, all levels of the professional development program, SkillsUSA Texas Association Constitution, and By-laws, SkillsUSA Texas Web Page.

- **Oral interview** - 30% - There will be three to five question asked of each candidate. The same questions will be asked of each candidate. These questions will cover the SkillsUSA handbook and information from the state and national websites. Each candidate will also answer up to 2 problematic questions.

- **House of Delegates vote** - 30% There will be a one minute campaign speech

Assignment of officer positions will be assigned at Summer Leadership Conference

Copy of all Score sheets will be kept in the event of a grievance

A copy of your score sheet will be available at your request within ten days after district contest. All Grievances must be filled before the Officers are announced at Awards Ceremony at the District IV Leadership and Skills Conference
Please complete the following sentences:

I want to become a District IV Officer because:
________________________________________________________________________
________________________________________________________________________

As a District IV Officer, I want to accomplish the following:
________________________________________________________________________
________________________________________________________________________

I like my skill area because:
________________________________________________________________________
________________________________________________________________________

The best thing about my instructor is:
________________________________________________________________________
________________________________________________________________________

After I have completed my program training, I plan to get a job in the follow area:
________________________________________________________________________
________________________________________________________________________

My long-range goal is:
________________________________________________________________________
________________________________________________________________________

When you speak to Business & Industry Partner about SkillsUSA what would you tell them:
________________________________________________________________________
________________________________________________________________________
I actively participate at the local level of SkillsUSA and will continue to do so as District IV Officer.

I will be available to represent the District IV organization through personal appearances, as required, which could be any or all the following.

○ Summer Leadership (usually second week in June) – Summer Leadership conference is mandatory for all slate of officers with advisor

○ District IV President will attend State with advisor. District IV President is also elected as State Vice President (Advisors be prepared to participate with students) mandatory

○ In the event that officers cannot fulfill his or her duties, an alternate will be selected by the District IV Director and the next candidate score from the District IV conference will determine who moves up on the slate.

○ October/November SkillsUSA District IV Fall Leadership Conferences mandatory

○ SkillsUSA District IV Championships (2 or 3 days Jan, Feb or Mar) – mandatory

○ SkillsUSA State Conference (3 or 4 days in March or April)

○ Advisors and students must attend and participate in the conferences for the officer to maintain their office.

○ Cost for Summer Leadership is approximately $700 per officer/advisor. District IV will pay for summer leadership with the understanding that if student does not abide by the code of conduct will result in reimbursement of funds spent for Summer Leadership. Responsible parties are student/advisor/school.

I will abide by national and state policy while serving as a District IV Officer

I will file all the forms and paper work for District IV Officer candidacy with the District IV Director/Office by the deadline.

I will respect the nomination, election, and campaign policy restrictions.

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, exam will cover information from SkillsUSA handbook and the state and national websites.

As an officer candidate I, ________________________________, agree to terms previously stated and have the support of my parents/guardians and the school administration.

___________________________________                     ____________________________
Officer Candidate Signature                     Date

___________________________________                     ____________________________
Parent/Guardian Signature                     Date

___________________________________                     ____________________________
SkillsUSA Chapter Advisor Signature                     Date

___________________________________                     ____________________________
Local Administrator Signature                     Date
As a District IV Officer of SkillsUSA, you have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times while representing the 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 in office. Your actions will set a standard for all SkillsUSA members to follow. When you sign this 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 District IV Officer of the SkillsUSA District IV Texas Association

I agree to adhere to the following code of conduct:

- My conduct shall be exemplary at all times.
- I will, at all times, respect all public and private property, including the hotel in which I am housed.
- I will spend each night in the room of the hotel in which I am assigned.
- I will keep my advisor or assigned District IV SkillsUSA staff persons informed of my where-a-bouts at all times.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- I will not enter a sleeping room of the opposite gender without the supervision of an advisor.
- I will not use any type of alcoholic beverages, tobacco products, or drugs. If you have been ordered to take certain prescription drugs by a licensed physician you should report such orders to your advisor or District IV Director.
- 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.

As an officer candidate I, ________________________________, agree to terms previously stated and has the support of my parents/guardians and the school administration.

_________________________________                      ________________________
Officer Candidate Signature                                      Date

_________________________________
Parent/Guardian Signature                                          Date

_________________________________
SkillsUSA Chapter Advisor Signature                          Date

_________________________________
Local Administrator Signature                                    Date
Candidates First and Last Name: ______________________________________________________

Address________________________________ City___________________ Zip_______________

Age: ____ Date of Birth: _______ Cell number_________ Email___________________________

Shirt Size: _________ Pant Size: _________ Shoe Size: ______________

<table>
<thead>
<tr>
<th>School</th>
<th>Telephone:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Career Training Objective:</td>
<td></td>
</tr>
<tr>
<td>Enrolled in Program type:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year in School:</td>
<td>Date enrolled:</td>
<td>Completion date:</td>
</tr>
</tbody>
</table>

Skills-USA Advisor Name: __________________ Advisor Cell Phone: __________________

Advisor Email: __________________

Skills-USA Honors (offices held, awards received, etc.): __________________

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

Favorite hobbies, interests and activities: __________________

Name of local newspaper and radio-TV stations (need both names and addresses):

1. __________________

2. __________________

3. __________________

Parent/Guardian Name: __________________

Address: __________________

City, State, Zip Code: __________________

Cell Phone Number: __________________

Occupation: __________________

E-mail: __________________

Do you have any of the following? List any that apply

Instagram account
Facebook account
Any internet account that you may post information related to SkillsUSA.
I hereby grant the SkillsUSA Texas Association permission to make still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by the SkillsUSA Texas Association permission to use the finished silent or sound pictures, and/or sound recordings as deemed necessary. Further, I so hereby relinquish to the SkillsUSA Texas Association all rights, title, interest in, and income from the finished sound or silent motion pictures, still pictures, and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints, and further grant the SkillsUSA Texas Association the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network, or governmental agency, or to any of their assignees, without payment or other consideration to me. My agreement to perform under camera, lighting and stated conditions is voluntary, and I do hereby waive all personal claims, causes of action, or damages against the SkillsUSA national headquarters and the employees thereof, arising from a performance or appearance.

__________________________________  __________________________________
Signature of Participant               School  
__________________________________  __________________________________
Participant's Address                  School Address 
__________________________________  __________________________________
Participant's City/Zip Code            School, City/Zip  
__________________________________  ______________________
Parent / Guardian Signature           Date
As an officer for SkillsUSA, you are a public figure. As an officer you represent your school, your state association and the national SkillsUSA association. As you post content to personal and public web pages i.e. facebook.com, myspace.com, YouTube.com or other sites, keep in mind that people you do not know (including potential employers or admissions officers) have the ability to review and archive your personal space. These personal sites are being used as a point of reference to your site. Be sure your personal materials, including comments, photographs, video or sound files, would not embarrass you if they were viewed by SkillsUSA staff, business partners, or instructors.

E-mail addresses: If your personal email address does not project a professional image, create a new email address for any SkillsUSA correspondence. Be sure to check e-mail daily during your term of office as travel opportunities are often offered via e-mail.

As an officer of SkillsUSA, I will represent SkillsUSA Texas with respect. This means for my term of office, any content I post on the World Wide Web where SkillsUSA is mentioned on sites such as myspace.com, facebook.com, utube.com or other sites will be reviewed by my advisor, parent, or state director. My email address used for SkillsUSA business must be reviewed by an authorized adult such as my advisor, parent, or state director. I also understand that these websites will be monitored and I may be requested to remove material.

If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences as a state officer for violating the State Officer Code of Conduct.

I have read and understand the information in this document. I agree to abide by this policy for the duration of any office I have been elected or appointed for SkillsUSA Texas.

__________________________________________________________________
Student Signature                                      Date

__________________________________________________________________
Parent or Guardian Signature                          Date

__________________________________________________________________
SkillsUSA Texas Advisor                                Date

__________________________________________________________________
Local Administrator                                     Date
Name: ________________________________ Chapter #_______

Home Address: __________________________________________________________

City/Zip ___________________________ Phone Number: __________________________

Parents Name: ___________________________________________________________________

Parents Cell Phone Number: ______________________________________________________

I hereby agree to release SkillsUSA Texas Association Inc., its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending a SkillsUSA Texas event. Including travel to and from the event, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees. I voluntarily assume all risk and danger relating to the event, whether occurring prior to, during or after the event. I do voluntarily authorize the SkillsUSA Texas representative of medical services coordinator, assistants and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the named person as deemed necessary in medical judgment. Parents/guardians of participant will allow emergency medical treatment to be administered as needed. Any further treatment will require parental/guardian consultation. I agree to indemnify and hold harmless SkillsUSA, Texas Association, High School Secondary Division, Incorporated 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 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 Texas Association High School Secondary Division, Incorporated, 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 will uphold at all times the finest qualities of a person representing SkillsUSA Incorporated.

NOTE: All persons under legal age must have a parent or guardian sign this form. Participants should have an insurance card on their person at all times. A copy of this card should be attached to this form.

________________________ (Parent or Guardian) ____________________ (Date)

________________________ (Participant) ____________________ (Date)
## District IV Officer Packet Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of active membership</td>
<td></td>
</tr>
<tr>
<td>Goals as a District IV Officer</td>
<td>p1</td>
</tr>
<tr>
<td>Candidate and Advisor Agreement</td>
<td>p2</td>
</tr>
<tr>
<td>District IV Officer Contract and Code of Conduct</td>
<td>p3</td>
</tr>
<tr>
<td>Personal Data Form</td>
<td>p4</td>
</tr>
<tr>
<td>Performance Release</td>
<td>p5</td>
</tr>
<tr>
<td>Internet Code of Conduct</td>
<td>p6</td>
</tr>
<tr>
<td>Personal Liability and Medical Release Form</td>
<td>p7</td>
</tr>
<tr>
<td>Letter of Endorsement from SkillsUSA Advisor</td>
<td></td>
</tr>
<tr>
<td>Letter of Support from teacher 1 (other than SkillsUSA advisor)</td>
<td></td>
</tr>
<tr>
<td>Letter of Support from teacher 2 (other than SkillsUSA advisor)</td>
<td></td>
</tr>
<tr>
<td>Letter of support from a school Administrator</td>
<td></td>
</tr>
<tr>
<td>Personal Resume</td>
<td></td>
</tr>
<tr>
<td>Current Transcript</td>
<td></td>
</tr>
<tr>
<td>Date Application Submitted</td>
<td></td>
</tr>
</tbody>
</table>