District Officer Packet

FILING DEADLINE: February 14th 2020
District 2 Officer-Screening Process

After developing and fine-tuning the officer selection process at state and national levels of SkillsUSA we have established a well-devised 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%
  Demonstrates the student’s ability to prepare written documents and meet deadlines – judged by District 2 Director or designee. Submission of application past the deadline **WILL RESULT** in the loss of points. Application must be RECEIVED no later than February 14th 2020

- **Written Test** - 35%
  Questions will cover the qualifications for becoming a State Officer as listed in the By-laws, “Article X” and the SkillsUSA Handbook. Format will be: True/False, Multiple Choice, or Short answer.
  Tip: Study the SkillsUSA Handbook, Robert’s Rules of Order, SkillsUSA Texas Association Constitution and By-laws, SkillsUSA Texas Web Page.

- **Oral interview** - 35%
  Three to five questions will be asked of each candidate. The same questions will be asked of each candidate. Questions will cover the SkillsUSA handbook and information from the state and national websites.

- **House of Delegates vote** - 20%
  Be prepared to give a short campaign speech (3-5 minutes max). Each candidate should be ready to answer a problematic question.

**Officer positions will be assigned at the Summer Leadership Conference in June.**

**A 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 2 Leadership and Skills Conference.**
District 2 Officer
Candidate Requirements:

To qualify you must provide the following documentation. Items should in the following order: (a checklist is provided – last page of packet)

- Proof of active membership by February 1\textsuperscript{st}
- Goals as a District 2 Officer
- Candidate and Advisor Agreement
- District 2 Officer Contract and Code of Conduct
- Personal Data Form
- Performance Release
- Internet Code of Conduct
- Letter of endorsement from your SkillsUSA advisor
- Letter of recommendation from a school administrator
- Personal Resume
- Current transcript (does not have to be official)
  - Transcript with averages less than 70% or below will result in disqualification

*** Applications \textbf{must} have:
- all requested signatures
- all forms completed
- all required documentation
Goals as a District 2 Officer

Please complete the following sentences:

I want to become a District 2 Officer because:

____________________________________________________________________
____________________________________________________________________

As a District 2 Officer, I want to accomplish the following:

____________________________________________________________________
____________________________________________________________________

I like my skill/program 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:

____________________________________________________________________
____________________________________________________________________

When you speak to a Business & Industry Partner about SkillsUSA what will you say?

____________________________________________________________________
____________________________________________________________________
Candidate and Advisor Agreement

• I actively participate at the local level of SkillsUSA and will continue to do so as District 2 Officer.
• I will be available to represent the District 2 organization through personal appearances, as required, which could be any or all the following.
  o Summer Leadership (usually second week in June) – Summer Leadership Conference is mandatory for all officers with advisor
  o Attend SkillsUSA Texas State Conference mandatory with advisor (District 2 President will serve as State Vice President)
  o SkillsUSA Texas District 2 Fall Leadership Conference mandatory
  o SkillsUSA Texas District 2 Leadership Conference mandatory
  o Advisors and students must attend and participate in the conferences for the officer to maintain their office.
  o Cost for Summer Leadership is approximately $700 per officer/advisor. Responsible parties are student/advisor/school.
  o In the event that an officer cannot fulfill his or her duties, the District 2 Director and District 2 Officer Advisor will select the alternate with the next highest score.
• I will abide by national and state policy while serving as a District 2 Officer
• 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.

_________________________________________ Date
Officer Candidate Signature

_________________________________________ Date
Parent/Guardian Signature

_________________________________________ Date
SkillsUSA Chapter Advisor Signature

_________________________________________ Date
Local Administrator Signature
SkillsUSA Texas District 2 Officer Contract and Code of Conduct

As a District 2 Officer of SkillsUSA Texas, 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 representatives, and legislators 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.

• 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 2 SkillsUSA Texas staff person 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.
  • I will not use any type of alcoholic beverages, tobacco/vaping products, or drugs. If you have been ordered to take prescription drugs by a licensed physician you should report such orders to your advisor or District 2 Director/advisor.
  • 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
DISTRICT 2 SkillsUSA TEXAS
OFFICER CANDIDATE REGISTRATION
(Personal Data Form)

FORM FILING DEADLINE: February 14th, 2020 no later than 4:00PM
OFFICER CANDIDATES MUST INCLUDE A COPY OF THEIR HIGH SCHOOL
TRANSCRIPT WITH THE REGISTRATION FORM.
** SCAN and EMAIL APPLICATION TO: tspence@seminoleisd.net

CANDIDATE NAME ________________________________
AGE _______ GRADE _______
SCHOOL__________________________________________
T-SHIRT SIZE _______________ CHAPTER # _______
STUDENT CELL PHONE # __________________________
STUDENT EMAIL _________________________________
ADVISOR NAME_____________________________________
ADVISOR EMAIL _________________________________
ADVISOR CELL PHONE# __________________________
ADVISOR T-SHIRT SIZE _________________

OFFICER CANDIDATE AGREEMENT As a candidate for a District 2 SkillsUSA TX
officer, I agree to abide by the requirements of the office as set forth in the District
2 SkillsUSA constitution and by-laws. I also understand that if I am elected I must
attend the summer leadership conference.

Signed __________________________________________

CHAPTER PRESIDENT AGREEMENT As Chapter President, I recommend the above
named student for a District 2 SkillsUSA officer. I will provide information as needed
in order for the candidate to be fully prepared to perform the duties of the office.

Signed __________________________________________

CHAPTER ADVISOR AGREEMENT As Chapter Advisor to the above named student, I
agree to abide by the requirements of the District 2 SkillsUSA constitution and by-
laws. If my student should become a District 2 officer, I understand my
responsibility to have my student in attendance at all District 2 officer functions.

Signed __________________________________________

DISTRICT/CAMPUS ADMINISTRATOR AGREEMENT As an administrator, I
recommend the above named student for a District 2 SkillsUSA office. I understand
that if this student becomes a District 2 officer, that the school district will make
every effort to assure that the student will be present at all mandatory meetings,
conferences, contests, and other District 2 officer functions.

Signed __________________________________________
Performance Release

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: ____________________________________________

Participant's Address: ____________________________________________

Participant’s City/Zip: ____________________________________________

School: __________________________________________________________

School Address: __________________________________________________

School, City/Zip: _________________________________________________

Parent/Guardian Signature: ________________________________________

Date ________________________________
Internet Code of Conduct

As an officer for SkillsUSA Texas you are a public figure. 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, Instagram, Twitter, YouTube 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. Be sure your personal materials, including comments, photographs, video or sound files, would not embarrass you if they were to be 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 Texas correspondence. Be sure to check e-mail daily during your term of office as travel opportunities are often offered via e-mail.

Social Media: As an officer of SkillsUSA Texas I will represent SkillsUSA Texas with respect. This means during my term of office, any content I post on social media (Instagram, SnapChat, etc...) where SkillsUSA is mentioned will be reviewed by my advisor, parent, or state director. I also understand that these websites will be monitored and I may be requested to remove material. An authorized adult such as my advisor, parent, or state director must review my email address used for SkillsUSA Texas business. I understand that if I post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences for violating the District 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 to which I have been elected or appointed for SkillsUSA Texas.

___________________________________  ___________  ___________
Officer Candidate Signature                     Date

___________________________________  ___________  ___________
Parent/Guardian Signature                     Date

___________________________________  ___________  ___________
SkillsUSA Chapter Advisor Signature          Date

___________________________________  ___________  ___________
Local Administrator Signature                Date
## District 2 Officer Checklist

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