

SkillsUSA Texas

State Officer Application





Thinking of becoming a State 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 our society?
- ✓ Will SkillsUSA be your top priority in your school and around the state?
- ✓ Will you be able to miss 10 class days during the school year for SkillsUSA business and still maintain your grade point average?
- ✓ Are you willing to travel across the state for leadership training and to promote SkillsUSA?
- ✓ Will you be able to attend the SkillsUSA events for Texas on the dates indicated on the attached tentative agenda?

If you can answer yes to the above questions, SkillsUSA Texas is looking for you! To apply please submit the following pages ***to be received*** in the state office no later than March 15th (Meeting this deadline with complete forms will be the first step of the interview process.)

Mail to:

SkillsUSA, Texas
Attention: OFFICER CANDIDATE
P. O. Box 1388
Mabank, TX 75147 - 1388

Or

e-mail all completed forms **in one document** with signatures to:
janet@skillsusatx.org

Incomplete applications will not be accepted this year.

State Officer Candidate Requirements..... 4
State Officer Events..... 5
PERSONAL DATA FORM 6
State Officer / National Officer Candidate Disclaimer..... 7
State Officer Contract and Code of Conduct SkillsUSA Texas 8
Internet Code of Conduct..... 9
State Officer Screening Process..... 10

State Officer Candidate Requirements

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

- Proof of active membership by February 1, of the current year. Must be a paid invoice from the national office which includes your name.
- Personal Data Form
- State Officer Contract and Code of Conduct
- Internet Code of Conduct
- Letter of endorsement from your SkillsUSA Advisor
- Letter of support for events listed from a school administrator
- Letter of support for events listed from CATE director
- Two letters of recommendation from someone other than those listed above
- Personal Resume
- Current Transcript (does not have to be official)
- 1-2 page personal narrative statement (Be sure to include the following as a minimum of your personal statement)
 - ✓ I want to become a State Officer because...
 - ✓ As a State Officer I want to accomplish the following...
 - ✓ I like my career and technical trade area because...
 - ✓ After I complete my training program, I plan to...
 - ✓ The best thing about my instructor is...
 - ✓ My long range goal is...
 - ✓ SkillsUSA Texas is... (as you would speak to a Business & Industry Partner)
- State Officer / National Officer Candidate disclaimer
- At any given time or place I will be able to demonstrate knowledge of SkillsUSA as found in the SkillsUSA Leadership Handbook.
- A written exam will be administered as scheduled by the state office. This exam will include knowledge from Career Essentials – Foundations Level 1, SkillsUSA Framework and information found in the SkillsUSA Leadership Handbook.
- Applications must have all requested signatures, all forms completed, and all required documentation before application will be accepted.

ALL FORMS SHOULD BE COMPLETED ON THE COMPUTER, TYPED OR PRINTED IN BLACK INK

State Officer Events

Requires Parent, Administrator, Advisor Support

1. **National Delegate Meeting** –April 8, 2018 Mandatory – Sunday immediately following the SkillsUSA Texas Leadership and Skills Conference Awards Ceremony where your office is announced. Or backstage.
2. **State Officer Training** – June 8 – 10, 2018– mandatory– financed by SkillsUSA Texas
3. **Summer Leadership** June 10 -14, 2018 – financed by school district - mandatory
4. **National SkillsUSA-Championships** June 25, 29,2018 - mandatory– Registration fees and hotel paid by SkillsUSA Texas
5. **Washington Leadership Training Institute** (4 days in September) – registration including hotel and meals financed by SkillsUSA Texas
6. October/November **District Fall Leadership Conferences**; - mandatory - paid for by your district
7. **SkillsUSA Day and Officer Training** (3 days February 2018) – mandatory– registration financed by SkillsUSA Texas
8. **District SkillsUSA Championships** for your district (2 or 3 days January, February or March)-mandatory
9. **SkillsUSA Texas Leadership and Skills Conference** and state officer training prior to conference April 3rd – 8th, 2019 – mandatory - Room, registration and some meals furnished by SkillsUSA Texas
10. Special events called by the Executive Director or State Director at TEA



PERSONAL DATA FORM

Candidates name _____

Age: _____ Date of Birth: _____

Shirt Size: _____ Pant Size: _____ Shoe Size: _____

School _____ TX Chapter # _____

Telephone: _____ Fax: _____

Career Training Objective: _____

Enrolled in Program type: _____

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

SkillsUSA Advisor: _____ : Advisor EMAIL _____

SkillsUSA 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: _____

Phone Number:	E-mail:
Occupation	Day time Phone
Evening Phone	Cell Phone Number
Do you have any of the following? List any that apply My Space account Face Book account Any internet account where you may post information related to SkillsUSA.	_____

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

1. _____

2. _____

3. _____

4. _____

State Officer / National Officer Candidate Disclaimer

I, _____ understand that when I choose to run for both national and state office I may be selected for both state office and national officer candidate. Should this occur I prefer the following:

Please select one statement:

- I will remain as a state officer for the 2017- 2018 school year and forfeit running for a national officer for the 2017- 2018 school year.

- I will forfeit my state officer and continue to pursue a national officer as a national officer candidate for the 2017 - 2018 school year.

Name: _____
Typed or Printed (Candidate)

Signature of Candidate: _____ Date: _____

I have read and I understand the SkillsUSA, Texas Association State Officer / National Officer Candidate disclaimer. 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

State Officer Contract and Code of Conduct SkillsUSA Texas

As a state 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 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 Association, I agree to adhere to the following code of conduct:

1. My conduct shall be exemplary at all times.
2. I will, at all times, 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 keep my advisor or assigned state SkillsUSA staff persons informed of my where-a-bouts at all times.
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.
12. I will, as an elected officer, attend State Conference and the National Delegation Meeting after the Awards Ceremony on Saturday.

PENALTIES

Violations of items 1 –12 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, Texas Association State 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.

Name: _____
Typed or Printed (Candidate)

Signature of Candidate: _____ Date: _____

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

Signature of Parent/Guardian:

Date

SkillsUSA Advisor

Date

Signature of School Administrator:

Date

Internet Code of Conduct

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 and are age appropriate.

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, youtube.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, and 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.

Name: _____
Typed or Printed (Candidate)

Signature of Candidate: _____ Date: _____

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

Signature of Parent/Guardian:

Date

SkillsUSA Advisor

Date

Signature of School Administrator:

Date

State 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 candidates. I hope that you have a great experience. Be sure to study the items below to better prepare yourself.

State and national officer candidate forms may be found on the SkillsUSA Texas web site. Go to www.skillsusatx.org then download forms and navigate to the Student Officer section.

1. **Written test – 20%** - (narrows to top thirty)

The written test may be given at the District Contest, State Conference or online prior to the oral interview. The test will be administered, turned in to proctor, sealed in an envelope and mailed to the state director where it will be scored. Each student will be notified in writing or via e-mail as to their position in the top thirty applicants. All written documentation should be completed before taking the written test. Notification will be sent as soon as the written tests are received. However, if you wait to begin the application after you have been notified you may not have enough time to complete the application process and have the completed forms to the state office by the deadline. Questions will cover the qualifications for becoming a State Officer as listed in the By Laws, Article XI, Section A, and the SkillsUSA Leadership Handbook. Format will be: True/False, Multiple Choice or Short Answer. Tip: Study material should include 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.

2. **Oral interview – 30%** - NARROWS TO 15 - GENERAL TOPIC FOR PROBLEMATIC QUESTION GIVEN TO TOP 15 CANDIDATES There will be three to five questions asked of each candidate. The same questions will be asked of each candidate. These questions will cover the qualifications for becoming a State Officer as listed in the By Laws, Article XI, Section A and the SkillsUSA Leadership Handbook. Tips: Questions may include specific SkillsUSA Texas knowledge (such as material in the written test) or situational questions about state officer roles and responsibilities.

This will take place in one room with state officers, district officer and state director or their designee. The impartial adult is in the room to supervise and will have no input in the screening process.

3. **House of delegate vote – 30%** – There will be a two minute **campaign speech** - No Props allowed and **problematic question**. General topic will be given to top 15. Tip: In your answer state the obvious, what it means to you, and what it means to the organization

How are Candidates Chosen?

- 30% House of Delegate Vote – membership vote
- 30 % Oral Interview – student's ability to present themselves to the public and state officer input
- 20% Written Test – student's knowledge – sources SkillsUSA Leadership Handbook, SkillsUSA Texas Constitution, National Constitution, Parliamentary Procedure, Career Essentials Foundations Level 1, SkillsUSA Framework.
- 10% State Officer observations (social behavior, interaction between candidates and students, interactions between candidates and advisors.)
- 10% Written Application – student's ability to prepare written documents, meet deadlines – judges by state director or designee. Evaluated by the Executive Director or appointee

Additional Information:

There will be no poster or paper products posted on any building at the annual state conference regarding candidate's campaign. Any other campaign materials should be approved at the time of the oral interview. Receipts are to be presented at this time. (No receipts – no campaign materials) Total cost of campaign materials will not exceed \$100.00. Violation of any of the above will be brought to the attention of the State Director and consequences will be determined at that time.

Assignment of Officer Positions after State Conference

1. **State Officer Training** - Process begins two days prior to regular dates of Summer Leadership Academy. Pre-conference assignments are to be completed and will be used as part of the placement process
2. **Summer Leadership Training** – Leadership training for all SkillsUSA Texas students
3. **Students are evaluated** by the State Officer Advisory Team to determine position. The SOAT consists of persons, chosen by State Director. These individuals' identities will remain anonymous.
4. Pre-conference assignments and State Officer Advisory Team scores are tabulated.
5. Positions are announced and officers are installed during Summer Leadership Academy.