



**STATE OFFICER
APPLICATION FORM**



INTRODUCTION

The State Officer Experience

Being a SkillsUSA State Officer is a great way to help make a difference in your school, your community, and your state...even in you! Student members seeking to broaden their opportunities with SkillsUSA should consider a campaign for state office.

Ask yourself the following questions:

- Do I possess leadership qualities?
- Do I have a positive attitude?
- Do I enjoy working as part of a team?
- Do I enjoy meeting new people?
- Do I like to travel?
- Am I involved in community service?

If your answers to most of these questions were yes, the state officer experience is something to consider. As a SkillsUSA State Officer, you will become an ambassador for your school, your state and the National SkillsUSA organization.

You could:

- Represent the leading career and technical student organization in America
- Fine-tune your leadership skills
- Travel throughout the state
- Meet SkillsUSA business and industry representatives
- Work closely with other SkillsUSA officers and members
- Have the opportunity to encourage and motivate others through public speaking
- And much, much more

You could be elected to one of the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian
- Reporter
- Sergeant at Arms

* Consult the SkillsUSA Leadership Handbook for the specific duties of each state officer position.

ELIGIBILITY

- Be an active postsecondary member of SkillsUSA.
- Have the endorsement of your local chapter Lead Advisor and TCAT Director.
- Each chapter may run no more than two state officer candidates.
- Complete modules 1 and 2 of the CSEP online training program.
<http://skillsusa.org/programs/career-skills-education-program/>
- Pass the online state officer candidate test.
- Receive favorable recommendation from the SkillsUSA Executive Committee.

RESPONSIBILITIES

SkillsUSA Tennessee State Officers responsibilities:

1. Tennessee Leadership Training Institute Conference - November
2. Executive Committee Meetings - as scheduled
3. SkillsUSA Tennessee State Leadership and Skills Conference- April
4. SkillsUSA National Leadership and Skills Conference – June
5. Tennessee Leadership Training Institute Conference – Following November

State officer candidates should discuss the above responsibilities with his/her employer prior to applying for a state officer position.

State Officer Advisor/School responsibilities:

- Assist the candidate in the application and election process
- Provide Official SkillsUSA Red Blazer - for Elected State Officers
- Provide transportation and meals for all required functions
- One Advisor will be appointed to serve on the Executive Committee

ELECTION PROCESS

Each candidate for state office must submit a completed application packet consisting of the following:

- Letter of Recommendation from Lead Advisor
- Letter of Recommendation from School Director
- State Officer Code of Conduct Form
- Responsibilities Agreement Form
- State Officer Candidate Information Form
- Minimum 500 word paragraph that answers “Why you want to serve as a State Officer?”
- Short bio and digital head shot in official dress 300 x 300 pixel minimum

Candidates will need to bring the following items with them to the candidate screening interview. Each candidate will be assigned a specific time for his/her screening interview.

- One-page resume
- Advisor letter verifying completion of CSEP Levels 1 and 2
- One example of each campaign material used and any giveaway items
- Letter with Itemized Statement of Campaign Materials with attached receipts (if applicable)
- Items not purchased should be included in candidate’s \$100 budget with the estimated value for those items

Campaign Material Guidelines:

- Candidates cannot spend over \$100 on campaign materials and giveaway items
- Each candidate must provide an itemized campaign expense report at Candidate screening interview.
- Candidates will **not** have a table to display items
- DO NOT post anything to the facility walls or doors
- No gas filled balloons or glass items are allowed
- No noise makers are allowed
- Posting and distribution of campaign materials may be limited by the regulations of the convention site and SkillsUSA State Director.

Campaigning Rules:

- Campaigning **may not** begin until the close of the first combined session held on the first day of the TLTI conference. Any violation of this provision will result in disqualification. During this session, each officer candidate will be asked to stand as his/her name is called.
- Each candidate will be formally introduced at the first “Meet the Candidate” session and will deliver a one-minute introduction speech.
- At the next “Meet the Candidate” session, two problematic questions will be asked of each candidate.
- Candidates for state office will be expected to present a two- to three-minute campaign speech at the dinner session on the first night of the TLTI conference.

SkillsUSA
TENNESSEE ASSOCIATION

STATE OFFICER CODE OF CONDUCT

CURFEW: All State Officers will be in their own room and quiet by established curfew, unless otherwise authorized by the SkillsUSA Director or State Officer Trainer.

ROOMS: The hotel shall assign certain rooms for male and female students. State Officers will not be allowed in the rooms assigned to the opposite gender for any reason, unless an advisor is present in the room or unless the person of opposite gender is the officer's spouse. There are sufficient lounge areas and meeting rooms for necessary small group meetings.

ALCOHOL & DRUGS: **No alcoholic beverages, drugs or narcotics, in any form, shall be possessed or used at any time while functioning as a SkillsUSA representative, under any circumstances, unless prescribed medication.**

TOBACCO: **Tobacco products shall not be used when in official SkillsUSA dress or when attending an official SkillsUSA meeting.**

EXAMPLE State Officers' conduct serves as the standard set for all members of SkillsUSA and as such must be beyond reproach. You will be held to a more stringent standard of conduct than will the remainder of SkillsUSA.

TIME: State Officers' will be present at all SkillsUSA events at least 10 minutes prior to the scheduled time of an event or meeting.

ACTIONS: State Officers will be held accountable for their actions. When charged with a responsibility or duty, State Officers will make certain they understand what they are to do and will carry out the assignment in a professional and timely manner. Excuses will not be accepted.

SPOUSE: If an officer's spouse desires to attend a SkillsUSA function, the spouse **MUST** be registered for the event, and the officer is responsible for all expenses for spouse.

I understand the above Code of Conduct, and recognize that it is only the basic conduct expectations of a State Officer. I also understand that there may be further conduct expectations added in the future, should the need develop. My signature below indicates that, if I am elected, I will abide by the State Officer Code of Conduct.

Date

Candidate's Signature

RESPONSIBILITIES AGREEMENT FORM

Please type or neatly print all requested information:

Name _____ School _____

School Address _____

Program of Study _____

Candidates must comply with each of the following. Your signature, below, indicates agreement with each statement.

- I am a full-time student of the above named school
- I am an active member of SkillsUSA
- Uphold the ideals and purposes of SkillsUSA by dedicating myself to promoting a positive image for the SkillsUSA organization
- Always present myself in a professional manner
- Communicate clearly and often with the State Director and my fellow officers
- I understand the duties and responsibilities of the office for which I am a candidate
- I have arranged for transportation
- As indicated by the signature below, I have permission from my school administration to attend:
 - Tennessee Leadership Training Institute (November)
 - SkillsUSA Executive Committee meetings (As scheduled)
 - State Leadership and Skills Conference (April)
 - National Leadership and Skills Conference (June)
 - Tennessee Leadership Training Institute, following year (November)
- I have attached a letter of recommendation from my school administrator.
- I have attached a letter of recommendation from my chapter advisor who personally recommends me for this position.
- I agree to abide by the event dress code as determined by the SkillsUSA State Director.

I understand the duties /responsibilities of state office, and if elected, agree to fulfill them to the best of my ability.

Candidate Signature

We understand the duties/responsibilities of state office and agree to support the above named candidate if elected.

Chapter/Advisor

School Administrator

SKILLSUSA STATE OFFICER INFORMATION FORM

Name _____ Email _____

Home Phone _____ Cell Phone _____

Home Address _____

Gender _____ Year and Month of Graduation _____

Blazer Size _____ Shirt Size _____

Web Address (if applicable) _____

Facebook &/or Twitter Address _____

Advisor's Email _____ Advisor's Cell _____

Please attach:

- Short "Bio" see following link for examples:
 - <http://www.tnpsskillsusa.org/state-officer-team>
- Digital head shot in official dress 300x300 pixel minimum
- Paragraph about "Why you want to serve as a state officer?" (minimum 500 words) Your paragraph might include any of the following information:
 - What are your qualifications for state office?
 - What other experience/activities/hobbies/jobs do you have or have you had that will help you in carrying out the duties of state office?

The State Officer application along with all other supporting materials should be submitted digitally to the state director at chelle.travis@tbr.edu and **MUST BE RECEIVED** no later than **November 3, 2015**.