



PA STATE OFFICER CANDIDATE APPLICATION

CHECKLIST INSTRUCTIONS:

- Officer Application must be emailed as one attachment by **March 1st**
 - Email to PA Executive Director - dodieamigh@skillsusapa.org
 - No late exceptions

COMPLETE, SCAN, AND EMAIL AS ONE ATTACHMENT:

- State Officer Resume
- State Officer Candidate Information Form
- Framework Essay
- Essay on "Why I want to be a SkillsUSA State Officer"
- State Officer Signature Form
- Copy of Framework Certification and CTE Knowledge Certification - Located in ABSORB.
 - Log in www.mycareeressentials.org
 - Purchase the Framework Certification and CTE Knowledge Bundle. (\$10.95)
 - After purchase, you will receive an enrollment key that the student will use to make an account and login to Absorb.
- One letter of recommendation from your Director or Principal
- One letter of recommendation from your local SkillsUSA advisor
- One letter of recommendation from a person of your choice
- Current report of your academic and CTE grades
 - Including a breakdown of the numerical grades if not alphabetic.



PA State Officer / National Officer Candidate Instruction Sheet

- Officer Candidate must complete the appropriate application form.
 - See attached Checklist.
- Officer Candidates may apply for either a state or national office, not both.
- No Candidate can be nominated from the floor.
- The completed application must be emailed to the SkillsUSA Pennsylvania Executive Director by **March 1st.**
 - dodieamigh@skillsusapa.org
 - No late applications will be accepted.
 - Email all forms as one attachment.
- There will be a Training Conference for State Officer Candidates, Head Delegates, and the Candidate's Advisor on **March 8th** at the Blair County Convention Center in Altoona, PA.
 - Review the Conference instruction form for details.
 - The agenda will be emailed when we receive the Candidate's application.
- An officer may only serve one term of office.
- College/Postsecondary candidates must be enrolled in a SkillsUSA affiliated college/postsecondary program prior to submitting an officer candidate form.
- Officer Candidates must not have a grade lower than "C" on the current year's transcript of academic and career and technical grades. It is understood that if grades should fall below a "C" in any subject during their term of office, they will not be permitted to participate in SkillsUSA activities.
- Officer Candidates must pass an exam with 80% accuracy and verbal exam with 85% accuracy.
 - A Practice Test will be made available to all Candidates once all applications have been received. Candidates are not limited in the number of times they take the exam.
 - The exam questions will consist of SkillsUSA Knowledge, Framework, Parliamentary Procedures, Officer Duties, Etiquette, Chapter Excellence Program.
 - The verbal portion will include, but not limited to, the SkillsUSA Pledge.
- All Candidates must be prepared to give a 1-minute introductory speech to the Nominating Committee.
 - The Nominating Committee will ask each candidate two questions. All questions must be submitted in writing to the Nomination Committee Advisor for approval prior to the Nominating Committee Meet the Candidate Session. No questions will come from the floor without prior approval.
- All Candidates must be prepared to give a 2-to-3-minute campaign speech to the House of Delegates.
 - In one of the Delegate Sessions, the Candidates will pull a random topic and be required to answer it on stage.
- All candidates that pass the Nomination Committee screening will be listed on the ballot.
 - Final approval will be at the discretion of the SkillsUSA Pennsylvania Executive Director.
- All approved candidates will proceed through the election process.
- Verbal campaigning is permitted after the ballot has been posted.

- All campaign materials will be distributed during the appropriate House of Delegates Meeting.
 - Instructions for campaigning will be given at the first House of Delegates Meeting.
 - Each Candidate will be assigned an area/table for the Meet the Candidates & campaign materials distribution portion of the election process.
 - All campaigning will be done from their area. **Each candidate is responsible for cleaning up their campaign materials and the area they are assigned.**
- A Candidate may not be a competitor.
- Candidates are limited to \$150.00 for campaign materials. This includes the fair market value of any items that are donated, purchased, or borrowed/rented, and includes shipping charges.
 - **A sample of all handout items and receipts for all items must be submitted to the Nomination Committee Advisor at the Nomination Committee meeting.**
- If elected, SkillsUSA Pennsylvania State Officers have an obligation to attend the following: State Officer Training in June, National Leadership and Skills Conference, Fall Leadership Conferences, National and/or Regional Leadership Training, State Conference Training, State Conference, and any other travel as requested by the SkillsUSA Pennsylvania Executive Director or State Officer Advisor.
 - Review the PA State Calendar on our Home Page – SkillsUSAPA.org and the attachment below
- Newly elected State Officers will be given a list of assignments and deadline dates prior to June training.
- In addition to the many time requirements, there are also a few financial obligations that are necessary to consider. SkillsUSA PA provides a portion of the funding for travel/conferences. Your school will be responsible for portions of the travel/conferences.
 - An advisor must attend with your officer.
 - Advisor expenses are not paid by SkillsUSA Pennsylvania.



PA State Officer Code of Conduct

As a State Officer representing SkillsUSA Pennsylvania, I agree to adhere to the following rules and regulations.

1. I will always respect public and private property.
2. When traveling with SkillsUSA and SkillsUSA Pennsylvania, including functions with the officer team, I will wear SkillsUSA casual attire, travel attire or SkillsUSA business attire, when required.
3. I will always adhere to the dress code.
4. I will abide by the curfew established. No male/females in rooms unless an adult is present and the door is open.
5. I will adhere to the rules of SkillsUSA and SkillsUSA Pennsylvania. I will not venture outside without my fellow officers or an advisor. I will not enlist other students to attend non-SkillsUSA functions while at a conference.
6. I will not use alcoholic beverages, nonprescription drugs, vape and/or e-smoking tobacco at any time. There is a NO smoking policy in effect at all conferences. This includes chewing tobacco.
7. My conduct will always be exemplary, during and outside of SkillsUSA functions. Any behavior contrary to SkillsUSA's culture of inclusion and diversity will result in disciplinary action or dismissal from the State Officer Team. Action will come from the Executive Director of SkillsUSA Pennsylvania or the school advisor, whichever comes first.
8. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
9. Grade average must be maintained as a "C" or better. Copies from each marking period need to be reviewed by the State Officer Advisor.
10. When traveling for SkillsUSA, I will keep the assigned State Officer Advisor, attending advisor, State Director always informed of my whereabouts.
11. I will attend all activities for which I am assigned, registered and will be on time to all functions and assignments.
12. I will participate in all scheduled ZOOM Meetings.
13. During my year as a SkillsUSA State officer, I will represent my organization with respect. That means that for my term of office, I will give permission to SkillsUSA to be my Friend/Follow any context I post on the Internet. For example: Facebook, Instagram, Snapchat, TikTok, YouTube, or others. I also understand these sites will be monitored and I will be requested to remove offensive material or any material not reflecting SkillsUSA culture of inclusion and diversity. If I fail to do so and post inappropriate, unapproved or any material contrary to SkillsUSA's culture of inclusion and diversity, I will be subject to dismissal from my State Office. I also understand my personal email address must reflect a professional image, or I will create a new email address for SkillsUSA correspondence.

Violations of any items in this contract may be grounds for termination from office.

THIS WILL BE SIGNED IF YOU ARE ELECTED TO A STATE OFFICER POSITION.



PA State Officer Candidate Resume
Please complete a resume that follows this format.

YOUR NAME

Address Line 1

Address Line 2

City, State and Zip Code

Mobile Number (000) 555-2468

Personal Email address *(Please use a personal email that you frequently use.)*

EDUCATION

Include your Career and Technical Education and High School Education. You may add certifications.

QUALIFICATIONS *(For being considered for a SkillsUSA officer position.)*

Using action words to maximize the impact, describe how your background and strengths would make you a strong candidate for the position you are seeking. This section should be concise, contain action words, and should sell your most marketable experiences and abilities.

EMPLOYMENT

Name of Company, Position, 20xx-20xx

In the same manner as above, list your employment from present to past. Be concise when explaining your job description.

AWARDS AND ACCOMPLISHMENTS *(Hobbies, Civic/Community Activities, etc.)*

List any Awards and Accomplishments, Year



PA State Officer Candidate Information Form

OFFICER CANDIDATE INFORMATION	
Name	
Career and Technical School	
Program of Study	
District Number and Region	
Grade & Graduation Year	
Personal Email	
Mobile Number	
Home Address	<i>Street City, State, Zip Code</i>
Date of Birth	
Name of Insurance Company	
Insurance Policy Number	
Parent/Guardian Name(s)	
Parent/Guardian Mobile Number	
Parent/Guardian(s) Address	<i>Street City, State, Zip Code</i>

CLOTHING INFORMATION	<i>We will use these sizes to place orders immediately. Please be size conscience and accurate.</i>
T-shirt Size <i>Adult Size</i>	
Polo Size <i>Male Style</i>	
Jacket Size <i>Track Suit Style</i>	
Pant Size <i>Track Suit Style</i>	

ADVISOR'S INFORMATION	
Name	
Position/Title	
School Email Address	
Personal Email Address	
School Number and Extension	
Mobile Number	

ADMINISTRATOR'S INFORMATION	
Name	
Position/title	
School Email	
School Number and Extension	
Mobile Number	



PA State Officer Candidate Essay Questions

Essay #1

The applicant must include an essay explaining two words from each of the three components of the Framework and relate it to themselves and how they exemplify this within their technical program.

Essay #2

The applicant will answer the question, "Why I want to be elected as a State Officer."



PA State Officer Candidate Signature Form

I understand that my (son, daughter, ward) is a candidate for State Office and, if elected, has my permission to fulfill the obligations of that office. If elected to office, we shall be pleased to cooperate in every way possible to assist in fulfilling the responsibilities of the office.

Signature of Parent/Guardian

Date

If elected, I believe _____ has the qualifications to become a SkillsUSA Pennsylvania State Officer. In addition, if he/she is elected, I shall assist in the assigned duties and accompany the officer on all official functions and duties. If I cannot not attend, I will appoint another advisor from my school to fulfill these duties. I or another appointed advisor will be present at all meetings, as required.

Signature of Chapter Advisor

Date

Home Address / Mobile Number

School Email Address / Summer Email Address

The administrative staff would like to recommend this student's application for the State Office. If elected, the staff will cooperate in helping the student to fulfill all the travel and a portion of the financial obligations of the State Officer and the Advisor. I have read the above policy and will ensure that the requirements are adhered to.

Chief School Administrator/Principal/or Director

Date

Deadline for Application: **March 1st**

Email to: Dodie Amigh SkillsUSA PA Executive Director - dodieamigh@skillsusapa.org



PA State Officer Candidate / Head Delegate /Advisor Conference
March 8, 2024
Blair County Convention Center Altoona, PA

This pilot training is for the State Officer Candidate, Head Delegate, and Advisor. Although it is not mandatory, it is strongly recommended you attend the one-day conference to prepare for the State Officer Candidate experience at the State Leadership and Skills Conference (SLSC). An agenda will be sent when we receive the candidates' application.

We will update the changes to the new procedures at SLSC. Our goal is to have all the Candidates, Head Delegates, and Advisors prepared for the responsibilities if elected. We require a lot of information, but this will give all of you the opportunity to make corrections and study prior to attending SLSC. Please be prepared to accept suggestions from the group and make additions or corrections to your materials. Our goal is to help you be the very best candidate for Team PA.

It is important that everyone comes prepared with the following information for the conference to be effective:

State Officer Candidate Requirements:

- Prepare a 1-minute speech that includes your name, career center, program area, grade level, involvement in SkillsUSA, activities, etc.
- Prepare a 2-3-minute campaign speech. Basically, the above speech plus additional information about your goals and plans for your role as a State Officer.
- Campaign Slogan - A phrase you can use with your name that will remind the delegates of you.
- Example of your campaign material (requirements are listed in the officer candidate information sheet)
- Prepare to take a practice test consisting of SkillsUSA materials from the Handbook,
 - Framework, and Parliamentary Procedure. We recommend you take the On-Line Practice Test supplied by SkillsUSA Pennsylvania prior to attending the conference. You will also verbally recite the SkillsUSA Pledge.
- You are required to wear official SkillsUSA attire.
- Please have paper and a pencil available.
- Please have written copies of all your speeches. (No electronics will be used during your speeches)

Head Delegate Requirements:

- Please bring paper, a pencil/pen and 3x5 index cards.
- Arrive with an open mind to participate in the required activities and a willingness to learn what your responsibilities are at SLSC.
- You are required to wear SkillsUSA attire.

Advisor Requirements:

- Please review your candidates' necessary requirements for accuracy.
- Prepare a location for your candidate to practice their speeches with other students present before attending the conference.
- You may wear casual attire. SkillsUSA logo clothing is always a good choice for photos.



PA State Officer Candidate Tentative Calendar 2024-2025

State Officers and their Advisor must be available for the following:

- June 2 - 4, 2024** State Officer Training at the Blair County Convention Center in Altoona, PA
- June 4, 2024** SkillsUSA PA Board of Directors Meeting / Officers Introduction to the Board
- June 22 - 24, 2024** Leverage in Atlanta, GA
- June 24 - 28, 2024** National Leadership and Skills Conference in Atlanta, GA
- October 2024** National Region 1 Training in Hershey, PA

October/November 2024

Fall Leadership Conference - all dates TBD

Western Region at Seven Springs

Central Region in Gettysburg, PA

District 2 at Kalahari Resorts

District 11 Council at Camelback Resorts

December/January 2025 District Competitions - all dates TBD

February 23 - 25, 2025 Pre-Conference Training

March 31 – April 4, 2025 SkillsUSA Pennsylvania SLSC

NOTE:

In addition to the dates above, you will also be required to attend ZOOM meetings with the Director and State Advisor.

Dates are subject to change.