

# SkillsUSA PENNSYLVANIA

## 2023 - 2024 STATE OFFICE

### CANDIDATE PACKET

THE WRITTEN TEST WILL BE FROM THE SKILLSUSA HANDBOOK

#### CHECKLIST INSTRUCTIONS:

- Officer Packet must be emailed by **March 1**
- Officer Packet email sent to Executive Director - [dodieamigh@skillsuspa.org](mailto:dodieamigh@skillsuspa.org)

#### COMPLETE, SCAN, AND EMAIL:

- State Officer Resume
- State Officer Candidate Form
- Framework Essay
- State Initiative Idea
- Framework Certification and CTE Knowledge Certification - Located in ABSORB.
  - Log in [www.mycareeressentials.org](http://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.
- State Officer Signature Form
- One letter of recommendation from your director or principal
- One letter of recommendation from local SkillsUSA advisor
- One letter of recommendation from a person of your choice
- Current report of your academic and vocational grades (*Including a breakdown of the numerical grades if not alphabetic*).



## SkillsUSA STATE OFFICER CANDIDATE INFORMATION INSTRUCTION SHEET

- Officer candidates must complete the officer application for a state office. See Checklist above.
- Completed applications must be emailed to the SkillsUSA Pennsylvania Executive Director by March 1. No late applications will be accepted.
- An Officer may only serve for one term of office.
- Collegiate/Post Secondary candidates must be enrolled for one year in a SkillsUSA affiliated postsecondary institution prior to submitting officer candidate forms.
- Officer candidates must not have a grade lower than a “C” on the current year’s transcript of academic and vocational grades. It is understood that if grades should fall below a “C” in any subject area after being elected, the officer may not be permitted to participate in SkillsUSA activities.
- Officer candidates must pass a written test with at least 80% accuracy. (Questions will be based on General Knowledge of SkillsUSA, Parliamentary Procedure, Officer Duties, Etiquette, and Professional Development. A study guide will be provided.
- State Officer candidates will be elected to a State Officer Team. Positions will be appointed at the State Officers Training Workshop in June.
- Officer candidates must either apply for a state or national office, not both.
- No candidate can be nominated from the floor.
- All officer candidates are to be prepared to give a 1 to 2 minute introductory speech to the Nominating Committee and a 2 to 3 minute campaign speech to the House of Delegates.
- The Nominations Committee will ask each candidate two questions. *ALL questions must be written and submitted to the Nomination Committee Advisor, for approval, prior to the Meet the Candidate Session. No questions will come from the floor without prior authorization.*
- All approved officer candidates will proceed through the election process.
- Verbal campaigning is permitted only after the ballot has been posted. *Under no circumstance may any campaigning be done until the ballot has been posted.*
- All distribution of campaign material will be done at the House of Delegate session. No handouts or giveaways are permitted anywhere except during the first half-hour at the House of Delegates meeting. Campaign materials may not be distributed, displayed, or worn during any other time, or in any other location.
- After the House of Delegates meeting is called to order, Officer Candidates will be able to distribute campaign material for one half-hour. The second part of this one half-hour will be a meet the candidate’s session.
- A State Officer or State Officer Candidate may not be a competitor in a skilled trade

competition. Officers/Officer Candidates may petition the State Director at least 30 days prior to competition to compete in a Leadership Competition. Permission may be granted contingent on the competition schedule. *(January, 2016)*

- Candidates are limited to \$150.00 for handouts. A sample of all handout items and receipts for campaign items must be turned into the Nomination Committee Chairperson at the first Officer Candidate meeting. This includes the fair market value of any items that are donated, purchased or borrowed, and includes shipping charges. Receipts are to be attached to a summary sheet listing all items used in campaigning.
- All campaign materials are to be removed immediately following the House of Delegates session in which the state officers are elected.
- All officer candidates that pass the Nomination Committee screening will be listed on the ballot. Final approval at the discretion of the SkillsUSA Pennsylvania Executive Director.
- If elected, SkillsUSA Pennsylvania State Officers have obligations to attend the following: State Officer Training in June, National Leadership and Skills Conference, National and/or State Leadership Training, State Conference,, and any other travel as requested by SkillsUSA Pennsylvania. *(See attached calendar)*
- Newly elected slate of officers will be responsible for knowing the required materials, Pledge, Framework, Motto, Creed, Emblem Symbols and their meaning, and parts of the Opening and Closing Ceremony prior to attending the Officer Training Workshop. (June)
- In addition to the many time requirements, there are also a few financial obligations that are necessary to consider. SkillsUSA Pennsylvania provides funding for the National Conference (Registration, Leverage, meals, a *portion* of travel and rooming), State Officer Training Workshop, State Officer Pre-Conference Training, The State Leadership and Skills Conference, WLTI/ Region I Conference *(if applicable)* and any travel assignments requested by SkillsUSA Pennsylvania. An advisor must attend with your officer. *(Advisor expenses are not paid by SkillsUSA Pennsylvania.)*



## SkillsUSA PENNSYLVANIA STATE OFFICER CANDIDATE RESUME

**Please complete a resume that follows this format.**

### **YOUR NAME**

Address Line 1

Address Line 2

City, State/Province Postal Code

Cell Phone (000) 555-2468

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

**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**

*20xx-20xx Position, Name of Company*

In the same manner as above, describe your first job responsibilities. Be concise; remove all unnecessary words and phrases. Include the specific results of your actions or decisions to demonstrate your contribution.

*20xx-20xx Position, Name of Company*

In the same manner as above, describe your next (or current) job.

### **AWARDS AND ACCOMPLISHMENTS** *(hobbies, civic activities, etc.)*

List any Awards and Accomplishments, Year

### **WHY DO YOU WANT TO BE ELECTED AS A SKILLSUSA OFFICER?**

Explanation



**SkillsUSA PENNSYLVANIA STATE OFFICER  
CANDIDATE FORM**

Candidate's Name: \_\_\_\_\_ Age \_\_\_\_\_

10th \_\_\_\_\_ 11th \_\_\_\_\_ \*Post Secondary/Collegiate \_\_\_\_\_ student

\* Post Secondary/Collegiate candidate must be enrolled for one year in SkillsUSA affiliated Post Secondary institution prior to submitting officer candidate forms.

Local Chapter: \_\_\_\_\_

- Western
- Central
- Eastern

Occupational Training Curriculum: \_\_\_\_\_

Local office held by applicant: \_\_\_\_\_

State three goals which, if elected, you would like to accomplish for SkillsUSA Pennsylvania:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I certify the above answers are true and that I have read the requirements for State Office and believe myself to be qualified and will serve to the best of my ability, if elected. Also, if elected, I will be responsible for knowing the required materials, Pledge, Framework, Motto, Creed, Emblem Symbols and their meaning, and the Opening and Closing Ceremony prior to attending Officer Training in June.

Signature of State Officer Candidate	Date

Signature of Local Chapter Advisor	Date



**SkillsUSA PENNSYLVANIA STATE OFFICER  
CANDIDATE ESSAYS**

- 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.**
  
- The applicant must include an essay explaining their idea for the State Initiative. The essay must include a website to review the organization, ideas of how to incorporate the Initiative into Fall Leadership Conferences and PA School Community Service Programs, and what the organization means to them.**



**SkillsUSA PENNSYLVANIA STATE OFFICER  
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 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 / Cellphone Number

\_\_\_\_\_  
Email Address / Summer Email Address

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

\_\_\_\_\_  
Chief School Administrator/Principal/or Director \_\_\_\_\_ Date

Deadline for Application: March 1

Email to: Dodie Amigh SkillsUSA PA Director - [dodieamigh@skillsusapa.org](mailto:dodieamigh@skillsusapa.org)



## **SkillsUSA PENNSYLVANIA 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, at all times, respect all public and private property.
2. When traveling with SkillsUSA and SkillsUSA Pennsylvania, including functions with the officer team, I will wear SkillsUSA casual attire or SkillsUSA business attire, when required.
3. I will adhere to the dress code at all times.
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.
7. My conduct will be exemplary at all times, 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 informed of my whereabouts at all times.
11. I will attend all activities for which I am assigned, registered and will be on time to all functions and assignments.
12. Officer monthly reports will be sent to the State Officer Advisor by the 1st of the month.
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.**





**SkillsUSA PENNSYLVANIA  
2023 - 2024 TENTATIVE CALENDAR**

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

<b>June 4 - 6, 2023</b>	State Officer Training
<b>June 6, 2023</b>	SkillsUSA PA Board of Directors Meeting <i>Officers Introduction to the Board</i>
<b>June 17 - 19, 2023</b>	Leverage in Atlanta, GA
<b>June 19 - 24, 2023</b>	National Leadership and Skills Conference
<b>November 2023</b>	National Region 1 Training <i>(or selected training, TBA)</i>
<b>October/November</b>	Fall Leadership Conference - <i>all dates TBA</i> Western Region at Seven Springs Central Region in Gettysburg, PA District 2 at Kalahari District 11 Council at Camelback
<b>December/January</b>	District Competitions - <i>all dates TBA</i>
<b>March 3 -5, 2023</b>	Pre Conference Training
<b>April 1 - 5, 2024</b>	SkillsUSA Pennsylvania SLSC

NOTE: In addition to the dates above, you will also be required to attend a monthly ZOOM meeting with the Director and State Advisor.