

SkillsUSA PENNSYLVANIA

STATE OFFICER

CANDIDATE PACKET

THE WRITTEN TEST WILL BE FROM THE SKILLSUSA HANDBOOK.

CHECKLIST INSTRUCTIONS:

Officer Packet must be emailed by March 1

Officer Packet emailed be sent to Executive Director

Application and officer resume are fillable PDF forms

COMPLETE, SCAN AND EMAIL:

State Officer Resume

State Officer Application

Framework Essay

Career Essentials Certification(ABSORB)

State Initiative Idea

State Officer Signature Form

One letter of recommendation from vocational 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. Officer candidates must include with the application the officer candidate resume, officer candidate signature form, framework essay, state initiative idea, letters of recommendation with scanned signatures and emailed to SkillsUSA Pennsylvania Executive Director by March 1. Current academic and vocational transcripts must also be received by the SkillsUSA Pennsylvania Executive Director by March 1.
- An Officer may only serve for one term of office.
- Collegiate/Post Secondary candidate 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 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, professional development, and current events from six to eight weeks prior to conference which are relevant to everyday interest.)
- State officer candidates will be elected to a State Officer Team. Specific officer positions will be appointed at the State Officers Training Workshop (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 2 to 3 minute introductory speech to the nominating committee and a 3 to 5 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 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 contest. Permission may be granted contingent on the contest 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 State Director.
- If elected, State SkillsUSA Pennsylvania officers have obligations to attend the following: State Officers Training Workshop, National Leadership Conference, State Conference, Washington Leadership Training Institute (WLTi), 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, motto, pledge, creed, symbols of the emblem, 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 room), State Officers Training Workshop, State Officer Pre-Conference Training, The State Leadership Conference, WLTi, Region I Conference (if applicable) and any travel assignments requested 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

Home Phone (000) 555-2468

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 Postsecondary/Collegiate student*

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

Local Chapter:

Western

Central

Eastern

*There must be at least one (1) candidate from each region to apply for officer candidacy in order to fill a position as a regional vice-president.

**An Officer may only serve for one term of office .

Occupational Training Curriculum:

Local offices 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 in knowing the required materials, motto, pledge, creed, symbols of the emblem, and the Opening and Closing Ceremony prior to attending the June Officer Training Workshop.

Signature of Candidate

Date



**SkillsUSA PENNSYLVANIA STATE OFFICER
Framework Essay**

The applicant will need to include an essay explaining two words from each of the three sections of the framework and relate it to themselves and how they exemplify this within their technical program.



I understand that my (son, daughter, ward) is a candidate for the 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 any assigned duties and accompany officer on all official functions and duties, as advisor (or appoint another advisor from my school to fulfill these duties). Another appointed advisor or I will be present at all meetings, as required.

Chapter Advisor

Date

Home Address / Telephone Number/E-Mail 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 as state officer and advisor. I have read the above policy and will oversee that the requirements are adhered.

Chief School Administrator
Principal or Director of Career and Technical Education

Date

Deadline for Application: March 1

Email to: Jeri Widdowson (SkillsUSAPennsylvania@comcast.net)
Executive Director
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, if required. I will adhere to the dress code at all times.
3. I will abide by the curfew established. No male/females in rooms unless an adult is present and the door is open.
4. 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.
5. I will not use alcoholic beverages or nonprescription drugs at any time. There is a NO smoking policy in effect at all conferences.
6. My conduct will be exemplary at all times, during and outside of SkillsUSA functions. Any behavior contrary of SkillsUSA's culture of inclusion and diversity will result in disciplinary action or dismissal from the State Officer Team, from the Executive Director of SkillsUSA Pennsylvania or the school advisor, whichever comes first.
7. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
8. Grade average must be maintained as a "C" or better. Copies from each marking period need to be reviewed by the State Officer Advisor.
9. When traveling for SkillsUSA, I will keep the assigned State Officer Advisor, attending advisor, State Director informed of my whereabouts at all times.
10. I will attend all activities for which I am assigned, registered and will be on time to all functions and assignments.
11. Officer monthly reports will be sent to State Officer Advisor by the 1st of the month.
12. 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 Internet, for example, on Facebook, YouTube or other Websites. I also understand these websites 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 e-mail 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 disqualification from office.

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



SkillsUSA Tentative Calendar

Students must be available for all dates

June 5-7, 2022	State Officer Training Comfort Suites - State College, PA
June 7, 2022	SkillsUSA PA Board of Director's Meeting State Officers Introduction to the Board
June 18-20, 2022	Leverage Atlanta, GA
June 20-25, 2022	SkillsUSA National Leadership Conference
August 2022	Information for WLTI is posted Registration for WLTI - Date TBD
September 17-21, 2022	Washington Leadership Training Institute Alexandria, Virginia
October/November	Regional Fall Workshops Western Region -Seven Springs - TBD District 11 - Camelback - TBD Central Region - Gettysburg - November TBD District 2- Kalahari - November TBD
December/January	District Competitions Dates TBD
March 5-7, 2023	PreConference Workshop for State Officers Comfort Suites, State College, PA
April 10-14, 2023	SkillsUSA Pennsylvania State Conference Hershey Lodge & Convention Center, Hershey, PA