



State Officer Candidate Information

Being a state officer is one of the highest honors a student can achieve in SkillsUSA Michigan. It can also be one of the most rewarding experiences for a student. If you are considering running for a state office, be sure you are prepared! As a state officer, you represent the entire state association, therefore; eyes are on you at all times.

As a potential state officer, you must be dedicated to SkillsUSA Michigan. Possessing excellent leadership skills such as public speaking, professionalism, teamwork and responsibility are major priorities.

Filling out this state officer application is the first step to becoming an officer and also your “first impression”. It is imperative that the completed application be in my office on or before its due date, **MARCH 4, 2011!** Any application that is received after the due date will not be accepted.

The opportunity is there for you. Are you willing to become “Champions at Work”? I wish you the best in your quest of becoming a state officer for SkillsUSA Michigan



State Officer Candidate Information

Interested Individuals should:

- Talk to your parents, advisor, employer, and principal to discuss the responsibilities and activities
- Obtain permission for absences from school, work, and family activities

SkillsUSA Michigan does pay for or reimburse most in-state expenses for travel, lodging, meals, and supplies necessary for carrying out an officer's duties. Each officer should expect some personal expenses such as (check with your advisor for school funding for all expenses):

- SkillsUSA official dress (\$150 - \$200)
- State Officer 101 Training (optional - approx \$300)
- National Leadership and Skills Conference (optional - approx \$700)
- Washington Leadership Training Institute (optional - approx \$1,000)
- Miscellaneous. A few other personal items.

Your responsibilities as a State Officer will be to:

- Participate in CTSO State Officer Workshop – May 14-17, 2011 (4 days)
- Participate in State Officer 101 Training – June 18-20, 2011 (3 days – optional)
- Participate in the National Conference (NLSC) – June 20-25, 2011 (7 days – optional)
- Participate in the State Officer meeting – July/August 2011 (2 days)
- Participate in Washington Leadership Training Institute – Sept. 17-21, 2011 (5 days – optional)
- Participate in Fall Leadership Conference – October/November 2011 (2 days)
- Participate in the State Officer Planning meeting – January 2012 (2 days)
- Preside at the SkillsUSA Michigan State Leadership & Skills Conference – April 20-22, 2012 (5 days)
- Represent Michigan at the National Leadership & Skills Conference (NLSC) – June 23-28, 2012 (6 days – optional)
- Speak when necessary for SkillsUSA Michigan at social, educational, and civic events
- Attend weekend State Officer meetings when called during the school year (3 days)
- Be absent from school for periods of time
- Excuse myself from work on occasion to perform officer responsibilities
- Represent SkillsUSA Michigan in official dress
- Obtain Levels 1 and 2 in the Professional Development Program (PDP)
- Make a monthly post on the SkillsUSA Michigan Facebook page
- Write at least two articles for the Michigan newsletter “Envision Tomorrow Today with SkillsUSA”
- Maintain a minimum 2.5 grade point average (on a 4.0 scale)

Training occurs during the CTSO State Officer Workshop. The areas of training are:

- Responsibilities and duties
- SkillsUSA knowledge
- Public speaking
- Writing letters and articles
- Goal setting
- Team building and Motivation



State Officer Candidate Information

Your Advisor's Role will be to:

- Act only as a consultant for you
- Provide references and information
- Assist in arranging for excused absences at school and work for official SkillsUSA activities
- Assist in arranging transportation to the meetings and conferences
- Follow-up with you on your responsibilities
- Proof all articles and correspondence
- Help with planning your part of the conferences

Election Procedure:

- Complete State Officer Candidate Application
- Gather all supporting documents
- Send completed State Office Candidate Application and all supporting documents to the State Office. Your completed application must be received by **March 4, 2011**.
- Receive a confirmation letter if application is accepted
- At the State Conference in April:
 - Friday:
 - In the afternoon:
 - Take SkillsUSA State Officer Candidate Knowledge Test
 - Information is from the *SkillsUSA Leadership Handbook*
 - Be interviewed by the State Officer Nominating Committee at the conference HQ hotel
 - At the Opening Session, find out if you were selected to run for office
 - Saturday
 - Compete in the morning (if you qualify for States)
 - Campaign for office throughout the day (hand out campaign material)
 - At the Delegate Meeting in the afternoon:
 - Give a one minute campaign speech
 - Answer a problematic question given by the state officers
 - Elections will be immediately following the last problematic question
 - Announcement of newly elected State Officers
 - Immediately following the Delegate Meeting (if elected):
 - Attend Orientation Meeting for new State Officers
 - Practice for Installation Ceremony on Sunday
 - Sunday:
 - At the Awards Ceremony (if elected):
 - Be installed as a new State Officer and receive state officer pin
 - Close the Awards Ceremony with the current State Officers



State Officer Candidate Checklist

The following documentation, along with appropriate signatures, must be submitted in its entirety, with this form. **(All forms must be typed or in black ink)**

Please mark that the item listed is completed and included in this application:

- State Officer Candidate Application
- State Officer Candidate Leadership and Chapter Activities
- Advisor Confidential State Officer Candidate Endorsement
- State Officer Candidate GPA Certification Form
- State Officer Candidate Campaign Budget Report
- State Officer Internet Policy
- State Officer Contract
- State Officer Release Form
- Personal Resume
- Letter of Endorsement from high school principal. This needs to be on school letterhead.
- Letter of Endorsement from area technical center principal (if applicable). This needs to be on school letterhead.
- Letter of Recommendation from one other person such as minister, teacher, or employer.

State Officer Candidate

SkillsUSA Advisor

Parent/Guardian

Local Administrator



State Officer Candidate Application

Instructions:

Please type or print in black ink. Complete each item in detail and return to Tammy Brown, State Director, SkillsUSA Michigan, Eastern Michigan University, Ypsilanti, MI 48197, **on or before March 4, 2011. NO EXCEPTIONS!!**

Name _____ Birthdate _____ Age _____

Home High School _____ Career/Tech Center _____

Email Address _____ Cell Phone Number _____

Date Entered High School _____ Graduation Date _____ Class _____

I am now enrolled in the following Technical, Skilled, or Service Program: _____

Current Grade Point (Min. 2.5) _____ (Use a 4 point scale on GPA)

Technical or service occupation class scheduled for 2011-2012: _____

Shirt Size: Small Medium Large X-Large XX-Large XXX-Large

SkillsUSA Michigan Constitutional Office(s) that you are willing to accept (Please check all that apply):

- President Vice-President Secretary Treasurer
 Reporter Parliamentarian Regional Officer College/Postsecondary Rep.

Minimum Qualifications:

- A. Has at least one full year remaining in your career & technical training program.
- B. Has active membership status
- C. Will be available to attend various functions for SkillsUSA Michigan (see state officer agreement), including weekends
- D. Will file candidacy for office (all forms) with State Director no later than **March 4, 2011**
- E. Will respect the nomination, election and campaign policy restrictions.
- F. Will complete all other necessary state officer candidate forms.
- G. Will, if elected attend orientation during the SkillsUSA Michigan Awards Ceremony on Sunday morning
- H. Has demonstrated knowledge implied in the SkillsUSA Leadership Handbook. A written exam will be administered at the State Conference. This exam will include knowledge implied in the SkillsUSA Leadership Handbook



State Officer Candidate Leadership and Chapter Activities

1. **Leadership in SkillsUSA**

Please indicate in the space below what you have participated in during your time in SkillsUSA. List all offices held (if any) and any committees served on and any contest entered.

2. **Leadership activities outside of SkillsUSA**

Please indicate in the space below any associations other than SkillsUSA that you have participated in school, church, or community. List all offices held and any committees that you may have served.

3. **What other SkillsUSA activities have you participated in or plan to participate in before the State Conference (be specific)?**

4. **Does your school offer the Professional Development Program?** Yes No

If your above answer is yes, what level have you completed? _____

5. **Have you had any experience at public speaking? If so, list the topic and audience.**



Advisor Confidential State Officer Candidate Endorsement

(A SkillsUSA Advisor must complete this form)

Student Name _____

School Name _____

City _____

The student listed above has indicated an interest in becoming a candidate for an office in our statewide youth organization, SkillsUSA Michigan. Please give your frank opinion concerning the qualifications of the candidate for such a leadership position. Comments on leadership activities, aptitude, sense of responsibility, citizenship, and wholesome appearance are personal characteristics that the screening committee would find especially helpful.

Signature and Title/Position

Date

Please put this form in a sealed envelope before giving to student!



State Officer Candidate GPA Certification Form

(Must have a minimum of 2.5 on a 4 point scale)

I, the undersigned, hereby certify that _____
(Student)

has an overall high school and career technical center (if applicable) grade point of _____, and is
thereby qualified to run for a SkillsUSA Michigan State Officer.

Signature (cannot be advisor)

Title

School

Date



State Officer Internet Policy

Using Facebook, MySpace, Twitter, YouTube or other Public Sites

Please keep in mind that as an officer for SkillsUSA, you are a public figure. As an officer you represent your school, your state association and even the national SkillsUSA association. As you post content to personal Web pages, Facebook, MySpace, Twitter, YouTube or other sites, keep in mind that people you do not know (including potential employers) might “look you up” in cyberspace or Google your name. 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, instructors or others.

E-mail Address

If your personal email address does not project a professional image, create a new email address for SkillsUSA correspondence. Be sure to check e-mail daily during your term of office as travel opportunities are often offered via e-mail.

Code of Conduct Statement

As an officer of SkillsUSA, I will represent my organization, state and school with respect. This means that, for my term of office, any content I post on such things as MySpace, Facebook, Twitter, YouTube or other sites and my email address must be reviewed by an authorized adults such as my advisor, parent or guardian. I agree to add the SkillsUSA Michigan State Director and State Officer Coordinator as a “friend” on Facebook, MySpace, Twitter, and other social networking sites for the duration of my term of office. 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 of my advisor, school or state advisor.

State Officer Signature

Date



State Officer Contract

(Please read in its entirety before signing!!)

(Please make sure after all signatures are in place that a copy of this agreement is retained by the school, student and parents)

If elected to the SkillsUSA Michigan state office I seek, I agree to serve faithfully, with dignity and distinction, my full term in office and will uphold the principles of SkillsUSA Michigan. I understand that fulfilling the obligation of my office will require hard work and sacrifice on my part. I further understand that as a member of the State SkillsUSA Michigan Executive Council, I will be required to assume a role of leadership and to serve in such a manner as to bring credit, respect, and recognition to the State and National SkillsUSA organizations.

My advisor has made me aware of the duties and functions of my office. I understand fully the honors and responsibilities that go with this elected office, and I do solemnly and sincerely promise to accept and fulfill these responsibilities to the best of my ability. If I am unable to fulfill my entire service year as a state officer for whatever reason, I may be responsible for any expenses incurred by SkillsUSA Michigan on my behalf.

I also understand that state officers are obligated to attend scheduled SkillsUSA activities, (that are listed below) while holding office and that transportation is the responsibility of the officer and/or parent(s). Some of these activities may result in missing sporting and/or other types of school events. I understand that failure to attend these SkillsUSA functions may result in my dismissal.

- Participate in CTSO State Officer Workshop – May 14-17, 2011 (4 days)
- Participate in State Officer 101 Training – June 18-20, 2011 (3 days – optional)
- Participate in the National Conference (NLSC) – June 20-25, 2011 (7 days – optional)
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- Be absent from school for periods of time
- Excuse myself from work on occasion to perform officer responsibilities
- Represent SkillsUSA Michigan in official dress
- Obtain Levels 1 and 2 in the Professional Development Program (PDP)
- Make a monthly post on the SkillsUSA Michigan Facebook page
- Write at least two articles for the Michigan newsletter “Envision Tomorrow Today with SkillsUSA”
- Maintain a minimum 2.5 grade point average (on a 4.0 scale)

As a SkillsUSA Michigan state officer, you have the responsibility to represent all members of the state association. Your conduct must be exemplary at all times while representing the organization and on your personal time. You will have the opportunity to meet students, advisors, administrators, business and industry and labor representatives during your term of office. Your actions will set a standard for all SkillsUSA Michigan 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 be reaffirming the ideal of SkillsUSA.

SkillsUSA Michigan will reimburse officers for in state travel and meals according to our guidelines and procedures. These guidelines will be distributed during the May workshop. Officers and/or their school will be responsible for costs for out of state travel.

State Officer Code of Conduct

As a state officer of SkillsUSA Michigan, I agree to adhere to the following rules and regulations:

1. I will, at all times, respect all public and private property.
2. I will not use alcoholic beverages and illegal drugs at any time.
3. I will spend each night in the room of the hotel/motel to which I am assigned.
4. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
5. I will abide by the curfew established and shall respect the rights of others.
6. I will not be in the room with a member of the opposite sex unless the door is completely open at all times, unless the person is my spouse.
7. I will not leave the hotel/motel to which I'm assigned without first getting the permission of the assigned SkillsUSA Michigan advisor(s).
8. My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
9. I will respect authority at all times.
10. I will keep the SkillsUSA Michigan State Officer Advisor(s) informed of my whereabouts at all times.
11. I will respect the official SkillsUSA dress by not smoking while wearing the SkillsUSA blazer.
12. I will attend all activities for which I'm assigned/registered and will be on time to all functions and assignments. I further understand that travel to these events is my responsibility.
13. I will adhere to the dress code at all times.
14. I will post a blog report every two months regardless of my other activities.
15. I will strive to maintain above average grades in all my classes.
16. I will attend school each day it is in session, unless I am on official SkillsUSA business or ill. I will make up all work missed.
17. I will submit my name on a membership roster and dues as a member for the year in which I am an officer.

Violations and Penalties

Violations of items 1-4 will result in dismissal from office. Violations of items 5-17 will result in a warning and/or reprimand. Violations of items 5-17 may be grounds for disqualification or suspension from activity or office. Proper notification of the violation and action taken will be sent to the appropriate schools and parents or guardians.

I understand that, by signing this contract, if I am in violation of any of the above regulations and/or conduct myself in a manner unbecoming of a SkillsUSA Michigan 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 Officer Candidate _____ Date _____

I have read and understand the SkillsUSA Michigan State Officer Contract and agree to support its guidelines and the above named student to the best of my ability:

Parent/Guardian

SkillsUSA Advisor

Local Administrator _____



State Officer Release Form

Name of Student: _____ Social Security # _____
 Home Address: _____ Phone: _____
 _____ Date of Birth: _____
 Home High School: _____ H.S. Phone: _____
 Career Center: _____ C.C. Phone: _____
 Chapter Advisor: _____ Fax _____

This is to certify that above-named student member has my permission to attend SkillsUSA activities from May 1, 2010 – June 30, 2011. On behalf of the above-named student member, I hereby absolve and release the school officials, the SkillsUSA chapter advisors, SkillsUSA Michigan, the host state, and/or the SkillsUSA conference staff from any claims for personal injuries which might be sustained while he/she is en route to and from or during such SkillsUSA sponsored activities providing that this agreement shall not apply to any injury arising out of sole negligence of the preceding parties.

I authorize the above named advisor(s), the SkillsUSA Michigan State Director and/or his designee to secure the services of a physician or hospital and to incur the expenses for necessary services in the event of an accident or illness, and I will provide the payment of these costs.

We have read and agree to abide by the supplied SkillsUSA Michigan Code of Conduct and the State Officer Code of Conduct. Should a Code of Conduct violation occur, law enforcement personnel and/or security may be called to assist, with the ultimate punishment of being sent home at the student's or chapter's expense and/or being removed from office. Reasonable care shall be exercised to ensure the safest, most expedient, and financially feasible mode of transportation back to the home community of the student involved. I am aware of the consequences that will result from violation of any of the guidelines.

Student Signature: _____ Date: _____
 Parent/Guardian Signature: _____ Date: _____
 SkillsUSA Advisor Signature: _____ Date: _____
 Local Administrator Signature: _____ Date: _____

REQUIRED MEDICAL INFORMATION

Known allergies (drug or natural): _____
 Special Medication being taken: _____
 Date of last tetanus shot: _____
 History of heart condition, diabetes, asthma, epilepsy or rheumatic fever: _____

 Physical restrictions: _____
 Other conditions: _____
 Family Doctor: _____ Phone: _____
 Parent/Guardian Phone: Work: _____ Home: _____
 Insurance Company Name: _____ Policy #: _____