SkillsUSA
CALIFORNIA

2021-22 OFFICER CANDIDATE APPLICATION PACKET

Please indicate your desired officer position

_____ State Officer

_____ Regional Officer

_____ Middle School Ambassador

Officer Candidate Application Packet

This packet contains the information and forms required to apply to be a candidate for the 2020-2021 SkillsUSA California State Officer Team. Read through all the materials. If at any time you have any questions or need assistance, you can ask your local SkillsUSA advisor, Regional Coordinator, State Officer Trainers, or call the SkillsUSA California office. If you feel you fit the description for Office within SkillsUSA California, complete and submit the entire officer candidate packet, signed and dated, to the state director's office NO LATER THAN midnight March 19, 2021.

Mr. Clay Mitchell
California SkillsUSA State Executive Director
1809 S Street, Suite 101-274
Sacramento, CA 95811

email: clay.mitchell@skillsusaca.org **phone: 916.573.1421**

The following attached forms must be completely filled out and returned by the March 19, 2021 deadline:

- ☐ Officer Candidate Application Form
- ☐ Officer Candidate Statements
- ☐ Officer Candidate Acceptance of Responsibilities
- ☐ Officer Candidate Code of Conduct
- ☐ Officer Candidate Internet Code of Conduct
- ☐ Officer Candidate Medical Release Form
- ☐ Officer Candidate Travel Form
- ☐ Advisor's Form

The following supporting documents must be included and sent in with your Officer Candidate Application Packet:

- ☐ Personal Resume
- ☐ Unofficial transcripts from your school or college for the most recent school
- ☐ Letter of endorsement from local chapter
- ☐ Letter of recommendation from your school's administrator
- ☐ 2 Letters of recommendation from non-family members (i.e., advisors, faculty members, employers, etc.)

Incomplete applications WILL NOT be considered for Officer Candidacy at the upcoming State SkillsUSA Conference, April 9-19, 2021.

SkillsUSA California

Officer Candidate Checklist

Date & Initial Completed:	Form or Task to Complete:
	Officer Candidate application form
	Officer Candidate statements
	Officer Candidate Acceptance of Responsibilities
	SkillsUSA California Internet Code of Conduct
	Officer Candidate Medical form
	Officer Candidate Travel form
	Advisor's endorsement form
	Personal Resume
	Current unofficial transcripts from your school
	Letter of endorsement from your local chapter
	Letter of recommendation from your school's administrators
	2 Letters of recommendation from non-family members (i.e., teachers, faculty members, employers, etc…)

SkillsUSA California Officer Candidate Application

PERSONAL INFORMATION			
Full Legal Name on State Issued ID:			
Age:	Date of Birth:		
Driver's License # or ID #:	Passport #:		
Address:			
City:	Zip:		
Phone (cell):	(Home/Work):		
Student Email:			
Polo shirt size:	Blazer size:		
Parents/Guardian Name(s):			
Address:			
City	Zip		
Phone (cell):	(Home/Work):		
Parent Email:			
Are you under 18 years of age?	YES	NO	
Do you live with your parents/guardian?	YES	NO	
Contact in Case of Emergency?	YES	NO	
SCHOOL INFORMATION			
School Name:			Chapter #:
Address:			
City:	Zip:		
Phone:			Year in School:
Current Career Pathway or CTE Course:			
Advisor:	Phone #:		Email:
Principal:	Phone #:		Email:

Candidate Statements

(maximum 500 words each statement, attach your response to the back of the application)

List and describe your career and leadership plans and goals.

List and describe your middle, high school, and/or college/post-secondary leadership activities (for example offices held or public speaking experiences):

Provide a statement about why you are running for a SkillsUSA California Office:

Candidate Obligations

(All Answers Must Be, YES in order to be considered)

_____ Current Active Member
_____ Endorsed by my Local Chapter
_____ Minimum of 1 year remaining in a Career Technical Education or Degree Program
_____ Will successfully pass the Leadership test given at the State Conference
_____ All Documentation of the State Officer Candidate Packet received by due date

I hereby submit my name and the necessary documents to SkillsUSA California in order to be recognized as an official candidate for SkillsUSA California Office.

If elected, I will fulfill my obligations as an officer of SkillsUSA California as stated in the "Acceptance of Responsibilities for Officers" and to actively serve in office as stated in the Constitution and By-Laws of SkillsUSA California.

Candidate's Signature _____ Date _____

Officer Candidate Acceptance of Responsibilities

All candidates: Accept the Responsibilities for *All* SkillsUSA California Officers. Print and accept the Responsibilities for the designated office you seek (Middle School Ambassador, Regional Office, or State Office).

Initial	***All* SkillsUSA California Officers will:**
	Become knowledgeable about the State and National SkillsUSA organization and its Program of Work; to be able to discuss it with Chapter Officers and others interested.
	Observe standards of dress and personal grooming, as well as standards of personal conduct, as established and demonstrated by the National SkillsUSA Officers and the SkillsUSA California state staff.
	Always wear SkillsUSA attire as designated when representing SkillsUSA California.
	Avoid expressing personal opinions regarding political or controversial problems when representing SkillsUSA California
	Ensure the careful preparation of responsibilities for state, regional, district, and local meetings and all activities at which I represent SkillsUSA California.
	Participate in all functions as assigned by SkillsUSA California Officer Trainers and/or the Executive Director.
	Ensure full attendance and participation in the assigned California Leadership Training Sessions and Conferences.
	Maintain full attendance and participation in officer meetings and other prescribed activities as assigned for SkillsUSA California such as workshops/training, SkillsUSA Connect and Career Essentials.
	Notify the SkillsUSA California Executive Director and State Officer Trainers of all invitations to represent SkillsUSA California before taking any other action on the invitation (such as local events and presentations at schools).
	Provide completed Monthly Reports to State Officer Trainers
	Fully commit to the leadership and professional development of myself
	Attend bi-weekly meetings via Skype, Zoom, Google Hangouts or other method identified by the State Officer Trainers.
	Not be permitted to compete at the Regional, State or National level during my term, if elected.
	If removed or resign from officer position; the student, chapter and school will be responsible for reimbursing SkillsUSA California for all expenses inccurred. Expenses include some or all of the following; blazer, jackets, sweaters, ties, polo shirts, books, cost of travel, conference cost, hotel, food…

We have read and understand the responsibilities being accepted by this officer candidate and we agree to support these responsibilities to the greatest degree possible.

Candidate's Signature _____ Date_____

Parent's/Guardian's Signature _____ Date _____

Advisor's Signature _____ Date _____

School Administrator _____ Date _____

Initial	SkillsUSA California *Middle School Ambassadors* Responsibilities:
	May attend SkillsUSA's Activate Training prior to the NLSC (SkillsUSA California will not fund this event)
	Will serve as Delegates for California if attending the NLSC (SkillsUSA California will not fund this event)
	May attend SkillsUSA's Washington Leadership Training Institute (SkillsUSA California will not fund this event)
	Must attend a 2 day (Saturday to Sunday) training in the Fall and Winter (Tentative: August and December or January); May travel via ground or air transportation
	Will represent SkillsUSA California at conferences and events via ground or plane transportation
	Assist in the planning and facilitation of Regional Fall Leadership Conferences
	Assist in Regional Skills and Leadership Conferences as assigned
	Assist in the planning and facilitation of Leadership Workshops at the State Conference
	Assist in Delegate Sessions and other duties as assigned at the State Leadership and Skills Conference
	Will attend and participate at State conference, arriving the Wednesday prior to State Conference (1 day early)
	Manage the Community Service Project at the State Conference

By Initialing each responsibility, we recognize that the listed obligations are part of an officer's responsibilities and the candidate agree to perform, to the best of their ability, these and other duties of the office to which they may be elected.

Candidate's Signature _____ Date_____

Parent's/Guardian's Signature _____ Date _____

Advisor's Signature _____ Date _____

School Administrator _____ Date _____

Initial	**SkillsUSA California *Regional Officers* Responsibilities:**
	May attend SkillsUSA's Activate Training prior to the NLSC (SkillsUSA California will not fund this event)
	Will serve as Delegates for California if attending the NLSC (SkillsUSA California will not fund this event)
	May attend SkillsUSA's Washington Leadership Training Institute (SkillsUSA California will not fund this event)
	Must attend a 3 day (Friday to Sunday) training in the Fall and Winter (Tentative: August and December or January); May travel via ground or air transportation.
	Will represent SkillsUSA California at conferences and events via ground transportation
	Assist in the planning and facilitation of Regional Fall Leadership Conferences
	Assist at Regional Skills and Leadership Conferences as assigned
	Plan and facilitate Leadership Workshops at the State Conference
	Assist in Delegate Sessions and other duties as assigned at the State and Regional Leadership and Skills Conference
	Will attend and participate at State conference, arriving the Wednesday prior to State Conference (1 day early)
	Manage the Community Service Project at the State Conference

By Initialing each responsibility, we recognize that the listed obligations are part of an officer's responsibilities and the candidate agree to perform, to the best of their ability, these and other duties of the office to which they may be elected.

Candidate's Signature _____ Date_____

Parent's/Guardian's Signature _____ Date _____

Advisor's Signature _____ Date _____

School Administrator _____ Date _____

Initial	**SkillsUSA California *State Officers* Responsibilities:**
	Attend SkillsUSA's Leverage Training prior to the NLSC (will receive a $500 stipend. Chapter funds the remaining costs)
	Serve as Delegates for California at the NLSC (chapter funded)
	Attend and fully participate at SkillsUSA's Washington Leadership Training Institute (funded by SkillsUSA California state association)
	Attend a 3 day (Friday to Sunday) training in the Fall and Winter (Tentative: August and December or January); May travel via ground or air transportation.
	Represent SkillsUSA California at designated conferences and events via ground or flight transportation (Minimum 3 events)
	Plan and facilitate Regional Fall Leadership Conferences
	Assist in Regional Skills and Leadership Conferences, where assigned
	Plan and facilitate Leadership Workshops at the Fall Leadership and State Conference
	Conduct VIP tours and Speaking opportunities at the State Conference
	Lead Opening and Closing Sessions at the State Leadership and Skills Conference
	Lead Delegate Sessions and perform additional duties as assigned at the State Leadership and Skills Conferences
	Attend and participate at State conference, arriving the Monday prior to State Conference (3 days early)

By initialing each responsibility, we recognize that the listed obligations are part of an officer's responsibilities and the candidate agrees to perform these and other duties of the office to which they may be elected.

Candidate's Signature _____ Date_____

Parent's/Guardian's Signature _____ Date _____

Advisor's Signature _____ Date _____

School Administrator _____ Date _____

SkillsUSA California Officer Code of Conduct

I agree to follow the "SkillsUSA California Officer Code of Conduct" whenever I represent SkillsUSA California individually or as part of the SkillsUSA California Officer Team.

1. I agree to participate and represent SkillsUSA California at all of the following activities:
   - NLSC Leadership Training, June of 2021. State Officers are designated National Delegates in Atlanta, Georgia
   - Fall Leadership Training, August, 2021- location in Sacramento or Ontario.
   - Washington Leadership Training Institute: Washington DC/Virginia September, 2021
   - Region Fall Leadership Conference: Regions to be assigned, Sept/Oct/Nov
   - National Hot Road Association:November
   - Association of Career and Technical Education: December
   - Winter Leadership Training: December
   - Regional Leadership and Skills Conferences: January-February
   - Spring Leadership Training and State Conference: April 2022- Ontario
   - Conference/meetings calls (4 per month)
   - School visits and other local visits to business and industry partners.
   - Education Conferences TBD, Educating for Careers, Joint Special Populations Advisory Committee
   - Arts, Media and Entertainment
   - California Industrial and Technology Education Association
   - California Distinguished Schools Award, Disneyland
2. I shall not possess or consume any alcoholic beverages, tobacco products, vape, or illegal controlled substances of any kind or in any form.
3. I shall follow established curfew. Curfew means I am quiet and in my own room unless I am conducting official business at the instruction of the state SkillsUSA staff.
4. I understand that conferences and activities officially begin when I leave home for the event and end when I return home. This code is in effect that entire time.
5. I will always conduct myself in a professional manner as a representative of SkillsUSA.
6. I shall apply appropriate leadership principles at all times.
7. I shall wear appropriate dress at all official functions.

8. I shall immediately remove myself from all situations that could compromise my professional image.
9. I shall refrain from dating fellow SkillsUSA State Officers while I am in office.
10. I shall take extreme care of all property belonging to others. I will take responsibility for damage caused to property or facilities for which I am responsible.
11. I shall keep the state SkillsUSA staff and my chapter advisor informed of my whereabouts and activities at all times where the activities are an official function of my office or if I am in his or her charge.
12. I shall be prompt and prepared at all times.
13. I shall carry out my duties and responsibilities to the best of my abilities.
14. I shall attend all official conference activities, unless I receive prior approval from state staff to be absent.
15. I shall keep my local chapter advisor informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the state office.
16. I shall respect and follow my local school policies.
17. I shall not be engaged in any inappropriate or illicit behavior.
18. I am responsible for reporting any violations of this code of conduct committed by myself or by fellow officers.
19. I will respect my advisor and honor his/her decisions as they relate to my responsibility as an officer.
20. If other situations arise that are not covered by the Code of Conduct for SkillsUSA California Officers, I shall use my best judgment in the situation. Above all, I will try to act in such a way that I will reflect positively on the SkillsUSA California Organization.
21. This code of conduct is in effect at all times during my candidacy and term of office as a SkillsUSA California Officer.

We have read and understand the Code of Conduct being accepted by this officer candidate and we agree to uphold these standards.

Candidate's Signature _____ Date _____

Parent's/Guardian's Signature _____ Date _____

Advisor's Signature _____ Date _____

School Administrator _____ Date _____

Officer Candidate Internet Code of Conduct

As an officer for SkillsUSA California, you are a public figure. As an officer you represent your school, your state association, and the national SkillsUSA organization. As you post content to personal and public web pages, (i.e., Facebook, MySpace, YouTube, Instagram, SnapChat or other sites), keep in mind that people you do not know (including future or potential employers, and college admissions offices) have the ability to review and archive your personal space. These personal sites are being used as a point of reference to yourself. Be sure your personal materials, including comments, photographs, video, or sound files, would not embarrass you or others if they were viewed by SkillsUSA staff, business partners, or instructors and are appropriate. I also understand that these websites will be monitored and I may be requested to remove inappropriate material.

E-mail addresses: If your personal email address does not project a professional image, create a new email address for any SkillsUSA correspondence. Be sure to check e-mail daily during your term of office as travel opportunities are often offered via email. Make sure that SkillsUSA California staff and the state leadership team have your updated email and cell phone numbers to remain in constant contact with you throughout your term in office.

I have read and understand the information in this document. I agree to abide by this policy for the duration of any office, I have been elected or appointed to for SkillsUSA California. If I fail to do so and post inappropriate or unapproved material, I could be placed on probation or removed as an officer and subject to the consequences for violating the State Officer Code of Conduct.

We have read and understand the Internet Code of Conduct being accepted by this officer candidate and we agree to support and uphold to these standards to the greatest degree possible.

Candidate's Signature _____ Date_____

Parent's/Guardian's Signature _____ Date _____

Advisor's Signature _____ Date _____

School Administrator _____ Date _____

Officer Candidate Medical Form

NOTE: All persons under legal age must have a parent and/or guardian agree to affix their signature to this form.

I hereby agree to release **California Association of SkillsUSA, Inc**. its representatives, agents, and employees from liability for any injury to me resulting from any cause whatsoever occurring at any time while carrying out officially assigned travel or business for the **California Association of SkillsUSA, Inc**. The **California Association of SkillsUSA, Inc**. state staff, assistants and/or designees are authorized to administer, and/or obtain, routine or emergency diagnostic procedures and/or routine or emergency medical treatment for me as deemed necessary in medical judgment. I agree to indemnify and hold harmless **California Association of SkillsUSA, Inc**. and said assistants and designees for any and all claims, demands, actions, rights of action and/or judgments by or on my behalf arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

Having read and understood completely the Officer Application Packet of the **California Association of SkillsUSA, Inc.;** I do hereby agree to follow the procedures and practices described. I fully understand my responsibilities as an officer and will, to the best of my ability, apply myself for the purpose of my assignment and uphold at all times the finest qualities of a person representing the **California Association of SkillsUSA, Inc**.

List all medications currently taking: _____

_____

List any known drug allergies or other types of allergies: _____

_____

List any physical or dietary restrictions: _____

_____

Important: A copy of the medical insurance card must accompany this form--both sides.
Family insurance company: _____
Plan/Group/Policy Number _____
Complete this section only if student DOES NOT HAVE INSURANCE
This confirms that _____does not have insurance at this time. This will grant a representative from the **California Association of SkillsUSA, Inc.,** to obtain any medical treatment necessary in the event that I cannot be reached.

Emergency Contact Person: _____
Primary and Secondary Telephone: _____
Signature of State Officer Candidate:_____Date _____
Signature of Parent or Guardian: _____Date _____

Officer Candidate Travel Form

Officers of SkillsUSA California are required to attend the following functions: (a) State Leadership Training; (b) National Leadership and Skills Conference, Louisville, KY; (c) Regional Competitions; (d) State Conference; and (e) others as assigned (minimum of one months prior notice given).

I understand that SkillsUSA California Officers will travel with the supervision of SkillsUSA California staff until they reach their destination(s) required as part of being an Officer. Upon arrival at their destination(s), they will be supervised by SkillsUSA California staff at all times and must follow direction of the SkillsUSA California staff.

If parents/guardians, school administrators, school advisors or other caretakers are not comfortable with this travel supervision requirement of the school or parent, the parent/school shall be responsible for making their own travel and lodging arrangements for a chaperone at their own expense.

Please **specify** which airport or rail station that you would prefer to use for travel to training seminars/sessions:

_____

Please make sure we have your complete legal name as it appears on your government issued ID card from the state; Driver's License; Military ID Card; or a United States Passport. We also need the number of that document listed below, in order to make travel arrangements for the student officers.

Type of ID: _____
ID/DL/PASSPORT #: _____
Full Legal Name on ID: _____

We authorize the travel of _____ to SkillsUSA sanctioned events with SkillsUSA State Staff (State Director, Executive Director, Board Member(s), State Officer Trainer(s)).

Candidate's Signature _____ Date _____

Parent's/Guardian's Signature _____ Date _____

Advisor's Signature _____ Date _____

School Administrator _____ Date _____

FORMS RECEIVED AFTER THE DEADLINE OR MISSING FORMS AND/OR SIGNATURES MAY RESULT IN CANDIDATE DISQUALIFICATION.

Advisor's Endorsement Form

SkillsUSA Advisor's statement regarding the potential of the above named officer candidate:

Please attach documentation verifying your chapter's endorsement of this candidate. (ie. Chapter meeting minutes with motion, second, and vote nominating individual as a state officer candidate)

Advisor's Signature: _____ Date: _____

Officer Election Procedures and Process

1. All Officer Application materials must be properly completed, dated and signed, and must be received by the State Director on or before **March 19, 2021**.
2. Candidates must score 75% or better on a written exam for candidacy at the SLSC.
3. Candidates must pass an oral interview with State Officer Trainers, the State/Executive Director, the President of each house, and any other invited by the Election Committee
4. Current State Officer Observations of Candidates during the State Conference will also be used to determine candidacy
5. There will be an official ballot provided to the House of Delegates that includes the names of all approved Officer Candidates
6. **If there is a tie** in the percentage base of scoring by the state leadership team, then the candidate that received the majority of the votes from the House of Delegates will determine the winning candidate
7. Candidates running unopposed must score a majority vote to be elected into office
8. If a candidate is nominated from the floor, as specified in the SkillsUSA California Constitution, they will also be required to turn in all forms, signatures, and other documentation **two weeks after the end of the State Conference**
9. Officer Candidates will present one 2-3 minute introductory speech to the House of Delegates and Candidates will also participate in two (1-2 minute) extemporaneous speeches before the House of Delegates.
10. Officer Candidates need to check the Program for date, time and location of the room being used at the State Conference, to be at the conference on time and ready to go for the written exam and oral interviews.
11. If campaign and elections are done virtually, candidates will be notified of all changes regarding speeches, social media campaigns, and delegate sessions.

SkillsUSA California Officer Campaign Regulations

If you will be using Campaign Material, you must have the SkillsUSA California Officer Election committee approve your material during your state officer interview. **The candidate must not spend over $100.00 for campaign materials.** You must submit all receipts at the time of your candidate interview.

Campaign Materials that are not allowed are:

- Gum
- Bubbles
- Cookies
- Blow pops

Candy and all campaign material must be cleaned up at the end of each delegate session.

Following scoring of written test, candidates are allowed to use a table that will be set up in a designated area to put up a bulletin board **(no larger than 25"x35")** with fliers and other campaign materials. Campaign materials and campaigning may begin at the first delegate session at the SkillsUSA Annual State Conference. Any campaigning done before candidate testing and interviewing may result in the candidate being disqualified (ALL CAMPAIGN MATERIAL SHOULD NOT BE DISPLAYED IN ANY MEDIA FORM, ie……SOCIAL NETWORK, until the first delegate session at the state conference).

The Friday night campaign speech will be a two to three minute speech covering the following information:

- Introductory information about you
- Number of Years in SkillsUSA California
- School you attend
- Extracurricular activities
- Goals as a state officer
- What benefits you will bring to the State Officer Team and Organization

Saturday afternoon campaign speech is an extemporaneous, two to 2 minute speech

- Problematic or Scenario type questions

Officer Candidate Screening Topics/Questions

The following are sample questions and topics that MAY be used during your interview; Other questions and topics may also be used.

- What is Career and Technical Education? And what is its primary purpose?
- In which Career and Technical Education program are you currently enrolled?
- Which Essential Element of the SkillsUSA Framework relates to you?
- In which program do you plan to be enrolled for the coming school year?
- What qualities and abilities do you believe are most sought after in new employees being hired by business and industry today?
- What qualities are developed by youth who participate in SkillsUSA? How do you develop these qualities?
- Describe the SkillsUSA Program of Work.
- Describe your activities related to leadership development.
- Since the SkillsUSA program is designed to prepare people for the business and industrial world, do you think it will help to reduce unemployment? How?
- People are concerned about students dropping out of school. Do you think technology education can help reduce this problem? How?
- Describe your beliefs about the importance of post-secondary training for graduates of high school technology education programs.
- Should career and technical education programs encourage further education beyond high school?
- Describe how SkillsUSA can help you in planning and preparing for your future?
- **Explain your personal background:**
    - How and why are you qualified to run for the SkillsUSA California state office team?
    - What leadership qualities would you bring to SkillsUSA California?
    - Describe your previous leadership experiences.
    - What are your plans after graduation from high school?
    - Describe state and local SkillsUSA activities in which you have participated.
    - What are your personal strengths and weaknesses as a leader?

QUESTIONS?

Contact the SkillsUSA California State Officer Trainers

Rachael Navarrete strainer2@skillsusaca.org

David Tayco strainer1@skillsusaca.org