



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 arrive at the State Office on or before the due date, **February 15, 2017!** Any application that is received after the due date will not be accepted.

Besides the State Officer Application, all state officer candidates are required to volunteer for at least one activity as a State Conference volunteer. Failure to do so will result in denial of your candidacy. **Both the State Officer Application and the State Conference Volunteer applications must be received at the State Office by February 15, 2017!** Any applications 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)
- Leverage Training (optional - approx. \$300)
- National Leadership and Skills Conference (optional - approx. \$1,000)
- 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 20-22, 2017 (3 days)
- Participate in Leverage Training – June 24-26, 2017 (3 days – optional)
- Participate in the National Leadership & Skills Conference (NLSC) – June 19-24, 2017 (6 days – optional)
- Participate in the State Officer meeting – July 2017 (2 days)
- Participate in Washington Leadership Training Institute – September 2017 (4 days – optional)
- Participate in Fall Leadership Conferences – November 2017 (2 days)
- Participate in the State Officer Planning meeting – January 2018 (3 days)
- Preside at the SkillsUSA Michigan State Leadership & Skills Conference – April 20-22, 2018 (5 days)
- Represent Michigan at the National Leadership & Skills Conference (NLSC) – June 25-30, 2018 (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 yourself from work on occasion to perform officer responsibilities
- Represent SkillsUSA Michigan in official dress
- Obtain Level 1 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
- Determination of state officer positions



State Officer Candidate Information

Your Advisor's Role will be to:

- Act 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 or workshops

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 **February 15, 2017**.
- Receive a confirmation letter if application is accepted
- Participate in a phone interview with the State Director (if needed)
- 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 in your contest)
 - Campaign for office throughout the day (hand-out campaign materials)
 - At the Delegate Meeting in the afternoon:
 - Give a one minute campaign speech of why you think you should be a state officer
 - 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 Clothing Information Sheet
- State Officer Candidate Leadership and Chapter Activities
- Confidential Advisor State Officer Candidate Endorsement (in sealed envelope)
- State Officer Candidate GPA Certification Form (in sealed envelope)
- State Officer Candidate Campaign Budget Report
- State Officer Internet Policy
- State Officer Contract
- State Officer Release Form
- State Officer Statement of Support
- 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 adult such as minister, teacher, or employer (Not your advisor).
- State Officer State Conference Volunteer Application

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, via mail at SkillsUSA Michigan, Eastern Michigan University, Ypsilanti, MI 48197, or via fax at 734-487-4329 **on or before February 15, 2017. 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 2017-2018: _____

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 **February 15, 2017.**
- 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 Clothing Information Sheet

Please fill in all requested information, including your correct sizes for each item. All clothing will be ordered from this list, so please be as accurate as possible!

Males:

I need a SkillsUSA Blazer* Yes No _____

SkillsUSA Blazer Size (number)* _____

SkillsUSA Blazer Length (regular or long) _____

Pants Waist (number) _____

Pants Inseam (number) _____

Dress Shirt Collar (number) _____

Dress Shirt Sleeve (number) _____

Belt (number) _____

Shoe Size (number) _____

Shoe Width (M or W) _____

T-shirt _____

Polo (men's) _____

Females:

I need a SkillsUSA Blazer* Yes No _____

SkillsUSA Blazer Size (number)* _____

SkillsUSA Blazer Length (regular or long) _____

Blouse (number) _____

Skirt (number) _____

Shoe Size (number) _____

Shoe Width (M or W) _____

T-shirt _____

Polo (women's) _____

* State officers who do not use a school SkillsUSA blazer will be required to pay \$50 towards the purchase of a new blazer.

State Officer Candidate

Parent/Guardian



State Officer Candidate Leadership and Chapter Activities

1. **Leadership in SkillsUSA**

Please list all offices held (if any) and any committees served on your time in SkillsUSA.

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.**



Confidential Advisor 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.

Advisor Signature

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. Based on their GPA, this person will be allowed to participate in all SkillsUSA Michigan activities as listed on the State Officer Contract. I also attest that this person has fulfilled all graduation requirements as of this date.

Signature (Principal, Secretary, or Counselor)

Title

School

Date



State Officer Candidate Campaign Budget Report

Campaign Regulations:

1. **There is to be no reference to any particular office on any of the campaign material, including the candidate speech. It should state “John/Jane Doe for SkillsUSA Michigan State Officer” but other information can be included.**
2. A state officer candidate is limited a maximum of 300, 8-1/2" x 11", flyers for distribution for handout before and up to the beginning of the delegate meeting.
3. A state officer candidate is limited to a maximum of 150 buttons or other campaign gimmicks for distribution to voting delegates or worn by his or her school delegation.
4. A state officer candidate's expenses **must not** exceed the amount of \$50 in materials, either bought or donated (including flyers, pens, candy, etc.). If the expenses exceed \$50, then the candidate may be disqualified.
5. The expense report and receipt(s) **must be presented** to the nominating committee at the time of the candidate's test and must include a sample of all campaign material.

Advisor Signature

Candidate Signature

Note: Falsification of this form will result in immediate disqualification.



State Officer Internet Policy

Using Facebook, 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, Twitter, YouTube, blogs 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

You will be assigned a SkillsUSA Michigan email address to use during your term of office. You may choose to forward email received at your SkillsUSA Michigan email address to your personal email 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 Facebook, Twitter, YouTube or other sites and my email address must be reviewed by an authorized adult 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, Twitter, and other social networking sites for the duration of my term of office. I also understand that these sites 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 Candidate 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 20-22, 2017 (3 days)
- Participate in Leverage Training – June 24-26, 2017 (3 days – optional)
- Participate in the National Leadership & Skills Conference (NLSC) – June 19-24, 2017 (6 days – optional)
- Participate in the State Officer meeting – July 2017 (2 days)
- Participate in Washington Leadership Training Institute – September 2017 (4 days – optional)
- Participate in Fall Leadership Conferences – November 2017 (2 days)
- Participate in the State Officer Planning meeting – January 2018 (3 days)
- Preside at the SkillsUSA Michigan State Leadership & Skills Conference – April 20-22, 2018 (5 days)
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- 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 yourself from work on occasion to perform officer responsibilities
- Represent SkillsUSA Michigan in official dress
- Obtain Level 1 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, labor and political 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. Any officer leaving office for any reason before the end of their term will be invoiced for all expenses previously paid by SkillsUSA Michigan.

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), including the State Director and the State Officer Coordinator.
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 Director and State Officer Coordinator informed of my whereabouts at all times while at conferences and activities.
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 strive to maintain above average grades in all my classes.
15. 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.
16. 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 5-16 will result in a warning and/or reprimand. Violations of items 5-16 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: _____

Home Address: _____ Phone: _____

_____ Date of Birth: _____

Home High School: _____ H.S. Phone: _____

SkillsUSA Chapter: _____ Chapter Phone: _____

Chapter Advisor: _____ Fax _____

This is to certify that above-named student member has my permission to attend SkillsUSA activities from May 1, 2017 – June 30, 2018. 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: _____

Chapter Administrator Signature: _____ Date: _____



State Officer Statement of Support

_____ wishes to run for a SkillsUSA Michigan state office.
Name of Candidate

The candidate's success is closely related to the support he/she receives from his/her family, chapter and school officials. Please indicate your approval and support of him/her pursuing the goal to be an effective state officer.

"I am in support of this candidate becoming an elected state officer of SkillsUSA Michigan. I will do whatever I can to support and encourage him/her. To the best of my knowledge, all information provided in the application is up-to-date and correct."

Signature of Parent(s)

Date

Signature of Advisor

Date

Signature of Principal

Date

Signature of School Counselor

Date

Signature of Employer

Date

Signature of a Chapter Student Member

Date



State Officer State Conference Volunteer Application

State Officer Candidates must also serve as a volunteer during the State Conference.

School: _____

School Phone: _____

Student Volunteer: _____

Student Email Address: _____

Student Cell Phone Number: _____

Advisor: _____

Advisor Email Address: _____

Advisor Cell Phone Number: _____

What activities are you interesting in volunteering for?

Friday, April 7, 2017

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Amway Grand Plaza - Leadership Test Room Assistant 3:00 pm to 5:00 pm

Amway Grand Plaza - Leadership Test Room Assistant 5:00 pm to 7:00 pm

Saturday, April 8, 2017

Amway Grand Plaza – Leadership Contest Timer 8:00 am to 12:00 pm

Student Signature

Date

Advisor Signature

Date

Please return by February 15, 2017 via fax to 734-487-4329 or via email to tbrown51@emich.edu



State Officer State Conference Volunteer Information

Instructions:

1. At the beginning of your shift, please check in with the Conference HQ at the Amway Grand Plaza Hotel for further instructions.
2. All volunteers need to have a Participant Code of Conduct Form on file. It is available on our web site at http://miskillsusa.org/wp-content/uploads/participant_coc.pdf.
3. If you are unable to work your assigned shift for any reason, please call the Conference HQ at the hotel.

When volunteering:

1. Wear a white collared shirt or white blouse (no t-shirts) and black pants (no jeans).
2. Be friendly and helpful.
3. Smile!
4. Answer questions cheerfully. If you are unable to answer a question, please refer them to your shift supervisor.
5. Only use your cell phone to assist you with your duties.
6. Do not use your cell phone for personal business (call, text, web, etc.).
7. Do not talk or socialize with your friends. Tell them you are on duty and will talk to them after your shift.
8. Do not eat, drink or chew gum.
9. If you need to leave, please let your shift supervisor know.