



## *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 the 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, **March 6, 2020!** 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 March 6, 2020!** 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.

***NOTE:** There are 12 HS positions and 1 CPS position, for a total of 13 positions, available each year. There is an extensive evaluation system in place to ensure a professional and productive State Officer Team is selected. If a student is not selected to move on in the State Officer Candidate process, the student and their advisor will be contacted directly by a SkillsUSA Advisor Council member or designee to provide detail to the student regarding dismissal from the process.*



## ***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 in-state expenses for travel, lodging, meals, and supplies necessary for carrying out an officer's duties. Each officer should expect some personal expenses.**

### **SkillsUSA Personal Expenses, Optional Activities and Estimated Cost**

- 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 2020 (3 days)
- Participate in Leverage Training – June 20-22, 2020 (3 days – optional)
- Participate in the National Leadership & Skills Conference (NLSC) – June 22-27, 2020 (6 days – optional)
- Participate in the State Officer meeting – July 2020 (3 days)
- Participate in Washington Leadership Training Institute – September 2020 (5 days – optional)
- Participate in Fall Leadership Conference – November 2020 (2 days)
- Participate in the State Officer Planning meeting – January 2021 (3 days)
- Preside at the SkillsUSA Michigan State Leadership & Skills Conference – April 2021 (5 days)
- Represent Michigan at the National Leadership & Skills Conference (NLSC) – June 21-26, 2021 (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
- Be absent from school for periods of time
- Excuse yourself from work on occasion to perform officer responsibilities
- Represent SkillsUSA Michigan in official dress
- 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 **March 6, 2020**.
- Receive a confirmation email if application is accepted
- Participate in a phone interview with the State Officer or a member off the Advisor Council State Officer Candidate Committee
- **Send in a video by March 13, 2020 of your State Officer Candidate one minute speech through the Google Form. <https://forms.gle/G3XF3WVkihLwUdYz9>**
- At the State Conference in April:
  - Volunteer on either Friday or Saturday
  - Friday:
    - In the afternoon:
      - Take the 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 your state contest)
    - Campaign for office 1 hour before the Delegate Meeting (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
      - Announcement of newly elected State Officers – AT CLOSING CEREMONY
    - Immediately following the Delegate Meeting (all attend unless dismissed):
      - Attend Orientation Meeting for all State Officers Candidates
      - Practice for Installation Ceremony on Sunday
  - Sunday:
    - At the Awards Ceremony (if elected):
      - Be installed as a new State Officer
      - If dismissed, the state officer candidate and advisor will be contacted directly prior to Sunday's Closing Ceremony by a SkillsUSA Advisor Council member.*
      - 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 Safe Driving Pledge
- State Officer Contract
- State Officer Release Form
- State Officer Statement of Support
- Personal Resume
- Letter of Endorsement from high school administrator. This needs to be on school letterhead.
- Letter of Endorsement from area technical center administrator (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 Principal



## *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 March 6, 2020. NO EXCEPTIONS!!**

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Home High School \_\_\_\_\_ Career/Tech Center \_\_\_\_\_

Email Address \_\_\_\_\_ Candidate Cell Phone Number \_\_\_\_\_

Advisor Name \_\_\_\_\_ Advisor 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 2019-2020: \_\_\_\_\_

### **Minimum Qualifications:**

- A. Has at least one full year remaining in your career & technical training program.
- B. Enroll in in your career & technical training program at a school with a SkillsUSA chapter.
- C. Has active membership status
- D. Will be available to attend various functions for SkillsUSA Michigan (see state officer agreement), including weekends
- E. Will file candidacy for office (all forms) with State Director no later than **March 6, 2020.**
- F. Will respect the nomination, election and campaign policy restrictions.
- G. Will complete all other necessary state officer candidate forms.
- H. Will, if elected, attend orientation during the SkillsUSA Michigan Awards Ceremony on Sunday morning
- I. 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 (size and 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 Signature

\_\_\_\_\_  
Parent/Guardian Signature



## *State Officer Candidate Leadership and Chapter Activities*

1. **Leadership in SkillsUSA**

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

---

---

---

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. **Have you had any experience at public speaking? If so, list the topic and audience (ex. group, speaking in front of class).**

---

---

---



## ***Confidential Advisor State Officer Candidate Endorsement***

**(A SkillsUSA Advisor must complete this form)**

Student Name \_\_\_\_\_

School Name (CTE School) \_\_\_\_\_

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 **1 hour before 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 and Technology Policy***

### **Using Social Media (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 Social Media 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 your e-mail daily during your term in office as travel opportunities are often offered via e-mail.

### **Phone and Technology**

When representing SkillsUSA, it is expected that you will only use a phone or other technology in a professional and appropriate manner. This include: no texting, calling or checking email or social media. Use of technology or phone should be restricted to official business only.

### **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 in office, any content I post, such as; Facebook, Twitter, YouTube or other Social Media 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 media 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 Safe Driving Pledge*

We've all heard that texting and driving, just using the phone while you're driving, or playing with the technology screen while driving is dangerous. Unfortunately, that's not enough to stop some of us.

*Each day in the United States, approximately nine people are killed and more than 1,000 injured in crashes that are reported to involve a distracted driver. Distracted driving is driving while doing another activity that takes your attention away from driving.*

Source: June 9, 2018 [https://www.cdc.gov/motorvehiclesafety/distracted\\_driving/index.html](https://www.cdc.gov/motorvehiclesafety/distracted_driving/index.html)

Multi-tasking is something a lot of us are convinced we do well. You might be surprised to learn that's not true at all, for teens and adults. We often think we are great multi-taskers: we can carry on a text conversation while doing homework, binge watch a show online and wash the dishes, right? Well... not really.

When we multi-task, our brain is really switching back and forth between doing various tasks. Depending on the task and the person, switching can be very quick and appear seamless. But really, every time the brain switches tasks, it slows its reaction time. That's not a big deal when texting a friend and watching TV, but it can be deadly behind the wheel.

Hands-free won't cut it either. A driver on the phone can miss up to 50 percent of the driving environment. And that distraction can linger: studies show up that distractions continue up to 27 seconds after the calls ends.

Today's technology brings a new distraction for drivers - the infotainment system. Technology has become a big part of the driving experience. Some features, including new safety systems, improve the driving experience. Others, like voice-controlled systems that promise to do everything from calls, texts, emails and even posting to social media platforms, present new distractions. Remember that these features are included in the car for convenience, not safety. All drivers should avoid the dash to the dashboard. Only use the infotainment system when the car is in park!

I, \_\_\_\_\_ pledge to remove distractions while I am driving to and from all SkillsUSA Michigan activities. The distractions while driving include, but are not limited to:

- Texting - looking at texts and also sending texts
- Talking on the phone
- Using car infotainment systems while driving
- Programming a GPS
- Grooming - brushing hair, applying makeup, etc.
- Reading
- Looking for things in the glove box, dropped items, or reaching for a purse or backpack
- Eating
- Fumbling while performing what seems like a simple task
- Being distracted by other passengers
- Reacting to interesting road signs, events or accidents on the side of the road, beautiful scenery, etc.

I further pledge that if I am running late for a meeting or activity, I will pull into a safe parking spot and text the person that is expecting me at the meeting. It is better to be a few additional minutes late, than to be distracted while driving.

---

Parent/Guardian Signature

---

State Officer Candidate Signature

---

Advisor 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 2020 (3 days)
- Participate in Leverage Training – June 20-22, 2020 (3 days – optional)
- Participate in the National Leadership & Skills Conference (NLSC) – June 22-27, 2020 (6 days – optional)
- Participate in the State Officer meeting – July 2020 (3 days)
- Participate in Washington Leadership Training Institute – September 2020 (5 days – optional)
- Participate in Fall Leadership Conference – November 2020 (2 days)
- Participate in the State Officer Planning meeting – January 2021 (3 days)
- Preside at the SkillsUSA Michigan State Leadership & Skills Conference – April 2021 (5 days)
- Represent Michigan at the National Leadership & Skills Conference (NLSC) – June 21-26, 2021 (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
- Be absent from school for periods of time
- Excuse yourself from work on occasion to perform officer responsibilities
- Represent SkillsUSA Michigan in official dress
- 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 or vaping 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, 2020 – June 30, 2021. 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 SkillsUSA Student Chapter 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 17, 2020**

Amway Grand Plaza

**Time:**

3:00 pm to 6:30 pm

**Saturday, April 18, 2020**

Amway Grand Plaza

8:00 am to 12:00 pm

Amway Grand Plaza

12:00 pm to 4:00 pm

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

**Please return by March 6, 2020 via fax to 734-487-4329 or via email to [tbrown51@emich.edu](mailto: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](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.

**SkillsUSA State Officer Candidate  
Evaluation Rubric**

	Possible points	Due	Evaluator	Score	Wow Great Job 100 - 80%	Needs some work 79-60%	Needs a lot of work 59-40%	Sub-par 39-0%
State Officer Candidate Application Completion	500	March 6, 2020	State Director		Packet was done correctly with all required information, typed, and professional.	Packet was completed correctly, however some minor mistakes and errors.	Packet has missing information and had errors and mistakes.	Packet has some missing information and had errors and mistakes. Not completed correctly nor professionally
Phone Interview (State Director)	100	set by State Director	State Director or Designee		Candidate is enthusiastic, has realistic expectations of requirements, and has a strong knowledge of SkillsUSA	Candidate seems enthusiastic, has some realistic expectations of requirements, and has some knowledge of SkillsUSA	Candidate is somewhat enthusiastic, does not have realistic expectations of requirements, and has a some knowledge of SkillsUSA	Candidate does not seem enthusiastic, has un-realistic expectations of requirements, and does not seem to have much knowledge of SkillsUSA
Speech - 1 minute (video)	100	2 weeks prior to state contest	Advisor Council Member		Candidate sent a video of 1 minute presentation that was well prepared, professional and well practiced on or before required deadline (if changes were requested, did so in a professional and timely manner)	Candidate sent a video of 1-2 minute presentation that semi-prepared, semi-professional, not well practiced, and/or on or after required deadline (if changes were requested, did so in a professional and timely manner)	Candidate sent a video of 1-2 minute presentation that was not-prepared, not-professional, not well practiced, and/or after required deadline (if changes were requested, did not necessarily do so in a professional and timely manner)	Candidate sent a video of 1-2 minute presentation that not-prepared, not-professional, not well practiced, and after required deadline (Requested changes were did not necessarily do so in a professional and timely manner)
Candidate Written Test	100	Friday of States	State Director or Designee		65 points possible - score is % correct	65 points possible - score is % correct	65 points possible - score is % correct	65 points possible - score is % correct
Interview	100	Friday of States	Interview Committee		Candidate is enthusiastic, has realistic expectations of requirements, and has a strong knowledge of SkillsUSA	Candidate seems enthusiastic, has some realistic expectations of requirements, and has some knowledge of SkillsUSA	Candidate is somewhat enthusiastic, does not have realistic expectations of requirements, and has a some knowledge of SkillsUSA	Candidate does not seem enthusiastic, has un-realistic expectations of requirements, and does not seem to have much knowledge of SkillsUSA
Budget Paperwork	50	Friday of States	State Director or Designee		Budget Paperwork turned in professionally, as requested, on time and all required information included.	Budget Paperwork turned in semi-professional manner, on time and all required information included.	Budget Paperwork turned in semi-professional manner, not on time (needed reminding) and not all required information included.	Budget Paperwork turned in non-professional manner, not on time (needed reminding) and not all required information included.

Final Score  out of 950 (cut score is 665)  Candidate advances to Speech

Candidate Rank  out of \_\_\_\_\_ candidates  Candidate does not advance to speech, \_\_\_\_\_ assigned to contact Candidate and Advisor

Speech - 1 minute	Delegate Vote	Saturday at Delegate meeting	Advisor Council Member		Candidate presented a 1 minute presentation that was well prepared, professional and well practiced on or before required deadline (if changes were requested, did so in a professional and timely manner)	Candidate presented a 1-2 minute presentation that was semi-prepared, semi-professional, not well practiced, and/or on or after required deadline (if changes were requested, did so in a professional and timely manner)	Candidate presented a 1-2 minute presentation that was not-prepared, not-professional, not well practiced, and/or after required deadline (if changes were requested, did not necessarily do so in a professional and timely manner)	Candidate presented a 1-2 minute presentation that was not-prepared, not-professional, not well practiced, and after required deadline (Requested changes were did not necessarily complete in a professional and timely manner)
-------------------	---------------	------------------------------	------------------------	--	--	---	--	--

Candidate elected as State Officer

Candidate does not advance as state officer, \_\_\_\_\_ assigned to contact Candidate and Advisor