



## ***2023-2024 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 always on you.

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 Candidate Forms is the first step to becoming an officer and your “first impression”.

The first deadline is March 1, 2023. Incomplete or late forms will not be accepted. The application forms can be found on our website at <http://miskillsusa.org>

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 Positions**

There are 12 high school positions and 1 college/post-secondary 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.

### **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

### **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



**SkillsUSA Michigan does pay for or reimburse most in-state expenses for travel, lodging, meals, and supplies necessary for performing 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 required 2023-2024 responsibilities as a State Officer will be to:**

- Participate in the CTSO State Officer Workshop – May 2023 (3 days)
- Participate in the State Officer meeting – Summer 2023 (3 days)
- Participate in the Fall Leadership Conference – November 2023 (2 days)
- Participate in the State Officer Planning meeting – January 2024 (3 days)
- Preside at the SkillsUSA Michigan State Leadership & Skills Conference – April 2024 (5 days)
- 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 from time to time to conduct business on behalf of SkillsUSA Michigan
- Excuse yourself from work on occasion to perform officer responsibilities
- Represent SkillsUSA Michigan in official dress
- 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)

**Optional activities:**

- Participate in Leverage Training – June 2023 (3 days prior to NLSC)
- Participate in the National Leadership & Skills Conference (NLSC) – June 19-24, 2023
- Participate in the Washington Leadership Training Institute – September 2024 (5 days)
- Represent Michigan at the National Leadership & Skills Conference (NLSC) – June 2024 (6 days)

**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



## What do I need to do?

1. Complete the online State Officer Candidate Information Form by **March 1, 2023**, which can be found here: <https://forms.gle/Kz8WG3fhvBLEE4dw8>
2. Send this completed State Officer Candidate Signature Packet and all supporting documents to the State Office. Your completed application must be received by our office on or before **March 1, 2023**.
3. Receive a confirmation email if your candidacy application is accepted.
4. Participate in a short phone interview with the State Director, a member of the Advisor Council, or a member of the State Officer Candidate Committee.
5. Submit a video by **March 20, 2022**, of your State Officer Candidate one minute campaign speech through the Google form posted at <https://forms.gle/rSpd6j2XHbC4arMZ7>

## At the State Conference April 14-16, 2023:

- ❖ Register and pay for the State Conference through your chapter advisor. If you are not competing, you will register as a State Officer Candidate. If you are competing, you will register as a Competitor or Model (as applicable).
- ❖ Volunteer your time on either Friday or Saturday. The times are listed on the last page of this packet.
- ❖ **On Friday afternoon:**
  - Be interviewed by the State Officer Nominating Committee at the conference HQ
  - At the Opening Session, find out if you were selected to run for office
- ❖ **Saturday:**
  - Compete in the morning (*if you are a qualifier in 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
  - Immediately following the Delegate Meeting (all will attend unless dismissed):
    - Attend Orientation Meeting for all State Officer 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



## *2023-2024 State Officer Candidate Checklist*

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

➤ **All forms must have original signatures, no digital signatures will be accepted.**

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

- 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 Candidate Volunteer Application

\_\_\_\_\_  
State Officer Candidate Printed Name and Signature

\_\_\_\_\_  
Parent/Guardian Printed Name and Signature

\_\_\_\_\_  
SkillsUSA Advisor Printed Name and Signature

\_\_\_\_\_  
Local Principal Printed Name and Signature



***2023-2024 State Officer Candidate  
Confidential Advisor 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!***



## ***2023-2024 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's Name)

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 is a student of good standing, and as of this date is on the path towards graduation.

\_\_\_\_\_  
Signature (Principal, Secretary, or Counselor)

\_\_\_\_\_  
Title

\_\_\_\_\_  
School

\_\_\_\_\_  
Date



## ***2023-2024 State Officer Candidate Campaign Budget Report***

### **Campaign Regulations:**

1. **There is to be no reference to any specific 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.

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Advisor Signature

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Candidate Signature

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



## ***2023-2024 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 includes: 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.

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State Officer Candidate Signature

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Date





## 2023-2024 State Officer Safe Driving Pledge

*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 is 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 is not a big deal when texting a friend and watching TV, but it can be deadly behind the wheel.

Hands-free will not 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 that distractions continue up to 27 seconds after the call 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 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



## 2023-2024 State Officer Contract

**(Please read in its entirety before signing!!)**

Page 1

**(Please ensure a fully signed 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 will 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 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.**

**Your REQUIRED 2023-2024 responsibilities as a State Officer will be to:**

- Participate in the CTSO State Officer Workshop – May 2023 (3 days)
- Participate in the State Officer meeting – Summer 2023 (3 days)
- Participate in the Fall Leadership Conference – November 2023 (2 days)
- Participate in the State Officer Planning meeting – January 2024 (3 days)
- Preside at the SkillsUSA Michigan State Leadership & Skills Conference – April 2024 (5 days)
- 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 from time to time to conduct business on behalf of SkillsUSA Michigan
- Excuse yourself from work on occasion to perform officer responsibilities
- Represent SkillsUSA Michigan in official dress
- 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)

**Optional activities:**

- Participate in Leverage Training – June 2023 (3 days prior to NLSC)
- Participate in the National Leadership & Skills Conference (NLSC) – June 19-24, 2023
- Participate in the Washington Leadership Training Institute – September 2024 (5 days)
- Represent Michigan at the National Leadership & Skills Conference (NLSC) – June 2024 (6 days)

As a SkillsUSA Michigan State Officer, you have the responsibility to represent all members of the state association. Your conduct must always be exemplary 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.**



# 2023-2024 State Officer Contract

## 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, always, 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 always completely open, unless the person is my spouse.
7. I will not leave the hotel/motel to which I am 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 always exemplary, 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 am 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 always adhere to the dress code.
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.
17. If I am unable to fulfill my entire service year as a state officer for whatever reason, I will be responsible for any expenses incurred by SkillsUSA Michigan on my behalf.

## 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 \_\_\_\_\_



## ***2023-2024 State Officer Release Form***

Name of Student: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Home 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, 2023 – June 30, 2024. 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 enroute 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: \_\_\_\_\_



## ***2023-2024 State Officer Candidate 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



## ***2023 State Officer Candidate Volunteer Information***

### **Instructions:**

1. At the beginning of your shift, please check in with the Conference Headquarters 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 on the Forms page.
3. If you are unable to work your assigned shift for any reason, please have your chapter advisor notify Conference Headquarters as soon as possible.

### **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.



## 2023 State Officer Candidate Volunteer Application

State Officer Candidates must 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 14, 2023**

#### **Time:**

- Amway Grand Plaza 3:00 pm to 5:30 pm

#### **Saturday, April 15, 2023**

- Amway Grand Plaza 8:00 am to 10:30 am  
 Amway Grand Plaza 10:30 am to 12:30 pm

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date