

SkillsUSA PENNSYLVANIA

STATE OFFICER

CANDIDATE PACKET

THE WRITTEN TEST WILL BE FROM THE SKILLSUSA HANDBOOK

CHECKLIST INSTRUCTIONS:

- _____ Officer Packet must be emailed to the Executive Director by March 1.
- _____ Application and officer resume are fillable PDE forms

COMPLETE, SCAN AND EMAIL:

- _____ State Officer Resume
- _____ State Officer Application
- _____ Framework
 - a. Completion of the Framework K Certificate (purchase on ABSORB)
 - b. Career Essentials
- _____ State Initiative Idea
- _____ State Officer Signature Form
- _____ One letter of recommendation from vocational director or principal
- _____ One letter of recommendation from local SkillsUSA advisor
- _____ One letter of recommendation from a person of your choice
- _____ Report of your academic and vocational grades (**including a breakdown of the numerical grades if not alphabetic**).

SkillsUSA OFFICER CANDIDATE INFORMATION INSTRUCTION SHEET

- Officer candidates must complete the officer application for either a state office. Officer candidates must include with the application the officer candidate resume, officer candidate signature form, framework certification, state initiative idea, letters of recommendation with scanned signatures and email to SkillsUSAPennsylvania Executive Director by March 1.
- An Officer may only serve for one term of office.
- Collegiate/Post Secondary candidate must be enrolled for one year in a SkillsUSA affiliated post secondary institution prior to submitting officer candidate forms.(State or National Officer)
- Officer candidates must not have a grade lower than a “C” on the current year’s transcript of academic and vocational grades. It is understood that if grades should fall below a “C” in any subject area after elected, the officer may not be permitted to participate in SkillsUSA activities.
- Officer candidates must pass a written test with at least 80% accuracy. (Questions will be based on general knowledge of SkillsUSA, parliamentary procedure, officer duties, etiquette, professional development, and current events from six to eight weeks prior to conference which are relevant to everyday interest.)
- State officer candidates will be elected to a State Officer Team. Specific officer positions will be appointed at the State Officers Training Workshop (June). Officer candidates must either apply for a state or national office, not both.
- No candidate can be nominated from the floor.
- All officer candidates are to be prepared to give a 2 to 3 minute introductory speech to the nominating committee and a 3 to 5 minute campaign speech to the House of Delegates. In April 2021 we will either zoom or candidate will tape speech for House of Delegates.
- The nominations committee will ask each candidate two questions. (**ALL questions must be written and submitted to the Nomination’s Committee Advisor, for approval, prior to the Meet the Candidate Session.**) No questions will come from the floor without prior authorization. (2021 TBD)
- All approved officer candidates will proceed through the election process.
- Upon announcement, campaign literature may be displayed. Each candidate will be allotted a space of 720 square inches to post campaign materials with a limit of six items.
- Verbal campaigning is permitted only after the ballot has been posted. Under no circumstance may any campaigning be done until the ballot has been posted. (TBD)
- There will not be campaign materials in 2021.
- All officer candidates that pass the nomination committee screening will be listed on the ballot. Final approval at the discretion of the SkillsUSA Pennsylvania State Director.
- If elected, state SkillsUSA Pennsylvania officers have obligations to attend the following: State Officers Training Workshop National Leadership Conference, Washington Leadership Training Institute (WLTI), State Conference, and any other travel as requested by SkillsUSA Pennsylvania (see attached calendar).
- Newly elected slate of officers will be responsible for knowing the required materials, motto, pledge, creed, symbols of the emblem, and parts of the Opening and Closing Ceremony prior to attending the Officer Training Workshop (June).
- In addition to the many time requirements, there are also a few financial obligations that are necessary to consider. SkillsUSA Pennsylvania provides funding for the National Conference (registration, leverage, meals, a portion of travel and room), State Officers Training Workshop, State Officer Pre-Conference Training, The State Leadership Conference, WLTI, Region I Conference (if applicable), and any travel assignments requested by kSkillsUSA Pennsylvania.

**SkillsUSA PENNSYLVANIA STATE OFFICER
CANDIDATE RESUME**

Please complete a resume that follows this format

YOUR NAME

Address Line 1

Address Line 2

City, State/Province Postal Code

Home Phone (000)555-2468

Email address (not school email)

QUALIFICATIONS (for being considered for a SkillsUSA officer position)

Using action words to maximize the impact, describe how your background and strengths would make you a strong candidate for the position you are seeking. This section should be concise and should sell your most marketable experiences and abilities.

EMPLOYMENT

20xx-20xx Position, Name of Company

In the same manner as above, describe your first job responsibilities. Be concise; remove all unnecessary words and phrases. Include the specific result of your actions or decisions to demonstrate your contribution.

20xx-20xx Position, Name of Company

AWARDS AND ACCOMPLISHMENTS (hobbies, civic activities, etc.)

List any Awards and Accomplishments, Year

WHY DO YOU WANT TO BE ELECTED AS A SKILLSUSA OFFICER?

Explanation

SkillsUSA PENNSYLVANIA
STATE OFFICER CANDIDATE FORM

Candidate's Name: _____ Age _____

10th _____ 11th _____ Postsecondary/Collegiate _____ student*

*Collegiate/Secondary candidate must be enrolled for one year in SkillsUSA affiliated post secondary institution prior to submitting officer candidate forms

Local Chapter _____
_____ Eastern _____ Central _____ Western

*There must be at least one (1) candidate from each region to apply for officer candidacy in order to fill a position as a regional vice-president.

**An Officer may only serve for one term of office

Occupational Training Curriculum: _____

Local offices held by applicant _____

State three goals which, if elected, you would like to accomplish for SkillsUSA Pennsylvania:

1. _____
2. _____
3. _____

I certify the above answers are true and that I have read the requirements for state office and believe myself to be qualified and will serve to the best of my ability, if elected. Also, if elected, I will be responsible in knowing the required materials, motto, pledge, creed, symbols of the emblem, and the Opening and Closing Ceremony prior to attending the June Officer Training Workshop.

Signature of Candidate

Date

I understand that my (son, daughter, ward) is a candidate for the state office and, if elected, has my permission to fulfill the obligations of that office. If elected to office we shall be pleased to cooperate in every way possible to assist in fulfilling the responsibilities of the office.

Signature of Parent/Guardian

Date

If elected, I believe _____ has the qualifications to become a SkillsUSA Pennsylvania State Officer. In addition, if he/she is elected I shall assist in any assigned duties and accompany officer on all official functions and duties, as _____ advisor (or appoint another advisor from my school to fulfill these duties). Another appointed advisor or I will be present at all meetings, as required.

Chapter Advisor

Home Address / Telephone Number/E-Mail Address

The administrative staff would like to recommend this student's application for state office. If elected, the staff will cooperate in helping the student to fulfill all obligations as state officer and advisor. I have read the above policy and will oversee that the requirements are adhered.

Chief School Administrator
Principal or Director of
Career and Technical Education

Date

I have read the above policy and will oversee that the requirements are adhered.

Chief School Administrator, Principal or Director

Deadline for Application: March 1

Email to: Jeri Widdowson (skillsusapennsylvania@comcast.net)
Executive Director
SkillsUSA Pennsylvania



STATE OFFICER CODE OF CONDUCT

As a state officer representing SkillsUSA Pennsylvania, I agree to adhere to the following rules and regulations.

1. I will, at all times, respect all public and private property.
2. When traveling with SkillsUSA and SkillsUSA Pennsylvania, including functions with the officer team. I will wear SkillsUSA casual attire or SkillsUSA business attire, if required. I will adhere to the dress code at all times.
3. I will abide by the curfew established. No male/females in rooms unless an adult is present and the door is open.
4. I will adhere to the rules of SkillsUSA and SkillsUSA Pennsylvania. I will not venture outside without my fellow officers or an advisor. I will not enlist other students to attend non-SkillsUSA functions while at a conference.
5. I will not use alcoholic beverages or nonprescription drugs at any time. There is a NO smoking policy in effect at all conferences.
6. My conduct will be exemplary at all times, during and outside of SkillsUSA functions. Any behavior contrary of SkillsUSA's culture of inclusion and diversity will result in disciplinary action or dismissal from the State Officer Team, from the Executive Director of SkillsUSA Pennsylvania or the school advisor, whichever comes first.
7. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
8. Grade average must be maintained as a "C" or better. Copies from each marking period need to be reviewed by the State Officer Advisor.
9. When traveling for SkillsUSA, I will keep the assigned State Officer Advisor, attending advisor, State Director informed of my whereabouts at all times.
10. I will attend all activities for which I am assigned, registered and will be on time to all functions and assignments.
11. Officer monthly reports will be sent to State Officer Advisor by the 1st of the month.
12. During my year as a SkillsUSA State officer, I will represent my organization with respect. That means that for my term of office, I will give permission to SkillsUSA to be my Friend/Follow any context I post on Internet, for example, on Facebook, UTube or other Websites. I also understand these web sites will be monitored and I will be requested to remove offensive material or any material not reflecting SkillsUSA culture of inclusion and diversity. If I fail to do so and post inappropriate, unapproved or any material contrary to SkillsUSA's culture of inclusion and diversity, I will be subject to dismissal from my State Office. I also understand my personal e-mail address must reflect a professional image, or I will create a new e-mail address for SkillsUSA correspondence.

Violations of any items in this contract may be grounds for disqualification from office.

THIS WILL BE SIGNED IF YOU ARE ELECTED AS A STATE OFFICER FOR SKILLSUSA PENNSYLVANIA

2021-2022 STATE OFFICER (Candidate's) TENTATIVE CALENDAR

March 1, 2021	Officer Candidate Applications due at SkillsUSAPennsylvania@Comcast.net
March 31, 2021	Virtual Candidate Interviews/Test
April 8, 2021	Virtual House of Delegates & campaign speeches/vote TBD announcement of 2021-2022 State Officers
June 2, 2021	2021-2022 State Officers virtual meeting (subject to change)
June 19-21, 2021	Leverage – Virtual
June 22-24, 2021	Virtual National House of Delegate Meeting
June 21-25, 2021	Virtual National Skills & Leadership Competitions
June 25, 2021	Tentative Closing Ceremony
August 2021	Information for WLTI is posted TBD Registration for WLTI - Date 8/1-8/29/2021 TBD
September 20-23, 2021	Washington Leadership Training Institute – TBD (Will depend on travel bans) Alexandria, Virginia
October/November	Regional Fall Workshops Western Region -Seven Springs - District 11 - Camelback Central Region - Gettysburg - November 10-12 2021 District 2- Kalahari – November ?
December/January	District Competitions
March 6 -8, 2022	PreConference Workshop for State Officers Comfort Suites, State College, PA
April 4-8, 2022	State Officers -SkillsUSA State Conference
April 6-8, 2022	SkillsUSA Pennsylvania State Conference Hershey Lodge & Convention Center, Hershey, PA