



State and District Officer Candidate Application

CANDIDATE COVER PAGE

PLEASE TYPE ALL INFORMATION

District: _____

Please check only one of the following:

District application:

State application:

Dual application:

Chapter Name: _____

Chapter Advisor(s): _____

Applicant's Name: _____

Gender: Male or Female

Alabama Officer Application Checklist

Candidate Information Survey:

https://forms.office.com/Pages/ResponsePage.aspx?id=xR8fNaFG3EW3EUPMffG2Kzsh3VMSrIJDsF5a_msC3KtURFFVNIRIUtdUVjZTMVU1U0hTVFhRQzjZMCM4u

Mail the following documents:

- Candidate Cover Page
- Candidate Resume
- Code of Conduct and Permission to Publish Acknowledgement
- Alabama SkillsUSA State Officer Candidate Agreement Form
- Alabama SkillsUSA District Officer Candidate Agreement Form
- High School State and District Officer Candidate Endorsees
- Copy of certificate of completion or evidence of completing at least five Career Essentials: Foundations lessons.

Full Application Packets should be mailed to Appropriate District Coordinator:

North:

Scott Wiginton
PO Box 302101
Montgomery, AL 36130

Central:

Bryan Upton
PO Box 302101
Montgomery, AL 36130

South:

Lisa Bruce
PO Box 302101
Montgomery, AL 36130



State and District Officer Candidate Application

State and District Officer Application Process

1. Complete Candidate Information Form online:
 - https://forms.office.com/Pages/ResponsePage.aspx?id=xR8fNaFG3EW3EUPMffG2Kzsh3VMSrIJDsF5a_msC3KtURFFVNIRIUTdUVjZTMVU1U0hTVFhRQzjZMC4u
2. Gather the following documents:
 - Candidate Cover Page
 - Candidate Resume
 - Code of Conduct and Permission to Publish Acknowledgement
 - Alabama SkillsUSA State Officer Candidate Agreement Form
 - Alabama SkillsUSA District Officer Candidate Agreement Form
 - High School State and District Officer Candidate Endorsees
 - Copy of certificate of completion OR evidence of completing at least five Career Essentials: Foundations lessons, certificate or badges.
3. Mail documents to District Coordinator:
 - North – Scott Wiginton
 - Central – Bryan Upton
 - South – Lisa Bruce
4. Each District will schedule interviews for district, state, or dual candidates separate from District Conferences. Interviews will be conducted by industry partners in the district.
5. Candidates will be ranked in order based on application, SkillsUSA knowledge test, and interview. Each district may send the top 5 state or dual candidates to state.
6. At state conference, the top 15 individuals will campaign for a state office at the delegates assembly.
7. State Officers will include:
 - President, Secretary, Parliamentarian, and Reporter
 - North Vice-President, Central Vice-President, South Vice-President, for a total of 7 HS state officers.
8. State Officers will be announced at the closing session of State Conference.
9. District officers will be announced following state conference depending on which dual candidates received state office.



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State Officer Candidate Information Overview

1. High school candidates must be (16 years old by April 1st) to run for a SkillsUSA (state) state officer position.
2. A school may send multiple candidates, however, only one state officer candidate and one district candidate shall be selected from the same school if there are enough qualified candidates.
3. Each District will conduct interviews and written exams for all candidates. The top 5 state or dual candidates from each district will advance to state conference to campaign for state office.
4. A slate of (7) high school officers will be elected. The (7) candidates with the highest votes will compose the slate of officers. Their positions will be decided upon during based on the election. The official offices are: President, Secretary, Parliamentarian, Reporter, South Vice President, Central Vice President, North Vice President.
5. Each candidate will have three minutes in the House of Delegates to deliver his or her campaign speech. The state director has been directed by the Executive Council to approve or disapprove campaign material based on appropriateness at the state director's discretion. Notification will be sent only when information is not approved. Once information is submitted, there will be no deviation from the approved material or the candidate will risk disqualification.
6. Voting delegates will vote by secret ballot. Pencils will be provided.
7. Officer announcement and installation will occur at the appropriate time per the conference program.
8. Officers will wear official clothing that meets SkillsUSA requirements, as designated by the state director.



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Campaign Booths and Campaigning Materials

1. No campaigning will take place prior to the state conference.
2. Officer candidates will have the opportunity to have campaign booths at the State Leadership and SkillsUSA Conference. Campaign material may include free-standing posters, displays and literature that you wish to share and they may not exceed 24" x 36" (one per person). This measurement includes any sides or flaps. You will be responsible for providing your own easel, if one is needed. Your chapter advisor and campaign manager may help you set up (your campaign manager does not necessarily have to be a voting delegate).
3. No campaign material shall be attached to the walls or other property of the conference facility.
4. Time will be provided for delegates to "meet the candidates."
5. Business sessions are reserved for campaign speeches and election of officers. Voting delegates are to sit in a reserved section during these sessions.
6. Local chapters are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned event of the conference. Because the "public eye" focuses on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in "putting our best foot forward."
7. With respect for anti-litter concerns and cost to individuals and local chapters, campaign materials should be kept to a minimum. Personal contact and the organization of a campaign develop leadership ability in a candidate to a greater degree than give-away gimmicks. Food (including candy) and/or beverage are prohibited in the campaign area and are not allowed as part of a campaign display.
8. It is the responsibility of each officer candidate to see that all campaign material is picked up and removed. No campaign material will be allowed in the election session.
9. It is the responsibility of the state officer candidate to ensure that campaign areas are kept neat and that promotional items do not cause litter problems. If materials are found in disorder or on the floor, then the problem will be addressed with the candidate and their chapter advisor.
10. There will be NO campaigning after curfew. This includes officer candidate interviews.



State and District Officer Candidate Application Resume (Sample Format)

Student Name:

Name of School where enrolled in Career Technical Program if different than home school.

(Sophomore, Freshman, Junior or Senior)

Occupational Training Field:

Offices held with SkillsUSA:

Offices held with other clubs or organizations:

Honors and Awards:

Extra-Curricular Activities:



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Alabama High School State & District Officer Code of Conduct

It is the responsibility of all Alabama SkillsUSA state officers to conduct themselves in a proper, businesslike manner at all times.

1. All officers are expected to attend and be on time to all meetings and events during the year.
2. All officers shall behave in a courteous and respectful manner; refrain from language and actions that might bring discredit upon them, their school, and their families or upon Alabama SkillsUSA.
3. Conduct that is not conducive to a business environment will not be allowed. Such conduct includes, but is not limited to, actions disrupting a business-like atmosphere, association with non-conference individuals or activities that endanger self or others.
4. At any function sponsored by Alabama SkillsUSA, all officers, participants and guests shall abide by the dress code.
5. There shall be no defacing of public property. The individual(s) responsible must pay any damages to the property or furnishings in the hotel room or building.
6. If male and female officers visit each other in their hotel rooms at any time, the door must be open. These visits must have prior approval of the state director or leadership team and an advisor must be present during these visits.
7. All officers will be in their own rooms by designated curfew and will not leave the room after curfew. Advisors will always do one or more room checks, following curfew. Officers may expect the advisor to also follow up with a phone call check at any hour following curfew.
8. Officers shall keep the state director informed of their activities and whereabouts AT ALL TIMES. Accidents, injuries or illnesses must be reported to the state director when they occur.
9. Officers must always travel with a group (never alone) and should not go into hotel stairwells alone, areas that are poorly lit, or areas that have light pedestrian traffic.
10. Officers shall not possess alcoholic beverages, narcotics or firearms in any form, at any time, under any circumstances.
11. Use of tobacco products is prohibited for all officers.
12. Officers of Alabama SkillsUSA are prohibited from posting inappropriate or offensive materials on the Internet (MySpace, Facebook, and YouTube). If inappropriate or offensive materials are found to exist, the officer will be asked to remove the material.



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Consequences of State Officer Code of Conduct Violation

Immediate **expulsion** from any Alabama SkillsUSA sponsored meeting or event will result from the following:

- Possession of alcoholic beverages, narcotics, or firearms of any form, possessed at any time, under any circumstance.
- Gross violation of male and female room regulations.
- Gross damage to property; or violation of hotel safety codes or criminal laws.
- Internet misuse.

Alabama SkillsUSA state officers may be removed from office for one or more of the following reasons:

- Failure to perform the duties of their office.
- Failure to attend required meetings.
- Failure to follow rules, regulations and responsibilities to act in a professional manner, including school disciplinary guidelines.
- Failure to meet appropriate deadlines without satisfactory explanation.
- Failure to communicate with State Advisor, State Director, or Leadership Team.



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Code of Conduct and Permission to Publish Acknowledgment

We (officer and parent(s) or guardian) have read and fully understand the SkillsUSA State Officer Code of Conduct and agree to comply with these guidelines. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.

As an Alabama SkillsUSA state officer, the officer's name, photo, SkillsUSA (state) e-mail address, and school contact information will be posted on the SkillsUSA (state) web site and in printed documents (publications). The officer's home contact information will not be published electronically or in printed documents.

I give Alabama SkillsUSA permission to publish electronically and in printed documents the information and materials as described.

Officer's Name

Officer's Signature

Date

Parent or Guardian's Signature
(if candidate is under age 18)

Date



State and District Officer Candidate Application

Alabama SkillsUSA State Officer Candidate Agreement Form

I, _____, have read and understand the qualifications of the Alabama SkillsUSA State Officer and realize the duties. If elected, I agree to be present and to participate in all required Alabama SkillsUSA activities during my term of office. And, if elected, I agree to fulfill my duties to the best of my ability.

As an Alabama SkillsUSA State Officer, you will be required to attend the following activities

(dates are tentative and subject to change):

- New State Officer Training June
- State Officer Training, Montgomery– June
- SkillsUSA National Leadership and Skills Conference – June
- BOD Meeting/Fall Leadership Conference Planning – August
- Local Officers Training Conference (LOTC) – October
- Joint Leadership Development Conference (High School Only)– November
- Governors Signing of Career Technical Education Budget- Feb
- State Leadership Conference Training – April
- State Conference, Birmingham- April
- Three Executive Council meetings August
November
April

I certify that I am a member in good standing of the _____ Chapter.

Candidate's Signature *Date*

As this Alabama SkillsUSA state officer candidate's local advisor, it is without reservation that I recommend (him/her) as a SkillsUSA (state) state officer.

_____ *Local Advisor's Signature*



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Alabama SkillsUSA District Officer Candidate Agreement Form

I, _____, have read and understand the qualifications of the Alabama SkillsUSA District Officer and realize the duties. If elected, I agree to be present and to participate in all required Alabama SkillsUSA activities during my term of office. And, if elected, I agree to fulfill my duties to the best of my ability.

As an Alabama SkillsUSA District Officer, you will be required to attend the following activities

(dates are tentative and subject to change):

- District Officer Leadership Workshop July
- District Officer Meeting August
- At least two school visits Fall
- District Officer Meeting January
- District Conference (see alskillsusa calender for date) Spring
- Promote Alabama SkillsUSA activities at your Technical Center All year

I certify that I am a member in good standing of the _____ Chapter.

Candidate's Signature *Date*

As this Alabama SkillsUSA state officer candidate's local advisor, it is without reservation that I recommend (him/her) as a SkillsUSA (state) state officer.

_____ *Local Advisor's Signature*



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High School State and District Officer Candidate Endorsees

The credentials for _____, who is the choice of our chapter, are attached. To the best of our knowledge, this individual meets the qualifications for an Alabama SkillsUSA Officer and if elected, will receive the enthusiastic support of the school, the chapter, and the advisor in the execution of the duties of the office.

The Department of Education and local school systems operate under guidelines of the Quality Basic Education Act, established in 1986. In order to participate, students must qualify and meet the required criteria according to this law. Travel funds for instructors are not a direct line budget item from the state, but are contained in the FTE formula. More than adequate funds are usually allocated and are earned by the school through FTE accounting procedures. As administrator, I agree to provide travel money for the advisor to carry out the tasks of the office for which the Alabama SkillsUSA member is a candidate.

During state and national activities, we understand that the state director and leadership team will supervise the state officers. The state director, leadership team and officer's advisor will coordinate to enable an officer to prepare for contest participation or other requested chapter activities as schedules permit. State officers must commit to participate fully in all program of work activities.

We recognize the responsibilities of the position for which we have nominated our candidate and will assist him or her in executing responsibilities of said office, in any capacity that we can, should he or she be elected. We understand that necessary support of travel and participation is important for both the candidate and their advisor and we are willing to support their needs. We have fully reviewed and understand the Alabama SkillsUSA state officer candidate information overview, official application, agreement form and other related documentation. As Chapter Advisor, I agree to confirm email or text communication between elected officer and the state director or leadership team.

Parent or Guardian (please print name and sign)

Date

Chapter Advisor (please print name and sign)

Date

School Principal (please print name and sign)

Date



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National Officer Candidate Request

This form should only be completed by members seeking to be a national officer candidate.

Alabama SkillsUSA will select no more than **two qualified members** to represent our state as national officer candidates and reserves the right to make the decision that no applicants are qualified to move forward as a national officer candidate. Candidates must fully complete the state officer candidate application and the national officer candidate addendum. In addition to the stated qualification procedures, national officer candidates will also submit the following:

- National Officer Candidate Platform
- National Officer Candidate Slogan
- Speech at the Alabama SkillsUSA State Conference and win an election for candidacy by delegates.
- National Officer Candidate Poster Design
- National Officer Candidate T-shirt Design
- Listing of at least three items that will be used as National Officer Candidate Campaign Materials (promotional items)

The local chapter will assume responsibility for the following in support of their student: NLSC airfare, hotel, registration, Leverage registration, meals, clothing and campaign materials. Alabama SkillsUSA will support the student by providing the following: registration, lodging, meals and materials for state officer training and CTSO Training, selected clothing and other items.

As the local chapter advisor, I agree to support my student in his/her preparations as a national officer candidate if he or she is selected by Alabama SkillsUSA to represent our state. I understand that the National Officer Candidate Application must be completed and returned to the national office by the deadline and that I am responsible for ensuring that my student meets all obligations of his or her candidacy.

Chapter Advisor Signature: _____ Date: _____

I understand that if I am selected to represent the state as a national officer candidate, that I will fulfill the obligations and responsibilities of seeking office to the best of my abilities.

Candidate's Signature: _____ Date: _____