State Officer

Application Packet

2020-2021 School Year

“Champions at Work”



The Secondary and Post -Secondary divisions of SkillsUSA Vermont elect a slate of state officers during the SkillsUSA Vermont Leadership and Skills Conference in April of each year, for the coming school year. Once selected, specific Officer roles and titles are assigned to each member of the leadership team, based on their strengths and qualifications. The six (6) officer positions in each division are:

PRESIDENT

VICE PRESIDENT

SECRETARY

PARLIAMENTARIAN

REPORTER

TREASURER

|  |  |
| --- | --- |
| Deadline  Packet must be submitted by candidate’s local SkillsUSA advisor postmarked no later than  Friday, March 20, 2020  Mail to:  Christopher Gray  SkillsUSA Vermont  State Director  River Valley Technical Center  307 South Street  Springfield, Vermont 05156 | 2020-2021  Officer Application  Packet  “Champions at Work”  **Table of Contents**  Thinking about becoming a State Officer? 3  State Officer Candidate Requirement Checklist 3  State Officer Nomination Form 4  State Officer Commitment and Support 5  Candidate Personal Data form 6  State Officer Events 7  State Officer Selection Process 8 |

**Thinking about becoming a State Officer?**

* **Ask yourself the following questions:**

* + ***Can you explain, in a professional dialogue, the purpose and importance of SkillsUSA and Career and Technical Education? Are you able to convey to others the way they benefit society?***
  + ***Are you ready to make SkillsUSA one of your top priorities while in school?***
  + ***Are you willing to travel for leadership training and to promote SkillsUSA***
  + ***Will you be able to attend the required SkillsUSA events listed on the attached tentative State Officers Event schedule?***

If you answered yes to the above questions, SkillsUSA Vermont is looking for you! To apply, complete the requirements of this packet and have your local advisor submit your completed packet to the state office. The packet must be postmarked no later than **March 20, 2020**. **Incomplete packets will not be considered**.

**Being a State Officer is a serious commitment and requires dedication.**

State Officer Candidate Requirements Checklist

* Currently enrolled in and have at least one year remaining in a Career and Technical related program
* Maintain a minimum GPA of 2.0 in all courses
* Be able to recite the SkillsUSA Pledge and be part of the Officer Team when they present the Opening and Closing Ceremonies at statewide meetings

**The following items should be submitted as part of your State Officer Application Packet:**

* State officer nomination form
* State officer commitment, signed by all parties
* Candidate personal data form
* Personal Resume
* Letter of recommendation from at least one of the following:
* School administrator or Guidance Councilor
* Candidate’s SkillsUSA Advisor or Program Instructor
* Non-School character reference
* Typed essay (minimum 500 words) “What Being a SkillsUSA Officer Would Mean to Me.” The essay must be typed using a Times New Roman 12 font, MLA style, with 1” margins.



2020-2021 SkillsUSA Vermont State Officer Nomination Form

CANDIDATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GRADE\_\_\_\_\_\_\_\_\_\_\_

INSTRUCTOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAM OF STUDY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above named candidate is an officially registered SkillsUSA Member and is listed on their school chapter roster on the National SkillsUSA Website. To the best of my knowledge, all information submitted on, with/or attached to this nomination form is factual and exists as presented. I personally verify the qualifications and endorse the candidate for this office.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAPTER/SECTION ADVISOR TEAM



State Officer Commitment and Support

I understand the time, travel, and attire commitment which must be made by a state SkillsUSA officer and assure the SkillsUSA State Director that the officer will attend all required meetings, events and fulfill all duties of their office. I will assure that if the officer is unable to attend any meeting or events due to an emergency situation, the state officer will provide immediate notice to the State SkillsUSA Director. Upon signing this form, I formally acknowledge my full commitment of the candidate and pledge my support to assist the candidate in fulfilling all requirements of their office should they be elected as an officer.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SKILLSUSA ADVISOR SIGNATURE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL ADMINISTRATOR SIGNATURE DATE

I assure the SkillsUSA Vermont Association that if at any time I will be unable to attend any of the required meetings or events due to an emergency situation, I will provide notice to the State SkillsUSA Director as soon as possible. I understand that failure to attend required meetings and events, failure to perform the duties of my office, or failure to adhere to the SkillsUSA Vermont Code of Conduct could result in my dismissal from office and loss of my *Tuition Waiver Award*.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICER CANDIDATE SIGNATURE DATE



Candidate Personal Data Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shirt Size: \_\_\_\_\_ Skirt/Pant Size:\_\_\_\_\_

SkillsUSA Advisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_

School Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Other Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



State Officer Events

If elected, I will actively serve as a SkillsUSA Vermont Officer, abide by the Code of Conduct and promise to fulfill my duties as a state officer. I will also attend the following SkillsUSA Vermont meetings:

**National SkillsUSA Championships**

\*June 21-28, 2020 (1 week)

Location: Louisville, KY

\*This includes the state officer training offered by the National SkillsUSA Headquarters that occurs the weekend before the national conference. For more information, please visit: <https://www.skillsusa.org/events-training/national-leadership-and-skills-conference/training-opportunities/leverage-state-officer-training/>

**Region One Secondary and Post-Secondary State Officers Training Retreat**

First weekend in November 2020, in Nashua New Hampshire

**SkillsUSA Vermont Fall Leadership Conference**

Mid to late November 2020

Location: Vermont Technical College, Randolph Vermont

**State House Legislative Breakfast**

February 2021 (TBD)

**SkillsUSA Vermont Leadership and Skills Conference and Championships**

First or second week in April 2021 at a variety of locations throughout Vermont.

**National SkillsUSA Championships**

June 24-29, 2021 (1 week)

Location: Atlanta, Georgia

**Monthly State Officer Meetings**

First Sunday of each month beginning in September and running through June, 2021

Location: Vermont Technical College, Randolph Vermont



**State Officer Screening and Election Process**

Once the nominating packet is received and verified, the candidate’s local SkillsUSA advisor will receive verification of candidacy. Included with this verification will be specific times for the screening interview, campaign policies and procedures and instructions on presentation of campaign speech.

**SCREENING INTERVIEW**

On Monday night before the SkillsUSA Vermont Leadership and Skills Conference, **ALL OFFICER CANDIDATES** will meet with the screening committee at their designated time for their screening interview. The screening committee will consist of a combination of the following: Members of the State Leadership Team, SkillsUSA Vermont Advisory Board members and current State Officers. Candidates are to be in SkillsUSA Official Dress during the screening process. Any candidates who fail to appear for their screening interview will be removed as a candidate for State Officer elections.

**DELEGATE SESSION**

1. Officer candidates must report to the delegate session holding area 15 minutes prior to the beginning of the session. Candidates are to be in SkillsUSA Official Dress during the screening process.
2. Officer candidates will remain in the holding area until the presiding officer calls the group in for introductions, Afterward, Candidates will return to the holding area until time for their campaign speech.
3. One officer candidate at a time will be called to enter the session to present a 2-minute campaign speech; this must be an actual prepared speech and not a song, rap or skit. The time limit includes this introduction time. (At **NO** time should the name of the candidate’s school be mentioned in speeches.) At the end of the speech, the officer candidate will return to the holding area.
4. Voting during the delegate session is by secret ballot. Each chapter registered at the conference is allowed two delegates to the delegate session, Screening committee members will also cast votes. The six candidates receiving the most votes will be the SkillsUSA Vermont Officers.

Results of the officer elections will be announced during the Awards Ceremony at the SkillsUSA Vermont Leadership and Skills Conference. At that time, the newly elected officers will move toward the awards stage to be introduced. The State Officer Installation Ceremony will occur immediately following the introduction of the new state officers.