

# 2017-18 SkillsUSA Colorado State Officer Candidate Packet



Choosing to become a state officer a great way to help make a difference in your school, your community, and your state... even in you! This document should help gain an understanding of what is expected of a state officer.

## APPLICATION INSTRUCTIONS

The following items *must* be submitted with your application on or before **Friday, March 24, 2017**:

1. A complete State Officer Candidate Packet, with all required signatures.
2. A JPEG file of candidate in Official SkillsUSA attire or black pants/skirt and white dress shirt.
3. Official transcript with GPA.
4. Minimum of two (2) completed recommendation forms, all from the school you are representing:
  - a. Advisor
  - b. Teacher, Counselor, or Administrator

## DUTIES AND RESPONSIBILITIES

By electing you to a SkillsUSA Colorado office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of the honor come duties and responsibilities. Duty is defined as "the conduct, obedience, loyalty, and submission required of an officer." Responsibility is the "reliability and moral accountability for duties expected of an officer." Together, duty and responsibility convey the conduct and performance appropriate to all SkillsUSA Colorado officers.

### State officer candidates must have the following qualifications:

1. Be an active member of SkillsUSA Colorado during the year served as an officer.
2. Have successfully passed or be currently enrolled in a career and technical education (CTE) class for a minimum of one semester.
3. Practice good communication skills.
4. Be familiar with the organizational structure, policies, mission and goals of SkillsUSA Colorado.
5. Be prepared to conduct meetings and serve as a speaker for the organization.
6. Be helpful, respectful and responsible to all individuals.
7. Be willing to assist other officers in accomplishing their tasks.
8. Attend all required meetings.

## DRESS CODE

State officers shall wear SkillsUSA official dress or attire as the occasion may demand, for all conference activities. SkillsUSA Colorado will provide each officer with a name badge. From the first scheduled activity, officers shall adhere to the dress code requirements as listed below.

### Personal Appearance:

- Hair, jewelry, makeup, and nail polish must have a conservative and business like appearance.
- No open ear gauges, visible tattoos, or facial piercings while in official dress or state officer uniform.
- No hats while in official dress or state officer uniform.

### SkillsUSA Official Dress:

- See Leadership Handbook

### State Officer Uniforms:

- State officer shirt or polo (provided by SkillsUSA)
- Black and khaki pants (no cargo pants)
- Brown and black shoes (no athletic shoes)
- Brown and black belt

## PROFESSIONAL CONDUCT

*As a state officer of SkillsUSA Colorado, you have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times while representing the organization and on your personal time. You will have an opportunity to meet students, advisors, administrators, business, industry and labor representatives during your term in office and your actions will set a standard for all SkillsUSA members to follow. When you sign this contract, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members.*

### As a state officer of SkillsUSA Colorado, I agree to adhere to the following rules and regulations:

1. I will at all times, respect all public and private property.
2. My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
3. I will respect authority at all times.
4. I will not use alcohol, tobacco, and/or illegal drugs, or possess any type of weapon at any SkillsUSA function.
5. I will adhere to the dress code at all times.
6. I will submit my name on a membership roster and dues as a member for the year in which I am an officer.
7. I will attend the school where my SkillsUSA chapter membership is recorded.
8. 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.
9. I will strive to maintain above average grades in all my classes.
10. I will keep the assigned officer advisor(s) informed of my whereabouts at all times during SkillsUSA functions.

11. I will abide by the curfew established and shall respect the rights of others.
12. I will not leave the hotel/motel to which I am assigned without the express permission of the assigned SkillsUSA staff person(s).
13. I will spend each night in the assigned hotel room.
14. I will not be in the sleeping room with a member of the opposite sex unless the door is completely open at all times, unless the person is my spouse.
15. I will attend the following functions as assigned, not missing more than one monthly meeting:
  - a. **May 6 & 7** –Planning Meeting in Denver. If this interferes with a major school activity, we **may** reschedule for early June. *(Mandatory – paid by SkillsUSA Colorado.)*
  - b. **Jun 16-24** – Leverage Training and National SkillsUSA Skills and Leadership Championships, Louisville, Kentucky *(Mandatory – registration, hotel, and some meals paid by SkillsUSA Colorado, individual or chapter must pay for transportation.)*
  - c. **Aug 4-6** – Retreat. *(Mandatory – paid by SkillsUSA Colorado.)*
  - d. **Sep** – Regional fall leadership conference.
  - e. **Oct** – state officer conference call. Optional: Attend Mid-America Conference in Nebraska. Cost will be shared by SkillsUSA Colorado.
  - f. **Nov & Dec** – state officer conference call
  - g. **Jan 12-14** – State Conference planning Retreat, Colorado Springs. *(Mandatory – paid by SkillsUSA Colorado.)*
  - h. **Feb & Mar** – state officer conference call
  - i. **Apr** – State Conference *(Mandatory - registration, hotel, and some meals paid by SkillsUSA Colorado.)*
  - j. Other additional meetings throughout the year as necessary that align with the officer’s school scheduling requirements.
16. I will accept additional SkillsUSA assignments when possible and understand I am to keep

accurate records of all expenses incurred. I will submit the proper vouchers and receipts to SkillsUSA Colorado within five days of completion of an assignment.

17. I will attend all activities for which I am assigned and will be on time to all functions.
18. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
19. If involved in any activity that is detrimental to SkillsUSA, and/or my school, such as police arrest for DUI or drug charges, I will immediately forfeit my office.
20. I will represent Colorado with respect. This means for my term of office, any content I post on the World Wide Web where SkillsUSA is mentioned on sites such as Facebook.com, YouTube.com or other sites may be reviewed by my advisor or state director, and I may be requested to remove material. My email address used for SkillsUSA business must be of a professional nature as deemed by my advisor or state director.

**Violations and Penalties:**

Violations of above items will result in a warning and/or reprimand. Violations may be grounds for disqualification or suspension from an activity or office. The violator may be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the appropriate state department of education official(s) and parents or guardians.

SkillsUSA Colorado State Officers may be removed from office for one or more of the following reasons:

1. Failure to perform the duties of their office.
2. Failure to attend required meetings.
3. Failure to follow rules, regulations and responsibilities to act in a professional manner
4. Failure to meet appropriate deadlines without satisfactory explanation.

*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 Colorado 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.*

\_\_\_\_\_  
Officer Candidate Signature

\_\_\_\_\_  
Date

*We, the undersigned, fully understand the SkillsUSA Colorado 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.*

\_\_\_\_\_  
Parent/Guardian Signature (high school candidates only)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
Date

**Applicant Information:**

Name:		CTE Program:
Date of Birth:	Age:	Cell Phone:
Grade:	Gender:	Home Address ( <i>include city, state, &amp; zip</i> ):
Shirt Size:	Blazer Size:	
Email Address:		
Facebook Name:		Other Social Media Accounts:
What is your favorite color:		Do you have any food allergies?
What are your favorite candy, snacks, and drinks?		What five words best describe you?  1.  2.  3.  4.  5.
What kind of food don't you like?		
What else should your state director know about you? ( <i>Good, funny, likes, dislikes... be creative!</i> )		

**Parent Information** (*high school candidates only*):

Parent/Guardian Name(s):
Parent/Guardian Phone(s):

**Advisor / School Information:**

Advisor Name:	School Name & Address ( <i>include city, state, &amp; zip</i> ):
Advisor Cell Phone:	
Advisor Email:	

Please review the primary duties of the offices listed below, and rank in order of preference which position you would like to serve, with **1 being the most desired** and **6 being the least desired**.

Rank	Position	Primary Duties
	<b>President</b>	<ul style="list-style-type: none"> <li>• Presides over all chapter meetings, using parliamentary procedure</li> <li>• Works with people and encourages them to work for the chapter</li> <li>• Possesses the ability to delegate effectively</li> <li>• Makes impartial judgments</li> <li>• Keeps members informed</li> <li>• Sets the agenda</li> </ul>
	<b>Vice President</b>	<ul style="list-style-type: none"> <li>• Presides at meetings and functions in the absence of the president</li> <li>• Is well informed of the issues and skilled in handling the chapter's business</li> <li>• Carries specific responsibility for program planning</li> <li>• Assists the president</li> </ul>
	<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Keeps all chapter records for continuous reference to all that has happened</li> <li>• Advises the president on agenda matters during meetings</li> <li>• Reads previous minutes and takes new minutes at every meeting</li> <li>• Counts votes</li> <li>• Takes care of chapter correspondence</li> </ul>
	<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Oversees financial leadership (ways and means) activity</li> </ul>
	<b>Reporter</b>	<ul style="list-style-type: none"> <li>• Gets news about the chapter before the public</li> <li>• Is able or willing to learn to write news stories on chapter activities</li> <li>• Prepares and distributes news releases to local media</li> <li>• Maintains social media</li> </ul>
	<b>Parliamentarian</b>	<ul style="list-style-type: none"> <li>• Is the chapter authority and consultant to the president on procedural matters</li> <li>• Has a working knowledge of parliamentary law</li> <li>• Calls attention to errors in procedure</li> </ul>

Please answer the following questions on typed additional paper.

1. List SkillsUSA chapter and state offices held, most recent first, including dates
2. List all extracurricular activities and work obligations aside from SkillsUSA:
3. Typed essay, not to exceed one page double spaced, **describing a significant leadership experience in your life and how it will help you as a SkillsUSA state officer.**



# State Officer Advisor Recommendation

Thank you for supporting the student in this leadership endeavor. Please return the recommendation directly to Julie Rife no later than Friday, March 24, 2017 using one of the below options:

- Email
  - julie.rife@cccs.edu
- US Postal Service
  - Julie Rife  
SkillsUSA Colorado State Director  
9101 E. Lowry Blvd.  
Denver, CO 80230

<b>Applicant Name:</b>	<b>Advisor Name:</b>
<b>School Name:</b>	<b>CTE Program:</b>
<b>How long have you known the applicant:</b>	
<b>Why would this applicant make a great SkillsUSA state officer?</b>	
<b>In what area(s) do you see the greatest growth potential for this applicant?</b>	

**Please honestly rate the candidate on the following items:**

	Excellent	Good	Fair	Poor
<b>Attendance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Ethic</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responsibility</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Self Motivation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General Leadership Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Oral Communication Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Written Communication Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Computer/Technical Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# State Officer Teacher, Counselor, or Administrator Recommendation



Thank you for supporting the student in this leadership endeavor. Please return the recommendation directly to Julie Rife no later than Friday, March 24, 2017 using one of the below options:

- Email
  - julie.rife@cccs.edu
- US Postal Service
  - Julie Rife  
SkillsUSA Colorado State Director  
9101 E. Lowry Blvd.  
Denver, CO 80230

<b>Applicant Name:</b>	<b>Reference Name:</b>
<b>Relationship to Applicant:</b>	<b>Reference Phone:</b>
<b>How long have you known the applicant:</b>	
<b>Why would this applicant make a great SkillsUSA state officer?</b>	
<b>In what area(s) do you see the greatest growth potential for this applicant?</b>	

Please honestly rate the candidate on the following items:

	Excellent	Good	Fair	Poor
<b>Attendance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Ethic</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responsibility</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Self Motivation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General Leadership Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Oral Communication Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Written Communication Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Computer/Technical Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>