



2024-2025
District Officer Candidate
Application



Oklahoma SkillsUSA District Officer Application Form Secondary Division (Updated 12/2023)

The primary role of a SkillsUSA District Officer is to serve SkillsUSA at the local level in support of our organization's mission. Being an officer means representing Oklahoma SkillsUSA members, as well as the principles and purposes of our organization at all times. Officers communicate key organizational information, while also promoting career and technical education. As a student leader, officers must be clear on their priorities, manage a variety of tasks and projects, and use effective time and stress management strategies.

Candidates for District SkillsUSA Office must be able to fulfill the following requirements to apply and remain in office.

- Be an active SkillsUSA member with at least one year of high school remaining.
- Be currently enrolled in the program that is nominating him/her.
- Remain enrolled in a Trade & Industrial Program the year following election to office.
- Attend required leadership trainings and SkillsUSA functions, including but not limited to District Officer training, SLSC, SLI & FLC.
- Complete additional requirements, such as the Career Essentials, as required by the individual Districts.

Completed application is due by _____ and should be returned to:

(Enter contact information here)

Important Information

- Each candidate may be required to give a campaign speech at the Spring Leadership Conference as part of the application process.
- Each school/campus may nominate two candidates for a district officer position.
- Candidates are elected as a member of the district officer team.
 - All members of the team **MUST** attend SkillsUSA Summer Leadership Institute. Office positions will be determined by the District/District Advisors at SLI.
 - Officer positions include President, Vice-President, Secretary, Treasurer, Parliamentarian, Sergeant-At-Arms, and Reporter.
- The officer team will be selected from persons who officially file for the position through the District Officer Candidate Application.
 - If less than 7 candidates have applied, SkillsUSA members shall nominate from the floor during the Opening Session of the Spring Leadership Conference. Nominations from the floor must be endorsed by an advisor.

Part A: Basic Information

Name	
Technology Center	
Occupational Program	
Instructor's Name	
Email Address	

Home Address:	
City: .	
State:.	Zip

Home Phone	
Cell Phone	
Date of Birth	

Social Platforms: Facebook ☐ Username:
Instagram ☐ Username:
TikTok ☐ Username:
Other: Username:

Favorite Hobbies, Interests and Activities:

SkillsUSA Activities/Honors:

Part B: Activity Responsibilities of District Officer

1. Participate in leadership development training sessions.

- April 21-23, 2024, State Leadership Conference and Skills Championships in Tulsa, OK. Serve on the Courtesy Corp if not competing.
- June 3-6, 2024, Summer Leadership Institute
- August 2024 District Officer Training (*Dates to be Determined*)
- October- November 2024 Fall District Leadership Conferences. (*Dates to be Determined*)
- February 2024 Spring District Leadership Contests (*Dates to be Determined*)

2. Participate in two SkillsUSA Executive Council Meetings (District President required)

- November 2024 and January 2025

3. Represent Oklahoma SkillsUSA in meetings/activities/assignments arranged by a District Advisor and/or by the State SkillsUSA Advisor.

Part C: Short Response

In your own words and handwriting, please describe why this officer position is important to you. Additionally, what personal contribution or commitments do you intend to make to SkillsUSA if elected? Finally, include any previous experience(s) that you have had with SkillsUSA.

Part D: SkillsUSA Oklahoma District Officer Code of Conduct

By accepting the position of my elected office, I agree to abide by the following guidelines:

1. Conduct shall be exemplary at all times.
 - a. Officers will have a cooperative attitude, respect thoughts and ideas of others, avoid conversations or situations that discourage, belittle or downgrade others.
 - b. Avoid language, behavior, places, or activities, which in any way raise questions related to moral character or conduct.
 - c. Act as a positive role model at home school and technology center.
 - d. Respect and maintain relationships in positive manner as to not interfere with fulfilling officer responsibilities.
2. Respect all public and private property, including lodging used for housing.
3. Abide by the rules and regulations of SkillsUSA and technology center(s) when it comes to travel and lodging.
 - a. Spend each night in the room of the lodging in which assigned.
 - b. Strictly abide by the curfew established and respect quiet hours.
 - c. Not enter a sleeping room of the opposite gender without the supervision of an advisor.
4. Do not use any type of alcoholic beverages, tobacco products, vape products, or drugs while involved in official or unofficial activities representing SkillsUSA. If prescription medication by a licensed physician is required, report such need to appropriate advisor.
5. Adhere to dress code set by the District, Advisors or State Advisor during SkillsUSA events. This includes maintain proper cleanliness and personal grooming.
6. Be a positive student in the classroom by maintaining acceptable grades and attendance in home high school and technology program. Complete all work missed while on SkillsUSA business, in a timely manner. Keep local advisor and instructor informed of all District Officer responsibilities.
7. Fulfill responsibilities and duties of the office.
 - a. Commit the entire year to District SkillsUSA Officer activities.
 - b. Attend all meetings and activities deemed necessary for the position, including but not limited to District Officer training, SLSC, SLI & FLC.
 - c. Follow instructions as directed by District and State level Advisors.
 - d. Willing and able to travel for position responsibilities and not create undo conflicts at home, work, or school.
 - e. Develop as an effective leader and public speaker, seek out and accept evaluation of performance, maintain proper grammar in written and oral communication.
 - f. Stay up to date on current events, projects, and information.

- g. Be prompt with completing tasks and projects, including thank you notes, letters, reports, and other correspondence.
 - h. Work with home school and technology center to meet position responsibilities including arranging transportation to/from obligations.
8. Follow, use, and maintain social media in such a way that it shows positively upon myself and SkillsUSA.
- a. Avoid activity that is offensive, vulgar or promotes activities prohibited in the SkillsUSA Oklahoma District Officer Code of Conduct.
 - b. For term of office, any content posted on social media must be reviewed by an authorized adult such as an advisor, parent, or guardian. Understanding social platforms and websites will be monitored, and officer may be requested to remove material.

I understand any failure on my behalf to comply with ANY of the above stated guidelines may result in my immediate dismissal from office.

_____	_____	_____
Type Name of Student	Signature of Student	Date
_____	_____	_____
Type Name of Advisor	Signature of Advisor	Date
_____	_____	_____
Type Name of Parent/ Guardian	Signature of Parent/Guardian	Date
_____	_____	_____
Type Name of School Administrator	Signature of School Administrator (Sponsoring Tech Center)	Date
_____	_____	_____
Type Name of Comprehensive Hight School Administrator	Signature of Comprehensive High School Administrator	Date

Part E: Campus Endorsement

Information provided on this application for district officer is correct to the best of my knowledge. I have read and understand the responsibilities and duties required of a district officer. I understand I must continue enrollment in a trade and industrial education program and be a paid SkillsUSA member during my time in office. I understand I must participate in Summer Leadership Institute and if I am unable to attend, I will no longer hold a district officer position. I agree to perform duties as assigned to the best of my ability. I understand this application is not valid unless all required signatures are affixed.

_____ Type Name of Student	_____ Signature of Student	_____ Date
_____ Type Name of Advisor	_____ Signature of Advisor	_____ Date
_____ Type Name of Parent/ Guardian	_____ Signature of Parent/Guardian	_____ Date
_____ Type Name of School Administrator	_____ Signature of School Administrator (Sponsoring Tech Center)	_____ Date
_____ Type Name of Comprehensive Hight School Administrator	_____ Signature of Comprehensive High School Administrator	_____ Date