



**Post Secondary State Officer
Information Packet and Application**

The primary role of a SkillsUSA State Officer is to serve SkillsUSA at the local, state, and national 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 SkillsUSA Post Secondary State Officer must be able to fulfill the following requirements to apply and remain in office.

- Be an active SkillsUSA member and be able to fulfill their 1-year term of services, starting at the Post Secondary Fall Conference they are elected to Post Secondary Fall Conference the following year.
- Be currently enrolled in a Trade and Industrial Education (T&I) or training program.
- Remain enrolled in a Trade & Industrial Program during their term of service to their office.
- Have a scholastic average GPA of 2.75 or higher (on 4.0 scale) for previous completed semesters. Including comprehensive high schools and CareerTech training programs.
- Attend required leadership trainings, SkillsUSA functions and complete required materials.
 - Be willing and able to travel for official responsibilities.

Completed application, and supporting documents, due September 16, 2024. Submit to Oklahoma SkillsUSA State Advisor by email or hard copy by mail.

Mail completed applications to:
SkillsUSA Oklahoma, 1500 West 7th Ave., Stillwater, OK. 74074

Email to: kendra.alcala@careertech.ok.gov
kelly.lockwood@careertech.ok.gov

Important

- Each school/campus may nominate two post-secondary candidates for the state level application process.
- Candidates are elected as a member of the state officer team. Individual office position will be determined by the SkillsUSA State Advisor at a later date.

Being a state officer means representing 15,000+ SkillsUSA members in Oklahoma. Officers should anticipate spending on average 8 to 12 hours per month completing SkillsUSA assignments, activities, pre-work, webinars, meetings, etc. Multiday day trainings do occur throughout the year. State officers are responsible for being positive examples of SkillsUSA and will be actively involved in responsibilities throughout the districts and state to support the growth of Oklahoma chapters and its members.

Public speaking, group facilitations, trainings and council meetings are just some of the areas State Officers are challenged to risk boldly and seek improvement. Officers will be provided training opportunities during their term. However, it is up to the individual officer to take those trainings and implement them within their work. State Officers serve as a team and group collaboration, positive communication and mutual respect is expected. Officers may have meetings or presentations with business and industry, government officials and education leaders, all which shape the future of SkillsUSA as well as career and technical education.

Application and Screening Process:

Stage 1: Complete and submit all application materials by required timeline.
Meet all academic gpa requirements.

Stage 2: Application reviewed, and materials checked.
If requirements are met candidate is invited to State Officer Screening, Oct 3, 2024.

State 3: Attend State Officer Screening at ODCTE in Stillwater, OK.

- Official SkillsUSA dress required.
- Candidates must be accompanied by local advisor/representative during screening process.
- Officer screening scores will count as 50% of the overall election score.
 - Will receive outline of point values if invited to participate in screening process.

At screening candidates will be interviewed, asked to recite, and know basic SkillsUSA knowledge, answer problematic questions and demonstrate script reading.

Candidate must take Professional Development Knowledge Test prior to screening. The score will be added to the overall screening score. Candidate will be provided route to take test prior to screening.

Stage 4: Top candidates move to Campaigning and Delegate session as part of official ballot at Post Secondary Fall Leadership Conference. * See Campaigning and Delegate section of application for full rules and guidelines *

50% of election score will be counted by delegate votes at the Post Secondary Fall Leadership Conference.

Any violation to campaign guidelines will result in disqualification. ABSOLUTELY no campaigning for office may take place prior to the Post Secondary Fall Leadership Conference.

- Campaigning includes but not limited to verbal, texting, email, social media, or any other means by anyone including the candidate, advisor, campaign manager, or school.

Candidates will give campaign speech and responded to a problematic question as part of the Meet the Delegates session.

Stage 5: After Meet the Delegate session official voting occurs.

Stage 6: Announcement of election results and new officer installation at Post Secondary Fall Leadership Conference.

Stage 7: New State Officer will be provided information on trainings and next steps after installation.

Application Materials

Application materials are reviewed for accuracy and completeness. **Application material information must be typed. Candidates who submit handwritten, incomplete and/or late materials WILL BE automatically eliminated from consideration.** No additional pages or materials outside the items listed below should be submitted as part of official application.

If mailing hard copy, please place all materials in an envelope, paper clipped together (Do not staple) and send to ODCTE. Post marked no later than application deadline.

Official application materials:

(All forms and materials must be submitted to be considered a full application packet)

- _____ Officer Candidate Commitment
- _____ State Officer Expectation and Code of Conduct
- _____ Officer Candidate Application
- _____ Leadership Resume and Activity Information
- _____ Officer Candidate Grade Check
- _____ Expectations of SkillsUSA Sponsoring School and Technology Administration
- _____ Medical Information and Liability Release
- _____ Student Emergency Medical Information
- _____ Video/Recorded Voice/Photography Release
- _____ Proof of SkillsUSA Membership
- _____ Candidate headshot
 - A clear, color passport style picture. Head and shoulders only with candidate centered in image. Must be at least 3" x 3". Image can be on printer/copy paper. Photo paper not required.
- _____ School transcript
 - Previous completed semesters for all CareerTech and/or comprehensive high school classes.
- _____ Three letters of recommendation.
 - One must be from your local chapter advisor and one from a CareerTech Administrator of sponsoring school.

Official Campaigning Guidelines and Rules

Candidates on the official ballot for State Officer elections at Post Secondary Fall Leadership Conference must abide by all the rules and regulations as outlined in the Campaigning Guidelines. Candidates found in violation of campaigning guidelines may result in remove from official ballot.

Each candidate will be provided a campaign space in the designated campaign area. In this space, the candidate, or their campaign manager, will set up a self-supporting bulletin board that is no larger than 3' x 2'. The candidate is responsible for providing the board and an easel. No tables will be provided.

Note: Campaigning is only allowed in this assigned area.

A maximum of \$100.00 (purchased, donated, or borrowed) may be spent on the entire campaign. This amount also includes the materials used on candidate's bulletin board, but not the board itself. The fair market value of all donated materials must be included in the \$100.00 (excluding the cost of the board).

A letter signed by the local school administrator containing an itemized list of all campaign expenses must be supplied to the chairperson of the voting delegate session. This letter shall be given to the chairperson no later than 15 minutes before the beginning of the voting delegate session.

Candidates and/or their managers will be allowed 30 minutes to set up their campaign display and other materials.

During the Meet the Candidate session, the candidate, and their manager are the only individuals allowed to distribute campaign materials.

No unwrapped candy or gum will be allowed. No items containing liquid of any type are allowed.

Campaign materials are only allowed in the voting delegate session area during the designated time.

At the end of this Meet the Delegate session, all candidates must report to the designated holding area.

During the delegate session, candidates will be kept in a reserved room and be escorted to and from the delegate session.

All candidates will give a campaign speech. (Limited to 2 minutes for speech)

Props are allowed during the candidate's speech if it fits in their pocket.

Candidates will respond to a problematic question. Question will take place immediately after each candidate's campaign speech. (Limited to a 1-minute response)

After candidates have completed their campaign speeches, voting delegates will vote to elect the new State Officer Team.

SkillsUSA OFFICER CANDIDATE COMMITMENT

State Officers must be willing and able to devote their time, energy, and best effort to a full year of service to Oklahoma SkillsUSA, if elected. Please read and carefully review the requirements of SkillsUSA State Officers.

Candidates and their support system of advisors, technology center administrators, comprehensive school administrators, and parent/guardian are required to sign this commitment form with the understanding the State Officer will fulfill requirements of office, if elected.

A State Officer may be removed from office if they do not attend/participate in required activities and follow the standards of their position as outlined in the Officer Code of Conduct.

Elected State Officer will:

1. Attend and participate in all leadership activities, officer trainings & statewide development training sessions.
 - November 12-13 State Officer Training
 - January 15 State Officer Training
 - February 25 CTSO Day at the Capital
 - April 25-29 State Leadership Conference and Skills Championships and Officer Training
 - May 14-16 State Officer Training
 - May 28-30 CTU
 - June 9-13 Summer Leadership Institute
 - June 23-27 National Leadership and Skills Conference
 - September 2025 Washington Leadership Institute (TBA)
 - October 2025 Officer Training (TBA)
 - October 2025 PS Fall Leadership Conference (TBA)
2. Participate in SkillsUSA Executive Council Meetings
 - November 14, 2024 and January 16, 2025
3. Officers represent Oklahoma SkillsUSA on the state and national level and as such will follow State Officer Expectations and Code of Conduct.
4. Be supported by their sponsoring technology center to attend and complete requirements of position.
 - a. Sponsoring school will cover all travel expenses for the elected state officer to and from required events.
 - i. Other expenses such as housing, meals, registration, etc, will be covered by SkillsUSA for the State Officer.
 - b. When airline travel is required, State Officers and their Advisor or school representative will travel together to and from the SkillsUSA sponsored event.
 - i. National Leadership and Skills Conference
 - ii. Washington Leadership Training Institute

- c. Sponsoring Technology Center is responsible for financially supporting the traveling Advisor or school representative during required state officer required activities/trainings.

I understand all expectations of the SkillsUSA Officer Candidate Commitment, the local advisor, and technology center administration are committed to this responsibility as well.

Students Name:

Student Signature _____ Date:

Advisors Name:

Advisors Signature: _____ Date:

Technology Center Administrator Name:

Technology Center Administrator Signature: _____ Date:

OKLAHOMA SkillsUSA STATE OFFICER EXPECTATIONS AND CODE OF CONDUCT

Oklahoma SkillsUSA wants every person to have a safe, supportive, and enjoyable experience. All State Officers are expected to conduct themselves in a manner best representing SkillsUSA.

By accepting the positions 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.
 - e. Not engage in bullying, harassment or acts of bias against others, which includes hazing, menacing, intimidation, use of lewd, profane or vulgar language, verbal or physical abuse of others or other threatening behavior toward others in person or online; or other unwelcome behavior against others related to one's identity.
 - f. Not engage in any activity that may be deemed as sexual harassment, which includes but not limited to verbal, written or physical in nature.
 - g. Keep advisor and State Advisor always informed of whereabouts.
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 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.
 - d. Will not leave lodging without the express permission of advisor or SkillsUSA State Advisor. Will provide location of where you will be and when you will return.
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. Will not use or have in one's possession any firearms, dangerous weapons, explosive compounds, or objects that could be considered and/or used as a weapon.
6. Adhere to dress code set by the State Advisor and wear nametag during SkillsUSA events. This includes maintaining proper cleanliness, and personal grooming.
7. Be a positive student in the classroom by maintaining acceptable grades and attendance in home school and technology program. Complete all work missed while on SkillsUSA business, in a timely manner. Keep local advisor and instructor informed of all State Officer responsibilities.

8. Fulfill responsibilities and duties of the office.
 - a. Commit the entire year to Sate SkillsUSA Officer activities.
 - b. Be on time for required events and assigned responsibilities.
 - c. Attend all meetings and activities deemed necessary for the position.
 - d. Follow instructions as directed by State Advisor.
 - e. Willing and able to travel for position responsibilities and not create undo conflicts at home, work, or school.
 - f. Develop as an effective leader and public speaker, seek out and accept evaluation of performance, maintain proper grammar in written and oral communication.
 - g. Stay up to date on current SkillsUSA events, projects, and information.
 - h. Be prompt with completing tasks and projects.
 - i. Work with home school and technology center to meet position responsibilities including arranging transportation to/from obligations.

9. Follow, use, and maintain social media in such a way that it shows positively upon oneself and SkillsUSA.
 - a. Avoid activity that is offensive, vulgar or promotes activities prohibited in the SkillsUSA Oklahoma State Officer Code of Conduct.
 - b. For term of office, any content posted on social media may be reviewed by an authorized adult such as an advisor, administrative or SkillsUSA State Advisor. Understand 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. If dismissal occurs during official SkillsUSA activity or event it is the responsibility of the sponsoring technology center to make the appropriate accommodations to send me home.

I understand all expectations required of a SkillsUSA State Officer in expectations and code of conduct, the local advisor and technology center administration are committed to this responsibility as well.

Students Name:

Student Signature _____ Date:

Advisors Name:

Advisors Signature: _____ Date:

Technology Center Administrator Name:

Technology Center Administrator Signature: _____ Date:

2024-2025 OFFICER CANDIDATE APPLICATION

Officer Candidate Information

Name		
Technology Center & Campus		
School Email		
Occupational Program		
Instructor's Name		
Instructor's Email		
Home Address		
City		
State		Zip:
Home Phone		
Cell Phone		
Date of Birth		

SkillsUSA Advisor Information

Name		
School Email		
Office Number		
Cell Number		

Technology Center: Administrator Information

Name		
Email Address		
Office Phone		
Cell Phone (emergency use only)		

Providing accurate and correct sizing is important for ordering. If incorrect sizes are selected by officer, they will be responsible for purchasing the replacement materials. Sizes will be ordered in unisex unless otherwise expressed.

T-shirt size	Small <input type="checkbox"/>	Medium <input type="checkbox"/>	Large <input type="checkbox"/>	X-Large <input type="checkbox"/>
	2X Large <input type="checkbox"/>	3X Large <input type="checkbox"/>	4X Large <input type="checkbox"/>	Other
Polo size	Small <input type="checkbox"/>	Medium <input type="checkbox"/>	Large <input type="checkbox"/>	X-Large <input type="checkbox"/>
	2X Large <input type="checkbox"/>	3X Large <input type="checkbox"/>	4X Large <input type="checkbox"/>	Other

LEADERSHIP RESUME AND ACTIVITY INFORMATION

Number of Years in SkillsUSA CareerTech:

Technology Program Enrolled:

SkillsUSA Participation (Select Yes or No)

Attended a SkillsUSA Fall Leadership Conference	Yes <input type="checkbox"/> No <input type="checkbox"/>
You were a School or District Officer Candidate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Competing in SkillsUSA Local, District, or State Leadership Contest	Yes <input type="checkbox"/> No <input type="checkbox"/> Which one: .
Competing in SkillsUSA Local, Regional, or State Skills Contest	Yes <input type="checkbox"/> No <input type="checkbox"/> Which one:

SkillsUSA offices held: .

SkillsUSA Activities participated in:

Comprehensive school activities:.

Community activities:.

Why do you want to be a state officer? (In 100 words or less)

STAET OFFICER CANDIDATE GRADE CHECK

Being a great leader and positive representative of SkillsUSA also means being a successful student inside the classroom. SkillsUSA State Officers will maintain acceptable grades and attendance in their technology program.

Officer Candidate Information

Name			
Technology Center & Campus			
Instructor			
Technology Center subject	Days Absent	Grade Average	Teachers Signature

EXPECTATIONS OF SKILLSUSA SPONSORING SCHOOL AND TECHNOLOGY ADMINISTRATION

As part of a strong and supportive network, where state officers can continue to grow, it is important all individuals are on the same page.

Technology Centers with state officer will:

- Hold State Officer accountable to State Officers Expectations and Code of Conduct.
- Ensure State Officer attends all meetings, training, and conferences during the term of office.
- Sponsoring Technology Center is responsible for identifying and funding a SkillsUSA Advisor to support, travel with and be present at all events, trainings, & activities state officers are required to attend.
- Serve as positive role models for State Officers with dress, language, habits, assistance, ethics, etc.
- Understand there is no additional compensation to serve in this position.
- Sponsoring school will provide all travel for the state officer per school policy to all required SkillsUSA events and activities.
- SkillsUSA Oklahoma will provide meals, housing, registration fees, and training expenses for state officers.
- State Officer(s) and their Advisor will travel together to and from the National Leadership and Skills Conference and Washington Leadership Training Institute in Washington D.C. SkillsUSA Oklahoma will not reimburse the school for the cost of travel to and from events.

I understand all expectations of the sponsoring technology center and technology administration for a SkillsUSA Officer. The local advisor and technology center administration are committed to this responsibility.

Students Name:

Student Signature _____ Date:

Advisors Name:

Advisors Signature: _____ Date:

Technology Center Administrator Name:

Technology Center Administrator Signature: _____ Date:

MEDICAL INFORMATION AN LIABILITY RELEASE FORM

Student Information

Name	
Date of Birth	
Gender	
Grade	
Email address	
Home Address	
City	
State	Zip:
Home Phone	
Cell Phone	
Place of Work (If applicable)	
City	
State	Zip:

Emergency Contact Information

Name(s)	
Relationship to candidate	
Home Phone	
Work Phone/ Ext	
Cell Phone	
Preferred number in case of emergency	
Email Address	
Home Address	
City	
State	Zip:
Place of Work (If applicable)	
City	
State	Zip:

Medical/ Insurance Information

Physician Name	
Office number	

Office Address	
City	
State	Zip:
Is student covered by group or medical insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes- please complete the following. If no- skip to next section.	
Name of Insured	
Insurance Company	
Group Number	
Policy Number	

STUDENT EMERGENCY MEDICAL INFORMATION

Safety of SkillsUSA members is always a priority. Please completely describe any medical condition which may recur or be a factor in medical treatment. Information will only be used in case of emergency.

Allergies
Medicine Reactions
Convulsions
Heat or Lung Problems
Blackouts
Diseases of any kind
Physical limitations or handicaps
Other (Please be specific)
If currently taking medication, please provide the following:
Name of Medication(s) & Dosage:

Please check one of the following and sign.

_____ Should it be necessary, I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify emergency contact listed above as soon as possible.

_____ I do not give permission for medical treatment until emergency contact has been contacted.

Signature of Student _____ Date

LIABILITY RELEASE

I certify the information described above is accurate and complete to the best of my knowledge. I understand each individual is responsible for his/her own insurance coverage. I hereby release to SkillsUSA State Office, the National Staff, State and Local SkillsUSA advisors, local school staff, ODCTE staff, and any designated individual or group in charge of the SkillsUSA group or specific activity from any legal or financial responsibility with respect to my personal participation in or contact with any known element associated with an activity including competitive events.

Student's Signature: _____ Date:

VIDEO/RECORDED VOICE/PHOTOGRAPHY RELEASE

I hereby give and grant to the Oklahoma Department of Career and Technology Education and/or SkillsUSA Oklahoma the absolute and unconditional right to use, publish, display, electronically distribute, and/or repro- duce in any manner, video /recorded voice/photographs, in which I appear, including the right to edit or use a portion of such video/recorded voice/photographs that positively promotes the image and benefits of career and technology education through educational, trade materials, and/or the Oklahoma Department of Career and Technology Education web site or social media sites.

I hereby waive any right, to inspect or approve the finished video/recorded voice/photographs, or any finished materials, copy or other matter which may be used in conjunction with, or the manner in which any of the same are used, reproduced, published, or displayed.

I further release the Oklahoma Department of Career and Technology Education and/or SkillsUSA Oklahoma from any liability whatsoever that may occur or be produced in the talking, reproducing, publishing, showing, or displaying of said video/recorded voice/photographs, and agree that the Oklahoma Department of Career and Technology Education and/or SkillsUSA Oklahoma shall be the owner of the photographs and all rights to them, may copyright the video/recorded voice/photographs in its own name, and may grant others permission to use them.

I further understand that I am not to receive payment for said video/recorded voice/photographs and that these video/recorded voice/photographs will not discredit or distort my person in any way.

Student's Name:

Student's Signature: _____ Date: