

# Secondary State Officer Nomination Packet

2018-2019 School Year

“Champions at Work”



The Secondary Division of SkillsUSA Vermont elects its state officers during the spring conference of each year for the coming school year. The six (6) officer positions are:

PRESIDENT  
VICE PRESIDENT  
SECRETARY  
PARLIAMENTARIAN  
REPORTER  
TREASURER

Candidates are voted in at large. Elected officers will be assigned to their office during the SkillsUSA Nationals in Louisville, KY.

# 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 23, 2018**. **Incomplete packets will not be considered.**

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

Sometimes making a commitment to one thing requires sacrificing something else.

Because we need our State Officers to be performing officer duties during the State Competition, State Officers will only be allowed to compete in the following leadership contests at the State Competition:

**Extemporaneous Speaking**

**Chapter Display**

**Health Occupations Professional Portfolio**

**Medical Terminology**

**Outstanding Chapter**

**Pin Design**

**Prepared Speech**

**Promotional Bulletin Board**

**Related Technical Math**

These contests can be completed in early and quickly, leaving the rest of the competition days free to perform State Officer duties.

## State Officer Candidate Requirements Checklist

- Currently enrolled in and have at least one year remaining in a Career and Technical related program
- Must take and pass the online Statesman Test during their school district's testing window with a 90%
- Maintain a minimum GPA of 2.0 in all courses
- Be able to recite the SkillsUSA Pledge and at least one of the following four parts of the Opening and Closing Ceremony
  - Vice President
  - Secretary
  - Reporter
  - Treasurer

### The following list of items should be submitted:

- State officer nomination form with attached picture
- State officer commitment, signed by all parties
- Counselor verification form
- Current transcript
- Candidate personal data form
- Personal resume
- Letter of recommendation from each of the following
  - School administrator
  - Candidate's SkillsUSA advisor
  - Non-School character reference
- include information regarding the student's motives, maturity, integrity and other qualities a state officer should possess.*

### Complete and submit

- Completed SkillsUSA Candidate SkillsUSA Knowledge Questions

*(First term nominee-Provide SkillsUSA Student Knowledge Questions; Second term nominee-PDP level 1 Workbook)*

- Typed essay (minimum 200 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.

# State Officer Nomination Form

**PLEASE ATTACH  
A RECENT PHOTO  
(no larger than 4X6)**

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

# Counselor Verification Form

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

Name of School: \_\_\_\_\_

Program of Study: \_\_\_\_\_

This candidate has one or more years left in a Career and Technical Education Program:

Yes

No

This candidate has a GPA of: \_\_\_\_\_

Please attach a current transcript. (official or copy accepted)

\_\_\_\_\_  
COUNSELOR NAME (PRINT)

\_\_\_\_\_  
COUNSELOR 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 an Vermont Secondary SkillUSA 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:

### **Vermont Secondary State Officers Training Retreat**

TBD

### **National SkillsUSA Championships**

June 24-30, 2018 (1 week) Louisville, Kentucky

### **WLTl-Washington Leadership Training Institute (OPTIONAL, but encouraged)**

September 22nd-26th, 2018 (5 days) Washington D.C.

### **SkillsUSA Vermont Fall Leadership Conference**

October 2018 (TBD)

Location: Vermont State House, Montpelier, Vermont

### **State House Legislative Breakfast**

February 2019 (TBD)

### **SkillsUSA Vermont Leadership and Skills Championship**

April (3 days) The Double Tree by Hilton Burlington Vermont,  
South Burlington, Vermont

*Other meetings as called by the state association*



## 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: State Director, State Office Staff, Advisory Board members or 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 selections will be announced at the beginning of the awards program during the State SkillsUSA Championships. At that time, the newly selected officers will be announced and move toward the awards stage to be introduced.

## State Officer Requirements

Should you be elected as a State Officer, these things are required to be completed during your one-year term in order for you to retain your office and receive your Tuition Waiver Award. All activities must be properly documented and signed off by an adult involved in order to receive credit.

- Presentation to a local civic organization about the importance of Career & Technical Education and SkillsUSA to you and all students.
- Presentation to your school board about the importance of Career & Technical Education and SkillsUSA to you and all students.
- Conduct a promotional event or activity at your school to provide students with more information about SkillsUSA & Career & Technical Education.
- Contact a State Congressional Member, either face to face or via email, and tell them about the importance of Career & Technical Education and SkillsUSA to you and all students.
- Completion of the Professional Development Program (PDP) - Level 1.
- Contribute at least twenty-four hours to local community service.



## **State Officer Candidate SkillsUSA Knowledge Questions**

Please handwrite the answers to the following questions on this page. Answers can be found in the SkillsUSA Leadership Handbook and/or the National SkillsUSA website.

*Use additional pages, if necessary.*

**Name:** \_\_\_\_\_ **Secondary** **Post Secondary**

**School:** \_\_\_\_\_ **Advisor** \_\_\_\_\_

**1. What is the SkillsUSA motto and what does it mean to you?**

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**2. What is the current SkillsUSA theme?**

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**3. What are the SkillsUSA colors and what do they each represent?**

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**7. List the five symbols of the SkillsUSA Emblem and what they represent.**

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**8. What is the SkillsUSA Pledge?**

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**9. What are the six SkillsUSA Officer positions?**

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**10. When is National SkillsUSA week?**

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**11. SkillsUSA originally formed in 1965 as VICA. What does VICA stand for and what were the 13 founding states?**

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**12. The name of the Organization was officially changed to SkillsUSA-VICA on what date?**

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**13. The name of the Organization was officially changed to just SkillsUSA on what date?**

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**14. What is SkillsUSA National website address?**

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**15. What is the SkillsUSA Vermont website address?**

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