

# 2019-2020 SkillsUSA Wyoming State Officer Candidate Packet



*Choosing to become a state officer is 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 **Monday March 26, 2019**:

1. A complete State Officer Candidate Packet, with all required signatures.
2. Answers to the following questions on typed additional paper.
  - a. List SkillsUSA chapter and state offices held, most recent first, including dates
  - b. List all extracurricular activities and work obligations aside from SkillsUSA:
  - c. 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.**
3. A JPEG file of candidate in Official SkillsUSA attire or black pants/skirt and white dress shirt.
4. Official transcript with GPA.
5. Minimum of two (2) completed recommendation forms, all from the school you are representing:
  - a. Advisor (*the recommendation form must be accompanied by a commitment form*)
  - b. Teacher, Counselor, or Administrator

## CANDIDATE REQUIREMENTS

All candidates ***must***:

1. Successfully complete an interview with the officer selection committee on Monday, April 15, 2019.
2. Pass the SkillsUSA Knowledge test with a score of 80% or higher,
3. Following a successful interview, candidates will be eligible to campaign for office.
  - a. Candidates may **not** campaign in any way on any social media site.
4. Present a speech at the Delegate Assembly of the SkillsUSA Wyoming State Leadership and Skills Conference on Tuesday, April 16, 2019.
  - a. The speech should highlight why you are a good candidate for a state officer.
  - b. The speech will not exceed two (2) minutes in length.

## DUTIES AND RESPONSIBILITIES

By electing you to a SkillsUSA Wyoming 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 Wyoming officers.

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

1. Be an active member of SkillsUSA Wyoming 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. Possess a minimum of a 2.0 grade point average in all individual courses.
4. Practice good communication skills.
5. Be familiar with the organizational structure, policies, mission and goals of SkillsUSA Wyoming.

6. Be prepared to conduct meetings and serve as a speaker for the organization.
7. Be helpful, respectful and responsible to all individuals.
8. Be willing to assist other officers in accomplishing their tasks.
9. Attend all required meetings including, but not limited to those listed under **Professional Conduct #16**.

## DRESS CODE

State officers shall wear SkillsUSA official dress or attire as the occasion may demand, for all conference activities. SkillsUSA Wyoming 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
  - If you do not have access to an official SkillsUSA red blazer, one will be provided.

## 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

## SUPERVISION

Upon being elected and installed as a state officer, supervision of officers becomes the responsibility of the SkillsUSA Wyoming State Director or his/her designee. As well, state officers are under the direct supervision and are the responsibility of the SkillsUSA Wyoming State Director or his/her designee for all official SkillsUSA events in which state officers are required to attend and perform the functions of their office. Official events include any event arranged by SkillsUSA Wyoming and encompass travel to and from the event.

## TRAVEL

SkillsUSA events often require travel. As a state officer, you will be required to travel with the officer team whenever possible. Travel to and from official events may be by bus, car, air or other means. For high school students your advisor will serve as your adult chaperone, in most instances. While SkillsUSA Wyoming will make every effort to arrange travel with an adult chaperone, there may be situations where a state officer must travel alone. In these cases, arrangements will be made with parents to ensure student comfort and safety.

## PROFESSIONAL CONDUCT

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

1. My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
2. I will at all times, respect all public and private property.
3. I will respect authority at all times.
4. I will not possess any type of weapon at any SkillsUSA function.

5. I will refrain from the use of alcoholic beverages and drugs (unless I have been ordered to take certain prescription drugs by a licensed physician, at which time I will always have the orders of the physician on my person).
6. I will adhere to the dress code at all times.
7. I will submit my name on a membership roster and dues as a member for the year in which I am an officer.
8. I will attend the school where my SkillsUSA chapter membership is recorded.
9. 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.
10. I will strive to maintain above average grades in all my classes, and submit transcripts if requested.
11. I will keep the State Director or his/her designee informed of my whereabouts at all times during SkillsUSA functions.
12. I will abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
13. I will not leave the hotel/motel to which I am assigned without the express permission of the State Director or his/her designee.
14. I will spend each night in the assigned hotel room.
15. I will not be in any sleeping room other than my own unless the door is completely open at all times.
16. I will attend the **mandatory** functions listed below as assigned. Unless otherwise noted all expenses will be reimbursed by SkillsUSA Wyoming.
  - a. **Mandatory: May 6-7, 2019**-Officer training in Casper, WY.
  - b. **Mandatory: June 21-29, 2019** – Leverage and National SkillsUSA Skills and Leadership Championships, Louisville, Kentucky. (*Registration, hotel, and some meals paid by SkillsUSA Wyoming, individual or chapter must pay for transportation*)
  - c. **Mandatory: September or October 2019 TBA** – Regional fall leadership conference.
  - d. **February 2020 TBA** – CTSO Proclamation Signing with the Governor of Wyoming
  - e. **Mandatory: April 2020 TBA**– State Leadership and Skills Conference.
  - f. **Monthly** – state officer conference call, if scheduled.
  - g. Other additional meetings throughout the year as necessary that align with the officer's school scheduling requirements.
17. 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 Wyoming within five days of completion of an assignment.
18. I will attend all activities for which I am assigned and will be on time to all functions. I will exhibit a positive

attitude and represent SkillsUSA in a professional manner.

- 19. I will forfeit my office if I leave school before completing my training program, am suspended, expelled, or am ineligible to participate as dictated by my school district.
- 20. 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.
- 21. I will represent Wyoming 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 unless otherwise noted (19, 20), by the State Director and/or Board of Directors. 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 education official(s) and parents or guardians.

SkillsUSA Wyoming State Officers will 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 maintain a minimum 2.0 GPA in all course work.
5. Failure to meet appropriate deadlines without satisfactory explanation.

## **STUDENT SIGNATURE**

*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 Wyoming State 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, even to the extent of being sent home immediately at my own expense when traveling, or being removed from office. Proper notification of all violations and actions taken will be sent, as appropriate, to the SkillsUSA Wyoming Board of Directors, school and parents/guardians.*

*I understand and agree to all of the requirements and potential penalties, as outlined in the contract, that are associated with holding the position of SkillsUSA Wyoming State Officer.*

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Officer Candidate Signature

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Date

## **PARENT/GUARDIAN SIGNATURE**

*I, the undersigned, fully understand the SkillsUSA Code of Conduct and agree to comply with these guidelines. I understand and agree to all of the requirements of the SkillsUSA Wyoming State Officer if my student is chosen to serve as a State Officer. I understand that my student, as a State Officer, will be under the direct supervision of the SkillsUSA Wyoming State Director or his/her designee during official SkillsUSA events which includes providing transportation. I further understand that SkillsUSA Wyoming will arrange travel to/from events, attempting in all cases to have two or more students travel together, but that at times my student may have to travel alone. In instances where this may be the case, SkillsUSA Wyoming will notify me prior to the travel occurring. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.*

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Parent/Guardian Signature (high school candidates only)

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Date

## **SCHOOL SIGNATURE**

*We, the undersigned, fully understand the SkillsUSA Code of Conduct and agree to comply with these guidelines and support the above named student to the best of our ability. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.*

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Chapter Advisor Signature

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Date

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School Administrator Signature

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Date

**Candidate 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:		
Social media accounts and your name/handle.		
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>



# State Officer Advisor Recommendation and Commitment

Thank you for supporting the student in this leadership endeavor. Please return the recommendation and commitment form directly to Janie Wilcox no later than Monday, April 8, 2019 using one of the below options:

- Email
  - rjhkwilcox@icloud.com
- US Postal Service
  - Janie Wilcox  
SkillsUSA Wyoming State Director  
7817 Kepler Drive  
Cheyenne, WY 82009

<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
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer/Technical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# State Officer Advisor Commitment Form

Thank you for encouraging your student to step forward and seek a state officer position. The SkillsUSA WY State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative and much more. In short, it is a unique and valuable experience that we are excited to share with your students.

Along with the considerable benefits that come with being a state officer there are important responsibilities that officers take on and we need your help to ensure that students who plan to run for state office are aware of these responsibilities and, if elected, both you and they will ensure that those responsibilities are fulfilled.

As an advisor with a candidate and, if elected, a state officer the expectation is that you will:

- Chaperone State officers during required functions i.e.: Officer Training, Fall Conference, State Conference and any meetings arranged by the State Director. (*high school candidates, only*)
- Make a personal commitment to cooperate with the State Director to ensure that your state officer fulfills all of their state officer responsibilities.
- Serve as an ongoing mentor to your state officer.
- Assist with the ongoing training of all officers.
- Check regularly to ensure your officer is maintaining the required GPA and report any failure to do so to State Advisor.

By signing this form you are making a commitment to your candidate/state officer and SkillsUSA Wyoming. Training and directing our state officers is a team effort and it is essential that the officer's advisor is a part of that team.

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Chapter Advisor

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Date

# State Officer Teacher, Counselor, or Administrator Recommendation

Thank you for supporting the student in this leadership endeavor. Please return the recommendation directly to Janie Wilcox no later than Monday, April 8, 2019 using one of the below options:

- Email
  - rjhkwilcox@icloud.com
- US Postal Service
  - Janie Wilcox  
SkillsUSA Wyoming State Director  
7817 Kepler Drive  
Cheyenne, WY 82009

<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
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer/Technical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>