



## *State Officer Candidate Information*

To: Potential State Officer Candidate

From: Tjazha Mazhani, State Director

RE: State Officer Application

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Being a state officer is one of the highest honors a student can achieve in SkillsUSA Georgia Postsecondary. It can also be one of the most rewarding experiences for a student. If you consider running for a state office, be sure to prepare! As a state officer, you represent the entire state association, therefore; eyes are on you at all times.

As a potential state officer, you must be dedicated to SkillsUSA Georgia Postsecondary. Possessing excellent leadership skills such as public speaking, professionalism, teamwork, and responsibility are major priorities.

Filling out this State Officer Application is the first step to becoming an officer and also your “first impression.” It is imperative that the completed application arrive at the State Office on or before the due date, Friday, **FEBRUARY 24, 2017!** Any application that is received **after the due date will not be accepted.**



## ***State Officer Candidate Information***

### **Interested Individuals should:**

- Talk to your advisor, spouse, and employer to discuss the responsibilities and activities
- Obtain permission for absences from school, work, and family activities

### **Your responsibilities as a State Officer will be to:**

- Participate in State Officer Training and Selection Process (3 days)
- Participate in the State Officer meetings (2 days)
- Participate in Washington Leadership Training Institute (4 days)
- Participate in Secondary Leadership conference (2 days)
- Participate in Georgia Fall Leadership Conference (3 days)
- Preside during the SkillsUSA State Leadership & Skills Conference (3 days)
- Represent Georgia at the National Leadership & Skills Conference (NLSC) – (5 days)
- Speak when necessary at social, educational, and civic events
- Attend weekend State Officer meetings when called during the school year (3 days)
- Attend bi-monthly planning committee meetings
- Excuse yourself from work on occasion to perform officer responsibilities
- Maintain a minimum 2.5 grade point average (on a 4.0 scale)



## ***State Officer Candidate Information***

### **Your Advisor's Role will be to:**

- Act only as a consultant for you
- Provide references and information
- Assist in arranging transportation to the meetings and conferences
- Follow-up with you on your responsibilities
- Proof all articles and correspondence
- Help with planning your part of the conferences

### **Election Procedure:**

- Complete State Officer Candidate Application
- Gather all supporting documents
- Send completed State Office Candidate Application and all supporting documents to the State Office. Your completed application must be received by **February 24, 2017**.
- At the State Conference in March:
  - Thursday:
    - Take SkillsUSA State Officer Candidate Knowledge Test
      - Information is from the *SkillsUSA Leadership Handbook*
    - Complete the State Officer Candidate Interview
  - Campaign for office throughout the day (hand out campaign material)
  - At the Delegate Meeting in the afternoon:
    - Give a one – two minute campaign speech
    - Elections will be immediately following the last candidate speech
    - Announcement of newly elected State Officers
- Friday
  - Compete in the morning (if you qualify for States in your contest)
  - Attend Orientation Meeting for new State Officers
  - Practice for Installation Ceremony on Saturday
- Saturday:
  - At the Awards Ceremony (if elected):
    - Be installed as a new State Officer
    - Close the Awards Ceremony with the current State Officers
    - Attend a brief meeting for new State Officers



## *State Officer Candidate Checklist*

The following documentation, along with appropriate signatures, must be submitted in its entirety, with this form. **(All forms must be typed)**

**Please mark that the item listed is completed and included in this application:**

- State Officer Candidate Application
- State Officer Candidate Leadership and Chapter Activities
- Advisor Confidential State Officer Candidate Endorsement
- Instructor's Confidential State Officer Candidate Endorsement
- State Officer Candidate Campaign Budget and Financial Report
- State Officer Internet Policy
- State Officer Contract
- State Officer Release Form
- Statement of Support with VPSA and College President Signature
- Personal Resume with unofficial transcript(s)

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State Officer Candidate

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Director of Campus Life

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SkillsUSA Advisor

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Date



## *State Officer Candidate Application*

Instructions:

**Please type.** Complete each item in detail and return to Melissa Williams, State Officer Advisor, via mail at Central Georgia Technical College 3300 Macon Tech Drive, Building I-320, Macon, GA 31206; email: [mcwilliams@centralgatech.edu](mailto:mcwilliams@centralgatech.edu) on or before **February 24, 2017**.

Name \_\_\_\_\_

College \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Jacket sizes \_\_\_\_\_ Shirt Size \_\_\_\_\_

I am now enrolled in the following Technical, Skilled, or Service Program: \_\_\_\_\_

Current Grade Point (Min. 2.5) \_\_\_\_\_ (Use a 4 point scale on GPA)

Graduation Date \_\_\_\_\_

SkillsUSA Georgia Postsecondary Constitutional Office(s) are:

President, Vice-President, Secretary/Treasurer, Reporter/Historian, and Parliamentarian. Positions will be determined after an extensive evaluation and training during the State Officer Training and Selection Process.

### **Minimum Qualifications:**

- A. Has at least one full year remaining in your career & technical training program.
- B. Has active membership status.
- C. Will be available to attend various functions for SkillsUSA Georgia Postsecondary (see state officer agreement), including weekends.
- D. Will file candidacy for office (all forms) with State Officer Advisor no later than **February 24, 2017**.
- E. Will respect the nomination, election and campaign policy restrictions.
- F. Will complete all other necessary state officer candidate forms.
- G. Will, if elected, attend orientation during the SkillsUSA Georgia Postsecondary Awards Ceremony.
- H. Has demonstrated knowledge implied in the **SkillsUSA Leadership Handbook**. A written exam will be administered at the State Conference. This exam will include knowledge implied in the **SkillsUSA Leadership Handbook**.

## *State Officer Candidate Leadership and Chapter Activities*

1. **Leadership in SkillsUSA**

Please indicate in the space below what you have participated in during your time in SkillsUSA. List all offices held (if any) and any committees served on and any contest entered.

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2. **Leadership activities outside of SkillsUSA**

Please indicate in the space below any associations other than SkillsUSA that you have participated in school, church, or community. List all offices held and any committees that you may have served.

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3. **What other SkillsUSA activities have you participated in or plan to participate in before the State Conference (be specific)?**

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5. **Have you had any experience at public speaking? If so, list the topic and audience.**

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***Advisor Confidential State Officer Candidate Endorsement***  
(A SkillsUSA Advisor must complete this form)

Student Name \_\_\_\_\_

School Name \_\_\_\_\_

The student listed above has indicated an interest in becoming a candidate for an office in our statewide organization, SkillsUSA Georgia Postsecondary. Please give your frank opinion concerning the qualifications of the candidate for such a leadership position. Comments on leadership activities, aptitude, and sense of responsibility, citizenship, and wholesome appearance are personal characteristics that the screening committee would find especially helpful.

\_\_\_\_\_  
Signature and Title/Position

\_\_\_\_\_  
Date

***Please put this form in a sealed envelope before giving to student!***



## ***Instructor Confidential State Officer Candidate Endorsement***

**(An instructor must complete this form)**

Student Name \_\_\_\_\_

School Name \_\_\_\_\_

The student listed above has indicated an interest in becoming a candidate for an office in our statewide organization, SkillsUSA Georgia Postsecondary. Please give your frank opinion concerning the qualifications of the candidate for such a leadership position. Comments on leadership activities, aptitude, and sense of responsibility, citizenship, and wholesome appearance are personal characteristics that the screening committee would find especially helpful.

\_\_\_\_\_  
Signature and Title/Position

\_\_\_\_\_  
Date

***Please put this form in a sealed envelope before giving to student!***





## *State Officer Candidate Campaign Budget and Financial Report*

Understanding that you will not have all of the listed expenses, the budget is designed to help you think through all the possible costs of a campaign.

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

College: \_\_\_\_\_

Campaign Slogan:

\_\_\_\_\_  
\_\_\_\_\_

Campaign Budget:

\_\_\_\_\_

Items Purchased:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As a SkillsUSA Georgia Postsecondary State Officer Candidate, it is my responsibility to purchase specific items needed to complete my official attire; such as white scoop neck top, slacks, skirts, shoes, etc. In addition, **any funding giving to you by your college MUST be used for official SkillsUSA Georgia Postsecondary business only.**

I have read the above statement and agree.

Signature of Officer Candidate \_\_\_\_\_ Date \_\_\_\_\_



## ***State Officer Candidate GPA Certification Form***

(Must have a minimum of 2.5 on a 4 point scale)

I, the undersigned, hereby certify that \_\_\_\_\_  
(Student)

has an overall high school and career technical center (if applicable) grade point of \_\_\_\_\_, and is thereby qualified to run for a SkillsUSA Georgia Postsecondary State Officer.

\_\_\_\_\_  
Signature (cannot be advisor)

\_\_\_\_\_  
Title

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

***Do not forget a copy of your unofficial transcript!***



## ***State Officer Internet Policy***

### **Using Facebook, Twitter, YouTube or other Public Sites**

Please keep in mind that as an officer for SkillsUSA, you are a public figure. As an officer you represent your school, your state association and even the national SkillsUSA association. As you post content to personal Web pages, Facebook, Twitter, YouTube, blogs or other sites, keep in mind that people you do not know (including potential employers) might “look you up” in cyberspace or Google your name. Be sure your personal materials including comments, photographs, video or sound files would not embarrass you if they were viewed by SkillsUSA staff, business partners, instructors or others.

### **E-mail Address**

If your personal email address does not project a professional image, create a new email address for SkillsUSA correspondence. Be sure to check e-mail daily during your term of office as travel opportunities are often offered via e-mail.

### **Code of Conduct Statement**

As an officer of SkillsUSA, I will represent my organization, state and school with respect. This means that, for my term of office, any content I post on such things as Facebook, Twitter, YouTube or other sites and my email address must be authorized.

If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my advisor, school or state advisor.

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State Officer Signature

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Date



## ***State Officer Contract***

(Please read in its entirety before signing!!)

(Please make sure after all signatures are in place that a copy of this agreement is retained by the school, student and parents)

If elected to the SkillsUSA Georgia Postsecondary state office I seek, I agree to serve faithfully, with dignity and distinction, my full term in office and will uphold the principles of SkillsUSA Georgia Postsecondary. I understand that fulfilling the obligation of my office will require hard work and sacrifice on my part. I further understand that as a member of the State SkillsUSA Georgia Postsecondary Executive Council, I will be required to assume a role of leadership and to serve in such a manner as to bring credit, respect, and recognition to the State and National SkillsUSA organizations.

My advisor has made me aware of the duties and functions of my office. I understand fully the honors and responsibilities that go with this elected office, and I do solemnly and sincerely promise to accept and fulfill these responsibilities to the best of my ability. If I am unable to fulfill my entire service year as a state officer for whatever reason, I may be responsible for any expenses incurred by SkillsUSA Georgia Postsecondary on my behalf.

**I also understand that state officers are obligated to attend scheduled SkillsUSA activities, (that are listed below) while holding office and that transportation is the responsibility of the officer and/or parent(s). Some of these activities may result in missing sporting and/or other types of school events. I understand that failure to attend these SkillsUSA functions may result in my dismissal.**

- Participate in State Officer Training & Selection – May-June (3 days)
- Participate in the National Conference (NLSC) – June (7 days)
- Participate in the State Officer meetings – April/June/August/October/February
- Participate in Washington Leadership Training Institute – September (4 days)
- Participate in Secondary Leadership Training – October (2 days)
- Participate in Leadership Conference – October/November (3 days)
- Participate in the State Conference – March (3 days)

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

### **State Officer Code of Conduct**

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

- 1. I will, at all times, respect all public and private property.**
- 2. I will not use alcoholic beverages and illegal drugs at any time.**
- 3. I will spend each night in the room of the hotel/motel to which I am assigned.**
- 4. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.**

5. I will not be in the room with a member of the opposite sex unless the door is completely open at all times, unless the person is my spouse.
6. My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
7. I will respect authority at all times.
8. I will keep the SkillsUSA Georgia Postsecondary State Director and State Officer Advisor informed of my whereabouts at all times while at conferences and activities.
9. I will respect the official SkillsUSA dress by not smoking while wearing the SkillsUSA blazer.
10. I will attend all activities for which I'm assigned/registered and will be on time to all functions and assignments. I further understand that travel to these events is my responsibility.
11. I will adhere to the dress code at all times.
12. I will strive to maintain above average grades in all my classes.
13. I will submit my name on a membership roster and dues as a member for the year in which I am an officer.

**Violations and Penalties**

Violations of items 1-4 will result in dismissal from office. Violations of items 5-13 will result in a warning and/or reprimand. Violations of items 5-13 may be grounds for disqualification or suspension from activity or office. Proper notification of the violation and action taken will be sent to the appropriate school.

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 Georgia Postsecondary 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.

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

**Typed (Candidate)**

Signature of Officer Candidate \_\_\_\_\_ Date \_\_\_\_\_

**I have read and understand the SkillsUSA Georgia Postsecondary State Officer Contract and agree to support its guidelines and the above named student to the best of my ability:**

\_\_\_\_\_  
SkillsUSA Advisor



## **VIDEO/RECORDED VOICE/PHOTOGRAPHY RELEASE**

I hereby give and grant to the Technical College System of Georgia (TCSG) and SkillsUSA Georgia Postsecondary the absolute and unconditional right to use, publish, display, electronically distribute and/or reproduce in any manner, video/recorded voice/photographs that positively promotes the image and benefits of technical education and SkillsUSA through educational materials, trade materials and/or TCSG 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 TCSG and SkillsUSA Georgia Postsecondary from any liability whatsoever that may occur or be produced in the taking, reproducing, publishing, showing, or displaying of said video/recorded voice photographs, and agree that TCSG/SkillsUSA Georgia Postsecondary 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 to 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.

APPLICANT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## *Statement of Support*

\_\_\_\_\_ wishes to run for a SkillsUSA Georgia Postsecondary state office.  
(Name of Candidate)

The cost of sending the officers to the various conferences is very closely to the state organization. The estimated cost for a local college is \$3,000. The following is a breakdown of the how state officer expense are typically covered.

Local College Responsibility:

- Travel Expense (airfare, mileage, parking fees, luggage, etc.)
- Meal Stipend
- Blazer or any other official dress items
- Registration
- Hotel Room

The candidate's success is closely related to the support he/she receives from his/her school officials. Please indicate your approval and support of him/her pursuing the goal to be an effective state officer.

***"I am in support of this candidate becoming an elected state officer of SkillsUSA Georgia Postsecondary. I will do whatever I can to support and encourage him/her. To the best of my knowledge, all information provided in the application is up-to-date and correct."***

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director Campus Life

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President of Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date