SkillsUSA
GEORGIA POSTSECONDARY

State Officer Candidate Application

Instructions:
Please type. Complete each item in detail and return to Derek Smith, State Officer Advisor, via email: dsmith2@atlantatech.edu **on or before 5:00 p.m., February 12, 2027.**

Name_____

College _____Advisor _ _____

Email Address _____Cell Phone Number _____

Jacket size _____Shirt Size _____

Slogan _____

I am now enrolled in the following program: _____

Current Grade Point (Min. 2.5) _____ (Use a 4-point scale on GPA)

Graduation Date _____

Allergies_____

SkillsUSA Georgia Postsecondary Constitutional Office(s) are: President, Vice-President, Secretary, Treasurer, Reporter, and Parliamentarian. Positions will be determined after an extensive evaluation and training during the State Officer Training and Selection Process.

Minimum Qualifications and Election Procedures:

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 contract), including weekends.
D. Will complete State Officer Candidate Application, gather all supporting documents, provide a picture in SkillsUSA official attire, and a brief 150-word SkillsUSA biography. All requirements need to be returned to Derek Smitth, State Officer Advisor, via email: dsmith2@atlantatech.edu **on or before 5:00 p.m., February 12, 2027.**
E. Will take the SkillsUSA State Officer Candidate Knowledge Test between February 8-February 19.
   - Information is from the **SkillsUSA Leadership Handbook and Framework**
F. Interviews will be held on February 24, 2027, via WebEx.
G. Participate in on-site campaigning that will be held on March 11, 2027.
H. Will respect the nomination, election, and campaign policy restrictions.
I. Will, if elected, attend orientation at the conclusion of the SkillsUSA Georgia Postsecondary awards ceremony.

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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

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To: SkillsUSA Georgia Postsecondary State Officers

From: Derek Smith, SkillsUSA Georgia Postsecondary State Advisor

RE: WLTI Acknowledgement of Participation Form

For the 2027 SkillsUSA Washington Leadership Training Institute, I will participate in all SkillsUSA activities including congressional visits, guided tours, laying of a wreath at the Tomb of the Unknown Soldier in Arlington, VA., and the Pentagon Memorial Ceremony. In addition, I will be given the opportunity to earn the National Statesman Award. As a SkillsUSA Georgia Postsecondary State Officer, I understand that my participation is required. By signing below, I, _____, acknowledge that I am responsible for submitting my pre-work, interviewing with SkillsUSA appointees, and receiving my SkillsUSA National Statesman Pin. Failure to meet the criteria defined above may result in a recommendation to the state director of SkillsUSA Georgia Postsecondary for dismissal from your position.

Please provide your address in the space below. If elected, congressional appointments will be scheduled based on the student's address.

_____
Street

_____ _____ _____
City State Zip Code

_____ _____
SkillsUSA Georgia Postsecondary Candidate's Signature Date

_____ _____
SkillsUSA Local Advisor's Signature Date

_____ _____
SkillsUSA Georgia Postsecondary Officers Advisor's Signature Date

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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 and students)

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 school. 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.

Your responsibilities as a State Officer will be to:

- Participate in State Officer Retreat – April (3 days)
- Participate in State Officer Training & Selection – May-June (3 days)
- Represent Georgia at the National Leadership & Skills Conference (NLSC) – June (9 days)
- Participate in the State Officer meetings – April/June/August/October/February
- Participate in Washington Leadership Training Institute – September (5 days)
- Participate in Georgia Fall Leadership Conference Rehearsal – September/October (1 day)
- Participate in Georgia Fall Leadership Conference – October/November (3 days)
- Preside during the SkillsUSA State Leadership & Skills Conference – February/March (4 days)
- Speak, when necessary, at social, educational, and civic events – TBD
- Attend State Officer meetings when called during the school year – TBD
- Attend planning committee meetings, when necessary – TBD
- Excuse yourself from work on occasion to perform officer responsibilities
- Maintain a minimum 2.5 grade point average (on a 4.0 scale) for the entire term in office

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.**

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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 Officer Advisor, or designee, 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 a 2.5 GPA or higher in all my classes during my term in office.**
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.

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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. Any political posting must be made on a personal account that does not also post SkillsUSA information connected to your role as a state officer.

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.

Expectations

As a state officer, you are a public figure representing SkillsUSA Georgia Postsecondary, the national SkillsUSA organization, and your institution. Inappropriate or otherwise poor conduct on social media reflects yourself and your affiliates. Your actions on social media can qualify you for dismissal as a state officer. Our goal is to facilitate state officers in creating positive, professional social media pages that strengthen leadership and enhance student employability.

We recommend leveraging the following to maximize your communication effectiveness and boost your appeal to employers and potential business opportunities:

- Maintain professionalism in posts and direct communication
- Use correct punctuation and grammar, including proof reading before posting
- Review your posts for clarify to minimize the chance your message is misinterpreted
- Post positive content that encourages, inspires, and informs
- Ensure the information you post is accurate to the best of your knowledge
- Avoid posting anything that could be interpreted as hate speech, discrimination, bullying, harassment, threatening, dangerous, or otherwise

Warnings & Dismissal

SkillsUSA Georgia Postsecondary utilizes a three-strike warning process for most social media related offences, though serious transgressions can warrant immediate dismissal. Warnings will be filed and kept for the duration of the officer's tenure.

- First Violation: Written warning detailing the nature of the violation from the State Officer Advisor and/or State Director with a request to remove the offending content. The officer may provide a written response that will be added to their file.
- Second Violation: Written warning detailing the nature of the violation, notice of previous warning, and corrective expectations. This warning will include the Local Chapter Advisor(s). The officer may provide a written response that will be added to their file.
- Third Violation: Written correspondence to the Local Chapter Advisor(s) and the SkillsUSA Georgia Postsecondary State Planning Committee that details the nature of the violations, references previous

warnings, and notifies of immediate dismissal as a SkillsUSA Georgia Postsecondary State Officer

Violations
The following violations on a personal social media account can result in warnings and/or dismissal from your role as a SkillsUSA Georgia Postsecondary State Officer:

- Misuse of official accounts logos/accounts
- Harassment
- Doxxing/privacy violations
- Unlawful activity
- Sexually Explicit Material connected to the officer role
- Bullying
- Threats
- Discriminatory conduct
- Obscenity directed at individuals
- Falsely implying official organization endorsement
- Conduct that substantially disrupts organizational operations
- Speech that materially interferes with the student's ability to perform the leadership role.

Any state officers who have access to post as the Official SkillsUSA Georgia Postsecondary accounts, must adhere to strict rules while posting on behalf of those accounts.
They may not:

- Provide any political endorsements
- Engage in any profanity
- Make discriminatory statements
- Engage in harassment of any individual or business
- Post inappropriate content (sexual, violent, dangerous, misinformation, etc.)
- Promote businesses or individuals without express permission from the State Director
- Post off-topic

VIDEO/RECORDED VOICE/PHOTOGRAPHY RELEASE

I hereby give and grant to the Technical College System of Georgia (TCSG), SkillsUSA Georgia Postsecondary, and SkillsUSA, Inc. 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

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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.

I have read and understand the SkillsUSA Georgia Postsecondary State Officer Contract (including Code of Conduct, Internet Policy, and Video/Photo Release), and agree to its guidelines:

Name: _____

Candidate Name

Signature of Officer Candidate _____ Date _____

I have read and understand the SkillsUSA Georgia Postsecondary State Officer Contract (including Code of Conduct, Internet Policy, and Video/Photo Release), and agree to support its guidelines and the above-named student to the best of my ability:

Name: _____

SkillsUSA Local Chapter Advisor

Signature of Chapter Advisor _____ Date _____

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Statement of Support

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

The cost of a college sending the state officers to various conferences is estimated at $1,500; however, both SkillsUSA and SkillsUSA Georgia Postsecondary provides many opportunities for officer to get scholarships and financial assistance to assist with travel, when possible. The following is a breakdown of how the state officer expenses are typically covered.

Local College Responsibility:
Blazer or any other official dress items
Meal Stipends
Limited Travel Expenses (may include registration, airfare, hotel room, mileage, parking fees, luggage, etc.)

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 of being an effective state officer.

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

- ☐ State Officer Candidate Application
- ☐ Picture of candidate in SkillsUSA official attire (to be posted publicly by SkillsUSA)
- ☐ Brief, 150 words or less, SkillsUSA biography (to be posted publicly by SkillsUSA)
- ☐ Instructor's Confidential State Officer Candidate Endorsement
- ☐ State Officer WLTI Acknowledgement Form
- ☐ State Officer Contract
- ☐ Statement of Support with VPSA and College President Signature

"I am in support of this candidate becoming an elected state officer of SkillsUSA Georgia Postsecondary, and I have verified that the student has a minimum 2.5 GPA. 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 of Campus Life Date

_____ _____
Signature of Vice President of Student Affairs Date

_____ _____
Signature of President Date