

SkillsUSA Kentucky

Officer Candidate Application Form



Being a Kentucky State Officer is rewarding, challenging and an excellent experience to learning and growing a student's leadership abilities. Consider your students for becoming a candidate for the Kentucky State Officer Team. The State Officer Team helps plan activities during the KY SkillsUSA year; NLSC, KLTI, SOLD, and the KY Leadership & Skills Championship annually.

Being a state officer is one of the highest honors a student can achieve in SkillsUSA Kentucky. If you are considering being a State Officer, don't worry about what you don't know, but think of what you will learn and experience throughout your term as a SkillsUSA Kentucky State Officer. You will be provided training to develop skills necessary for the duties of a State Officer as well as future roles you may be in. You will learn responsibility, teamwork, you will gain more confidence, and learn skills that will open doors of opportunities. Equally important, it also means that you agree to take on certain responsibilities and represent the SkillsUSA organization daily. State Officers learn about themselves and how to lead others. The State Officer Team works diligently to provide opportunities for all Kentucky SkillsUSA members. We ask that potential candidates have the dedication to work, willingness to learn and to lead others in SkillsUSA Kentucky. Do you have the desire to better yourself while helping others and leading our organization while teaching others to become better prepared for their opportunities for success? The KY State Officer Team develops leadership skills, professionalism & the desire to lead.

State Officers will be out of school on official KY SkillsUSA business throughout the year (see dates inside application) State Officers must maintain their grades and communicate activities with their teacher and principal regarding SkillsUSA activities.

As a state officer you will learn a lot about yourself; leadership, public relations, and marketing SkillsUSA Kentucky. Finally, you will also have an opportunity to have fun and make many new long lasting friends.

Mail to:
KY SkillsUSA State Director Wayne King
Office of Career & Technical Education
300 Sower Blvd 5th Fl
Frankfort, KY 40601
502-564-4286

DEADLINE MARCH 22

SkillsUSA Kentucky Officer Candidate Requirement Checklist

- Active membership status by February 7
- Endorsement of local Advisor (letter)
- At least one full year remaining in a CTE program (verify by letter from school) or one semester Post-secondary
- Submit SkillsUSA Kentucky State Officer Candidate Form
- Submit SkillsUSA Kentucky State Officer Contract Form
- Submit SkillsUSA Kentucky Violations and Penalties Form
- Submit State Officer Travel Permission Form

DEADLINE MARCH 22

***Forms Received After The Deadline Or Missing Forms and/or Signatures
Will Result In Disqualification.***

SkillsUSA
KENTUCKY

SkillsUSA Kentucky State Officer Candidate Form

Please Type

Candidate's Full Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Age: _____ Date of Birth: _____ Single: [] Married: [] Male [] or Female []

Shirt Size (circle) S M L XL XXL XXXL Blazer Size (example: girls 8, 12... -- guys 36...) SIZE: _____

Candidate's E-mail Address (home and school): _____

Candidate's Cell Phone: _____ Candidate's Home Phone: _____

Parents/Legal Guardians: _____

Mother/legal guardian cell phone: _____ E-mail: _____

Father/legal guardian cell phone: _____ E-mail: _____

School Name (ATC, CTC or KCTCS): _____

Local Chapter: _____ (circle one) High School College/Postsecondary

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Candidate CTE Program enrolled in: _____ Date Enrolled: _____

Check One: Freshman [] Sophomore [] Junior [] Senior [] Postsecondary []

Instructor's Name: _____

School phone number: () _____ Instructor E-Mail: _____

SkillsUSA Advisor's Name: _____

SkillsUSA Advisor Cell phone: () _____ SkillsUSA Advisor E-Mail: _____

Minimum Qualifications

Please provide documentation in a portfolio with resume and recommendations

- Candidate is in good standing at the school where the chapter is established, and student is enrolled at the time of the application.
- Candidate is endorsed by the local chapter through nomination and by a majority vote of the local chapter.
- Candidate has at least one full year remaining in a secondary CTE trade, industrial or technical program (high school candidates); has one year of training remaining in a postsecondary CTE trade, industrial or technical program (college/postsecondary candidate).
- Candidate has an occupational objective in trade, industrial, technical or health occupations field in which he or she has been accepted (college/postsecondary candidate).
- Candidate will complete SkillsUSA Career Essentials: Fundamentals with post-test during his/her term
- *Candidate will commit to fully serving the one year term of office or reimburse expenditures to date of leaving office.*
- Candidate has actively participated in their SkillsUSA KY Chapter.
- Candidates in high school must have parent or employed educator from candidate's school to provide transportation. Students enrolled in HS may not drive themselves. College candidates must receive approval and sign waiver to drive.

SkillsUSA leadership experience: State Recognized Leadership/Skill Contest Regional Leadership Conference KLTi Officer Candidate Voting Delegate

Other leadership experience: _____



SkillsUSA Kentucky State Officer Contract



As a state officer of SkillsUSA Kentucky, you have the responsibility to represent all members of the organization in a professional and ethical manner. Your conduct must be exemplary at all times while representing the organization whether you are at school, home or in the community, you represent SkillsUSA KY and all SkillsUSA members nationwide. You will have an opportunity to meet students, advisors, administrators, business, industry, and labor representatives during your term of office as well as elected officials. Your actions will set a standard for all SkillsUSA 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 also be reaffirming the ideals of SkillsUSA to all you come in contact with.

As a state officer of SkillsUSA Kentucky, 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 spend each night in the room of the hotel/motel to which I am assigned.
3. I will abide by the curfew established and shall respect the rights of others.
4. I will not be in the sleeping room with a member of the opposite gender unless the door is completely open at all times, unless the person is my spouse.
5. I will not use alcoholic beverages or non-prescription drugs at anytime.
6. I will not leave the hotel/motel to which I am assigned without the express permission of the assigned SkillsUSA staff person(s).
7. My conduct will be exemplary at all times, during SkillsUSA functions as well as in my community.
8. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
9. I will respect authority at all times.
10. I will keep the assigned SkillsUSA staff person informed of my whereabouts at all times.
11. I will respect the official SkillsUSA dress by not using tobacco products while in uniform.
12. I will attend all activities for which I am assigned/registered and will be on time to all functions and assignments.
13. I will adhere to the dress code at all times.
14. I will adhere to the SkillsUSA Creed.
15. I will send reports, grades and other documentation to assigned individual regardless of other activities in a timely manner.
16. I will strive to be the best student I can be for my local chapter maintaining appropriate grades.
17. 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.
18. I will serve my local chapter in an ex-officio capacity.
19. I will submit my name on a membership roster and pay dues as required by my local Chapter to become a member of SkillsUSA for the year in which I am an officer.
20. I understand and agree if I am involved in any activity that is detrimental or unbecoming a SkillsUSA State Officer dismissal from my office is a possibility for my action(s) the following are subject for immediate dismissal: arrest by police, drug charges, DUI, or inappropriate social media activities.
21. Other inappropriate activities such as actions taken at school may result in dismissal upon a review by the executive council made up of State Officers, Officer Advisor, State Director and/or one Board member.
22. I will attend or be taking classes at the school where my SkillsUSA Chapter is hosted.
23. I understand this is a commitment for the full term of the KY SkillsUSA elected cycle from closing ceremony of elected year to the introduction of new State officers at the next induction ceremony.
24. I agree to reimburse SkillsUSA KY for expenses incurred by Kentucky SkillsUSA if I do not complete all State Officers activities listed in this application. Also the State Officer or local chapter will reimburse the cost of the official blazer if Officer does not complete their term.

Signature of Officer Candidate: _____ Date: _____

Signature of Officer Principal: _____ Date: _____

Signature of Officer Parent or Legal Guardian: _____ Date: _____

VIOLATIONS AND PENALTIES

Violations of items 1-19 will result in a warning and/or reprimand. 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 principal and parents or guardians.

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 KY State SkillsUSA officer, I may be removed from office or suspended from travel appearances. 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.

I understand and agree if I resign or if I am dismissed from my KY SkillsUSA office I may be responsible for repayment of any or all KY SkillsUSA funds used to finance my office to date of departure.

I also agree to reimburse KY SkillsUSA the expenses incurred in training, clothing and travel if I do not fulfill my obligation to KY SkillsUSA for the term serving.

Name _____
Typed or Printed (Candidate)

Candidate Signature _____ Date _____

SkillsUSA

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

Parent/Guardian Signature

School SkillsUSA Advisor Signature

School Administrator Signature
(KY Tech ATC, local CTC or KCTCS)

Home High School Administrator

SkillsUSA Kentucky State Officer Travel Permission Form

All state officer meetings (officer/advisors will be given at least two-week prior notification of meetings; 7-9 meetings per year): This is a tentative schedule, subject to change.

SkillsUSA Activity	Approximate Dates	Days involved in activity	Priority	Location
New Officer Team Pre Conference Mtg	May/June	1	High	Elizabethtown 10am - 2 pm
National Leadership Conference & Skills Championship	June	9	High	Louisville KY
CTE Conference upon request	Mid July	2-3	High	Louisville Galt House
State Officer Training	Early August	3-5	High	Tentative Planning, TBD
Washington Leadership Training Institute	Mid-September	6-8	Medium	Washington DC
KLTI Planning meeting	Late September	2-3	High	TBD
KLTI (Kentucky Leadership Training Institute)	Late October/early November	5-7	High	Crowne Plaza Hotel, Louisville
State Conference Planning meeting	Friday before leadership through Monday noon	3	High	Capital Plaza Hotel, Frankfort
Leadership Day	Mid-February Monday Night & Tuesday	1.5	Medium	Capital Plaza Hotel, Frankfort
State Conference	April 2018	7	High	Crowne Plaza Hotel, Louisville
Other called meetings as deemed necessary	TBD	3-5	Low	

I understand that State Officers of SkillsUSA Kentucky travel with the supervision of a state or local district staff person or driven by parent/guardian until they reach their destination. Upon arrival at their destination, they will be supervised by State Director and/or other authorized staff until their departure home.

High School students are not allowed to transport themselves to any SkillsUSA Kentucky organization activity. Each student must ride with a school official or family member to and from meetings.

Postsecondary students can transport themselves to a SkillsUSA organization activity; however, they are not allowed to transport a secondary state officer member and must sign a waiver.

If parents/guardians, school administrators, school advisors or other caretakers are not comfortable with this requirement, they shall be responsible for providing a chaperone during travel at their own expense.

Parent/Guardian

School Administrator

School SkillsUSA Advisor

Home School Administrator-High School
(if applicable)

SkillsUSA Kentucky State Officer Candidate Campaign Procedures

There is a \$25.00 (twenty-five dollar) limit for campaign materials; this includes purchased or donated items. Each candidate will need to present receipts and a letter from their local advisor to verify the amount of money spent (or donated) toward the campaign materials. *This is to be included in the portfolio presented to interview committee at the time of your interview.*

Each candidate will be given ½ of a 3 ft. x 8 ft. table to display campaign materials. You will be given time to set up. (Time will be announced during officer candidate interviews – check official SkillsUSA Conference program for schedule).

No posters or campaign materials are to be attached to the hotel property (*walls, elevators, windows, doors, etc.*) You may distribute materials to people.

Campaigning cannot be done during Congressional time.

Items each officer candidate needs to bring with him or her to the interview:

- Portfolio – (this is a 3-ring binder each candidate should develop) it should contain: photos of your work, certificates, and resume. Throughout your term, items will be added.
- Letter verifying amount of money spent on campaign materials and receipt for campaign materials or detailed listing of expenses.
- Statesman certificate - if earned at KLT
- Pen or pencil
- Wear SkillsUSA Official Dress for the interview

