

SkillsUSA Georgia

State Officer Candidate Information Overview and Application

Candidates seeking office for the
2012-2013 school year.



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10 Steps to Success

SkillsUSA Georgia State Officer Candidate Application and Election Procedures

- STEP 1:** Completely read this packet of information.
- STEP 2:** Complete the State Officer Candidate Agreement Form and the State Officer Candidate Application (ensure that all signature lines are completed).
- STEP 3:** Submit the State Officer Candidate Agreement Form and the State Officer Candidate Application (pages 9 – 13) by **February 17, 2012** (postmarked) to the SkillsUSA Georgia office.
- STEP 4:** You will be notified via email that your State Officer Candidate Application has been received. You will be sent a State Officer Candidate Update letter detailing the times, places and functions you are expected to attend during the State Leadership and Skills Conference.
- STEP 5:** Prepare for your **campaign booth and speech**. Make sure to read the section of this packet entitled: *Campaign Booths and Campaigning*.
- STEP 6:** Prepare for the **Officer Qualification Exam**. The test will be composed of multiple choice questions and answers will be recorded on a Scantron form. The test will include information from the Statesman Award Study Guide (i.e. SkillsUSA Leadership Handbook, PDP Levels I and II, Basic Parliamentary Procedure, and Professional Etiquette).
- STEP 7:** During the State Leadership and Skills Conference, candidates must attend the **Officer Candidates Briefing** so that they understand their duties and responsibilities during the SLSC as in regards to Officer Candidate functions. After the Officer Candidate Briefing, the **Officer Qualification Exam** will be given, and then candidates will **Interview with the Qualifications Committee**. After qualifications, each candidate will be given an officer candidate ribbon to wear for the remainder of the conference, which distinguishes them as an officer candidate for the conference attendees. Candidates are expected to wear official dress during their assigned functions.
- STEP 8:** Attend the “Meet the Candidates” session at the State Leadership and Skills Conference. You will set up your campaign booth during this time as well as deliver your 3 minute campaign speech. Candidates should be prepared to participate in a short question and answer session. The questions will be provided beforehand.
- STEP 9:** If you are a Voting Delegate, cast your vote at the prescribed time during the State Leadership and Skills Conference.
- STEP 10:** If elected to office, attend the new State Officer meeting, which will be held following the Awards Ceremony.

State Officer Candidate Information Overview

1. A student must be either a sophomore or junior to run for a SkillsUSA Georgia State Officer position.
2. **A school may run only one State Officer candidate.**
3. **A slate of 7 officers will be elected. The 7 candidates with the highest total score will compose the slate of officers. During the State Officer Training it will be determined which office each elected student will hold.** The official offices are: President, Vice President, Secretary, Treasurer, Reporter, Parliamentarian and Historian.
4. Each candidate will have 3 minutes in the House of Delegates to deliver their campaign speech. **A copy of the candidate's speech must be submitted to the State Director with the officer forms to the SkillsUSA Georgia office by February 17, 2012(postmark).** The State Director has been directed by the Executive Council to approve or disapprove campaign material based on appropriateness at the State Director's discretion. Notification will be sent only when information is not approved. Once information is submitted, there will be no deviation from the approved material or the candidate will risk disqualification.
5. Voting delegates will vote by secret ballot. Pencils will be provided. Delegates must have a delegate ribbon to participate in the voting.
6. Officer announcement and installation will occur at the appropriate time per the conference program.
7. Officers will be expected to purchase official clothing that meets National SkillsUSA requirements, as designated by the State Director.

Scoring Process to Determine Elected State Officers

The following will be used to determine which candidates are elected to State Office for 2012-2013:

Qualification Exam	20%
Interview	20%
Speech	10%
Votes	50%
TOTAL	100%

Campaign Booths and Campaigning

1. No campaigning should take place prior to the State Conference.
2. Officer candidates will have the opportunity to have campaign booths at the State Leadership and Skills Conference. Campaign material may include posters, displays and literature that you wish to share. Three sided display boards can be very effective in presenting your ideas. You will be responsible for providing your own easel, if one is needed. Your Chapter Advisor and Campaign Manager may help you set up (your Campaign Manager does not necessarily have to be a Voting Delegate).
3. No campaign material shall be attached to the walls or other property of the conference facility.
4. Time will be provided for delegates to “meet the candidates.”
5. Business sessions are reserved for campaign speeches and election of officers. Voting delegates are to sit in a reserved section during these sessions.
6. Local chapters are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned event of the conference. Because the “public eye” focuses on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in “putting our best foot forward.”
7. With respect for anti-litter concerns and cost to individuals and local chapters, campaign materials should be held to a minimum. Personal contact and the organization of a campaign develop leadership ability in a candidate to a greater degree than give-away gimmicks. Food (including candy) and/or beverage are prohibited in the campaign area and are not allowed as part of a campaign display.
8. It is the responsibility of each officer candidate to see that all campaign material is picked up and removed. No campaign material will be allowed in the election session.
9. It is the responsibility of the state officer candidate to ensure that campaign areas are kept neat and that promotional items do not cause litter problems. If materials are found in disorder or on the floor, then the problem will be addressed with the candidate and their chapter advisor.
10. There will be NO campaigning after curfew. This includes officer candidate interviews.

Overall Duties, Responsibilities and Specific Standards of a SkillsUSA Georgia State Officer

By electing you to a SkillsUSA Georgia state office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this 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 Georgia State Officers.

Regardless of which office you hold, your duties and responsibilities as a SkillsUSA Georgia State Officer obligate you to do the following:

- Understand the mission and goals of SkillsUSA Georgia.*
- Understand the SkillsUSA Georgia bylaws*
- Understand the SkillsUSA creed and know it from memory and be able to recite it.*
- Be familiar with the organizational structure and policies of SkillsUSA Georgia.*
- Understand and correctly use parliamentary procedure.*
- Memorize appropriate ceremonies and rituals.*
- Attend all meetings.*
- Be prepared to conduct organization and State meetings.*
- Be prepared to serve as a speaker.*
- Be loyal to SkillsUSA Georgia.*
- Assist other officers to accomplish their tasks.*
- Practice good speaking and writing skills as you represent the state association.*
- Be helpful, respectful, and responsible to all people.*

Specific Standards

- Must have active membership status.
- Must have endorsement of local chapter. Attach a letter of recommendation from local chapter.
- Must have school certification signed by an administrator and advisor.
- Must have at least one full year remaining as an active member. Must have an occupational objective in a Career and Technical Education area.
- Must be available to represent the State through personal appearances during tenure of office.
- Candidacy for office must be filed with the SkillsUSA Georgia office by the deadline.
- Must present a speech.
- Each candidate must meet with the qualifications committee for a test and personal interview.
- Each newly elected officer must meet with the State Director immediately following the last meeting of the State Leadership and Skills Conference.
- All elected State Officers are required to attend the SkillsUSA Georgia Officer Training. Any State Officer who does not attend this training will be required to resign their office unless the State Director determines extenuating circumstances.
- All elected Officers are required to attend the activities that are listed on the Candidate Agreement Form.

Responsibilities of a SkillsUSA Georgia State Officer Advisor/Executive Council Member

The success of our State Officer Team depends largely on the support of our State Officer Advisors/Executive Council. The Executive Council is composed of the advisors to the State Officers.

Below is an overview of responsibilities for members of the Executive Council:

- Ensure that their officer receives communication from the State Office,
- Ensure that their officer responds in a timely manner to all requested materials or information,
- Ensure that their officer attends all called meetings and activities,
- Ensure that their officer abides by all policies and procedures as outlined in their Leadership Handbook, State Officer Contract, and any other such items that may be communicated to them in writing or verbally by the State Director or designee,
- Review all assignments before they are submitted to the State Office (speeches, articles, minutes, journal entries, etc.),
- Arrange transportation for your officer to and from events,
- Serve as a chaperone on State Officer trips,
- Assist in planning and preparing state officer speeches, scripts, skits, sessions, etc.,
- Encourage and support the State Officer team in fulfilling their mission to serve SkillsUSA Georgia.

State Officer Code of Conduct

It is the responsibility of all SkillsUSA Georgia State Officers to conduct themselves in a proper, businesslike manner at all times.

1. All officers are expected to attend and be on time to all meetings and events during the year.
2. All officers shall behave in a courteous and respectful manner; refrain from language and actions that might bring discredit upon them, their school, and their families or upon SkillsUSA Georgia.
3. Conduct not conducive to a business environment will not be allowed. Such conduct includes, but is not limited to, actions disrupting a business like atmosphere, association with non-conference individuals or activities that endanger self or others.
4. At any function sponsored by SkillsUSA Georgia, all officers, participants and guests shall abide by the dress code.
5. There shall be no defacing of public property. The individual(s) responsible must pay any damages to the property or furnishings in the hotel room or building.
6. If male and female officers visit each other in their hotel rooms at any time, the door must be open. These visits must have prior approval of the State Director or Leadership Team and an advisor must be present during these visits.
7. All officers will be in their own rooms by designated curfew and will not leave the room after curfew. Advisors will always do one or more room checks, following curfew. Officers may expect the advisor to also follow up with a phone call check at any hour following curfew.
8. Officers shall keep the State Director informed of their activities and whereabouts AT ALL TIMES. Accidents, injuries or illnesses must be reported to the State Director when they occur.
9. Officers must always travel with a group (never alone) and should not go into hotel stairwells alone, areas that are poorly lit, or areas that have light pedestrian traffic.
10. Officers shall not possess alcoholic beverages, narcotics or firearms in any form, at any time, under any circumstances.
11. Use of tobacco products is prohibited by all officers.
12. Officers of SkillsUSA Georgia are prohibited from posting inappropriate or offensive materials on the internet, e.g., MySpace, Facebook, and YouTube. If inappropriate or offensive materials are found to exist, the officer will be asked to remove the material.

Results of State Officer Code of Conduct Violation

Immediate **expulsion** from any SkillsUSA Georgia sponsored meeting or event will result from the following:

- Possession of alcoholic beverages, narcotics, or firearms of any form, possessed at any time, under any circumstance.
- Gross violation of male and female room regulations.
- Gross damage to property; or violation of hotel safety codes or criminal laws.
- Internet misuse.

SkillsUSA Georgia State Officers may also be removed from office for one or more of the following reasons:

- Failure to perform the duties of their office.
- Failure to attend required meetings.
- Failure to follow rules, regulations and responsibilities to act in a professional manner, including school disciplinary guidelines.
- Failure to meet appropriate deadlines without satisfactory explanation.

SkillsUSA Georgia
2012-2013 State Officer Candidate Application

DUE: February 17, 2012 (postmarked)

Send To: **Gayle Silvey, State Director**
 SkillsUSA Georgia
 5916 East Lake Parkway
 Suite #129
 McDonough, GA 30253

This form is to be completed by each candidate running for office with SkillsUSA Georgia. All elected state officers are required to attend all SkillsUSA Georgia Officer activities. Any state officer who does not attend the planned officer activities will be required to resign their office unless extenuating circumstances are determined by the State Director.

Candidate Information

Name _____

Current Grade (Circle one): 10 or 11

Student Email _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____

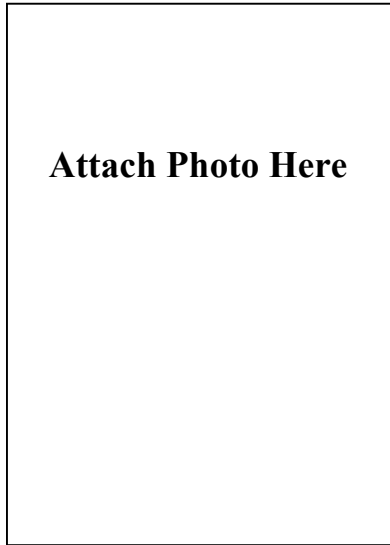
School _____ Phone _____

Advisor _____

Advisor Email _____

Pathway Area _____

Occupational Objective _____



Please rate your abilities in the following areas. This rating information is only for the knowledge of the SkillsUSA Georgia Executive Council and will not be made public. Please be candid.

(Place a check mark in the box that represents your personal ability level.)

Public Speaking	Excellent	Good	Fair	Poor
Writing Skills	Excellent	Good	Fair	Poor
Committee Work	Excellent	Good	Fair	Poor
Competitive Events	Excellent	Good	Fair	Poor
Parliamentary Procedure	Excellent	Good	Fair	Poor
Leadership Skills	Excellent	Good	Fair	Poor
Computer/Technical Skills	Excellent	Good	Fair	Poor

(Circle one of the underlined words that best describe you.)

I have a (n) excellent, good, fair, poor self-esteem.

Ensure that:

_____ *Copy of Speech is attached.*

_____ *Recommendation Letter from Chapter is attached.*

SkillsUSA Georgia Officer Candidate Agreement Form

I, _____, have read and understand the qualifications of the SkillsUSA Georgia State Officer and realize the duties. If elected, I agree to be present and to participate in all required SkillsUSA Georgia activities during my term of office. And, if elected, I agree to fulfill my duties to the best of my ability.

As a SkillsUSA Georgia State Officer, you will be required to attend the following activities (*dates are tentative and subject to change*):

- State Officer's Workshop –May or June 2012
- CTSO Officer Training – June 2012
- National SkillsUSA Conference – June 23-27, 2012
- Fall Leadership Conference (arrive one day prior to start to conference) – September 2012
- Washington Leadership Training Institute Conference –September 2012
- Champions Rally – October 2012
- CTSO State Officer Mid-Year Training – December 2012 or January 2013
- Region Championship – January or February 2013
- TIEGA Conference – January 2013
- CTSO Legislative Activity – February 2013
- State Leadership and Skills Conference (arrive one day prior to start to conference) – March or April 2013
- Four Executive Council meetings (scheduled in the following months): July 2012; August 2012; November 2012, January 2013; February 2013; March 2013
- At least 3 recruiting visits to region area schools.
- At least 3 recruiting visits to business and industry.

I certify that I am a member in good standing of the _____ Chapter.

Candidate's Signature

Date

As this SkillsUSA Georgia State Officer Candidate's Local Advisor, it is without reservation that I recommend (him / her) as a SkillsUSA Georgia State Officer.

Local Advisor's Signature

Code of Conduct and Permission to Publish Acknowledgment

We (officer and parent(s) or guardian) have read and fully understand the SkillsUSA State Officer Code of Conduct and agree to comply with these guidelines. Furthermore, we are aware of the consequences that will result from violation of any of the above guidelines.

As a SkillsUSA Georgia State Officer, the officer's name, photo, SkillsUSA Georgia e-mail address, and school contact information will be posted on the SkillsUSA Georgia web site and in printed documents (publications). The officer's home contact information will not be published electronically or in printed documents.

I give SkillsUSA Georgia permission to publish electronically and in printed documents the information and materials as described.

Officer's Name

Officer's Signature

Date

Parent or Guardian's Signature

Date

State Officer Candidate Endorsees

The credentials for _____, who is the choice of our chapter, are attached. To the best of our knowledge, this individual meets the qualifications for the office of a SkillsUSA State Officer and if elected, will receive the enthusiastic support of the school, the chapter, and the advisor in the execution of the duties of the office.

The Department of Education and local school systems operate under guidelines of the Quality Basic Education Act, established in 1986. In order to participate, students must qualify and meet the required criteria according to this law. Travel funds for instructors are not a direct line budget item from the state, but are contained in the FTE formula. More than adequate funds are usually allocated and are earned by the school through FTE accounting procedures. As administrator, I agree to provide travel money for the advisor to carry out the tasks of the office for which the SkillsUSA Georgia member is a candidate.

During State and National activities, we understand that the State Director and Leadership Team will supervise the State Officers. The State Director, Leadership Team and Officer's advisor will coordinate to enable an Officer to prepare for contest participation or other requested Chapter activity as schedules permit. State Officers must commit to participate fully in all Program of Work activities.

We recognize the responsibilities of the position for which we have nominated our candidate and will assist him or her in executing responsibilities of said office, in any capacity that we can, should he or she be elected. We understand that necessary support of travel and participation is important for both the candidate and their advisor and we are willing to support their needs. We have fully reviewed and understand the SkillsUSA Georgia State Officer Candidate information overview, official application, agreement form and other related documentation.

Parent or Guardian (please print name and sign) _____ *Date*

Chapter Advisor (please print name and sign) _____ *Date*

School Principal (please print name and sign) _____ *Date*

Superintendent or Designee (please print name and sign) _____ *Date*

Technology/Career Supervisor (please print name and sign) _____ *Date*

National Officer Candidate Addendum

This form should be completed by members not only interested in seeking a position as a State Officer Candidate but are also interested in being considered as a National Officer Candidate.

SkillsUSA Georgia will select no more than **two qualified members** to represent our state as National Officer Candidates and reserves the right to make the decision that no applicants are qualified to move forward as a National Officer Candidate. Candidates must fully complete the State Officer Candidate Application and the National Officer Candidate Addendum. In addition to the stated qualification procedures, National Officer Candidates will also submit the following:

- National Officer Candidate Platform
- National Officer Candidate Slogan
- National Officer Candidate Poster Design
- National Officer Candidate T-shirt Design
- Listing of at least three items that will be used as National Officer Candidate Campaign materials (i.e. promotional items)

The local chapter will assume responsibility for the following in support of their student: NLSC airfare, hotel, registration, State Officer 101 registration, meals, clothing, and campaign materials. SkillsUSA Georgia will support the student by providing the following: registration, lodging, meals and materials for State Officer Training and CTSO Training, selected clothing, and other items.

As the local chapter advisor, I agree to support my student in his/her preparations as a National Officer Candidate if he/she is selected by SkillsUSA Georgia to represent our state. I understand that the National Officer Candidate Application must be completed and returned to the national office by the deadline and that I am responsible for ensuring that my student meets all obligations of his/her candidacy.

Chapter Advisor Signature: _____ Date: _____

I understand that if I am selected to represent the state as a National Officer Candidate, that I will fulfill the obligations and responsibilities of seeking office to the best of my abilities.

Candidate's Signature: _____ Date: _____