



SkillsUSA

G E O R G I A

**STATE OFFICER PROGRAM  
CANDIDATE GUIDE**



**Ashley Brown**  
Executive Director

**Dear State Officer Candidate,**

Thank you for your interest in becoming a SkillsUSA Georgia State Officer. In this packet you will find all of the information important to making a decision about running for SkillsUSA Georgia State office. You will also find all of the information and resources that you will need to make your State Officer campaign a success.

Please review this packet, along with the SkillsUSA Georgia website for information about becoming a SkillsUSA Georgia State Officer. Once you have made your decision to run, please fill out the State Officer Application on the SkillsUSA Georgia website (*located under Students>Run for State Office*).

Please follow all instructions on the application. You will be asked to complete and upload several forms that are located at the end of this information packet. Please print, complete, scan and upload these forms to the online application. SkillsUSA Georgia will only accept candidates via the online application.

We look forward to receiving your application and meeting you at this year's SkillsUSA Georgia State Leadership and Skills Conference.

Good Luck,  
The SkillsUSA Georgia Staff

# **INTRODUCTION**

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# IMPORTANT

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## **NATIONAL LEADERSHIP AND SKILLS CONFERENCE NOTICE**

If elected, each state officer will be responsible for covering their travel expenses (lodging, food, etc.) for the National Leadership and Skills Conference for Monday, June 20 PM through Friday, June 24 PM. The hotel rate is \$183 + \$5 per night (*if not tax exempt, 16.5% additional*) for a quad room. Officers will be responsible for coordinating roommates with their chapter members or fellow state officers. State Officers will follow the registration and hotel assignments process that will be published for all SkillsUSA National Leadership and Skills Conference participants.

Should the officer fill a quad room the estimated cost for a hotel room per officer for the week is \$235.

More National Leadership and Skills Conference details will be distributed on April 1.

## **WASHINGTON LEADERSHIP TRAINING INSTITUTE NOTICE**

If the opportunity arises for the State Officer Team to attend the Washington Leadership Training Institute (September), individual officers will be responsible for the conference registration and travel costs. SkillsUSA Georgia will cover hotel and food not included in the conference registration fee.

## INTRODUCTION

A SkillsUSA Georgia State Officer is a role intended to serve the members of SkillsUSA Georgia. Officers are not only the face of the organization but are the backbone behind each conference throughout the year. This is a commitment that will require a great deal of time and effort during the summer of 2022 and the following school year. As representatives of SkillsUSA Georgia, it is imperative that you read through the following information as it pertains to policies and procedures that will be carried out.

SkillsUSA Georgia would like to thank you for your interest in the State Officer program. You will be notified via email that your State Officer Candidate Application has been received. You will be sent a State Officer Candidate Update email detailing the times, places and functions you are expected to attend during the State Leadership and Skills Conference.

## DUTIES 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 the local chapter. Attach a letter of recommendation from the local chapter advisor.
- 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.

## **STATE OFFICER DRESS CODE**

State Officers will be provided with the following:

- Khaki pants
- SkillsUSA Georgia polos
- Black skirt for girls
- Black pants for boys
- Black heels for girls
- White blouse for girls
- White button down for boys
- Name badge
- Pearl earrings and necklace for girls
- Officer pin

All officers will be required to provide their own brown and black belt, and brown shoes. Boys will be required to provide their own black dress shoes.

## STATE OFFICER CANDIDATE ELIGIBILITY

1. A student must be a member for at least two years (*the second year can include the year they are running*).
2. A student must be either a sophomore or junior to run for a SkillsUSA Georgia State Officer position.
3. A student must have completed one course in the below areas **AND** plan to take an additional course during the year of service: Architecture, Construction, Graphics, Video, Transportation, Public Safety or Cosmetology.
4. A school may run only one State Officer candidate.
5. A state officer **MUST** be enrolled in their high school/career center full-time for their year of service, per membership bylaws.
6. A slate of 6 officers will be elected. The 6 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.

*\*A slate of 5 officers may be elected if SkillsUSA Georgia has a National Officer Candidate to make a total of six. National Officer Candidates are selected in February by a nationwide panel. Only previous State Officers are eligible to apply to become a SkillsUSA Georgia National Officer Candidate.*

## **STATE OFFICER TRAVEL REQUIREMENTS**

As a SkillsUSA Georgia State Officer, you will be required to attend the following activities (dates are tentative and subject to change). **Final dates will be released in April of 2022.**

- State Officer Training: April 21-23, 2022-Woodstock, Ga.
- CTSO Officer Training: June 10-12, 2022- Covington, Ga.
- National Leadership and Skills Conference: June 17-24, 2022-Atlanta, Ga.
- State Officer's Workshop- September 15-16, 2022
- Champions Rally: October 6-7, 2022-Georgia National Fair
- Fall Leadership Conference Facilitator Training- October 2022
- Fall Leadership Conference (arrive one day prior to start to conference) – October/November 2022
- SLSC Preparation Conference – January 2023
- Region Championship – January 2023
- TIEGA Conference – January 2023
- CTSO Legislative Activity – February 2023
- State Leadership and Skills Conference (arrive one day prior to start to conference) – March 8-11, 2023
- At recruiting visits to region area schools as needed.
- Virtual Chapter Officer Trainings as requested by chapters.
- At recruiting visits to business and industry as needed.

## **ADDITIONAL WEEKLY WORK REQUIREMENTS**

SkillsUSA Georgia State Officers must be able to commit 3-10 hours of work per week. The dedication to the officer position supersedes all other obligations (other than academics). A State Officer must understand and make this commitment prior to applying for State Officer. No exceptions will be made to accommodate an officer's extracurricular schedule.



# **CAMPAIGNING**

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## STATE OFFICER CAMPAIGNING OVERVIEW

1. All candidates should arrive to the State Leadership and Skills Conference on Thursday by 12 P.M. ET (Noon). More details will be distributed to qualifying candidates following the application deadline.
2. Each applicant will be given a written qualification examination to be completed. If the candidate does not score at least a 70% the candidate will not be allowed to advance to the interview/campaign process.
3. The applicant will participate in a short interview with members of the review board. After which point the applicant will be qualified and confirmed as a Candidate and may begin publicly campaigning for State Office. Distributing campaign materials or otherwise campaigning before meeting the qualification requirement may result in disqualification at the discretion of the State Director. Interviews will be scheduled virtually during the week of February 7th. More details on this virtual interview will be distributed to qualifying candidates following the application deadline.
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 January 12, 2022 (online submission). 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. Delegates must have a delegate ribbon to participate in the voting process.
6. Officer announcement and installation will occur at the Closing General Session.

## STATE OFFICER CANDIDATE SCORING PROCESS

The following will be used to determine which candidates are elected to State Office for 2022-23:

Qualification Exam	20%
Interview	20%
Speech	10%
Votes	50%
<b>TOTAL</b>	<b>100%</b>

# **CODE OF CONDUCT**

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# STATE OFFICER CODE OF CONDUCT

It is the responsibility of all SkillsUSA Georgia State Officers to conduct themselves in a proper, business like manner at all times. Failure to do so may result in consequences including loss of office.

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 businesslike 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., Twitter, Facebook, and YouTube). If inappropriate or offensive materials are found to exist, the officer will be asked to remove the material.

# RESPONSIBILITIES OF A SKILLSUSA GEORGIA STATE OFFICER ADVISOR

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 advisors of state officers:

- 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.

## RESULTS OF STATE OFFICE 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, in any setting and 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.

# APPLICATION

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# **APPLICATION DEADLINE:**

## **Wednesday, January 12, 2021**

All prospective SkillsUSA Georgia State Officer Candidates must submit the online application by 12 A.M. ET (Midnight) on Wednesday, January 12, 2021. Failure to meet this deadline will result in the application not being considered.

**START MY APPLICATION**

# FORMS

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The following forms must be submitted with the online state officer application on the SkillsUSA Georgia Website. Please print, fill out, scan and upload these forms in the appropriate spot on the application. For your convenience, the forms are also available for download individually within the application.

The itemized campaign expenses form should be turned in at the state officer candidate qualification exam at the State Leadership and Skills Conference.





# STATE 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.

SkillsUSA Georgia State Officers must be able to commit 3-10 hours of work per week. The dedication to the officer position supersedes all other obligations (other than academics). A State Officer must understand and make this commitment prior to applying for State Officer. By signing below you are indicating that you understand your obligations (weekly and below events) and no exceptions will be made to accommodate an officer’s extracurricular schedule. As a SkillsUSA Georgia State Officer, you will be required to attend the following activities (dates are tentative and subject to change). **Final dates will be released in April 2022.**

- State Officer Training: April 21-23, 2022-Woodstock, Ga.
- CTSO Officer Training: June 10-12, 2022- Covington, Ga.
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- At recruiting visits to region area schools as needed.
- Virtual Chapter Officer Trainings as requested by chapters.
- At recruiting visits to business and industry as needed.

I certify that I am a member in good standing of the \_\_\_\_\_ SkillsUSA Chapter.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

As this SkillsUSA Georgia State Officer Candidates Local Advisor, it is without reservation that I recommend them as a SkillsUSA Georgia State Officer.

\_\_\_\_\_  
Local Advisor’s Signature

\_\_\_\_\_  
Date



## **CODE OF CONDUCT & PERMISSION TO PUBLISH AWKNOWLEDGEMENT**

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 guidelines outlined in the State Officer Candidate Guide.

As a SkillsUSA Georgia State Officer, the officer's name, photo, SkillsUSA Georgia e-mail address (supplied by SkillsUSA Georgia), 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.

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Candidate Name (Print)

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Candidate Signature

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Date

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Parent/Guardian Signature

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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/Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTAE Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date



## STATE OFFICER TRAVEL AUTHORIZATION

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Event or Meeting Description

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Student Name

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Phone

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School Name

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Phone

**Transportation plan for arriving at the event/meeting:** \_\_\_\_\_

If you will be staying overnight at a location, other than your home, on your way to the event/meeting, please describe the location, address, phone number and name of chaperone at this location.

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**Transportation plan for returning home from the event/meeting:** \_\_\_\_\_

If you will be staying overnight at a location on your way home from the event/meeting, please describe the location, address, phone number and name of the chaperone at this location.

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All students must adhere to their local school district's student transportation policy and procedures. Please attach a copy of the completed district form pertaining to student travel for this event, or complete the form on the next page.



# STATE OFFICER TRAVEL AUTHORIZATION

Initial each of the following that apply:

The above named student may drive herself/himself to the above function as part of their official responsibilities.

The above named student will be transported to the above function as part of his/her official responsibilities by means of  parents and/or  public transportation (Check One).  The above named student will be allowed to ride with another State Officer, to get to and/or from the above function as part of her/his official responsibilities.

The above named student will be allowed to ride with representatives of the state association or its agents/contractors to get to or during the above function as part of her/his official responsibilities.

The above named student will be allowed to ride with other state officers DURING the State Officer Meeting as needed to facilitate transportation. "During" is defined as the time between the scheduled start and finish of the meeting as outlined in this document. (If you do not want your child riding with other officers black out the "X" next to this item and initial to the left of it)

The Transportation Consent Form includes two pages. By signing below the parties agree to abide by all policies and information included on both pages of this form.

As a school district official, my signature below verifies that the above modes of transportation are not in violation of the \_\_\_\_\_ School District student transportation policy.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

I agree to adhere to the above named school transportation policy and modes of transportation.

\_\_\_\_\_  
State Officer Signature

\_\_\_\_\_  
Date

I agree to allow my child to use the above named mode(s) of transportation, and give permission for my child to attend this meeting or event.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## ITEMIZED STATEMENT OF CAMPAIGN EXPENSES

Description of Item	Quantity	Total Cost

**TOTAL** \_\_\_\_\_

We certify that the above expenses are a full and complete record of all campaign expenses and are factually accurate figures. No other expenses were made for campaign purposes.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date