



## State Officer Candidate Application & Minimum Qualifications List

**Candidate Information:** Type or Print - Handwritten forms will not be accepted

Full Name \_\_\_\_\_ Nickname \_\_\_\_\_

Name as it should appear on ballot \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phones: Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

E-Mail Addresses: Home \_\_\_\_\_

School \_\_\_\_\_

School/Career Center Name  
\_\_\_\_\_

School Address \_\_\_\_\_ City \_\_\_\_\_

Zip \_\_\_\_\_

Current grade level \_\_\_\_\_

Occupational Training Area \_\_\_\_\_

## Advisor Information:

Name \_\_\_\_\_

School Address \_\_\_\_\_ City \_\_\_\_\_

Zip \_\_\_\_\_

Phones: Work ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Email Address: School  
\_\_\_\_\_

## Minimum Qualifications

### The State Officer candidate:

- Has active membership status (membership submitted on or before 12/14/2018 as evidenced by membership roster;
- Has endorsement of a parent or guardian, local advisor and local administrator, evidenced by signed statements;
- Has at least one full year remaining in a high school CTE trade, industrial, technical or health occupations program;
- Has an occupational objective in trade, industrial, technical or health occupations field, and this must be on record;
- **Must be available** to represent SkillsUSA Indiana through personal appearances, as required, which could be any of the following: All SkillsUSA Indiana State Officer Meetings, National Leadership & Skills Conference June 2019 (8 days), State Officer Training in June 2019 (3 days), July Planning meeting 2019 and possible camp (5 days), Fall Membership Visits (3 days), State Fall Conference November 2019 (1 day), WLT September 2019 (5 days), Legislative Breakfast February 2019 (1-2 days); SkillsUSA Indiana Leadership & Skills Conference April 2019 (3 days), monthly go to meetings and others if assigned;
- Has participated in at least one of the following activities at the state, regional/district or local level (check all applicable boxes):
  - Nationally recognized leadership or skills contest Involvement in a student organization, other than SkillsUSA
  - Active volunteering in community service Local SkillsUSA chapter committee chairperson
- Will submit all forms comprising a complete application **no later than February 2, 2019**;
- Attendance **REQUIRED** at Candidate/PARENT meeting for State Officer candidates on March 9, 2019 in Indianapolis. Time and location to be determined. **A PARENT MUST ATTEND WITH CANDIDATE!**
- Will respect the nomination, election and campaign policy restrictions;
- Will abide by the decision of the SkillsUSA Indiana Board of Directors regarding any State Office's participation in a skills contest the State Leadership and Skills Conference during the year of office;
- Will attend, if elected, new State Officer orientation meeting **after** the SkillsUSA Indiana Awards Ceremony on Saturday, April 20, 2019; and will complete all other necessary State Officer forms.

If an officer cannot fulfill his/her officer's duties, he/she will be required to return all items purchased and may be required to refund SkillsUSA for funds that have been spent on their behalf. \_\_\_\_\_ (initial)

Officers will be required to raise support money that will be used for some of the travel expenses. Any money raised or donated by supporters will not be returned if officer is removed from their duties. \_\_\_\_\_ (initial)

_____ Student Signature	_____ Date
_____ Print Student Name	
_____ Parent Signature	_____ Date
_____ Printed Parent Name	_____ Phone Number

### Required Signatures

1. **Student Candidate:** I understand that each of the seven State Officer positions has unique responsibilities. Further, I realize that if I am selected by the screening/slating committee to run for office, I will have an opportunity to run for a position (not a specific office) on the officer team. I also understand that I have no guarantee that I will, in fact, become a candidate. After election, officer team members will decide which of them can best lead in the appropriate officer positions. I am willing to serve in any officer position that I may be called upon to serve by my team members.

\_\_\_\_\_ (Student's Signature)

2. **Parent/Guardian:** I agree to fully support my/our student for state office in the Indiana Association of SkillsUSA. I also realize that state officer meetings will be scheduled regularly and I may be called upon to provide transportation and meet other expenses for such meeting, and my student's participation in the organization.

\_\_\_\_\_ (Parent/Guardian's Signature)

3. **Candidate's Advisor:** The student who is a candidate has my full support and endorsement. I am aware that when State Officer meetings are scheduled, I will support the attendance of my student should he/she be elected. I also agree that my student and I will abide by the decision of the screening committee. I certify that the candidate has knowledge of SkillsUSA and has high quality leadership skills.

\_\_\_\_\_ (Advisor's Signature)

4. **Guidance office:** The student who is a candidate has good or above average attendance in all classes. This student will be required to have some prescheduled absences and will miss 8 to 10 schools days over the next year due to officer requirements, while being an Indiana SkillsUSA state office. Also, the student candidate has a grade point average of a B or 2.5 or above.

\_\_\_\_\_ (Guidance Officer)

5. **Principal and/or CTE Director:** I recommend this student as a SkillsUSA Indiana State Officer, and endorse his/her high quality of leadership skills. I will give the student approved released time from school for the State Officer screening and, if elected, release time without penalty (missed work to be made up) to fulfill the responsibilities of that position.

\_\_\_\_\_ (Principal/CTE Director's Signature)

### **SkillsUSA Indiana State Officer Contract**

As a State Officer of **SkillsUSA Indiana**, you have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times while representing the organization and on your personal time. You will have an opportunity to meet students, advisors, administrators, business,

industry, and labor representatives during your term of office. 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 also will be reaffirming the ideals of **SkillsUSA**.

As a State Officer of **SkillsUSA Indiana**, I agree to adhere to the following rules and regulations:

1. I will maintain SkillsUSA active membership status at the career center/school where my SkillsUSA chapter is located, and where I attend classes this year and plan to attend next year.
2. 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.
3. I will maintain a B or 2.5 grades or above in all my classes.
4. I will immediately forfeit my office if I leave school before completing my training program, am suspended or expelled.
5. I will not use alcohol beverages and/or illegal drugs, and I will not abuse non-prescription drugs at any time.
6. I will immediately forfeit my office if I am involved in any activity that is detrimental to SkillsUSA and/or my school such as but not limited to police arrest for DUI, drug charges or fighting.
7. I will respect authority at all times.
8. I will conduct myself in an exemplary manner at all times, during and outside SkillsUSA functions.
9. I will avoid places and/or activities which in any way could raise questions as to moral character or conduct.
10. I will use wholesome language in all speeches, correspondence and conversations connected with SkillsUSA and while representing SkillsUSA.
11. I will avoid participation in and actively discourage any conversation (verbal or electronic) which belittles or downgrades SkillsUSA members, officers or the organization
12. I will attend the following functions as assigned: All SkillsUSA Indiana State Officer Meetings, National Leadership & Skills Conference (8 days), State Officer Training (3 days), July Planning meeting and possible Camp (5 days), Fall Membership Visits (3 days), State Fall Conference (1 day), WLTJ (5 days), Legislative Breakfast (1-2 days) SkillsUSA Indiana Leadership & Skills Conference (3 days), and others if assigned.;
13. I will attend all activities for which I am assigned/registered and will be on time to all functions and assignments.
14. I will adhere to the dress code at all times.
15. I will respect SkillsUSA by not smoking while wearing the official attire.
16. I will consider romance of any type with other SkillsUSA State Officers as "off limits" during my year as a state officer.
17. I will, at all times, respect all public and private property.
18. I will keep the assigned SkillsUSA Indiana staff person informed of my whereabouts at all times during SkillsUSA events.
19. I will not leave the hotel/motel to which I am assigned without the express permission of the assigned SkillsUSA staff person(s).
20. I will spend each night in the room of the hotel/motel to which I am assigned.
21. I will abide by the curfew established and shall respect the rights of others.
22. I will not be in the sleeping room of another member of SkillsUSA. The only room I may be in is the room that is assigned to me, the state directors and/or State officer advisors.
23. I will maintain an email account and check it at least every two days, and respond to all SkillsUSA communications in a timely manner.

## **Violations and Penalties**

Violations of items 1-23 will result in a warning and/or reprimand. Violations may be grounds for immediate disqualifications 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 local education agency official(s) and parents or guardians.

I understand that, by signing this contract, if I am violation of any of the preceding regulations and/or conduct myself in a manner unbecoming of a SkillsUSA State 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 violations.

**Signature of Candidate:**

\_\_\_\_\_

**Typed or Printed Name:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

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

**Parent/Guardian's Signature** \_\_\_\_\_

**SkillsUSA Local Advisor's Signature** \_\_\_\_\_

**Principal Signature** \_\_\_\_\_

**CTE Director** \_\_\_\_\_

Please send the completed application by **February 2, 2019** to:

Kelley Baker

SkillsUSA Indiana Director

PO Box 34689

Indianapolis, IN 46234

Email: [kelly.skillsusa@gmail.com](mailto:kelly.skillsusa@gmail.com)

## SkillsUSA Indiana State Officer Personal Data Form

**Candidate's Name:** \_\_\_\_\_

**SkillsUSA Blazer Size** \_\_\_\_\_ **Shirt Size** \_\_\_\_\_

**Major Airport Closest to home:** \_\_\_\_\_

Name on ID for purchase of Airline Tickets: \_\_\_\_\_

**Please answer all questions below in 50 words or less:**

Employment History, Hobbies, Interest and Activities:

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Why do you want to be an Indiana State Officer?

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What highlight experiences have you had in SkillsUSA which will help you become a successful State Officer?

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List any service or academic honors/ awards you have received.

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What is the skilled trade program pathway you currently enrolled in and how has this prepared you for leadership?

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What do you see as the role of a State Officer and what would you like to accomplish during your term as a SkillsUSA State Officer?

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If I asked your Advisor to describe you as a student in his/her class; what would they say about you?

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Some public speaking will be necessary. Identify the activities that you have been part of that give you experience in speaking before a group of people:

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### **Parent/Guardian's Contact Information**

Parent/Guardian's Name(s)

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phones: Father: \_\_\_\_\_ Work: \_\_\_\_\_

Mother: \_\_\_\_\_ Work: \_\_\_\_\_

Father Email: \_\_\_\_\_

Mother Email: \_\_\_\_\_

Best way to contact you in case of emergency:

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

I, hear by, grant SkillsUSA and SkillsUSA Indiana my permission to take photos of my son/daughter and use in publications, website and social media pages to promote SkillsUSA.

Parent: \_\_\_\_\_ Candidate: \_\_\_\_\_ (INITIALS)

I understand my student will be raising sponsorship for themselves if they are elected as an Indiana SkillsUSA State officer.

Parent: \_\_\_\_\_ Candidate: \_\_\_\_\_ (INITIALS)

I understand that if my son/daughter violates any of the student conducts, does not raise their support, does not complete SkillsUSA Leadership responsibilities, he/she may be removed from the State Officer team.

Parent: \_\_\_\_\_ Candidate: \_\_\_\_\_ (INITIALS)

**\*\*I WILL ATTEND THE REQUIRED PARENT MEETING ON MARCH 9, 2019, IN INDIANAPOLIS**

Parent: \_\_\_\_\_ Candidate: \_\_\_\_\_ (INITIALS)

Please send the completed application to: **Kelley Baker, PO Box 34689, Indianapolis, IN 46234**  
**If you have any questions regarding the application or the application process, please contact Kelley Baker by phone, 317-667-8247 or email, [kelley.skillsusa@gmail.com](mailto:kelley.skillsusa@gmail.com).**

**All applications must be received no later than February 2, 2019.**

## SkillsUSA Indiana State Officer Biography & Headshot Photo

Please type a biography about yourself and attach a headshot photo (in official SkillsUSA attire)

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

School: \_\_\_\_\_

Program area: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Personal Biography:

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