

NEW FORM Application State Officers

New York State Officer Candidate Requirement Checklist for 2017-2018

This form is to be used for Area VP State Officers also.

Name: _____

Area _____

1. Active membership status by February 1 (Copy of SkillsUSA Membership Roster)
2. At least one full year remaining in a CTE or related program (verify by letter from school)
3. Submit Form A (minimum qualification list)
4. Submit Form B (personal data)
5. Submit Form C (Officer Contract)
6. Submit two additional letters of recommendation
 - a. school administrator support
 - b. local chapter advisor support

NOTE: These letters must be from the advisor/administrator of the school you will be attending as a State officer and where your chapter is located during your term in office.
7. Submit personal résumé (1-2 Pages)
8. Bio Sheet (a short paragraph(s) describing you, your accomplishments and future goals that could be used as an introduction at conferences)

All forms/letters should be submitted together and must meet the deadlines as established by the SkillsUSA New York Director.

DEADLINE February 3, 2017

**Forms received after the deadline or missing forms and/or signatures
May result in disqualification as a candidate.**

Mail or E-Mail application and all forms to:

Bruce Potter, NYS SkillsUSA Director

5D Marple Lane

Hilton, New York 14468

Direct 585-366-4675

Cell phone 716-504-7176

E-Mail: Bpotter@nysskillsusa.org

New York State SkillsUSA

Position (**Please circle**) President, Secretary, Treasurer, Parliamentarian, Reporter, Historian, Area Vice President

Please type or print clearly and neatly

Full Name _____ Nickname _____

Home Address _____

City _____ State _____ ZIP _____

Home phone (____) _____ Cell (____) _____ Work (____) _____

E-Mail (home) _____

School Name _____ Advisor _____

School Address _____

City _____ State _____ ZIP _____

School phone (____) _____ School fax (____) _____

Minimum Qualifications

The officer candidate (**attach supporting data**):

A. Has active membership status (as defined by SkillsUSA's Board of Directors) at the school where the chapter is established and student is enrolled at the time of the application and must continue in the training program at least one more year.

B. Has at least one full year remaining in a secondary preparatory CTE trade, industrial, technology, health occupations program or related program.

C. Has an occupational objective in trade, industrial, technology or health occupations field.

D. Must be available to represent the New York State organization through personal appearances, and other appearances as assigned.

E. Will abide by State policy which prohibits competition in the NY State SkillsUSA Championships while serving term as a State officer. NOTE: May compete as a National Officer Candidate.

F. Will file candidacy for office (all forms) with the New York State Director no later than **February 3, 2017**.

G. Will respect the nomination, election and campaign policy restrictions.

H. Will complete all other necessary State officer candidate forms.

I. Has demonstrated knowledge implied in the *SkillsUSA Leadership Handbook* and Levels 1 of PDP (High School) whether an organized program is in operation in the applicant's school.

_____/____/____ _____/____/____
State Officer Candidate Date SkillsUSA Advisor Date

_____/____/____ _____/____/____
Parent/Guardian Date Administrator Date

Important information!

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May result in disqualification as a candidate.

State Officer Form B

Rev. 11/9/2016

New York State Officer Candidate Personal Data Form

New York State Officer Candidate's Name

as it should appear: *(Please print clearly your name for name badge!)*

Preferred mailing address:

Home Address _____
City _____ State _____ ZIP _____
Home phone (_____) _____ Cell (_____) _____ Work (_____) _____
E-Mail (home) _____ Age _____ Date of birth __/__/__

Clothing

Please visit a local clothing store to be properly fitted. Please allow room for growth

SkillsUSA Blazer Size Men/Women # _____ Regular /Long
Dress Shirt Size: Small Medium Large X Large 2XL 3XL Other _____
Polo Shirt Size: Small Medium Large X Large 2XL 3XL Other _____
Sweater Size: Small Medium Large X Large 2XL 3XL Other _____

Travel Information

Airport I will be using _____
City and State: _____
Number of miles from home to airport terminal: _____

Please complete ALL information.

Type or PRINT neatly.

School Name (Entire proper name—no acronyms/abbreviations)

School Address, City, State and ZIP

(School Telephone Number and area code and Fax)

Correspondence: Names of individuals, complete addresses and email address who

Should receive copies of correspondence (please include your local advisor and school principal of the school you are attending).

Name _____	Name _____
Address _____	Address _____
City, State, ZIP _____	City, State, ZIP _____
Phone (_____) _____	Phone (_____) _____
E-mail _____	E-mail _____

Name _____ Name _____
Address _____ Address _____
City, State, ZIP _____ City, State, ZIP _____
Phone (_____) _____ Phone (_____) _____
E-mail _____ E-mail _____

Please list parent/guardian's name(s) and contact information

Name _____ Name _____
Address _____ Address _____
City, State, ZIP _____ City, State, ZIP _____
Phone (_____) _____ Phone (_____) _____
E-mail _____ E-mail _____

Please complete the following sentences. *(Attach a separate sheet of paper if needed).*

I want to become a state officer because:

As a state officer, I want to accomplish the following:

I like my career and technical area because:

The best thing about my instructor is:

After I complete my training program, I plan to get the following kind of job: _____

My long-range goal is:

New York State Officer Contract

As a New York State officer of **SkillsUSA**. (Name) _____ has the responsibility to represent all Members of the organization.

Your conduct must be exemplary always while representing the organization and on your personal time. You will have an opportunity to meet students, advisors, administrators, business and industry Representatives during your term of office. Your actions will set a standard for all SkillsUSA members to follow. When you sign this **Officer Contract**, it should be with the understanding that your obligations are great, as are the rewards of serving your members. You will also be reaffirming the ideals of **SkillsUSA**.

As a state officer of **SkillsUSA**, I agree to adhere to the following rules and regulations:

1. I will, always, respect all public and private property.
2. When traveling for SkillsUSA, I will spend each night in the room of the hotel/motel to which I am assigned.
3. When traveling for SkillsUSA, 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 sex unless the door is completely open at all times.
5. I will not use alcoholic beverages or nonprescription drugs at any time.
6. When traveling for SkillsUSA, 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 always, during and outside of SkillsUSA functions. Any behaviors contrary to SkillsUSA's culture of inclusion and diversity will result in disciplinary action.
8. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
9. I will respect authority always.
10. When traveling for SkillsUSA, I will keep the assigned SkillsUSA staff person in charge informed of my whereabouts at all times.
11. I will respect the official SkillsUSA dress by not smoking while wearing it.
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 attend the following functions as assigned:
Officer Training (4 days); Fall Leadership (5 days) Skills Conference (4 days); others as assigned
15. I will send State officer reports to be received by the assigned date regardless of my other activities.
16. I will strive to maintain average grades in all my classes.
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 state in an ex-officio capacity.
19. I will accept SkillsUSA assignments when possible and understand I am to keep accurate records of all expenses incurred. I will submit the proper vouchers and receipts to SkillsUSA within five days of completion of an assignment.
20. I will submit my name on a membership roster and dues as a member for the year in which I am a State officer.
21. If involved in any activity that is detrimental to SkillsUSA, and/or my school, such as police arrest for DUI or drug charges, I will immediately forfeit my office.
22. I will attend or take classes at the school where my SkillsUSA Chapter is based.

