

TO: SkillsUSA New York
FROM: M. Kathie Collins-McKean
RE: SkillsUSA –VICA Update Memo #4 – 2009 – 10
DATE: November 14, 2009

Important Due Dates:

- **Pin Design (new requirement) – due Dec 12 to Rose Hurd (memo #2)**
- **Longevity Awards – Advisor – due Dec 15 to Kathie Collins (memo #2)**
- **Longevity Awards – Skills Committee – due Dec 15 to Ellen Coughlin (memo #2)**
- **Total Participation Forms – due Dec 15 to Kathie Collins (memo #1)**
- **Advisor of the Year – due Dec 31 to Kathie Collins (memo #3)**
- **Officer Candidate Forms – due Dec 31 to Kathie Collins (memo #4)**

STATE OFFICER CANDIDATE INFORMATION

New York State Secondary SkillsUSA will support the advisor of the State President, Secretary, Treasurer, Reporter and Parliamentarian up to \$ 1,500. This will reimburse schools for registration, travel, rooms, food, substitutes, and stipends. Receipts for all expenses must be turned into the Financial Officer for reimbursement. If you will be using part of the support for conference registration, rooms, you will need to let the Financial Officer know, so that those fees can be subtracted from the maximum amount.

State Officer Screening

The New York State Officer Screening will take place at 7 – 10 pm, Friday, February 5, 2010 at the Embassy Suites Hotel, 6646 Old Collamer Road, East Syracuse, NY 13057 (off Carrier Circle). Room rates, including breakfast are \$110.00 per night (single) or \$120 (double). Reservations can be made by calling (315) 446-3200 and mentioning SkillsUSA. Reservations must be made by January 5, 2010 to obtain SkillsUSA rates. You will need to provide your school's tax exempt form. (note: You may not use a personal credit card and be extended tax exempt status.)

State Officer Candidate Applications

Areas should consider using the officer screening process for screening area vice president candidates. The state orientation allows students and advisors understand the obligation of both the student and the advisor to the state team. Our Team Management

has found that it is important for all considering running for state office to fully understand the obligations before declaring candidacy.

If the candidate is a member of a school sports team, the candidate will need a letter from their coach, on school letterhead, stating that they will be allowed to participate in Summer Training, Fall Conference, State Legislative Day and Spring Conference.

Please note that the officer screening has been changed to Friday evening.

Forms must be received by me no later than December 31st.

SkillsUSA New York STATE OFFICER CANDIDATE FORM

Each club is eligible to submit the name of one candidate for State Office. All candidates must pass a written SkillsUSA New York Officer Qualifying Test and screening interview.

NAME _____ AGE _____

HOME MAILING ADDRESS _____

HOME PHONE () _____ SCHOOL PHONE () _____

E-MAIL ADDRESS: _____

VOCATIONAL SCHOOL _____

SCHOOL MAILING ADDRESS _____

CHAPTER _____

LOCAL SkillsUSA New York OFFICES HELD _____

OCCUPATIONAL TRAINING OBJECTIVE _____

YEAR IN SCHOOL _____

CANDIDATE INFORMATION SHEET

If you had your choice what offices, would you like to be recommended for? (For screening prepare to recite the part of the Officer Position of your 1st choice.)

1st Choice _____

2nd Choice _____

3rd Choice _____

Explain your qualifications for each of your choices.

The following information must be in the **candidate's own handwriting**. You may attach additional pages.

1. Give a brief personal history.

2. What does SkillsUSA mean to you?

3. What contributions have you made to your local club, school or other leadership organizations?

4. **Please attach an attendance report for both last year and this year.** (Home School and Vocational Center)

5. **Please attach a report card, indicating all your grades for both last year and this year.** (Home School and Vocational Center)

Note: If your transcript of grades show a failing grade, you must show proof that that grade has been raised to passing or that the course has been retaken.

As a candidate, you must choose a campaign manager who will take charge of your campaign in a professional manner.

Your manager must see that the Campaign Committee from your school conducts a fair and honest campaign effort. S/he must make sure that your committee abides by the rules set forth by the SkillsUSA New York Campaign Committee (see “So You Want to be a State SkillsUSA Officer).

Your campaign manager will introduce you at the House of Delegates business meeting at the annual State Conference.

Please submit this information at the time of this application, if available.

Campaign Manager _____

Vocational School _____

Advisor to Candidate _____

Vocational School _____

School Telephone Number () _____

SkillsUSA New York OFFICER CANDIDATE PERMISSION SLIP

NOTE: Signatures required for both State Officer Candidacy and National Delegate Position.

PARENTS:

If my son/daughter should become a SkillsUSA New York State Officer, I understand that my cooperation will be needed in carrying out the responsibilities of the office. I understand that my son/daughter will be absent from home at times. I am sure the training and experiences received as an officer will warrant my cooperation. I approve my son's/daughter/s candidacy. I understand that my son/daughter is obligated to attend all required meetings and that failure to do so, without permission from the NYS SkillsUSA State Coordinator **and** the Officer Team manager will result in removal from office.

Signed _____ Date _____
Parent or Guardian

VOCATIONAL PRINCIPAL or DIRECTOR:

I understand the importance of support of the State Officer. I agree to the following:

1. I will provide a teacher as an advisor to the candidate for the entire school year, including summer obligations. I will verify student's passing grades and attendance at the request of the Officer Team Manager during the term of the officers. The advisor is expected to provide leadership for the student throughout the school year. I certify that _____ (Advisor) will be permitted the necessary time, travel and financial support to assist _____ (Candidate) in carrying out the duties and responsibilities of state office.
2. I will assist the student in carrying out his/her state office by, paying travel expenses to all state meetings and conferences. I will allow the student to attend all state meetings and conference and will provide an advisor from my school to accompany the state officer to all official meetings and duties. I will agree to release both the advisor and student in sufficient time to be on time for scheduled SkillsUSA meeting, as practice depends on all team members being in attendance.

Signed _____ Date _____
Principal/Director

LOCAL SCHOOL ADMINISTRATOR (where applicable):

If _____(Candidate)
should become a SkillsUSA New York State Officer, my cooperation will be needed in carrying out the responsibilities of the office. The development of true leadership demands a continuous effort on the part of the student.

_____(Candidate)
will be permitted the necessary time to carry out the duties and responsibilities of this office. I will also verify state officer's grades and attendance if required.

Signed _____ Date _____

Local School Administrator

ADVISOR:

The development of true leadership demands a continuous effort on the part of both the student and the advisor. I certify that _____(Candidate) is qualified for the designated office and is a student in a secondary school education program. I will give _____(Candidate) the training, chaperoning and direction necessary to aid in fulfilling his/her duties as a SkillsUSA New York State Officer. I understand that I will need to accompany the State Officer to all State meetings and conferences. **I will be in contact with the State Coordinator and Officer Team Manager should problems arise pertaining to grades, attendance or health problems.**

Signed _____ Date _____

State Officer (elect) Advisor

CERTIFICATION by CANDIDATE:

I hereby agree to conduct myself at all times in a manner befitting an officer of SkillsUSA to perform the duties and responsibilities of my office to the best of my ability, and to work for the good of the State Association.

I understand that I am obligated to attend all required meetings and that failure to do so, without permission from the NYS SkillsUSA State Coordinator and the Officer Team manager will result in removal from office.

I also understand that I will not be able to enter any state or national competition during the year of my candidacy and year of office, should I be elected.

Signed _____ Date _____

Candidate

NATIONAL DELEGATE POSITION

_____ (Candidate), if elected as a SkillsUSA New York State Officer, will also be elected as a National Delegate. The Career and Technical School will need to pay the expenses of the National Delegate and their advisor to attend the SkillsUSA National Convention. (The school can decline to endorse this candidacy).

We give _____ (Candidate) our permission to participate as a National Delegate. and we will allow him/her to fulfill the duties and responsibilities of this position.

Signed _____	Parent/Guardian
Signed _____	Principal/Director
Signed _____	Local School Administrator
Signed _____	Advisor