New York State SkillsUSA State Officer Candidate Application

Secondary candidates | Application deadline February 1

This packet explains eligibility, application materials, interviews, campaigning, and the commitments of a New York State SkillsUSA officer. Candidates, advisors, administrators, and families should review it together before signing.

Application deadline: February 1. Submit one combined PDF by email. The State Office will acknowledge receipts. No Late or incomplete applications will be accepted.

Submission contacts

Midge McCloskey, New York State SkillsUSA Director: mmccloskey@nysskillsusa.org

Nick Zwart, State Officer Team Manager: nzwart@nysskillsusa.org

Kimberly Petronella, State Officer Team Manager: kpetronella@nysskillsusa.org

Send the application to Midge and copy Nick Zwart and Kimberly Petronella. Questions about dates, elections, or policy should be directed to the State Office.

Application checklist

- ☐ Candidate form and eligibility signatures
- ☐ Candidate information and contact form
- ☐ State officer résumé
- ☐ NYS pre-work responses and both Framework and Red Jacket essays
- ☐ Three letters of recommendation: CTE director or principal, Home-School Administrator, local SkillsUSA advisor.
- ☐ Current academic and CTE grade report with numerical equivalents when grades are letters
- ☐ Parent or guardian, advisor, and administrator commitment signatures
- ☐ Candidate and family review of the officer contract
- ☐ One combined PDF emailed by the published deadline

If elected, the officer and school will complete any additional travel, medical, or emergency forms requested by the State Office.

Instructions and eligibility

- ☐ Apply for At Large or Area Vice President. A Area Vice President candidate may also be considered for At Large if not selected.
- ☐ Active SkillsUSA membership for the current academic year and at least one year remaining in a secondary CTE program are required.
- ☐ Provide an administrator letter validating membership, program standing, readiness to represent New York, understanding of SkillsUSA, and willingness to honor election guidelines.
- ☐ Candidates must be willing to make appearances, attend training and meetings, and communicate promptly with the officer team.
- ☐ Candidates may not compete in the New York State SkillsUSA Championships while serving as a state officer. National officer candidate eligibility remains as described in the NYS packet.
- ☐ The candidate and advisor should review the current NYS Officer Candidate Handbook before campaigning. No candidate may be nominated from the floor.
- ☐ Current academic and CTE grades should be C or higher. If grades fall below C during the term, participation may be reviewed with the school and State Office.
- ☐ Candidates will take a Verbal SkillsUSA knowledge assessment and a verbal assessment. A score of at least 80 percent is required on each assessment, or you will lose eligibility to run for State Office. Topics include SkillsUSA knowledge, Framework, parliamentary procedure, officer duties, etiquette, and Chapter Excellence Program.
- ☐ Each candidate will have a scheduled Zoom interview. The candidate will answer questions about motivation, service, leadership, and responsibilities and recite the SkillsUSA Pledge from memory. The interview schedule and connection details will be emailed.

Election and campaigning

- ☐ If applicable your campaign manager will prepare a one-minute introduction. Followed by a three-minute campaign speech for delegates prepared by the candidate. Be ready to answer an impromptu question during the election process.
- ☐ Prepare a short campaign slogan and sample materials. Follow the NYS Officer Candidate Handbook and instructions issued for the conference.
- ☐ Campaigning begins only when authorized by the State Office. Campaign materials are distributed in assigned areas and the candidate cleans the area afterward.
- ☐ Campaign spending limit: $250 including donated items at fair market value, rentals, shipping, and purchases. Retain receipts and samples for review.
- ☐ No Food is allowed as campaign material.
- ☐ The State Office will approve eligible candidates and communicate ballot and election procedures.

Officer time and costs

If elected, officers are expected to attend assigned state officer trainings:

- **National Leadership and Skills Conference** – June 18-26, 2027 (8 Days)
- **Summer Leadership** – July 19-22, 2027 (4 Days)
- **September Leadership Training** - TBD (3 Days)
- **Region 1 Conference** – October 8-10, 2027 (3 Days)
- **Fall Leadership** – November 5-9, 2027 (5 Days)
- **Spring Conference Preparation** – February 4-5, 2028 (Subject to Change) (2 Days)
- **New York State Spring Conference** – April 25-28, 2028 (4 Days)
- Scheduled Zoom meetings, and other approved engagements. Dates, durations, and locations will be issued in an annual calendar. Officers receive assignments and deadlines before training. The school and family should plan for time away from classes and all travel costs must be paid fro by the CTE Schools. NYS SkillsUSA and the school should confirm the funding split for each trip. The same school advisor must accompany the officer during their full term.

New York State Officer Candidate Information Form

Position requested:

☐ Area Vice President

☐ At Large

☐ Consider me for At Large if not selected for Area Vice President

Officer candidate

Full legal name	
Name as it should appear on ballot	
Nickname	
Date of birth	
Grade and expected graduation year	
Program of study	
Career and Technical school name	No abbreviations
CTE school address	Street, city, state, ZIP
CTE school phone	
Home school name	
Home address	Street, city, state, ZIP
Home phone	
Cell phone	
Work phone, if applicable	
Personal email	
Departure airport	Airport and city

Clothing information

Check sizes in a store when practical. These details help the State Office order clothing after the election.

Dress shirt size	
Polo shirt size	
T-shirt size	
Jacket size	
Skirt Size (Ladies Only)	
Fit notes	

Advisor and school contacts

SkillsUSA advisor	Name and title
Advisor home address	Street, city, state, ZIP
Advisor phone and mobile	
Advisor school email	
Advisor personal or summer email	
CTE administrator	Name and title
CTE administrator address	Street, city, state, ZIP
CTE administrator phone and email	
Home school administrator	Name and title
Home school administrator address	Street, city, state, ZIP
Home school administrator phone and email	

Family contact

Parent or guardian name	
Parent or guardian address	Street, city, state, ZIP
Parent or guardian phone and mobile	
Parent or guardian email	

Qualifications and verification

☐ Active SkillsUSA membership for the current academic year.

☐ At least one year remaining in a secondary preparatory CTE program related to trades, industry, technology, or health occupations.

☐ Willing to represent NYS SkillsUSA through appearances and assigned engagements.

☐ Will not compete in the NYS SkillsUSA Championships while serving as state officer. National officer for candidacy remains permitted under the NYS policy.

☐ Will follow the nomination, election, and campaign policies in the NYS Officer Candidate Handbook.

☐ Has demonstrated a solid understanding of SkillsUSA.

☐ Attach a letter from the CTE administrator validating the qualifications above.

Candidate signature and date _____ _____

SkillsUSA advisor signature and date _____ _____

CTE administrator signature and date _____ _____

Parent or guardian signature and date _____ _____

Home School Administrator: _____ _____

Candidate résumé and written responses

Résumé format

Name, address, mobile number, and personal email

Education: CTE School, high school, program, expected graduation, and certifications

Qualifications: concise evidence of leadership, service, communication, and SkillsUSA involvement

Employment or work based learning: organization, role, dates, and key responsibilities

Awards, accomplishments, civic activities, and community service

NYS pre-work

1. Explain why you want to become a New York State SkillsUSA officer. Identify specific goals for your term and how you would serve members across the state. Attach a typed response.

2. Describe a specific experience in which you used one of the SkillsUSA Framework's 17 Essential Elements. Name the element, explain your actions, and describe the result. Attach a typed response.

3. Candidates will take a 20 question written assessment on SkillsUSA Knowledge, History, Program of Work, SkillsUSA Framework and Citizenship. Candidates must obtain a minimum score of 80 or better to move on in their campaign for State Office.

Additional essays

1. Choose two Essential Elements from each of the Framework's three components. Explain each element in your own words and show how you demonstrate it in your trade and personal life. Attach a typed essay.

2. What does wearing the red jacket mean to you? Explain the responsibility it represents and how your actions would uphold that standard. Attach a typed essay.

Recommendation letters and grades

Include one letter from your **CTE director or principal,** one from your **local SkillsUSA advisor**, and one from your **homeschool administrato**r. Include the current academic and CTE grade report. If the report uses letters, include the school's numerical equivalency scale.

Interview preparation

Candidates will receive a scheduled Zoom interview invitation. Join from a quiet location in appropriate professional attire, have a reliable connection, and be ready to discuss the essays, SkillsUSA Framework, officer duties, and examples of leadership. Recite the Pledge below from memory.

Candidates will take part in a Verbal SkillsUSA knowledge assessment and a verbal Pledge assessment. A score of at least 80 percent is required on each assessment or you will lose eligibility to run for State Office. Topics include SkillsUSA knowledge, Framework, parliamentary procedure, officer duties, etiquette, and Chapter Excellence Program.

The SkillsUSA Pledge

Upon my honor, I pledge:
To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.
To base my expectations of reward upon the solid foundation of service.
To honor and respect my vocation in such a way as to bring repute to myself.
And further, to spare no effort in upholding the ideals of SkillsUSA.

Vocabulary

Diligent: having or showing care and conscientiousness in one's work or duties

Ardent: enthusiastic or passionate

Expectations: a strong belief that something will happen or be the case in the future

Vocation: a person's employment or main occupation

Repute: the state of being regarded in a particular way

Ideals: a person or thing regarded as perfect

Candidate preparation checklist

☐ I can recite the Pledge without notes.

☐ I can explain the meaning of its terms and connect it to my conduct.

☐ I can describe examples from the SkillsUSA Framework and answer questions clearly.

☐ I have practiced my introduction with campaign manager and campaign speech with my advisor.

New York State Officer Contract and Code of Conduct

As a New York State SkillsUSA officer, I represent members across the state. My conduct at events, at school, online, and in my personal time must reflect the ideals of SkillsUSA. I understand the responsibilities and agree to these conditions if elected.

1. Respect public and private property and all people.

2. Stay in my assigned room during overnight events, follow curfew, and respect others' privacy. Do not enter another student's room or host students in my room without an adult present and permission from the supervising advisor.

3. Do not leave a hotel or event site without permission and required supervision; keep the assigned advisor or staff member informed of my whereabouts. Do not invite or enlist other students to attend non-SkillsUSA functions during a conference.

4. Do not use alcohol, nonprescription drugs, vaping products, tobacco, or nicotine products during officer activities; follow all school and event rules.

5. Follow the assigned dress code, including SkillsUSA casual, travel, or business attire as designated by the State Director and State Officer Team Managers.

6. Attend assigned functions, travel, training, and scheduled Zoom meetings on time; participate in officer duties and meet report deadlines.

7. Grades must be maintained as a "C" or better. This includes high school and CTE classes. Copies from each marking period need to be reviewed by the State Officer Advisor. Extenuating circumstances will be considered.

8. Remain enrolled in the CTE program and maintain active SkillsUSA membership during my term. Leaving school before completing the program, suspension, or expulsion will result in forfeiture of office.

9. Represent the organization respectfully online. Content that undermines SkillsUSA's culture of inclusion and diversity or violates the code of conduct may result in disciplinary action. Remove inappropriate content when directed and use a professional email address for officer correspondence.

10. Keep accurate expense records and submit vouchers and receipts within five days after an engagement when reimbursement is requested.

11. Follow the state officer schedule and obtain permission before deviating from assigned responsibilities.

12. Accept reasonable engagements when possible and communicate conflicts promptly with my advisor and State Office.

13. Inform classroom teachers in advance of officer-related absences and make up missed work.

Violations and penalties
A violation may result in warning, reprimand, restricted participation, suspension from travel, or removal from office, depending on severity. The State Office will notify the candidate, parent or guardian, and school as appropriate and explain the action. A student sent home for misconduct may be responsible for related costs, subject to school and State Office policy.

Candidate signature and date _____ _____

Parent or guardian signature and date _____ _____

SkillsUSA advisor signature and date _____ _____

CTE administrator signature and date _____ _____

Home school administrator signature and date _____ _____

Family, advisor, and school commitments

Parent or guardian: I understand my student is a candidate for state office. If elected, I support participation in required duties, meetings, and travel under the school and State Office procedures.

Parent or guardian signature and date _____ _____

Chapter advisor: I recommend this candidate and will support officer assignments, academic communication, and required travel supervision. I commit to serving as the same advisor accompanying the officer throughout the full term.

Chapter advisor signature and date _____ _____

CTE administrator or principal: I recommend this candidate and will work with the advisor and State Office to support the time, supervision, and budget obligations approved by the school.

CTE administrator or principal signature and date _____ _____

Homeschool administrator or principal: I recommend this candidate and will work with the advisor and State Office to support the time, supervision, and budget obligations approved by the school.

Home school administrator or principal signature and date _____ _____

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NYS State Officer Candidate Resume

Please complete a resume that follows this format.

YOUR NAME

Address Line 1

Address Line 2

City, State and Zip Code

Mobile Number (000) 555-2468

Personal Email address (Please use a personal email that you frequently use.)

EDUCATION

Include your Career and Technical Education and High School Education. You may add certifications.

QUALIFICATIONS (For being considered for a SkillsUSA officer position.)

Using action words to maximize the impact, describe how your background and strengths would make you a strong candidate for the position you are seeking. This section should be concise, contain action words, and should sell your most marketable experiences and abilities.

EMPLOYMENT

Name of Company, Position, 20xx-20xx

In the same manner as above, list your employment from present to past. Be concise when explaining your job Description.

AWARDS AND ACCOMPLISHMENTS (Hobbies, Civic/Community Activities, etc.)

List any Awards and Accomplishments, Year