New York State SkillsUSA State Officer Candidate Handbook

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This handbook is designed to help both the candidates and their advisor understand the expectations, responsibilities, and opportunities that come with serving as a State Officer.

The SkillsUSA Leadership Handbook will be your go-to resource throughout your term of office. It outlines the essential knowledge, structure, and values that define strong leadership within our organization. As a candidate, it is your responsibility to become familiar with its contents. It is your foundation for success.

The State Officer Contract is included in the Candidate Application. It confirms that you understand the responsibilities of the role and are fully committed to representing New York SkillsUSA with professionalism, dedication, and integrity. The contract and the required candidate, family, advisor, and school signatures must be submitted to the State Director with the completed application.

Your journey as a State Officer begins now. Show us you're ready to lead.

Letter from State Director

Dear Candidate for SkillsUSA New York State Officer;

Congratulations! You are now a candidate for SkillsUSA New York State Officer. During the campaign you are going to experience new responsibilities and assume leadership roles. Very few people have the opportunity to grow and learn, as you will during this campaign. If your first campaign will be for Vice President, then I wish you luck with your campaign.

As a Candidate for SkillsUSA New York State Officer, you will bring your own style of leadership as you move forward toward being a State Officer. Part of this is campaigning. I have enclosed a copy of the Campaign rules.

The following commitments are part of serving as a State Officer. Please be prepared to attend the training, meetings, and engagements assigned by the State Office:

- National Leadership and Skills Conference, including assigned officer and advisor training and national delegate responsibilities. (8 Days)
- SkillsUSA New York summer officer training (4 Days)
- September Leadership Training (3 Days)
- Fall Leadership Conference (5 Days)
- Region 1 Conference (Optional) (2 Days)
- Spring Conference Preparation,(2 Days) and the New York State Spring Conference (4 Days)
- Scheduled Zoom meetings and other approved engagements.

Dates, durations, locations, and travel days will be issued in the annual State Office calendar. Region 1 attendance and area or regional assignments should be confirmed with the State Office.

Please note:

National officer training and advisor training may require arrival before the rest of the delegation. Confirm the current Leverage training, advisor training, early travel, and national delegate schedule with the State Office before making arrangements. As a national delegate, you represent New York State SkillsUSA members.

I wish you a very successful campaign as a candidate for SkillsUSA New York State Officer.

Sincerely:

Midge McCloskey

NYS State Director

Application Process and Eligibility

This handbook and the State Officer Candidate Application should be reviewed together by the candidate, advisor, administrators, and family before signing.

Application deadline: **February 1, 2027**. Submit **one combined PDF by email**. The State Office will acknowledge receipt. Late or incomplete applications will not be accepted. Confirm the applicable deadline year with the State Office.

Submission Contacts

Midge McCloskey, NYS 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 McCloskey and copy Nick Zwart and Kimberly Petronella. Direct questions about dates, elections, or policy to the State Office.

Eligibility

- Apply for Area Vice President or At Large. A Area Vice President candidate may request consideration for At Large if not selected.
- Maintain active SkillsUSA membership for the current academic year and have at least one year remaining in a secondary preparatory CTE program related to trades, industry, technology, or health occupations.
- Obtain the support and required endorsements of the local chapter, SkillsUSA advisor or instructor, CTE administrator, home school administrator, and parent or guardian.
- Attach a CTE administrator letter validating membership, program standing, readiness to represent New York, understanding of SkillsUSA, willingness to honor election guidelines, and the application qualifications.
- Be willing to make appearances, attend training and meetings, accept assigned engagements, and communicate promptly with the officer team.
- State officers may not compete in the NYS SkillsUSA Championships while serving. National officer candidacy remains permitted under NYS policy; confirm the separate national eligibility requirements with the State Office.
- Current academic and CTE grades should be C or higher. During the term, maintain C or better and provide each marking period report for State Officer Advisor review. Extenuating circumstances will be considered.
- Review the handbook with the advisor before campaigning. Follow nomination, election, and campaign rules. No candidate may be nominated from the floor.

Application Checklist

- Candidate information and contact form with all eligibility signatures.
- State officer résumé in the requested format.
- Typed NYS pre-work responses
- Typed CTE Status letter from Guidance Counselor and CTE grade reports
- Signed officer contract and signed family, advisor, and school commitments.
- One combined PDF emailed by the deadline to the Director with both Team Managers copied.

Three recommendation letters are required: one from the CTE director or principal, one from the local SkillsUSA advisor, and one from the home school administrator. The CTE administrator must also validate the application qualifications.

Candidate Information and Contacts

Complete these fields on the application. Use full school names without abbreviations. Include street, city, state, and ZIP for addresses, and use a personal email that you check frequently.

Officer Candidate Information

• Full legal name; name as it should appear on the ballot; nickname; date of birth; grade and expected graduation year; program of study.
• Career and technical school name, address, and phone; home school name.
• Home address; home phone; cell phone; work phone if applicable; personal email.
• Departure 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), as labeled on the application; fit notes.

Advisor and School Contacts

• SkillsUSA advisor name and title; home address; phone and mobile; school email; personal or summer email.
• CTE administrator name and title; address; phone and email.
• Home school administrator name and title; address; phone and email.

Family Contact

• Parent or guardian name; address; phone and mobile; email.

Qualifications and Verification

Confirm active membership, the required remaining year in the secondary CTE program, willingness to represent NYS SkillsUSA, the NYS Championships restriction, compliance with election guidelines, and a solid understanding of SkillsUSA. Attach the CTE administrator's validating letter.

The application verification section must be signed and dated by the candidate, SkillsUSA advisor, CTE administrator, parent or guardian, and home school administrator.

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

Candidate Résumé and Written Responses

Résumé Format

• Name, address, mobile number, and frequently checked personal email.

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

• Qualifications: concise evidence of leadership, service, communication, and SkillsUSA involvement. Use action words to show how your experience and strengths support the position sought.

• Employment or work based learning: organization, position, dates, and key responsibilities. List experiences from present to past and keep descriptions concise.

• Awards and accomplishments, with the year; civic activities, community service, and relevant hobbies.

NYS Pre-workNYS 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. Complete the 20-question written SkillsUSA knowledge assessment via Google Form before your interview.(Link will be sent after February 1st) A score of at least 80 percent is required. The verbal Pledge assessment occurs during the interview and also requires at least 80 percent. Scoring below 80 percent on either assessment results in loss of eligibility to run 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 covering six elements in total.

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 three recommendation letters: CTE director or principal, local SkillsUSA advisor, and the home school administrator. Include the current academic and CTE grade report and the school's numerical equivalency scale for letter grades.

Assessments Interview and SkillsUSA Pledge

Candidates will complete a written SkillsUSA knowledge assessment via Google Form prior to their interview and a verbal Pledge assessment during the interview. A score of at least 80 percent is required on each assessment. Candidates who score below 80 percent on either assessment will lose eligibility to run for State Office.

Topics include: SkillsUSA knowledge, Framework, parliamentary procedure, officer duties, etiquette, and Chapter Excellence Program.

Interview Preparation

The interview schedule and Zoom connection details will be emailed. Join from a quiet location in appropriate professional attire with a reliable connection. Be prepared to discuss motivation, service, leadership, responsibilities, essays, the Framework, officer duties, and examples from your experience.

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 and explain its terms in relation to my conduct.
- I can describe examples from the SkillsUSA Framework and answer questions clearly.
- I have practiced the introduction with my campaign manager and my campaign speech with my advisor.

Family Advisor and School Commitments

Time Away Travel and Costs

If elected, officers are expected to attend assigned officer trainings, National Leadership and Skills Conference, Summer Leadership, September Leadership Training, Fall Leadership, Region 1, Spring Conference Preparation, the New York State Spring Conference, scheduled Zoom meetings, and other approved engagements. Dates, durations, locations, assignments, and preparation deadlines will be issued through the annual State Office calendar.

The school and family should plan for time away from classes and the school will pay all travel costs. NYS SkillsUSA and the school should confirm the funding split for each trip. Officers must inform teachers in advance of absences and make up missed work.

The same school advisor must accompany the officer throughout the full term. The advisor and school must confirm this commitment before the application is submitted.

Parent or Guardian

Understand the candidacy and support required duties, meetings, and travel under school and State Office procedures.

Chapter Advisor

Recommend the candidate and support assignments, academic communication, and required travel supervision. Commit to serving as the same advisor accompanying the officer throughout the full term.

CTE Administrator and Home School Administrator

Recommend the candidate and work with the advisor and State Office to support the school-approved time, supervision, and budget obligations.

Required Signatures

Complete the application's family and school commitment signatures and dates: parent or guardian, chapter advisor, CTE administrator or principal, and home school administrator or principal.

The officer contract requires signatures and dates from the candidate, parent or guardian, SkillsUSA advisor, CTE administrator, and home school administrator. Submit the signed contract in the application's combined PDF.

Candidate's Responsibilities

As a candidate for a SkillsUSA New York state position, if you are elected, you and your fellow officers will be entrusted with the leadership of the organization by the membership. Accepting this honor brings with it certain obligations and duties. Duty is characterized as "the conduct, obedience, loyalty, and submission expected of an officer." Responsibility, on the other hand, refers to "the reliability and moral accountability associated with the duties expected of an officer." Together, these concepts represent the behavior and performance expected from all SkillsUSA New York state officers. No matter which position you occupy, your responsibilities as a SkillsUSA New York state officer require you to undertake the following:

Regardless of which office you hold, fulfill the following responsibilities:

- Understand the mission and goals of SkillsUSA New York.
- Understand the SkillsUSA New York by-laws
- Understand the SkillsUSA Creed.
- Be familiar with the organizational structure and policies of SkillsUSA New York.
- Understand and correctly use Parliamentary Procedure.
- Memorize appropriate ceremonies and rituals.
- Attend all meetings both on zoom and in person.
- Be prepared to conduct organization and state meetings.
- Be prepared to serve as a speaker.
- Be loyal to SkillsUSA New York.
- 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.
- Must have cleaned and pressed SkillsUSA Official attire for all events.
- Must have active membership status.
- Must have endorsement of the local chapter, instructor, CTE administrator, home school administrator, and parent or guardian.
- Must have at least one year remaining in a secondary CTE program and maintain active SkillsUSA membership.
- Must be available to represent the state through personal appearances during the term of office.
- Must present a campaign speech and address the NYS SkillsUSA Delegation.
- All elected state officers must attend assigned National Leadership and Skills Conference, Summer Leadership, September Leadership, Fall Leadership, Spring Conference Preparation, NYS Spring Conference.

New York State Officer Code of Conduct

All SkillsUSA New York state officers are expected to consistently behave in a professional and businesslike manner. Their conduct at events, at school, online, and in their personal time must reflect the ideals of SkillsUSA. Officers agree to the contract conditions below 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.

Continuing Conduct Expectations

• All officers shall behave courteously and respectfully. Refrain from language and actions that bring discredit upon the officer, school, family, or SkillsUSA New York.

• Conduct that disrupts a businesslike atmosphere, unauthorized association with non-conference individuals, or activities that endanger self or others will not be allowed.

• Clothes must be clean, pressed, and appropriate for the assigned SkillsUSA casual, travel, or business dress code.

• Do not deface public or private property. Individuals responsible must pay for damage to hotel rooms, furnishings, or buildings.

• Advisors will conduct one or more room checks after curfew and may follow up with phone checks.

• Keep the State Director, Team Managers, and assigned advisor informed of activities and whereabouts. Report accidents, injuries, or illnesses to the State Director when they occur.

• Always travel with a group, never alone. Do not use isolated stairwells alone or enter poorly lit areas or areas with little pedestrian traffic.

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.

Campaign Material and Campaigning

The total cost of campaign expenses for State Officer candidates cannot exceed $250. Include purchases, rentals, shipping, and donated or borrowed items at fair market value. Keep receipts, samples, and an itemized statement of campaign materials. The itemized statement must be submitted to the State Officer Team Managers at the NYS Spring Delegate Session.

1. Campaigning begins only when authorized by the State Office. Any campaigning at an area or regional conference for Area Vice President must follow State Office authorization and conference instructions.

2. During the Delegate Session, Officer Candidates will have the opportunity to campaign at the State Leadership and Skills Conference. Campaign material may include posters, displays and literature that you wish to share. Three-sided display boards can be very effective in presenting your ideas. You will be responsible for providing your own easel, if one is needed. Your Chapter Advisor and Campaign Manager may help you set up your materials. Your Campaign Manager does not necessarily have to be a voting delegate.

3. No campaign material shall be attached to the walls or other property of the conference facility. 4. Time will be provided for delegates to "meet the candidates."

5. Business sessions are reserved for campaign speeches and election of officers. If applicable, the campaign manager prepares a one-minute introduction, followed by the candidate's three-minute campaign speech. Candidates must be ready to answer an impromptu question and should prepare a short campaign slogan and sample materials.

6. Local chapters are expected to encourage and observe good taste in the promotion of their candidate, so as not to disrupt any planned event of the conference. Because the "public eye" focuses on this event annually, it is necessary that delegates reflect the conduct expected and desired in "putting our best foot forward."

7. With respect for anti-litter concerns and cost to individuals and local chapters, campaign materials should be held to a minimum. Food (including candy) and/or beverage are prohibited in the campaign area and are not allowed as part of a campaign display.

8. It is the responsibility of each officer candidate to see that all campaign material is picked up and removed. No campaign material will be allowed in the election session.

9. It is the responsibility of the state officer candidate to ensure that campaign areas are kept neat and that promotional items do not cause litter problems. If materials are found in disorder or on the floor, then the problem will be addressed with the candidate and their chapter advisor.

10. There will be NO campaigning after curfew.

11. Officer Candidates and newly elected Vice Presidents are required to address the delegates at the Spring Conference.

12. Complete the written SkillsUSA knowledge assessment via Google Form before the interview and the verbal Pledge assessment during the interview. At least 80 percent is required on each to retain eligibility. Follow State Office instructions for the official ballot photograph during the delegate session.

13. The State Office will approve eligible candidates and communicate ballot and election procedures. No candidate may be nominated from the floor.

Outline of Office Duties

President:

• Demonstrate the ability to follow the SkillsUSA Framework and put it into action.
• Knows what work must be done.
• Presides over meetings, make sure they begin on time and follow the order of business.
• Never interjects personal opinions or dominates the meeting.
• Has a complete understanding of the matters to be discussed and the possible effects of his or her recommendations.
• Conducts meetings following correct parliamentary procedure and allows ample, but not excessive time for discussion.
• Brings issues to a satisfactory conclusion when sensing a discussion is dragging or being monopolized.
• Prepare and present quarterly board report.
• Prepare and submit monthly officer report to State Secretary.

Area Vice President:Regional Vice President:

• First assistant to the president.
• Presides at meetings and other functions in the absence of the president.
• Must be well informed of the issues and skilled in handling the state association's business.
• Carries specific responsibilities for program planning, often with help from a program committee, to determine the program topics, secure speakers and arrange for necessary facilities.
• Prepare and submit monthly officer report to State Secretary.

Secretary:

• Keeps all state officer team records for continuous reference to all that has happened.
• With the president, sets a tentative agenda of each meeting several days in advance.
• Advises the president during the meeting about the agenda.
• Keep the minutes of each meeting.
• Keep the final copy of the state officer team's calendar of activities.
• Prepare and submit monthly officer report.
• Collect monthly officer reports and submit to State Officer Team Managers.

Treasurer:

• Keeps the record of the assigned state officer funds.
• Maintains accurate records of income and expenses.
• Makes a complete inventory of the state officer team supplies, equipment, books and other materials with the assistance of the officer advisors. Submit inventory to the State Director.
• Assist the NYS CFO at Fall Leadership.
• Knows all the regulations about handling the finances as determined by the constitution or by-laws and school policy.
• Issues and maintains records of receipts.
• Prepare and submit monthly officer report to State Secretary.

Reporter:

- Promotes news about the state to the chapters.
- Develops news stories on state activities.
- Takes photos and videos of SkillsUSA NY events to promote to local media.
- Prepare and submit monthly officer report to State Secretary.

Parliamentarian:

- Follows the meeting agenda to ensure the meeting is run according to the rules.
- When needed helps the president lead a fair and efficient meeting.
- Has a working knowledge of parliamentary procedure, has a working knowledge of Robert's Rules of Order.
- Helps the members learn basic parliamentary procedure in order to productively engage in meetings.
- Prepare and submit monthly officer report to State Secretary.

Historian:

- It is the duty of the historian to keep a record or history of the state's activities and achievements during the year.
- Assists state director with conference presentations.
- The historian should be compiling records of year long events.
- Prepare and send out End of Year report on activities of SkillsUSA New York.
- Prepare and submit monthly officer report to State Secretary.

Officer at Large:

- Assist as assigned to include Community Service, Alumni Engagement and Social Committee activities from state director and state officer team managers.
- Be prepared to fulfill the roles of absentee state officers.
- Prepare and submit monthly officer report to State Secretary.

NYS SkillsUSA State Officer Accountability Action Guide

Purpose

This guide establishes a clear, consistent, and enforceable system of accountability for NYS SkillsUSA State Officers. State Officers are elected to represent NYS SkillsUSA at the highest level. With that honor comes elevated responsibility. Failure to meet expectations will result in disciplinary action.

This guide operates in alignment with the NYS SkillsUSA Code of Conduct and applies to all Student State Officers for the duration of their term.

Core Expectations for NYS SkillsUSA State Officers

State Officers are expected to:

- Attend all required meetings, trainings, conferences, and events
- Meet all assigned deadlines and responsibilities
- Demonstrate professional, respectful behavior at all times
- Uphold the NYS SkillsUSA Code of Conduct
- Follow all conference, travel, hotel, and school policies
- Communicate proactively with advisors if challenges arise
- Represent NYS SkillsUSA positively in person and online

Attendance Expectations

- Officers may have no more than two absences without reasoning during their term
- Absences must be communicated in advance whenever possible
- Repeated lateness or early departures may count as attendance violations
- Failure to attend required conferences or trainings without approval is a serious violation

Categories of Violations

Attendance Violations

- Exceeding the allowed number of unexcused absences
- Missing required meetings, events, or conferences
- Pattern of late arrival or early departure

Performance Violations

- Missed deadlines
- Incomplete or low-quality work
- Failure to follow through on assigned duties
- Lack of preparation for presentations, trainings, or officer responsibilities

Behavioral Violations

- Unprofessional or disruptive behavior
- Disrespect toward peers, advisors, staff, partners, or officials
- Failure to follow directions during conferences or events
- Conduct that undermines team effectiveness

Code of Conduct Violations

- Any violation of the NYS SkillsUSA Code of Conduct
- Behavior that damages the reputation of NYS SkillsUSA
- Safety violations or actions placing others at risk

Social Media Expectations and Violations

State Officers are held to a higher standard online.

Violations include but are not limited to:

- Posting inappropriate, offensive, or disrespectful content
- Content involving alcohol, drugs, or illegal activity
- Negative or harmful commentary related to SkillsUSA, schools, advisors, or events
- Misrepresentation of NYS SkillsUSA or misuse of logos or titles

Online behavior is treated the same as in-person behavior.

Progressive Disciplinary Action Levels

Level 1: Verbal Warning and Coaching

Used for:

- First-time or minor violations
- Missed deadlines
- Attendance concerns without a pattern

Actions:

- Verbal discussion with State Officer Advisor or Team Manager
- Expectations clearly restated
- Officer provided opportunity to correct behavior
- Documentation maintained internally

Goal: Immediate correction and growth

Level 2: Written Warning and Improvement Plan

Used for:

- Repeated Level 1 violations
- Failure to improve after coaching
- Moderate behavioral or performance concerns

Actions:

- Formal written warning
- Meeting with advisors or Team Managers
- Written Improvement Plan outlining expectations, deadlines, and supports
- Officer remains in position and continues to attend conferences

Goal: Structured accountability with support

Level 3: Probation

Used for:

- Continued failure to meet expectations
- Serious behavioral concerns
- Multiple attendance or performance violations

Actions:

- Officer placed on probation for a defined period
- Increased monitoring and mandatory check-ins
- Officer may continue to attend state and national conferences
- Clear criteria provided for removal from probation

Goal: Final opportunity to demonstrate responsibility and professionalism

Level 4: Removal from Office

Used for:

- Failure to meet probation requirements
- Major Code of Conduct violations
- Behavior that significantly harms NYS SkillsUSA
- Safety-related incidents

Authority:

- Final decision made by the NYS SkillsUSA Director in collaboration with State Officer Team Managers

Actions:

- Officer removed from position
- Loss of eligibility to represent NYS SkillsUSA as a State Officer
- Parent or guardian notification
- School administration notified

Goal: Protect the integrity and reputation of NYS SkillsUSA

Immediate Removal Clause

Certain behaviors may result in immediate removal, bypassing progressive steps, including:

- Alcohol, drug use, or illegal activity
- Harassment, bullying, or discrimination
- Serious safety violations
- Gross misconduct at conferences or events
- Actions that place others or the organization at risk

Documentation and Due Process

- All disciplinary actions will be documented
- Officers will be informed clearly of concerns and expectations
- Consistency will be maintained across the officer team
- Context and severity will be considered, but standards remain firm

Growth and Leadership Development Focus

Discipline exists to:

- Build real leadership skills
- Reinforce accountability
- Prepare officers for professional environments
- Maintain trust in NYS SkillsUSA leadership

State Officers are expected to respond with maturity, ownership, and a commitment to improvement.

NYS SkillsUSA Student State Officer Disciplinary Write-Up Form

Student State Officer Information

- Officer Name: _____
- Officer Position: _____
- School: _____
- Date of Incident: _____
- Date of Write-Up: _____
- Advisor / Team Manager Completing Form: _____

Type of Violation

(Check all that apply)

☐ Attendance Violation

☐ Missed Deadline / Performance Issue

☐ Behavioral Concern

☐ Code of Conduct Violation

☐ Social Media Violation

Description of Incident

(Provide a clear, factual description. Include dates, times, locations, and specific actions.)

_____

_____

_____

Disciplinary Level Assigned

(Check one)

☐ Level 1 - Verbal Warning and Coaching

☐ Level 2 - Written Warning and Improvement Plan

☐ Level 3 - Probation

☐ Level 4 - Removal from Office

Relevant Expectations or Policies Violated

(Check all that apply)

☐ Attendance Expectations

☐ Deadline and Performance Expectations

☐ Behavioral Expectations

☐ NYS SkillsUSA Code of Conduct

☐ Social Media Expectations

Corrective Actions and Expectations for Improvement

(Clearly state what must change and by when.)

_____

_____

_____

Deadline for Improvement (if applicable): _____

Consequences if Expectations Are Not Met

(Explain next steps if improvement does not occur.)

_____

_____

_____

Officer Response

(Optional but encouraged)

_____

_____

Acknowledgment

By signing below, I acknowledge that this disciplinary action has been reviewed with me. My signature does not necessarily indicate agreement, but confirms receipt and understanding.

- Student State Officer Signature: _____ Date: _____
- Advisor / Team Manager Signature: _____ Date: _____

Administrative Use Only

☐ Documentation filed ☐ Monitoring initiated ☐ Probation terms established

☐ Removal review initiated ☐ Parent and School Notified (Removal Only)