

SkillsUSA ND State Officer Candidate Packet

2020-2021 School Year



SkillsUSA North Dakota elects its state officers during the state conference of each year for the coming school year. Elected officers will be assigned to their office during Officer Training in June.

SkillsUSA ND State Officer Candidate Packet 2020-2021 School Year

Deadline

Packet must be submitted by candidate's local SkillsUSA advisor postmarked no later than March 20, 2020.

Mail to:

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Is Running for SkillsUSA ND State Office Right for Me?

We are excited that you are considering running for a SkillsUSA North Dakota State Office. The opportunities provided to state officers are tremendous and many of our state office alumni count their time as an officer as a pivotal experience in their life. Along with the opportunities and benefits of being an officer comes many important responsibilities. Be sure that you carefully consider your decision to run for state office and what it requires.

It is important to realize that although academics remain the number one priority, you will not be able to fall behind in your responsibilities as a SkillsUSA officer. You will be required to participate in the team decision-making process, perform your assigned tasks, and attend all required conferences and events. The June officer training is the only opportunity for you to bond with your team and learn your job. If you are unable to attend this training for any reason, emergency or not, you will have to forfeit your officer position.

It is important to understand that if you are elected you will be required to attend conference, officer meetings and SkillsUSA events throughout the year. You will not be allowed to leave early, come late or miss any parts of these events (except in the case of an extreme emergency). We have frequently had officers who had to miss out on big games, dances, trips, etc. because they conflicted with their state officer responsibilities. The expectation is that your state officer responsibilities and commitments will take priority after your academics. Your role as state officer must come ahead of other extracurricular activities. If this is not possible, please do not apply. Please carefully review the documents and information in this packet to be sure that you fully understand what will be expected/required of you as a state officer if you are elected.

If you are willing to make this kind of commitment and are the type of person that has the drive to succeed and the encouragement and dedication to get the job done, a SkillsUSA ND office is definitely for you! If you are unsure, you may want to speak with your advisor to see if running for a state officer position is right for you. If you decide to run for office, be assured that holding state office will be one of the most memorable experiences of your life and one of the most effective career preparation experiences you could ever have while in high school.



State Officer Candidate Requirements Checklist

- Enroll in a Career & Technical Education program for the entire duration of my officer term. This enrollment must be in a Trade, Industry & Technical Education, Health Sciences Education or Information Technology program.
- Maintain a minimum GPA of 2.0 in all courses.

The following items should be submitted to State Office:

- State officer application form with attached picture
- State officer commitment, signed by all parties
- Counselor verification form
- Personal resume
- Completed SkillsUSA Candidate SkillsUSA Knowledge Questions
- Typed essay (minimum 200 words) "What Being a SkillsUSA State Officer Would Mean to Me." You will also be giving this as a speech during the Voting Delegate Session at State Conference.

Should you be elected as a State Officer, the following are recommended to be completed during your one-year term.

- Presentation to a local civic organization about the importance of Career & Technical Education and SkillsUSA to you and all students.
- Presentation to your school board about the importance of Career & Technical Education and SkillsUSA to you and all students.
- Conduct a promotional event or activity at your school to provide students with more information about SkillsUSA & Career & Technical Education.
- Contact a State Congressional Member, either face to face or via email, and tell them about the importance of Career & Technical Education and SkillsUSA to you and all students.



State Officer Commitment and Support Verification Form

I understand the time, travel, and attire commitment which must be made by a state SkillsUSA officer and assure the SkillsUSA State Director that the officer will attend all required meetings, events and fulfill all duties of their office. I will assure that if the officer is unable to attend any meeting or events due to an emergency situation, the state officer will provide immediate notice to the State Director. Upon signing this form, I formally acknowledge my full commitment of the candidate and pledge my support to assist the candidate in fulfilling all requirements of their office should they be elected as an officer.

Parent/Guardian Signature

Date

School Administrator Signature

Date

I assure the SkillsUSA North Dakota Association that if at any time I will be unable to attend any of the required meetings or events due to an emergency situation, I will provide notice to the State SkillsUSA Director as soon as possible. I understand that failure to attend required meetings and events, failure to perform the duties of my office, or failure to adhere to the SkillsUSA North Dakota Code of Conduct could result in my dismissal from office.

Officer Candidate

Date



State Officer Advisor Commitment Form

Thank you for encouraging your student to step forward and seek a state officer position. The SkillsUSA ND State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative and much more. In short, it is a unique and valuable experience that we are excited to share with your students.

Along with the considerable benefits that come with being a state officer there are important responsibilities that officers take on and we need your help to ensure that students who plan to run for state office are aware of these responsibilities and, if elected, both you and they will ensure that those responsibilities are fulfilled.

As an advisor with a candidate and, if elected, a state officer the expectation is that you will:

- Chaperone State officers during required functions i.e.: Officer Training in June, State Conference, Fall Conference and any meetings arranged by the State Director.
- Make a personal commitment to cooperate with the State Advisor to ensure that your state officer fulfills all of their state officer responsibilities.
- Serve as an ongoing mentor to your state officer.
- Assist with the ongoing training of all officers.
- Check regularly to ensure your officer is maintaining the required GPA and report any failure to do so to State Advisor.

By signing this form you are making a commitment to your candidate/state officer and SkillsUSA North Dakota. Training and directing our state officers is a team effort and it is essential that the officer's advisor is a part of that team.

Chapter Advisor

Date



Counselor Verification Form

Candidate's Name: _____

Name of School: _____

Program of Study: _____

This candidate has one or more years left in a Career & Technical Education program: Yes No

This candidate has a GPA of 2.0 or above: Yes No

Counselor Name (Print)

Counselor Signature

Date



State Officer Application

Name:		School:	
Graduation Year:		Program of Study:	
Advisor:		Home Address:	
Parent Phone:		Candidate's Phone:	
Date of Birth:		Email Address:	
Parent/Guardian Name:			

If elected to a State Office for SkillsUSA North Dakota, I agree to:

- Be enrolled in a Career & Technical Education program for the duration of my officer term. This enrollment must be in a Trade, Industry & Technical Education or Health Sciences Education program.
- Represent our State Association to the very best of my ability and abide by the Code of Conduct.
- Promote the growth and development of local SkillsUSA ND Chapters.
- Learn the duties of my office.
- Demonstrate at all time, through my attitude, appearance and actions, the positive advantages of membership in SkillsUSA.
- Attend all mandatory training and planning meetings i.e.: Officer Training in June, Fall Conference, State Conference and any meetings call by the State Director.
- Maintain a minimum GPA of 2.0 in all courses.
- I have a red blazer to use for officer training, National Conference, and State Conference or I agree to fundraise \$99 to purchase one no later than June 1.

Officer Candidate

Date



State Officer Candidate SkillsUSA Knowledge Questions

Name:		School:		Advisor:	
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Type the answers to the following questions. Use additional pages if necessary. Answers can be found in the SkillsUSA Leadership Handbook and/or the National SkillsUSA website.

1. What is the SkillsUSA motto and what does it mean to you?

2. What is the current SkillsUSA theme?

3. What are the SkillsUSA colors and what do they each represent?

4. What is the SkillsUSA Creed?

5. List the seven areas of the SkillsUSA Program of Work.

6. List four purposes of SkillsUSA.

7. List the five symbols of the SkillsUSA Emblem and what they represent.

8. What is the SkillsUSA Pledge?

9. When is National SkillsUSA week?

10. SkillsUSA originally formed in 1965 as VICA. What does VICA stand for?

11. The name of the Organization was officially changed to just SkillsUSA on what date?

12. What is the SkillsUSA National website address?

13. What is the SkillsUSA North Dakota website address?

“What Being a SkillsUSA State Officer Would Mean to Me” Essay

Minimum 200 words

(You will also be giving this as a speech during the Voting Delegate Session at State Conference.)

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the candidate to write their 200-word essay.



Expenses Outline

Hotel and meal expenses will be covered for the officer for required events which include June Leadership Training, Fall Conference, State Conference and any meetings/trainings coordinated by the State Director. Meals to and from these events will not be covered.

Fall Conference – Night before dinner, Breakfast and Lunch are covered day of conference. Hotel is covered for first night.

June Leadership Training – All hotel, meals and some snacks will be provided during this training.

National Conference – Is not a required event. If officers choose to attend it will be at their own expense. If they have not won their state competition, they will be allowed to attend as voting delegation representing North Dakota. Travel, hotel, meals and observer registration fees during National Conference will be at their own expense. If Officers are interested in attending Leverage Training prior to the National Conference, the cost of hotel, registration and meals during the training will be covered at the rate of 50%. The Officer's Advisor must agree to chaperone the Officer for the entire duration of the training and conference. The State Office requires written approval and confirmation of the school's acceptance to cover all costs not covered by SkillsUSA ND prior to any arrangements being made.

Official Dress with Red Jacket – Red jacket is not provided by SkillsUSA ND. This is the responsibility of the state officer or local chapter. T-shirts, name badges and polo shirts are provided.

State Conference – Meals will be provided during the conference; however, if the officer chooses to go with other members from their school, those meals will be at their own expense. Hotel is covered for Saturday, Sunday and Monday nights.

Advisor Expenses – When with a state officer, the advisor lodging and meals will be provided. When traveling with your entire chapter, expenses will not be covered by SkillsUSA ND. Contact your local administration to verify their policy. Schools can be reimbursed by the State for a portion of travel if it has been approved in their annual plan.



2020-2021 State Officer CALENDAR OF EVENTS

June

- 8-11 CTSO Officer Training *
- 22-26 National Leadership & Skills Conference – Louisville, KY

September

- 19-23 Washington Leadership Training Institute – Alexandria, Virginia

October

- TBD Fall Leadership Conference *
- 22-25 Mid-America Leadership Conference – Columbus, NE

January

- 31 Mid-Winter Meeting*

February

- 1 CTE in Memorial Hall
- 7-13 SkillsUSA Week

April

- 18-20 SkillsUSA ND State Leadership & Skills Conference - Bismarck, ND*

Virtual Meetings (through Zoom)*

- TBD August, November, January, March

*Meeting dates/Events that are required of State Officers.

State Director	Websites
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