

**SkillsUSA Washington
State Officer Application
2018-2019**



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SkillsUSA Washington – “SkillsUSA: Champions at Work”

Thinking of becoming a State Officer?

Ask yourself the following questions

- ✓ Can I explain, to a complete stranger (in professional dialogue), the purpose of SkillsUSA? Are you able to convey to others the way your program benefits our society?
- ✓ Will SkillsUSA be your top priority in your school and around the state?
- ✓ Will you be able to miss approximately 10 class days during the school year for SkillsUSA business and still maintain at least a grade point average of 2.5?
- ✓ Are you willing to travel across the state for leadership training and to promote SkillsUSA?
- ✓ Will you be able to attend the SkillsUSA events for Washington on the dates indicated in the SkillsUSA Washington State Officer Contract, page 6 & 7?

If you can answer **Yes** to the above questions, SkillsUSA Washington is looking for you! To apply please submit the following pages **to be received** by the state director by **April 13, 2018**.

SkillsUSA Washington
PO Box 2698
Olympia, WA 98507

Email: tlufkin@comcast.net

These items should be paper clipped together in the following order. No notebooks, folders or staples.

- Proof of active membership by March 1st of the current year.
- Minimum Qualifications List
- Personal Data Form
- State Officer Contract and Code of Conduct Form
- Internet Code of Conduct Form
- Personal Liability and Medical Release Form
- Letter of endorsement from your SkillsUSA Advisor
- Letter of support from a school administrator
- Personal Resume
- Current Transcript

Applications must be complete with required signatures and requested documentation.

State Officer Candidate Process Overview

- Turn in application
- Take required professional test at state conference
- Meet and interview with State Officer Trainers
- Prepare 3-5 minute speech to deliver at State Conference Delegate Session
- Voting takes place by secret ballot at State Delegate Session at State Conference
- To be elected you must be approved by application, interview and voting at state delegate session at state conference

Meet our State Staff!

- Terri Lufkin, Executive Director – tlufkin@comcast.net – arranges training & helps organize!
- Doug Meyer – supports us in the state OSPI office – doug.meyer@k12.wa.us
- Officer Trainers – not yet hired!

Minimum Qualifications List

Full Name	_____	School Name	_____
Home Address	_____	School Address	_____
Home City/Zip	_____	School City/Zip	_____
Home Phone	_____	School Phone	_____
Email	_____	School Fax	_____
		School Advisor Name	_____
		School Advisor Email	_____
Cell Phone	_____		

To qualify you must provide documentation or agree to the following. **Attach supporting documentation for minimum qualifications for the officer candidate.**

1. Have active member status by March 1st.
2. Endorsement of SkillsUSA Advisor and School Administrator.
3. Maintain a minimum accumulative 2.5 GPA. Provide proof of grades with application and monthly to state officer trainers (unofficial transcript acceptable). Failing a course with an F or D may result in removal from the officer team. If grades do not meet these standards, a school administrator will be consulted. Serving as a state officer should not jeopardize a student’s academics.
4. At least one school year remaining in a coherent series of courses or career major that prepares you for further education and/or employment related to technology, the health industry or trades and industry.
5. Will be prepared to earn SkillsUSA Knowledge Assessment (Statesman).
6. Will be available to represent the state organization through personal appearances, as required, which could be **any or all** of the following listed on page 6
7. If elected you must attend all mandatory state officer trainings. If unable to fulfill these commitments, you may be removed from the officer team or duties revoked.
8. Will abide by national and state policy while serving as a State Officer.
9. Have filed candidacy for office (all forms) by deadline of **April 13, 2018**.

As an officer candidate, _____, agrees to items 1-8 previously stated and has the support of parents and school administration.

_____	_____
Officer Candidate	Date
_____	_____
Parent/Guardian	Date
_____	_____
SkillsUSA Advisor	Date
_____	_____
Local Administrator	Date

PERSONAL DATA FORM

Name of Candidate: _____

Age: _____ Date of Birth: _____ Shirt Size: _____

School: _____ Telephone/Cell#: _____ Fax: _____

Career Training Objective: _____

Enrolled in Program type: _____

Year in School: _____ SkillsUSA Advisor: _____

SkillsUSA Honors (offices held, awards received, etc.): _____

Other Honors (school, district, community, state and national): _____

Favorite hobbies, interests and activities: _____

Parent/Guardian Name:	
Address:	
City, State, Zip Code:	
Phone Number:	Email:
Occupation:	Daytime phone:
Evening Phone:	Cell Phone:

State Officer Contract and Code of Conduct SkillsUSA Washington

As a state officer of SkillsUSA Washington, you have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times while both representing the organization and on your personal time. You will have an opportunity to meet students, advisors, administrators, business, and industry & labor representatives during your term of office. Your actions will set a standard for SkillsUSA members to follow. When you sign this State Officer Contract, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members. You will also be reaffirming the ideals of SkillsUSA Washington.

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

1. I will, at all times, respect all public and private property.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. 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.
5. I will not use alcohol beverages or illegal drugs at any time.
6. I will not leave the hotel/motel to which I am assigned without the expressed permission of my advisor, officer trainers and/or state directors.
7. My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
8. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
9. I will honor my state officer position by not using tobacco at official SkillsUSA activities.
10. I will respect authority at all times.
11. I will attend all activities for which I am assigned/registered and will be on time to all functions and assignments.
12. I will adhere to the assigned dress code at all times.
13. I will abide the Internet Code of Conduct.
14. I will attend the following functions as assigned:
 - a. State Officer Training (3 or 4 days) – first Training May 20-22, 2018 in Lacey, WA
 - b. Fall Leadership Conference - CISPUS – November 1 – November 3, 2018
 - c. Winter Legislative Meeting (1 day)
 - d. Spring Regional Leadership Conference (1 day)
 - e. State Conference Planning Meeting (2-3 days, February or March)
 - f. State SkillsUSA Conference – April 23-28, 2019
 - g. Others as assigned
15. I will strive to maintain above average grades in all my classes and a minimum GPA of 2.5. I will send monthly grade updates to the officer trainers.
16. I will attend school each day it is in session, unless I am on official SkillsUSA business or other school related activity. I will make up all work missed.
17. I will accept State 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 Washington.
18. I will ensure my name is submitted and that dues have been paid to cover membership for the year in which I am an officer.

Internet Code of Conduct

As an officer for SkillsUSA, you are a public figure. As an officer you represent your school, your state association and the national SkillsUSA association. As you post content to personal and public web pages, i.e. Twitter, FaceBook, Instagram, YouTube or other sites, keep in mind that people you do not know (including potential employers or admissions officers) have the ability to review and archive your personal postings. These personal sites are being used as a point of reference to your site. Be sure your personal materials, including comments, photographs, video or sound files, would not embarrass you if they were viewed by SkillsUSA staff, business partners, or instructors.

Email addresses: if your personal email address does not project a professional image, create a new email address for any SkillsUSA correspondence. Be sure to check email daily during your term of office as travel opportunities are often offered via email.

As an officer of SkillsUSA, I will represent SkillsUSA Washington with respect. This means for my term of office, any content I post on the web where SkillsUSA is mentioned on sites such as Twitter, Facebook, Instagram, YouTube or other sites will be reviewed by my advisor, parent or state directors. My email address used for SkillsUSA business must be reviewed by an authorized adult such as my advisor, parent or state directors. I also understand that these websites will be monitored and I may be requested to remove material.

If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences as a state officer for violating the State Officer Code of Conduct.

I have read and understand the information in this document. I agree to abide by this policy for the direction of any office I have been elected or appointed for SkillsUSA Washington.

_____ Student Signature	_____ Date
_____ Parent or Guardian Signature	_____ Date
_____ SkillsUSA Washington Advisor	_____ Date
_____ Local Administrator	_____ Date

SkillsUSA Washington Personal Liability and Medical Release Form

Name: _____

Home Address: _____

City/Zip: _____

Phone Number: _____

Parent's name: _____

Parent's Cell Phone: _____

I hereby agree to release SkillsUSA Washington Association Inc., its representatives, agents, servants and employees from liability for any injury to the named person resulting from any cause whatsoever occurring to the named person at any time while attending a SkillsUSA Washington event. Including travel to and from the event, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees. I voluntarily assume all risk and danger relating to the event, whether occurring prior to, during or after the event. I do voluntarily authorize SkillsUSA Washington representatives or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routing or emergency medical treatment for the named person as deemed necessary in medical judgment. Parents/guardians of participant will allow emergency medical treatment to be administered as needed. Any further treatment will require parental/guardian consultation. I agree to indemnify and hold harmless SkillsUSA Washington Association, High School Secondary Division, Incorporated and/or assistants and designees for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards. Having read and understood completely the "Code of Conduct" of SkillsUSA Washington Association High School Secondary Division, Incorporated, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing SkillsUSA Incorporated.

NOTE: All persons under legal age must have a parent or guardian sign this form. Participants should have an insurance card on their person at all times.

Parent/Guardian

Date

Participant

Date