



SkillsUSA State Officer Advisor / Chaperone Expectations

Advisors/Chaperones,

As a SkillsUSA State Officer Advisor/Chaperone, you play a critical role in supporting and guiding the leadership journey of our state officers. Your involvement ensures that student leaders grow in professionalism, responsibility, and personal development. The following expectations outline your responsibilities throughout the officer term:

1. Leadership and Mentorship

- Serve as a mentor and positive role model for your assigned officer(s).
- Guide officers in maintaining professionalism, responsibility, and accountability.
- Provide regular check-ins with your officer(s) to monitor progress on goals and assignments.

2. Communication

- Maintain open and timely communication with state staff, officers, and other advisors.
- Respond promptly to emails and phone calls related to officer responsibilities and events.
- Ensure your officers are following the same guidelines for responding promptly to emails and phone calls related to their responsibilities and events.
- Help officers meet deadlines for assignments and event preparation.

3. Event Participation

- Attend all required state officer trainings, conferences, and events (e.g., SOLT Training, Fall Leadership Camp, Legislative Advocacy Day, State Leadership and Skills Conference, National Leadership & Skills Conference, and others if applicable).
- Support officer attendance and punctuality at all sessions and scheduled activities.
- Supervise your officer(s) during travel and overnight events.

4. Professionalism and Conduct

- Support and uphold the SkillsUSA Code of Conduct at all events and meetings.
- Ensure your officer(s) are dressed appropriately for all activities, following the SkillsUSA dress code guidelines as outlined in the agenda (Advisors: SkillsUSA attire when possible).
- Guide and hold your officer(s) accountable to represent the organization respectfully and with integrity in all settings – both in-person and virtual.



5. Logistics and Support

- Assist with transportation, registration, and travel arrangements as needed for officer events.
- Help your officer manage academic responsibilities alongside SkillsUSA duties.
- Be prepared to step in to support officer duties if challenges arise.

6. Advocacy and Encouragement

- Promote officer activities and initiatives at the local and regional level.
- Encourage participation in state and national SkillsUSA programs and competitions.
- Help build officer confidence and leadership through constructive feedback and encouragement.

Final Note from the Executive Leadership

Thank you for your commitment to supporting the growth and success of our state officers. Your guidance, encouragement, and presence are essential to helping these student leaders rise to their full potential. You are not just an advisor/chaperone, you are a mentor, a role model, and a partner in leadership development.

This journey will require patience, consistency, and heart. We are here to collaborate with you, support you, and ensure we provide the best experience possible for our students. Together, we will help shape a team that leads with integrity, serves with purpose, and builds a legacy of excellence.

Acknowledgment & Signature

Advisor/Chaperone Printed Name: _____

Officer Printed Name: _____

School/Chapter: _____

I have read and agree to the expectations outlined above as a SkillsUSA State Officer Advisor or Chaperone. I commit to supporting the mission and vision of SkillsUSA through the guidance and mentorship of our student leaders.

(Advisor/Chaperone Signature)

(Date)