



**SkillsUSA Idaho
State Officer Application**

2020 - 2021

Dear SkillsUSA State Officer Candidate,

You are about to embark on the journey of a lifetime, state officer candidacy. Please ensure that you have read the application packet thoroughly, and understand and agree to all requirements and statements. Being elected into a SkillsUSA Idaho State Officer position is an honor and privilege afforded to only a few students each year. Please ensure that prior to submitting the application you are willing to commit to the duties and responsibilities required.

SkillsUSA Idaho State Officer are an integral part of our operations, and the success of our association depends upon your involvement and leadership. Should you have additional questions pertaining to state officer candidacy, the duties and responsibilities of a state officer, or anything else, please do not hesitate to contact your advisor or our office.

Below are the items that should be included in your application:

- State Officer Candidate Packet (all pages completed, signed, dated, etc.)
- Letter of support from current advisor
- Letter of support from current administrator (principal or other school administrator)
- Copy of SkillsUSA Statesman Award Certificate

Sincerely,

A handwritten signature in black ink, appearing to read "Sean Courtright".

Sean Courtright
SkillsUSA Idaho CTSO Manager

A handwritten signature in black ink, appearing to read "Chet Andes".

Chet Andes
SkillsUSA Idaho State Director

SkillsUSA State Officer Application Packet

Running for State Office

State officer candidates should be mature and demonstrate responsibility and leadership qualities.

Deadlines/Dates:

- All applications need to be emailed (sean.courtright@cte.idaho.gov) or mailed to Sean Courtright (650 W. State Street P.O. Box 83720 Boise, ID 83720-0095; FAX 208.334.2365) postmarked by **March 6, 2020** (late/lost applications will not be accepted).
- No Applications will be accepted at the conference, as application screening starts **Wednesday, April 1, 2020**.
- All applicants must have earned their statesman pin before the conference begins.
- All officer candidates need to report to the Nampa Civic Center (room to be determined) at 8:00 a.m. on **Thursday, April 2, 2020** for interviews. Full official dress is mandatory for interviews, and a copy of your resume should be provided for each member of the interview panel (4 total).
- Candidates will be asked a series of questions in front of the panel of delegates.
- Candidates will need to come to the Friday closing and awards ceremony, in full official dress.

Requirements for State Officer Candidates:

- Has at least one full year remaining in his/her division's trade, industrial, or technical field.
- Has active member status at the school where the chapter is established and is enrolled.
- Has attended a SkillsUSA Idaho BASIC Training Conference or SkillsUSA Idaho State Leadership & Skills Conference (SLSC).
- Will be available to represent the state organization at the events listed on the State Officer Events and Schedule.
- Will respect the nomination, election, and campaign policy restrictions.
- Will, if elected, attend induction during the 2020 SkillsUSA Idaho SLSC.

Notes:

- Each state officer or his/her chapter must purchase/provide the state officer with an official SkillsUSA jacket.
- Each state officer must purchase the following uniform items: Black slacks or skirt, white shirt or blouse, black shoes, and black tie. If an officer is not wearing the approved/appropriate dress, he/she will not be allowed to participate in the sanctioned event.

Selection Process / Election Process:

- A screening committee will review each candidate's credentials prior to interview. Once the screening committee has identified that all requirements have been met, those applications will be forwarded to the nominating committee.
- Candidates will be interviewed by the nominating committee and placement committee and must fulfill their statesman requirements prior to the interview. Interviews for officer candidates will take place on the Thursday morning of State Skills and Leadership Conference.
- After the interview by the nominating committee Thursday morning, candidates will be asked to respond to two questions on stage during the opening session. Based on those impromptu responses and the interviews that morning, the nominating committee will provide the list of nominations to the delegation during the closing session.
- This list of candidates will be the slate of officers for the 2020 - 2021 Membership year. Once the delegation provides a voice vote for the slate of officers, the placement committee will collaborate and place the candidates into their respective offices, which will be announced and installed towards the end of the closing session.

State Officer Candidate Form – Page 1

Please check one: Postsecondary Secondary

First Name: _____ **Last Name:** _____

Full Home Address: _____

Phone Number: _____ **Email:** _____

School Name: _____ **Advisor Name:** _____

School Address: _____

School Phone Number: _____ **Advisor Email:** _____

Area of Occupational Training: _____

Year in School (Secondary/Postsecondary) Freshman Sophomore Junior Senior

If you are a high school senior, which college will you attend? (If none, provide reason why)

Signatures

Applicant Signature: _____ **Advisor Signature:** _____

School Administrator/Principal Signature: _____ *Check here if over 18*

Postsecondary Advisor Signature (for high school seniors): _____

Parent/Legal Guardian Signature: _____ **Date:** _____

(Please continue on the next page)

State Officer Candidate Form – Page 2

Date of Birth (MM/DD/YYYY): _____

Name(s) of Parent(s)/Guardian(s): _____

Address(s) of parent(s)/Guardian(s): _____

Cell Phone: _____

Work Phone: _____

Email Address(s): _____

Please list the names of individuals below who should receive copies of correspondence including parents, advisor(s), and a school principal. Please include email addresses.

Name: _____

Relationship to you: _____

Phone Number: _____

Email Address: _____

Name: _____

Relationship to you: _____

Phone Number: _____

Email Address: _____

Name: _____

Relationship to you: _____

Phone Number: _____

Email Address: _____

Your Information

Employment History (Job Titles Only): _____

SkillsUSA Honors (Offices Held, Awards Received, etc.): _____

Other Honors (School, Community, State, National): _____

Memberships in Other Organizations: _____

Hobbies, Interests, Activities: _____

Please complete the following statements in the space provided (50 words or less)

I want to become a state officer because: _____

As a state officer, I want to accomplish the following: _____

I like my occupational area because: _____

After I complete my training program, I plan to get the following type of job: _____

The best thing about my instructor is: _____

Please describe yourself, your accomplishments, and both your short-term and long-term goals: _____

State Officer Roles and Duties

Please read each of the State Officer roles and their key duties, then list your top two preferred positions in the space provided below. Please also provide a brief explanation of why you prefer these positions.

The responsibilities are similar for both Secondary and Postsecondary officer positions.

Please note that additional positions may be appointed upon high volume of qualified state officer applicants.

President

- Presides over officer meetings, and offers unbiased opinions and judgements
- Is able to work with others, provide encouragement, offer information, and delegate tasks
- Has a working knowledge about parliamentary procedure

Vice President

- Is well informed on officer happenings
- Functions in the absence of the President
- Conducts officer planning
- Assists the parliamentarian in preparing the meetings

Secretary

- Sets meeting agendas
- Uploads agendas and meeting minutes to shared drive
- Fulfills correspondence

Treasurer

- Maintains communication with state staff regarding records of income and expenses
- Provides financial updates in officer meetings
- Delegates fundraising responsibilities with fellow officers (SLSC)

Reporter

- Works with state staff in maintaining social media relations
- Writes articles for website
- Prepares news releases regarding community and national involvement – WLTI, SLSC, NLSC, etc.

Parliamentarian

- Holds authority for parliamentary procedure
- Serves as a consultant for procedural matters
- Possesses knowledge of parliamentary law (Robert’s Rules of Order)
- Ensures parliamentary procedure is followed correctly in meetings and is reflected in secretary’s recorded minutes

In the space below, please provide your first and second preferred position if elected along with a brief explanation as to why you believe you would be a qualified candidate for these positions.

1st Choice: _____

2nd Choice: _____

State Officer Contract

As a state officer of SkillsUSA Idaho, you have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times while representing the organization and on your personal time. You will have an opportunity to meet students, advisors, administrators, as well as business, industry, and labor representatives during your term of office. Your actions will set a standard for all 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.

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

- At all times, respect all public and private property.
- Always spend each night in the room of the hotel/motel to which I am assigned.
- My spouse/significant other, family members, and friends will not be permitted to accompany or room with me as a state officer unless the individual is designated as a chaperone.
- Strictly abide by the curfew established, retire to my assigned room (unless on special assignment by the state director, state advisor, or their designated representative), and I will respect the rights of others by being as quiet as possible after curfew.
- Not be in the room of the opposite sex at any time.
- Not consume alcoholic beverages and drugs (unless I have been ordered to take certain prescription drugs by a licensed physician, in which case I will carry the orders of the physician on my person).
- Keep the state director, state advisor, or designated representative informed of my location at all times.
- Not leave the hotel room to which I am assigned without the express permission of my assigned representative.
- My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
- I will attend all general sessions and other activities for which I am assigned/registered, and I will arrive on time.
- Respect official SkillsUSA dress by not smoking while in uniform.
- Adhere to the dress code at all times as required.
- I will maintain average grades (“C” or 2.0 GPA) and should I fail to do this, I will consult with my SkillsUSA advisor and make a plan to correct the situation. I will show improvement by the end of the next full grading period, or I know that my SkillsUSA advisor will send a report to the SkillsUSA Idaho Board of Directors.
- I will send my reports so they are received by the assigned date, regardless of my other activities.
- Attend school each day it is in session, unless I am on a SkillsUSA assignment or ill. I will make up all work in the classes that I miss.
- I will accept SkillsUSA assignments when possible, and understand that I am to keep accurate records of all expenses incurred. I will submit the required forms and receipts within five days of completion of an assignment.
- I will submit my name on a membership roster and pay dues as a member for the year in which I am an officer.
- If involved in any activity that is detrimental to SkillsUSA and/or my school, such as a police arrest for DUI or drug charges, I will immediately forfeit my office.
- If I quit school, become suspended, or expelled before completing my program I will forfeit my office.
- I will attend or be taking classes at the school where my SkillsUSA chapter is hosted.
- I will respect authority at all times.
- I will represent SkillsUSA Idaho and my state with respect. This means that for my term of office any content I post on social media platforms such as Snapchat, Facebook, YouTube, Twitter or other websites, and my email address, must be reviewed by the state advisor/director, my advisor, or designated representative. I also understand that these web sites, and my email account will be monitored and I may be requested to remove inappropriate material.

(Please continue on the next page)

Mandatory Communication Requirements

One of the key hallmarks of a successful state officer team is maintaining thorough and consistent communications with all fellow officers, along with SkillsUSA Idaho state staff members.

Upon elections, a state officer email address will be provided to you. This will serve as the main platform of communications among the officer team, as well as with members of the state SkillsUSA staff and board. The utmost professional means of communicating will be maintained at all times when using this email address, and any inappropriate correspondence is automatic grounds for suspension or removal from your elected officer position.

Violations and Penalties

Violations of any of the above items may be grounds for disqualification or suspension from an activity or office. The violator will be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the state officer's parents, advisor, and school administrator.

"I understand that, by signing this contract, if I am in violation of any of the above regulations and/or conduct myself in a manner unbecoming of a SkillsUSA Idaho State Officer, I may be suspended from further state officer activity or lose my officer status. I further agree to accept the penalty imposed on me with the understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with the severity of the violation."

Applicant Signature: _____ **Date:** _____

I have read and understand the SkillsUSA Idaho State Officer Contract and agree to support its guidelines and the above named student to the best of my ability.

Parent/Guardian Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Social Media Code of Conduct

While holding my SkillsUSA office (April 2020– April 2021) I, _____ agree to follow all the guidelines of SkillsUSA with regard to social media use. This includes, but is not limited to Facebook, Twitter, Pinterest, Tumblr, Snapchat, and Instagram. As an elected officer of Idaho SkillsUSA, I agree to the following:

- I will not post any content on my social media pages that reveals myself, or anyone else participating in any illegal activity or other questionable activities.
- I will not say anything derogatory towards a specific religious or political group.
- I will not post any pictures or statuses that reveal inappropriate public displays of affection (PDA).
- I will not post any content with vulgar language or references.

In addition, officers will abide by the following guidelines of a leader:

- Use proper grammar in every post on social media
- Maintain a positive and professional image
- Wear appropriate clothing in a modest manner
- Promote SkillsUSA and build excitement for members through my social media pages
- Support the other officers on social media with regard to SkillsUSA and personal activities
- Keep the other officers accountable for their actions on social media by use of private messaging and in connection with an appropriate advisor. When asked to remove a certain post, I will respect that opinion and take down the post.
- Always be respectful on social media

I understand that if I am found in violation of any of these areas, the appropriate advisor and governing body will decide upon a consequence that fits the transgression. (Including but not limited to state officer behavior contract or removal from office.)

Applicant Signature: _____

Date: _____

State Officer Events and Schedule

State officers will be required to attend the following events. Failure to attend one or more of these events may result in forfeiture of the state officer position. If a state officer cannot attend any one of the events due to an extreme emergency, he/she will notify both the state director and SkillsUSA Manager in writing and by phone.

TIME COMMITMENT & RESPONSIBILITIES					
Event	Date	Location	Attendance	Student Responsibility	Idaho SkillsUSA Responsibility
New Officer Orientation	April 3, 2020 Immediately following Awards	Nampa Civic Center	Required	Cellphone: To exchange phone numbers and note important dates	
Monthly Conference Calls	TBD by Officer Team	Google hangout or in person	Required	Internet connection, device	
Joint Student Leadership (JSL)	June 8 – 11, 2020	TBD	Required	Incidentals & Extra Meals	Travel, Lodging, & Meals During Conference
Leverage Training and National Leadership & Skills Conference (NLSC)	Leverage: June 20-22, 2020 NLSC: June 22-26, 2020	Kentucky Expo Center Louisville, KY	Highly Encouraged; Not Required		Hotel, Meals and Registrtrion. for those attending Leverage and NLSC
REACH	August 3-6, 2020	Boise, ID	Required, President only		Travel, Lodging, & Meals During Conference
Washington Leadership Training Institute (WLTI)	September 19-23, 2020	Washington D.C.	Highly Encouraged: Not Required	Internet Capable Device, Incidentals & Extra Meals	Travel, Lodging, & Meals During Conference
Building and Achieving Success in Idaho Chapters (BASIC)	September 21-24, 2020 October 4-8, 2020	TBD	Each Officer is required to attend at least one		Travel, Lodging, & Meals During Conference
Student Day at the Legislature (SDAL)	January, 2021	Boise, ID	Required for State President		Travel, Lodging, & Meals During Conference
Winter Planning	January 2021	Boise, ID	Required		Travel, Hotel, Meals

State Officer Travel Permission Form

I understand that state officers of SkillsUSA Idaho are required to travel to attend the following functions:

- REACH
- Joint Student Leadership (JSL)
- Washington, D.C. Leadership Training Institute (WLTl) – Secondary and postsecondary (Optional)
- BASIC
- Student Day at the Legislature (SDAL) – Secondary and postsecondary president only
- State Skills and Leadership Conference (SLSC)

I understand that state officers of SkillsUSA Idaho who are under 18 years of age may travel without the supervision of the state director, state advisor, or other authorized person until they reach their destination. Upon arrival at their destination, they will be supervised until their departure home.

If parents/guardians, school administrators, chapter advisors, or other caretakers are not comfortable with this requirement, they shall be responsible for providing a chaperone during travel at their own expense.

Parent/Guardian Signature: _____

Advisor Signature: _____

School Principal Signature: _____

Travel Information

Nearest Airport to candidate's home: _____

List any airlines with which you have frequent flyer accounts: _____

Full Legal Name on ID: _____

SkillsUSA Idaho Personal & Liability Release Form

This form must be fully completed and properly signed or participation will be denied.

The participant's signature must appear on this form.

The parent's or guardian's signature is an absolute requirement for those under the age of 18.

PLEASE ATTACH PHOTOCOPIES OF YOUR MEDICAL INSURANCE CARD (FRONT AND BACK).

Read the other side of this form. If you understand and agree to the conditions, please fill out the form below and sign.

Type or print clearly.

Chapter: _____

Participant Full Legal Name: _____

Age: _____ **Date of Birth (MM/DD/YYYY):** _____

Participant Home Address: _____

City/State/Zip: _____ **Phone:** _____

Name of Emergency Contact: _____

Emergency Contact Address: _____

Emergency Contact Phone: _____ **Email:** _____

Name of Family Physician: _____

Physician Address: _____

Physician Phone: _____ **Email:** _____

Name of Person Responsible for Paying Medical Bills (guarantor) & Relationship to Participant:

Guarantor Employer: _____ **Employer Phone:** _____

Employer Address: _____

Insurance Company Name: _____

Insurance Company Address: _____

Insurance Plan Number: _____

Insurance Group Number: _____

Insurance ID Number: _____

If you do not have any medical insurance, please sign here: _____

(Please continue on the next page)

Do you have any known allergies? If yes, please explain: _____

Are you taking any medications? If yes, please list: _____

Do you have a history of allergies or any known medical conditions? If yes, please explain: _____

When did you last have a tetanus shot? _____

If participant is over the age of 18 and can provide signature for himself/herself, please check this box

Having read and understood completely the Personal Liability and Medical Release, the Code of Conduct, and the Photography and Sound Release agreements on the other side of this form, I, by signing below, do hereby agree to abide by these in their entirety and completely release SkillsUSA Idaho. **Participant must sign!**

Signature of Participant: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

SkillsUSA Idaho Personal Liability and Medical Release

I _____ hereby agree to release SkillsUSA Idaho, 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 conference or event sponsored by SkillsUSA Idaho, including travel to and from the conference/event, excepting only such injury or damage resulting from willful acts of representatives, agents, servants, and employees.

I do voluntarily authorize the SkillsUSA Idaho office assistants and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine 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 Idaho 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 Idaho, 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.

Note:

All persons under legal age must have a parent or guardian sign this form (see other side). If you are age 18 or older, please indicate that on the other side of this form. Otherwise, this form will be returned for a parent/guardian signature. All participants must sign this form.

Participants:

Be sure that you understand the Code of Conduct. Any person violating these rules may be sent home at their own expense, may cause other participants to be sent home, or may otherwise disqualify their chapter from participating.

Code of Conduct Agreement:

This conference or event is an educational function and all plans are made with that objective. It is approved as a major educational activity by the Idaho Career & Technical Education.

SkillsUSA Idaho wants every person to have an enjoyable experience with maximum attention to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation's greatest student organization.

In order that everyone may receive maximum benefits from their participation, this "Code of Conduct" was established by the National Board of Directors of SkillsUSA and has been adopted as a policy by the SkillsUSA Idaho Board of Directors and must be adhered to at all times. It should be noted that attendance is voluntary, not mandatory, and as such you agree to abide by the official conference rules and regulations or forfeit your personal rights to attend and participate. SkillsUSA Idaho is proud of its members, and knows that by signing this Code of Conduct, you are simply reaffirming your dedication to be the best possible representative of your chapter.

Violations and Penalties:

I agree that if, for any reason, I am in violation of any of the rules of the conference or event, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me.

I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense. Violations will be grounds for immediate removal from office and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's school district and parents or guardians.

Some violations may result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's school district and parents or guardians. Repeated violations of rules may result in the participant being sent home at his/her own expense.

Photography, Web, and Sound Release:

I hereby grant SkillsUSA, SkillsUSA Idaho, and the Idaho Division of Career & Technical Education permission to make and use still or motion pictures and sound recordings, separately or in combination, as deemed necessary. Further, I relinquish all rights, title, interest in, and income from the finished product and grant them the right to give, sell, transfer, or exhibit same to any individual, firm, radio or television station or network, publication, governmental agency, and their assignees without payment or consideration from me. My agreement to perform under camera, lighting, and stated conditions is voluntary, and I do hereby waive all personal claims, causes of action, damages, against the above arising from a performance or appearance.

"I give the Idaho Division of Career & Technical Education (ICTE), permission with respect to the image(s), (photographs, film, tape, etc.), taken of me during any SkillsUSA or SkillsUSA Idaho sanctioned event, to use the image(s) on the ICTE Web Site along with my name in conjunction therewith, if ICTE so chooses. I release and discharge the person(s) who took the image(s) of me, his/her heirs, executors, assigns and any designee from any and all claims and demands arising out of or in connection with the use of these images (photographs, film, tape) including, but not limited to any claims for defamation or invasion of privacy."

Initial: _____

I certify that the above named individual agrees to the terms outlined in the above Liability & Medical Release.

Applicant Full Printed Name: _____

Applicant Signature: _____ **Date:** _____

Parent/Guardian Full Printed Name: _____

Parent/Guardian Signature: _____ **Date:** _____

SkillsUSA Idaho Statesman Award Requirements Form

Last Name: _____ First Name: _____

Trade (program area): _____

School Name: _____

The following answers must be provided orally to the Chapter President and/or Advisor by the State Officer Candidate and their initials must be provided upon providing accurate responses. Please do not initial unless accuracy is verbally demonstrated to Chapter President and/or Chapter Advisor:

Statesman Requirements:	Applicant Initials
1. Know and recite the SkillsUSA motto	
2. Know the symbolism of the SkillsUSA Emblem and state the 5 components of the emblem and what they represent: a. Shield b. Gear c. Torch d. Orbital Circles e. Hands	
3. Recite the SkillsUSA Pledge	
4. Know and state the SkillsUSA Theme	
5. Know and state the colors that represent the National SkillsUSA Organization, and what they represent	
6. Know and state the names of the SkillsUSA Idaho State Advisor, SkillsUSA CTSO Manager, and the National Executive Director of SkillsUSA	
7. State the URL (website addresses) for National SkillsUSA and SkillsUSA Idaho	
8. Visit the National SkillsUSA website and view the “Key Facts” page under the “About Us” link	
9. Name the 5 elements of the SkillsUSA Creed	
10. Name the 7 components of the National Program of Work	

“I certify that the above named individual has successfully demonstrated knowledge and performance of each of the required elements for this award”

Chapter Advisor Printed Name: _____

Chapter Advisor Signature: _____ Date: _____

Chapter President Printed Name: _____

Chapter President Signature: _____ Date: _____

Please submit this completed application to:

Sean Courtright
SkillsUSA Idaho CTSO Manager
650 W State Street, Rm. 324
Boise, ID 83720

Phone: 208-429-5553

Fax: 208-334-2365

Email: Sean.Courtright@cte.Idaho.gov

Applications are accepted via mail, email, or dropped off in person