



**2017 State and National Officer Candidate
Screening
Instructor's Packet**

State Officer Program 2017-2018

Purpose: To ensure that SkillsUSA Ohio has the best representation and quality officers possible to serve as ambassadors for the state organization, not only in local communities and schools, but on a State Level. In order for Ohio to have proper representation, it is necessary to ensure proper and prepared candidates to complete the year of service that is required by the officers. The program will provide a greater understanding of the organization for State Officers in order to expand their opportunities, duties, and responsibilities prior to conferences and provide a greater professional development opportunity in order for the State Officers to serve as ambassadors for the organization.

Expectations: State Officers are expected to maintain grades greater than a “C” average and abide by the code of conduct at all times. Violation of either of these conditions will result in removal from office. State Officers need to achieve a minimum of an 80% on the officer exam, complete an application, essay, and enrollment packet complete with headshot photo by March 24, 2017. State Officers are expected to be active throughout the year; it is an on-going commitment. Officers should take this into consideration before applying to run for office. Officers may be selected for special responsibilities throughout the year based on merit. Throughout the year, officers will be responsible for serving as ambassadors for their regions and with their schools, making public relations contacts, and promoting the organization with the guidance of SkillsUSA Ohio. All officers will be responsible for providing a bi-monthly report to show their growth and outreach efforts.

MANDATORY EVENTS-Failure to complete any of these may result in removal from office.

***State Officer Retreat – June 5-9, 2017** – Receive training on becoming a state officer and other professional development opportunities, including interaction with business and industry partners. Assist in training National Voting Delegates and Candidates while learning how to lead the National Delegation in Louisville, KY.

***Ohio National Prep Conference –June 9, 2017-** Meet National Voting delegates and learn responsibilities of National Conference

***National Conference—June 19-24, 2017** — Attend National Conference in Louisville, KY, and serve as leaders for Ohio Delegation and National Officer Candidates. Select leadership opportunities may also be included during this conference.

***Summer Camp – July 10-14, 2017** --Perform all ceremonies at Summer Camp while providing training to students on various topics to be decided at State Officer Retreat. Serve as Assistant Group Leaders. Interact and serve as ambassadors with peers.

***Ohio State Fair – July 26 – August 6, 2017** – Share SkillsUSA Ohio Message, officers will not be required to be in attendance every day, select dates to be determined.

***Fall Retreat- (1 evening & 1 day late Sept/Early Oct)**-Preparation for fall leadership conference, presentation and script work

***Fall Leadership Conference – October 25-27, 2017** – Lead and facilitate fall conference including opening ceremony. Select Officers will be assigned presentations for students and advisors.

***Winter Retreat-November/December, 2017**-End of year wrap up and coming year planning

***Goodwill Tour-Year Long/Selected Dates** – Serve as student Ambassadors to visit different schools and business and industry partners in order to educate and promote SkillsUSA.

***State Conference Retreat- Feb/March 2018**-Preparation for State Conference.

***State Conference (5 days in April 2018)**– Serve as courtesy corps, working with state staff and regional advisors to set up and maintain the conference Lead State Delegate Assembly, perform opening ceremony, and provide advance courtesy corps roles as assigned, elect and install new team of officers.

OPTIONAL OPPORTUNITIES

***SkillsUSA Board Meetings- October & February-** 1 day report to SkillsUSA Ohio Board of Directors.

***CTEP Meeting and Report-October & March-**1 day report to CTEP about SkillsUSA

***Washington Leadership Training Institute (WLTI)- September 2017**-Officers will be given the opportunity to apply with Assistant State Director for a unique leadership experience provided by SkillsUSA National program.

***Regional Officer Training Institute (ROTI) – January 2018** – Regional Officer Training in Washington D.C. Serve as leaders and facilitators for training regional officers. Serve as ambassadors with National Office. Any officer that does not attend WLTI will be required to attend ROTI

***Regional Conferences – February/March 2018**– Work with Regional Advisors assigned to their region to perform Awards Ceremony and assist with making the conference a success.

Roles at all of these conferences and special invitations will be determined based on the assets, skills, and interests of each student; the goal is to ensure that all students get the most out of their regional officer experience while representing SkillsUSA Ohio to the best of their ability.

State Officer Election Process

State Officers will be elected at the High School State Delegate Assembly held at the SkillsUSA Ohio Championships. Each school that has qualified voting delegates is eligible to submit one candidate for each office. Candidates must complete the screening process and be eligible to participate in the election.

State Officer Candidate Qualifications

1. Candidates must be an active high school SkillsUSA member for the current year by the SkillsUSA Ohio dues deadline.
2. Candidates must be enrolled in an approved Career-Technical program and participating in a SkillsUSA Chapter.
3. Candidates may not have previously held or currently hold a state office.
4. Each campus is permitted to test as many potential candidates as they wish.
 - a. A maximum of 7 candidates may run from any single campus.
 - b. CANDIDATES MAY BE FRESHMEN, SOPHOMORES, JUNIORS.
5. No Career-Technical Planning District can have the president elected two years in a row.
6. Candidates cannot be state voting delegates
7. Candidates cannot compete in the state SkillsUSA Championships
8. Candidates are not eligible to run for national office

9. A maximum of seven officers will be elected for each Region:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Parliamentarian
 - f. Reporter
 - g. Historian

Procedure to run for state office

1. The candidate must complete a State Officer Candidate Application.
2. An administrator/advisor must request screening test materials prior to the request cut-off date of March 3, 2017.
3. A school administrator/advisor must administer the screening test **(student can take the test one time only)**.
 - a. Test will consist of 25 multiple-choice questions from Levels 1 & 2 of the PDP, SkillsUSA Student Workbook, and/or Leadership Handbook.
4. The candidate must score 80% or better to be placed on the primary ballot.
5. An administrator must return the qualified application to the SkillsUSA Ohio office by March 24, 2017.
6. The candidate must attend the state conference delegate assembly, and:
 - a. Must be in Official SkillsUSA dress.
 - b. Give speech of no more than 2 minutes in length.
 - c. Top two candidates for each office will appear on final ballot.
 - d. Top two candidates will respond to a problematic oral question based on SkillsUSA knowledge and leadership.
 - e. Skits are not permitted.
 - f. Candidates may not use their own school names in their speech.
 - g. Candidates are not permitted to use other school names in their speech.
 - h. Candidates are not permitted to ask for audience participation.
 - i. Campaigning in any form or manner may not take place with any students, teachers, administrators, delegates or other schools prior to the mandatory state officer orientation meeting on Tuesday.
 - j. Campaign materials may only be displayed in designated Meet the Candidate area.
 - k. Materials that do not fit within the designated campaign space will not be permitted.
 - l. State Candidates may participate in a meet the candidate session prior to election.

2017 High School National Officer Candidate Training Program

Purpose: To ensure SkillsUSA Ohio has the best representation and quality officers possible to serve as ambassadors for the organization, not only in local communities and schools, but also on a national level. In order for Ohio to have proper representation at the National Level, it is important to ensure that Ohio is able to get two officers elected, and that these officers are of quality caliber and substance. The program will provide a greater understanding of the organization for National Officers in order to expand their opportunities, duties, and responsibilities prior to conferences and provide a greater professional development opportunity.

Expectations: National Officer Candidates will be expected to maintain grades greater than a "C" average and abide by the Code of Conduct at all times. Violation of either of these conditions may result in removal from office.

National Officer Candidates need to complete the first two levels of the PDP Program, as well as an application (complete with photograph), essay and enrollment packet by March 24. Each potential National Officer Candidate will have to complete an interview process with a team selected by the Assistant State Director. The outcome of the interview will determine the candidate's ability to run for one of the two spots before the State Delegation at the State Conference in April. Once the officer candidates have been selected to go onto Nationals by the State Delegation, they will be expected to attend delegate training which will take place in June. This will provide added training and knowledge the candidates will need prior to their arrival at Nationals, while allowing the delegates to get to know the candidates to the best of their ability in order to better assist our candidates. The officer candidates will be expected to maintain an active role during the year after their election, even if they are not elected Nationally, based on merit and performance at Nationals. Throughout the year, officers will be responsible for serving as ambassadors for their regions and for their school, making public contacts and promoting the organization with the guidance of SkillsUSA Ohio. All officers will be responsible for providing a bi-monthly report to show their growth and outreach efforts.

***Getting elected to National Office does not guarantee the National Officer a spot on the State Officer Team; this will be based on merit of the officer.**

***Assignments and conferences are determined by SkillsUSA and must be approved by the school and state association.**

***Ohio National Prep Conference –June 9, 2017-** Meet National Voting delegates and learn responsibilities of National Conference

***National Leverage and Activate Training for Student Leaders and National Engage Training for Advisors- June 17-19, 2017-**This training is mandatory for National Officer Candidates and their Advisors. This expense is to be covered by the candidate and the school running the candidate. This is a crucial training for National Officer Candidates to insure their success.

***National Conference (Year 1) June 19-24, 2017 –** Running a quality campaign and ensuring the best representation of SkillsUSA Ohio, keeping in mind and abiding by the Code of Conduct at all times. (Year 2) Under the direction of National Staff, represent Ohio to the best of their ability at the National Conference while staying in communication with SkillsUSA Ohio.

***Fall Conference** – Assist State Officers and Presenters – Select Officers will be assigned presentations for students and advisors.

***Regional Conference** – Work with Regional Advisors assigned to their region to perform Awards Ceremony and assist with making the conference a success.

***State Conference-** Assist State Staff/ Advisors and Officers in providing a quality conference to SkillsUSA Ohio's membership.

If officers are evaluated to be of quality substance and merit, they may be asked to be an extension of the SkillsUSA Ohio State Officer Team.

Roles at all conferences and special invitations will be determined based on the assets, skills, and interests of each student; the goal is to ensure that all students get the most out of their officer experience while representing SkillsUSA Ohio to the best of their ability.

The National Officer Candidate Selection Process

The National Officer Candidate election will be at the State Delegate Assembly. Ohio will have a maximum of two National High School Officer Candidates. The office they are running for will be determined during the National Officer Candidate Orientation at the National Prep Conference in June. The two candidate positions are: Region III Vice President and National Officer-at-Large.

National Officer Candidate Qualifications

1. They must be a paid SkillsUSA member.
2. They must be enrolled in an approved Career-Technical program.
3. They must have one full year remaining in a Career-Technical Education program.
4. Each CTPD may test as many students as they would like.
5. They cannot serve as High School Voting Delegates at the State Delegate Assembly.
6. They **cannot** compete in the state SkillsUSA Championships.
7. They must attend one non-school day of training (during State Officer's Retreat). Failure to attend may result in removal from the national ballot.
8. They must attend the Ohio National Prep Conference on Friday, June 9, 2017.

Procedure to run for national office

1. The candidate must complete application.
2. An administrator must request screening test prior to test request cut-off date of March 3, 2017.
3. A school administrator must administer screening test, and:
 - Students can take the test one time only.
 - Test will consist of 25 multiple-choice questions from Levels 1 & 2 of the PDP, the SkillsUSA Student Workbook, and the Leadership Handbook.
4. The student must score 80% or better to be on the primary ballot and must present evidence of PDP completion at screening interview on Tuesday of the state conference.
5. The administrator must return cover sheet of the application packet to the SkillsUSA Ohio office prior to the test return cut-off date of March 24, 2017. The complete packet must be submitted by March 24, 2017.

6. By March 24, 2017, the Administrator or Lead Advisor must contact SkillsUSA Ohio to schedule an appointment for National Officer Candidate's Interview. The interview must be completed by March 31, 2017, in order for the Candidate to be considered for the ballot. The interview may be completed in person or by phone.
7. The application packet will be reviewed and the candidates will be interviewed by a screening committee. (The committee will consist of State Director, SkillsUSA Ohio Staff and/or members of the Ohio Department of Education.) This committee will determine final eligibility of the Candidate to be placed on the ballot.
8. Candidates and their advisors **must** attend the national conference at their school's expense. See National Application for further details.
9. The candidate must attend the state conference delegate assembly, and:
 - a. Must be in Official SkillsUSA dress.
 - b. Give speech of no more than 2 minutes in length.
 - c. Top two candidates for each office will appear on final ballot.
 - d. Top two candidates will respond to a problematic oral question based on SkillsUSA knowledge and leadership.
 - e. Skits are not permitted.
 - f. Candidates may not use their own school names in their speech.
 - g. Candidates are not permitted to use other school names in their speech.
 - h. Candidates are not permitted to ask for audience participation.
 - i. Campaigning in any form or manner may not take place with any students, teachers, administrators, delegates or other schools prior to the mandatory state officer orientation meeting on Tuesday.
 - j. Campaign materials may only be displayed in designated Meet the Candidate area.
 - k. Materials that do not fit within the designated campaign space will not be permitted.
 - l. National Officer Candidates may participate in a meet the candidate session prior to election.

High School Delegate Assembly Procedures

The High School State Delegate Assembly will happen in April at the State Leadership and Skills Conference. The High School State Officers and National Officer Candidates for the following year will be elected in April.

General Information

1. Only pre-qualified officer candidates may run for office.
2. Only qualified voting delegates will be eligible to receive a ballot.
3. Campaigning in any form or manner may not take place with any students, teachers, administrators, delegates or other schools prior to the orientation.
4. Candidates may not have previously held or currently hold the office they are running for.
5. Any inappropriate or derogatory comments made by candidates or school delegation may result in disqualification.
6. Candidates must wear official SkillsUSA attire.

Speech

1. No more than 2 minutes in length
2. Cannot use own school name
3. Cannot use names of other schools or candidates
4. Cannot ask for audience participation
5. No props or skits may be used during your speech

Problematic Question

1. Top two candidates for each office will appear on final ballot.
2. Top two candidates will respond to a problematic oral question based on SkillsUSA knowledge and leadership.
3. Candidates on final ballot will have one minute to answer the question.

Ties

1. A tie for second place on the primary ballot will result in the candidate with the most votes (first place) and both second place candidates being on the final ballot.
2. A tie on the final ballot will be broken by the results of the preliminary ballot. If still tied, another impromptu question will be asked by the SkillsUSA Ohio state director or designated person and the delegates will vote by secret ballot. This procedure will continue until the tie is broken.

The State and National Officer Candidate Screening Test

The State Officer Candidate Screening Test has been developed to insure that candidates for State Office and for National Officer Candidates have taken some time to learn about SkillsUSA mission and program of work. It is important to the SkillsUSA Program that schools strictly adhere to the policies and procedures with regard to the selection of regional officer candidates. Elected officers will represent both the State Association and the local school on a national platform.

This test is administered at the local level so that schools may screen candidates prior to the SkillsUSA Ohio Championships. In order to maintain the integrity of this program we ask the Administrator or Advisor proctoring the test to strictly follow the guidelines below. Failure to do so may result in the disqualification of the candidate and or candidates from the school. The ability to proctor this test at the local level has been done as a cost-savings process for the local school to insure the candidates they put up for office are serious.

Prior to testing:

- Candidates should be given a copy of the following:
 - State or National Officer Program Overview
 - Appropriate Application
 - Appropriate Study Resources
 - Date of when the testing will take place

Testing Process:

- This test is a pre-qualifier for students interested in running for Office.
- All testing should be proctored by an Administrator or Advisor
- **Administrator or Advisor must request access on Screening Test Request form by March 3, 2017.**
- Proctor will receive an emailed confirmation packet for Site Password.
- You may test as many students as you like.
- At the conclusion of the test, they will be given immediate feedback as to whether they have passed or failed.
- Any student who is a member of SkillsUSA may take the pre-qualification Test.
- Test should be given in a controlled setting under supervision of an advisor or administrator.
- Students are only permitted to take the test once. Once they hit the submit button the results are final!!
- A passing score of 80% is required.
- The test is closed book.
- Students are to read the questions carefully and select the appropriate answer.
- Students are not able to return to the question after they have answered it.
- Honesty and Integrity are core values of SkillsUSA. Each student agrees to work independently of others taking the test. Students found cheating may be disqualified.

- Students who pass this test should consult their local advisor for other qualifications that must be met to seek the nomination for Regional Officer Candidate.
- While many students may take the pre-qualification test, each school may only nominate 7 candidates.
- Contact SkillsUSA Ohio at 614-466-8782 if you are having difficulty with the website.

After the Test

- Students will receive immediate feedback as to whether they have passed or not.
- Those students who have passed are now eligible to begin the application process.
- Each student should complete the application and obtain the appropriate signatures.
- The school advisor/administrator should then review all applicants and through a structured process make a determination that they are eligible to run for Office.
- In this packet there are copies Letters to give to the student and Parents about the Officer Programs.
- Application Materials are due by March 24, 2017, in the SkillsUSA Ohio office.
- Only 7 State Officer Candidates and 2 National Officer Candidates are permitted to run from any school.



THIS FORM MUST BE TYPED!! DUE MARCH 3, 2017.

State/National Officer Candidate Screening Information Request Form

The Regional Officer Screening Test has been developed to insure that candidates for Regional Office have taken some time to learn about SkillsUSA mission and program of work. You may test as many students as you like. At the conclusion of the test, they will be given immediate feedback as to whether they have passed or failed.

Each CTPD may test as many students as they desire. To request access to the test, this form must be returned to SkillsUSA Ohio no later than **March 3, 2017**. I understand that all test questions will come from the Leadership Handbook, SkillsUSA Student Workbook Sections 1-3 and the entire Level 1 workbook of the PDP. I also understand this test must be proctored by an administrator or advisor.

School Administrator/Advisor: _____

School: _____

Email Address to send information: _____

Phone Number: _____

By sending this form, I understand that an administrator/advisor will proctor the test according to SkillsUSA Ohio Policies and that prior to the actual testing; neither my students nor advisors will have access to the test.

Advisor/Administrator's Signature

Date

Return to: SkillsUSA Ohio
tamyra.plotts@education.ohio.gov

SkillsUSA Ohio State Officer Candidate Application

2017-2018

Purpose: To ensure SkillsUSA Ohio has the quality officers best representation and possible to serve as ambassadors in their communities, schools, and the State Level. In order for Ohio to have proper representation, it is necessary to ensure proper and prepared candidates to complete the year of service required by the officers. This program will provide a greater understanding of the organization by expanding their duties, responsibilities and a greater professional development opportunity to serve as ambassadors for SkillsUSA Ohio and career-technical education.

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Roles at all of these conferences and special invitations will be determined based on the assets, skills, and interests of each student; the goal is to ensure that all students get the most out of their regional officer experience while representing SkillsUSA Ohio to the best of their ability.

SkillsUSA Ohio State Officer Candidate Application

PLEASE TYPE!

INCLUDE COMPLETED APPLICATION, ESSAY, and HEADSHOT PHOTO

I. Personal Information

Name _____ School _____

Home Address _____ School Address _____

City _____ ZIP _____ City _____ ZIP _____

Career-Technical Program: _____

Date of Birth: _____ Age: _____ Male: ___ Female: _____

Home Phone: (Area Code): _____

Email Address: _____

Father's Name: _____ Mother's Name: _____

SkillsUSA Advisor's Name(s): _____

Advisor's Email(s): _____

Years of Career-Technical Programming Completed: _____ Current Grade in High School: _____

Check the statements that apply to you:

- I am or was a chapter officer.
- I am or was a regional officer.
- I attended Fall Conference.
- I attended State Leadership Conference

T-Shirt Size _____

Officer Positions (check only one officer position per application)

President Vice President Secretary Treasurer
 Reporter Parliamentarian Historian Undecided

III. Essay

In no more than one page single spaced please answer:

What will you bring to SkillsUSA Ohio by becoming a State Officer, and in what ways do you hope to better the organization?

Officer Responsibilities, Duties and Endorsements

No campaigning is permitted prior to 8:00 a.m. on the day of the delegate assembly. If I am elected as a state officer, I will be required to attend the functions listed on page 1 of this application. However, I understand that attending the National Conference is not the financial responsibility of SkillsUSA Ohio. Failure to attend these activities may be cause for disciplinary action at the discretion of the SkillsUSA Ohio Director and Assistant Director. All elected State Officers must have a valid driver’s license and/or transportation to carry out the duties of their office.

We hereby understand the name of the student on this application is worthy of representing Career-Technical Education as a state officer for SkillsUSA Ohio. We understand that this student must be a paid SkillsUSA member. Additionally, it is understood that as an officer, this student will be required to be absent from class on certain days to attend SkillsUSA Ohio functions. I realize that if this student is elected, **IT IS MANDATORY THAT THEY ATTEND THE NATIONAL CONFERENCE. IT IS THE RESPONSIBILITY OF THE SCHOOL TO PROVIDE A CHAPERONE, TRANSPORTATION TO AND FROM THE CONFERENCE, AND TO PAY ALL EXPENSES FOR THE NATIONAL CONFERENCE.** This officer candidate currently has at least a “C” average in all subject areas.

With the completion of this application I understand the responsibilities of becoming a State Officer and I can accommodate the dates listed above as mandatory responsibilities of my office.

As a school administrator I will support my student in his/her endeavors as a State Officer.

I realize that if this student is elected, **IT IS MANDATORY THAT THEY ATTEND THE NATIONAL CONFERENCE. IT IS THE RESPONSIBILITY OF THE SCHOOL TO PROVIDE A CHAPERONE, TRANSPORTATION TO AND FROM THE CONFERENCE, AND TO PAY ALL EXPENSES FOR THE NATIONAL CONFERENCE.** This officer candidate currently has at least a “C” average in all subject areas.

Signature of Officer Candidate

Signature of Parent/Guardian

Signature of Administrator

Signature of Career-Technical Instructor

Signature of Academic Instructor

If an individual is disabled and needs special assistance or accommodations, please contact the SkillsUSA Ohio Office no later than March 24th. The Ohio Department of Education does not discriminate on the basis of race, color, national origin, sex, religious, age or disability in the provision of services.

Return by March 24, 2017, to: tamyra.plotts@education.ohio.gov

National Officer Candidate Application

PLEASE TYPE! PLEASE INCLUDE A DIGITAL PHOTO, COMPLETED APPLICATION, and ESSAY.

Name _____

School _____

Home Address _____

School Address _____

City _____ ZIP _____

City _____ ZIP _____

Home Phone (____) _____

School Phone (____) _____

Date of Birth _____

Career-Technical Program _____

Father's Name _____

How many levels of the PDP have you completed? _____
(Candidates must have completed Levels 1 and 2.)

Mother's Name _____

Officer Positions

Each CTPD is permitted to send as many prospective national officer candidates as they desire. Submit a separate application for each candidate. National officer candidates run as a candidate only.

Officer Responsibilities, Duties and Endorsements

I am aware, if I am elected as a national officer candidate, I will be required to attend a variety of state and national functions at the discretion of Ohio SkillsUSA and SkillsUSA. I understand that to become a national officer, I must pass a screening interview at the State Conference and be elected as a national officer candidate at the state delegate assembly. All paperwork for Nationals must be completed by March 24, and I will be required to attend a two-day training session in Columbus in June.

This application is correct to the best of my knowledge. I have read and understand the responsibilities and duties of a national officer candidate and agree to perform those duties as assigned to the best of my ability. Additionally, it is understood that if my grades fall below a "C" in any subject area, I may not be permitted to participate in SkillsUSA activities. No campaigning is permitted prior to candidate orientation on Friday at the State Conference.

We hereby understand the name of the student on this application is worthy of representing Career-Technical Education as a national officer candidate for SkillsUSA. We understand that this student must be a paid SkillsUSA member. Additionally, it is understood that as an officer, this student will be required to be absent from class on certain days to attend SkillsUSA functions. I realize that if this student is elected, **IT IS MANDATORY THAT THEY ATTEND THE NATIONAL CONFERENCE. IT IS THE RESPONSIBILITY OF THE SCHOOL TO PROVIDE TRANSPORTATION TO AND FROM THE CONFERENCE AND TO PAY ALL EXPENSES FOR THE NATIONAL CONFERENCE.** This officer candidate currently has at least a "C" average in all subject areas.

Signature of Officer Candidate

Signature of Parent/Guardian

Signature of Administrator

Signature of Vocational Instructor

Signature of Academic Instructor

*If an individual is disabled and needs special assistance or accommodations, please contact the Ohio SkillsUSA Office no later than March 24, 2017. The Ohio Department of Education does not discriminate on the basis of race, color, national origin, sex, religious, age or disability in the provision of services. **This application must be handed in at the time of testing.***

Return by March 24, 2017, to: Tamyra.plotts@education.ohio.gov

National Officer Candidate Application
(Continued)

1). Why do you want to be a National Officer?

2). What is SkillsUSA?

3). What Leadership Experiences have you previously had both in and out of SkillsUSA?

In a one-page essay, please explain what professional goals you hope to accomplish by becoming a SkillsUSA National Officer; and what you hope to bring back to your State Association of SkillsUSA, schools, and communities if elected.

To schedule your interview time, please contact Mrs. Tammy Plotts by March 24, 2017 at Tamyra.plotts@education.ohio.gov.

MEMORANDUM

TO: Parents/Guardians of State Officer Candidates

FROM: Mrs. Jackie Walker

DATE: 2017-2018 School Year

It gives me a great deal of pleasure to inform you that your son/daughter has recently made application to the Ohio Association of SkillsUSA to become a state officer candidate at the 2017 SkillsUSA Ohio Championships Leadership Conference. They have taken that necessary first step in obtaining their career goals by having successfully passed the state officers screening examination with a minimum score of at least 80%.

Their name will appear on the primary ballot at the Delegate Assembly to be held at 2:00 p.m., April 11, 2017 at the Greater Columbus Convention Center. As a candidate for a state office in Ohio, your son/daughter is required to prepare a speech of no more than two minutes in duration, to be given before the voting delegates. After the primary ballot is taken, the Delegate Assembly will reduce the candidate field to the two top candidates for each state officer position. The primary ballot is secret in nature.

The two top candidates' names for each state officer position will then appear on the secondary ballot. Prior to voting, each candidate must respond to an impromptu question dealing with SkillsUSA. The same impromptu question will be used for each candidate.

The installation of the newly elected state officers will take place at the SkillsUSA Ohio Championships Awards Ceremony to be held at 9:00 a.m. on Wednesday, April 12, 2017, in Exhibit Hall A at the Greater Columbus Convention Center. I would strongly encourage you to attend the Delegate Assembly and/or Awards Ceremony. In the event that your son/daughter is fortunate enough to be elected by their peers, it is necessary that you fully understand the duties, responsibilities and commitments that come with the position of state office in Ohio.

First, it is a priority with SkillsUSA Ohio that all state officers maintain an acceptable level of grades in all subject areas while holding a state office. To this end, it is **mandatory** that every state officer submit a copy of their most recent grade report within two weeks of receiving it from their local school. In the event that any grades fall below a "C" average in any subject area, that state officer will be placed on probation until the next grade report demonstrates accepted performance in all subject areas. Probation simply means that time away from school to work on SkillsUSA functions will be severely reduced.

Additionally, it should be understood that Ohio state officers are expected to display exemplary behavior and attitudes at all times, both while acting in an official capacity and in their own school district. State officers become the role models for the more than 28,000 members in the State of Ohio. As state officers, they will have the occasion to meet senators, congressmen, education officials, business and industry leaders and the public in general. Consequently, positive state officer behavior cannot be stressed too strongly. It is **mandatory** that newly elected state officers sign a Code of Conduct. Deviation from the Code of Conduct will be cause for disciplinary action of varying degrees depending on the severity of the infraction. However, it should be understood that any state officer who is suspended for any length of time from their vocational school or home school district, or becomes involved with the use of drugs or alcohol, shall be immediately removed from office.

Every newly elected state officer must be prepared to be totally committed to promoting the ideals of SkillsUSA, understand fully their responsibilities to the organization and to carry out their assigned duties to the best of their ability.

As a parent of a prospective state officer, you may feel that the standards set forth for state officers are overly stringent. However, you must understand that Ohio's expectations of their state officers are high indeed because of the very nature of the organization.

If elected, your son/daughter will become a state officer for the largest career-technical youth organization in the state of Ohio. SkillsUSA promotes the following:

1. *A Belief in the Dignity of Work*
2. *A Belief in the American Way of Life*
3. *A Belief in Education*
4. *A Belief in Fair Play*
5. *A Belief That Satisfaction is Achieved by Good Work*
6. *A Belief in High Moral and Spiritual Standards*

Although the duties, responsibilities and commitments to the organization are demanding, the potential rewards to each state officer are as great as the standards are demanding.

The rewards realized by each state officer may vary according to each individual's personal dedication to the principles set forth by the organization. The rewards of holding state office may very well be improved self-concept and self-esteem, enhanced teamwork skills, personal maturity, heightened awareness of their own worth as an individual, development of leadership abilities and an opportunity to achieve recognition. All of these rewards are intrinsic in nature, however, there are extrinsic rewards in holding a state office. These rewards are a complete uniform, leadership training, state and national travel, with all expenses paid for meals, lodging and social activities associated with this travel.

SkillsUSA Ohio state officers are expected to attend the following SkillsUSA functions in SkillsUSA dress and be prepared to carry out their assigned duties:

- *State Officer Retreat – June 5-9, 2017**
- *Ohio National Prep Conference –June 9, 2017**
- *National Conference—June 19-24, 2017**
- *Summer Camp – July 10-14, 2017**
- *Ohio State Fair – July 26 – August 6, 2017** –officers will not be required to be in attendance every day, select dates to be determined.
- *Fall Retreat- (1 evening & 1 day late Sept/Early Oct)**
- *Fall Leadership Conference – October 25-27, 2017**
- *Winter Retreat-November/December, 2017**
- *Regional Officer Training Institute (ROTI) (5 days)– January 2018**
- *Goodwill Tour-Year Long/Selected Dates**
- *Regional Conferences – February/March 2018**
- *State Conference Retreat- Feb/March 2018**
- *State Conference (5 days in April 2018).**

Failure to attend these functions for reasons other than valid family matters or school requirements, may lead to probation and/or suspension, depending on the frequency of absence.

SkillsUSA Ohio will make every effort to provide transportation for state officers to and from the various functions listed. However, it is the responsibility of the state officer to arrange transportation whenever possible with a personal automobile (parental permission needed), parental or school transportation. Any mileage will be reimbursed by SkillsUSA Ohio.

As a parent, you should be very proud that your son/daughter has successfully completed this first step in realizing their full potential as one of America's New Professionals. As the director of SkillsUSA Ohio, I would ask that you fully support them in their quest for excellence. On behalf of SkillsUSA Ohio, I wish your son/daughter the best of luck in the upcoming election for state office.

If you have any further questions, please contact the state office at 614-466-8782.

cc: School
Officer Candidate

MEMORANDUM

TO: National Officer Candidate

FROM: Mrs. Jackie Walker

DATE: 2017-2018 School Year

On behalf of SkillsUSA Ohio, I would like to take this opportunity to congratulate you on passing the national officer candidate screening test. This means that you may be eligible to run for national officer candidacy (upon completion of your interview) at the 2017 SkillsUSA Ohio Championships to be held April 11 and 12, 2017, at the Greater Columbus Convention Center.

Please contact Mrs. Tammy Plotts to schedule an interview
as soon as possible & prior to March 24, 2017

Tamyra.plotts@education.ohio.gov

. At that time, you should bring your completed national officer candidate application, a resume, evidence of completed PDP 1 and 2 materials and documentation of all requirements listed on the national application. You will then be interviewed by a screening committee, who will determine the final eligibility of each candidate to be placed on the ballot.

If you are chosen as an eligible candidate, you should follow the guidelines listed below.

1. All candidates will be required to attend the Opening General Session at 12:00 p.m. At the conclusion of the Opening General Session, there will be a Meet the Candidates session. *Please see posted State High School Delegate Assembly Updated Procedures on our website.*
2. You will give your speech in front of the Delegate Assembly which will start at 2:00 p.m. on Tuesday, April 11, 2017, at The Greater Columbus Convention Center (Room to be decided).
3. National officer candidates will not be permitted to use skits or props.
4. National officer candidates must wear official SkillsUSA dress while giving speech (please see official SkillsUSA handbook for questions).
5. Each national officer candidate will give a speech lasting no more than **two** minutes. SkillsUSA's theme for this year is SkillsUSA: Champions at Work Preparing America's Skilled Workforce" Your speech should address that theme and how you feel you would be an asset to the National Officer Team
6. No campaigning in any form or manner may take place with any students, teachers, administrators, delegates or other schools prior to the Meet the Candidates session. Violation of this rule could result in your **disqualification**.

7. Candidates are not permitted to use their school name during their speech, and they are not permitted to use other candidates' names or school names.
8. During the national officer elections, only the names of the two top candidates for each office of the primary ballot will appear on the final ballot.
9. Before the final ballot, each finalist will respond to a problematic oral question before the Delegate Assembly. The question will be the same for all finalists. Finalists will have one minute to answer.
10. All national officers that are elected will be required to sign the SkillsUSA Ohio Code of Conduct. Also, it will be the responsibility of each national officer to send to SkillsUSA Ohio a copy of their grade card for each grading period. Any national officer whose grades fall below a "C" in any subject area will not have the privilege of traveling with the director of SkillsUSA Ohio on the lecture circuit until it is demonstrated at the next grading period that their grades have been raised to the minimum of a "C".

Enclosed you will find a copy of the letter sent to your parents and administrators reflecting the duties and responsibilities of office. Please read the information carefully. Remember, the only thing to fear is fear itself! Don't be dissuaded. Give it your best shot. Again, congratulations on your accomplishments and good luck at the 2017 Skills Ohio Championships.

cc: Parent/Guardian
School Administrator

MEMORANDUM

TO: Parents of National Officer Candidates

FROM: Mrs. Jackie Walker

DATE: 2017-2018 School Year

It gives me a great deal of pleasure to inform you that your son/daughter has recently made application to the Ohio Association of SkillsUSA to become a national officer candidate at the 2017 SkillsUSA Ohio Championships Leadership Conference. They have taken that necessary first step in obtaining their career goals by successfully passing the national officers screening examination with a minimum score of at least 80%.

They will go through an interview process prior to the SkillsUSA Ohio Championships to determine final eligibility as a national officer candidate. If chosen as a candidate, their name will appear on the primary ballot at the Delegate Assembly to be held at 2:00 p.m., Tuesday, April 11, 2017, at The Greater Columbus Convention Center. As a candidate for a national officer position, your son/daughter is required to prepare a speech of no more than two minutes in duration, to be given before the voting delegates. After the primary ballot is taken, the Delegate Assembly will reduce the candidate field to the two top candidates for each national officer position. The primary ballot is secret in nature.

The two top candidates' names for each national officer position will then appear on the secondary ballot. Prior to voting, each candidate must respond to an impromptu question dealing with SkillsUSA. The same question will be used for each candidate.

In the event your son/daughter is fortunate enough to be elected by their peers, they will then need to prepare to travel to Louisville, KY in June to campaign on a national level. If they are elected as a national officer, it is necessary that you understand the duties and responsibilities that come with the position of national office in Ohio.

First, it is a priority with SkillsUSA Ohio that all officers maintain an acceptable level of grades in all subject areas while holding office. To this end, it is **mandatory** that every national officer submit to SkillsUSA Ohio a copy of their most recent grade report within two weeks of receiving it from their school. In the event that any grades fall below a "C" average in any area, that officer will be placed on probation until the next grade report demonstrates accepted performance in all subject areas. If there grades have not improved they may be removed from office. Probation simply means that time away from school to work on SkillsUSA functions will be severely diminished.

Additionally, it should be understood that National SkillsUSA officers are expected to display exemplary behavior and attitudes at all times, both while acting in an official capacity and in their own school. National officers become the role models for the 330,000 members in the nation. As officers they will have the occasion to meet senators, congressmen, education officials, business and industry leaders and the public in general. Consequently, positive behavior cannot be stressed too strongly. It is **mandatory** that all officers sign a

SkillsUSA Ohio Code of Conduct. Deviation from the Code of Conduct will be cause for disciplinary action of varying degrees depending on the severity of the infraction. However, it should be understood that any officer who is suspended for any length of time from their vocational school or home school district, or becomes involved with the use of drugs or alcohol, shall be immediately removed from office.

If elected as a national officer, your son/daughter must be prepared to be totally committed to promoting the ideals of the SkillsUSA, understand fully their responsibilities to the organization and to carry out their assigned duties to the best of their ability.

As a parent of a prospective national officer, you may feel that the standards set forth for officers are overly stringent. However, you must understand that the expectations of their officers are high indeed because of the nature of the organization.

If elected, your son/daughter will become an officer for one of the largest career-technical youth organization in the United States. SkillsUSA promotes the following:

1. *A Belief in the Dignity of Work*
2. *A Belief in the American Way of Life*
3. *A Belief in Education*
4. *A Belief in Fair Play*
5. *A Belief That Satisfaction is Achieved by Good Work*
6. *A Belief in High Moral and Spiritual Standards*

Although the duties, responsibilities and commitments to the organization are demanding, the potential rewards to each officer are as great as the standards are demanding.

The rewards realized by each officer may vary according to each individual's personal dedication to the principles set forth by the organization. The rewards of holding office may very well be improved self-concept and self-esteem, enhanced teamwork skills, personal maturity, heightened awareness of their own worth as an individual, development of leadership abilities and an opportunity to achieve recognition. All of these rewards are intrinsic in nature; however, there are extrinsic rewards in holding a National office. These rewards are a complete uniform, leadership training, state and national travel, with all expenses paid for meals, lodging and social activities associated with this travel.

As an elected national officer candidate at the state conference, they **MUST** attend the following SkillsUSA functions:

State Officers Retreat & National Prep Conference (June 8-9, 2017)
National Leadership Conference & Leverage and Activate Training (June 17-24, 2017)

They should also plan to participate in the following events:

***Summer Camp – July 10-14, 2017**

***Ohio State Fair – July 26 – August 6, 2017** –officers will not be required to be in attendance every day, select dates to be determined.

***Fall Retreat- (1 evening & 1 day late Sept/Early Oct)**

***Washington Leadership Training Institute (WLTII)- September 2017**

- *Fall Leadership Conference – October 25-27, 2017**
- *Winter Retreat-November/December, 2017**
- *Regional Officer Training Institute (ROTI) (5 days)– January 2018**
- *Goodwill Tour-Year Long/Selected Dates**
- *State Conference Retreat- Feb/March 2018**
- *Regional Conferences – February/March 2018**
- *State Conference (5 days in April 2018).**

Transportation to these conferences is the responsibility of your son/daughter or their school.

As a parent, you should be very proud that your son/daughter has successfully completed this first step in realizing their full potential as one of America's New Professionals. As the Assistant Director of SkillsUSA Ohio, I would ask that you fully support them in their quest for excellence. On behalf of SkillsUSA Ohio, I wish them the best of luck in the upcoming election for national office.

If you have any further questions, please contact the SkillsUSA Ohio office at 614-466-8782.

cc: School Administrator
National Officer Candidate