# State Officer Application Packet

**2022-2023**

**Due February 15th**



###### Name of Candidate:

**School: County:**

**INSTRUCTIONS:** Please complete this application thoroughly and completely. Incomplete applications will not be considered. **Applications must be completed electronically (typed) except for signatures.** Return this form, and all additional documents, along with required letters of recommendation by **February 15** to:

Maryland State Department of Education

C/O Charles Wallace/DCCR

200 W. Baltimore Street

Baltimore, MD 21201

***State Officer Interviews – March 12, 2022***

*Center of Applied Technology North*

*800 Stevenson Road*

*Severn, MD 21144*

A complete application packet will include the following:

* Officer candidate application.
* Completed personal data form.
* Letter of recommendation from your Career & Technical Education instructor.
* Letter of recommendation from your Career & Technical Education principal.
* Letter of recommendation from your home school principal. (if applicable)
* Signed “SkillsUSA Maryland State Officer Code of Conduct.”

State Officer Candidate Personal Data Sheet

Name:

Home Address:

Street:

City, State Zip:

Home Phone: Cell Phone: Date of Birth:

Parent/s or guardian/s:

Address (if different from above):

Phone (home): (cell)

Candidate for the office of:

Career & Technical School: County:

Career & Technical Program: Grade: Occupational Goal:

List offices held at the local level:

Did you attend the Fall Leadership Conference and earn your statesman or advanced statesman awards?

List characteristics or traits you bring to this office:

List any experiences which would be helpful to you in fulfilling the duties of this office:

*TO BE COMPLETED BY APPLICANT AND HIS/HER PARENT OR GUARDIAN*

###### I am aware that if elected to state office that I will be required to:

1. Attend all scheduled state officer meetings.
2. Have transportation to and from the hotel and school locations and all planned SkillsUSA officer activities.
3. Attend all state-sponsored events including, but not limited to, Officer Interview Day, Joint Officer Training, Fall Leadership Conference, SkillsUSA Maryland Leadership and Skills Conference (State Championship), National SkillsUSA Officer Training, SkillsUSA National Leadership and Skills Conference (NLSC).
4. Attend other meetings and complete assigned responsibilities.
5. Earn the *Career Essentials* credential.
6. Maintain a minimum 2.5 / 75% GPA or higher throughout the term of office.
7. Provide the official SkillsUSA blazer with the current “SkillsUSA” logo.

Failure to attend any of identified meetings, trainings or conferences may result in removal from office. This application will be considered incomplete unless signed by all parties.

*I have read the requirements for state office and am aware of the student duties and responsibilities if elected and have reviewed the attached* ***SkillsUSA Maryland State Officer Responsibilities*** *included in this packet of materials.*

(Student Signature) (Parent or Guardian Signature)

*TO BE COMPLETED BY THE SkillsUSA ADVISOR AND PRINCIPAL*

We submit that the student named on this application is worthy of representing Career & Technology

Education as an officer of the Maryland Association of SkillsUSA and certify that he/she is a registered SkillsUSA member and has obtained the Maryland Statesman Award and/or completed one activity from each of the SkillsUSA Framework components of the Career Readiness Curriculum. The SkillsUSA school advisor will monitor student officer’s GPA at the end of each grading period. **We understand that transportation to all officer meetings and events is the responsibility of the local chapter.**

(SkillsUSA Advisor’s Signature) (Principal’s Signature)

*The ultimate decision for attendance at state meetings and functions will be the responsibility of the student officer’s school administration, if inclement weather is an issue*.

**SkillsUSA Maryland**

**STATE OFFICER APPLICATION WRITING SAMPLE (must be typed)**

Why would serving as a state officer be important to you?

The above writing sample is the work of the student officer candidate and all information submitted as part of this application packet is accurate.

(Candidate’s Signature) (SkillsUSA Advisor’s Signature)

(Principal’s Signature)

State Officer Code of Conduct

The privilege of serving as a SkillsUSA Maryland State Officer carries with it the heavy responsibility of representing the organization and serving as a role model to fellow SkillsUSA members throughout the State.

Because of the high level of responsibility inherent to the position, certain standards are expected of students taking on the role of state officer. This contract is intended to make the student, parents, and school administrators aware of the high standards expected of individuals who serve as a SkillsUSA Maryland State officer.

As a State Officer of SkillsUSA Maryland, I agree to adhere to the following code of conduct:

* I will respect all public and private property.
* I will use all social media outlets in a professional and appropriate manner.
* I will spend each night in the room of the hotel/motel to which I am assigned.
* I will abide by the curfew established and respect the rights of others by being as quiet as possible after curfew.
* I will not be in a hotel/motel room with a member of the opposite sex unless the door is completely open.
* I will not consume alcohol, or use illegal drugs.
* I will adhere to the dress code for all SkillsUSA functions. (Formal uniform will follow National Guidelines as stated in the current SkillsUSA Handbook. Casual dress as appropriate for business. *If attire is provided by the state, officers are expected to maintain and wear that attire to appropriate meetings.*
* I will not smoke during official or unofficial SkillsUSA activities.
* I will conduct myself in a professional manner at all times.
* I will respect my advisors and fellow officers at all times.
* I will not behave inappropriately nor will I use inappropriate language or gestures.
* I will not use my cell phone during official duties as an officer unless it is approved by an advisor.

Use of Social Media: As an officer, you represent thousands of student and professional members across the State and hundreds of thousands across the country. In-person and through social media outlets, your conduct and behavior must consistently reflect the high standards and professionalism of the organization that you serve. When using any social media apply the following test: “Would my parent, advisor, principal or state director approve of this content being posted?”

Teamwork is vital to the successful operation of the organization and is expected from each and every member. Officers must be prepared to work professionally with fellow officers and to discuss a range of ideas and perspectives.

I understand that I may be asked to resign my position if I do not abide by the Code of Conduct or properly perform my assigned responsibilities.

* The following procedures will be followed for officers who do not abide by the above-listed rules:

The Board of Directors will convene to discuss the infraction. Resulting in one of the following actions:

##### written warning

* + letter to SkillsUSA Maryland officer, parents, and school administration
	+ removal from office

Any officer who is suspended from school or arrested will be removed from the SkillsUSA Maryland Officer Team

I have read and understand this document and agree to abide by the rules as defined by this Code of Conduct.

Student Officer Signature:

Date:

Parent / Guardian Signature:

Date:

SkillsUSA Chapter Advisor:

Date:

School Administrator:

Date:

## State Officer Responsibilities

#### As a SkillsUSA Maryland State Officer it is your duty and responsibility to:

##### Carry out the duties of each individual office as described in the Leadership Handbook.

1. Attend all State Officer Meetings that are held throughout the state (up to seven per year).
2. Attend all Officer Training Workshops including officer training at the National Leadership and Skills Conference (held the weekend prior to the NLSC) and two days in August.
3. Conduct the SkillsUSA Maryland Fall Leadership Workshop (3-4 days early Nov.).
4. Conduct the Annual Delegate Assembly at the SkillsUSA Maryland Leadership and Skills Conference.
5. Make presentations and other school visits as needed (School permission must be obtained).
6. Travel as necessary. Transportation to be provided in accordance with school district regulations.
7. Follow State Officer leader time, which requires arrival at an activity at least 15 minutes prior to the scheduled start of the activity.
8. Complete all duties thoroughly, on time, and in a professional manner.
9. Earn the *Career Essentials* credential.
10. **Contact SkillsUSA Maryland State Officer Advisor if you are unable to attend a meeting.**

## Campaign Procedures for

SkillsUSA Maryland Officer Candidates

#### Pre-Campaign Requirements

1. Submit the Officer Application Packet paperwork by the designated deadline.
2. Pass the SkillsUSA Maryland State Officer test with a minimum of 80% (test may be taken one time only) Candidates earning 80% or higher may proceed to officer interviews.
3. Participate in State Officer interviews.
	1. State Officer Candidates are required to know the following information:
		1. The name of the Assistant Superintendent for the Division of Career and College Readiness, Maryland State Department of Education is:

*Dr. Tiara Booker-Dwyer*

1. The name of the State Director, SkillsUSA, Maryland State Department of Education is: *Chuck Wallace*
2. The name of the Executive Director, National SkillsUSA, Inc. is: *Chelle Travis*
3. The name of a SkillsUSA Maryland Corporate Member:

*Paul Foster or Etta Maynard*

1. The location of the SkillsUSA State Headquarters: Maryland State Department of Education (MSDE) Division of Career & College Readiness

200 W. Baltimore Street Baltimore, MD 21201

1. The location of National SkillsUSA Headquarters: Leesburg, VA
2. Obtain recommendation from interview team.

#### Campaign Procedures

##### Each officer candidate will give a campaign speech no longer than (3) three minutes at the Delegate Assembly.

##### Campaign materials must be confined to designated areas. No gum or candy may be distributed during campaigning. The Delegate Assembly meeting site may impose restrictions on types of materials used, i.e. masking vs. scotch tape. Please check with state officer advisors before setting-up.

1. All campaign materials must be removed immediately following the Delegate Assembly.
2. Campaign staff members and advisors must leave the delegate area at the direction of the chair, prior to the seating of official delegates.