

2018-2019
DISTRICT
OFFICER
CANDIDATE
APPLICATION
PACKET



SkillsUSA DISTRICT OFFICER NOMINATION FORM
Secondary Division (Updated 12/11/2017)

Candidates for District SkillsUSA Office must be active members with at least one year of high school remaining and must remain enrolled in a Trade & Industrial Program the year following the election to office. The candidate must be currently enrolled in the program that is nominating him/her. Each candidate must show proof of completing Level 1 of the Professional Development Program. Each candidate must give a campaign speech. Completed nomination form is due by January 31st and should be returned to:

Darren Gibson, State SkillsUSA Director
Oklahoma Department of Career & Technology Education
1500 West 7th Avenue, Stillwater, OK 74074

- Each school/campus may nominate two candidates for a District office
- Candidates are nominated for a member of the district officer team. All members of the officer team **MUST** attend the SkillsUSA Summer Leadership Institute and specific offices will be determined by the District Officer Team and District Advisors. The officer positions include President, Vice-President, Secretary, Treasurer, Parliamentarian, Sergeant-At-Arms, and Reporter.
- Officers will be selected from only those filing for office unless there are fewer than 7 candidates. Members shall nominate from the floor during the Opening Session if there are fewer than 7 candidates. Nominations from the floor must be endorsed by an advisor.

Part A: Basic Information

Name School

Occupational Program Instructor's Name

Home Address

City State Zip Code

E-mail Address Birth date

Home Telephone Cell Phone

Facebook username Instagram username

Favorite Hobbies, Interests and Activities:

SkillsUSA Activities/Honors:

Part B: Duties of District Officer

1. Participate in leadership development training sessions.

- April 22-24, 2018 State Leadership Conference and Skills Championships, Tulsa, Oklahoma (Serve in Courtesy Corp if not competing)
- June 12-15, 2018 Summer Leadership Institute, Claremore, Oklahoma
- September 4-6, 2018 District Officer Training, OKC, Oklahoma
- October 2018 *Dates to be Determined* Fall District Leadership Conference
- February 2019 *Dated to be Determined* District Leadership Contests

2. Participate in two SkillsUSA Executive Council Meetings (District President Only).

- November 15, 2018 (tentative) and January 10, 2019 (tentative)

3. Represent Oklahoma SkillsUSA in meetings/assignments arranged by a District Advisor and/or by the State SkillsUSA Director.

Part C: Personal Information

In your own words and handwriting, please describe why you think/feel that this officer position is important to you. Additionally, what personal contribution or commitments do you intend to make to SkillsUSA if elected? Finally, include any previous experience(s) that you have had with SkillsUSA.

Part D: Endorsements

This application for district office is correct to the best of my knowledge. I have read and understand the responsibilities and duties required of a district officer. I understand that I must continue enrollment in a trade and industrial education program and be a paid SkillsUSA member. I understand that I must provide proof of completing Level 1 of the Professional Development Program at the Spring Leadership Contest. I understand that I must participate in Summer Leadership Institute in July and that if I am unable to attend, my school advisor may designate someone to hold my office. I also understand that if no one from my school attends, the District SkillsUSA Advisors may replace me with a student from any school that is attending. I agree to perform those duties as assigned to the best of my ability. I understand that this application is not valid unless all required signatures are affixed.

Type Name of Student

Signature of Student

Date

Type Name of Advisor

Signature of Advisor

Date

Type Name of Parent/ Guardian

Signature of Parent/Guardian

Date

Type Name of School Administrator

Signature of School Administrator (Sponsoring School)

Date

Name of Comprehensive High School Administrator

Signature of School Comprehensive High School Administrator

Date

Part E: SkillsUSA Oklahoma District Officer Code of Conduct

By accepting the positions of my elected office, I agree to abide by the following guidelines:

1. Maintaining a cooperative attitude and by respecting the thoughts and ideas of each member of the team.
2. To place boy/girlfriend activities second to fulfilling my officer responsibilities.
3. I will take and follow instructions as directed by the District Director, District Advisors and/or the SkillsUSA State Director.
4. Forego use of all alcohol, tobacco, and non-prescriptive drugs while involved in any official or unofficial activity which represent SkillsUSA.
5. Maintain proper cleanliness and personal grooming at all times.
6. Use proper grammar in speeches and informal conversations.
7. Avoid participating in and actively discourage any conversation, which belittle or downgrade any SkillsUSA member, Officer Team member, SkillsUSA Advisors, or SkillsUSA Director.
8. Keep myself up-to-date on current events.
9. Be willing to commit the ENTIRE year to District SkillsUSA Officer activities and to properly perform duties of my elected office.
10. Be willing and able to travel without involvements which create conflicts at home, work, or school.
11. Maintain acceptable grades and attendance in home high school and tech program to ensure my ability to participate in officer activities.
12. Be willing to act as a POSITIVE role model at my home high school and technology center by refusing to participate in conversations that downgrade students and teachers.
13. Avoid language, behavior, places, or activities, which in any way would raise questions related to my moral character or conduct.
14. Keep your local SkillsUSA Advisor and/or instructor informed of ALL District Officer responsibilities. Work with them to arrange transportation to/from Officer Obligations.
15. Be willing to work to develop myself into an effective public speaker and to project a desirable image of SkillsUSA at all times. Search out and accept evaluations of my performance.
16. Be prompt with all thank you notes, letters, reports and other correspondence which is necessary and desirable.
17. All post on Social Media sites must not be offensive, vulgar or promote any activity that is prohibited in the District Officer Code of Conduct.
18. For my term of office, any content I post on Social Media must be reviewed by an authorized adult such as my advisor, parent or guardian. I also understand that these websites will be monitored and I may be requested to remove material.
19. As a District SkillsUSA Officer, I must attend all meetings and activities deemed necessary by the District Director, District Advisors or the SkillsUSA State Director.

I understand that any failure on my behalf to comply with ANY of the above stated guidelines may result in my immediate dismissal from office.

Type Name of Student	Signature of Student	Date
Type Name of Advisor	Signature of Advisor	Date
Type Name of Parent/ Guardian	Signature of Parent/Guardian	Date
Type Name of School Administrator	Signature of School Administrator	Date