



# 2018-2019 STATE OFFICER CANDIDATE PACKET



*SkillsUSA.....Preparing for Leadership in the World of Work*  
1500 West Seventh Avenue, Stillwater, Oklahoma 74074 (405)743-5143



# **2018-2019 STATE OFFICER CANDIDATE GUIDELINES AND APPLICATION PACKET**

**\*Revised 12.05.17**

**THOROUGH REVIEW OF THE ENTIRETY OF THIS HANDBOOK IS  
COMPULSORY FOR SUCCESS AS AN OFFICER CANDIDATE**

***OFFICER APPLICATION AND ALL SUPPORTING DOCUMENTS***

***DUE IN THE STATE OFFICE BY MARCH 19, 2018***

***DO NOT SUBMIT APPLICATION BY FAX***

**Mail completed applications to:  
SkillsUSA Oklahoma, 1500 West 7<sup>th</sup> Ave., Stillwater, OK. 74074**

**or**

**Email to [darren.gibson@careertech.ok.gov](mailto:darren.gibson@careertech.ok.gov)**



### **JOIN THE SKILLSUSA OFFICER TEAM**

Thank you for considering candidacy for the SkillsUSA Oklahoma State Officer Team. This is an excellent opportunity to develop your leadership skills and professionalism essential for successful career. Please strongly consider running for state office only if you are organized, motivated, and eager to work as a team, show initiative, exhibit high moral and ethical standards and have a desire to serve others. Be ready to make SkillsUSA your first priority and be willing to present favorable image on behalf of our organization.

SkillsUSA seeks qualified candidates for the State Officer Team. If you wish to improve on the areas of social maturity, communication, initiative, integrity, enthusiasm and teamwork, you may be state officer material!

## **Contents of Officer Candidate Application Packet**

- SkillsUSA Oklahoma State Officer Candidate Guidelines
- Application Review & Notification of Acceptance Information
- Procedure for becoming a SkillsUSA State Officer
- Sample Officer Candidate Screening Rating Sheet
- Application Packet Check-List
- State Officer Candidate Application/Nomination Form
- State Officer Candidate Commitment Form
- States Officer Expectation Form
- Advisor/Administrator Expectation Form
- State Officer Code of Conduct
- Officer Candidate School Grades Check Sheet
- State Officer Information Form
- State Officer Candidate Resume/Activity Form
- Medical Liability Release Form
- Video/Photo Release Form

# State Officer Candidate Guidelines

## **ARE YOU ELIGIBLE TO RUN FOR OFFICE?**

To be eligible for office, you must be currently enrolled in a Trade and Industrial Education (T&I), Science, Engineering and Mathematics Education (STEM), or training programs associated with official SkillsUSA Skills Competitions.

Each school (Campus) may nominate two (2) Secondary State Officer Candidates and **\*two (2)** Postsecondary (Adult) National Officer Candidate.

**\*Revised 12.05.17**

All candidates must carry a scholastic average **G.P.A of 2.75** or higher (on a 4.0 basis) for each previous three completed semesters of school (Including comprehensive high schools and CareerTech training program)

**Submission of school transcript required with the candidate application.**

**Completion of PDP Level One Is Required.** Candidates will be required to provide evidence for completing requirements for the Trainee Degree of the *Professional Development Program* (PDP Level 1 Book) at the Officer Candidate Screening.

## **Officer Candidate 2018-2019 School Year Enrollment Requirement**

**For Secondary State Officer Candidates:** must be returning students in their CareerTech training program as a secondary (high school) student during the 2018-2019 school year.

**Example:** Candidate is currently enrolled as a junior student and will be returning as a high school senior during the 2018-2019 school year.

**For Postsecondary National Officer Candidates:** must be returning students in their CareerTech training program as a postsecondary student during the 2018-19 school year.

**Examples:** Candidate is currently enrolled as a graduating high school senior and returning the following school year (2018-19) as a postsecondary student, or currently enrolled as a postsecondary student and returning the following school year (2018-19) to complete their training. \*Candidates must be committed to completing the entire 2018-19 school year.

**This officer candidate application packet contains some very important information. Carefully read it prior to completing the forms. Once you have thoroughly reviewed the packet, provide all the required information and return them by US mail to Oklahoma SkillsUSA, 1500 W. 7<sup>th</sup> Avenue, Stillwater, OK 74074 postmarked by March 19, 2018, or electronically by email to [darren.gibson@careertech.ok.gov](mailto:darren.gibson@careertech.ok.gov).**

**Entire application must be typed (Except required signatures).**

- **DO NOT SUBMIT APPLICATION BY FAX.**

## **APPLICATION REVIEW & NOTIFICATION OF ACCEPTANCE**

1. Each candidate's application forms and materials will be carefully reviewed for accuracy and completeness. Candidates who submit handwritten, incomplete and/or late application forms and materials WILL BE automatically eliminated from consideration as a candidate.
2. Applicants and applicant's local advisor will be emailed confirming acceptance as a nominee for the State Officer Team.
3. Each candidate and their local advisor are required to attend the Officer Candidate Screening on April 8, 2018 at the Oklahoma Dept. of CareerTech in Stillwater.
4. Candidates will be required to take a PDP test (Professional Development Program) and earn a score of 75% or higher to be an eligible candidate for the ballot. The PDP test will be given during the officer screening.
5. A Maximum of twelve (12) Secondary State Officer Candidates and four (4) Postsecondary National Officer Candidates will be selected during the officer screening to be placed on the ballot at the State Leadership and Skills Conference. Candidates making the ballot will be based off of the PDP Test Scores and Interview/Screening scores using the scoring rubric included in this packet.

## **Procedure for becoming a SkillsUSA State Officer**

1. **To Qualify for State Officer Candidacy:**
  - a. Complete, sign and submit the State Officer Candidate Application Form and all other required documents by the specified date.
  - b. All candidate applications are due to the SkillsUSA State Office postmarked by **March 19, 2018**. Application may be submitted via mail (postal service) or email.  
**DO NOT SUBMIT APPLICATION VIA FAX.**
  - c. Meet all academic (GPA) requirements.
  - d. Comment to attending all required SkillsUSA events and activities if elected.
  - e. Commit to remain in CareerTech training program during the **"entire" 2018-19 school year.**
2. **State Officer Candidate Screening**
  - a. Attend the State Officer Screening in Stillwater on **April 5, 2018**  
-Official SkillsUSA Dress Required
  - b. At this meeting the candidate must provide evidence for completing requirements for the Trainee Degree of the *Professional Development Program* (SkillsUSA PDP Level 1 Book)
  - c. Each candidate must pass the Professional Development Knowledge Test with a minimum score of 75%
  - d. Each candidate will be required to recite the SkillsUSA pledge and one part (of their choice) of the opening ceremony.
  - e. Candidates will be interviewed, asked some informational questions, problematic questions and be asked to read a partial script.

### 3. Making the Ballot at the State Leadership and Skills Conference

- a. Score 75% or higher on the PDP written test administered at the Officer Screening.
- b. A maximum of 12 Secondary and 4 Postsecondary Officer Candidates will be placed on the ballot at the State Leadership and Skills Conference. To be placed on the ballot at the State Leadership and Skills Conference, candidate must obtain one of the top 12 screening scores for Secondary State Officer Candidates or top 4 Postsecondary National Officer Candidates.
- c. **The announcement of candidates making the ballot will be at the end of the State Officer Screening meeting.**

### 4. Campaigning and Delegate Session for candidates making the ballot

**NOTE: Officer Screening scores will count as 50% of the election and the other 50% will be delegate votes during the Delegate Session at the State Leadership and Skills Conference.**

- Any violation to the campaign guidelines will result in disqualification.
- *ABSOLUTELY No campaigning for office may take place prior to the "Meet the Candidate" event at the Delegate Session at the State Leadership and Skills Conference.*
- *Campaigning of any type whether by verbal, texting, email, social media, or any other means prior to the "Meet the Candidate" session by anyone including the candidate, advisor, or school will result in disqualification of candidate.*
- A short meeting will be held 30 minutes prior to the "Meet the Candidate" reception to provide additional instructions, rules and guidelines for the reception. Only the Officer Candidate, their Campaign Manager (1) and their Advisor (1) will be allowed in this meeting.
- The 30 minute "Meet the Candidate" reception will be held prior to the Delegate Session at the State Leadership and Skills Conference. Voting delegates will use this time to visit with either the candidates and/or the campaign managers.
- Campaign material allowed only in the voting delegate session area during the designated time.
- Each candidate will be provided a campaign space in the designated campaign area. In this space, the candidate or their campaign manager, will setup a self-supporting bulletin board that is **no larger than 3' x 2'**. The candidate is responsible for providing the board and an easel.
- NOTE: Campaigning is only allowed in this assigned area.
- Candidates and/or their managers will be allowed 30 minutes to setup their campaign display and other materials. No tables will be provided.
- During the "Meet the Candidate" session, the candidate and their manager – only – are allowed to distribute campaign materials.
- A maximum of **\$100.00** (purchased, donated, or borrowed) may be spent on the entire campaign. This amount also includes the materials used on the bulletin board, but not the board itself. The fair market value of all donated materials must be included in the **\$100.00** (excluding the cost of the board).
- No unwrapped candy or gum will be allowed.
- No items containing liquid of any type are allowed.
- A letter signed by the local school administrator containing an itemized list of all campaign expenses must be supplied to the chairperson of the voting delegate session. This letter

shall be given to the chairperson no later than 15 minutes before the beginning of the voting delegate session.

- At the end of this reception, all candidates must report to the holding area.
- During the delegate session, candidates will be kept in a reserved room and be escorted to and from the delegate session.
- All Candidates will give a campaign speech. (Limited to 2 minutes for speech)
- Candidate response to a problematic question will take place immediately after each candidate's campaign speech. (Limited to a 1-minute response)
- A campaign committee will assist with the delegate session.
- Props are allowed during the candidate's speech if it fits in their pocket
- Shortly after Officer Candidates have completed their campaign speech, voting delegates will vote to elect the 8 Secondary State Officers and one Postsecondary National Officer Candidate(s).

#### **5. Announcement of Election Results**

- Results of election and new officers will be installed during the General Session, on Monday evening at the State Leadership and Skills Conference
- A brief new officer meeting will be held following the conclusion of the General Session
- Newly Elected Officers will be asked to assist with the Awards Ceremony held Tuesday morning at the State Leadership and Skills Conference.

## SkillsUSA Oklahoma State Officer Candidate Screening Rating Sheet

The officer screening consist of two (2) parts.

1. An Interview with script reading, reciting the SkillsUSA Pledge, and reciting one of the opening ceremony parts.
2. PDP Test (Profession Development Program)

Judges Comments:
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Judges: Write the appropriate rating under the "Score" column. *The written test score and the delegate votes will be added later.* Judge \_\_\_\_\_

Evaluation Criteria	Average	Good	Outstanding	Points Possible	Score
<b>General Interview/Presentation Skills</b>					
Official SkillsUSA Dress/Grooming	0-1 Points	2-3 Points	4-5 Points	5	
Self Introduction	0-3 Points	4-7 Points	8-10 Points	10	
Posture/Eye Contact/Gestures/Mannerisms	0-3 Points	4-7 Points	8-10 Points	10	
Verbal/Non-Verbal Communication, Voice (Projection, Clarity, Etc)	0-3 Points	4-7 Points	8-10 Points	10	
Power of Expression	0-3 Points	4-7 Points	8-10 Points	10	
Friendly/Poised/Personable	0-6 Points	7-11 Points	12-20 Points	20	
Response to Questions	0-6 Points	7-11 Points	12-20 Points	20	
Passion/Purpose/Heart	0-8 Points	10-19 Points	20-23 Points	30	
<b>Reading/Reciting</b>					
Script Reading (Script Provided in Application)	0-6 Points	7-11 Points	12-20 Points	20	
Recite SkillsUSA Pledge	0-6 Points	7-11 Points	12-20 Points	20	
Recite Opening Ceremony Part	0-6 Points	7-11 Points	12-20 Points	20	
<b>Application and Supporting Documents</b>					
Required Forms/Documents Submitted in Application (checklist page 9) -10 point deduction for each document not submitted					
Total Interview/Screening Points				175	
PDP Test Score				25	
<b>SCREENING SCORE TOTAL (Interview + PDP Test Score)</b>				<b>200</b>	
% Percentage of possible screening points (Total points earned divided by total points possible) - Item A					
Total Delegate Votes Received by Candidate					
% Percentage of Delegate votes received (Total votes received divided by total votes possible) - Item B					
<b>TOTAL ELECTION RESULTS/SCORE FOR CANDIDATE</b>				<b>Screening</b>	
Percentage (Item A) + Delegate Votes Percentage (Item B)					

### SAMPLE- SkillsUSA Officer Candidate Script Reading

Welcome to the SkillsUSA State Leadership and Skills Conference.

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. This partnership of students, teachers and industry is what makes this organization work so well in preparing you for your career.

The first awards we will recognize today is the Breaking Tradition Awards.

The "Breaking Traditions" Student Award Program recognizes outstanding students who are enrolled in programs which have 25% or less of their gender in the program. This program is sponsored annually by the Oklahoma Department of Career & Technology Education, the Oklahoma CareerTech Foundation, and Oklahoma Career and Technology Education Equity Council.

This year there are 3 award winners. As I call your name would each of the winners please come to the stage?

Breaking Traditions Winner in Welding Technology - Amanda Lyn Collier, Oklahoma State Institute of Technology. Her instructor is Mr. Calvin Coolidge

Breaking Traditions Winner in Heating and Air Conditioning – is Rachel Renee Hickey from Southern Oklahoma Technology Center. Her instructor is Mr. Bart Conner.

Breaking Traditions Winner in Criminal Justice, Forensics and Security is Anabel Laguna-Parades from Taft Technology Center. Her instructor is Mrs. Mary Beth Lincoln.



# APPLICATION PACKET CHECKLIST

(ALL ITEMS BELOW DUE BY MARCH 19, 2018 DEADLINE)

Place ALL Application Packet Materials listed below in an enveloped, paper clipped together (DO NOT STAPLE) and mailed to the SkillsUSA Oklahoma State Office by March 19, 2018.

## DO NOT FAX APPLICATIONS

No additional pages or materials outside the items listed above should be included in this packet.

### Included in packet:

- State Officer Candidate Application/Nomination Form
- Advisor/Officer Candidate Commitment Form
- State Officer Expectation Form
- Advisor, Administrator School Expectation Form
- State Officer Code of Conduct
- Officer Candidate School Grades Check Sheet
- Officer Candidate Information Sheet
- State Officer Candidate Resume/Activity Information Sheet
- Medical Liability Release Form
- Video/Photo Release Form

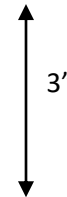
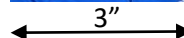
### Provided by officer candidate, to be included with application and all other required documents:

- "Passport" style "color" picture of candidate (Head and Shoulders only with head centered in photograph). Must be at least 3" x 3". Can be printed on normal printer/copy paper.

Photo paper not required.



Samples



- Proof of SkillsUSA Membership
- School Transcript (Previous three (3) completed semesters for all CareerTech and Comprehensive High School classes)
- Three Letters of Recommendation. For the 3 Letters of Recommendation – one must be from your local chapter advisor and one from a CareerTech Administrator of sponsoring school. Make sure these letters are included in your application packet.

### Due at Officer Candidate Screening:

- Proof of PDP Level One Completion.

# State Officer Candidate Application/Nomination Form

All information MUST BE TYPED

Name of Candidate:

Which position are you running for as an officer candidate?

Secondary State Officer       Postsecondary National Officer Candidate

**For Secondary State Officer Candidates ONLY"**

If elected, would you consider running for a National Officer position if selected by the Selection Committee during the Officer Training in May?

Yes       No

## Officer Candidate Information

Applicant's home phone number:  Applicant's cell phone number:

Applicant's email address

Home address

City:  State  Zip Code

## SkillsUSA Advisor and Instructor Information

SkillsUSA Advisor's Name:  Advisor's email address:

Advisor's office number:  Advisor's cell number:

Instructor's Name (If different):  Instructor's office number (If different):

## Applicant's Parent or Guardian Information

Applicants Parent or Guardian Name:

Parent/Guardian home phone:  Parent/Guardian cell phone:

## School Information (Complete all that apply)

Technology Center and Campus:

Technology Center Address:

City:  State:  Zip Code

Technology Center Administrator Name:  Office phone:

Administrator email address:  Administrator cell phone:

*(For emergency use only)*

Comprehensive High School Name:

Comprehensive High School Administrator:

Comprehensive High School Administrator email address:

## SkillsUSA Officer Candidate Commitment Form

Desire and willingness to work are major qualities a state officer must possess. Please be sure you have the desire to do your part and are willing to devote your time and efforts for a full year of service to SkillsUSA if elected. Please read the commitment form carefully and review all required dates of SkillsUSA events and activities for State Officers. The candidate, advisor, Technology Center Administrator, Comprehensive School Administrator and Parent/Guardian are required to sign this form with the understanding that:

1. Elected State Officer will attend all required events
2. State officer may be removed from office if he/she does not satisfactorily follow the standards listed below.
3. Sponsoring school will cover all travel expenses for the elected state officer.
4. State Officer Team and Advisors will travel together by airline to and from the National Leadership and Skills Conference in Louisville, KY and the Washington Leadership Training Institute in Washington D.C.
  - Airline tickets to both of these events will be secured by the state office to ensure the entire officer team travels together with the officer advisors.
  - Schools will be invoiced by the state office the cost of the airline ticket(s)

Note: All other expenses such as housing, meals, registration, etc, will be covered by SkillsUSA.

### Required Activities for SkillsUSA State Officers

- April 5, 2018.....State Officer Candidate Screening, Dept. of Careertech, Stillwater
- April 22-24, 2018.....State Leadership and Skills Conference, Tulsa
- May 14-17, 2018.....New State Officer Training, Location TBT
- May 29-June 1, 2018.....CareerTech University "CTU Camp", Wagoner
- June 11-15, 2018.....Summer Leadership Institute "SLI", Claremore
- June 22-30, 2018.....National Conference, Louisville, KY
- July 31-Aug. 1, 2018.....Summer Conference/CareerTech Teachers Conference, OKC (Attendance Optional)
- Sept. 22-26, 2018.....Washington Leadership Training Institute "WLTi", Washington D.C. (Attendance Optional)
- October 24-25, 2018.....Officer Practice/Postsecondary Leadership Conference, OKC
- Nov. 13-14, 2018.....Training/Executive Council Meeting, Dept. of Careertech, Stillwater
- January 9-10, 2019.....Training/Executive Council Meeting
- February TBD, 2018.....CTSO State Officers "Day at the Capitol", OKC
- April 4, 2019.....State Officer Candidate Screening, Stillwater (Attendance Optional)
- April 28-30, 2019.....SkillsUSA State Leaderships and Skills Conference, Tulsa

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

## Oklahoma SkillsUSA State Officer Expectations

- State officers should maintain a positive team attitude and use their knowledge and skills to provide life changing leadership experiences for all Oklahoma SkillsUSA members.
- Continually give encouragement to fellow officers and all members.
- Avoid negative words, gestures and thoughts.
- Show each team member respect-respect each other feelings, thoughts and ideas.
- Keep all lines of communication open, be open with each other, and speak your mind.
- Share knowledge and expertise with others.
- Be a positive example to all members.
- Be honest in your thoughts, words and ideas.
- Remember that you are a state officers 24/7, and your actions dress and grooming should reflect the pride you have in the organization.
- Maintain a positive attitude and continually work toward building a strong team.
- Attend all required activities with a smile on your face and a willingness to serve all members of SkillsUSA.

I understand all of the expectations required of a SkillsUSA State Officer, the local advisor, and the local school administration and I am committed to this responsibility.

<input type="text"/> Type Name of Student	_____	_____
	Signature of Student	Date
<input type="text"/> Type Name of Advisor	_____	_____
	Signature of Advisor	Date
<input type="text"/> Type Name of Parent/ Guardian	_____	_____
	Signature of Parent/Guardian	Date
<input type="text"/> Type Name of School Administrator	_____	_____
	Signature of School Administrator (Sponsoring School)	Date

# EXPECTATIONS OF THE SKILLSUSA ADVISOR, ADMINISTRATOR AND SCHOOL

- See to it that the state officer follows his/her expectations.
- Insure that the State Officer attend all meetings, trainings, and conferences during the term of office and accept responsibilities as a SkillsUSA Advisor.
- Serve as the state officer’s positive role model with dress, language, habits, assistance, ethics, etc.
- Understand that there is no extra compensation to serve in this position.
- Provide all travel for the state officer per school policy to all required SkillsUSA event and activities.
- SkillsUSA will provide all meals, housing, registration fees and any other expenses, EXCEPT travel. The sponsoring school for the State Officer is required to provide and fund all transportation to and from all required events.

Note: State Officer Team and Advisors will travel together by airline to and from the National Leadership and Skills Conference in Louisville, KY and the Washington Leadership Training Institute in Washington D.C.

- Airline tickets to both of these events will be secured by the state office to ensure the entire officer team travels together with the officer advisors.
- Schools will be invoiced by the state office the cost of the airline ticket(s)

I understand all of the expectations required of a SkillsUSA State Officer, the local advisor, and the local school administration and I am committed to this responsibility.

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

**IMPORTANT NOTE: Sponsoring School is responsible for all travel expenses and travel arrangements except where noted above.**

## SkillsUSA Oklahoma 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/girl friend activities second to fulfilling my officer responsibilities.
3. I will take and follow instructions as directed by the SkillsUSA State Director and State Officer Advisors.
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 State 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 State 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 State SkillsUSA Officer, I must attend all meetings and activities deemed necessary by 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

## OKLAHOMA SKILLSUSA STATE OFFICER CANDIDATE GRADE CHECK

Candidate Name

Technology Center School

Comprehensive High School

SkillsUSA Advisor

(Check One)     Secondary         Postsecondary

SUBJECT	DAYS ABSENT	GRADE AVERAGE	TEACHER'S SIGNATURE
<b>OVERALL GRADE AVERAGE</b>			

## State Officer Information Sheet

### PLEASE PRINT CLEARLY

This information will be used to print business cards and officer shirts. We need to be able to do them correctly the first time!!

Name:  Birthday:

Home Phone:  Cell Phone:

Home Address:  Email Address:

City:  State:  Zip Code

School and Campus:

Program/Class at Tech School or College:

Instructor Name:

Instructor Cell Phone:

SkillsUSA Advisor Name (If different):

Advisors Cell Phone:

Parent or Guardian:

Parent or Guardian: Home Phone:

Parent or Guardian Cell Phone:

### Shirt Sizes (*Check One*)

**T-Shirt Size:**  Small  Medium  Large  XL  2XL

3XL  4XL  5XL  Other\_\_\_\_\_

**Polo Shirt Size:**  Small  Medium  Large  XL  2XL

3XL  4XL  5XL  Other\_\_\_\_\_



## State Officer Candidate Resume/Activity Information

Candidate Name

Secondary Student       Postsecondary Student      Number of Years in SkillsUSA

CareerTech Program Enrolled

### SkillsUSA Participation (Select Yes or No)

Yes     No     --- Attended a SkillsUSA Fall Leadership Conference

Yes     No     --- You were a School or District Officer Candidate

Yes     No     --- Competing in SkillsUSA Local, District or State **Leadership Contest**

Yes     No     --- Competing in SkillsUSA Local, Regional or State **Skills Contest**

(Complete the following by typing in box)

### SkillsUSA Offices Held

### Other SkillsUSA Activities

### School Activities

### Community Activities

### Future Goals

Why do you want to be a state officer? (In 50 words or less)

**MEDICAL INFORMATION AND LIABILITY RELEASE FORM (PLEASE TYPE ALL INFORMATION)**

**Student Information**

Student Name  Date of Birth:  Gender:  Grade:   
Home Address  City:  State:  Zip Code:   
Home Phone:  Cell Phone:  Email Address:   
Place of Employment:   
Work Address:  City:  State:  Zip Code:

**Parent/Guardian Contact Information**

Parent/Guardian Name(s)  Relationship:   
Telephone: Home:  Work/Ext.:  Cell:   
Preferred contact phone in case of emergency:  Email Address:   
Home Address:  City:  State:  Zip Code:   
Place of Employment:   
Work Address:  City:  State:  Zip Code:

**Alternate Contact Information**

Name:  Relationship:   
Telephone: Home:  Work/Ext.:  Cell:   
Preferred contact phone in case of emergency:  Email Address:   
Home Address:  City:  State:  Zip Code:   
Place of Employment:   
Work Address:  City:  State:  Zip Code:

**Doctor's Information**

Student's Physician:  Office Phone:   
Office Address  City:  State:  Zip Code:

**Medical Insurance Information**

Is student covered by group or medical insurance? Yes  (If yes, complete the following) No  (if not, skip the next section)

Name of Insured:   
Insurance Company:   
Group Number:  Policy Number:

**Students Medical Information (Please completely describe any medical condition which may recur or be a factor in medical treatment)**

Allergies  Physical Handicap:   
Medicine Reactions:  Blackouts:   
Convulsions:  Disease of Any Kind:   
Heat & Lung Problems:  Other (Be specific):

**If currently taking medication, please provide the following information:**

Name of Medication(s):

**PARENT/GUARDIAN:** Please check one of the following and sign your name.

- Should it be necessary, I **give** my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.  
 I **do not give** permission for medical treatment until I have been contacted.

**LIABILITY RELEASE.** I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage. I hereby release to SkillsUSA State Office, the National Staff, State and Local SkillsUSA advisors, local school staff, ODCTE staff, and any designated individual or group in charge of the SkillsUSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### VIDEO/RECORDED VOICE/PHOTOGRAPHY RELEASE

I hereby give and grant to the Oklahoma Department of Career and Technology Education and/or SkillsUSA Oklahoma the absolute and unconditional right to use, publish, display, electronically distribute and/or reproduce in any manner, video/recorded voice/photographs, in which I appear, including the right to edit or use a portion of such video/recorded voice/photographs **that positively promotes the image and benefits of career and technology education through educational, trade materials and/or the Oklahoma Department of Career and Technology Education web site or social media sites.**

I hereby waive any right, to inspect or approve the finished video/recorded voice/photographs, or any finished materials, copy or other matter which may be used in conjunction with, or the manner in which any of the same are used, reproduced, published, or displayed.

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Student's Name (Please Type):

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name (Please Type):

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_