



**ALABAMA SKILLSUSA STATE OFFICER CANDIDATE
APPLICATION COLLEGE POST-SECONDARY**

PLEASE TYPE ALL INFORMATION

Chapter Name: _____

Student Applicant's Name: _____

Chapter Advisor(s): _____ **Email:** _____

Dean or Administration: _____ **Email:** _____

President: _____ **Email:** _____

Gender: Male or Female

Training Program: _____

Applicant's Address: _____
PO Box or Street Address City State Zip

Home Phone: _____

School Phone: _____

Student's E-Mail: _____

Student's Cell Phone: _____

Tee-Shirt size: _____

Were you a member of SkillsUSA in High School: **yes** **or** **no**

Number of Years Applicant has been in SkillsUSA: 1; 2; 3; 4; 5; 6

Semester and Year you plan to graduate or complete your training program: _____

Current GPA: _____ (estimated from your college advisor)

Circle preference of state office to run:

President, Vice-president, Secretary, Treasurer, Reporter, Parliamentarian.

Full Application Packets should be turned in at registration before officer interviews



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SkillsUSA State College Officer Election Process

1. Candidates will submit an online application from the state website and bring the completed printed applications to their scheduled interviews. (see posted deadlines)
2. Paper Applications will be submitted to Keith Andrews at Registration.
3. Candidates will be interviewed prior to the opening session of the SkillsUSA College Delegates Business Session. The Interviews will be conducted by industry and education partners.
4. Candidates will be given the opportunity to change their officer position on the ballot after candidate interviews.
5. The qualifications committee will announce the official ballot to the delegates.
6. Candidates will be given the opportunity to give a two minute campaign speech during the “Meet the Candidates Session”.
7. Candidates may bring a campaign poster and materials to display on a 2ft x 6ft table outside the delegates assembly area. (poster not to exceed 24”x36”) No materials to be taped or tacked on to walls.
8. Writing ballots will be provided to the Voting Delegates. Pencils will be provided. Delegates must have a delegate ribbon to participate in the voting. Elections will be voted on by the student delegates present at the College Delegate Session of the Fall Leadership Conference for the College Division.
9. Officer announcement and installation will occur at the appropriate time per the conference program.
10. State Officer position will include:
 - President
 - Vice President
 - Secretary
 - Report
 - Treasurer
 - Parliamentarian
11. No more than 2 officers from any one college campus may be elected to a State Officer position.
12. Elected Officer will serve a term from the date of their election until the following year’s College Fall Conference and election of the new officers.
13. Officers will be installed during the closing session.



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State Officer Candidate Information Overview

1. College /post-secondary candidates must have at least one complete year or two semesters following their current semester to be eligible to run for a state officer position.
2. Candidates must be enrolled in at least 12 semester hours in their beginning Fall Semester to run for a state officer position.
3. Candidates must be enrolled in a recognized career or technical program with an accredited institution under the Alabama Community College System. (AAS, AS, or Certificate)
4. Candidates must remain enrolled in at least one semester hour class to be eligible to remain in office if elected. (Failure to do so will result in
5. Officers will be expected to purchase official clothing that meets SkillsUSA requirements, as designated by the state director.
6. College Officers Candidates will be interviewed and elected annually at a Fall Leadership Conference.
7. Candidates must bring a 3 copies of a one page resume to their interview.
8. Candidates will be given a SkillsUSA Knowledge test during their interview, based on information found from the most current SkillsUSA Handbook, "SkillsUSA Champion's Magazine" (latest quarterly publication) and current postings from the Alabama SkillsUSA Website: www.alskillsusa.org.



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*Campaign Booths and Campaigning Materials***

1. Officer candidates will have the opportunity to have campaign booths at the Leadership Conference. Campaign material may include posters, displays and literature that you wish to share. Three sided display boards can be very effective in presenting your ideas. You will be responsible for providing your own easel, if one is needed. Your chapter advisor and campaign manager may help you set up (your campaign manager does not necessarily have to be a voting delegate).
2. No campaign material shall be attached to the walls or other property of the conference facility.
3. Time will be provided for delegates to “meet the candidates.”
4. Business sessions are reserved for campaign speeches and election of officers. Voting delegates are to sit in a reserved section during these sessions.
5. Local chapters are expected to encourage and observe good taste in the promotion of their candidates so as not to disrupt any planned event of the conference. Because the “public eye” focuses on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in “putting our best foot forward.”
6. With respect for anti-litter concerns and cost to individuals and local chapters, campaign materials should be kept to a minimum. Personal contact and the organization of a campaign develop leadership ability in a candidate to a greater degree than give-away gimmicks. Food (including candy) and/or beverage are prohibited in the campaign area and are not allowed as part of a campaign display.
7. It is the responsibility of each officer candidate to see that all campaign material is picked up and removed. No campaign material will be allowed in the election session.
8. It is the responsibility of the state officer candidate to ensure that campaign areas are kept neat and that promotional items do not cause litter problems. If materials are found in disorder or on the floor, then the problem will be addressed with the candidate and their chapter advisor.



**ALABAMA SKILLSUSA STATE OFFICER CANDIDATE
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RESUME (SAMPLE FORMAT)**

Student Name:

Name of School where enrolled in Career Technical Program if different than home school.

Occupational Training Field:

Offices held with SkillsUSA:

Offices held with other clubs or organizations:

Honors and Awards:

Extra-Curricular Activities:



ALABAMA SKILLSUSA STATE OFFICER CANDIDATE APPLICATION COLLEGE POST-SECONDARY

College/Post-secondary State Officer Code of Conduct

It is the responsibility of all Alabama SkillsUSA state officers to conduct themselves in a proper, businesslike manner at all times. SkillsUSA understands that College/Post-secondary students may be adults over the age of 21, and because they are a part of team of high school students, it is important that they maintain the utmost professionalism at all times.

1. All officers are expected to attend and be on time to all meetings and events during the year.
2. All officers shall behave in a courteous and respectful manner; refrain from language and actions that might bring discredit upon them, their school, and their families or upon Alabama SkillsUSA.
3. Conduct that is not conducive to a business environment will not be allowed. Such conduct includes, but is not limited to, actions disrupting a business like atmosphere, association with non-conference individuals or activities that endanger self or others.
4. At any function sponsored by Alabama SkillsUSA, all officers, participants and guests shall abide by the dress code.
5. There shall be no defacing of public property. The individual(s) responsible must pay any damages to the property or furnishings in the hotel room or building.
6. If male and female officers visit each other in their hotel rooms at any time, the door must be open at all times.
7. Safety precautions should be exercised at all times. Never go into hotel stairwells alone, areas that are poorly lit, or areas that have light pedestrian traffic.
8. Officers shall not possess alcoholic beverages, narcotics or firearms in any form, at any time, under any circumstances.
9. Use of tobacco products is prohibited for all officers.
10. Officers of Alabama SkillsUSA are prohibited from posting inappropriate or offensive materials on the Internet (MySpace, Facebook, Twitter, FaceTime, and YouTube). If inappropriate or offensive materials are found to exist, the officer will be asked to remove the material.
11. All officers High School and College alike will respect and obey posted curfews.



ALABAMA SKILLSUSA STATE OFFICER CANDIDATE APPLICATION COLLEGE POST-SECONDARY

Consequences of State Officer Code of Conduct Violation

Immediate **expulsion** from any Alabama SkillsUSA sponsored meeting or event will result from the following:

- Possession of alcoholic beverages, narcotics, or firearms of any form, possessed at any time, under any circumstance.
- Gross violation of male and female room regulations.
- Gross damage to property; or violation of hotel safety codes or criminal laws.
- Internet misuse.

Alabama SkillsUSA state officers may also be removed from office for one or more of the following reasons:

- Failure to perform the duties of their office.
- Failure to attend required meetings.
- Failure to follow rules, regulations and responsibilities to act in a professional manner, including school disciplinary guidelines.
- Failure to meet appropriate deadlines without satisfactory explanation.



**ALABAMA SKILLSUSA STATE OFFICER CANDIDATE
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Code of Conduct and Permission to Publish Acknowledgment

I (officer) have read and fully understand the SkillsUSA State Officer Code of Conduct and agree to comply with these guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.

As an Alabama SkillsUSA state officer, the officer's name, photo, SkillsUSA (state) e-mail address, and school contact information will be posted on the SkillsUSA (state) web site and in printed documents (publications). The officer's home contact information will not be published electronically or in printed documents.

I give Alabama SkillsUSA permission to publish electronically and in printed documents the information and materials as described.

Officer's Name

Officer's Signature

Date



**ALABAMA SKILLSUSA STATE OFFICER CANDIDATE
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Alabama SkillsUSA State Officer Candidate Agreement Form

I, _____, have read and understand the qualifications of the Alabama SkillsUSA state officer and realize the duties. If elected, I agree to be present and to participate in all required Alabama SkillsUSA activities during my term of office. And, if elected, I agree to fulfill my duties to the best of my ability.

As a SkillsUSA (state) state officer, you will be required to attend the following activities

(dates are tentative and subject to change):

- Fall Leadership Conference (Oct 30th, 31st Montgomery)
- Alabama Community College System Conference Nov. 27th -28th
- at least one District Competitions
- all SkillsUSA Executive Advisory Committee Meetings (Serve on Committees)
- Board of Directors Meetings (President Required, other officers recommended)
- Officer Retreat (planning state conf.)- Feb. (TBA)
- State Conference April 22nd-25th
- State Officer Training June 11th-13th
- Leverage Training June 23rd -24th
- National SkillsUSA Championships June 24th – 30th
- District Officer Training Conference (DOTC) for district officers in July 10th -12th
- Local Officer Training (at least one district)
- Washington Leadership Training Institute, Leesburg VA (WLTi) *deposit required*

I certify that I am a member in good standing of the _____ Chapter of SkillsUSA.

Candidate's Signature _____
Date

As this Alabama SkillsUSA state officer candidate's local advisor, it is without reservation that I recommend (him/her) as a SkillsUSA (state) state officer.

Local Advisor's Signature _____
Date



**ALABAMA SKILLSUSA STATE OFFICER CANDIDATE
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College State Officer Candidate Endorsees

The credentials for _____, who is the choice of our chapter, are attached. To the best of our knowledge, this individual meets the qualifications for the office of a SkillsUSA state officer and if elected, will receive the enthusiastic support of the school, the chapter, and the advisor in the execution of the duties of the office.

The Department of Education and local school systems operate under guidelines of the Quality Basic Education Act, established in 1986. In order to participate, students must qualify and meet the required criteria according to this law. **Travel funds** for instructors are not a direct line budget item from the state, but are contained in the FTE formula. More than adequate funds are usually allocated and are earned by the school through FTE accounting procedures. As administrator, I agree to provide **travel money** for the advisor to carry out the tasks of the office for which the Alabama SkillsUSA member is a candidate.

During state and national activities, we understand that the state director and leadership team will supervise the state officers. The state director, leadership team and officer’s advisor will coordinate to enable an officer to prepare for contest participation or other requested chapter activities as schedules permit. State officers must commit to participate fully in all the program of work activities.

We recognize the responsibilities of the position for which we have nominated our candidate and will assist him or her in executing responsibilities of said office, in any capacity that we can, should he or she be elected. We understand that necessary **support of travel and participation** is important for both the candidate and their advisor and we are willing to support their needs. We have fully reviewed and understand the Alabama SkillsUSA state officer candidate information overview, official application, agreement form and other related documentation.

Chapter Advisor (please print name and sign)

Date

College Dean (please print name and sign)

Date