



SkillsUSA Colorado State Officer Candidate Application

Choosing to become a state officer is a big commitment by a student. The following Officer Application will help you gain an understanding of what is expected of you as a state officer. Please read all information carefully and provide all requested information. Thank you for your interest in SkillsUSA Colorado.

Duties and Responsibilities of SkillsUSA Colorado Officers:

By electing you to a SkillsUSA Colorado office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of the honor come duties and responsibilities. Duty is defined as "the conduct, obedience, loyalty, and submission required of an officer." Responsibility is the "reliability and moral accountability for duties expected of an officer." Together, duty and responsibility convey the conduct and performance appropriate to all SkillsUSA Colorado officers.

State Officer Candidates must have the following qualifications:

1. All state officer candidates must be a member of SkillsUSA Colorado during the year served as an officer.
2. All state officer candidates must be one of no more than three (3) from any individual chapter.
3. All candidates must have successfully passed or be currently enrolled in a career and technology class for a minimum of one semester.
4. All candidates must possess Official SkillsUSA attire and submit a picture in JPEG file of themselves dressed in that attire.

Regardless of which office you hold, your duties and responsibilities as a SkillsUSA Colorado officer obligate you to do the following:

- Understand the mission and goals of SkillsUSA Colorado
- Understand the SkillsUSA creed and know it from memory
- Be familiar with the organizational structure and policies of SkillsUSA Colorado
- Memorize appropriate ceremonies and rituals
- Attend all required meetings
- Be prepared to conduct organization and SkillsUSA meetings
- Be prepared to serve as a speaker for the organization
- Be loyal to SkillsUSA

- Assist other officers to accomplish their tasks
- Practice good communication skills
- Be helpful, respectful, and responsible to all individuals

The following items must be submitted with your application:

- Minimum of two (2) completed recommendation forms: Advisor (required), and teacher, administrator or counselor (all must be from the school you will be representing.)
- Official transcript with GPA
- Completed application, with all required signatures
- Typed, 250 word essay describing a significant leadership experience in your life and how it will help you as a SkillsUSA state officer
- Submit signed Officer Contract

State officer candidates will be required to attend an interview process before your candidacy can be approved. Only after this interview will your candidacy be announced. Any campaigning before your candidacy is officially announced to the membership at the state conference is strictly prohibited.

State Officers are required to attend the Following meetings:

- May – organizational/planning meeting
- June – CTSO Leadership Training, Breckenridge
- June – National SkillsUSA Skills and Leadership Conference (optional)
- September – Fall Planning Meeting
- October – Fall Planning Meeting
- November - Planning Meeting
- December – Holiday Activity
- January – State Conference Planning Meeting
- March - State Conference Planning Meeting
- April – State Conference

There may be additions throughout the year as necessary, and the officer must be able to commit to responsibilities on the officer's own time.



**SkillsUSA Colorado
State Officer Candidate Application**

Applicant Name:	
Position Sought:	
Home Address:	
Home Phone Number:	Cell Phone Number:
Email Address:	
Applicant Age:	Current Grade Level:
Parent/Guardian Name(s):	
Parent Guardian Phone Number:	Parent/Guardian Work/Cell Number:
Advisor's Name:	
School:	
School Address:	
School Phone:	
List chapter and state offices (in an organization) held, most recent first, including dates:	
List all extracurricular activities and work obligations aside from SkillsUSA:	

Candidate: Please honestly rate yourself on the following skills:

	Excellent	Good	Fair	Poor
Public Speaking	○	○	○	○
Writing Skills	○	○	○	○
Computer/Technical Skills	○	○	○	○
Leadership Skills	○	○	○	○



Advisor Recommendation Form

Advisor Name:	
School:	
<i>**To the student: You must submit this form to the advisor for the chapter from which you represent with a stamped envelope addressed to: Tony Raymond, SkillsUSA Colorado, 9101 E. Lowry Blvd. Denver, CO 80230. This form is to be sent DIRECTLY to the state advisor. By signing below, you waive all rights to inspect this form before or after it is submitted to SkillsUSA Colorado.</i>	
Applicant Signature:	Date:
Applicant Name:	
Position Sought:	
Please describe how well you know the applicant, including how long you have known him/her:	
What chapter offices has this candidate held in SkillsUSA?	

Please honestly rate the candidate on the following items:

	Excellent	Good	Fair	Poor
Public Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer/Technical Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you have any other comments about this potential candidate that would be helpful in determining his/her fitness to run for state office in SkillsUSA Colorado?



Recommendation Form

Advisor Name:	
School:	
<i>**To the student: You must submit this form to the advisor for the chapter from which you represent with a stamped envelope addressed to: Tony Raymond, SkillsUSA Colorado, 9101 E. Lowry Blvd. Denver, CO 80230. This form is to be sent DIRECTLY to the state advisor. By signing below, you waive all rights to inspect this form before or after it is submitted to SkillsUSA Colorado.</i>	
Applicant Signature:	Date:
Applicant Name:	
Position Sought:	
Please describe how well you know the applicant, including how long you have known him/her:	
What chapter offices has this candidate held in SkillsUSA?	

Please honestly rate the candidate on the following items:

	Excellent	Good	Fair	Poor
Public Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer/Technical Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you have any other comments about this potential candidate that would be helpful in determining his/her fitness to run for state office in SkillsUSA Colorado?



SkillsUSA Colorado Officer Contract

As a state officer of **SkillsUSA Colorado**, you have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times while representing the organization and on your personal time. You will have an opportunity to meet students, advisors, administrators, business, industry and labor representatives during your term in office, your actions will set a standard for all **SkillsUSA** members to follow, When you sign this **Officer Contract**, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members, You will also be reaffirming the ideals of **SkillsUSA**.

As a state officer of SkillsUSA, I agree to adhere to the following rules and regulations:

1. I will at all times, respect all public and private property.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will abide by the curfew established and shall respect the rights of others,
4. I will not be in the sleeping room with a member of the opposite sex unless the door is completely open at all times, unless the person is my spouse.
5. I will not use alcohol beverages and non-prescription drugs at any time.
6. I will not leave the hotel/motel to which I am assigned without the express permission of the assigned SkillsUSA staff person(s).
7. My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
8. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
9. I will respect authority at all times.
10. I will keep the assigned officer advisor(s) informed of my whereabouts at all times.
11. I will respect the official SkillsUSA dress by not smoking while wearing it.
12. I will attend all activities for which I am assigned and will be on time to all functions and assignments.
13. I will adhere to the dress code at all times.
14. I will strive to maintain above average grades in all my classes.
15. I will attend school each day it is in session, unless I am on Official SkillsUSA business or ill. I will make up all work missed.
16. I will accept SkillsUSA assignments when possible and understand I am to keep accurate records of all expenses incurred. I will submit the proper vouchers and receipts to SkillsUSA Colorado within five days of completion of an assignment.
17. I will submit my name on a membership roster and dues as a member for the year in which I am an officer.
18. If involved in any activity that is detrimental to SkillsUSA, and/or my school, such as police arrest for DUI or drug charges, I will immediately forfeit my office.
19. I will attend or be taking classes at the school where my SkillsUSA Chapter is hosted.

VIOLATIONS AND PENALTIES

Violations of items 1-19 will result in a warning and/or reprimand. Violations may be grounds for disqualification or suspension from an activity or office. The violator may be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the appropriate state department of education official(s) and parents or guardians.

I understand that, by signing this contract, if I am in violation of any of the above regulations and/or conduct myself in a manner unbecoming of a SkillsUSA Colorado officer, I may be brought before the appropriate discipline committee for an analysis of the violation. I further agree to accept the penalty imposed on me with the understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with the severity of the violation.

***FORMS RECEIVED AFTER THE DEADLINE OR MISSING FORMS AND/OR SIGNATURES
WILL RESULT IN DISQUALIFICATION AS A CANDIDATE.***



Applicant Signature Page

The following items must be included with your application.

- Officer Candidate Application
- JPEG photograph of officer candidate
- Essay
- Official Transcript

By signing below, I understand, accept, and agree to all terms, information, and conditions set forth in this application and in the SkillsUSA Officer Contract. I further profess that all information given throughout this application to be true and accurate to the best of my knowledge.

Parent/Guardian Signature:

Date:

Chapter Advisor Signature:

Date:

School Administrator Signature:

Date:

Officer Applicant Signature:

Date: