



SkillsUSA

ARIZONA



STATE OFFICER APPLICATION PACKET



Greetings State Officer Applicant,

First and foremost, thank you for choosing to run for a position on the State Officer Team! Congratulations are also in order as you are one out of roughly 15,000+ members to take on this challenge! Less than half of a percent of our membership chooses to run for office and only 11 members are elected to fill the positions. It is truly astounding when it is put into this perspective.

You are about to embark on an amazing, life changing journey, which will not only develop your leadership skills, but bring your personal and life skills to new heights. There will be many tasks ahead that will challenge you in all aspects, but I know you possess the necessary skills to face them head on. The skills you already have and the skills you will gain from this experience, will only better prepare you for a successful future in the workplace.

Election of the State Officer Team is a very important component of SkillsUSA Arizona. If elected, you will be required to miss several days of school to attend training, public functions and various conferences. Please ensure you fully understand the major commitment you are making to this organization and especially me. Please also share this information with your parents, as they will be proud to know you are seeking a leadership position in this great association.

I look forward to receiving your application and seeing you on the State Office Team!

Warmest Regards,

A handwritten signature in black ink that reads "Robin Cronbaugh". The signature is written in a cursive, flowing style.

Robin Cronbaugh
State Director

Submit all items by mail, fax, email or online - **DUE FEB. 15, 2018**

Complete Application

Complete and attach Application Essay

Typed, double-spaced, 12 pt font, one (1) page essay, titled: *"SkillsUSA Arizona State Officer Team:
My Qualifications and Commitment"*

Obtain and attach Advisor Letter of Support

Complete and attach Medical/Liability Form

Attach copy of insurance card

Attach copy of resume

Attach copy of high school transcripts (Minimum GPA of 3.00)



SkillsUSA Arizona
1535 W. Jefferson St.
Phoenix, AZ 85007



Robin.Cronbaugh@azed.gov



602.903.7225



www.azskillsusa.org

Attend State Officer Applicant Professional Development Day

Interview with the Board of Directors

Recital of the SkillsUSA Pledge

Recital of a Conference Script part

Recital of an Opening Ceremony part

Prep Campaign Materials

Prep Chapter Delegates

Campaign at the SkillsUSA Arizona State Championships

APPLICANT CHECKLIST

The State Officer Team has regular meetings for business/industry tours, educational experiences and planning for regional and state conferences. Every item listed below is mandatory, unless specifically noted. State Officers are not allowed to miss major conferences and training events, but are able to be excused for ONE MEETING.

Officers in the Phoenix Metropolitan Area are responsible for transportation to the designated meeting location. Transportation for out of town officers is arranged for and paid by SkillsUSA Arizona. Hotel and meals for all officers is paid for by SkillsUSA Arizona.

If an officer's chapter is attending a major event, they are responsible for securing transportation home with his/her advisor.

Each officer will be required to attend the following conferences and events:

Event	Date(s)	Location
State Officer Training	May 30-June 3, 2018	Phoenix, AZ
SkillsUSA Championships (NLSC)	June 22-30, 2018	Louisville, KY
State Officer Training	July 26-29, 2018	Phoenix, AZ
Program of Work Conference	September 18, 2018	Snowflake, AZ
Washington Leadership Training Institute**	September 22-26 2018	Washington D.C.
Fall Leadership Pre-Conference Meeting	October 2-3, 2018	Phoenix, AZ
Fall Leadership Conference	October 4, 2018	Phoenix, AZ
SkillsUSA on Ice	November 2018 (One Day)	Glendale, AZ
Leadership Training Camp	November 13-16, 2018	Williams, AZ
Regional Skills Conference*	January-March 2019	Your Region
State Championships Meeting	April 11-12, 2019	Phoenix, AZ
SkillsUSA Arizona Championships	April 13-14, 2019	Phoenix, AZ

TBD dates will be decided, along with the newly elected officer team, using school district calendars, SAT testing dates and AIMS/ AZ MERIT testing dates during June 2018.

**Officers must only attend their regional conference*

***Indicates optional event*

If a state officer is also a competitor at NLSC, the state officer's school is responsible for half the travel package cost.

Attendance at Officer Meetings and other events should be an "excused absence" as an educational activity. Each State Officer is responsible for securing an excused absence through his/her advisor and the school administration.

MEETING DATES

MORNING

Meet & Greet
Individual Interviews
Team Building
SkillsUSA Pledge Recital

MARCH 3,

10 AM – 3PM

2018

Verrado High School
(20050 W. Indian School Rd.
Buckeye, 85396)

AFTERNOON

Lunch
Script Reading
Opening Ceremony Part
Group Interview
Wrap Up

APPLICANT PROFESSIONAL DEVELOPMENT DAY

All Candidates and Delegates will check-in at the designated area and time to receive their ribbon. Candidates may check-in early to setup any items.

CANDIDATE & DELEGATE CHECK-IN

Delegates will have the opportunity to meet with Candidates one-on-one to ask any questions and/or get to know them better.

CANDIDATE MEET & GREET

Candidates will give a two-minute prepared speech to all Delegates. The speech may detail why they want to run for office, what qualities they have for the position and what they hope to accomplish.

CANDIDATE SPEECHES

Candidates will be asked one problematic question and will have an unlimited amount of time to answer. The problematic question is randomly chosen and sealed in an envelope.

PROBLEMATIC QUESTIONS

Delegates will be given a ballot and will cast their vote for the most qualified candidate. Results will be announced at the Closing Session.

VOTING

ELECTIONS AGENDA

How should I prepare for Applicant Professional Development Day?

Candidates can prepare for the Applicant Professional Development Day in several ways. Candidates should be prepared to answer 5 job interview type questions about themselves and their decision to run for office. Practice of the SkillsUSA Pledge; all candidates will be expected to recite it from memory. Candidates will also be given a part from a Conference Scrip to recite. Be familiar with all parts of the Opening Ceremony, which can be found in the SkillsUSA Handbook. Candidates will be asked to recite a part of your choice. Ex: recital of the Parliamentarian's part, the Shield.

What do I need to wear?

Candidates must wear SkillsUSA Official Dress to the Applicant Professional Development Day and Elections. More details about SkillsUSA Official Dress can be found in the SkillsUSA Handbook.

What is the Advisor Letter of Support?

The Advisor Letter of Support is a one-page letter from the candidate's advisor detailing their support of the candidate and how he or she will benefit the State Office Team.

How much are we allowed to spend on a campaign?

SkillsUSA Arizona does not have a limit on how much can be spent on a campaign, but we recommend to spend as little as possible.

How many delegates are my section/chapter entitled to?

Each section (club) shall have at least two (2) voting delegates and one additional voting delegate for each ten (10) members or major fraction thereof above twenty (20). Ex: 26 members /3 voting delegates, 36 members/4 voting delegates, 46 members/5 voting delegates, etc. The number of total voting delegates will be determined by the reported National Membership for the preceding school year. Newly chartered sections will have the minimum of voting delegates.

How big can the promotional poster be?

It is recommended that a poster not exceed 3 feet by 5 feet. The poster can be a freestanding tri-fold or one sheet of poster board. There will be several tables to stand your poster up and there will be tape if you need to hang it on the wall.

What is the Meet and Greet session?

The Meet and Greet session is a time for candidates to meet all delegates. This is a great time for delegates to get to know their candidates one-on-one and ask candidates any questions. During this time, candidates may also hand out any flyers, trinkets, etc. **Food or Drink of any kind is prohibited, even small individually wrapped candies.**

What does the speech need to be about?

A candidates' speech should be related to any of the following topics: why you want to be in that office/position, what qualities you possess, what you want to accomplish in office, etc. Candidates have a maximum of two minutes to give their speech. Colored cards will be shown indicating how much time one has left.

What is the problematic question and how do I prepare for it?

Candidates will be asked one problematic question and will have an unlimited amount of time to answer. The problematic question is randomly chosen and sealed in an envelope. Candidates may take as long as they need for the problematic question. Your response to the question can be short.

What items can I bring to the Election Session to hand out?

Candidates are not required to hand out any items during the Election Session. If a candidate chooses, he or she may hand out pamphlets, flyers, or small trinkets prompting their campaign for office. **Food or Drink of any kind is prohibited, even small individually wrapped candies.**

FREQUENTLY ASKED QUESTIONS



POSITION

Regional President candidates must be from that corresponding region.

<input type="checkbox"/> At Large (5 open positions)		
<input type="checkbox"/> Region 1 President	<input type="checkbox"/> Region 3 President	<input type="checkbox"/> Region 5 President
<input type="checkbox"/> Region 2 President	<input type="checkbox"/> Region 4 President	<input type="checkbox"/> Region 6 President

CONTACT INFORMATION

FIRST NAME		LAST NAME	
ADDRESS		CITY	ZIP
BIRTHDATE	GENDER	PHONE	
EMAIL			
SCHOOL			
ADVISOR		SECTION	
ADVISOR EMAIL		ADVISOR PHONE	

Due to potential State officer activities that include State Volunteer Employee requirements, international and domestic travel, White House Visitations and insurance requirements, applicants must be able to provide proof of legal residence at the time of applying for State Office.

SOCIAL SECURITY NUMBER
OTHER

MEDICAL INFORMATION

LIST ANY CURRENT MEDICATIONS
LIST ANY ALLERGIES



STATE OFFICER APPLICATION

LIST ANY PHYSICAL RESTRICTIONS
LIST ANY DIETARY RESTRICTIONS

EMERGENCY CONTACT

NAME	PHONE
RELATION TO APPLICANT	

SKILLSUSA EXPERIENCE

--

EMPLOYMENT

COMPANY	POSITION
RESPONSIBILITIES	CURRENT JOB?

OTHER AFFILIATIONS

--

RECOGNITION

--

ENDORSEMENTS

The above named student has demonstrated responsibility and overall good citizenship while a member of the student body. I, therefore, endorse his/her candidacy for office.

This candidate is a member in good standing of our local section (organization). The information on this form is correct and valid. It is my opinion that this candidate has the ability, qualifications, and integrity necessary to do an outstanding job in the office being sought. As a State Officer Advisor, I will support this candidate during the current school year.

SIGNATURE OF PRINCIPAL	DATE
SIGNATURE OF ADVISOR	DATE

INTENT

I fully understand the responsibilities and obligations of an SkillsUSA Arizona State Officer. If elected, I will fulfill all assignments to the best of my ability. To the best of my knowledge, all information submitted is accurate and correct.

SIGNATURE OF APPLICANT	DATE
SIGNATURE OF PARENT/GUARDIAN	DATE