

A wide-angle photograph of a long, straight asphalt road stretching into the distance under a cloudy sky. The road has a yellow center line and white edge lines. In the background, there are desert mesas and mountains. The image is framed by a white triangular shape at the top and a red and blue triangular shape at the bottom.

2022-2023  
**PROGRAM  
GUIDE**

**STATE  
OFFICER**  
ELECTION PROCESS

# Foreword

The State Officer Program Guide was created to assist SkillsUSA Arizona advisors and members in preparation for state officer candidacy. It provides an overview of the state officer program from beginning (candidacy) to end (completion of year of service). Each section of the State Officer Program Guide provides information for advisors, members, or parents in understanding the expectations of a state officer, as well as clarifying the qualifications, rules, and details of candidate events. In addition, we have provided preparation suggestions and resources for state officer candidates. We hope this all-encompassing resource will aid our stakeholders in better understanding the state officer election process as well as give an insight into the goals and objectives of the state officer program and expectations of the state officers once they are elected.

## Contact Information for Questions

*For questions regarding the state officer election process (candidates), team, and program:*

**Daniel Kelly**

daniel.kelly@azed.gov

602-542-5565

# SkillsUSA Arizona State Officer Program Guide

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During the State Championships each year, SkillsUSA Arizona delegates from across the state elect 11 high school officers (five at-large positions and six regional presidents) and one at-large college/postsecondary officer to serve as student leaders for the organization—state officers. These student leaders serve in a variety of roles throughout their year of service. As leaders, they serve as communicators, advocates, and facilitators.

The state officer team leads our state conferences, including the Fall Leadership Conference, Leadership Training Camp, SkillsUSA on Ice, and State Championships. The state officer team also serves local chapters and teaches members skills from the SkillsUSA Framework to help them become career-ready.

Being a state officer is the ultimate personal growth and student leadership experience within SkillsUSA Arizona. The overall programs focus on five key essential elements of the SkillsUSA Framework: Responsibility, Communication, Teamwork, Leadership, and Professional Development. The skills learned through the state officer program will help these student leaders not only be successful in serving the organization, but also throughout their lives and future careers.

# Section 1—State Officer Position Description

<b>Position Title:</b>	SkillsUSA Arizona State Officer
<b>Work Location:</b>	Remote with travel opportunities for trainings and assignments
<b>Duration:</b>	April 20, 2022 - April 12, 2023
<b>Weekly Hours:</b>	Three to 10 hours or more per week. This time includes trainings, assignments, activities, pre-work, growth plans, mentoring meetings, etc.
<b>Reports To:</b>	SkillsUSA Arizona State Director
<b>Application Process:</b>	Complete state officer application by March 18, 2022 and participate in the state officer election process

## ORGANIZATION BACKGROUND

SkillsUSA is a national career and technical student organization which serves middle school, high school, and college/postsecondary students who are preparing for careers in career and technical education. SkillsUSA's mission is to empower its members to become world-class workers, leaders, and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace, and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

## SUMMARY

The primary role of a SkillsUSA Arizona State Officer is to serve SkillsUSA at the local and state level to support our organization's mission. Being a state officer means representing more than 12,000 student members, as well as the principles and purposes of our organization at all times. In this role, an officer will be communicating key organization information along with promoting career and technical education. As a student leader, each officer must be clear on their priorities, able to manage a variety of tasks and projects, and use effective time and stress management strategies.

Through this program, state officers are challenged to risk boldly, seek improvement, crave feedback, and support honestly. State officers have several opportunities to risk boldly and step outside of their comfort zone within a supportive environment. During the program, officers are taught advanced communication and facilitation strategies that they implement within their work. State officers must have a desire to improve and be open to feedback. While serving on their state officer team, they must collaborate with their fellow state officers and support them sincerely.

State officers must understand the value of their current work and its future impact. Officers may have meetings or presentations with business and industry, government officials, and educational leaders, all of which help shape the image and future of SkillsUSA Arizona as well as career and technical education.

## **MINIMUM REQUIREMENTS:**

Candidates should meet the minimum requirements outlined below:

- Active membership status at time of election and through the completion of term in office.
- Endorsement of the chapter representing during term in office.
- At least one full school year remaining in high school or college/postsecondary.
- Been selected by their chapter as a state officer candidate.
- Adhered to all state officer candidate requirements found in the State Officer Program Guide.

## **PREFERRED REQUIREMENTS:**

The position requires strong SkillsUSA and CTE experience. Candidates should have had at least one year of SkillsUSA leadership experience such as being a local or regional officer with a willingness to continue their development. Participation in the following programs is beneficial: Activate, Leverage, Washington Leadership Training Institute (WLTI), Fall Leadership Conference (FLC), Leadership Training Camp (LTC), or earning the President's Volunteer Service Award.

## **TRAVEL REQUIREMENTS:**

State officers must be available to travel for training and events throughout their year of service. Please see the "Training Schedule for the 2022-2023 SkillsUSA Arizona State Officer Team" on page 8.

## **ROLE FUNCTIONS IN THE STATE OFFICER PROGRAM:**

### **Responsibility**

- Accept consequences for actions and choices—both positive and negative—and use what is learned to inform a future situation.
- Follow through on commitments at a high quality with minimal supervision.
- Proactively seek feedback on tasks and assignments and confidently seek help to complete a difficult task or a task about which they have a question.

### **Communication**

- Use the POWERR formula tool to develop a variety of communication outputs.
- Use the POWERR formula tool to effectively deliver a variety of communication outputs.
- Craft and share messages formally and informally about career and technical education (CTE) and SkillsUSA with any stakeholder in a knowledgeable way.

### **Teamwork**

- Define and fill officer's individual role within their team.
- Understand, encourage, and enable the fulfillment of others' roles within their team.
- Contribute collaboratively to the achievement of the SkillsUSA vision and mission through a well-defined action plan.

### **Leadership**

- Demonstrate attributes that cause followers to trust.
- Model compassion.
- Exhibit characteristics of stable leadership.
- Generate hope in followers.

## **Professional Development**

- Actively engage in developing a rich mentor-mentee relationship.
- Evaluate personal limitations and abilities to develop a personal growth plan that achieves short-term and longer-term career and personal goals.
- Complete a personal growth plan including self-reflections and feedback from mentor and state officer program leadership.

## **ASSIGNMENTS**

Throughout the state officers' year of service, they will be engaged in several assignments including leading our four state conferences: the Fall Leadership Conference (FLC), Leadership Training Camp (LTC), SkillsUSA on Ice, and State Championships; and participating in two national conferences: the National Leadership and Skills Conference (NLSC) and Washington Leadership Training Institute (WLTI).

## **ADDITIONAL ASSIGNMENTS**

Selection of a state officer for a particular assignment is based on many factors: the necessary skill set, past performance, recent opportunities, training program, future career goals, division (high school or college/postsecondary), geographic location, and budget constraints. All factors are considered before an officer is offered an opportunity.

# Training Schedule for the 2022-2023 SkillsUSA Arizona State Officer Team

The below calendar serves as the minimum training and travel requirements for the 2022-2023 SkillsUSA Arizona State Officer Team but does not include the 3-10 estimated hours of additional time dedicated to office each week. Additional travel and/or assignments may be added at any time with advance notice.

Task	Month	Location
State Championships	April 19-20, 2022	Phoenix, AZ
Post-Election Training	April 21, 2022	Virtual
State Officer Training	June (5-7 Days)	Phoenix, AZ
National Leadership and Skills Conference	June 17-25, 2022	Atlanta, GA
Chapter Visit Training	August (2 Days)	Phoenix, AZ
Washington Leadership Training Institute	September (5-7 Days)	Washington, DC
Regional Officer Training	October (1 Day)	Phoenix, AZ
Fall Leadership Conference	October (2 Days)	Phoenix, AZ
Leadership Training Camp	November (2 Days)	Williams, AZ
SkillsUSA on Ice	November (1 Day)	Glendale, AZ
Regional Leadership and Skills Conference	February (1-2 Days)	Varies
State Championships	April 10-12, 2023	Phoenix, AZ

**All** events listed above are mandatory for all state officers to attend in-person\*.

*\*Attendance type (virtual/in-person) is subject to adjustment closer to event dates based on pandemic status. As we do with all programming, we will be sensitive to the uniqueness of these times and make accommodations as needed for students to engage in this leadership experience.*

In the application process, we require a support letter from both a student’s advisor and administrator, so our expectation is that officers will engage in all experiences at a high-level. All travel expenses for official SkillsUSA Arizona state officer business will be covered by the organization.

*Updated February 2022 | Detailed Dates Available After May 1, 2022)*

**State Officer Contract**  
**SkillsUSA Arizona, Inc.**

As a state officer of SkillsUSA Arizona, Inc., (Name) \_\_\_\_\_ has the responsibility to represent all members of the organization. Your conduct must be exemplary at all times since you are always representing the organization. You will be meeting with students, advisors, administrators, business and industry representatives, government officials, and educational leaders during your year of service. When you sign this State Officer Contract, it is with the understanding that your commitment to the year of service is substantial, as are the rewards of serving the organization. You will also be reaffirming the ideals of SkillsUSA Arizona, Inc.

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

***Conduct***

- I will, at all times, represent SkillsUSA to the best of my abilities.
- I will, at all times, respect all property and the rights of others.
- I will, at all times, implement and support the SkillsUSA culture of inclusion and diversity.
- My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
- If under 21, I will not use alcohol, tobacco, and illegal substances. If over 21, I will forgo all alcohol, tobacco, and illegal substances while representing SkillsUSA at events, functions, conferences, and during travel.
- I will avoid places or activities that in any way would raise questions as to my moral character or conduct.
- I will not engage in any behavior that might be deemed sexual harassment which includes, but is not limited to, verbal, written, or physical statements or actions about others.
- I will, at all times, use social media accounts appropriately. This includes not engaging in bullying or cyberbullying of others including threatening words or behavior; menacing, hazing, taunting, or intimidation; the use of lewd, profane, or vulgar language; verbal or physical abuse of others; or other threatening behavior toward others at any time.

***SkillsUSA Program***

- I will attend all trainings and activities as assigned and will be on time to all functions.
- I will complete all assignments given to me by my state officer program leadership on time.
- I will be prepared for all conferences and events by knowing my curriculum and will submit all written speeches at least one week prior to delivery.
- I will regularly communicate with my state officer program leadership, state director, and chapter advisor.
- I will monitor and use my social media accounts and my SkillsUSA Arizona email account appropriately at all times.
- If elected as a state officer, I will vacate any other SkillsUSA elected positions during my tenure so I can commit fully to this role.
- I will immediately forfeit my SkillsUSA Arizona office if I am involved in any activity that is deemed detrimental to SkillsUSA, my school, or my reputation, including being arrested and charged with a crime.
- I will adhere to the stated SkillsUSA dress code and grooming standards.
- I will respect SkillsUSA attire and will not inhale or smoke cigarettes, e-cigarettes, use a vape pen, or any other substance while wearing official clothing bearing the name or logo of SkillsUSA, including in outdoor venues.
- I commit to an entire year of service that begins immediately after my election, and that concludes with the SkillsUSA Arizona State Championships the following April.

### ***School/Membership***

- I will maintain active SkillsUSA membership as outlined in Article IV Section 5 of the SkillsUSA High School and College/Postsecondary Bylaws by being “enrolled in a coherent sequence of courses or career major” and attend classes at the school my SkillsUSA chapter is based.
- I will submit my name on a membership roster and pay SkillsUSA member dues for the year in which I am a state officer, no later than the deadline of March 1.
- I will attend school daily unless I am on official SkillsUSA business or other approved excursions or if I am ill. I will plan in advance for absences and make up any class work missed.
- I will maintain above-average grades in all my classes.
- I will immediately forfeit my SkillsUSA Arizona office if I am no longer enrolled in my school/training program due to dropping out, being suspended, or expelled from school.

### ***Traveling***

- When traveling for SkillsUSA Arizona, I will abide by the curfew established.
- When traveling for SkillsUSA Arizona, I will spend each night in the room of the hotel to which I am assigned. I will not enter any hotel room other than the one to which I am assigned or the one designated as meeting space for the entire state officer team.
- When traveling for SkillsUSA Arizona, I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
- When traveling for SkillsUSA Arizona, I will keep the SkillsUSA Arizona staff in charge informed of my whereabouts at all times. I will not leave the hotel/motel to which I am assigned without the permission of the assigned SkillsUSA Arizona staff in charge of the event.

I understand and commit to all of the above statements and expectations, and I understand that there are consequences and potential disciplinary actions, including my removal from office, if at any time I fail to fulfill my duties as a SkillsUSA Arizona state officer.

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State Officer Candidate Signature

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Date

## KEY PROGRAM ESSENTIAL ELEMENTS

The state officers will participate in experiences that touch all 17 essential elements within the SkillsUSA Framework. However, the state officer program will focus primarily on five key essential elements: Responsibility, Communication, Teamwork, Leadership, and Professional Development.

Responsibility—Taking ownership of my work, my behavior, and my actions

Communication—Sending and receiving clear messages

Teamwork—Working with others to achieve a common goal

Leadership—Influence the hearts, minds, and actions of others

Professional Development—Intentional learning experiences that enhance your career path

## OVERALL PROGRAM OUTCOMES

As a result of the state officer program, the SkillsUSA mission is achieved by ensuring that the state officers are able to demonstrate proficiency in the following essential elements: Responsibility, Communication, Teamwork, Leadership, and Professional Development.

### Responsibility

- Follow through on commitments at a high quality with minimum supervision while proactively seeking feedback on tasks and assignments.

### Communication

- Develop and deliver effective communication about SkillsUSA and career and technical education that is written or oral and targeted at a variety of stakeholder audiences.

### Teamwork

- Define and fulfill their individual role within their team and empower teammates to do the same in order to achieve the greater purposes of the whole state officer team.
- Collaborate with their team to develop a well-defined action plan that works to achieve the SkillsUSA vision and mission.

### Leadership

- Exhibit the four primary characteristics of high-quality leaders as defined by SkillsUSA: trust, compassion, stability, and hope.

### Professional Development

- Evaluate personal strengths and limitations to develop and execute a personal growth plan that achieves short-term and long-term career and personal goals.

## GROWTH PLAN

The state officer growth plans are designed to structure a personal growth plan focused on the development and growth of the 17 essential elements outlined in the SkillsUSA Framework. Initially, state officers will complete an individual evaluation of their level of proficiency in each of the indicators found in the essential element rubrics. Based on these results, the officers will establish SMART goals to accomplish during their year of service focused on growth within the five key essential elements of the state officer program.

# Section 2—State Officer Election Process

Being a state officer is the ultimate growth, personal development, and student leadership experience in SkillsUSA Arizona. The overall program focuses on five key essential elements of the SkillsUSA Framework: Responsibility, Communication, Teamwork, Leadership, and Professional Development. The skills learned through this leadership program will help officers not only be successful in serving the organization, but also throughout their lives and careers. Potential candidates should be dedicated to SkillsUSA, have a desire to serve the members of the organization, be able to work on a team, and be willing to learn and grow.

## State Officer Candidate Application and Submission

### PREPARATION OF INFORMATION AND APPLICATION COMPONENTS

The state officer candidate application is available online only, but there are several items you need to prepare before starting the online application, as it will not save unfinished work.

The steps below will assist you in your application preparation.

**The application deadline is March 18, 2022, at 11:59pm PDT. No exceptions.**

#### Step 1

Ensure the state officer candidate qualifications are met. Please see the “Minimum Requirements” on Page 6.

*NOTE: Each state officer candidate shall be an active SkillsUSA member and eligible to retain active membership in the organization until the member completes their term in office, if elected. Please double-check with your SkillsUSA Arizona state director and confirm dues for chapter, state, and national membership were submitted by the state and national deadlines for the year you are running for state office.*

#### Step 2

If qualifications are met, request and gather the following documents as early as possible in your application preparation process. You will upload and attach these documents in PDF format only as part of your online application.

Documents are to be labeled (First Initial\_Last Name\_Document Title), i.e.,  
J\_Smith\_ChapterAdvisorSupportLetter.PDF

Only **ONE** file is allowed per upload area on the application. Combine multiple documents into a single PDF document. Several apps are available to assist with this—Tiny Scanner, PDF Scanner, or Scannable.

PLEASE NOTE! - the documents below must reflect the school/chapter you will attend/be a member of NEXT school year.

## **School Verification Letter**

Verification letter from a school administrator indicating that:

Candidate is enrolled in a coherent sequence of courses or career major that prepares them for further education and/or employment and who are earning credit toward a diploma/certificate/degree or its equivalent and must plan to continue in the training program at least one more year.

Letters must include a handwritten signature and program name.

## **School Administrator Support Letter**

This letter must be from an administrator of the school the candidate will be attending during their term in office, including a handwritten signature. The following statement must be included in the letter:

*“I am aware of and agree to follow the state officer candidate campaign policies and procedures and understand that violating these policies and procedures may result in the candidate’s disqualification. Additionally, I will do my best to ensure that anyone who may be campaigning on behalf of the candidate from our chapter/ school will adhere to the campaign policies and procedures.”*

## **Chapter Advisor Support Letter**

This letter must be from the advisor of the chapter and confirm the candidate will be a member of it during their term in office, including a handwritten signature. The following statement must be included in the letter:

*“I am aware of and agree to follow the state officer candidate campaign policies and procedures and understand that violating these policies and procedures may result in the candidate’s disqualification. Additionally, I will do my best to ensure that anyone who may be campaigning on behalf of the candidate from our chapter/ school will adhere to the campaign policies and procedures.”*

### Step 3

Gather the following information to complete the application:

#### Candidate designation

Region

Division

- High school
  - Type of position you are seeking
    - At-large position (president, vice president, secretary, treasurer, parliamentarian)
    - Regional president
- College/postsecondary

#### SkillsUSA membership

Have you paid chapter, state, and national membership dues for the current year?

#### Candidate information

First name, last name

School

CTE program

Email

Cell phone number

Mailing address

Grade level (in 2022-2023 school year)

Date of birth

Special needs

Which of the following activities have you participated in during your SkillsUSA membership?

- Local (chapter) officer program
- Regional officer program
- Activate
- Leverage
- Washington Leadership Training Institute (WLTI)
- Fall Leadership Conference (FLC)
- Leadership Training Camp (LTC)
- President's Volunteer Service Award

#### Travel information

Name as it appears on your driver's license or official government ID

#### Correspondence contact information for:

SkillsUSA chapter advisor

School administrator

#### Step 4

In 500 words or less, prepare answers to the following questions. Use a word processing program to establish formatting and run spell check.

- Based on the state officer job description outlined in Section 1, how do you plan to serve the organization as a state officer?
- What SkillsUSA honors or awards have you received? What elected offices have you held?
- What school, organization, or community-based activities are you involved in?

Read, acknowledge, and agree to the State Officer Contract you will be held to, if elected.  
(see pages 9 and 10)

Read, acknowledge, and agree to the candidate campaign policies and procedures.

#### Step 5

##### State Officer Candidate Application Forms

Download, print, complete, and obtain signatures for both pages, verifying the SkillsUSA Arizona state officer candidate meets all the constitutional qualifications to run for office as well as provides and agrees to necessary medical information and terms.

##### [Download Forms](#)

##### [Start My Application](#)

#### **APPLICATION SUBMISSION AND DEADLINE**

Once you begin the online application process, you must complete the entire application in one sitting, as it will not save unfinished work. If you stop in the middle, you will have to start over.

Upon successful submission, you will receive a confirmation email.

**You will be notified by March 22, 2022, if you are eligible to be an official candidate.  
The application deadline is March 1, 2022 at 11:59 PDT. No exceptions.**

## CANDIDATE PREPARATION

Below are the resources available for state officer candidates. Preparation is important, and this section is devoted to assist in preparing candidates to attend and participate fully in the state officer election process.

- SkillsUSA Member Handbook
- State Officer Program Guide
- SkillsUSA Website (skillsusa.org): Mission, Vision, Values
- SkillsUSA Arizona Website (azskillsusa.org)
- The SkillsUSA Framework
- The POWERR Formula
- Scenario Role-Play—Interview Practice. Interviewing knowledgeable individuals can be an effective way to learn a great deal about what you know, what you do not know, and what you need to know.
- Current edition of *Robert's Rules of Order, Newly Revised*

## Leadership and Personal Growth Resources

The following is a list of books that relate to the roles and responsibilities of a state officer and/or can help an individual discover their talents and passions. These books are not required to be read.

- *SkillsUSA's The Four Pillars*
- *SkillsUSA's Leveraging Your Leadership with POWERful Presentations*
- *SkillsUSA's Leveraging Your Leadership with Parliamentary Procedure*
- *SkillsUSA's Leveraging Your Leadership with Effective Chapter Meetings*
- *SkillsUSA's Leveraging Your Leadership with Effective Communication*
- *Seven Habits of Highly Effective Teens* by Stephen Covey
- *17 Essential Qualities of a Team Player* by John C. Maxwell
- *21 Indispensable Qualities of a Leader* by John C. Maxwell
- *Habitudes* by Tim Elmore

## INSTRUCTIONS, REMINDERS, AND INFORMATION

Approved/verified state officer candidates will receive information upon their application being accepted to find instructions for all events, reminders for preparation work for each event, and information to assist in that preparation.

## PRE-STATE CHAMPIONSHIPS CANDIDATE EVENTS

### **Orientation, Written Exam, and Interviews**

There will be an orientation meeting held in-person, in Phoenix, Arizona, on March 26, 2022. During this time, the state officer candidate schedule will be reviewed and there will be time held for questions.

Following orientation, state officer candidates will take a proctored, 30-question, multiple choice exam. The exam will be based on material from the SkillsUSA Member Handbook and SkillsUSA Arizona website.

Following the written exam, candidates will participate in two (2) 10-minute interviews. One interview will be conducted by a panel made up of SkillsUSA Arizona board members and one interview will be conducted by a panel made up of the SkillsUSA Arizona state director and staff. The interviews will focus on your personal commitment to becoming a SkillsUSA Arizona state officer and the behaviors associated with the essential elements of focus of the state officer program. Candidates will be assessed using a rubric that is focused around the essential elements of the state officer program.

*\*Orientation, written exam, and interview times will be released on March 22, 2022 to approved/verified state officer candidates.*

## CANDIDATE EVENTS DURING STATE CHAMPIONSHIPS

### **Business Session and Meet the Candidates Session**

During State Championships (April 19-20, 2022), the business session and meet the candidates session will be held. A full conference schedule, including these sessions, will be released prior the conference.

### **Speeches**

State officer candidates will each give a two-minute campaign speech at the beginning of the business session.

### **Problematic Questions**

State officer candidates will be moved to a waiting room during the delegate business session and will be brought into the main session one-by-one. Each candidate will be read the problematic, oral question and have one minute to respond.

### **Campaign Policies and Procedures**

Campaigning will be allowed from April 19 through the close of voting.

#### In-Person Campaigning

For those candidates advancing through the interview, the candidate campaign material review process will occur on April 19 at State Championships. Candidates should bring a folder containing the itemized statement of campaign material expenses form (signed by the candidate and advisor), receipts for each item purchased, and a sample of each campaign item.

Campaign materials may not be taped to walls, doors, windows, or any surface in any hotel or the Phoenix Convention Center. If campaign materials are found taped to any surface of any hotel or the Phoenix Convention Center, fines may be charged to the candidate.

The total cost of campaign materials may not exceed \$100.

Portfolios, easels, and awards are considered campaign materials and should be included in the cost. A receipt is needed for all the items, including those purchased or borrowed from your school.

Donated or borrowed materials must have documentation showing proof of fair market value before taxes.

The following costs should be applied to any donated printing:

- 8.5" x 11" color copies (no color limit): \$.15/page
- 11" x 17" color copies (no color limit): \$.30/page
- 8.5" x 11" black and white copies: \$.05/page
- 11" x 17" black and white copies: \$.10/page

Candidates are encouraged to be creative in the design and use of their campaign materials. However, the following are not allowed:

- Food items, candies, liquids, or gum
- Glass items
- Balloons, frisbees, balls, bubbles, or soap
- Items that fly or make noise
- Items that have the potential or qualities of being harmful, e.g., mouth glow sticks

To display materials, candidates provide their own free-standing poster, banner, or display board and stand (one board per person) not to exceed 24" x 36". This measurement includes any sides or flaps used in the theme of the poster, banner, or display boards. Table space for each candidate will be provided at the Phoenix Convention Center by SkillsUSA Arizona. No other materials are provided by SkillsUSA Arizona.

Please follow the [SkillsUSA graphic standards](#).

Candidates are responsible to safely secure campaign items when they are not in use. SkillsUSA Arizona and the Phoenix Convention Center are not responsible for any items left on or under campaign tables. Security is not provided when the campaign area is closed.

All items are subject to approval by the SkillsUSA Arizona state director.

Candidates provide the following for review:

- The [itemized statement of campaign material expenses form](#) (signed by the candidate and advisor). The total cost of campaign materials may not exceed \$100.
- Receipts for each item, including those purchased or borrowed from your school.
- A sample of each campaign item.
- Free-standing poster, banner, or display board and stand/easel.

Failure to provide receipts for every item in your campaign will result in a disqualification of that item. Candidates may not include any item that has not been approved in their campaign. Violators of this regulation will appear before the SkillsUSA Arizona state director for disciplinary action, which could result in removal from the ballot.

### Online Campaigning

Candidates and their representatives (advisors, campaign committee members, parents, delegates, members, etc.) may NOT:

- Use social media or other online platforms for campaigning.
- Disclose the candidate's intent to run for state office or campaign in any manner outside of their chapter prior to April 19.
- Create or use personal, or chapter web pages, campaign websites, or custom/personalized electronic campaign apps for any type of campaigning.

### **Campaign Violations**

If you believe a violation of campaign policies and procedures has occurred, please report it via email to Daniel Kelly at [daniel.kelly@azed.gov](mailto:daniel.kelly@azed.gov). Violating campaign policies and procedures may result in disqualification.

### **Voting**

Voting for state officers will be conducted via an online secret ballot system. Voting delegates from each chapter will receive their unique voting code to access the online system.

### **Final Vote**

For high school, the five top vote recipients from the at-large candidates and top vote recipients from each of the regional president officer positions will be state officers.

For college/postsecondary, the top vote recipient will be a state officer.

Any unopposed office must receive a majority of the submitted votes.

## **Contact Information for Questions**

*For questions regarding the state officer election process (candidates), team, and program:*

**Daniel Kelly**

[daniel.kelly@azed.gov](mailto:daniel.kelly@azed.gov)

602-542-5565

# Section 3—Announcement and Post-State Championships Information

The 2022-2023 SkillsUSA Arizona State Officers will be announced during the Awards Session in the Phoenix Convention Center, on April 20, 2022.

Immediately following the announcement, the new state officers will report to the stage for recognition. Following the conclusion of the Awards Session, the new state officers will be escorted backstage for an orientation meeting and photo session.

## **POST-ELECTION TRAINING**

On April 21, 2022, the new states officers will begin their training virtually. Additional information will be given prior to the conference.

## **ASSIGNMENT OF AT-LARGE OFFICER POSITIONS**

The at-large officer positions of president, vice president, secretary, treasurer, and parliamentarian will be assigned during State Officer Training in June. Each member of the state officer team will vote for which at-large officer they want to serve in each position.



**SkillsUSA**  
ARIZONA

