



Leadership Handbook Companion

HIGH SCHOOL OFFICER



SkillsUSA®

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Section 1

MEMBERSHIP

SECTION 1 – MEMBERSHIP

Fill in the blank with the correct information or answer each question in your own words, referring to the Leadership Handbook for guidance.

1. SkillsUSA is the only organization for students in _____, _____ and _____ careers, including health careers.

2. What is the difference between being a winner and being a champion?

3. Write out the SkillsUSA Motto.

4. The SkillsUSA Pledge

Upon My Honor, I pledge:

- a. To prepare myself by _____ study and ardent practice to become a worker whose _____ will be recognized as _____ by my _____ and fellow _____.
- b. To base my _____ of _____ upon the solid foundation of _____.
- c. To _____ and _____ my _____ in such a way as to bring repute to myself.
- d. And further, the spare no effort in _____ the _____ of SkillsUSA.

5. What does the final line of the SkillsUSA Pledge mean?

6. The SkillsUSA Creed

I believe in the _____ of _____.

I believe in the _____ way of _____.

I believe in _____.

I believe in _____.

I believe _____ is achieved by good _____.

I believe in high _____ and _____.

7. The SkillsUSA Emblem

The shield represents _____

The gear represents the _____

The torch represents _____

The orbital circles represent _____

The hands represent the _____

SECTION 1 – MEMBERSHIP

8. List the four colors that represent SkillsUSA and what they each represent.

9. ____ Which of the following is NOT part of the official attire for women?
 - A. Black shoes
 - B. Black dress skirt or black dress slacks
 - C. Black sheer or skin-tone seamless hose
 - D. Black SkillsUSA blazer, windbreaker or sweater
 - E. White collarless blouse

10. ____ Which of the following is NOT part of the official attire for men?
 - A. White dress shirt
 - B. Black dress slacks
 - C. Black tie
 - D. Plain brown socks
 - E. Red SkillsUSA blazer, windbreaker or sweater

11. ____ Your name badge should be centered _____.
 - A. On the left lapel
 - B. Below the PDP pin
 - C. Above the officers' pin
 - D. Below the statesman pin
 - E. On the right lapel

12. ____ What badges or pins should be worn side by side?
 - A. Officer pin and the PDP pin
 - B. Statesman pin and the PDP pin
 - C. Statesman pin and the Conference pin
 - D. Officer pin and the Conference pin
 - E. Conference pin and the PDP pin

13. ____ Which of the following is NOT what SkillsUSA's goals are built around?
 - A. Member Services
 - B. Marketing
 - C. Training and Fiscal integrity
 - D. Advocacy
 - E. Expansion

14. ____ Which of the following SkillsUSA programs work to prepare each SkillsUSA member for entry into the work force and provide a foundation for success in a career?
 - A. Professional Development
 - B. Employment
 - C. Ways and Means
 - D. Public Relations
 - E. Social Activities

SECTION 1 – MEMBERSHIP

15. ____ What are the real benefits offered to SkillsUSA members through the Professional Development Program?
- A. Pins
 - B. Professional skills
 - C. Certificates
 - D. Job offers
 - E. Internships
16. ____ Which of the following is NOT a leadership competitive event offered by SkillsUSA?
- A. Opening and Closing Ceremonies
 - B. Safety
 - C. Personal Services
 - D. Parliamentary Procedure
 - E. Job Interviewing
17. ____ The annual SkillsUSA Week is observed in the same week in _____ as Career and Technical Education Week.
- A. February
 - B. March
 - C. September
 - D. December
 - E. November
18. ____ The founding of SkillsUSA was _____.
- A. March 8, 1965
 - B. February 18, 1965
 - C. February 8, 1965
 - D. May 8, 1965
 - E. May 18, 1965
19. ____ What is the difference between the college/postsecondary and high school officers?
- A. College/postsecondary has five regional vice presidents, whereas high school has four.
 - B. High school has a parliamentarian, whereas college/postsecondary does not.
 - C. High school has five regional vice presidents, whereas college/postsecondary does not.
 - D. College/postsecondary has six regional vice presidents, whereas high school has five.
 - E. College/postsecondary has a parliamentarian, whereas high school does not.
20. ____ What is the official membership year?
- A. November 15 – September 31
 - B. February 1- August 1
 - C. September 1- August 31
 - D. August 1- September 31
 - E. November 1- February 15

SECTION 1 – MEMBERSHIP

21. ____ What type of SkillsUSA membership includes section advisors, teacher educators and supervisors and corporate and board members?
- A. Active membership
 - B. Professional membership
 - C. Direct membership
 - D. Alumni membership
 - E. Honorary life membership
22. ____ Who was elected the national organization's first student president?
- A. Larry W. Johnson
 - B. Tommy Snider
 - C. Philip Baird
 - D. Ralph Neal
 - E. J.C. Ruppert
23. ____ What year did the organization induct its one millionth member?
- A. 1967
 - B. 1969
 - C. 1975
 - D. 1979
 - E. 1980
24. ____ Which president spoke at the National Leadership Conference in Louisville, Kentucky?
- A. Richard Nixon
 - B. Franklin Delano Roosevelt
 - C. Bill Clinton
 - D. Ronald Reagan
 - E. Jimmy Carter
25. ____ What year did the board of directors approve the name SkillsUSA?
- A. 2001
 - B. 2002
 - C. 2003
 - D. 2004
 - E. 2005



Section 2

LOCAL CHAPTERS
AND CEREMONIES

SECTION 2 - LOCAL CHAPTERS AND CEREMONIES

Answer each question by writing in the correct information or by choosing the correct letter from the choices provided.

26. What are three duties of the President?

- A.
- B.
- C.

27. What are three duties of the Vice President?

- A.
- B.
- C.

28. What are three duties of the Secretary?

- A.
- B.
- C.

29. What are three duties of the Treasurer?

- A.
- B.
- C.

30. What are three duties of the Reporter?

- A.
- B.
- C.

31. What are three duties of the Parliamentarian?

- A.
- B.
- C.

32. ____ All of the following are ways that officers must prepare themselves for their responsibilities, EXCEPT:

- A. Studying and practicing to become more skillful in their duties
- B. Carrying out duties thoroughly, on time and to the best of their abilities
- C. Approaching issues objectively to make decisions for the good of all members
- D. Developing a vague knowledge of SkillsUSA's constitutions and bylaws
- E. Working cooperatively to make their leadership strong and effective and to ensure the chapter's success

SECTION 2 - LOCAL CHAPTERS AND CEREMONIES

33. ____ Which of the following is NOT a part of the chapter equipment needed to conduct meetings properly?
- A. Gavel
 - B. Charter
 - C. *SkillsUSA Leadership Handbook*
 - D. Official Scrapbook
 - E. Ceremonial SkillsUSA logo
34. Write the correct emblem component next to each officer position:
- President _____
- Vice President _____
- Secretary _____
- Treasurer _____
- Reporter _____
- Parliamentarian _____
35. ____ The secretary sits _____ in an official meeting when facing the audience.
- A. To the right of the treasurer
 - B. To the left of the vice president
 - C. To the left of the president
 - D. To the right of the parliamentarian
 - E. To the right of the reporter
36. ____ What is the proper way to make a motion?
- A. "Mister President"... "I motion that..."
 - B. "Miss President"... "I move that..."
 - C. "Madam President"... "I motion that..."
 - D. "Mister President"... "I move that..."
 - E. "Miss President"... "I motion that..."
37. ____ What should you NOT do when trying to have an effective meeting?
- A. Plan it in advance
 - B. Start early and end on time
 - C. Use parliamentary procedure
 - D. Give all members a chance to participate
 - E. Follow business with entertainment
38. ____ All of the following are areas to aim for personal growth in, EXCEPT:
- A. Social Skills
 - B. Leadership
 - C. Attitude
 - D. Citizenship
 - E. Teamwork skills

SECTION 2 - LOCAL CHAPTERS AND CEREMONIES

39. ____ Professional Development
40. ____ Community Service
41. ____ Public Relations
42. ____ Employment
43. ____ SkillsUSA Championships
44. ____ Social
45. ____ Ways and Means
46. Write out the words of your officer position for the purpose of opening ceremonies.
- A. Parent's banquet
- B. Job site visits
- C. Sponsoring a dance
- D. Awards' ceremony
- E. Citizenship project
- F. Employer banquet
- G. Chapter workshops



Section 3

PROFESSIONAL
DEVELOPMENT

SECTION 3 - PROFESSIONAL DEVELOPMENT

SHORT ANSWER

List and describe the six levels of the Professional Development Program.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

The following questions include scenarios or activities. Consider the scenario and respond according to your thoughts.

53. Respond to each statement, and assign a point value, with “always” (4 points), “usually” (3 points), “sometimes” (2 points) or “never” (1 point). If you are unsure how you stand in certain areas, talk about it with a friend or classmate, with an instructor or chapter advisor.

- I get along with others and express appreciation for what they do.
- I deal honestly and fairly with myself and others.
- I am a good listener and can accept other’s points of view.
- I exert positive leadership through loyalty, dependability and humility.
- I can give and accept constructive criticism without being offensive.
- I am following a plan for improvement and advancement.
- I know where I make my mistakes and admit them.
- I apply myself to the problems of each day.
- I am persistent in carrying out a task.
- I adapt to new situations.
- I remember names and faces.
- I am enthusiastic.
- I am on time.
- I have confidence in myself and it shows in my bearing.
- I take pride in my appearance by being clean and neat and dressing to suit the occasion.

Total your score. Read page 62 in the *Leadership Handbook* to determine the meaning of your score.

SECTION 3 - PROFESSIONAL DEVELOPMENT

Write down three of the above statements that you need to work on the most. Include how you plan to progress and eventually score an “always” on that item.

1)

2)

3)

SECTION 3 - PROFESSIONAL DEVELOPMENT

54. These are six blueprints to your goals. **Three of them need to be personal goals and three of them need to relate directly to SkillsUSA.** They can be individual goals or ones you would like to achieve as a state officer team.

GOAL 1 (Personal)

1. List a goal you can accomplish in a set amount of time.

Be specific: _____

Date accomplished by: _____

2. Write down standards for your goal. Think in terms of quality or quantity.

Best possible result _____

Least that could happen _____

What I can accept for myself _____

3. List any problems that may keep you from reaching your goal.

4. Decide on a plan of action. List several steps to accomplish your goal. If you will need help from someone else during this process, put in a step to get that support.

Action Step 1 _____

Action Step 2 _____

Action Step 3 _____

Action Step 4 _____

5. How will you know if you are making progress? List ways you can measure improvement.

6. Think of ways you can reward yourself for completing the action steps you listed. Write these down.

7. List two or three benefits you will get when you reach your goal. What will you gain after your achievement?

SECTION 3 - PROFESSIONAL DEVELOPMENT

GOAL 2 (Personal)

1. List a goal you can accomplish in a set amount of time.

Be specific: _____

Date accomplished by:

2. Write down standards for your goal. Think in terms of quality or quantity.

Best possible result _____

Least that could happen _____

What I can accept for myself _____

3. List any problems that may keep you from reaching your goal.

4. Decide on a plan of action. List several steps to accomplish your goal. If you will need help from someone else during this process, put in a step to get that support.

Action Step 1 _____

Action Step 2 _____

Action Step 3 _____

Action Step 4 _____

5. How will you know if you are making progress? List ways you can measure improvement.

6. Think of ways you can reward yourself for completing the action steps you listed.

Write these down.

7. List two or three benefits you will get when you reach your goal.

What will you gain after your achievement?

SECTION 3 - PROFESSIONAL DEVELOPMENT

GOAL 3 (Personal)

1. List a goal you can accomplish in a set amount of time.

Be specific: _____

Date accomplished by: _____

2. Write down standards for your goal. Think in terms of quality or quantity.

Best possible result _____

Least that could happen _____

What I can accept for myself _____

3. List any problems that may keep you from reaching your goal.

4. Decide on a plan of action. List several steps to accomplish your goal. If you will need help from someone else during this process, put in a step to get that support.

Action Step 1 _____

Action Step 2 _____

Action Step 3 _____

Action Step 4 _____

5. How will you know if you are making progress? List ways you can measure improvement.

6. Think of ways you can reward yourself for completing the action steps you listed.

Write these down.

7. List two or three benefits you will get when you reach your goal.

What will you gain after your achievement?

SECTION 3 - PROFESSIONAL DEVELOPMENT

GOAL 4 (SkillsUSA)

1. List a goal you can accomplish in a set amount of time.

Be specific: _____

Date accomplished by: _____

2. Write down standards for your goal. Think in terms of quality or quantity.

Best possible result _____

Least that could happen _____

What I can accept for myself _____

3. List any problems that may keep you from reaching your goal.

4. Decide on a plan of action. List several steps to accomplish your goal. If you will need help from someone else during this process, put in a step to get that support.

Action Step 1 _____

Action Step 2 _____

Action Step 3 _____

Action Step 4 _____

5. How will you know if you are making progress? List ways you can measure improvement.

6. Think of ways you can reward yourself for completing the action steps you listed.

Write these down.

7. List two or three benefits you will get when you reach your goal.

What will you gain after your achievement?

SECTION 3 - PROFESSIONAL DEVELOPMENT

GOAL 5 (SkillsUSA)

1. List a goal you can accomplish in a set amount of time.

Be specific: _____

Date accomplished by: _____

2. Write down standards for your goal. Think in terms of quality or quantity.

Best possible result _____

Least that could happen _____

What I can accept for myself _____

3. List any problems that may keep you from reaching your goal.

4. Decide on a plan of action. List several steps to accomplish your goal. If you will need help from someone else during this process, put in a step to get that support.

Action Step 1 _____

Action Step 2 _____

Action Step 3 _____

Action Step 4 _____

5. How will you know if you are making progress? List ways you can measure improvement.

6. Think of ways you can reward yourself for completing the action steps you listed.

Write these down.

7. List two or three benefits you will get when you reach your goal.

What will you gain after your achievement?

SECTION 3 - PROFESSIONAL DEVELOPMENT

GOAL 6 (SkillsUSA)

1. List a goal you can accomplish in a set amount of time.

Be specific: _____

Date accomplished by: _____

2. Write down standards for your goal. Think in terms of quality or quantity.

Best possible result _____

Least that could happen _____

What I can accept for myself _____

3. List any problems that may keep you from reaching your goal.

4. Decide on a plan of action. List several steps to accomplish your goal. If you will need help from someone else during this process, put in a step to get that support.

Action Step 1 _____

Action Step 2 _____

Action Step 3 _____

Action Step 4 _____

5. How will you know if you are making progress? List ways you can measure improvement.

6. Think of ways you can reward yourself for completing the action steps you listed.

Write these down.

7. List two or three benefits you will get when you reach your goal.

What will you gain after your achievement?

SECTION 3 - PROFESSIONAL DEVELOPMENT

55. The following are scenarios for you to “put yourself into” and respond by writing what you would do in each situation. This is all about getting along with others.

- 1) You are now a state officer for SkillsUSA. The other officers will be your roommates for several days at the National Leadership and Skills Conference. How will you work out the issue of showering when you have four people in a room?
- 2) While you are an officer, there might be one person who gets on your nerves (another officer or an advisor). Anything they do or say irritates you. How will you handle yourself when you are forced to spend excessive amounts of time with them?
- 3) What if the entire officer team made decisions that you did not like or did not think was the right thing to do? How would you handle the situation?

SECTION 3 - PROFESSIONAL DEVELOPMENT

56. Officer Expectations (Appendix A)

A. These are sample outfits for a casual day out with the state officers to the theme park.

Put “yes” next to what is appropriate and a “no” next to what is inappropriate.

You may disagree with the answer, but you will need to follow it when dressing for casual days as a SkillsUSA officer.

1. ___ Khaki pants
2. ___ Khaki shorts
3. ___ Bermuda shorts
4. ___ Capris
5. ___ Tank top
6. ___ T-shirt
7. ___ Long sleeve shirt
8. ___ Blue jeans with holes or rips
9. ___ Halter tops
10. ___ Blue jeans
11. ___ Visible Tattoos
12. ___ Flip-flops

B. It is important for you to represent SkillsUSA to the fullest at all times. This is especially true in meetings and in front of business and industry. Please mark each answer true or false based on appropriate dress and attitude for a business meeting and correct each false statement to make it true.

1. _____ It is okay to chew gum in a meeting.
2. _____ It is appropriate to wear sandals or peep-toe shoes.
3. _____ Gentlemen should always come to a SkillsUSA event freshly shaven.
4. _____ When wearing the official blazer, both men and women should button both blazer buttons.
5. _____ Tennis shoes are never appropriate.
6. _____ If your pants have belt loops, you should wear a belt.
7. _____ It is okay to not tuck your shirt in.
8. _____ When entering a room, you should find the people you know and then wait for others to introduce themselves.
9. _____ Always use a firm handshake to introduce yourself.
10. _____ Skirts should be no more than five inches above the knee.
11. _____ When giving a speech on a stage, a ladies' shoes should have a heel no higher than two inches.
12. _____ It is not important to prepare discussion topics for a meeting.

SECTION 3 - PROFESSIONAL DEVELOPMENT

C. Hotel Courtesy

1. _____ It is appropriate to use 15 minutes in the bathroom.
2. _____ Be considerate of others and their feelings. You should always cover up when in the room together, no nudity.
3. _____ Leave towels on the floor for housekeeping to pick up.
4. _____ Hotel housekeeping's job is to clean up after you. Feel free to leave trash lying around.
5. _____ Not everyone's personality is similar. Stay alert about your attitude, tone of voice and level of bossiness.
6. _____ Cell phones should be used at a minimum. Officers should check in with their family often, but briefly. Also, a designated time should be set for all cell phone usage to cease.
7. _____ Clean up the bathroom after every use.
8. _____ If you wake before others or you are still awake after others go to sleep, be courteous and quiet. Respect others as they sleep.
9. _____ Feel free to use another officer's personal belongings. It is all in the name of team building.
10. _____ Use only one towel and washcloth per day.
11. _____ No loud talking at anytime.
12. _____ If you are typically hot in temperature, feel free to turn the air on at anytime, regardless of your roommates' preferences.
13. _____ Agree on designated space for everyone's belongings. This will help the small room stay clean and organized.

57. Introduce yourself to five or six teachers or administrators at your school with whom you are not familiar. When introducing yourself be sure to shake their hand as described on page 68.

I, _____, was introduced to _____ on _____, 2013. He/ she was friendly, made good eye contact while talking with me and had an appropriate handshake.

Signature: _____

I, _____, was introduced to _____ on _____, 2013. He/ she was friendly, made good eye contact while talking with me and had an appropriate handshake.

Signature: _____

I, _____, was introduced to _____ on _____, 2013. He/ she was friendly, made good eye contact while talking with me and had an appropriate handshake.

Signature: _____

SECTION 3 - PROFESSIONAL DEVELOPMENT

I, _____, was introduced to _____ on _____, 2013. He/ she was friendly, made good eye contact while talking with me and had an appropriate handshake.

Signature: _____

I, _____, was introduced to _____ on _____, 2013. He/ she was friendly, made good eye contact while talking with me and had an appropriate handshake.

Signature: _____

58. Name two or three of your nervous mannerisms and how you plan to overcome them.

59. Mark true or false for the following statements regarding travel and table etiquette. Correct each false statement to make it true. As a SkillsUSA officer, you will need to practice them, so learn them if you are not already familiar with them.

1. ___ If you receive bad service, you should not leave a tip.
2. ___ You should tip 15 to 20 percent of the total bill to your server, unless you are at a self-service buffet or cafeteria.
3. ___ At an airport skycap, you should give \$5 per bag handled.
4. ___ When sharing a hotel room, you should ask your roommate before turning on or off lights and opening a window.
5. ___ It is ok to take hotel towels and glasses.
6. ___ If you are staying in a private home, there is no need for you to help with the housework or the dishes because you are a guest.
7. ___ When you order a meal, you should look at the waiter and speak loud enough for them to hear you.
8. ___ When a waiter brings your food or re-fills your glass, you do not need to acknowledge them.
9. ___ You should write a thank-you letter to people whom you talked to for a while or that allowed you stay at their house.
10. ___ The host is the cue for when you should begin eating.
11. ___ Salt and pepper are always passed together.
12. ___ When you finish a course, you should place the silverware beside your plate to signal that you are done.
13. ___ It is best to cut your food up entirely before you begin eating.
14. ___ If you must leave the table, you should ask your neighbors, "Would you excuse me for a minute?"

SECTION 3 - PROFESSIONAL DEVELOPMENT

60. Public Speaking/PowerPoint Presentations

A. After reading the section on public speaking, you will need to write five speeches. This page may be used to jot down notes, but you will need to have them written on a separate sheet of paper to turn into your state director.

- 1) The first speech will be on how and why a high school should start a new SkillsUSA chapter. You may want to go back to page 31 of the Leadership Handbook and look over some suggestions for how to create a local chapter. Use the guide provided to you on pages 74 and 75 of the Leadership Handbook (it will help you organize your speech). It is expected to be three minutes long.
- 2) The next one will be a humorous speech. You should tell a funny story that took place during your childhood. This speech will need to be two minutes long.
- 3) The third speech will be a persuasive one. You need to state what you would change about your school and why the administration should comply with your request. This should be a minute long.
- 4) Prepare a one-minute explanation/presentation on “What is SkillsUSA?” Consider what you would say when someone ask you this question in a restaurant or elevator. This should be a factual response of who we represent, what we do, and why. Due via email to your state director by _____ (date). The information should be saved (*your last name one minute*) as a word document.
- 5) Prepare a three-minute presentation on “What SkillsUSA Means to Me.” This is a subjective based presentation on why you enjoy being involved in SkillsUSA (state). Due via email to your state director by _____ (date). The information should be saved (*your last name three minute*) as a word document.

B. PowerPoint Presentations

- 1) Business and Industry PowerPoint – Part of your responsibilities as a state officer includes visiting business and industry leaders. As an ambassador of SkillsUSA, you will need to be prepared to tell others about the mission of SkillsUSA and the value of supporting our organization. Prepare a PowerPoint presentation that you could use to assist you in telling leaders about our organization. It should include at least 10 slides, which cover the basic information about SkillsUSA. (For additional information, PowerPoint samples can be found on the SkillsUSA website.)
- 2) Chapter Recruitment PowerPoint – Part of your responsibilities as a state officer include chapter recruitment. As an ambassador of SkillsUSA, you will need to be prepared to tell others about the mission of SkillsUSA and the value of membership. Prepare a PowerPoint presentation that you could use as a recruiting tool for chapters. It should include at least 10 slides and cover the basic information about starting a chapter and developing a program of work.

SECTION 3 - PROFESSIONAL DEVELOPMENT

This is a sample envelope showing where the return and the recipient's addresses are located, as well as the stamp. You will need to know how to create an envelope when you write those who have helped, assisted or housed you.

My High School
120 East Lake Road
Leesburg, VA 20176
(Return address)



Charlotte Silver
2435 Skills Road
McDonough, GA
30253
(Recipient's address)

SECTION 3 - PROFESSIONAL DEVELOPMENT

61. This is a sample e-mail from a student to a professor who has forgotten a meeting to discuss the the student who is failing. The professor is very busy with her classes, advising SkillsUSA and her own family. She will not have time to re-schedule for a while, which will not help the student in question. The mom is a single parent who has two other children, one of which was sick on the day of the meeting. The teacher does not know any of that information and does not ask.

Please circle, mark out or write on this to revise the e-mail (there are several grammatical errors). At the end, state any other problems with the e-mail. Reading the pages on e-mail and social networking sites will help significantly (found on page 79 of the Leadership Handbook).

DEAR MS. RACHEL,

WHY WERE YOU NOT AT THE MEETING THAT WE HAD HAD AGREED UPON LAST MONTH? I WAITED FOR AN HOUR!!!! I CAN NOT THINK OF A GOOD EXCUSE FOR YOU NOT TO SHOW UP TO DISCUSS HOW HORRIBLE YOUR SON IS DOING IN SCHOOL!

YOU APPARENTLY DO NOT CARE ABOUT YOUR SON GRADUATING OR ELSE YOU WOULD HAVE CAME. HE WILL NOT BE WALKING ACROSS THE STAGE WITH THE REST OF HIS CLASS IF HE DOES NOT PASS MY CLASS. WITH A MOTHER AS IRRESPONSIBLE AS YOU, I CAN SEA WHERE SHE GETS IT FROM.

I WILL THANK YOU TO KEEP ANY OTHER APPOINTMENTS YOU MAKE WITH ME, AS I AM A VERY, VERY, VERY BUSY PERSON. IT WILL BE A FEW WEEKS BEFORE I CAN MEET WITH YOU. HOPE THIS DOES NOT EFFECT YOUR SONS GRADE.

YOURS TRULY,

AMANDA MARTIN

SECTION 3 - PROFESSIONAL DEVELOPMENT

62. Your chapter advisor(s) have helped you reach the goal of becoming a SkillsUSA state officer. The next activity will be to write them a thank-you letter, thanking them for all they have done for you. Follow the steps listed on page 77 of the Leadership Handbook about correspondence. There is also an example on page 78 of the Leadership Handbook that you can follow. You will need to type it and make two copies. One should be ready to turn in to your state director and the other should be given to your local chapter advisor. This page can be used to jot down notes on.



Section 4

CONSTITUTIONS AND BYLAWS,
POLICIES AND WEB LINKS

SECTION 4 - CONSTITUTIONS AND BYLAWS, POLICIES AND WEB LINKS

You only need to read the High School Division Constitution and Bylaws

63. What is the official name of this organization?
- A) SkillsUSA College Division
 - B) SkillsUSA Postsecondary Division
 - C) SkillsUSA High School Division
 - D) SkillsUSA Secondary Division
 - E) SkillsUSA Alumni Division
64. Which of the following is not one of the several SkillsUSA purposes?
- A) To provide leadership for the state organizations.
 - B) To help students in establishing realistic career goals.
 - C) To create enthusiasm for learning.
 - D) To provide a clearinghouse for industry and organizations.
 - E) To help students attain a purposeful life.
65. How many local chapters must a state have to be a state association?
- A) 35
 - B) 30
 - C) 20
 - D) 15
 - E) 4
66. What is the total number of national officers for the High School Division?
- A) 10
 - B) 8
 - C) 6
 - D) 5
 - E) 4
67. What does the High School Division House of Delegates consist of?
- A) Two voting delegates from each chartered state association plus an additional delegate for each 1,500 High School Division members or major faction thereof.
 - B) Three voting delegates from each chartered state association plus an additional delegate for each 1,500 High School Division members or major faction thereof.
 - C) Three voting delegates from each chartered state association plus an additional delegate for each 1,000 High School Division members or major faction thereof.
 - D) Two voting delegates from each chartered state association plus an additional delegate for each 1,000 High School Division members or major faction thereof.
 - E) Two voting delegates from each chartered state association plus an additional delegate for each 1,250 High School Division members or major faction thereof.



Additional SkillsUSA (state) Information

ADDITIONAL SKILLSUSA (STATE) INFORMATION

67. What does the acronym CTSO represent and describe it in one sentence?

68. What does the acronym CTE represent and describe it in one sentence?

71. What does the acronym ACTE represent and describe it in one sentence?

72. Who is our state superintendent of schools?

76. Who is the SkillsUSA (state) state director?

77. Who is the SkillsUSA national executive director?

78. What is the total membership of SkillsUSA (state) for previous school year?

ADDITIONAL SKILLSUSA (STATE) INFORMATION

79. Describe each of the following Career and Technical Student Organizations.
(If you are unfamiliar with them, Google their name.)

- DECA
- FFA
- FCCLA
- FBLA
- HOSA
- TSA

79. SkillsUSA supports the teachers and students in 131 pathway/program areas.

List all of the pathway/program areas that are served within your state and at least one competitive event that a student in each one of these pathways/program areas could compete:

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APPENDIX A:

STATE OFFICER EXPECTATIONS

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Personal Grooming

Ladies:

- No visible body piercing. Tattoos must be covered.
- Skirts must be no more than three inches above the knee.
- Shoes for the stage must have no more than a two-inch heel and must be closed toe.
- At all times ladies must wear closed toe shoes. Flip-flops, sandals, and any other fashion shoe that does not have a closed toe may not be worn. Shoes must be neat and business appropriate. Sometimes tennis shoes may be appropriate.
- Hair should be pulled back out of the face when speaking. If necessary, either half up or all the way pulled back. If you have bangs, pin them back out of your face.
- Jeans may not have any holes in them or bleach spots and should not be too tight.
- You must always wear a belt if your pants have belt loops.
- Shirts and polos are to be tucked in at all times.

Gentlemen:

- Always come to a SkillsUSA event freshly shaven. A nicely shaved face is always to be expected.
- Shirt must always be tucked in.
- A belt must be worn with pants that have belt loops.
- Jeans may not have any holes in them or bleach spots.
- Tattoos must be covered and body piercings are not acceptable.
- Shoes must be neat and business appropriate. Sometimes tennis shoes may be appropriate.

Hotel Courtesy:

- Cell phones are not to be used during meetings. Cell phone usage should occur during break times and only as necessary. Students are encouraged to check in often, but briefly with their family. If there is an excessive amount of cell phone usage, this hinders team bonding. Use this special time together to grow closer. It is not often that you get to see your officer team.
- Be courteous of other people's space in hotel rooms. It is suggested that, among yourselves, you should designate an area for each person's belongings. Do not hog closet space or counter space. Keep your things together and not dispersed around the room. Clean up after yourself. The room is small. Keep items off floor.
- No loud talking at any time.
- Limit bathroom time to 10 to 15 minutes per person at one time.
- Don't use more than one towel or washcloth (for each day).
- Please be considerate of others and cover up while you are in your room. No nudity.
- Do not use one another's personal belongings (toiletries, makeup).
- Decide beforehand who will take showers at night and who will take showers in the morning. Create a schedule.
- If you wake up in the morning to take shower, be respectful of those still sleeping and likewise for those that might stay up later to take their shower. Silence is golden! Respect others as they sleep!
- Clean up the bathroom after every use.
- Hang up towels.

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- Everyone should agree on the temperature of the room.
- Establish a time that all cell phone usage and talking will cease. There will be an established lights out policy.
- You should always leave the hotel room as clean, if not cleaner than, the way you found it. Hotel housekeeping is not there to clean up your trash and things you leave lying around. Before checking out of your hotel, make sure things are cleaned up and neat.
- Be alert to your personal attitude, tone of voice, and level of bossiness.

Action & Attitude:

- When entering a room with other people, greet everyone around you.
- When walking into a room, be the first one to introduce yourself. Make a lasting impression on everyone in the room. Remember to smile, look open and friendly.
- Use a firm handshake at introductions. When the person introduces him or herself and says their name, repeat it back to them. It helps you remember it.
 - Example: “Hi, I am Jill.” (shaking hands firmly) “Nice to meet you Jill, I am Bob.”
“Nice to meet you Bob, I hope you enjoy your day.”
- When engaging in any type of meeting, it is important to have discussion topics ready. Think about with whom you are meeting and what you should ask them. It is important to be prepared. If you do not have topics prepared in your mind, conversation may become awkwardly silent.
- When eating with a group of people, remember basic table etiquette. Chew with your mouth closed, no elbows on table, do not eat until everyone has received their food. Be polite. Refer to your SkillsUSA Handbook for further etiquette rules.
- When eating at a restaurant, speak directly to the wait staff when ordering. This is a sign of respect. Be sure to say “please” and “thank you” when ordering or when refills are made. If you are engaging in a conversation and the wait staff refills your drink or brings your food, say thank you or you could simply nod, acknowledging their service.
- After a meeting or meal use the “thank you, plus one” technique. Thank the host and add one nice thing after the thank you.
 - Example: “Thank you so much for having us over this evening for dinner. I really enjoyed the dessert tonight. It was delicious.”
This makes a thank you special and not just standard.
- Do not chew gum when talking in front of a group.
- Always have a nice and pleasant smile on your face!



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In keeping with a tradition of respect for the individuality of our members and our role in workforce development, SkillsUSA strives to ensure inclusive participation in all of our programs, partnerships and employment opportunities.

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