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| --- | --- |
| Name | School |

State Officer

Application

**Requirements** – Must be mailed by March 1st – Check off all required documents

National SkillsUSA Membership and State Leadership Conference Registration

Resume

State Officer Application – Typed and Signed

Letter of Recommendation by Chapter Advisor

Recent Photo

Mail to: Montana SkillsUSA

PO Box 4823

Helena MT 59604

**State Officer Candidate Scoring**

* Application
* Interview
* State Officer Candidate Professionalism
* Knowledge Test
* Delegate Meeting
* House of Delegation Vote

**Expectations of State Officer**

* Attend and participate in all State Officer meetings and the State Conference.
* Be a productive and collaborative team member.
* Maintain a minimum of a 2.0 GPA and have proper school attendance.
* Exhibit timely communication with the State Officer Advisor and Director.
* Correspond with SkillsUSA Members, Advisors and Director via email.
* Complete any and all duties and assignments.
* Create and modify shared documents online (Dropbox, Google Drive.)
* Actively recruit and advocate for SkillsUSA.
* Be thoroughly familiarized with the Official Leadership Handbook.
* Obtain sponsorships for the state officer team.
* Organize and participate in Community Service Events.
* Memorize speaking parts at the Opening and Closing Ceremonies.

**Personal Code of Conduct**

**As a state officer of Montana SkillsUSA, I agree to adhere to the following code of conduct:**

* My conduct shall be exemplary at all times.
* I will, at all times, respect all public and private property, including the hotel in which I am housed.
* I will spend each night in the room of the hotel in which I am assigned.
* I will keep my advisor or assigned state SkillsUSA staff persons informed of my location at all times.
* I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
* I will not enter a sleeping room of the opposite gender without the supervision of an advisor.
* I will not use any type of alcoholic beverages, tobacco products, vapes or drugs.
* I will not get into physical confrontations at any time.
* I will refrain from using inappropriate gestures and profanity.
* I will communicate in a positive manner with all SkillsUSA members. Excessive arguing or bantering does not display a positive image of SkillsUSA State Officers and will not be tolerated.
* I will maintain good attendance and a minimum GPA of 2.0 or higher.
* I will attend all sessions of any event where I represent Montana SkillsUSA.
* I will adhere to the dress code set by the State Director during SkillsUSA events.
* I have read and signed the Internet code of conduct form.

**Penalties**

Violations to the personal code of conduct will result in a warning with consequences, suspension of duty, or dismissal from office position. Proper notification of the violation and action taken will be sent to the appropriate authority, school administrator and parents or guardians. The violator may be sent home at his/her own expense. I have read and understand the information in the Personal Code of Conduct. I agree to abide by this policy for the duration of any office I have been elected or appointed for SkillsUSA Montana.

**Internet Code of Conduct**

As an officer for SkillsUSA, you are a public figure. You represent your school, state association and the national SkillsUSA association. As you post content to personal and public web pages i.e. facebook.com, Instagram, YouTube.com or other sites, keep in mind that people you do not know (including potential employers or admissions officers) have the ability to review and archive your personal data. During your term as a State Officer, the SkillsUSA Montana State Officer Advisor and Director will monitor your personal social media posts.

**Social Media:** As an officer you need to be very careful about content that you post that could be deemed as inappropriate, vulgar, and politically based. You should never post anything that could be offensive to another person’s beliefs or opinions. It is against our policy to comment or make posts that could diminish the reputation or view point of SkillsUSA.

**E-mail addresses:** If your personal email address does not project a professional image, create a new email address for any SkillsUSA correspondence. The email address used for SkillsUSA business must be reviewed by an authorized by the State Officer Advisor.

**Penalties**

Violations to the Internet Code of Conduct will result in a warning with consequences, suspension of duty, or dismissal from office position. I have read and understand the information in the Internet Code of Conduct. I agree to abide by this policy for the duration of any office I have been elected or appointed for SkillsUSA Montana.

**Advisors Responsibilities**

The success of our state officer team depends largely on the support of local advisors. Duties of such advisors are listed below:

* Ensure that your officer receives communication from the state office.
* Ensure that your officer responds in a timely manner to all requested materials or information.
* Ensure that your officer attends all called meetings and activities.
* Ensure that your officer abides by all policies and procedures as outlined in their Leadership Handbook, State Officer Contract, and any other such items that may be communicated to them in writing or verbally by the state director or designee.
* Notify the State Officer Advisor and Director of any and all actions that goes against the State Officer Code of Conduct Agreement.
* Monitor and ensure that your State Officer completes all assignments and duties.
* Arrange transportation for your officer to and from events.
* Serve as a chaperone on state officer trips.
* Assist in planning and preparing state officer speeches, scripts, skits, sessions and other documents.
* Encourage and support the state officer team in fulfilling their mission to serve SkillsUSA Montana.

P**lease attach a letter of recommendation for your student.**

**Application: Montana State Officer**

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| --- | --- | --- | --- | --- |
| Name: | | Male | Female | Age |
| Home Address: | | Cell Phone Number: | | |
| Name of High School: | | Grade Level: | | |
| GPA: | Date of Birth: | Shirt Size: | | |
| Competition Areas: | | | | |
| Career and Technical Education course presently enrolled in: | | | | |
| Career and Technical Education course enrolled in next year: | | | | |
| School Activities (Sports/Clubs): | | | | |
| Length of time in SkillsUSA: | | | | |

List evidence of leadership ability in school or outside organizations:

|  |  |  |
| --- | --- | --- |
| Name of Organization | Office Held | From – To (dates) |
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If Employed:

|  |
| --- |
| Place of Employment: |
| Length of Employment: |
| Type of Work: |

Briefly state why you would like to become a Montana SkillsUSA Officer:

As a State Officer I want to accomplish the following….

List some of the SkillsUSA events you have been involved in.

List other school or community activities you have been involved in. Include other clubs or organizations.

After graduation I plan to…

**State Officer Events**

June National SkillsUSA Conference – Louisville Kentucky

(Attendance recommended, not required)

July/August State Officer Training

October / November Fall Leadership Conference - State Officer Professional Development

January/February Governors Meeting (Legislative Years)

March Conference Preparation

April State Leadership and Skills Conference

It is important for the state officer activities to have full involvement of all officers at every one of the listed meetings.

Failure to arrange for attendance at these meetings is possible cause for removal from office.

Meals will be provided at meetings and a mileage stipend will be paid to help cover state officer travel expenses for in-state meetings.

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I have read and understand the expectations that are involved in being a Montana State Officer.

My signature indicates that I agree and will follow the Personal Code of Conduct, Internet Code of Conduct and I will meet or exceed the Expectation of a SkillsUSA Montana State Officer. It is my responsibility to notify the State Officer Advisor and Director of any violations to this agreement.

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| Applicant |  |  |  | | |
| Type (Signature) | | | | | |
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| As an advisor of a state officer, my signature indicates that am responsible for the Advisors Responsibilities (Page 6) as set forth in the State Officer Application. | | | | | |
|  | | | | | |
| Chapter Advisor |  |  | |  | |
| Type (Signature) | | | | | |
|  | | | | | |
|  | | | | | |
| Administrator |  |  | |  | |
| Type (Signature) | | | | | |
|  | | | | | |
| I understand the commitment necessary for my son or daughter to fulfill duties as a Montana State SkillsUSA Officer. I will assist in scheduling his/her activities to allow participation. | | | | | |
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| Parent/Guardian |  |  | | |  |
| Type (Signature) | | | | | |
|  | | | | | |
|  | | | | | |
| Parent/Guardian |  |  | | |  |
| Type (Signature) | | | | | |