

# SkillsUSA Delaware

## STATE OFFICER CANDIDATE APPLICATION

We are pleased that you are interested in running for a Delaware SkillsUSA State Office! Prior to running for an office, we would like to acquaint you with the duties and responsibilities required of State Officers. Our website, <http://delawareskillsusa.org/> and the Delaware SkillsUSA By-Laws is a great place to start for you to begin to learn of the duties. We also encourage you to speak with a current or former State Officer to learn of the responsibility and duties of your service. This is a student organization and as a State Officer, you hold a great responsibility in the operation and success of Delaware SkillsUSA.

### **STATE OFFICER CANDIDATE SCREENING**

**The State Officer Candidate Packet is due April 5, 2017.** The State Office will review your application and may contact any references listed on your application. If successful, you may be granted an interview to further discuss your candidacy as well as to answer any questions that you may have. This interview session will be for the purpose of determining appropriate candidates to run for office. After a successful interview you may be placed on the ballot for election. Please fill out the state officer application materials and return them by the stated due date. Should an interview be scheduled, the state office will contact you with the details. Each interview should take about 15 minutes. Send your completed application as a **PDF file and email it to:** Mike Fitzgerald, SkillsUSA State Advisor [mike.fitzgerald@doe.k12.de.us](mailto:mike.fitzgerald@doe.k12.de.us)

### **State Officer Application Criteria**

Candidates who intends to serve as a State Officer do not need to have prior experience as a Chapter Officer, however featuring your prior experience in service as a leader in SkillsUSA or another organization may add great value to your application. **Candidates who are applying to serve will need to commit to participating in the State Officer Legislative day in May (TBD), State Officer training in June (TBD) and the State Officer Work Plan Retreat for 1 week that is tentatively scheduled to occur in August of 2017.** At the August meeting the officers will work as a team to create the Delaware SkillsUSA Work Plan that will be used to guide all of the strategic projects that will occur throughout your term in office.

### **STATE OFFICER ELECTIONS/INSTALLATION**

Attendance at both the Election and Installation are mandatory for the executive offices of President, Treasurer, Secretary and vice presidents. All officer candidates will be excused from school in order to attend.

### **STATE OFFICER MEETINGS/FUNCTIONS**

State Officers participate in monthly meetings, officer training and work sessions as well as work with SkillsUSA members from other schools and may attend national SkillsUSA functions. They may also represent Delaware as a delegate in local, state, and federal government activities. These dates are arranged by the State Advisor and the state office. Meetings are typically held after school. In addition, officers will have the opportunity to participate in other SkillsUSA related activities to serve in a leadership role. These activities are determined in the annual Work Plan that the officers create at the State Officer Work Plan Retreat. Competitive conferences and events are sanctioned by the chief school officers of all public school districts in Delaware.

**I have read the above statement and understand the expectation to attend and participate in ALL SkillsUSA events and functions as scheduled during my term in Office.**

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Candidate Signature

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Date

***Each complete application must include the following:***

1. Include two (2) letters of recommendation.
2. Include the one (1) page "Meet the State Officer Candidate" essay with one (1) photo of the candidate submitted. The photo should be a jpg, 300 dpi no larger than 4" x 6". Title the page with your name and school.
3. Include a short response (100 word) essay that describes "what are your plans for the future?" Title the page with your name and school.



## STATE OFFICER CANDIDATE APPLICATION

Applicant: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street/PO Box) (City, State, Zip)

E-Mail Address: \_\_\_\_\_

Parents: \_\_\_\_\_  
(Father's Name) (Mother's Name)

School: \_\_\_\_\_ Grade Next Year: \_\_\_\_\_

### CHECK OFFICE SEEKING:

\_\_\_\_\_ President    \_\_\_\_\_ Local Vice-President    \_\_\_\_\_ Treasurer    \_\_\_\_\_ Secretary

Please have the appropriate persons read and sign their respective sections below. Any section not signed invalidates the application.

**Parent:** My child has advised me of his/her interest in running for a State SkillsUSA office. While I understand it is not to interfere with his/her school work, a number of hours will be required as described on the previous page. This I understand, and I approve of his/her running for office.

\_\_\_\_\_  
(Signature of Parent)

**Principal:** This is to certify that the above named student has satisfactory grades to be involved in this co-curricular activity.

\_\_\_\_\_  
(Signature of Principal)

**Instructor:** This is to certify that the above named student is making satisfactory progress in his/her career area. This extra activity should not be a hindrance to his/her achieving his/her skill development.

\_\_\_\_\_  
(Signature of Career Area Instructor)

**Student:** I understand that being a State SkillsUSA Officer will require many hours of my time. I am willing to accept this office and work as an officer to the best of my ability. Further, I have read the attached page and to my knowledge, I can participate.

\_\_\_\_\_  
(Signature of Student)



## STATE OFFICER EMERGENCY CONTACT FORM

Student Name \_\_\_\_\_

**In case of emergency, we will contact in the following order, unless otherwise noted.**

1<sup>st</sup> Parent/Guardian Name \_\_\_\_\_

1<sup>st</sup> Parent/Guardian Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Pager/Cell Phone \_\_\_\_\_

2<sup>nd</sup> Parent/Guardian Name \_\_\_\_\_

2<sup>nd</sup> Parent/Guardian Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Pager/Cell Phone \_\_\_\_\_

Other Emergency Contact Name \_\_\_\_\_

Other Emergency Contact Relationship to Student \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Pager/Cell Phone \_\_\_\_\_

Other Emergency Contact Address \_\_\_\_\_  
\_\_\_\_\_

Person Above Responsible for Student's Medical Bills (Guarantor)

Guarantor's Relationship to Student \_\_\_\_\_ S.S. # \_\_\_\_\_



## EMERGENCY MEDICAL TREATMENT/ PARENT OR GUARDIAN CONSENT FORM

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ School: \_\_\_\_\_

I have received and understood the schedule of activities and I hereby agree to allow my child to participate in all SkillsUSA activities. My child has been made aware that they are to obey the rules of the delegation and the supervisors assigned to them. **I hereby authorize in advance any necessary medical treatment required while my child is attending a SkillsUSA activity. I also acknowledge that I will be responsible for medical bills if I do not have medical insurance.** I also do hereby absolve and release school officials, SkillsUSA chapter advisors and assigned state SkillsUSA staff from any claims for personal injuries or illness which might be sustained while my child is en route to and from or during the SkillsUSA sponsored activity.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

### Medical Data

**Please Print:** Parents are asked to list any allergies or known illness for which medicine or treatment may be needed.

Allergies: \_\_\_\_\_

Type of Medicine carried: \_\_\_\_\_

Pre-existing medical conditions and/or physical limitations: \_\_\_\_\_

Name of family physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's address: \_\_\_\_\_

Guarantor's Employer: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_

Insurance Plan Number: \_\_\_\_\_

Insurance Group Number: \_\_\_\_\_

Notary's Signature & Seal: \_\_\_\_\_

Date: \_\_\_\_\_



## Parental Authorization

**Please check one:**

\_\_\_\_\_ I hereby grant the Delaware Department of Education permission to use \_\_\_\_\_  
\_\_\_\_\_ 's (*please insert student's FULL name*) picture for publication purposes only.

*I release and indemnify the Delaware Department of Education from and against any claims or causes of action that I or my child may have against the Department of Education, invasion of my child's right of privacy, or any other manner in any way connected with the use or publication of the photographs taken by the Department of Education.*

\_\_\_\_\_ I do not wish to grant permission to the Delaware Department of Education to use my child's picture for publication.

\_\_\_\_\_  
Parent/Guardian's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's printed name and relationship to above

\_\_\_\_\_  
If in high school, signature of student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's printed name



## STATE OFFICER COMMITMENT OUTLINE

1. Attend all events. Arrive on time. Come prepared. You are a valuable part of a team that can't function to its highest level without your attendance and preparation.
2. Provide your own transportation to all state officer functions. You can work to form a carpool, but this is of your own accord.
3. Attend the Awards Ceremony in Official SkillsUSA dress (red jacket) to be introduced and assume your responsibilities.
4. Participate in CTSO Day with the Legislators in May.
  - a. As a group, prepare a speech to give to the Legislators.
  - b. Select one or two officers to present the speech at Legislative Hall.
  - c. Hand out flowers to Legislators and the Governor.
5. Attend the monthly officer training and meetings. Refer to schedule for meeting dates. Your Executive Advisor has meetings on the same day.
  - a. Preparation for next state activity.
  - b. Conduct a business meeting using Parliamentary procedures.
  - c. Practice Opening and Closing Ceremonies.
  - d. Practice speeches for the next event.
6. One officer from each county may attend Advisory Board meeting, if permitted by their school (daytime meeting).
  - a. Give the officer's report.
  - b. Participate and each county gets 1 officer vote in the meeting.
7. Attend Spring Leadership Conference
  - a. Present Opening.
  - b. Compete, if you wish.
  - c. Welcome Judges and assist where needed.
  - d. Supervise the election of new officers.
  - e. Clean up after the conference.
8. Attend Awards Ceremony and Reception.
  - a. Arrive in time for lunch.
  - b. Practice Opening and Closing Ceremonies.
  - c. Set up the medals board.
  - d. Present the awards.
9. Promote SkillsUSA in your high school.
  - a. Wear officer's casual uniform to school on meeting days.
  - b. Assist your Advisors and your Executive Advisor.
  - c. Encourage students to become involved.



## MEET THE STATE OFFICER CANDIDATE

### Essay Question (One Page)

**Instructions:** In order to be considered as a candidate for State Office, the screening committee would like to learn your personal statement for why you would like to be considered as a candidate. This is your opportunity to tell us about yourself — your hopes, ambitions, life experiences, and inspirations.

We encourage you to take your time on this assignment. *Please note that the text and photo that you provide may be used (in full or in part) on the website as part of a "Meet the State Officer Candidate" feature that is planned. This feature may run on the website should you complete a successful interview and you agree to be placed on the ballot as a candidate for upcoming election.*



The essay should be no more than 1 page, 12 pt type, single spaced. Include a quality photo of yourself (such as the sample illustration). The photo should be a jpg, 300 dpi, 4" x 6" from the chest up. Preferably on a light background (examples white, grey, cream). Please email this digital photo to Mr. Mike Fitzgerald at [mike.fitzgerald@doe.k12.de.us](mailto:mike.fitzgerald@doe.k12.de.us).

Within your response be sure to include the following information:

- Explain why you would like to serve as a State Officer.
- Explain any previous experience you have in service (such as volunteering, participation in organizations and or student activities) and what you have gained from your involvement
- Explain a personal quality, ability, talent, trait, accomplishment, contribution or experience that is important to you and how it may benefit the members of SkillsUSA.

**Note:** You may use this essay as the basis for creating your campaign speech should you be approved as a candidate for the upcoming election.



## State Officer Candidate - Sample Interview Questions

**Instructions:** The questions below are potential questions for which the interview committee may choose to select. As a candidate you are welcome to review these potential questions in preparation for your interview. The interview committee will not ask all of these questions; however they will use this as a guide during your interview.

1. Tell us about yourself. Your hopes, ambitions, life experiences, and inspirations.
2. Describe to us what it means to be responsible with examples of how you manage those things that you are responsible for in your life.
3. What motivated you to apply to run for a State Office?
4. Which courses do you enjoy the most? The least? Why?
5. What do you consider to be your greatest strengths?
6. If you could change one thing about yourself, what would it be?
7. Describe a time you failed at something and how you handled it?
8. What three keywords would your peers use to describe you, and why?
9. Tell us about an important goal that you set in the past. Were you successful? Why?
10. Tell us about a situation where you had to speak up (be assertive) in order to put across a point that was important to you.
11. Describe a time when you were faced with problems or stress that tested your coping skills. What did you do?
12. If you were voting for a candidate for this position, what successful characteristics would you look for in a candidate?
13. Describe three key skills or qualities you would bring to this position.
14. How would classmates and teachers describe you and your work?
15. Describe a challenge you faced and how you handled it.
16. Tell us about a time you worked on a team. How did you handle it?
17. Describe an experience involving a deadline. How were you able to finish on time?
18. Describe a time you went above and beyond the call of duty to get a job done.
19. Give us an example of your ability to lead others.
20. Tell us about a time you wish you had done more planning. What did you learn?
21. What are your career goals? How are you preparing yourself to achieve them?
22. What characteristics do you possess that will make you successful as an officer?
23. In what ways might becoming a state officer benefit you and/or your future?
24. What are your plans for next school year? Any sports, clubs, organizations, etc.
25. If elected as a state officer, how would this rank in comparison to any other activities, sports, or clubs in which you might also be committed to?