

District Officer Application



Revised October 2022

Thinking about becoming a SkillsUSA Texas District Officer?

Ask yourself the following questions:

- Can explain, to a complete stranger (in professional dialogue), the purpose of SkillsUSA? Are you able to convey to others the way your program benefits the society?
- Will SkillsUSA be your top priority in your school and around the state?
- Will you be able to miss 10 class days and still maintain your grade point average?
- Will you be able to attend the SkillsUSA events for on the dates indicated on the attached tentative application?

If you can answer yes to the above questions, SkillsUSA Texas is looking for you! To apply please submit the following pages to be received by the indicated deadlines. (*Meeting the deadline, all forms completed is first step to the process.*)

District Officer-Screening Process

After developing and fine tuning the officer selection process at state and national levels of SkillsUSA we have established a well devise method to select our officer candidate. We hope that you have a great experience. Be sure to study the items below to better prepare yourself.

- **Written application- 10%:** Assessing the student's ability to prepare written documents and meet deadlines. Submission of application past the deadline WILL RESULT in a disqualification.
- **Written Test -30%:** Questions will cover the SkillsUSA integration toolkit, employability skills, and the SkillsUSA Leadership Handbook. (*Tip: Study SkillsUSA Handbook, Robert's Rules of Order, SkillsUSA Texas Association Constitution and By-laws, SkillsUSA Texas Web Page.*)
- **Oral interview - 30%:** There will be 2 -3 questions asked of each candidate. The same questions will be asked of each candidate. These questions will cover, student personal resume, the SkillsUSA Leadership Handbook and information from the state and national websites.
- **House of Delegates vote - 30%:** There will be a 1-2 minute campaign speech.

Application Timeline

- Officer candidate applications MUST be received by the filing deadline. February 4, 2022 by 4:00PM
- Officer Screening tests will take place on: February 17, 2022 @ registration pickup on the TCC South Campus between 2-7pm
- Officer interviews will take place on: February 17, 2022 after the Screening Test.
- Officer Speeches will take place on February 18, 2022 during the Delegate session at UTA.
- Social media and in person campaigning will take place from: February 16 – 18 (*Social Media campaign guidelines are posted at the end of this document*)
- Officer Candidate voting will take place: Delegate Session on February 18, 2022
- Officers will be announced at the 2023 SkillsUSA Texas District 4 Leadership and Skills Conference – Awards Ceremony at UTA on February 18, 2022, and officer positions will be assigned during the Summer Leadership Conference.

OFFICER CANDIDATE APPLICATION FORM

FILING DEADLINE: February 4, 2022 by 4:00PM

CANDIDATE NAME _____ **CURRENT GRADE LEVEL** _____

STUDENT EMAIL _____ **T-SHIRT SIZE (Adult Mens Cut)** _____

SCHOOL NAME _____

SCHOOL CITY _____ **CHAPTER #** _____ **SCHOOL PHONE #** _____

ADVISOR NAME _____

ADVISOR EMAIL _____ **ADVISOR CELL #** _____

Personal Essay Questions

Please answer the following 3 essays and attach them to the end of your application. Candidates are limited to a maximum of 500 words for each essay. *(Please list word count at the end of each essay.)*

1. *Why do you want to become a SkillsUSA Texas District officer?*
2. *What will be your officer goals if elected as a SkillsUSA Texas District officer?*
3. *What are your personal goals for life after high school?*

OFFICER CANDIDATE AGREEMENT

As a candidate for SkillsUSA Texas District office, I agree to abide by the requirements of the office as set forth in the SkillsUSA Texas constitution and by-laws. I also understand that if I am elected, I must attend the summer leadership conference.

Signed _____

CHAPTER ADVISOR AGREEMENT

As chapter advisor to the above-named student, I agree to abide by the requirements of the SkillsUSA Texas constitution and by-laws. If my student should become a District officer, I understand my responsibility to have my student in attendance at all District officer functions.

Signed _____

DISTRICT/CAMPUS ADMINISTRATOR AGREEMENT

As administrator, I recommend the above-named student for a SkillsUSA Texas District office position. I understand that if this student becomes a District officer, that the school district will make every effort to assure that the student will be present at all mandatory meetings, conferences, contests, and other District officer functions.

Signed _____

*Officer candidates MUST include a copy of their **resume, high school transcripts, and answers to the essay questions**, with this application. All items should be scanned and submitted as a single PDF file.*

SCAN and EMAIL Application, Resume, HS Transcript, Essay Answers, Headshot, and copy of Speech to: district4@skillsusatx.org

Candidate and Advisor must agree to the following:

- My membership was submitted by **February 1, 2023**.
- I actively participate at the local level of SkillsUSA Texas and will continue to do so as District Officer.
- I will be available to represent the District organization through personal appearances, as required, which could be any or all the following:
 - Summer Leadership Conference attendance and participation is **mandatory** for all District officers and advisors.
 - Cost of the summer conference registration, travel and hotel for the officers attending is financed by the school district if this is held on site. *Scholarship may be available.*
 - NLSC National Delegation – **expected**, financed by the school district.
 - Washington D.C. Leadership and Training Institute – **expected**, financed by the school district. *Scholarship may be available.*
 - District Fall Leadership Planning meetings – **expected**, financed by the school district.
 - District Fall Leadership Conference – **mandatory**, financed by SkillsUSA Texas.
 - SkillsUSA Texas District Championships (2 or 3 days) – **mandatory**, financed by the school district, registration fees waived if not competing.
 - State SkillsUSA Championship – **expected, the district president has mandatory attendance**, registration fees waived if student is not competing.
- I will abide by national and state SkillsUSA and SkillsUSA Texas policies while serving as a SkillsUSA Texas District Officer.
- I will file all forms and paper work for District Officer candidacy with the State Office by the deadline.
- I will respect the nomination, election and campaign policy restrictions.
- I can demonstrate information and knowledge of SkillsUSA as found in the SkillsUSA Leadership Handbook. A written exam may be administered as scheduled by the district office.
- In the event that officers cannot fulfill his or her duties, an alternate will be selected by the District Director in accordance with the SkillsUSA Texas Constitution and By Laws.

Photography, Sound and Video Release

I hereby grant the SkillsUSA Texas Association permission to make still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by the SkillsUSA Texas Association permission to use the finished silent or sound pictures, and/or sound recordings as deemed necessary. Further, I so hereby relinquish to the SkillsUSA Texas Association all rights, title, interest in, and income from the finished sound or silent motion pictures, still pictures, and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints, and further grant the SkillsUSA Texas Association the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network, or governmental agency, or to any of their assignees, without payment or other consideration to me. My agreement to perform under camera, lighting and stated conditions is voluntary, and I do hereby waive all personal claims, causes of action, or damages against the SkillsUSA national headquarters and the employees thereof, arising from a performance or appearance.

_____ Signature of Participant	_____ School
_____ Participant's Address	_____ School Address
_____ Participant's City/Zip Code	_____ School, City/Zip
_____ Parent / Guardian Signature	_____ Date

SkillsUSA Texas District Officer Contract Agreement and Code of Conduct

As a District Officer of SkillsUSA Texas, you have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times while representing the organization, as well as, on your personal time. You will have an opportunity to meet students, advisors, administrators, business, industry, and legislators during your term in office. Your actions will set a standard for all SkillsUSA members to follow. When you sign this Officer Contract, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members. You will also be reaffirming the ideals of the SkillsUSA.

As a District Officer of the SkillsUSA Texas Association, 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 SkillsUSA Texas staff persons informed of my where-a-bouts- at all times.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet 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, or drugs. If you should have been ordered to take certain prescription drugs by a licensed physician you should report such orders to your advisor.
- Attendance at school is mandatory anytime it is in session. Grades must be kept at an above average level. All work missed while on SkillsUSA business will be made up in a timely manner.

Internet Code of Conduct

As an officer for SkillsUSA, you are a public figure. As an officer you represent your school, your state association and the national SkillsUSA association. As you post content to personal and public pages i.e. Instagram, Facebook, Twitter, YouTube 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 space. These personal sites are being used as a point of reference to your site. Be sure your personal materials, including comments, photographs, video or sound files, would not embarrass you if they were viewed by SkillsUSA staff, business partners, or instructors.

E-mail addresses: If your personal email address does not project a professional image, create a new email address for any SkillsUSA correspondence. Be sure to check e-mail daily during your term of office as travel opportunities are often offered via e-mail.

As an officer of SkillsUSA, I will represent SkillsUSA Texas with respect. This means for my term of office, any content I post on the World Wide Web where SkillsUSA is mentioned on sites such as Instagram, Facebook, YouTube, or other sites will be reviewed by my advisor, parent, or state director. My email address used for SkillsUSA business must be reviewed by an authorized adult such as my advisor, parent, or state director. I also understand that these websites will be monitored, and I may be requested to remove material.

If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences as a district officer for violating the Officer Code of Conduct.

I have read and understand the information in this document. I agree to abide by this policy for the duration of any office I have been elected or appointed for SkillsUSA Texas.

As an officer candidate I _____, agree to terms previously stated and has the support of my parents/guardians and the school administration.

_____ Officer Candidate Signature	_____ Date
_____ Parent/Guardian Signature	_____ Date
_____ Chapter Advisor Signature	_____ Date
_____ Local Administrator Signature	_____ Date

Social Media Campaigning Guidelines

Online campaigning will be allowed for the designated times listed in the Application Timeline.

Candidates should use the hashtag **#SkillsUSATX2023DistrictCandidate** on ALL social media posts to ensure the broadest reach for virtual campaigning. Additionally, the candidate must have Advisor knowledge and approval of EACH social media post prior to posting. Campaign efforts – electronic and otherwise – are ultimately the responsibility of the district officer candidate.

Acceptable campaign formats include: SkillsUSA CONNECT, Instagram, Facebook and Twitter.

Social media tools can be more difficult to monitor than some other campaigning methods, so candidates must be clear with anyone who may be campaigning on their behalf as to campaign policies and procedures. When using social media platforms for campaigning, keep in mind candidates represent their local chapter in every post, photo and comment.

Use the following Social Media Guidelines to ensure a successful campaign:



- Be Professional – Your digital presence, whether posted by yourself or by someone on your behalf, should be truthful, positive, and spotlight your best self.
- Be Fair – Post only during the approved dates/times; No paid advertising.
- Be Respectful – Make only positive campaign posts; other candidates may not be mentioned in your campaign.
- Be Secure – Moderate comments and photos on all platforms and approve/allow only those that are tasteful and meet the social media campaigning guidelines.
- Be Responsible – Use common sense and good ethics when posting; Ensure campaigning is a positive representation of SkillsUSA.
- Be Accountable – Tell the truth about who you are and how you will serve the SkillsUSA organization as a district officer.
- Ensure everyone involved in your campaign follow the policies and procedures of campaigning.

Campaign Violations - If you believe a violation of campaign policies and procedures has occurred, please report it via email to info@skillsusatx.org. Violating campaign policies and procedures may result in disqualification.