



State Officer Candidate Guide

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IMPORTANT MANDATORY DATES FOR SKILLSUSA OREGON STATE OFFICERS

State Officer Candidate Application Deadline

March 14th, 2025 | On-line form

State Officer Candidate Interviews

March 19th- 21st, 2025 | Virtual

State Officer (Student) Orientation Meeting

April 23rd, 2025 | Virtual

State Officer (Parent/Advisor) Orientation Meeting

April 25th, 2025 | Virtual

100X Spring Oregon CTSO State Officer Retreat

May 30-June 1, 2024 | Portland, OR

SkillsUSA National Leadership & Skills Conference (not mandatory)

June 23-27, 2025 | Atlanta, GA

100X Officer Training

September through February, First Thursday of every month at 6:00 pacific | Virtual

Oregon CTSO Advisor Conference | 100X Fall CTSO State Officer Retreat

September or October TBD | Location TBD

Oregon CTSO Fall Leadership Experience (FLEX)

October to January TBD | Virtual

Oregon SkillsUSA Winter State Officer Retreat

January 29-31, 2025 | Location TBD

SkillsUSA Oregon State Leadership & Skills Conference

March or April 2025 | Location TBD

***All events listed are mandatory, unless otherwise noted. These dates and locations are tentative, and additional events may be added throughout the school year, however, SkillsUSA will give both students and advisors ample notice ahead of any expected requirement.

LETTER FROM EXECUTIVE DIRECTOR

SkillsUSA Oregon Chapter Advisors,

The SkillsUSA Oregon State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative, and much more. In short, it is a unique and valuable experience that we are excited to share with your students.

Along with the considerable benefits that come with being a state officer there are important responsibilities that officers take on, and we need your help to ensure that students who plan to run for state office are aware of these responsibilities; and, if elected, both you and they will ensure that those responsibilities are fulfilled.

As an advisor with a candidate and (if elected) a state officer the expectation is that you will:

- Assist your candidate with completing all required aspects of the State Officer candidate application and review their campaign speech and campaign materials.
- Make a personal commitment to cooperating with the State Advisor and State Officer Coach to ensure that your state officer fulfills all their state officer responsibilities.
- Serve as an ongoing mentor to your state officer.
- Arrange additional time to work with your state officer.
- Review with your state officer the state officer team Program of Work and Accountability Chart to ensure that they are on track and up to date on all assignments.
- Edit and review materials and communication before officers submit and distribute them.
- Provide your officer with workspace supplies, telephone access, email access, and any necessary financial support.

By signing the state officer application, you are making a commitment to your candidate/state officer and SkillsUSA Oregon. Training and directing our state officers is a team effort, and it is essential that the officer's advisor is a part of that team.

Thank you for encouraging your student to step forward and seek a state officer position with SkillsUSA Oregon.

Sincerely,

SkillsUSA Oregon State Team

IS RUNNING FOR STATE OFFICE RIGHT FOR ME?

The primary role of a SkillsUSA Oregon state officer is to represent SkillsUSA at the local and state levels in support of our organization's mission. Being a state officer means advocating for more than 150,000 career and technical education student members in Oregon, while always embodying the principles and values of our organization. In this position, an officer will communicate important organizational information and promote career and technical education across the state.

As a student leader, each officer must be clear about their priorities, effectively manage multiple tasks and projects, and utilize strong time and stress management techniques. Through this program, state officers are encouraged to take risks, strive for improvement, and actively seek constructive feedback and support. State officers are empowered to step outside their comfort zones in a supportive environment that fosters growth.

Throughout the program, officers will learn advanced communication and facilitation strategies to implement in their roles. They must be committed to personal development and open to feedback. While serving on the Oregon state officer team, officers will work collaboratively with their peers, offering sincere support and building a strong team dynamic.

State officers must recognize the significance of their work and its long-term impact. They may have the opportunity to meet with business leaders, government officials, and educators, helping to shape the future of SkillsUSA Oregon and the field of career and technical education in the state.

We are excited that you are considering running for a SkillsUSA Oregon State Office. The opportunities provided to state officers are tremendous and many of our state officer alumni count their time as an officer as a pivotal experience in their life. Along with the opportunities and benefits of being an officer comes many important responsibilities. Be sure that you carefully consider your decision to run for state office and what it requires.

The average state officer will spend three to five hours a week working on their state officer assignments and responsibilities. Prior to state officer meetings, conferences, and SkillsUSA events, the amount of time required tends to spike as officers finalize preparations and polish up assignments. It is important to realize that although academics remain the number one priority, you will not be able to fall behind in your responsibilities as a SkillsUSA officer. You will be required to participate in the team decision-making process, perform your assigned tasks, and attend all required conferences and events. It is important that you have access to the internet either at home, school or at a library to complete assignments.

Please carefully review the documents and information in this packet to be sure that you fully understand what will be expected/required of you as a state officer if you are elected.

STATE OFFICER CANDIDATE PROCEDURES

- Review this entire packet and complete all necessary materials on the check list below:

Online application (SEE PAGE 10 FOR LINK):

DESCRIPTION	FORM	DONE
SkillsUSA Oregon State Officer Candidate Application	(online)	

You will be asked to upload the following forms during the online application process.

DESCRIPTION	FORM	DONE
SkillsUSA Oregon State Officer Candidate Agreement	PG. 11 – 14	
SkillsUSA Oregon State Officer Conduct Agreement	PG. 15	
SkillsUSA Oregon Medical Release Form	PG. 16	
School Transcript		

STATE OFFICER CANDIDATE DEADLINE

All forms must be received by the SkillsUSA Oregon team by 5:00 PM on the deadline date. There will be a candidate interview via video conference before the state conference. During the interview, a script reading assessment will take place. See important dates on page 3 for more information.

ELECTED OFFICES

SkillsUSA Oregon will have five elected state officers. Each candidate will have the opportunity to identify their position of choice, however the Management Team will determine positions after election.

ELIGIBILITY

A candidate must be an active member in good standing of SkillsUSA Oregon and SkillsUSA Inc.

A candidate should have held or be holding a SkillsUSA chapter office, but it is not required.

A candidate must have earned a GPA of 2.50 (4.00 scale) or better for the semester preceding their running for office.

ELECTION PROCESS

Candidates will be required to participate in all five segments of the election process below to be an eligible candidate.

- **APPLICATION:** Submission of a complete candidate application by the deadline.
- **INTERVIEW:** Candidates will be interviewed via Zoom by members of the SkillsUSA Oregon State Team. If selected for an interview, candidates will receive an email with an interview time. Interviews will be approximately 10-15 minutes long. The interview will include a script reading assessment. The interview will count for 1/2 of the candidates' total score to be elected.
- **SPEECH:** Candidates will be required to present a 2-minute speech during the Opening Session at SLSC to the SkillsUSA Oregon Delegation.
- **VOTING:** Each chapter will have two voting delegates to submit up to 5 votes on behalf of their chapter. Voting delegates will submit their votes at SLSC. Voting details will be provided directly to voting delegates. Voting will count for 1/2 of the candidates' total score to be elected.
- **CAMPAIGN:** Candidates will be provided with a window during SLSC to campaign and connect with fellow members. This component will not affect a candidate's election score.

ROLE AT SLSC AND CAMPAIGNING

All candidates are allotted (2) minutes for their campaign speech which will be presented at the SLSC during the Opening Session. No PowerPoint or similar presentations are allowed during the allotted speech time – speeches must be delivered without additional audio-visual assistance.

Candidates may not spend more than \$150 on campaign materials, giveaways, or any other campaign-related expenses. If requested, candidates may need to show receipts for campaign expenses showing that this limit was followed.

Campaign materials must be in good taste. No campaign material shall be posted on any facility wall(s).

Candidates are not allowed to begin campaigning prior to the SLSC. This includes, but is not limited to, campaigning via email, and posting on or sending direct messages on social media platforms such as Facebook, Twitter/X, Instagram, Snapchat, TikTok, websites, YouTube, etc.

Onsite campaigning by candidates or their representatives may begin at the posted start time of SLSC and may continue until the ballots have been turned in during the Election time announced. Throughout their campaign, candidates are encouraged to use handout materials. Campaign signs, posters, banners, and any other display materials must be confined to the space provided in the campaign booth.

Candidate booths must be monitored at all times, SkillsUSA Oregon nor the facility will be liable for missing items.

The size and location of campaign booths will be communicated to candidates after the application deadline. At minimum, each candidate will receive ½ of a six-foot banquet table to display their materials. If there are fewer candidates, they may receive a full table. The size is dependent upon the number of candidates who submit applications.

During the "Meet the Candidate" session, only the candidate and their manager are permitted to distribute campaign materials. The following items are strictly prohibited:

- Unwrapped candy
- Gum
- Items containing liquid (e.g., drinks, lotions)
- Flying objects (e.g., frisbees, paper airplanes) or items that create excessive noise (e.g., horns, noisemakers)
- Any items that could distract the audience

The SkillsUSA Oregon state staff will have the final authority to determine what campaign materials are acceptable.

Playing music is not allowed in the campaign booths. Electrical outlets/connections will not be provided or available. If a candidate has a PowerPoint presentation or other presentation that requires electricity it must be able to run on battery power. No Wi-Fi will be available.

Candidates and their campaign teams are responsible for making sure that no campaign materials are left in any rooms or as litter. Failure to adequately pick up materials may jeopardize candidacy. Each candidate should assign someone from their chapter to make a sweep of the conference facility to ensure that the campaign materials are all collected.

ELECTION AND VOTING PROCEDURES

Chapter Advisors or persons acting in a Chapter Advisor capacity will not be allowed to participate during the election.

The interview will count for 1/2 of the candidates' score towards being elected. The interview will be conducted by the Board of Champions. It will include a set of interview questions, along with a script reading assessment that each candidate will be scored on during the interview.

A secret ballot vote will be conducted. The vote will be conducted in one round, and the percentage of votes each candidate receives will count for 1/2 of the total score used to select the candidate. Only valid votes will be counted - abstentions and invalid votes (such as voting for more than five candidates) will not be included in the total.

If there is a tie between two candidates after voting, the winner will be determined by the following tiebreaker criteria, in order:

- The candidate with the highest vote counts.
- The candidate with the highest interview score.

Each local chapter will have two (2) voting delegates. Chapter Advisors will identify voting delegates during the SLSC registration process.

If no candidate is elected for office, that office may be appointed by the State Staff and State Officer Coach, but it is not required. A qualified candidate who is not elected may be considered in filling any vacant positions.

Newly elected State Officers will be announced and installed at the Awards Session during SLSC.

** Failure to follow these rules may result in a candidate's disqualification.

EXPECTATIONS OF SKILLSUSA OREGON OFFICERS

Attend all virtual State Officer meetings (including the 100X officer training held the first Thursday of every month at 6:00 pacific, September through February) from start to finish.

Plan the Program of Work as a team for the members of SkillsUSA Oregon, and work to achieve the goals and objectives.

Attend all in-person State Officer meetings, trainings, conferences, and the State Leadership and Skills Conference. Officers are strongly encouraged to attend the National Leadership and Skills Conference and the optional Leverage Training.

Contribute to the association communication channels as assigned. Communicate with the team, Coach(es), Executive Director, State Director, and other appropriate parties on a regular basis.

Submit the monthly 100X Progress Report about local, state, and national SkillsUSA activities participated in.

STATE OFFICER CANDIDATE APPLICATION LINK

The forms on the following pages must be submitted for a candidate's application to be complete. Any missing forms could result in the disqualification of the candidate. Please ensure that all requested information is provided and that each form is complete and contains all requested signatures. The candidate application must be completed online, and forms 2-5 are to be uploaded along with the online application.

Required Forms:

Submit all items listed below online at: <https://skillsusaoregon.org/state-officer-application/>. Items 2 through 4 can be found at the end of this packet and will need to be uploaded.

1. State Officer Candidate Information, State Officer Q&A (embedded in the on-line application)
2. State Officer Candidate Agreement (pages 11 to 14 of this guide)
3. State Officer Conduct Agreement (page 15 of this guide)
4. SkillsUSA Oregon Medical Release Form (page 16 of this guide)
5. School Transcript

STATE OFFICER CANDIDATE AGREEMENT

Becoming a SkillsUSA Oregon State Officer requires commitment on the part of all parties concerned. To make that commitment, each party must understand their responsibility for this leadership training experience. For a candidate to be eligible for office, all parties indicated must sign this agreement. State Officer candidates should understand that, if elected, attendance at all State Officer meetings and activities is mandatory and that failure to attend any of these meetings may result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if in the opinion of the Executive Director or Board of Directors if they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on SkillsUSA Oregon or the State Officer Team.

If elected, the candidate agrees to:

- Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer training, district and state conferences)
- Attest that: “I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Board of Directors, State Officer Coach, or the Executive Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the SkillsUSA Oregon Conduct Code, I can be removed from office. Should I fail to complete the duties of my office, I will be liable to return to SkillsUSA the amount expended for my participation during my term in office.”
- Maintain a GPA of 2.5 or better based on a 4.0 scale during their term of office.
- Participate in ALL activities scheduled by the Executive Director or State Officer Coach of SkillsUSA Oregon including but not limited to the events noted in the section “Important Dates for SkillsUSA Oregon State Officers” on Page 3 of this packet.

The following pages must be fully completed, signed and submitted through the application link, in order to be eligible for state officer candidacy.

ADVISOR MEETING CHECKLIST

The Chapter Advisor should schedule a meeting with the State Officer Candidate and their parent/guardian to carefully review this checklist and the rest of the State Officer Candidate Packet. Once the Advisor has held this meeting and reviewed the checklist, it should be completed, signed, dated, and submitted to the SkillsUSA Oregon team along with the required forms in this packet.

ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE	
	Have an honest conversation with the State Officer candidate to ensure they fully understand the commitments required for the role. It's important that they recognize there will be times when they may need to miss personal activities or sometimes a sporting event to meet their state officer responsibilities. Officers must understand that SkillsUSA conferences and events take priority over other social functions, including dances and extracurricular activities.
	Ensure that State Officer candidates understand that being a State Officer is a privilege and will require their very best effort. If elected, the candidate will be required to devote several hours each week to their State Officer responsibilities and will not be allowed to fall behind on State Officer duties and responsibilities.
	Talk to the candidate about their involvement in other activities like sports, clubs, work, etc. Be sure that they have fully calculated the time commitment and are prepared to make SkillsUSA a priority if they are elected.
	Set up a plan for the Officer to keep the Advisor regularly updated about their projects, upcoming responsibilities, and duties of office.
	Discuss and create a time management plan for when and how the Officer will complete their SkillsUSA work each week. Officers should plan to spend about 3 to 5 hours a week (sometimes more) on SkillsUSA work.
	Ensure the Officer has access to internet daily either at home or through the school. Officers will need access to Gmail and download SLACK on their phone and/or computer for official State Officer communications.
	Carefully review this packet with the candidate and be familiar with the rules and guidelines for State Officer candidates.
	Ensure that all forms from this packet have been completed.
	Make sure the candidate understands that while serving as a SkillsUSA State Officer is an incredible opportunity and will undoubtedly be a standout achievement on their resume and college applications, the true value of this role goes beyond accolades. It's about their genuine passion for SkillsUSA and their commitment to helping make SkillsUSA Oregon exceptional. This is a serious responsibility that demands time, dedication, initiative, and a deep commitment throughout their entire term. They must be ready to fully invest in the mission of SkillsUSA, knowing that the impact they make will shape the future of the organization.

Chapter Advisor Signature

Date

The Parent(s) and Candidate Agree To:

Grant permission to SkillsUSA Oregon and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of SkillsUSA Oregon to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

SkillsUSA Oregon will make every effort to ensure that there is no cost to the officer for their role. However, there may be exceptions for certain events and/or activities where costs are deemed reasonable and necessary. In these cases, officers may be asked to cover a portion of the expenses, but SkillsUSA Oregon will provide support and guidance to help minimize any financial burden. The organization is committed to ensuring that the opportunity remains accessible to all qualified candidates.

Grant permission to release the GPA and grades of the State Officer as verification of accordance with officer requirements to maintain a 2.5 GPA or better.

SkillsUSA Oregon will pay approved expenses for required activities. Non-required activities may be partially reimbursed upon prior approval of the Executive Director and/or the Board of Directors. Please note that while SkillsUSA Oregon pays most travel expenses, some extra expenses will be the responsibility of each state officer.

Permit the candidate to participate in all scheduled SkillsUSA Oregon activities, State Officer meetings, chapter visits, and other official officer duties.

Permit authorization for the student to visit Oregon schools and participate in SkillsUSA Oregon chapter activities, conferences, and meetings for the purpose of conducting official SkillsUSA state officer business.

Encourage the candidate to take full benefit of the leadership development experience.

Attend any scheduled SkillsUSA Oregon activities, conferences, and meetings when they so desire.

The Advisor(s) and All School Officials Listed Below Agree To:

- Recommend for state office only those candidates who are qualified.
- Host meetings of the state officers at the request of the Executive Director.
- Ensure the candidate's attendance at all SkillsUSA Oregon activities.
- Permit the candidate to visit Oregon schools and participate in SkillsUSA chapter activities, conferences, and meetings for the purpose of conducting official SkillsUSA state officer business.
- Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office.
- Read the Candidate Agreement and Participant Code of Conduct and discuss it with the students.

Candidate Signature

Date

Chapter Advisor Signature

Date

Parent Signature

Date

High School Administrator Signature

Date

* The State Officer Candidate Agreement Form includes four pages total. By signing on this page, the parties agree to abide by all policies and information included on the Advisor Meeting Checklist, State Officer Candidate Agreement, The Parent(s) and Candidate Agree To, and The Advisor(s) and All School Officials Listed Below Agree To, pages of this form.

** If you change schools at any time during your state officer year and signatures above are not complete and current; this document must be signed again and resent to SkillsUSA Oregon.

STATE OFFICER CONDUCT AGREEMENT

The following conduct policies apply to all state officers for the entirety of their term. They are in effect from the moment the officer leaves home for an event until they return home, covering the full duration of official conferences and activities.

- I will not possess, be under the influence of, or consume any alcoholic beverages, tobacco products, or illegal substances of any kind.
- I will follow curfew. Curfew means I am quiet and in my room with only those assigned.
- I will apply key leadership principles, including consensus building, compromise, listening, respecting others, maintaining enthusiasm, and resolving conflicts through open communication.
- I will wear appropriate dress at all official functions.
- I will not be engaged in any inappropriate or illicit behavior. I will immediately remove myself from all situations that could compromise my professional image.
- I will refrain from dating fellow state SkillsUSA officers while I am in office. I will refrain from dating anyone while at a SkillsUSA Oregon activity.
- I will never enter the hotel/dorm room of someone with the opposite sex. This is non-negotiable. And it will lead to immediate dismissal from the state officer team.
- I will not deface public property. I will be responsible for any damage caused to rooms or facilities.
- I will keep the state SkillsUSA staff always informed of my whereabouts and activities, where the activities are an official function of my office, or while I am in their charge.
- I will be prompt and prepared at all times. I will carry out my duties and responsibilities to the best of my abilities. I will always conduct myself in a professional manner as a representative of SkillsUSA.
- I will attend all official conference activities unless granted approval from state staff for absence. Special permission is required to be excused from mandatory meetings.
- I will follow my local school policies where they are more restrictive than the state policies and guidelines.
- I am responsible for reporting any violations of these codes of conduct committed by myself or by fellow officers.
- I will participate in all activities required of me at a conference, meeting, or official state officer function.
- If other situations arise that are not covered by the Code of Conduct for State SkillsUSA Officers, I will use my best judgment in the situation. Above all I will try to act in such a way that I will reflect positively on the Oregon Association of SkillsUSA.
- I will submit the State Officer Travel Authorization form for each event, ensuring it is completed at least two weeks prior to the event date.

“I agree to follow the State SkillsUSA Officer Code of Conduct while I am representing the Oregon Association of SkillsUSA as a member of the State Officer Team. I will resign my office if I fail to follow this code.”

Student’s Signature

Date

Parent’s Signature

Date



Release of Claim for Damages, Emergency Medical Treatment Authorization:

Name of Student _____ Date of Birth: _____ Date: _____

Home Address _____ Phone: _____

Name of High School: _____

Advisor(s) in Charge _____ Advisor’s Phone: _____

This is to certify that the above-named delegate has my permission to attend all SkillsUSA Oregon sponsored activities for the said School Year. I also do hereby, on the behalf of the above- named delegate absolve and release SkillsUSA Oregon, the school officials, the SkillsUSA chapter advisors, conference staff, and SkillsUSA Oregon staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the SkillsUSA sponsored activity.

I authorize the above-named advisor or the SkillsUSA Oregon staff to secure the services of a doctor or hospital for the above-named delegate. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to SkillsUSA Oregon and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate’s name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of SkillsUSA Oregon to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter advisor determines the criteria at the local site, for individual students and alumni to attend and participate at all SkillsUSA activities.

We have read and agree to abide by the supplied SkillsUSA Oregon Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family’s expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage, health, and medical well-being. I understand that the association and its agents/contractors are not medical professionals, and that communication of any health issues does not transfer responsibility for care, payment, or insurance coverage.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____