



High School State Officer Application

- Will you be able to miss 5-10 class days during the school year for SkillsUSA business and still be able to keep up in your classes and will your parents and school administration endorse your candidacy?
- Are you willing to travel across the state for leadership training and to promote SkillsUSA?
- Will SkillsUSA be a top priority to you in your school over other activities?
- Will you be able to attend the SkillsUSA events for Nebraska on the dates indicated on the attached tentative agenda?

High School State Officer Requirements

- Attendance of 75% or better at local chapter meetings and activities (on a yearly basis).
- A vote taken and recorded in minutes of the candidate’s local chapter to support the student in their application for state office.
- GPA of 2.5 or better on a 4.0 scale while a SkillsUSA member.
- Must have competed in a competition at the high school state level prior to running for State office.

Please complete the following application and return it electronically by March 1st to sarah.pracheil@nebraska.gov. Please also submit a professional picture and short bio for a candidacy announcement post on the SkillsUSA Nebraska Officers Facebook public group.

High School Candidate Personal Information

(Please Print Legibly)

Name _____ Date of Birth _____ Age _____ Sex _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____ Email _____

Parent/Guardian/Spouse Name(s)

School _____ Advisor’s Name _____

School Address _____

Grade Next Year in High School (10th, 11th, 12th) _____ School Phone Number _____

Polo Shirt Size (S, M, L, XL, 2XL, etc.) _____ T-shirt Size _____ Years as a SkillsUSA Member _____

Relevant Application Information:

Prior SkillsUSA Experience along with honors and offices held:

Candidates Non-SkillsUSA activities/other affiliations:

Organization	Responsibilities/Honors	Time Commitment
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What are your career objectives?

State Officer Mandatory Meetings:

1. State Officer Leadership Academy – Ashland - May 26-29, 2020
2. Pre-Fall Leadership Conference Planning Meeting (one evening and one day) – Location TBD -July/August - Dates to be determined by officer team
3. Fall Leadership Conference- Location TBD – September 2020
4. Mid-America Leadership Conference- Columbus, NE - October 21-24, 2020
5. CSLEL Legislative Day – Lincoln NE – February 2021
6. State Planning Retreat (two evenings and one day) - Grand Island, NE- Feb 2021
7. State Leadership and Skills Conference – Grand Island, NE – April 8-10, 2021
8. Middle School Conference – Officers must attend one of the two Middle School Conferences (West (Grand Island) & East (Omaha)– December 2020 & March 2021

Not Mandatory but a Possibility

1. National Leadership Conference- Louisville, KY (3 Delegates)- June 22-26, 2020
2. Annual Foundation Fundraiser- Location TBD- September/October
3. Commissioner’s Recognition- State Capitol Rotunda, Lincoln NE - November
4. Leverage Training - June
5. State President will have Board meetings in September and January

State Officer Contract and Code of Conduct

As a state officer of SkillsUSA, 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 State 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 SkillsUSA.

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

1. My conduct shall be exemplary at all times.
2. I will, at all times, respect all public and private property, including the hotel in which I am housed.
3. I will spend each night in the room of the hotel in which I am assigned.
4. I will keep my advisor or assigned state SkillsUSA staff persons informed of my whereabouts at all times.
5. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
6. I will not enter a sleeping room of the opposite gender without the supervision of an advisor.
7. I will not use any type of alcoholic beverages, tobacco products, or any other drugs. If you should have been ordered to take certain prescription drugs by a licensed physician you should report such orders to your advisor or State Director.
8. Attendance at school is mandatory anytime it is in session. Grades must be kept at an above average level; a 2.5 minimum GPA. All work missed while on SkillsUSA business will be made up in a timely manner.
9. I will attend all sessions of any event where I represent SkillsUSA Nebraska.
10. I will adhere to the dress code set by the State Director during the SkillsUSA events
11. I will adhere to the Internet Code of Conduct.
12. I will, as an elected officer, attend the State Officer meeting following the Awards Ceremony at State Conference.

Penalties- Violations of the Code of Conduct may be grounds for disqualification or suspension from an activity or office. The violator may be sent home at his/her own expense. Proper notification of the violation and action will be sent to the appropriate authority, school administrator and parents/guardians.

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 and other sites, keep in mind that people you do not know (including potential employers or admissions officers) have the ability to review and archive information. 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 and are age appropriate.

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 email daily during your term of office as most communication between you and the State Office occurs via e-mail.

As an officer of SkillsUSA, you will represent SkillsUSA Nebraska with respect. This means for your term of office, any content you post on the internet where SkillsUSA is mentioned on sites will be reviewed by an advisor, parent, or state director. Your e-mail address used for SkillsUSA business may be reviewed by any authorized adults such as a parent/guardian. Please understand that these websites will be monitored and you may be requested to remove material.

If a state officer fails to do so and post inappropriate or unapproved material, he/she will be on probation as an officer and subject to the consequences as a state officer for violating the State Officer Code of Conduct.

Dress Code and Personal Grooming

Officers will be in three types of dress while on SkillsUSA Business:

1. Casual—Similar to what you wear to school
2. Business Casual – Polo shirt and slacks (tan color)
3. Official Dress

Men: *Official red SkillsUSA blazer*
Black trousers with white dress shirt
Plain black tie with no pattern or official SkillsUSA black tie
Black socks and Black dress shoes

Women: *Official red SkillsUSA blazer*
Black skirt or slacks
Businesslike white, collarless blouse
Black sheer or skin-tone seamless hose and Black dress shoes

Ladies:

- One ring per hand. One earring per ear. Necklaces, bracelets, and earrings should be kept simple.
- No visible body piercing. Tattoos must be covered at all times while representing SkillsUSA.
- Nail polish should be appropriate business color (no loud colors).
- Skirts should be no more than three inches above the knee.
- Shoes for the stage should have no more than a two inch heel and should be closed toe.
- Ladies should wear closed toe shoes at all times. Flip flops, sandals, and any other fashion shoe that does not have a closed toe should not be worn. Shoes should be neat and business appropriate. Tennis shoes may be appropriate when authorized.
- Hair should be pulled back out of the face when speaking.
- Jeans should not have any holes in them or bleach spots and should not be too tight.
- A belt is required if your pants have belt loops.
- Shirts / Polo's should be tucked in at all times.
- Official dress- aside from the rules in the handbook, ladies should have only the top button, buttoned on their blazers at all times.

Gentleman:

- Always come to a SkillsUSA event freshly shaven. A shaved face is always to be expected.
- Shirts / Polo's should be tucked in at all times.
- A belt should be worn with pants that have belt loops. No hanging pants and no undergarments showing.
- Jeans should not have any holes in them or bleach spots.
- Tattoos must be covered and body piercing is not acceptable. Earrings are not allowed.
- Shoes should be neat and business appropriate. Tennis shoes may be appropriate when authorized.
- Official dress- aside from the rules in the handbook, gentleman should have both buttons, buttoned on their blazers at all times.

The State Office will assist state officers with the purchase of a new SkillsUSA red blazer if your local chapter does not have one to fit you properly.

Student Acknowledgement:

- I understand that, by signing this contract, if I am in violation of the Code of Conduct and/or conduct myself in a manner unbecoming of a SkillsUSA Nebraska State Officer, I may be brought before the appropriate discipline committee for an analysis of the violation. I further agree to accept the penalty imposed on me with the understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with the severity of the violation.
- I have read and understand 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 Nebraska.
- I will be available for all of the state officer mandatory meetings.
- I will adhere to the dress code set by the State Director during SkillsUSA events.
- By submitting this application, I hereby grant SkillsUSA Nebraska permission to display my picture, bio, relevant application information, and school information on the SkillsUSA Nebraska Officers Facebook public group as an announcement of my candidacy.

Signature of Candidate _____ Date _____

Endorsements:

- This candidate is a member in good standing of our local chapter. The information on this form is correct and valid. It is my opinion that this candidate has the ability, qualifications and integrity necessary to do an outstanding job as a SkillsUSA Nebraska State Officer. I will support this candidate during the current school year.
- I have read and I understand the SkillsUSA Nebraska State Officer Code of Conduct and Internet Code of Conduct. I agree to support the guidelines and candidate to the best of my ability.
- The candidate has demonstrated responsibility and overall good citizenship while a member of the student body. His/her grade point average is a 2.5 or higher. I, therefore, endorse his/her candidacy for office.

Signature of Local Advisor _____ Date _____

Signature of School Administrator _____ Date _____

- I have read and I understand the SkillsUSA Nebraska State Officer Code of Conduct and Internet Code of Conduct. I agree to support the guidelines and my son/daughter to the best of my ability.
- I will support my son /daughter in attendance at all mandatory functions.
- By submitting this application, I hereby grant SkillsUSA Nebraska permission to display my son's/daughter's picture, bio, relevant application information, and school information on the SkillsUSA Nebraska Officers Facebook public group as an announcement of his/her candidacy.

Signature of Parent/Guardian _____ Date _____
(if under age 19)