



State Officer Candidate

INTENT TO RUN FORM

This form provides the means for an individual to express their desire to serve the SkillsUSA Kansas Association as a SkillsUSA Kansas State Officer. Information is collected to organize the activities associated with the state officer selection process. To become an officer candidate, the SkillsUSA Office must receive this completed form postmarked no later than September 25.

Candidates must be active members in good standing, enrolled in a career technical program, be at least a junior in high school, and must meet the requirements for active membership during the time he or she serves as a SkillsUSA Kansas State Officer.

This form is also used to assist in scheduling the first practice interview workshop for each potential candidate. All candidates should participate in the practice interview workshop by Zoom meeting that will be scheduled after September 25 application deadline. All candidates are required to attend the second interview and "Boot Camp" in Hutchinson, Kansas.

Candidates are to be applauded for taking this first step toward candidacy to become a State Officer.

Email completed form to: bwarren@ksde.org
or mail to:

SkillsUSA Kansas
322 23,000 Road
Cherryvale, KS 67335

INTENT TO RUN APPLICATION

SkillsUSA Kansas Officer Selection Process

This form is due **September 25** emailed to: bwarren@ksde.org or
Mailed to: SkillsUSA Kansas Association
322 23,000 Road | Cherryvale, KS 67335

NAME: _____

High School: Junior or Senior High School Name: _____

College/Postsecondary College Name: _____

Career Technical Program Enrolled in: _____

CELL PHONE: _____ EMAIL: _____

ADDRESS: _____

As I prepare to run for SkillsUSA State Officer, I have reviewed the State Officer Candidate Packet and the annual scheduled events that will require my attendance, and I agree to attend all events if elected as a SkillsUSA Kansas State Officer.

Students Signature

Date

Parent or Legal Guardian Signature (if under 18 years of age)

Date

"We support and endorse this student's candidacy for a SkillsUSA State Officer Position and will be responsible for the supervision and transportation to and from all SkillsUSA activities that pertain to his/her duties."

School/College Advisor's Signature

Date

School/College Administrator's Signature

Date

NOTE: All signatures must be complete prior to submitting Intent to Run Application.

**INTENT TO RUN
STATE OFFICER CANDIDATE PACKET**



YEAR: _____

NOTE FROM SkillsUSA KANSAS STATE DIRECTOR:

Thank you for taking on the rewarding challenge of running for State Officer. This experience will enhance your personal skills and advance your professional growth.

5 STEP STATE OFFICER CANDIDATED SCREENING PROCESS

STEP 1: Complete the “Intent to Run” Form and submit that application by September 25th to bwarren@ksde.org or mail to SkillsUSA Kansas | 322 23,000 RD | Cherryvale, KS 67335

STEP 2: Order and purchase the updated SkillsUSA Membership Handbook for a reference guide: <https://www.skillsusastore.net/skillsusa-leadersip-handbook.html> Members Handbook cost \$6.00

STEP 3: On September 25 at 5:00 PM, all Intent to Run Application will be reviewed, and each candidate will be scheduled for a *virtual* interview with the State Director. For this interview, candidates are required to wear official SkillsUSA attire and know the history of the organization.

The interview may include the following conversations:

- How long have you been a member of SkillsUSA?
- As a member of SkillsUSA, what events have you participated in?
- What do you know about the SkillsUSA Organization?
- Why do you want to be a State Officer?
- What career are you seeking?
- What other experiences do you want to tell us about? Work experience? Community Service experience; Team building experiences, etc.
- If you are elected State Officer, how will you deal with conflict of scheduling concerning SkillsUSA events and other personal or school events?
- What do you expect leadership at this level to look like?

STEP 4: On October 8-9 all candidates are required to attend the State Officer Candidate Boot Camp to prepare their candidacy for the Kansas House of Delegation, which will be held in October during the Fall Leadership Conference in Hutchinson, Kansas.

The Boot Camp will require:

- All State Officer Candidate Agreement Forms completely signed and submitted
- COVID-19 Liability Release Waiver completely signed and submitted
- State Officer Schedule of Commitment completely signed and submitted
- To be already registered in the SkillsUSA CONNECT Portal
- Submit a picture of yourself in your Career Technical Program Lab working
- Submit a story of success about yourself tied to a career goal
- Attitude of professionalism and attention to details
- Dress, Day 1: Official SkillsUSA Dress is expected
- Dress, Day 2: Casual Dress is expected (Casual as in hole-less jeans or khaki’s, and nice dress shirt or polo shirt)

STEP 4 continues....

Boot Camp is the State Officer Candidate screening process. Candidate's will be expected to complete the following:

- Know and recite the SkillsUSA Pledge by memory
- Know and recite the SkillsUSA Creed by memory
- Know and recite the Symbolism of the SkillsUSA Emblem (Symbols & Meanings)
- Know and recite the Colors of the National SkillsUSA Organization and what each color represents.
- Know and understand the Mission of SkillsUSA
- Know the benefits of being a member of SkillsUSA
- Know and explain each category (6) of the Program of Work (PoW) and how a chapter implements it at their school
- Explain the SkillsUSA Framework and its 17 essential elements working to impacts your career preparedness
- Explain what purposes the Chapter Excellence Program (CEP)
- Write your framework story
- Know the history and legacy of SkillsUSA
 - SkillsUSA was established in what Year?
 - The National Headquarters of SkillsUSA is located where?
 - What former Presidents spoke at the National Leadership and Skills Championship Conference? What was quoted by this former President to the SkillsUSA members?
 - How many educational divisions are there in SkillsUSA?
- Complete interview with SkillsUSA's Business Partners
- Complete the Professional Development Test (PDP Test): Candidates must score 75% or better to be place on the ballot for the House of Delegates.

IMPORTANT: Those who have completed all tasks at the Boot Camp and passed the PDP Test will advance to the House of Delegates as an "Official State Officer Candidate for 2021-2022".

STEP 5: Have your advisor register you for the Fall Leadership Conference as a "State Officer Candidate"

All State Officer Candidates are required to:

- practice, practice, practice, their candidate speeches to perfection!
- Make sure their SkillsUSA Official Dress is cleaned (Professionally) and ready to wear
- Make sure personal hygiene is in tacked
- Make sure hair is styled professionally
- Make sure nails are clipped and look professional
- Make sure you enjoy this experience
- Make sure you maintain good sportsmanship, rather you win or lose the election of being a State Officer.

Good luck to all State Officer Candidates!

State Officer / Candidate Agreement

SkillsUSA PERSONAL LIABILITY AND MEDICAL RELEASE FORM

I hereby agree to release SkillsUSA INC, its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending SkillsUSA functions, including travel to and from the events, excepting only such injury or damage resulting from willful acts of representatives, agents, servants and employees. I voluntarily assume all risk and danger relating to the events, whether occurring prior to, during or after the event.

I do voluntarily authorize the SkillsUSA medical services coordinator, assistants, and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the named person as deemed necessary in medical judgement. Parents/guardians of participant will allow emergency medical treatment to be administered as needed. Any further treatment will require parental/guardian consultation.

I agree to indemnify and hold harmless SkillsUSA Inc. and said medical services coordinator and/or assistants and designees for any and all claims, demands, actions, rights of action, and/or judgements by or on behalf of the named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

Having read and understood completely the "Code of Conduct" of SkillsUSA, Inc., I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing SkillsUSA.

NOTE:

- All persons under legal age must have a parent or guardian sign this form. If you are age 18 or older, please indicate that on this form. Otherwise, this form will be returned for parent/guardian approval. All participants must sign this form.
- School representatives, must carry with them the Personal Liability and Medical Release Form for each registered participant to all SkillsUSA functions.

RELEASE OF PERSONAL INFORMATION THROUGH LEAD RETRIEVAL SYSTEM

Each participant name badge during SkillsUSA events may include a barcode that includes personal information. I understand that by giving my verbal permission to vendors and staff associated with SkillsUSA events, this information will be used for follow-up after the event. Personal information will include name, email address, mailing address, training program and contest area, where appropriate.

By signing the intent to run document, I acknowledge my understanding of this statement.

PHOTOGRAPHY AND SOUND RELEASE

By my attendance at any SkillsUSA events, I hereby grant SkillsUSA permission to make still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by SkillsUSA permission to use the finished silent or sound pictures and/or sound recordings as deemed necessary. I understand that my name may or may not appear with my photo, sound picture or sound recording.

Further, I hereby relinquish to SkillsUSA 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 SkillsUSA 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, with payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary. I do hereby waive all personal claims, causes of action or damages against SkillsUSA and the employees thereof arising from a performance or appearance.

NOTE: Audio- or videotaping of conference speakers is not permitted.

CODE OF CONDUCT

Being a SkillsUSA Kansas State Officer requires one to abide by the SkillsUSA Code of Conduct requirements at all times. Being a State Officer is the most significant position one can hold in the State of Kansas. With this position comes responsibility, dedication, and hard work. State Officers will be helping plan and execute several educational functions throughout the year. The Kansas State Championships is most significant meeting of the year, with thousands of students attending from all over the State of Kansas. It is approved as a major educational activity by the Kansas Department of Education, the Kansas Board of Regents, the SkillsUSA Kansas Board of Directors, and is recognized by business and industry.

SkillsUSA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing SkillsUSA as the nation's greatest student organization.

For everyone to receive the maximum benefits from participation, SkillsUSA's "Code of Conduct," as established by its national board of directors, must be followed at all times.

As, a State Officer you must agree to follow the official rules and regulations or forfeit your personal rights to participate. SkillsUSA is proud of its students and knows that by signing this "Code of Conduct" you are simply reaffirming your dedication to be the best possible representative of your state.

<ol style="list-style-type: none"> 1. I will, at all times, respect all public and private property, including the hotel/motel in which I am housed. 2. I will spend each night in the room of the hotel/motel to which I am assigned 3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew. 4. I will not enter any hotel room other than the one which I am assigned. I understand that I am assigned a hotel room for the sole purpose of overnight accommodation. 5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person. 	<ol style="list-style-type: none"> 6. I will not leave the hotel/motel without the express permission of my advisor or state association director. Should I receive permission, I will leave a written notice of where I will be. 7. I will not discriminate or push my political views on others, or conduct rallies that are not aligned with the SkillsUSA objectives during SkillsUSA functions. 8. My conduct shall be exemplary at all times. 9. I will keep my advisor or state association director informed of my whereabouts at all times. 10. I will, when required, wear my official identification badge. 11. I will respect official SkillsUSA attire and not smoke while wearing it. 12. I will attend, and be on time for, all general sessions and activities that I am assigned to and registered for. 13. I will adhere to the dress code at all required times.
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Code of Conduct Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules as a State Officer, I may be brought before the appropriate disciplinary committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense from any event.

1. Violations of Items 1 through 7 of the “Code of Conduct” will be grounds for immediate removal from office and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant’s state department of education and parents or guardians. The participants from the participant’s state could be disqualified as well.
2. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant’s state department of education and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

It is within the spirit of being a proud and meaningful member of SkillsUSA that I agree to these rules of conduct by attesting to the following statement:

SKILLSUSA KANSAS LIABILITY AND RELEASE DOCUMENTED AGREEMENT

I have read pages 1-7 and completely understand the commitment as a SkillsUSA member, the Personal Liability and Medical Release Form, the COVID-19 Liability Waiver and Release of Claims Form, the CODE of Conduct, the Release of Personal Information through lead retrieval system statement, and the Photography and Sound Release agreement, and, by signing, do hereby agree to abide by these in their entirety, and accept the conditions of the agreements, and completely release SkillsUSA’s national and state associations.

PARTICIPENTS SIGNATURE: _____

UNDER THE AGE OF 18 PARENT/GUARDIAN MUST SIGN TO ATTEST FOR PARTICIPANT: As a parent/guardian of a participant, I have read and completely understand the commitment of a SkillsUSA member, the Personal Liability and Medical Release Form, the COVID-19 Liability and Waiver and Release of Claims Form, the CODE of Conduct, the Release of Personal Information through lead retrieval system statement, and the Photography and Sound Release agreement, and by signing, do hereby agree to abide by these in their entirety, and accept the conditions of the agreements, and completely release SkillsUSA’s national and state associations. I have provided all necessary medical information to the adult chaperoning my child for all events so that this person may act on my behalf in case of a medical emergency.

PARENT/GUARDIAN SIGNATURE: _____

COVID-19 Liability Release Waiver

The World Health Organization has declared the novel Coronavirus (COVID-19) a worldwide pandemic. Due to its capacity to transmit from person to person through respiratory droplets, the government has set recommendations, guidelines, and some prohibitions which SkillsUSA adheres to comply.

In consideration of my participation in the foregoing, the undersigned acknowledge and agree to the following:

- I am aware of the existence of the risk to me physically that my presence at the venue and my participation in this SkillsUSA activity poses. I am aware that this risk may lead to injury or illness such as, but not limited to, Influenza, MRSA or COVID-19, any of which in turn may lead to paralysis or death.
- I have not experienced symptoms of fever, fatigue, difficulty in breathing or dry cough, nor have I exhibited any other symptoms relating to COVID-19 or any other communicable disease within the last 14 days.
- I have not, nor have any members of my household, traveled internationally by sea or by air within the past 30 days.
- I did not, nor has any member of my household, visited any area within the United States in the last 30 days that was reported to be highly affected by COVID-19.
- I have not been, nor have any members of my household, diagnosed to be infected with the COVID-19 virus within the last 30 days.
- I agree to have my temperature checked before entering the event.
- I agree to wear a mask for the entirety of the event.
- I agree to stay six feet (or more) apart from other attendees for the entirety of the event.

Following the pronouncements above, I hereby declare the following:

- I am fully and personally responsible for my own safety and actions during my participation in this event, and I recognize that I may be at risk of contracting COVID-19.
- I recognize that SkillsUSA will implement the following safety precautions at the event based on CDC guidelines and recommendations:
 - A temperature check station.
 - Complimentary SkillsUSA masks that each attendee would wear throughout their time at the event.
 - Disinfectant wipes to be used to wipe surfaces, instruments and props.
 - A handwashing station and soap.
 - A six-feet-apart rule for all event attendees.

With full knowledge of the risks involved, I hereby release, waive, and discharge SkillsUSA, its board, officers, independent contractors, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19.

I agree to indemnify, defend, and hold harmless SkillsUSA and (name of state association) from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising, whether directly or indirectly, from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

By signing below, I acknowledge that I have read the foregoing Liability Release Waiver and understand its contents; that I have been sufficiently informed of the risks involved and give my voluntary consent in signing it as my own free act and deed; and that I give my voluntary consent in signing this Liability Release Waiver as my own free act and deed with full intention to be bound by the same, and free from any inducement or representation.

This waiver will remain effective until laws and mandates relevant to COVID-19 are lifted.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Student Name (if 18 or older)

Student Signature (if 18 or older)

Phone Number

Date Signed

If participant becomes a State Officer, these forms will be kept on file for one year.

STATE OFFICER SCHEDULE OF COMMITMENT

Dates will be for the fiscal year will be distributed at the KSC Championship Conference and at the beginning of each fiscal year. This schedule shows the month of each activity.

State Officers will be required to attend all events

FALL SEMESTER

October	State Officer Candidate Virtual Interview with State Director State Officer Candidate Boot Camp (2 Day event) Fall Leadership Conference (3 ½ Day event) – <i>Miss Kansas Day1</i> SkillsUSA Chapter Training Leadership Championships Delegate Sessions & Election of State Officers Community Service Projects Business Industry Tours	ZOOM Hutchinson, KS Hutchinson, KS
November	Board of Directors Meeting State Officer Planning Session	Hutchinson, KS Hutchinson, KS
December	State Officer Meeting	ZOOM 9-11am

SPRING 2022

January	HS State Officers Citizenship Day & SO Meeting <i>Kitchen & Fingerhut</i> PS State Officers Legislature Day & SO Meeting	Topeka, KS Topeka, KS
February	SkillsUSA Week – CTE Program Awareness CTE Conference (State Officers will serve as Room Monitors)	Manhattan, KS
March	State Officer Meeting Board of Directors Meeting Contest Chair Luncheon	Hutchinson, KS Hutchinson, KS Hutchinson, KS
April	KSC Conference Courtesy Corps & State Officer Teams KSC Conference	Hutchinson, KS Hutchinson, KS
May	State Gold Medalist Banquet with State Representatives	Hutchinson, KS
June	CTSO State Officer Workshops SkillsUSA NLSC Pre-Conference (Leverage; Engage; Activate) SkillsUSA National Championships (NLSC) 5 days	TBA Atlanta, GA Atlanta, GA
September	Attend your schools District Conference, help run District Elections	
October	Interview State Officer Candidates in Virtual Breakout Room State Officer Candidate Boot Camp Fall Leadership Conference (Installation of New Elected Officers)	ZOOM Hutchinson, KS Hutchinson, KS

AGREEMENT:

By signing, I (name), _____ acknowledge the SkillsUSA State Officer schedule and agree to attend all events. If I choose not to participate in any of the events, for any reason, I assume full responsibility and forfeit my position as a SkillsUSA State Officer:

State Officer Candidate Signature

School Advisor Signature