



SkillsUSA

K A N S A S

State Officer Program Guide

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Foreword

The State Officer Program Guide was created to assist SkillsUSA advisors and members in preparation for state officer candidacy.

It provides an overview of the state officer program from beginning (candidacy) to end (completion of year of service). Each section of the State Officer Program Guide provides information for advisors, members, and parents in understanding the expectations of a state officer, advisor, and local chapter, and clarifies the qualifications, rules, and details of candidate events.

In addition, we have provided preparation suggestions and resources for state officer candidates.

We hope this resource will aid our stakeholders in better understanding the state officer election process, as well as give insight into the goals and objectives of the state officer program and expectations of the state officers once they are elected.

Contact Information for Questions

SkillsUSA Kansas State Officer Trainer

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During the Fall Leadership Conference each year, SkillsUSA Kansas delegates from across the state elect up to **seven high school** and up to **seven college/postsecondary** officers to serve as student leaders for the organization—state officers. These student leaders serve in a variety of roles throughout their year of service. As leaders, they serve as communicators, advocates, and facilitators.

The state officer team leads our state conferences, including the SkillsUSA Kansas Fall Leadership Conference and the SkillsUSA Kansas State Leadership and Skills Conference. The state officer team also serves local chapters and teaches members skills from the SkillsUSA Framework to help them become career-ready.

Being a state officer is one of the personal growth and student leadership experiences within SkillsUSA. The overall programs focus on three key essential elements of the SkillsUSA Framework: Leadership, Communication, and Professionalism.

The skills learned through the state officer program will not only help these student leaders be successful in serving the organization, but also help them throughout their lives and careers.

State Officer Responsibilities

Position Title: SkillsUSA Kansas State Officer

Work Location: Remote with required travel for trainings and assignments

Classification/Duration: December 202_ – November 202_

Weekly Hours: Three to 10 hours or more per week. This time includes training, assignments, activities, pre-work, growth plans, mentoring meetings, etc.

Reports To: SkillsUSA Kansas State Officer Trainer Carey Keller

Application Process: Complete state officer application and participate in the state officer election process.

ORGANIZATION BACKGROUND

SkillsUSA is a national career and technical student organization which serves middle school, high school, and college/postsecondary students who are preparing for careers in career and technical education (CTE). SkillsUSA is America's proud champion of the skilled trades. SkillsUSA's mission is to empower students to become skilled professionals, career-ready leaders, and responsible community members. We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

SUMMARY

The primary role of a SkillsUSA state officer is to serve SkillsUSA at the local and state level to support our organization's mission. Being a state officer means representing more than 1,500 SkillsUSA members, as well as the principles and purposes of our organization, at all times. In this role, an officer will communicate key organizational information while also promoting CTE. As a student leader, each officer must be clear on their priorities, able to manage a variety of tasks and projects, communicate effectively, and use time and stress management strategies.

MINIMUM REQUIREMENTS:

Candidates should meet the minimum requirements outlined in the Constitution and Bylaws of SkillsUSA Kansas Association.

PREFERRED REQUIREMENTS:

The position requires strong SkillsUSA and CTE experience. Candidates should have had at least one year of SkillsUSA leadership experience, such as being a local or district officer, with a willingness to continue their development.

TRAVEL REQUIREMENTS:

State officers must be available to travel for training and events throughout their year of service. Because student-teacher travel policies differ among school systems, advisors of candidates must clear with their school system the ability for students to travel with their Local Chapter Advisor or a SkillsUSA Kansas State Officer Advisor to all meetings. This may require a change in the advisor's personal automobile insurance policy or special permission given by the parents and/or school officials. State officers may be permitted to travel to/from an event with parent(s)/guardian(s), or instructors from other schools as long as both schools agree.

SkillsUSA Kansas and Hutchinson Community College will not assume liability for student travel.

To reduce travel, lodging, and meal expenses, state officers are encouraged to travel in groups with other officers from schools in the same area of the state and one advisor.

While advisors are asked to accompany their students to SkillsUSA activities, we respectfully ask that during the training process, interactions with their students remain respectful. To be a successful state officer, the students must bond as a team. This is done through training where the students are growing and learning to interact with new people.

CODE OF CONDUCT

- The State Officer's behavior at all times should be such that it reflects credit to you, your school/college, your state, and SkillsUSA.
- The State Officer's conduct is the responsibility of the Local Chapter Advisor or assigned State Officer Advisor. Students shall keep their advisors informed of their activities and whereabouts at all times.
- State Officers are expected to attend all general sessions and other scheduled conference activities. Be prompt and show respect to those in the audience and on stage.
- State Officers are to report any accidents, injuries, or illnesses to their local or State Officer Advisor immediately.
- State Officers are expected to observe the designated curfew. (Curfew means that each person must be in their own room by the designated hour.)
- State Officers may not purchase, consume, or be under the influence of alcohol, nicotine, tobacco, marijuana, or illegal substances at any time. Violators will be subject to permanent expulsion from the State Officer Team.
- State Officers who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Failure to abide by the Code of Conduct may also result in a State Officer being removed from office. Parents/Guardians will be notified.
- Any long-distance phone calls, charges to the room, etc., will be the responsibility of the individual State Officer and/or parents/guardians.

- State Officers are to abide by the dress code and business attire policy at all business sessions, general sessions, competitive events, and other conference activities.
- As a SkillsUSA Kansas State Officer, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction, educational, and promotional purposes by SkillsUSA Nationals or SkillsUSA Kansas.

STATE OFFICER UNIFORMS AND DRESS CODE

State officers are expected to take the utmost pride and care in their appearance and convey the image of SkillsUSA Kansas at all times. Accordingly, officers will be expected to wear SkillsUSA attire when participating in state meetings, attending conferences, representing the state before business or other partners, and at all other times when their appearance and behavior would reflect on the state association, including traveling.

Candidates for state officer must wear SkillsUSA Official Attire during all activities required for candidacy, including State Officer Candidate Screening Day and the Fall Leadership Conference, unless stated otherwise. Appropriate dress shoes are required.

Inappropriate attire includes, but is not limited to, ripped or torn clothing (including jeans), tank tops, non-SkillsUSA t-shirts, mini-skirts, spandex, leggings, or athletic wear. Clothing must also fit well and not be overly baggy or tight.

When participating in SkillsUSA activities where SkillsUSA Official Attire is required, officers may not have any vulgar, morbid, or explicit tattoos visible. When not in SkillsUSA Official Attire, appropriate tattoos may be allowed. Whether or not to cover tattoos is up to the discretion of the State Director and/or State Officer Trainer(s). Officers may wear jewelry. State officers may be required to remove facial piercings if they cause glares from lights or are distracting. Whether or not facial piercings must be removed is up to the discretion of the State Director and/or State Officer Trainer(s). The decision on the acceptability of an officer's hair, makeup, or other appearance styles is up to the discretion of the State Director and/or State Officer Trainer(s).

When officers are representing SkillsUSA or wearing attire with a SkillsUSA logo, officers should look as professional and polished in appearance as possible. "Professional and polished" standards include neat, pressed clothing that fits loosely on the body, attention paid to grooming detail, and proper footwear. The Professional and Polished standards and dress codes are in place from the time the officer/candidate departs for the conference/meeting until the officer arrives home from the conclusion of the conference/meeting.

The state SkillsUSA office will provide the officer with a name badge, polo(s), Red blazer for HS officers, a suit for PS officers, and other attire deemed necessary by the State Director.

The student will be responsible for appropriate black leather dress shoes, dress pants, etc. as required for official dress.

The SkillsUSA Kansas officer understands the possible financial burden of purchasing shoes, dress pants, etc. If a state officer cannot purchase required items, they should contact the State Director. The State Director will arrange purchase of required items for the student.

TECHNOLOGY

Each officer and their advisor must have access to internet/email at school and at home. This is essential because important information concerning SkillsUSA may be sent out daily. It is mandatory that email be checked at least once per day with a return response within 24 hours, if applicable.

Officers should understand that everything (pictures, comments, surveys, videos, etc.) presented on social media sites will reflect on the individual as a state officer. Even when marked “private,” others will associate activities and comments on these sites with SkillsUSA. The saying that “you are judged by the company that you keep” is especially relevant to these sites.

Posts made on personal social media pages must remain professional in nature throughout the officer’s term of office. Accounts will be monitored by the State Director and/or State Officer Trainer(s). If a post is deemed inappropriate or unprofessional, the officer will be asked to remove the post. After two inappropriate posts, the officer may be reprimanded or removed from office. Cyber bullying will not be tolerated and will be grounds for immediate removal of office.

State officers will often be tagged in social media posts from personal and business pages. By submitting an application, candidates, their parents, administrators, and advisors agree to have their photos posted and tagged on social media on personal and business pages.

OFFICER ASSIGNMENTS

A crucial responsibility of the state officer team is to implement the state association’s program of work and coordinate/plan conference. Officers must understand the need for assignments to be submitted in a timely manner. Additionally, state officers should possess strong written and oral communication skills.

Officers must be able to write speeches, letters, and other items and proofread them thoroughly for mistakes.

Throughout the state officer's year of service they will be engaged in several assignments, including the SkillsUSA Kansas Fall Leadership Conference and the SkillsUSA Kansas State Leadership and Skills Conference. Additional Assignments may include:

- Leverage
- SkillsUSA National Leadership & Skills Conference (NLSC)
- National Delegate program during NLSC
- Washington Leadership Training Institute
- District Conferences
- District Leadership Conferences
- State Officer Candidate Professional Development Conference
- CTE Conference
- KACTE Conference
- Other assignments as needed

OFFICER EXPECTATIONS

State officers are **REQUIRED** to attend ALL mandatory conferences and meetings. Officers who cannot commit to all of the required meetings should not apply. Officers who do not attend all of the required meetings will be removed from office. One-time exceptions may be granted at the State Director's discretion. See the Training Schedule for the State Officer Team below for a list of mandatory conferences and meetings.

State officers are required to complete assignments in a timely manner. State officers who are late with assignments will not be assigned speaking parts at upcoming conferences and will lose some, if not all, of the financial benefits that come with serving as a state officer. These benefits include registration and hotel fees, meals, etc. State officers who lose eligibility for these financial benefits may be required to pay registration fees, lodging costs, and other expenses.

State officers are expected to submit their assignments in the highest level of quality possible. This requires officers to make sure all assignments are proofread carefully by another party, are started early enough to exhibit the best effort, and are submitted in the most professional style possible.

State officers are expected to exhibit the highest level of character at all times. This includes actions in school, outside of school, and online.

State officers are expected to manage their schoolwork and SkillsUSA responsibilities so that academic grades do not suffer as a result of serving as a state officer. Advanced planning must be made with teachers, parents, and administrators so that academic

responsibilities are not neglected while serving as an officer. State officers are expected to complete other duties and assignments as assigned.

TRAINING SCHEDULE FOR THE STATE OFFICER TEAM

The below calendar serves as the MINIMUM training and travel requirements for the SkillsUSA Kansas State Officer Team, but does not include 3-10 hours of additional time dedicated to office each week. Additional travel and/or assignments may be added at any time with advanced notice.

Task	Month	Days
State Officer Candidate Zoom Meeting (Election Process)	October	2 hours
Fall Leadership Conference (Election Process) - Hutch	November	1 day
Post-Election Training - Hutchinson	December	2 days
HS Citizenship Day & Officer Training - Topeka	January	1 day
PS Legislature Day & Officer Training - Topeka	January	1 day
State Officer Training - Hutchinson	February	1 day
State Leadership and Skills Conference - Hutchinson	April	5 days
State Officer Meeting (Zoom)	May	2 hours
Nationals Pre-Conference (Travel day June ?) - Atlanta	Weekend before NLSC	4 days
National Leadership and Skills Conference (NLSC) - Atlanta	Third week in June	5 days
CTSO Summer Workshop	June	2 days
State Officer Training – Plan for FLC - Hutchinson	September	2 days
Washington Leadership Training Institute – Washington, D.C.	September	6 days
State Officer Candidate Screening Day (Election Process)	October	1 day
Fall Leadership Conference (Election Process)	TBD	3 days

CONSEQUENCES OF FAILING TO MEET EXPECTATIONS

Officers who do not meet the above expectations may face the following consequences:

- Elimination of financial benefits of serving as a state officer
- Placement on probation, meaning the officer does not receive all the benefits of being a state officer and loses speaking parts and other responsibilities at conferences
- Removal from office

State Officer Demerit System

Task or Lack of Task	Consequence	Pts
Late to Activity	*If you are more than 5 minutes late, you will receive 2 demerit pts. 2 tardies = 1 unexcused absence	2
Not in appropriate dress	*If possible, you will be asked to go and change into the appropriate dress. ** If you show up to a day event and are wearing the incorrect attire, you will be asked to leave.	1-5
Inappropriate language	*1 st offense: warning, 2 nd offense: 2 demerit pts will be given, 3 rd offense = 1 unexcused absence	2
Unexcused Absence	*Sit out next state officer activity/event **2 tardies to activities = 1 unexcused absences	10
Late Assignments	*Removal of speaking parts at the upcoming event. **Possible loss of SO financial benefits	5
Cyberbullying	*Automatic removal of state officer position	20
Other infractions against code of conduct	*Demerit pts ranging in pts depending on infraction	2-20
What Demerit Points Mean	MAX	20
Still in good standing		2-4
Removal of speaking part at the upcoming event		5
Sit out of next SO activity/event		10
Removal of SO financial benefits		15
Removal of SO position and requirement to pay back all previous financial benefits		20

FINANCIAL BENEFITS

State officers receive the following financial benefits in exchange for completing state officer assignments prior to and during conferences. State officers who fail to meet expectations may lose these benefits.

Post-Election Trainings:

- Lodging
- Meals (need to bring cash to leave tips)

- Registration fees (unless competing)
- Lodging
- Meals (need to bring cash to leave tips)

Kansas State Championships:

National Leadership & Skills Conference:

- Lodging for Leverage
- Registration for Leverage
- Meal Cards for Leverage
- Registration for NLSC
- Lodging for NLSC
- Meal Cards for NLSC
- Airfare if flying

- Registration fees
- Lodging
- Airfare

Fall Leadership Conference:

- Registration fees
- Lodging
- Meals (need to bring cash to leave tips)

Washington Leadership Training Institute:

- Meals (need to bring cash to leave tips)

**This will need to be fundraised for
(\$1500/person):**

For all other activities, conferences, or events, SkillsUSA will not cover expenses, unless approved by the SkillsUSA State Director. The reimbursement and/or coverage of the above expenses may be subject to change at the discretion of the State Director. In such instances, prior notice will be given.

Officers who are negligent in their duties and/or have been removed from office will be responsible for reimbursing SkillsUSA Kansas for expenses already incurred. The school will be invoiced for expenses and the school will be responsible for requesting reimbursement from the student.

Advisor Financial Benefits

In an effort to reduce costs, SkillsUSA may additionally cover some expenses for one advisor accompanying their officer(s). Should a school require more than one advisor from their school to attend required events, the school is responsible for the expenses of the second advisor. The state SkillsUSA office will invoice the school for these expenses. It is expected that advisors meet requested dress requirements.

Lodging will be booked at a double occupancy rate for advisors. This is at the State Director's discretion, funds permitting. Should an advisor request a single occupancy room, the school will be responsible for covering the expense of the single room.

Schools with a state officer advisor who requests a single room will be expected to book and pay for their own room.

KEY PROGRAM ESSENTIAL ELEMENTS

The state officers will participate in experiences that touch on all 17 Essential Elements of the SkillsUSA Framework. However, the state officer program will focus primarily on three key Essential Elements: Leadership, Communication, and Professionalism.

- **Leadership:** Influencing the hearts, minds, and actions of others.
- **Communication:** Sending and receiving clear messages.

- **Professionalism:** Meeting the behavioral expectations of others.

OVERALL PROGRAM OUTCOMES

Leadership

- Exhibit the four primary characteristics of a high-quality leader as defined by SkillsUSA: trust, compassion, stability, and hope.

Communication

- Develop and deliver effective communication about SkillsUSA and career and technical education, in written or spoken format, and targeted at a variety of stakeholder audiences.

Professionalism

- Demonstrate a high level of professionalism to meet the needs of local, district, and state stakeholders.

Form A:**Video/Recorded Voice/Photography Release Form**

I hereby give and grant to the SkillsUSA Kansas, SkillsUSA Nationals, and the State of Kansas, its representatives, agents, volunteers, servants, and employees the absolute and unconditional right to use, publish, display, electronically distribute and/or reproduce in any manner, video/recorded voice/photographs that positively promotes the image and benefits of Career and Technical education through educational materials, trade materials and/or the SkillsUSA Kansas, SkillsUSA Nationals and the State of Kansas, its representatives, agents, volunteers, servants and employees.

I hereby waive any right to inspect or approve the finished video/recorded voice/photographs or any finished materials, copy or other matter which may be used in conjunction with or the manner in which any of the same are used, reproduced, published, or displayed.

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

I further release SkillsUSA Kansas and Hutchinson Community College from any liability whatsoever that may occur or be produced in the taking, reproducing, publishing, showing, or displaying of said video/recorded voice photographs, and agree that SkillsUSA Kansas shall be the owner of the photographs and all rights to them, may copyright the video/recorded voice/photographs in its own name, and may grant to others permission to use them.

I further understand that I am not to receive payment for said video/recorded voice/photographs and that these video/recorded voice/photographs will not discredit or distort my person in any way.

State Officer Candidate's Legal Name: _____

Candidate's Home Address: _____

Signature of State Officer Candidate

Printed Name

Date

State Officer Candidate Current Membership Status (Check One):

☐ SECONDARY

☐ POSTSECONDARY/COLLEGIATE

If the above-named person is a minor, the parent/guardian shall consent to the above authorization and release by signing below.

Signature of Parent/Guardian

Printed Name

Date

Form B:**State Officer Code of Conduct Agreement**

As a SkillsUSA Kansas state officer, I agree to adhere to the following rules and regulations:

- I will at all times follow the rules set forth in my school/college policies for behavior, attendance, and minimum grade point average for participation in activities.
- I will at all times respect all public and private property. I understand that damages to any property or furnishings in hotel rooms, private accommodations, and buildings will be paid for at my own expense.
- I will spend each night in the room of the hotel to which I am assigned.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- I will not enter any hotel room other than the one to which I am assigned. I understand that I am assigned a hotel room for the sole purpose of overnight accommodation.
- I will refrain from the use of alcoholic beverages, tobacco, and drugs, unless I have been ordered to take certain prescription drugs by a licensed physician, at which time I will always have the orders of the physician on my person.
- I will not leave the hotel to which I am assigned without the express permission of the assigned state staff person. Should I receive such permission, I will leave a written note of where I will be.
- My conduct will be exemplary at all times. I will treat all members equally. I will avoid places and actions that in any way could raise questions as to moral character or conduct. I will behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the SkillsUSA organization.
- I will forfeit my office if I quit school, become suspended, or expelled.
- I will respect all authority. I will accept state SkillsUSA assignments and follow instructions as directed by those responsible for them. I will communicate to the State Officer Trainer and SkillsUSA State Director any circumstances in which I am unable to attend the required meetings or conferences.
- I will keep the assigned Local Chapter Advisor and/or state staff person informed of my whereabouts at all times.
- I will attend all activities that I am assigned or registered to, and I will be on time.
- I will adhere to the required professional dress code at all times, including the codes for hair color, piercings, and tattoos.
- I will attend the functions required of a state officer as listed on the schedule of activities.
- I will forfeit my office if, after the beginning of the school year, I change my residence from the school where I was elected, unless I transfer to a school and enroll in another career and technical education course.
- I will attend school each day it is in session, unless I am on a SkillsUSA assignment or an approved absence based on local school district/college policy. I will make up all work missed in classes.
- As a SkillsUSA Kansas state officer, I must attend all meetings and activities deemed necessary by the SkillsUSA Kansas State Director.

I have read the Code of Conduct for the SkillsUSA Kansas State Officer Team and agree to abide by these rules.

_____ Signature of State Officer	_____ Printed Name	_____ Date
_____ Signature of Parent/Guardian	_____ Printed Name	_____ Date
_____ Signature of Chapter Advisor	_____ Printed Name	_____ Date
_____ Signature of School Administrator	_____ Printed Name	_____ Date

Form C:**State Officer Internet Code of Conduct**

As a SkillsUSA Kansas state officer, you are a public figure. You represent your school, SkillsUSA Kansas State Association and SkillsUSA Nationals. As you post content to personal and public web pages (for example: Facebook, Instagram, Twitter, YouTube, or other websites), please keep in mind that people you do know (including future employers or admissions officers) have the ability to review and archive your personal, yet public information that you post. These personal sites are now being used as a point of reference to your personal site. Be sure that your personal materials, including comments, photographs, video, or audio files would not embarrass you if they were viewed by a SkillsUSA staff member, business partner, or teachers.

Part of your responsibility as a state officer is to make sure that you check your email on a daily basis as many opportunities will often be offered via email.

As a state officer of SkillsUSA Kansas, you make a promise to represent SkillsUSA Kansas with the most respect. This means that during your term of office, any content you post on the internet or social media where SkillsUSA is mentioned on the site will be reviewed by your Local Chapter Advisor, parent and/or State Officer Trainer.

As a SkillsUSA Kansas state officer, I promise that my email address used for SkillsUSA business will be appropriate and it may be reviewed by an authorized adult such as my Local Chapter Advisor, parent and/or State Officer Trainer. I understand that the websites that I use will be monitored and I may be asked to remove any material deemed inappropriate by my Local Chapter Advisor, parent, State Director and/or State Officer Trainer(s).

If I fail to do so and post inappropriate or unapproved material, I will be placed on probation as a state officer and subject to the consequences as a state officer for violating the State 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 the office I have been elected or appointed for SkillsUSA Kansas.

Signature of State Officer

Printed Name

Date

I have read and I understand the state officer Internet Code of Conduct. I agree to support the guidelines and the above-named student to the best of my ability.

Signature of Parent/Guardian

Printed Name

Date

Signature of Chapter Advisor

Printed Name

Date

Signature of School Administrator

Printed Name

Date

Form D: Medical Liability Release Form

PLEASE TYPE OR PRINT ALL INFORMATION

State Officer Candidate's Legal Name: _____

Parent/Guardian's Legal Name: _____

Home Address: _____

Parent/Guardian/Telephone: Home _____ Cell _____

State Officer Candidate's Physician: _____ Phone: _____

Physician's Address: _____

Alternate/Emergency Contact: _____

Alternate/Emergency Contact Telephone: Home _____ Cell _____

Local Chapter Advisor: _____ School Name: ☐ ☐

State Officer Candidate is covered by group or medical insurance: Yes No

If yes, complete the following information:

Name of Insured: _____ Insurance Company: _____

Group # _____ Policy # _____

Please completely describe any medical condition which may recur or be a factor in medical treatment:

- a. Allergies _____ e. Physical Handicap _____
b. Convulsions _____ f. Medicine Reactions _____
c. Blackouts _____ g. Other (Be specific) _____
d. Heart/lung problems _____

If currently taking medication(s), please provide the following information:

Name of medication(s) _____ Physician/Phone Number _____

Name of medication(s) _____ Physician/Phone Number _____

LIABILITY RELEASE. 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 during any and all SkillsUSA activities. I hereby release the SkillsUSA Nationals, the National Staff, State and Local SkillsUSA Associations, and any designated individual in charge of the SkillsUSA group or specific activity from any legal or financial responsibility with respect to my personal or my State Officer Candidate/child's participation in or contact with any known element associated with an activity including competitive events.

PARENT/GUARDIAN: Please check one of the following and sign your name.

☐ I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

☐ I do not give permission for medical treatment until I have been contacted.

Signature of Parent/Guardian _____ Printed Name _____ Date _____

Signature of State Officer _____ Printed Name _____ Date _____

Signature of Chapter Advisor _____ Printed Name _____ Date _____

Signature of School Administrator _____ Printed Name _____ Date _____

Form E:**SkillsUSA Kansas State Officer Travel Policy**

State Officer Legal Name: _____

Check all that apply:

☐ If approved by the Parent/Guardian, the above-named student may take public transportation/shuttle services by himself/herself to SkillsUSA functions as part of his/her official responsibilities, so long as a school official or parent/guardian drops the student off at the public transportation/shuttle service location and a representative of SkillsUSA Kansas picks the student up from the public transportation/shuttle service drop-off point and provides appropriate supervision.

☐ The above-named student may be transported by a representative of SkillsUSA Kansas to or during SkillsUSA functions as part of his/her official responsibilities.

☐ The above-named student may be chaperoned by a representative of SkillsUSA Kansas in the event that a school employee or parent/guardian is unable to participate in functions required of state officers as part of their official responsibilities.

My signature below indicates that I have read and understand the above SkillsUSA Kansas student transportation policy.

_____ Signature of State Officer	_____ Printed Name	_____ Date
-------------------------------------	-----------------------	---------------

_____ Signature of Parent/Guardian	_____ Printed Name	_____ Date
---------------------------------------	-----------------------	---------------

_____ Signature of Chapter Advisor	_____ Printed Name	_____ Date
---------------------------------------	-----------------------	---------------

As a school official, my signature below verifies that the above checked modes of transportation comply with our students' transportation policy.

_____ Signature of School Official	_____ Printed Name	_____ Date
---------------------------------------	-----------------------	---------------

School Official Title

Form F: SkillsUSA Kansas State Officer Memorandum of Understanding Form

Please review the following items prior to submitting application. A signature is required from the state officer candidate, parent/guardian, Local Chapter Advisor, and Local School District Administrator.

EXPECTATIONS OF A SkillsUSA Kansas STATE OFFICER:

1. Be committed to SkillsUSA and promote SkillsUSA's mission, purpose, goals, and objectives in every way possible.
2. Be enrolled as a full-time student that is taking or has taken a career and technical education course or is currently enrolled in a career center, college, or university pursuing a career and technical education during his/her term of office.
3. Have an active membership status in SkillsUSA (SkillsUSA State Director verification required).
4. Attend the current year's SkillsUSA Kansas Leadership Conference as a candidate for election and comply with all election procedures and regulations as defined in the State Officer Candidate Packet.
5. Attend all meetings and assigned activities during the term of office and accept responsibilities as requested by the SkillsUSA Kansas State Director and SkillsUSA Kansas State Officer Trainer as defined in the State Officer Candidate Packet.
6. Complete the term of office, accepting this honor as a responsibility to the local program and to SkillsUSA Kansas.
7. Know the duties and functions of the office for which he/she is selected and fulfill all responsibilities until the next Fall Leadership Conference.
8. Be in possession of an official SkillsUSA uniform and project a positive and professional image of SkillsUSA all times.
9. Maintain a professional image and good grooming in order to project a desirable image of the organization as defined in the State Officer Candidate Packet.
10. Represent himself/herself, his/her local school district, his/her local chapter, his/her Local Chapter Advisor, the Kansas State Officer Team, State Director, State Officer Trainer, SkillsUSA Kansas, and SkillsUSA Nationals with the decorum required of such a position.
11. Check email at least once each day with a response sent if applicable. Answer any text messages from the SkillsUSA State Director or State Officer Trainer within a 24-hour period.
12. Complete all assignments in a timely fashion to the highest level of quality possible. State officers who are late with assignments will not be assigned speaking parts at upcoming conferences and will risk losing some, if not all, of the financial benefits that come with serving as a state officer. These benefits include registration and hotel fees, meals, etc. State officers who lose eligibility for these financial benefits may be required to pay registration fees, lodging costs, and other expenses.
13. Ensure posts made on personal social networking pages remain professional in nature throughout the officer's term of office. Should the State Director and/or State Officer Trainer find a post or other interaction with media inappropriate, the officer may be asked to remove the post.
14. Avoid places and actions that could raise questions regarding moral character or conduct.
15. Not purchase, consume, or be under the influence of alcohol, tobacco, vapes or e-cigarettes, marijuana, or illegal substances at any time. Violators will be subject to permanent expulsion from the State Officer Team.
16. Be able to work as a team player, avoiding any display of superiority.
17. Treat all members of the organization equally and without discrimination.
18. Be willing to spend the necessary time and travel during his/her term of office.
19. Resign office immediately if at any time commitments and expectations are not met (includes school enrollment, attendance, professional image, official attire, responsibility, and conduct).
20. Follow the Code of Conduct at all times.

I understand all of the expectations required of a SkillsUSA Kansas State Officer, and I am committed to this responsibility. I also have the support of my parent/guardian, local chapter advisor, and school district in assisting me with this responsibility.

Signature of State Officer	Printed Name	Date
Signature of Parent/Guardian	Printed Name	Date
Signature of Chapter Advisor	Printed Name	Date
Signature of School Administrator	Printed Name	Date

EXPECTATIONS OF THE LOCAL CHAPTER ADVISOR:

1. See to it that the state officer follows his/her expectations listed on the State Officer Memorandum of Understanding Form.
2. Have access to internet/email at school and at home and check email at least two times per week with a return response, if applicable. Follow up to assure that the state officer also responds as needed.
3. Attend all scheduled activities and/or assist with travel arrangements as noted in the State Officer Packet during the state officer's term of office and accept responsibilities as requested by the SkillsUSA State Director.
4. Assist the state officer to manage his/her school work and SkillsUSA responsibilities so that academic grades do not suffer as a result of serving as a state officer.
5. Assist the state officer at school, workshops and conferences as needed.
6. Serve as the state officer's positive role model with dress, language, habits, assistance, ethics, etc.
7. Understand that there is no extra compensation to serve in this position.
8. Understand that the state officer reports to the State Officer Trainer and/or the SkillsUSA State Director during conferences and assigned events and may become the responsibility of the State Officer Trainer and/or the SkillsUSA State Director during those times. Communicate effectively with the both the State Officer Trainer and the SkillsUSA State Director as needed.

I understand all of the expectations required of a SkillsUSA Kansas State Officer and my role as his/her local chapter advisor. I am committed to this responsibility and will do my best to fulfill the expectations listed above.

Signature of Chapter Advisor

Printed Name

Date**EXPECTATIONS OF THE LOCAL SCHOOL DISTRICT:**

1. Understand that the expenses of conference registration and travel for officers who are negligent in their duties and/or have been removed from office will be responsible for reimbursing SkillsUSA Kansas for expenses already incurred. The school will be invoiced for expenses and the school will be responsible for requesting reimbursement from the student.
2. Understand that SkillsUSA Kansas will not reimburse chapter advisors or schools for mileage and/or expenses resulting from having a state officer.
3. Understand that if the SkillsUSA State Officer Advisor requests a single room, the school will be invoiced for the expense of the room, and the school will be responsible for payment of the invoice.
4. Understand that SkillsUSA Kansas and Hutchinson Community College will not assume liability for student travel.
5. Understand that State Officers are *REQUIRED* to attend ALL mandatory conferences and meetings.
6. Chapters with state officers are expected to attend the SkillsUSA Kansas conferences with the state officers. State officers should be a part of an active SkillsUSA Chapter.

These conferences include, but are not limited to:

- a. Fall Leadership Conference
- b. District Conferences
- c. Kansas State Championships

I understand all of the expectations required of a SkillsUSA Kansas State Officer and the role of the local chapter advisor. The school district is committed to supporting the state officer and local chapter advisor and fulfilling the expectations listed above.

Signature of School Administrator

Printed Name

Date

I hereby agree to release SkillsUSA Kansas, SkillsUSA Inc., Hutchinson Community College, the State of Kansas and its representatives, agents, volunteers, servants, and employees from liability for any injury or death to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending any SkillsUSA Conference or event. I also waive liability for travel to and from the event.

I do voluntarily authorize my student's school or SkillsUSA Kansas 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 judgment. Parents/guardians of participant will allow emergency medical treatment to be administered as needed.

I agree to indemnify and hold harmless/release SkillsUSA Kansas, SkillsUSA Foundation, Hutchinson Community College, the State of Kansas and its representatives, agents, volunteers, servants, and employees and designees for any and all claims, demands, actions, rights of action, and/or judgments 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 Kansas and 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.

I understand that SkillsUSA has implemented preventative health and safety measures at this conference to help reduce the spread of COVID-19. I understand SkillsUSA cannot guarantee that conference attendees will not be exposed to or infected by COVID-19. As a conference participant, I acknowledge the contagious nature of COVID-19. By attending this conference, I voluntarily assume the risk and responsibility for any possible exposure or infection.

I understand that on rare occasions, errors in scoring may happen which may result in incorrect medals being awarded. I understand and agree that the SkillsUSA Kansas State Director has the right to alter placings once awarded if such action should be deemed necessary.

SkillsUSA is not responsible or liable for any issues related to my participation in any in-person, hybrid, or virtual SkillsUSA contest including: technology issues or interruptions, malfunctions or failures; personal injury; illness; or damage to school property or individual property.

Adult supervision of student competitors is required at all times when operating power or hand tools; using cutting devices and knives; or handling sharp objects. SkillsUSA is not responsible or liable for any injuries or issues.

NOTE: All persons under legal age must have a parent or guardian sign this form (see other side). If you are age 18 or older, please indicate that on other side of this form. Otherwise, this form will be returned for a parent/guardian signature. All participants must sign this form.

CODE OF CONDUCT

This SkillsUSA Kansas conferences are designed to be an educational functions, and all plans are made with that objective in mind. SkillsUSA wants every participant to have an enjoyable experience with careful attention paid to both safety and comfort. All conference participants are expected to conduct themselves in a manner best representing SkillsUSA as a member of the nation's greatest career and technical education student organization.

In order that everyone may receive the maximum benefits from participation, the "Code of Conduct," and rules set by the state director and his/her designees, must be followed at all times.

PARTICIPANTS: Be sure that you understand the "Code of Conduct." Any person violating these rules may be sent home at their own expense, may cause other participants from their school, region, or state to be sent home, or may otherwise disqualify their school, district, or state from participating in SkillsUSA.

CONFERENCE ATTIRE: Conference attendees are expected to wear appropriate clothes and/or uniforms for various events, conferences, activities, and meetings.

Note that attendance is mandatory. By participating, you agree to follow the official conference 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.

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 to which I am assigned. I understand that I am assigned a hotel room for the sole purpose of overnight accommodation.
5. I will not leave the hotel/motel without the express permission of my advisor or state SkillsUSA director. Should I receive permission, I will leave a written notice of where I will be.
6. 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.
7. I will not have in my possession any firearms, dangerous weapons, explosive compound, or an object that can reasonably be considered and/or used as a weapon.
8. I will respect SkillsUSA attire and will not inhale or smoke cigarettes, e-cigarettes, a vape pen, or any other substances while wearing clothing bearing the name or logo of SkillsUSA, including at outdoor venues.
9. I will not engage in bullying or cyberbullying of others including threatening words or behavior; menacing, hazing, taunting or intimidation; the use of lewd, profane, or vulgar language; verbal or physical abuse of others; or other threatening behavior toward others at any time.
10. I will not engage in any behavior that might be deemed sexual harassment which includes, but is not limited to, verbal, written, or physical statements or actions to or about others.
11. I will keep my advisor or State Association Director informed of my whereabouts at all times.
12. I will, when required, wear my official identification badge.
13. I will attend and be on time for, all general sessions and activities that I am assigned to and registered for.
14. I will adhere to the dress code at all required times.
15. My conduct shall be exemplary at all times.
16. I will be respectful and professional when attending any SkillsUSA virtual conference and will share only appropriate information. I will use the chat feature for questions and comments that are relevant to the event and will not use the chat feature for posting comments that distract from the conference activities. I will use my full first name and last name as listed on my conference registration when signing on to the virtual conference.

VIOLATIONS AND PENALTIES

I agree that if, for any reason, I am in violation of any of the rules of the conference, I may be sent home at the expense of my school or myself. 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. Any person violating these rules may be sent home at their own expense, may cause other participants or contestants from their school to be sent home, or may otherwise disqualify their chapter from participating in the future events and conferences, including the SkillsUSA Kansas Championships.

1. Violations of Items 1 through 11 of the "Code of Conduct" will be grounds for immediate removal from an elected 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 participant's misconduct or infraction could result in the disqualifying of his or her state delegation as well.

2. Violations of Items 12 through 14 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 12 through 14 may result in the participant being sent home at his/her own expense.

I agree to all conference rules of conduct and releases as stated on this form. My consent is affirmed when I complete and submit this registration form to SkillsUSA as a participant of this conference.

PHOTOGRAPHY AND SOUNDS RELEASE

By attending this conference, I hereby grant SkillsUSA Kansas, SkillsUSA Foundation, Hutchinson Community College, the State of Kansas and its representatives, agents, volunteers, servants, and employees permission to photograph me, videotape me, or make audio recordings of my voice, separately or in combination, and also give a production company approved by the SkillsUSA Kansas and/or SkillsUSA national office permission to use the finished silent or sound pictures, and/or sound recordings as deemed necessary. I also grant SkillsUSA Kansas and national SkillsUSA offices permission to share silent or sound pictures with other organizations deemed appropriate, including but not limited to SkillsUSA Kansas, SkillsUSA Foundation, Hutchinson Community College, the State of Kansas and its representatives, agents, volunteers, servants, and employees. I give permission to SkillsUSA to use these photos, videos, or sound recordings without seeking further permission. I understand that my name may not appear with my photo, video or sound recording when used.

Further, I relinquish SkillsUSA Kansas, SkillsUSA Foundation, Hutchinson Community College, the State of Kansas and its representatives, agents, volunteers, servants, and employees 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 Kansas, SkillsUSA Foundation, Hutchinson Community College, the State of Kansas and its representatives, agents, volunteers, servants, and employees 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 participate or perform under camera, lighting, and stated conditions is voluntary. I waive all personal claims, causes of action, or damages against SkillsUSA and its employees or volunteers arising from such a performance or appearance.

NOTE: I understand that audio or videotaping of conference speakers by conference participants is not permitted.

Read the other side of this form (or attached page). If you completely understand and agree to the conditions, please fill out the form below and sign. Please type or print clearly.

THIS FORM MUST BE FULLY COMPLETED AND PROPERLY SIGNED AND RETURNED TO THE STUDENT'S ADVISOR!

STUDENT INFORMATION			
SCHOOL		ADVISOR	
PARTICIPANTS FULL LEGAL NAME (first, middle, last)			
AGE	BIRTHDATE (month / day / year):		SHIRT SIZE:
HOME ADDRESS			
CITY	STATE: MO	ZIP	
HOME TELEPHONE NUMBER (include area code)		EMAIL (optional)	

PARENT/GUARDIAN & MEDICAL INFORMATION			
NAME OF PARENT/GUARDIAN		FAMILY PHYSICIAN	
HOME PHONE	CELL PHONE	PHYSICIAN'S PHONE NUMBER	
HOME ADDRESS		DO YOU HAVE ANY KNOWN ALLERGIES? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, please list:	
CITY	STATE	ZIP	
WORK PHONE:	E-MAIL ADDRESS:		DO YOU HAVE A HISTORY OF ALLERGIES, HEART CONDITION, DIABETES, ASTHMA, EPILEPSY, RHEUMATIC FEVER, OR OTHER EXISTING MEDICAL CONDITIONS? <input type="checkbox"/> NO <input type="checkbox"/> YES If Yes, Please explain:
NAME OF PERSON RESPONSIBLE FOR PARTICIPANT'S MEDICAL BILLS (Guarantor):			
GUARANTOR'S RELATIONSHIP TO PARTICIPANT:		ARE YOU TAKING MEDICATION? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, please list what kind:	
INSURANCE COMPANY		DO YOU HAVE ANY PHYSICAL RESTRICTIONS? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, please explain:	
INSURANCE COMPANY'S ADDRESS			
CITY	STATE	ZIP	WHEN DID YOU LAST HAVE A TETANUS SHOT?
INSURANCE PLAN NUMBER		Check "yes" if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA). <input type="checkbox"/> Yes If checked yes, please contact your advisor with further information.	
INSURANCE GROUP NUMBER		<p>By signing below, I do hereby agree to abide by the Personal Liability and Medical Release, the Code of Conduct, and the Photography and Sound Release agreements in their entirety and completely release SkillsUSA Kansas, SkillsUSA Foundation, Hutchinson Community College, the State of Kansas and its representatives, agents, volunteers, servants, and employees from liability for any injury or death to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending/traveling to any SkillsUSA Conference or event.</p> <p>I hereby authorize the SkillsUSA Kansas to publish and make publicly available information that may otherwise be considered "personal information" within the meaning of State Statute RSMo 105.1500/ Such information may include name, photographs, school name and Career and Technical Student Organization involvement on the SkillsUSA Kansas website, conference apps, or social media accounts.</p>	
INSURANCE COMPANY PHONE NUMBER:			
<p>BY SIGNING BELOW, YOU ARE AGREEING TO BE RESPONSIBLE FOR PAYMENT OF ANY AND ALL MEDICAL SERVICES RENDERED.</p> <p>_____ Signature of Parent/Guardian</p>			
<p>PARTICIPANTS -</p> <p>CHECK HERE IF YOU ARE OVER AGE 18 AND ATTEST: <input type="checkbox"/></p>		<p>Signature of Participant _____ Date _____</p> <p>Signature of Parent/Guardian _____ Date _____</p>	