2022 Officer Candidate Screening

Instructor's Packet

Regional Officer Program Overview

Purpose
The Regional Officer Program is a leadership development program that provides students the opportunity to represent their schools as ambassadors for SkillsUSA at the regional level. Ohio's Regional Officer Program follows a strict standard to ensure SkillsUSA Ohio has the best representation and quality officers possible to serve as ambassadors for the organization in local communities and schools. The program will provide a greater understanding of the organization for Regional Officers in order to expand their opportunities, duties, and responsibilities prior to conferences and provide a greater professional development opportunity.

Expectations
Regional Officers will be expected to maintain grades greater than a "C" average and always abide by the code of conduct. Violation of either of these conditions may result in a removal from office. Regional Officers will be expected to complete an enrollment packet prior to attending the Regional Officer Training Institute (ROTI) in January 2023. The Officers will be expected to take an active role during the year following their election. Throughout the year Officers will be responsible for serving as ambassadors for their regions, and with their schools, making public relations contacts, and promoting the organization with the guidance of SkillsUSA Ohio. All Officers will be responsible for providing a bi-monthly report to show their growth and outreach efforts in their schools and communities. In turn, SkillsUSA Ohio will provide them tools necessary to assist them in creating a plan and a set of goals to achieve throughout their year.

The following events are **mandatory** for each Regional Officer:

- Regional Officer Training Institute – Receive training on how to become a Regional Officer and other professional development opportunities.
- Regional Conferences – Work with Regional Advisors assigned to their region to perform Awards Ceremony and assist with making the conference a success.
- Making Social Media contacts with other districts about SkillsUSA.

Optional Events and Opportunities
Regional Officers who earn their statesman's award and receive a recommendation from both the State Director and Program Manager may be invited to:

- State Conference – Assist, when possible, in an advanced Courtesy Corps role, if Officer is not competing or participating in the Delegate Assembly.
- Fall Conference the following school year – Those students who successfully complete the spring semester, may be invited back the following year to participate during Fall Conference in the Regional Elections
- Presenter/Facilitator at Fall Conference – Those students who qualify and are interested in being presenters/facilitators at Fall Conference will be invited to attend a Fall Leadership Retreat in September to properly prepare them for their role and provide an added leadership experience.
- Summer Camp Group Leader/Asst. Group Leader – Those Officers that have

previously attended camp may be eligible to become Group Leaders, and those that are underclassmen and are attending camp for the first time may be eligible to become Asst. Group Leaders.

Roles at all these conferences and additional opportunities will be determined and made available based on the assets, skills, and interests of each student. The goal is to ensure that all students get the most out of their Regional Officer experience while representing SkillsUSA Ohio to the best of their ability.

Officers will be expected to maintain grades greater than a "C" average and abide by the Code of Conduct at all times. Violation of either of these conditions may result in removal from office.

Officer Responsibilities, Duties and Endorsements

I understand that to be eligible to run for a Regional Officer position, I cannot have held or be currently holding a Regional Office. There is no campaigning permitted prior to 9:00 AM on Thursday, November 10, 2022. If I am elected as a Regional Officer, I will be required to attend the functions listed below:

- Regional Conference and Awards Ceremony (February/March 2023).
- Regional Officers Training Institute (Mandatory – January 16-20, 2023).
- SkillsUSA Ohio Championships (April 25-26, 2023) (Must be selected by the SkillsUSA Ohio Director).
- I will be eligible to compete in any competition.
- I will be eligible to run for State or National Office if I qualify.
- I will be able to serve as a State Voting Delegate.
- State Fall Leadership Conference (November 2023).
    - Two days if I am still in school.
    - One day only if I have graduated.
- I will hold office for a term of one year.
- I may not run for a second term.
- I must submit eligibility report to SkillsUSA Ohio prior to participation in an event during school time.

Regional Officer Election Process

Regional Officers will be elected at the Regional Delegate Assembly held at the Fall Leadership Conference. Each school that has qualified Voting Delegates is eligible to submit one Candidate for each office within their assigned region. Candidates must complete the screening process and be eligible to participate in the election.

Regional Officer Candidate Qualifications

- Candidates must be an active high school SkillsUSA member for the current year by the SkillsUSA Ohio dues deadline.
- Candidates must be enrolled in an approved Career-Technical program and participating in a SkillsUSA Chapter.
- Candidates may not have previously held or currently hold a Regional.
- Office.
- Each campus is permitted to test as many potential candidates as they wish.
  - A maximum of seven Candidates may run from any single campus.
  - Candidates may be freshmen, sophomores, juniors, or seniors.
- A maximum of seven Officers will be elected for each Region.
- We will be electing Regional Officers as a slate to mirror the State Officer election process. Candidates will run as "Regional Officer Candidate".
- Each Region will have a Regional President and Vice President to be chosen at the ROTI in collaboration with each other and the Advisors attending the trip.
  - Selections will be made based on merit, performance, and desire.
  - Students should be prepared to know and recite every part of the SkillsUSA Opening Ceremony prior to arrival at ROTI.
- SkillsUSA Ohio reserves the right to limit the number of offices if a Region does not have an adequate number of Candidates.

Procedure to run for Regional Office

- The Candidate must complete a Regional Officer Candidate Application.
  - An Administrator/Advisor must request screening test materials prior to the request cut-off date of October 12, 2022.
- A school Administrator/Advisor must administer the screening test.
  - **Student can take the test one time only.**
  - Test will consist of 25 multiple-choice questions from the SkillsUSA Leadership/Member Handbook.
- The Candidate must score 80% or better to be placed on the primary ballot.
- An Administrator must return the qualified application to the SkillsUSA Ohio office by October 15, 2022.
  - Upon receipt of their application, SkillsUSA Ohio will provide detailed information on the election procedures.
- All Candidates are required to attend the Officer Candidate Orientation session on Thursday at the State High School Fall Leadership Conference Orientation.
- Must be in official SkillsUSA dress.

High School Delegate Assembly Procedures

The High School Regional Delegate Assemblies will happen on Friday of the State High School Fall Leadership Conference. The Regional Officers elected at this conference will represent Ohio at the Regional Officer Training Institute. The High School State Delegate Assembly will happen in April 2023 at the State Leadership and Skills Conference. The High School State Officers and National Officer Candidates for the following year will be elected in April 2023.

General Information

- Only pre-qualified Officer Candidates may run for office.
- Only qualified Voting Delegates will be eligible to receive a ballot.
- Campaigning in any form or manner may not take place with any students, teachers, administrators, delegates, or other schools prior to the orientation.
- Candidates may not have previously held or currently hold the office they are running for.
- Any inappropriate or derogatory comments made by Candidates or school delegation may result in disqualification.
- Candidates must wear official SkillsUSA attire.
- Candidate may not use any thing that can be consumed, may stick to the walls or floors, may damage facilities, or are not easily cleaned up as campaign materials.

Speech

- No more than two minutes in length.
- Cannot use own school name.
- Cannot use names of other schools or Candidates.
- Cannot ask for audience participation.
- No props or skits may be used during your speech.

Problematic Question

- Top 14 Candidates will appear on final ballot.
- Top 14 Candidates will respond to a problematic oral question based on SkillsUSA knowledge and leadership.
- Candidates on final ballot will have one minute to answer the question.

Ties

- A tie on the primary ballot will result in both Candidates being on the final ballot.
- A tie on the final ballot will be broken by the results of the preliminary ballot.
    - If still tied, another impromptu question will be asked by the SkillsUSA Ohio Director or designated person, and the Voting Delegates will vote by secret ballot. This procedure will continue until the tie is broken.

The Regional Officer Candidate Screening Test

The Regional Officer Candidate Screening Test has been developed to ensure that Candidates for Regional Office have taken some time to learn about SkillsUSA Mission and Program of Work (PoW). It is important to the SkillsUSA Program that schools strictly adhere to the policies and procedures regarding the selection of Regional Officer Candidates. Elected Officers will represent both the State Association and the local school on a national platform.

This test is administered at the local level so that schools may screen Candidates prior to the Fall Leadership Conference and Regional Elections. To maintain the integrity of this program, we ask the Administrator/Advisor proctoring the test to strictly follow the guidelines below. Failure to do so may result in the disqualification of the Candidate and/or the school. The ability to proctor this test at the local level has been done as a cost-savings process for the local school to ensure the Candidates they put up for office are serious.

Prior to testing:
Candidates should be given a copy of the following:

- Regional Officer Program Overview.
- The SkillsUSA Handbook and SkillsUSA Framework.
- Regional Officer Application.
- Appropriate Study Resources.
- Date of when the testing will take place.

Testing Process:

- This test is a pre-qualifier for students interested in running for Regional Office.
- All testing should be proctored by an Administrator/Advisor.
- Administrator/Advisor must request access on Screening Test Request form by October 12, 2022.
- Proctor will receive an emailed confirmation packet for site password.
- Schools may test as many students as they like.
- At the conclusion of the test, students will be given immediate feedback as to whether they have passed or failed.
- Any student who is a member of SkillsUSA may take the pre-qualification test.
- Test should be given in a controlled setting under supervision of an Administrator/Advisor.
- Students are only permitted to take the test once.
    - Once they hit the submit button, the results are final!!
- A passing score of 80% is required.
- The test is closed book.
- Students are to read the questions carefully and select the appropriate answer.
- Students are not able to return to the question after they have answered it.
- Honesty and Integrity are core values of SkillsUSA. Each student agrees to work independently of others taking the test.
    - Students found cheating may be disqualified.

- Students who pass this test should consult their local Advisor for other qualifications that must be met to seek the nomination for Regional Officer Candidate.
- While many students may take the pre-qualification test, each school may only nominate 7 Candidates.
- Contact SkillsUSA Ohio at (614)604-6150 if you are having difficulty with the website.

After the Test

- Students will receive immediate feedback as to whether they have passed or not.
- Those students who have passed are now eligible to begin the application process.
- Each student should complete the application and obtain the appropriate signatures.
- The school Administrator/Advisor should then review all applicants and through a structured process to determine that they are eligible to run for Regional Office.
- In this packet there are copies of letters to give to the student and parents about the Regional Officer Program.
- Application materials are due by October 15, 2022, in the SkillsUSA Ohio office.
- Only 7 Regional Officer Candidates are permitted to run from any school.

This form must be typed and is due by **October 12, 2022.**

Regional Officer Candidate Screening Information Request Form

The Regional Officer Screening Test has been developed to ensure that Candidates for Regional Office have taken some time to learn about the SkillsUSA Mission and Program of Work. You may test as many students as you like. At the conclusion of the test, they will be given immediate feedback as to whether they have passed or failed. Each CTPD may test as many students as they desire. To request access to the test, this form must be returned to SkillsUSA Ohio no later than October 12, 2022.

I understand that all test questions will come from the Leadership/Membership Handbook. I also understand this test must be proctored by an Administrator/Advisor.

School Administrator/Advisor:_____

School:_____

Email Address to send information:_____

Phone Number:_____

By sending this form, I understand that an Administrator/Advisor will proctor the test according to SkillsUSA Ohio Policies and that prior to the actual testing, neither my students nor Advisors will have access to the test.

_____ _____

Administrator/Advisor's Signature Date

Return to:

SkillsUSA Ohio
2550 Corporate Exchange Drive, Suite 115, Columbus, OH 43231
Phone: 614-604-6150
Email: admin@ohioskillsusa.org

Region_____

Regional Officer Candidate Application

This form must be typed and include a digital photo with the completed application.

Name:_____

Home Address:_____

City:_____Zip:_____

Home Phone:_____

Date of Birth:_____

Check one: Male_____Female_____

Mother's Name:_____

Father's Name:_____

School:_____

School Address:_____

City:_____Zip:_____

School Phone:_____

Career Technical Program:_____

Check one: Junior_____Senior_____

Check the statements that apply to you:
_____I am or was a Club or Chapter Officer.
_____I am or was a Regional Officer.
_____I attended Summer Leadership Camp.

Officer Responsibilities, Duties and Endorsements

I understand that to be eligible to run for a Regional Officer position, I cannot have held or be currently holding a Regional Office. There is no campaigning permitted prior to 9:00 AM on Thursday, November 10, 2022. If I am elected as a Regional Officer, I will be required to attend the functions listed below. Failure to attend these activities may be cause for disciplinary action at the discretion of the SkillsUSA Ohio Director.

- Regional Conference and Awards Ceremony (February/March 2023)
- Regional Officers Training Institute (**mandatory**; January 16-20, 2023)
- SkillsUSA Ohio Championships (Must be selected SkillsUSA Ohio Director)
- Any additional activities assigned by the SkillsUSA Ohio Director.

We hereby submit this student as worthy of representing Trade and Industrial Education as a Regional Officer for SkillsUSA Ohio. It is understood that this student must be a paid SkillsUSA member prior to the membership deadline, and that he/she must maintain at least a "C" average in all subject areas. Additionally, it is understood that this officer Candidate, if elected, will be required to be absent from school on certain days to attend various SkillsUSA Ohio functions. **I realize that, if elected, it is mandatory for this** student to attend the Regional Officers Training Institute in January 16-20, 2023, with the school paying $750.00.

_____
Signature of Officer Candidate

_____
Signature of Parent/Guardian

_____
Signature of Administrator/Advisor

_____
Signature of Vocational Instructor

_____
Signature of Academic Instructor

If an individual is disabled and needs special assistance or accommodations, please contact the SkillsUSA Ohio Office no later than October 25, 2022. The Ohio Department of Education does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services.

This application must be handed in at the time of testing. The application must be returned to SkillsUSA Ohio by October 15, 2022.

Return to:

SkillsUSA Ohio
2550 Corporate Exchange Drive, Suite 115, Columbus, OH 43231
Phone: (614)604-6150
Email: admin@ohioskillsusa.org

MEMORANDUM

TO: **Regional Officer Candidate**
FROM: **Jackie Walker**
DATE: **August 2022**

On behalf of SkillsUSA Ohio, I would like to take this time to congratulate you on passing the Regional Officer Candidate Screening test. This means that your name will appear on the primary ballot at the State Fall Leadership Conference on November 10-11, 2022.

The following guidelines will apply to the election process at the State Fall Leadership Conference:

- You will give your speech in front of the Delegate Assembly at the State Fall Leadership Conference.
- Skits will not be permitted.
- Regional Officer Candidates will give a speech lasting no more than two minutes. The SkillsUSA theme for this year is **"SkillsUSA: Our Time is Now."** Your speech should address this theme and how it relates to our national Program of Work and how the SkillsUSA program fosters personal and professional development and prepares students for the next phase of their lives. Candidates are not permitted to use their school names and they are not to use the name of other candidates and their school names.
- During the Regional Officer elections, the names of the top two Candidates for each office on the primary ballot will appear on the final ballot.
- Before the final ballot, each Candidate will respond to a problematic oral question before the General Assembly. The question will be the same for all Candidates.
- All Regional Officer Candidates will be required to sign the SkillsUSA Ohio Code of Conduct prior to the election. Also, it will be the responsibility of each elected Regional Officer to send SkillsUSA Ohio a copy of their grade card for each grading period. Any Regional Officer whose grades fall below a "C" average in any subject area will be placed on probation until such time as it has been demonstrated at the next grading period that their grades have been raised to the minimum of a "C" average.
- All Regional Officers are required to attend the Regional Officer Training Institute January 16-20, 2023. Please check these dates prior to running for office.

Enclosed you will find a copy of the letter that is being sent to your parents and school administrator. Please read this letter carefully as it contains the duties and responsibilities of a Regional Officer.

Again, congratulations on your accomplishments and good luck at the 2022 State Fall Leadership Conference.

cc: Parents
School

MEMORANDUM

TO: **Parent(s) of Regional Officer Candidate**
FROM: **Jackie Walker**
DATE: **August 2022**

It gives me great pleasure to inform you that your son/daughter has recently made application to SkillsUSA Ohio to become a Regional Officer Candidate at the 2022 State Fall Leadership Conference on November 10-11, 2022. They have taken the necessary first step in obtaining their career goals by having successfully passed the Regional Officers screening examination with a minimum score of at least 80%.

With the school's approval, their name will appear on the primary ballot at the State Fall Leadership Conference. As a Candidate for Regional Office in Ohio, Candidates are required to prepare a speech of no more than two minutes in duration, to be given before the Voting Delegates. After the primary ballot is taken, the Delegates will reduce the Candidate field to the top two Candidates for each Regional Officer position.

The top two Candidates' names for each Regional Officer position will then appear on the final ballot. Prior to voting, each Candidate must respond to an impromptu question dealing with SkillsUSA. The same impromptu question will be used for each Candidate.

The installation of newly elected Regional Officers will take place immediately following the election. If your son/daughter is fortunate enough to be elected by his/her peers, it is necessary that you fully understand the duties, responsibilities and commitments that come with the position of a SkillsUSA Ohio Regional Officer.

First, it is the priority of SkillsUSA Ohio that all Regional Officers maintain an acceptable grade level in all subject areas while holding a Regional Officer position. To this end, it is mandatory that every Regional Officer submit to SkillsUSA Ohio an eligibility form two weeks prior to the event from their local school. If any grades fall below a "C" average in any subject area, that Regional Officer will be placed on probation until the next grade report demonstrates accepted performance in all subject areas. Probation simply means that time away from school to work on SkillsUSA Ohio functions will be severely reduced.

Additionally, it should be understood that SkillsUSA Ohio Regional Officers are expected to display exemplary behavior and attitudes at all times, both while acting in an official capacity and in their own school district. SkillsUSA Ohio Regional Officers become role models for the 30,000+ SkillsUSA members in the State of Ohio. As Regional Officers they may meet senators, congressmen, education officials, business and industry leaders and the public in general. Consequently, positive Regional Officer behavior cannot be stressed too strongly. It is mandatory that newly elected Regional Officers sign a SkillsUSA Ohio Code of Conduct. Deviation from the SkillsUSA Ohio Code of Conduct will be cause for disciplinary action of varying degrees depending on the severity of the infraction. However, it should be understood that any Regional Officer who is suspended for any length of time from school or becomes involved with the use of drugs or alcohol, shall immediately be removed from office.

Every newly elected Regional Officer must be prepared to be totally committed to promoting the ideals of SkillsUSA, understand fully their responsibilities to the SkillsUSA organization, and to carry out their assigned duties to the best of their ability.

As a parent of a perspective Regional Officer, you may feel that the standards set forth for Regional Officers are overly stringent. However, you must understand that SkillsUSA Ohio's expectations of its Regional Officers are high indeed because of the very nature of the organization.

If elected, your son/daughter will become a Regional Officer for the largest vocational youth organization in the State of Ohio. SkillsUSA promotes the following:

- A Belief in the Dignity of Work
- A Belief in the American Way of Life A Belief in Education
- A Belief in Fair Play
- A Belief That Satisfaction is Achieved by Good Work
- A Belief in High Moral and Spiritual Standards

Although the duties, responsibilities, and commitments to the SkillsUSA organization are demanding, the potential rewards to each Regional Office are as great as the standards are demanding.

The rewards realized by each Regional Officer may vary according to each individual's personal dedication to the principles set forth by the SkillsUSA organization. The rewards of holding a Regional Office may very well be, improving self-concept and self-esteem, enhanced teamwork skills, personal maturity, heightened awareness of their own worth as an individual, development of leadership abilities, and an opportunity to achieve recognition. All these rewards are intrinsic in nature, however, there are extrinsic rewards in holding a Regional Office. These rewards are leadership training and possible state and national travel.

If elected as a Regional Officer, your son/daughter is required to attend the Regional Officers Leadership Training Institute on January 16-20, 2023. It is your or the local school's responsibility to pay half the cost of the trip and to arrange transportation to Columbus. All students must travel to and from the training site on the bus. Regional Officers may also be asked to attend the following SkillsUSA Ohio functions in SkillsUSA dress and be prepared to carry out their assigned duties:

- Regional Skills Competitions (February/March 2023)
- SkillsUSA Ohio Championships (April 2023)

Failure to attend these functions for reasons other than valid family matters or school requirements may lead to probation and/or suspension, depending on the frequency of absence.

It is the responsibility of the Regional Officers, and their respective schools, to arrange transportation to and from all SkillsUSA Ohio functions.

As a parent, you should be very proud that your son/daughter has successfully completed the first step in realizing his/her full potential as one of America's New Professionals. As the Director of SkillsUSA Ohio, I ask that you fully support your son/daughter in his/her quest for excellence. On behalf of SkillsUSA Ohio, I wish your son/daughter the best of luck in the upcoming election for Regional Office. If you have any further questions, please contact the SkillsUSA Ohio office at (614)604-6150.

cc: Regional Officer Candidate
School

MEMORANDUM

TO: **Regional Officer Candidate Application**
FROM: **Jackie Walker**
DATE: **August [ ], 2022**

On behalf of SkillsUSA Ohio, I would like to take this time to thank you for your interest in Regional Office. However, after scoring the Regional Officer Screening test, it has been determined that you did not meet the 80% minimum requirements to become eligible for office. Although this may seem like a setback in your SkillsUSA career, it can be used as a steppingstone to learn andgrow.

Remember, there is no failure in losing; there is only failure in not having tried.

Again, thank you for making application for Regional Office.

cc: School