



STATE OFFICER PROGRAM GUIDE AND CANDIDATE INFORMATION PACKET

2025-2026

This information packet guides and assists the SkillsUSA Florida Advisors, students, and guardians in preparing their candidacy and term as a SkillsUSA Florida State Officer. It gives clear expectations of the eligible candidate while clarifying qualifications, guidelines, and candidate events.

The State Officer Program is meant for the top students in their career and technical education courses. With an open mind and willingness to grow, personally and professionally, these opportunities are endless. The program focuses on three vital essential elements of the SkillsUSA Framework: leadership, communication, and service orientation.

The State Officer term officially starts July 1, 2025, and ends June 30, 2026. Students apply during the 2025-2026 school year and are elected at the 2025 State Leadership and Skills Conference (SLSC25) in Jacksonville, Florida.

Before arriving in Jacksonville for SLSC25, students will complete a formal screening process consisting of a submitted application, knowledge test, and online interview. SkillsUSA Florida State Staff will facilitate all parts of the candidate selection process.

State Officers will be tasked with various roles and responsibilities during their term. Training will be provided on a continuum throughout their term, beginning with in-person training in July.

The skills learned through the State Officer program will help these student leaders succeed in serving the organization throughout their lives and future careers. We hope this all-encompassing resource will aid our stakeholders in better understanding the State Officer election process and give an insight into the goals and objectives of the State Officer program and expectations of the State Officers once they are elected.

We look forward to seeing your candidate application!

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STATE OFFICER JOB DESCRIPTION

- Position Title:** SkillsUSA State Officer
- Work Location:** Remote with travel opportunities for training and assignments
- Duration:** July 1, 2025 through June 30, 2026
- Hours Required:** 3 hours/week on average. This time includes training, assignments, activities, meetings, etc.
- Reports To:** State Director Jessica Graber, Assistant State Director Jayde Alioto, State Officer Trainer Tyler Sahlin
- Application:** Complete the state officer application by February 1, 2025, and participate in the state officer election process at the State Leadership and Skills Conference.

ORGANIZATION BACKGROUND

SkillsUSA is a national career and technical student organization that serves middle school, high school, and college/postsecondary students preparing for career and technical education careers, and the state association, SkillsUSA Florida, serves the students of Florida. SkillsUSA's mission is to empower its students to become skilled professionals, career-ready leaders, and responsible community members. 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 Florida State Officer is to serve SkillsUSA Florida at the local and state levels to support our organization's mission. Being a State Officer means representing all SkillsUSA student members, as well as the principles and purposes of our organization. In this role, an officer will communicate essential organizational information while promoting career and technical education. As a student leader, each officer must be clear on their priorities, be able to manage various tasks and projects and use effective time and stress management strategies. Officers are expected to demonstrate effective communication with staff and team consistently.

KEY PROGRAM ESSENTIAL ELEMENTS

The State Officers will participate in experiences that touch on all 17 Essential Elements within the SkillsUSA Framework. However, the state officer program will focus on three key Essential Elements: Leadership, Communication, and Service Orientation. The SkillsUSA mission is achieved by ensuring that the State Officers can show proficiency in these skills.

- **Leadership** — Influencing the hearts, minds, and actions of others.
 - Exhibit the four primary characteristics of high-quality leaders defined by SkillsUSA: trust, compassion, stability, and hope.
- **Communication** — Sending and receiving clear messages.
 - Develop and deliver effective communication about SkillsUSA and career and technical education, written or oral, and targeted at various stakeholder audiences.
- **Service Orientation** — Meeting the needs of internal and external customers.
 - Demonstrate a high level of service to meet the needs of local, district, and state stakeholders.

MINIMUM REQUIREMENTS

Candidates must meet the minimum requirements:

- Active member status in SkillsUSA Florida and SkillsUSA.
- Maintain at least a 3.0 grade point average in CTE courses.
- Maintain at least a 2.5 grade point average in all other subjects.
- High school candidates must be enrolled in a coherent sequence of courses or career major that prepares the student for further education and employment related to career and technical education, including the health industry. They must be earning credit toward a high school diploma/certificate or its equivalent during the academic year of candidacy and have at least one full academic year remaining in their education.
 - **Dual enrollment students:** *High school students who have not yet completed the high school diploma requirements must register for membership and participate as high school members, even though they may also be enrolled in advanced placement or college/postsecondary courses.*
- College/postsecondary candidates must be students enrolled in a coherent sequence of courses or career major that prepares the student for further education and employment related to career and technical education, including the health industry. College/postsecondary candidates must be progressing toward a postsecondary credential during the academic year of candidacy and have at least one full academic year remaining in their education.
 - **Recent graduates:** *High school students who are graduating and continuing education at a postsecondary institution may run as postsecondary candidates, provided the postsecondary school they will attend has an active SkillsUSA chapter and they have contacted and obtained the support of the postsecondary advisor.*

PREFERRED EXPERIENCE

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 regional officer, and willingness to continue their development.

TRAVEL REQUIREMENTS

State officers must be available to travel for training and events throughout their year of service. The team will collaborate to set a day and time for bi-weekly meetings. SkillsUSA Florida provides supervision, including male and female chaperones, as needed. If the school or district requires additional or specific supervision, the chaperone's travel cost is the responsibility of the school or district. Advisors should review the calendar to plan for specific needs (i.e., out-of-state travel for WLTI and NLSC). State Officers are responsible for arranging travel to and from events, with the support of the state office, their Regional Coordinator, and their Advisor.

ASSIGNMENTS

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

- Complete the Career Essentials: Advanced or Adult Learner Course
- Participation in the National Leadership and Skills Conference
- Participation in the Washington Leadership Training Institute
- Regional Leadership Conference and Competitions
- Business partner events

STATE CALENDAR

State Officers must be available to attend the required events listed below and are expected to attend the entire activity.

- March 19, 2025 – State Officer Candidate Orientation, Virtual (**required; including advisors**)
- March 26, 2025 – State Officer Candidate Interviews, Virtual (**required**)
- April 28 – May 1, 2025 – State Leadership and Skills Conference – Elections (**required**)
- June 21-23, 2025 – Leverage training, Atlanta, GA (*invitation*)
- June 23-27, 2025 – National Leadership and Skills Conference, Atlanta, GA (*invitation - Courtesy Corps or National Delegate*)
- July TBD, 2025 – State Officer Training, location TBD (**required**)
- Virtual Bi-weekly Officer Meetings – Held every other week on a day and time established by the team during training. (**required**)
- September 20-24, 2025 (5 days) – Washington Leadership Training Institute, Washington, DC (*invitation*)
- September/October TBD, 2025 (1-2 days, varies by region) – Regional Leadership Training Workshop (**required to attend own region, may receive invites to other regions**)
- November TBD, 2025 (5 days) – Fall Leadership Conference, location TBD (**required; includes pre-conference training**)
- February TBD, 2026 (1-2 days, varies by region) – Regional Leadership and Skills Conference (**required to attend own region, may receive invites to other regions**)
- February TBD, 2026 (1-2 days) – CTE Day on the Hill, Tallahassee, FL (*invitation*)
- March 28 – April 2, 2026 – State Leadership and Skills Conference, Jacksonville, FL (**required; includes pre-conference training**)
- May 30 – June 1, 2026 – Leverage, Atlanta, GA (*invitation*)
- June 1– 5, 2026 – National Leadership and Skills Conference, Atlanta, GA (*invitation - Courtesy Corps or National Delegate*)

PROGRAM CONTACT INFORMATION

STATE OFFICER TRAINER

CONTACT NAME: Tyler Sahlin

EMAIL: Leadership@skillsusaf1.org

CELL PHONE: 850-304-3821

ASSISTANT STATE DIRECTOR

CONTACT NAME: Jayde Alioto

EMAIL: Jaydea@skillsusaf1.org

CELL PHONE: 352-322-3345

STATE DIRECTOR

CONTACT NAME: Jessica Graber

EMAIL: jgraber@skillsusaf1.org

CELL PHONE: 850-284-8534

STATE OFFICER ELECTION PROCESS

STATE OFFICER CANDIDATE APPLICATION PREPARATION

Interested candidates must submit the [SkillsUSA Florida State Officer Candidate Application](#) online. You need to prepare several items before starting the online application, as the application will not save unfinished work. The steps below will help you in preparing your application.

The application deadline is **February 1, 2025**.

STEP 1

ELIGIBILITY

Ensure the State Officer candidate qualifications are met as outlined in this packet.

NOTE: Each State Officer candidate shall be an active SkillsUSA member and eligible to retain active membership in the organization until the member completes the term of office if elected. Please double-check with your SkillsUSA chapter advisor and confirm that they have submitted the dues for state and national membership by February 1 in the year you run for state office.

STEP 2

REQUIRED DOCUMENTS

If you meet the requirements, request and gather the following documents for your application preparation process as soon as possible. All documents listed below are required. You will upload and attach these completed documents in PDF format only.

Documents to be labeled (First Initial_Last name_Document Title), i.e.,

M_Smith_ChapterAdvisorSupportLetter.PDF

Be sure to upload each document in the correct section of the online application.

- **SCHOOL VERIFICATION LETTER**

Verification letter on school letterhead from a school administrator (copy text below):

“(School Name) endorses the State Officer candidacy of (Candidate Name). (Candidate Name) is enrolled in a coherent series of courses or career major that prepares them for further education and employment and who are earning credit toward a high school diploma/ certificate or its equivalent and plans to continue in the training program for at least one full academic year.

(School name) supports the efforts of (candidate name) in serving as a State Officer for the 2025-2026 school year and will excuse absences accrued while representing SkillsUSA at SkillsUSA-sponsored activities. In return, (candidate name) must complete any work missed, including makeup exams, homework, classwork, and other schoolwork.

(School name) understands that SkillsUSA Florida provides chaperones/supervision for State Officers on official business. If my school or district requires additional supervision, the school or district will provide a qualified chaperone at the school’s expense.

Should any disciplinary issue arise with the student, a representative from (school name) will contact the SkillsUSA Florida State Office as soon as possible.”

NOTE: Handwritten signature required.

- **CHAPTER ADVISOR SUPPORT LETTER**

Verification letter on school letterhead from the chapter advisor (copy text below):

“(candidate name) is a member of the (chapter/school name) Chapter of SkillsUSA and is currently a registered and paid member of SkillsUSA. (candidate name) will remain a member for the duration of their term in office, and as their advisor, I endorse (candidate name) to run for a State Officer position.

(School name) supports the efforts of (candidate name) in serving as a State Officer for the 2023-2024 school year and will excuse absences accrued while representing SkillsUSA. In return, (candidate name) must complete any work missed, including makeup exams, homework, classwork, and other schoolwork. I will regularly communicate with (candidate name) to ensure assignments are completed.

(School name) understands that SkillsUSA Florida provides chaperones/supervision for State Officers on official business. If my school or district requires additional supervision, the school or district will provide a qualified chaperone at the school’s expense.

Should any disciplinary issue arise with the student, a representative from (school name) will contact the SkillsUSA Florida State Office as soon as possible.”

NOTE: Handwritten signature required.

- **STATE OFFICER CONTRACT**

Review and sign

- **CANDIDATE CAMPAIGN POLICIES**

Review and sign

STEP 3

ESSAY QUESTIONS

In **500 words or less**, prepare answers to the following questions. Use a word processing program to format and run spell check. Upload your responses on the online form.

- What is your SkillsUSA Framework story?
 - Create your story by identifying one Essential Element from the SkillsUSA Framework you have developed and explain how your experiences in SkillsUSA and your career and technical education program have aided your growth.
 - Utilize Framework story creation tools in SkillsUSA Absorb with the help of your advisor.
- Why would you like to be a SkillsUSA Florida State Officer?
 - Provide information about what motivated you to seek this leadership role, who influenced or helped you in the process, what you will bring to SkillsUSA Florida members, and how you will positively affect career and technical education.

STEP 4

APPLICATION INFORMATION AND SUBMISSION

Gather the information below, including your required documents and essay question responses. Complete the application online at <https://form.jotform.com/220036101711031>.

CANDIDATE DESIGNATION

- Chapter/School
- Division
- SkillsUSA Membership (registered, paid dues)

CANDIDATE INFORMATION

- First Name, Last Name, Preferred Name, and Phonetic Spelling
- Candidate's Mailing Address
- Date of Birth
- Cell Phone #
- Personal Email (not a school email – Gmail, Hotmail, etc.)
- T-shirt Size, Polo Size, and Style Preference (men's or women's)
- Special Needs and/or Dietary Restrictions/Allergies
- Emergency Contacts
- CTE Program
- Anticipated Graduation Date or Program Completion Date
- Which of the following activities have you participated in during your SkillsUSA membership? (Activate, Chapter Officer, Regional Officer, Fall Leadership Conference (FLC), Washington Leadership Training Institute (WLTl), President's Volunteer Service Award, State Leadership and Skills Conference (SLSC), National Leadership and Skills Conference (NLSC), Other.)

TRAVEL INFORMATION

The State Office will use this information to make travel arrangements, including flights and hotels.

- Name as it appears on your driver's license or official government ID
- Preferred Departure Airport (Pensacola, Jacksonville, Orlando, Tampa, Miami, Ft. Lauderdale)
- Known Traveler Number (optional; KTN identifies individuals with TSA precheck)
- Travel preferences (aisle seat, window seat, etc.)

SCHOOL CONTACT INFORMATION

The advisor listed in this section will receive copies of correspondence related to candidate activities.

- School Name, Address, and Phone #
- SkillsUSA Chapter Advisor Name, Phone # and Email
- School Administrator Name, Phone # and Email

STEP 5

CANDIDATE HEADSHOT

- Head and shoulders shot (from chest up). Portrait (vertical) orientation only.
- Shoot against a plain, one-color wall; preferably white.
- Make sure the photo is well-lit, but avoid shadows on the wall, if possible.
- Wear SkillsUSA Official Dress Attire (wear only acceptable pins on jacket)
- Do not use filters or edit your photo in any way.
- Smile!

Complete the application process here: <https://form.jotform.com/220036101711031>

APPLICATION SUBMISSION AND DEADLINE

Once you begin the online application process, you must complete the entire application in one sitting, as it will not save unfinished work. If you stop in the middle, you will have to start over. Ensure you have all the essays and scanned documents prepared before you begin.

Upon successful submission, you will receive a confirmation email with a copy of your responses. The application deadline is February 1, 2025.

CANDIDATE PREPARATION RESOURCES

Below are the suggested resources for State Officer candidates. Candidates should review the materials below to prepare for the Professional Development test and State Officer Candidate interviews.

- SkillsUSA Member Handbook — a thorough understanding of all sections.
- State Officer Program Guide.
- SkillsUSA Website - www.skillsusa.org: Mission, Vision, Values.
- The SkillsUSA Framework.
- SkillsUSA National and State Theme.
- Scenario Role-Play — Interview Practice. Interviewing knowledgeable individuals can be an effective way to learn a great deal about what you know, what you do not know, and what you need to know.

INSTRUCTIONS, REMINDERS, AND INFORMATION

Approved and verified State Officer candidates and their advisors will be notified by February 28, 2025, and provided with information on the next steps. A virtual orientation meeting for qualified candidates and their advisors will be held on March 19 at 7 PM ET via Zoom. During this meeting, we will review the State Officer Candidate schedule, campaign policies, and other pre-conference information.

INTERVIEWS

On March 26, 2025, candidates will participate in Zoom interviews. Advisors may not attend the interview. Candidates will remain in the Zoom waiting room until their scheduled time. Interviews will be conducted by a panel of SkillsUSA Florida stakeholders, including State Staff, Board of Directors, and former State Officers. The interview will focus on your commitment to becoming a SkillsUSA State Officer and will explore your experience in the growth of the Essential Elements of the SkillsUSA Framework. Candidates will be assessed using a rubric focused on the Essential Elements of the SkillsUSA Framework. Candidates and advisors will receive credentials and interview schedules by February 28.

PROFESSIONAL DEVELOPMENT TEST

Candidates will complete the Professional Development test online by March 15, and must score at least 75% to continue as candidates. Testing information will be provided to qualified applicants.

STATE OFFICER CONTRACT

Complete this form with handwritten signatures. Scan and upload with the online application.

If I am elected as a state officer of SkillsUSA Florida, I, _____ (name), understand that I am responsible for representing all state association members. My conduct must always be exemplary since I am always representing the organization. I may meet with students, advisors, administrators, business and industry representatives, government officials, and educational leaders during my year of service. By signing this State Officer Contract, I understand that my commitment to the year of service is substantial, as are the rewards of serving the organization. My actions will also reaffirm the ideals of SkillsUSA Florida.

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

CONDUCT

- I will always represent SkillsUSA to the best of my abilities.
- I will always respect all property and the rights of others.
- I will implement and support the SkillsUSA culture of inclusion and diversity.
- My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
- I will not use alcohol, tobacco, and/or illegal substances while representing SkillsUSA at events, functions, and conferences, including during travel.
- I will avoid places or activities that raise questions about my moral character or conduct.
- 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.
- I will always use social media accounts responsibly and appropriately. Responsible behavior includes not engaging 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.
- I will alert the State Officer Trainer or State Director of any disciplinary actions I incur at school or outside of school, including but not limited to actions involving law enforcement.

SKILLSUSA PROGRAM

- I will attend all training and activities as assigned and will be on time for all functions.
- I will complete all assignments given to me by my state officer advisors or SkillsUSA staff on time.
- I will be prepared for all conferences and events by knowing my curriculum and will submit all written speeches at least one week prior to delivery.
- I will regularly communicate with my State Officer Trainer, State Director, and Chapter Advisor.
- I will monitor and use my SkillsUSA email account regularly.
- I will immediately forfeit my SkillsUSA office if I am involved in any activity deemed detrimental to SkillsUSA, my school, or my reputation, including being arrested and charged with a crime.
- I will adhere to the stated SkillsUSA dress code and grooming standards.
- I will respect SkillsUSA attire and will not use cigarettes, e-cigarettes, a vape pen, or any other substances while wearing clothing bearing the name or logo of SkillsUSA, including outdoor venues.
- I commit to a year of service that begins immediately after my election and officially concludes on June 30 of the following year.

SCHOOL/MEMBERSHIP

- I will maintain active SkillsUSA membership as outlined in Article IV Section 5 of the SkillsUSA High School and College/Postsecondary Bylaws by being “enrolled in a coherent sequence of courses or career major” and attending classes at the school my SkillsUSA chapter is based.
- I will submit my name on my chapter’s membership roster and pay SkillsUSA member dues for the year in which I am a state officer no later than the deadline of February 1.
- I will attend school daily unless I am on official SkillsUSA business or other approved excursions or if I am ill. I will plan for absences and make up any classwork missed.
- I will maintain above-average grades in all my classes.
- I will immediately forfeit my SkillsUSA office if I am no longer enrolled in my school/training program due to dropping out, being suspended, or being expelled from school.

TRAVELING

- I will abide by the set curfew, report to morning events on time, and dress appropriately.
- I will spend each night in the sleeping room to which I am assigned. I will not enter any sleeping room to which I am not assigned.
- I will always respect all public and private property, including the hotel/motel I am housed in.
- I will always keep the SkillsUSA staff in charge informed of my whereabouts. I will only leave the hotel/venue to which I am assigned with permission from SkillsUSA staff in charge of the event.

I understand and commit to all of the above statements and expectations, and I understand that there are consequences and potential disciplinary actions, including my removal from office, if at any time I fail to fulfill my duties as a SkillsUSA state officer.

State Officer Signature

State Officer Printed Name

SkillsUSA Advisor Signature

SkillsUSA Advisor Printed Name

Parent/Guardian Signature
(for students under 18)

Parent/Guardian Printed Name

CANDIDATE CAMPAIGN POLICIES

Complete this form with handwritten signatures. Scan and upload with the online application.

CANDIDATE NAME: _____

BUSINESS SESSIONS AND MEET THE CANDIDATE

During the State Leadership and Skills Conference, the business sessions and Meet the Candidate will be held on April 28 and 29, 2025, at 3 PM. A full conference schedule can be found in the SLSC25 Conference Guide, available in November on the [Advisor Resources](#) page.

CAMPAIGN POLICIES AND PROCEDURES

Online campaigning will be allowed from 9 PM Monday, April 28, until the close of voting. Candidates should use the hashtag #SkillsUSAFLStateOfficer on social media platforms to ensure the broadest reach for virtual campaigning.

Candidates and their representatives (chapter officers, advisors, campaign committee members, parents, delegates, members, etc.) may NOT:

- Disclose the candidate's intent to run for state office or campaign in any manner before the close of the SLSC Opening Ceremony on April 28, 2025.
- Create or use personal, chapter, or state web pages, campaign websites, or custom/personalized electronic campaign apps for any campaigning.

Candidates and their representatives (chapter officers, advisors, campaign committee members, parents, delegates, members, etc.) may:

- Use acceptable campaign formats, including social media platforms, message boards, email messages, verbal communications, and campaign slogans or hashtags.
- Use a Poster Board (measuring no more than 22"x28") for Delegate sessions and Meet the Candidates at the State Leadership and Skills Conference.
- Spend no more than \$50 on all campaign materials (donations must be counted at market value as part of the total spend. An accounting of all expenditures must be provided to Tyler Sahlin via email at Leadership@skillsusafli.org no later than April 18, 2025, at 5 PM ET)

Campaign efforts – electronic and otherwise – are ultimately the responsibility of the State Officer candidate. Social media tools can be more challenging to monitor than other campaigning methods, so candidates must be clear with anyone campaigning on their behalf as to policies and procedures.

When using social media platforms for campaigning, remember that candidates represent their local chapter and state SkillsUSA in every post, photo, and comment. Use the following Social Media Guidelines to ensure a successful campaign:

- **Be Professional** – Your digital presence, whether posted by yourself or someone on your behalf, should be truthful and positive and spotlight your best self.
- **Be Fair** – Post only during the approved dates/times; no paid advertising.
- **Be Respectful** – Make only positive campaign posts; do not mention other candidates.
- **Be secure** – Moderate comments and photos on all platforms, approve/allow only tasteful ones, and meet the social media campaigning guidelines.
- **Be Responsible** – Use common sense and good ethics when posting; ensure campaigning positively represents SkillsUSA.
- **Be Accountable** – Tell the truth about who you are and how you will serve SkillsUSA as a State Officer. Ensure everyone involved in your campaign follows the policies and procedures.

VOTING

Voting for State Officers will be conducted during Delegate Sessions on April 29, 2025, at 3 PM at the State Leadership and Skills Conference at the Hyatt Regency Jacksonville Riverfront. Schools are assigned a number of delegates based on their membership for the year. Candidates may not serve as delegates for their school.

The top vote recipients will be State Officers. Candidates are seeking election as State Officers in general. State Staff will collaborate with the team during training in July to determine specific State Officer roles. Elected State Officers will be announced during the State Leadership and Skills Conference Closing Ceremony, which begins at 8:30 AM ET on May 1, 2025.

State Officer Signature

State Officer Printed Name

SkillsUSA Advisor Signature

SkillsUSA Advisor Printed Name

Parent/Guardian Signature
(for students under 18)

Parent/Guardian Printed Name