



**State Leadership Team
Program Guide &
Candidate Application**

2025-2026

Contact Information for Questions

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Foreword

The State Leadership Team Program Guide and Candidate Application documents were created to assist SkillsUSA California advisors and members in preparation for state officer or regional vice president or middle school ambassador candidacy.

It provides an overview of the State Leadership Team program from beginning (candidacy) to end (completion of year of service). Each section of the State Leadership Team Program Guide provides information for advisors, members, and parents to understand the expectations of a state officer or regional vice president or middle school ambassador, as well as clarifying the qualifications, rules, and details of candidate events. In addition, we have provided preparation suggestions and resources for State Leadership Team candidates.

We hope this all-encompassing resource will aid our stakeholders in better understanding the election process as well as give an insight into the goals and objectives of the State Leadership Team program and the expectations of the State Leadership Team once they are elected.

During the State Leadership and Skills Conference each year, SkillsUSA California chapter delegates from across the state elect up to 6 middle school ambassadors, up to 6 regional vice presidents, up to 7 high school state officers, and up to 7 college/postsecondary state officers to serve as student leaders for the organization. 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 Leadership Team leads our state conferences, including the SkillsUSA California Fall Leadership Conferences (FLC), the SkillsUSA California Regional Leadership and Skills Conferences (RLSC), and the SkillsUSA California State Leadership and Skills Conference (SLSC). The State Leadership Team also serves local chapters and teaches members skills from the SkillsUSA Framework to help them become career-ready.

Being part of the State Leadership Team is one of the personal growth and student leadership experiences within SkillsUSA California. The programs focus on three key essential elements of the SkillsUSA Framework: Leadership, Communication, and Service Orientation.

The skills learned through the State Leadership Team program will not only help these student leaders be successful in serving the organization but also help them throughout their lives and future careers.

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Section 1 Job Descriptions

State Officer

Position Title:	SkillsUSA California State Officer
Work Location:	Remote with travel opportunities for training and assignments
Classification/Duration:	1 Year from the Close of Business at the State Conference
Weekly Hours:	Up to 2-10 hours per week, variable
School Days Absent:	Up to 30 School Days could be missed to attend conferences and events
Report To:	The SkillsUSA California State Leadership Team Trainers
Application Process:	Complete and submit the State Leadership Team application by March 27, 2025, by 6 PM/1800 hours Pacific Standard Time, and participate in the state officer election process during the SLSC.

Regional Vice President

Position Title:	SkillsUSA California Regional Vice President
Work Location:	Remote with travel opportunities for training and assignments that occur within their region.
Classification/Duration:	1 Year from the Close of Business at the State Conference
Weekly Hours:	Up to 2-10 hours per week, variable
School Days Absent:	Up to 20 School Days could be missed to attend conferences and events
Report To:	The SkillsUSA California State Leadership Team Trainers

Application Process: Complete and submit the State Leadership Team application by March 27, 2025 by 6 PM/1800 hours Pacific Standard Time, and participate in the State Leadership Team election process during the SLSC.

Middle School Ambassador

Position Title: SkillsUSA California Middle School Ambassador

Work Location: Remote with travel opportunities for training and assignments that occur within their region.

Classification/Duration: 1 Year from the Close of Business at the State Conference

Weekly Hours: Up to 2-10 hours per week, variable

School Days Absent: Up to 20 School Days could be missed to attend conferences and events

Report To: The SkillsUSA California State Leadership Team Trainers

Application Process: Complete and submit the State Leadership Team application by March 27, 2025 by 6 PM/1800 hours Pacific Standard Time, and participate in the State Leadership Team election process during the SLSC.

Organization Background

SkillsUSA California is a nationally chartered state career and technical student organization that serves middle school, high school, and college/postsecondary students enrolled in career and technical education programs to better prepare for career and life success. SkillsUSA's mission is to empower its members to become world-class workers, leaders, and responsible citizens. We improve the quality of our state's and nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace, and technical skills grounded in academics. Our National vision is to produce the most highly skilled workforce in the world, providing every member with the opportunity for career and life success.

Summary

The primary role of a SkillsUSA California State Leadership Team is to serve SkillsUSA California at the local and state levels to support our organization's mission. Being a part of the State Leadership Team means representing more than 54,000 SkillsUSA California members, as well as modeling the principles and purposes of our organization at all times. In this role, a team will communicate key organizational information while also promoting career and technical education. As a student leader, each state officer/regional vice president/middle school ambassador must be clear on their priorities, able to manage a variety of tasks and projects and use effective time and stress management strategies.

Minimum Requirement

Candidates should meet the minimum requirements outlined in the SkillsUSA California Constitution Article VI.

Preferred Requirements

The position requires strong SkillsUSA California and CTE experience with schedule flexibility to participate as a part of the State Leadership Team. Candidates must have had at least one year of formalized SkillsUSA California leadership experience, such as being a chapter officer, with a willingness to continue their development.

Training and Travel Requirements

State Leadership Team members must be available to travel for training and events throughout their year of service. After the election, the team will collaborate on availability and establish training dates and times.

PLEASE READ - [Important Dates Document](#)

This document includes all meetings and training.

State Officers

Throughout the state officers' year of service, they will be engaged in several assignments or events that will require them to miss up to 30 days of school. These include:

- State Leadership Team Trainings
 - Team Building - **May 12 -13, 2025**
 - Summer Training - **July 11-13, 2025**
 - Winter Training - **December 5-7, 2025**
 - Spring Training - **March 13-15, 2026**
- National Leadership and Skills Conference
 - **June 20-28, 2024**, including Leverage Training and **servng** as a National Delegate for SkillsUSA California
- Washington Leadership Training Institute
 - **September 19-25, 2025**
- SkillsUSA California Fall Leadership Conferences
 - 2 In-person and 1 Virtual
 - **September/October**
- SkillsUSA California Regional Leadership and Skills Conferences
 - **5 Saturdays in January and February all Virtual**
- SkillsUSA California State Leadership and Skills Conference
 - **Monday - Sunday - The week following Easter Sunday**

Additional assignments *may include*:

- Educating for Careers Conference (last weekend of **February/1st week of March**)
- Complete the Career Essentials: Advanced or Adult Learner Course (required for National Officer Candidates)

Regional Vice Presidents

Throughout the regional vice presidents' year of service, they will be engaged in several assignments or events that will require them to miss up to 30 days of school. These include:

- State Leadership Team Trainings
 - Team Building - **May 12 -13, 2025**
 - Summer Training - **July 11-13, 2025**
 - Winter Training - **December 5-7, 2025**
 - Spring Training - **March 13-15, 2026**
- SkillsUSA California Fall Leadership Conferences (In their respective regions)
 - 2 In-person and 1 Virtual
 - **September/October**
- SkillsUSA California Regional Leadership and Skills Conferences
 - **5 Saturdays in January and February all Virtual**
- SkillsUSA California State Leadership and Skills Conference
 - **Monday - Sunday - The week following Easter Sunday**

Regional Vice Presidents are invited to attend the following events at their chapters expense:

- National Leadership and Skills Conference
 - Last **full week** in **June**, including Leverage Training and **servng** as a National Delegate for SkillsUSA California
- Washington Leadership Training Institute
 - **September 2025**

Additional assignments *may include*:

- Educating for Careers Conference (last weekend of **February/1st week of March**)
- Complete the Career Essentials: Advanced or Adult Learner Course (required for National Officer Candidates)

Middle School Ambassadors

Throughout the middle school ambassadors' year of service, they will be engaged in several assignments or events that will require them to miss up to 30 days of school. These include:

- State Leadership Team Trainings
 - Team Building - **May 12 -13, 2025**
 - Summer Training - **July 11-13, 2025**
 - Winter Training - **December 5-7, 2025**
 - Spring Training - **March 13-15, 2026**
- SkillsUSA California Fall Leadership Conferences (In their respective regions)
 - 2 In Person and 1 Virtual
 - **September/October**
- SkillsUSA California Regional Leadership and Skills Conferences
 - **5 Saturdays in January and February, all Virtual**
- SkillsUSA California State Leadership and Skills Conference
 - **Monday - Sunday - The week following Easter Sunday**

Middle School Ambassadors are invited to attend the following events at their chapters expense:

- National Leadership and Skills Conference
 - Last **full week** in **June**, including Leverage Training and **servng** as a National Delegate for SkillsUSA California
- Washington Leadership Training Institute
 - **September 2025**

Additional assignments *may include*:

- Educating for Careers Conference (last weekend of **February/1st week of March**)
- Complete the Career Essentials: Advanced or Adult Learner Course (required for National Officer Candidates)

Key Program Essential Elements

The State Leadership Team will participate in experiences that touch on all 17 Essential Elements within the SkillsUSA Framework. However, the State Leadership Team program will focus primarily on three key Essential Elements: Leadership, Communication, and Service Orientation.

Leadership — Influencing the hearts, minds, and actions of others.

Communication — Sending and receiving clear messages.

Service Orientation — Meeting the needs of internal and external customers.

Overall Program Outcomes

As a result of the SkillsUSA California State Leadership Team Program, the SkillsUSA mission is achieved by ensuring that the State Leadership Team members are able to demonstrate proficiency in the following Essential Elements: Leadership, Communication, and Service Orientation.

Leadership

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

Communication

- Develop and deliver effective communication about SkillsUSA and career and technical education that is written or oral and targeted at a variety of stakeholder audiences.

Service Orientation

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

Section 2 — Constitutional Elements Guiding the Election Process

The details of the State Election Process can be found in the [SkillsUSA California Constitution](#)

Article V - State Officers

Article VI - Qualifications for State Officers

Article VII - Regional Officers

Article VIII- Qualifications for Regional Officers

Article IX - Middle School Ambassadors

Article X - Qualifications for Middle School Ambassadors

Section 3 — State Leadership Team Application Requirements

Preparation of Information and Application Components

The [State Leadership Team candidate application](#) is available online only.

The application deadline is defined in the Constitution as **2 weeks** before the start of the SkillsUSA California State Conference (no later than 6 PM/1800 hours PST, March 27, 2025).

Each State Leadership Team candidate shall be an active SkillsUSA member and eligible to retain active membership in the organization and enrollment in a CTE program of study until the member completes the term of office if elected.

If qualifications are met, request and gather the following documents as early as possible in your application preparation process. You will upload and attach these documents in **PDF format** as part of your online application.

Only ONE file is allowed per upload area on the application. Combine multiple documents into a single PDF document. Several apps are available to assist with this - Tiny Scanner, PDF Scanner, or Scannable.

1. [State Leadership Team Contract:](#)

- a. Print the contract. This document must be signed by the candidate, parent/guardian and the SkillsUSA Advisor.

2. Candidate Resume

3. Candidate Statement

- a. (500 characters maximum) What makes you a qualified candidate to run for a State Leadership Team Position (State Officer, Regional Vice President or Middle School Ambassador)?
- b. (500 characters maximum) List and describe your leadership experiences you have had prior to becoming a candidate for state office position. (for example, chapter positions/offices held, activities, etc.)

4. Chapter Endorsement Requirements:

- a. The endorsement must be documented in the official minutes of a chapter meeting, clearly indicating the vote results and the candidates who were endorsed. This documentation must include the following details:
 - i. The date and time of the meeting.
 - ii. The names of the attendees present.

- iii. The specific motion made to endorse the candidates.
- iv. The voting results (e.g., number of votes for, against, and abstentions).
- v. Confirmation of the chapter president's acknowledgment of the endorsement.

5. [School Verification Letter from Administrator:](#)

6. Chapter Advisor Endorsement

- a. This letter must be from the chapter advisor and confirm that the candidate will be a member during the term in office. The verification portion of the letter indicates that the candidate is enrolled in a coherent series of courses or career majors and plans to continue in the CTE training program for at least one more year.

7. Unofficial Transcripts

State Leadership Team Candidate Application Form:

Once you have all the information gathered, click the State Leadership Team Application link (at the end of this sentence) to begin the application process.

[State Leadership Team Candidate Application](#)

Application Submission and Deadline:

Upload all documents and save the Form Link if you need to go back into the link and add or revise documents before the application deadline.

When you process the submission, select the option to receive a confirmation to be sent a confirmation email.

The application deadline is **March 27, 2025, at 6:00 p.m./1800 hours PST.**

Section 4 — Candidate Preparation/Process

Candidate Preparation

This section is devoted to assisting in preparing candidates to attend and participate fully in the State Leadership Team election process. Below are the events held for State Leadership Team candidates.

Recommended Study Resources

- *SkillsUSA Member Handbook* — a thorough understanding of all sections
- SkillsUSA California State Officer Program Guide
- SkillsUSA Website www.skillsusa.org Mission, Vision, Values
- SkillsUSA California website www.skillsusaca.org
- The SkillsUSA Framework
- 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.

Candidate Process

Before State Conference

Monday, **March 31, 2025**, at 5 p.m

- Candidate orientation
 - During this time, the State Leadership Team candidate schedule will be reviewed, and time will be held for questions.
- State Leadership Team Candidate Test

April 2 or April 3 by Appointment

- Interview by a panel of SkillsUSA California Trainer(s), staff, representative(s) selected by the State Director, and Board Member(s). The interview will focus on your personal commitment to becoming a SkillsUSA California State Leadership Team member. It will explore your experience in the growth of the Essential Elements of the SkillsUSA Framework.

During the Leadership and Skills Conference

During the State Leadership and Skills Conference on April 10-13, 2025, the business sessions and meet the candidate will be held. A full conference schedule, including these sessions, will be released in the spring.

Campaign Policies and Procedures

If you will be using Campaign Material, you must have the SkillsUSA California State Leadership Team Election committee approve your material during the State State Leadership Team Candidate Meeting at Friday time TBD at SLSC. The candidate must not spend over \$150.00 for campaign materials. **Donated items must be included in the campaign budget.**

Campaign Materials that are **not** allowed are:

- Gum
- Bubbles
- Food
- Blow pops
- Stickers

Candy and all campaign material must be cleaned up at the end of the final delegate session. Candidates are allowed to use a table that will be set up in a designated area to put up a bulletin board (no larger than 25"x35") with fliers and other campaign materials. No power will be supplied at these tables.

Campaign materials and campaigning may begin at the first delegate session at the SkillsUSA Annual State Conference. Any campaigning done before the close of the first delegate session will result in the candidate being disqualified (ALL CAMPAIGN MATERIAL SHOULD NOT BE DISPLAYED IN ANY MEDIA FORM, ie.....SOCIAL NETWORK, until the first delegate session at the state conference).

Online campaigning will be allowed from April 11, 2025, beginning at 4 p.m. to April 12, 2025, ending at 3 p.m.

Candidates should use the hashtag **#SkillsUSACASStateLeadershipTeamCandidate** and via 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 prior to April 11, 2025.
- Create or use personal, chapter, state, or state web pages, campaign websites, or custom/personalized electronic campaign apps for any type of campaigning.

Acceptable campaign formats include social media platforms, message boards, email messages, verbal communications, and the use of campaign slogans or hashtags.

Campaign efforts – electronic and otherwise – are ultimately the responsibility of the State Leadership Team candidate. Social media tools can be more difficult to monitor than other campaigning methods, so candidates must be clear with anyone who may be campaigning on their behalf regarding campaign policies and procedures.

When using social media platforms for campaigning, remember that candidates represent their local chapter, state, and SkillsUSA California 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 by 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; other candidates may not be mentioned in your campaign.
- **Be Secure** – Moderate comments and photos on all platforms and approve/allow only those that are tasteful and meet the social media campaigning guidelines.
- **Be Responsible** – Use common sense and good ethics when posting; ensure campaigning is a positive representation of SkillsUSA and SkillsUSA California.
- **Be Accountable** – Tell the truth about who you are and how you will serve the SkillsUSA California organization as a State Leadership Team member. Ensure everyone involved in your campaign follows the policies and procedures of campaigning.

State Leadership Team Candidate Screening Topics/Questions

The following are sample questions and topics that MAY be used during your interview; Other questions and topics may also be used.

- What is Career and Technical Education? And what is its primary purpose?
- In which Career and Technical Education program are you currently enrolled?
- Which Essential Element of the SkillsUSA Framework relates to you?
- In which program do you plan to be enrolled for the coming school year?
- What qualities and abilities do you believe are most sought after in new employees being hired by business and industry today?
- What qualities are developed by youth who participate in SkillsUSA? How do you develop these qualities?
- Describe the SkillsUSA Program of Work.
- Describe your activities related to leadership development.
- Since the SkillsUSA program is designed to prepare people for the business and industrial world, do you think it will help to reduce unemployment? How?

- People are concerned about students dropping out of school. Do you think technology education can help reduce this problem? How?
- Describe your beliefs about the importance of post-secondary training for graduates of high school technology education programs.
- Should career and technical education programs encourage further education beyond high school?
- Describe how SkillsUSA can help you in planning and preparing for your future?

Explain your personal background:

- How and why are you qualified to run for the SkillsUSA California state office team?
- What leadership qualities would you bring to SkillsUSA California?
- Describe your previous leadership experiences.
- What are your plans after graduation from high school?
- Describe state and local SkillsUSA activities in which you have participated.
- What are your personal strengths and weaknesses as a leader?

Campaign Violations

If you believe a violation of campaign policies and procedures has occurred, please report it via email to clay.mitchell@skillsusaca.org. Violating campaign policies and procedures may result in candidate disqualification.

Contact Information for Questions

Clay Mitchell, State Director clay.mitchell@skillsusaca.org

Nikki Ritchie, State Leadership Team Trainer strainer1@skillsusaca.org

Emily Cornwell, State Leadership Team Trainer strainer2@skillsusaca.org

Voting

Voting for State Leadership Team members will be conducted during the delegate session at the SLSC on April 12, 2025.

Final Vote

State Leadership Team members will be determined by their interview, written test scores, and delegate vote tally. There will be up to 6 middle school ambassadors (1 per region), up to 6 regional vice presidents (1 per region), up to 7 high school state officers, and up to 7 college postsecondary state officers elected.

SkillsUSA California Candidate Checklist

Upload vs Application	Form or Task to Complete:
Application	Personal Information
Application	School/Chapter Information
Application	Candidate Requirements
Upload	State Leadership Team Contract - Linked here
Upload	Personal Resume
Upload	<p>Candidate Statements</p> <p>1. (500 characters maximum) What makes you a qualified candidate to run for a State Leadership Team Position (State Officer, Regional Vice President or Middle School Ambassador)?</p> <p>2. (500 characters maximum) List and describe your leadership experiences you have had prior to becoming a candidate for state office. (for example, chapter positions/offices held, activities, etc.)</p>
Upload	<p>Chapter Endorsement Requirements:</p> <p>1. The endorsement must be documented in the official minutes of a chapter meeting, clearly indicating the vote results and the candidates who were endorsed. This documentation must include the following details:</p> <ol style="list-style-type: none"> a. The date and time of the meeting. b. The names of the attendees present. c. The specific motion made to endorse the candidates. d. The voting results (e.g., number of votes for, against, and abstentions). e. Confirmation of the chapter president's acknowledgment of the endorsement.
Upload	School Verification Letter from Administrator Template
Upload	<p>Chapter Advisor Verification and Support Letter:</p> <p>1. This letter must be from the advisor of the chapter and confirm the candidate will be a member during term in office. Verification portion of the letter indicating that: Candidate is enrolled in a coherent series of courses or career major and plans to continue in the CTE training program at least one more year.</p>
Upload	Unofficial transcripts from your school or college for the most recent school term