



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

**2026-2027**

Contact Information for Questions

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# Introduction to the State Leadership Team Program Guide

The State Leadership Team (SLT) Program Guide and Candidate Application were created to assist SkillsUSA California advisors, school administrators, members, and families in preparing for candidacy as a State Officer, Regional Vice President, or Middle School Ambassador. This guide outlines the entire process—from running as a candidate to completing a full year of service—and clarifies expectations, qualifications, and responsibilities for all roles.

During the State Leadership and Skills Conference (SLSC) each year, chapter delegates elect up to 6 Middle School Ambassadors, 6 Regional Vice Presidents, 7 High School State Officers, and 7 College/Postsecondary State Officers. These student leaders represent SkillsUSA California's more than 54,000 members, serving as communicators, advocates, and role models for the organization.

The State Leadership Team helps plan and lead major statewide events, including the Fall Leadership Conferences (FLC), Regional Leadership and Skills Conferences (RLSC), and the State Leadership and Skills Conference (SLSC). They also support chapters throughout the state and promote the SkillsUSA Framework to help strengthen member engagement and career readiness.

Participation in the State Leadership Team is one of the most meaningful leadership experiences offered within SkillsUSA California. The program focuses on three key Essential Elements:

- Leadership
- Communication
- Service Orientation

These skills prepare student leaders to succeed not only in their roles but also in their future academic and career pathways.

SkillsUSA California is a state association of the national career and technical student organization dedicated to empowering members to become world-class workers, leaders, and responsible citizens. Through leadership development and career-ready skills training, SkillsUSA helps strengthen the future skilled workforce.

Serving on the State Leadership Team means representing the organization with professionalism, supporting members statewide, and balancing leadership responsibilities with academic priorities. Student leaders must be organized, proactive, and committed to modeling the values of SkillsUSA at all times.

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# Section 1 — Eligibility / Roles and Responsibilities

This section outlines the qualifications, expectations, responsibilities, and leadership outcomes for all three student leadership roles in SkillsUSA California:

- **State Officers**
- **Regional Vice Presidents (RVPs)**
- **Middle School Ambassadors**

Each role contributes to the mission of SkillsUSA by empowering students to grow as leaders and serve members across the state or within their region.

## SkillsUSA Leadership Framework Focus

All student leaders participate in activities that connect to the **17 Essential Elements** of the SkillsUSA Framework. Our program emphasizes three core Essential Elements:

- **Leadership** - Influencing the hearts, minds, and actions of others.
- **Communication** - Sending and receiving clear, professional messages.
- **Service Orientation** - Meeting the needs of members, advisors, partners, and communities.

## Program Outcomes

By completing the SkillsUSA California Leadership Team Program, all student leaders demonstrate growth and proficiency in the three key Essential Elements.

### **Leadership**

- Demonstrate trust, compassion, stability, and hope—the four characteristics of high-quality leaders.

### **Communication**

- Communicate clearly in written, verbal, and public-speaking situations.
- Deliver effective communication about SkillsUSA and CTE to diverse audiences.

### **Service Orientation**

- Provide exceptional service to members, advisors, and partners.
- Support chapter and regional needs through collaboration, problem-solving, and teamwork.

# STATE OFFICER

*(High School or College Postsecondary • In-Person & Virtual • Travel Required)*

## Minimum Eligibility Requirements

Candidates must meet the requirements outlined in [SkillsUSA California Constitution Article VI](#):

- ☐ Active SkillsUSA student membership status (paid dues by deadline, active local chapter)
- ☐ Receive endorsement of their local chapter (must be active chapter)
- ☐ Minimum 2.0 GPA (C) in general academic classes
- ☐ Minimum 3.0 GPA (B) in all CTE classes or programs
- ☐ At least one semester remaining in their CTE program during the year of service
- ☐ Meet all requirements listed in the State Officer Application
- ☐ Member of the Secondary or College Postsecondary Division

## Preferred Requirements

- Strong experience in SkillsUSA California and CTE
- At least one year of formal SkillsUSA leadership experience (e.g., chapter officer)
- Availability and flexibility to meet **all** travel and training requirements
- Commitment to leadership development and professional conduct

## Time Commitment

This year-long position requires a **72-day commitment** for **travel, training, conferences**, and **preparation**.

- Up to 30 of these days may fall on school days.
- Includes ongoing meetings, assignments, and preparation both in person and virtually.

Becoming a state officer for SkillsUSA is an important commitment and must remain a priority throughout your term. However, academics are your number one priority. Team members are expected to attend all required training and events. If a member is unable to meet these commitments, it may affect their ability to remain on the team. Please refer to the [Mandatory Dates Document](#) for all required dates.

## Role Summary

State Officers are the official student leaders of SkillsUSA California. They represent the association at regional, state and national events.

## What You'll Do

- Represent California at events statewide and national events during your term of office
- Attend required trainings, retreats, and planning meetings
- Help lead Fall Leadership Trainings, Regional Conferences, SLSC, and NLSC
- Communicate with chapters and support statewide initiatives
- Complete leadership projects, presentations, and assignments
- Maintain academic eligibility and model professional behavior

# REGIONAL VICE PRESIDENT (RVP)

(High School • Virtual-First • Optional Limited Travel)

## Minimum Eligibility Requirements

Candidates must meet all requirements outlined in [Article VIII of the SkillsUSA California Constitution](#):

- ☐ Active student membership status
- ☐ Chapter endorsement (approved as a candidate (provide minutes) by your local Chapter
- ☐ Minimum 2.0 GPA in general education/academic classes
- ☐ Minimum 3.0 GPA in CTE class(es)
- ☐ At least one semester remaining in candidates CTE program
- ☐ Meet all requirements in the Officer Application
- ☐ Member of the secondary division

## Time Commitment

- Virtual responsibilities: meetings, trainings, projects, communication with chapters
- Up to 10 hours per week
- Not to exceed 10 school-day absences

## In-Person Participation

- Up to 2 in-person statewide trainings
- 5 days in person at the State Leadership and Skills Conference (SLSC)
- Additional events within their own region (optional, advisor-approved)

All other meetings and events are virtual.

## Role Summary

Regional Vice Presidents strengthen communication between local chapters and the State Leadership Team. They support chapters in their region, promote SkillsUSA opportunities, and help carry out statewide leadership initiatives.

## What You'll Do

- Participate in all virtual leadership trainings and meetings
- Assist advisors and chapters with communication and updates
- Help plan and host virtual regional events
- Promote SkillsUSA opportunities and statewide initiatives
- Support state-led leadership projects
- Represent your region in online state meetings
- Model professionalism and SkillsUSA values

# MIDDLE SCHOOL AMBASSADOR

(Middle School • Virtual-Only • Optional Limited Travel)

## Minimum Eligibility Requirements

Candidates must meet all requirements outlined in [Article X of the SkillsUSA California Constitution](#):

- ☐ Active student membership status (membership registered by state deadline)
- ☐ Chapter endorsement (minutes reflecting approval at recent Chapter meeting)
- ☐ Minimum 2.0 GPA in general education classes
- ☐ Minimum 3.0 GPA in CTE classes
- ☐ At least one semester remaining in their CTE program (the year they will serve)
- ☐ Meet all requirements in the Ambassador Application
- ☐ Member of the middle school division

## Time Commitment

- Virtual responsibilities: meetings, trainings, content creation, communication
- Up to 10 hours per week
- Not to exceed 10 school-day absences

## In-Person Participation

- Up to 2 in-person statewide trainings
- Up to 5 days in person at the State Leadership and Skills Conference (SLSC)
- Additional events within their own region (optional, advisor-approved)

All other meetings and events are virtual.

## Role Summary

Middle School Ambassadors are emerging student leaders who support middle school chapters, create student-friendly content, and represent middle school members statewide.

## What You'll Do

- Attend virtual leadership training sessions
- Create content social media, and middle school members
- Welcome new chapters and help mentor peers
- Participate in statewide virtual meetings
- Represent middle school members with professionalism and positivity
- Support SkillsUSA initiatives and model the Essential Elements

## Section 2 — State Leadership Team Application Requirements

The application deadline is defined in the [Constitution](#) as **2 weeks** before the start of the SkillsUSA California State Conference (no later than 1800 hours (6 PM) PT, March 26, 2026).

### State Leadership Team Contract:

- a. Print the contract. This document must be signed by the candidate, parent/guardian and the SkillsUSA Advisor.
- **Candidate Resume**
- **Candidate Statement**
  - a. (250 words 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. (250 words 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.)
- **Chapter Endorsement Requirements:**
  - a. The endorsement must be documented in the official minutes of a chapter meeting, clearly indicating the vote results and the candidate(s) 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.
- [School Verification Letter from Administrator](#)
- **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.
- **Unofficial Transcripts**

Once you have all the information gathered, click the State Leadership Team Application link below to begin the application process.

**[State Leadership Team Candidate Application](#)**

**Application deadline is March 26, 2026, at 6:00 p.m./1800 hours PST**



# Section 3 — Candidate Preparation & Process

## How to Get Ready

Running for the State Leadership Team is exciting, and preparation will help you feel confident. We recommend reviewing:

- SkillsUSA Member Handbook
- SkillsUSA California State Leadership Program Guide
- SkillsUSA.org (Mission, Vision, Values)
- SkillsUSACA.org
- The SkillsUSA Framework
- Practice interviewing with an advisor or mentor

## Candidate Process

### Before State Conference

Monday, March 30, 2026 – 7:30 PM

- Candidate Orientation
  - Overview of the schedule and time for questions
- Candidate Test
  - Must score 70% or higher to move on

March 31 or April 1, 2026 – By Appointment - Interview times are assigned after testing

- Candidate Interview
  - Conducted by SkillsUSA California trainers, staff, and representatives
  - You may be asked questions about:
    - Career and Technical Education (CTE)
    - Leadership qualities
    - SkillsUSA activities you've participated in
    - Your strengths, weaknesses, and future goals
    - [Sample Questions](#)

### At the State Leadership & Skills Conference (SLSC)

During SLSC (April 9–12, 2026), candidates will:

- Attend business sessions
- Participate in “Meet the Candidates”
- Follow the official election schedule

# Campaign Policies

## Budget & Approvals

- Campaign spending limit: \$150 total
- Donated items must be included in the campaign budget.
- All materials must be approved at the Candidate Meeting on Friday at SLSC

## Allowed Campaigning

- Begins after the first delegate session at SLSC
- Online campaigning allowed: April 10 at 4 PM – April 11 at 3 PM
- Use the hashtag #SkillsUSACASateLeadershipTeamCandidate

## Not Allowed

- No campaigning before April 10 at 4 PM
- No food items, gum, bubbles, or stickers
- No power provided for display tables
- No negative comments or posts about other candidates

## Social Media Guidelines

Be:

- **Professional** – Post positive, truthful content
- **Fair** – Follow the approved campaign window
- **Respectful** – Focus on yourself, not other candidates
- **Secure** – Monitor all comments and photos
- **Responsible** – Represent SkillsUSA well
- **Accountable** – Make sure everyone helping you follows the rules

## Campaign Violations

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

## Voting

Voting for State Leadership Team members will be conducted during the delegate session at the SLSC on April 11, 2026.

## 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.

### **Contact Information for Questions**

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**Nikki Ritchie**, State Leadership Team Trainer [strainer1@skillsusaca.org](mailto:strainer1@skillsusaca.org)

**Emily Cornwell**, State Leadership Team Trainer [strainer2@skillsusaca.org](mailto:strainer2@skillsusaca.org)

# SkillsUSA California Candidate Checklist

| Upload vs Application | Form or Task to Complete:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application           | Personal Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Application           | School/Chapter Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Application           | Candidate Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Upload                | <a href="#">State Leadership Team Contract</a> - 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)</p> <p>List and describe your leadership experiences you have had prior to becoming a candidate for state office.</p> <p>(for example, chapter positions/offices held, activities, etc.)</p>                                                                                                                                                                                                                                                           |
| Upload                | <p><b>Chapter Endorsement Requirements:</b></p> <ol style="list-style-type: none"> <li>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: <ol style="list-style-type: none"> <li>a. The date and time of the meeting.</li> <li>b. The names of the attendees present.</li> <li>c. The specific motion made to endorse the candidates.</li> <li>d. The voting results (e.g., number of votes for, against, and abstentions).</li> <li>e. Confirmation of the chapter president's acknowledgment of the endorsement.</li> </ol> </li> </ol> |
| Upload                | School Verification Letter from <b>Administrator</b> <a href="#">Template</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Upload                | <p>Chapter <b>Advisor</b> Verification and Support Letter:</p> <ol style="list-style-type: none"> <li>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.</li> </ol>                                                                                                                                                                                                                                                               |
| Upload                | Unofficial transcripts from your school or college for the most recent school term                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |