

STATE OFFICER CANDIDATE APPLICATION

****IMPORTANT****

NEW State Officer Training Events & Interviews

If selected to serve as a State Officer during the Delegate Assembly Conference, all candidates will be required to attend mandatory training Thursday, December 11th - Saturday, December 13th.

New State Officers will interview with the Board of Directors in person on Saturday, December 13th, 2025.

Officers are expected to maintain a minimum of a "C" average

Election of the State Officer Team is a very important component of SkillsUSA Minnesota. Being elected as a state officer will require you to miss several days of school to attend training, public functions, and various conferences. If elected as a SkillsUSA Minnesota State Officer, I agree to serve faithfully, with dignity and distinction, my full term in office and will uphold the principles of the organization. I understand that fulfilling the obligations of a State Office will require hard work and sacrifice on my part. I further understand that as a member of the State SkillsUSA Minnesota Executive Council, I will be required to assume a role of leadership and to serve in such a manner as to bring credit, respect and recognition to the State and National Organizations.

DIRECTIONS: (1) This application must be legible, and preferred to be electronically completed.
(2) All additional document requirements must be submitted with this form.
(3) Completed applications should be submitted to the State Director, Heidi Mattson:
executive.director@mnskillsusa.org

Completed applications are due by: October 31, 2025

**Candidates must be present for the Virtual Delegate Assembly Conference
Monday, November 3, 2025**

**If selected at large to the 2025-2026 SkillsUSA Minnesota State Officer Team,
MANDATORY ATTENDANCE IS REQUIRED FOR BOTH STATE OFFICER TRAINING
SESSIONS: DECEMBER 11 - 13, 2025**

**In-person interviews with the SkillsUSA Minnesota Board of Directors
December 13, 2025**

NOTE: INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT A DEADLINE EXTENSION.

**STATE OFFICER CANDIDATE**

CANDIDATE FOR THE OFFICE OF:

☐ President☐ Secretary☐ Historian☐ Parliamentarian☐ Vice-President☐ Treasurer☐ Reporter**RANK OFFICE PREFERENCE
NEXT TO THE BOX FROM 1
(FIRST CHOICE) TO 7 (LAST
CHOICE)****DIVISION:**☐ COLLEGE/POST-SECONDARY☐ HIGH SCHOOL/SECONDARY

NAME

BIRTH DATE (MONTH/DAY/YEAR)

HOME ADDRESS

PHONE (INCLUDE AREA CODE)

CITY

ZIP

SCHOOL PHONE (INCLUDE AREA CODE)

SCHOOL

GRADE LEVEL (IN CURRENT SCHOOL YEAR)

SCHOOL ADDRESS

EMAIL ADDRESS

CITY

ZIP

GPA

ADVISOR NAME

SECTION /CLASS YOUR ENROLLED IN (AUTO, COSMETOLOGY,, ETC.)

ORGANIZATION OFFICES HELD (I.E. STUDENT COUNCIL, NATIONAL HONOR SOCIETY, ETC.)

YEARS IN OFFICE

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YEARS IN OFFICE

COMPANY

POSITION

RESPONSIBILITIES

COMPANY

POSITION

RESPONSIBILITIES



STATE OFFICER CANDIDATE

OTHER ORGANIZATION	TITLE (IE. MEMBER, ASSISTANT, ETC.)	DATES
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HONORS & AWARDS

GOALS 1-5 YEARS AFTER HIGH SCHOOL
GOALS 10 YEARS AFTER HIGH SCHOOL
WHAT ADDITIONAL TRAINING WILL HELP YOU ACHIEVE YOUR GOALS?

The above named student has demonstrated responsibility and overall good citizenship while a member of the student body. I, therefore, endorse his/her candidacy for office.	
SIGNATURE OF PRINCIPAL/DEAN/PROGRAM DIRECTOR	DATE

Attach a typed, double-spaced, 12 pt font, one (1) page essay, titled: <i>“Why I want to serve - SkillsUSA Minnesota State Officer: My Qualifications and Commitment.”</i>

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This candidate is a member in good standing of our local SkillsUSA Chapter. The information on this form is correct and valid. It is my opinion that this candidate has the ability, qualifications, and integrity necessary to do an outstanding job in the office being sought. As a State Officer Advisor, I will support this candidate during the current school year.

I fully understand that as an advisor of a State SkillsUSA Minnesota Officer I will share many of the responsibilities of the elected office. I have counseled the above candidate regarding his/her/their obligations to SkillsUSA Minnesota. The candidate has been advised that he/she/they will be called upon to. . .

- * Participate in State Leadership Training Workshops
- * Conduct local and regional training sessions
- * Preside at state conferences
- * Help plan and attend the State Skill Conference
- * Represent SkillsUSA Minnesota at the National Leadership Conference
- * Speak for SkillsUSA Minnesota at social, educational and civic events
- * Attend next year's Delegate Assembly
- * Be absent from school and work for short periods of time
- * Represent SkillsUSA Minnesota in official dress
- * Make small financial sacrifices
- * Follow all rules & regulations governing State and National SkillsUSA

SIGNATURE OF ADVISOR

DATE

Application Checklist:

- ☐ YES, I have attached a letter of Recommendation from my Advisor or Program Instructor.
- ☐ YES, I have attached a letter of Recommendation from an employer, counselor, administrator or other reference.
- ☐ YES, I have included a 1-page typed essay titled:
"Why I want to serve - SkillsUSA Minnesota State Officer: My Qualifications and Commitment."

Recommendation letters should include references to the candidate's character, leadership, enthusiasm, attitude, cooperation, ability, scholarship, skills, or any other personal characteristics and qualities that are important to a person assuming a leadership role in a state CTSO.

The State Officer Team has regular meetings for business/industry tours, educational experiences and planning for state conferences. State Officers are not permitted to miss major conferences or training events, but are able to be excused for **UP TO ONE MEETING**.

Officers are responsible for transportation to the designated meeting location. Expense reports can be submitted to the State SkillsUSA Office within two (2) weeks after the training or conference to be considered for mileage reimbursements in accordance with the approved State of Minnesota rate.

Hotel rooms, conference registration and some food costs are covered for SkillsUSA Minnesota State Officers during state run conferences.



STATE OFFICER CANDIDATE

Costs for attending National Conference varies with College & High School divisions, and State Officers will have to cover some expenses, if they are not covered by their school.

Each officer will be required to attend the following conferences and events:

Delegate Assembly Conference *	November 3, 2025	Virtual
State Officer Leadership Training	December 11-13, 2024	
State Officer, Alumni and Board Training	TBD	TBD
SkillsUSA Minnesota State Championships (MSC)	March 26-28, 2026	Wayzata High School, Wayzata, MN
SkillsUSA Championships (NLSC)***	May 30-June 6, 2026	Atlanta, GA
Membership / Kick-Off Drives ***	TBD	TBD
Fall State Leadership Conference ***	October 2026	TBD

TBD dates and locations will be decided, along with the newly elected officer team, using school district calendars, during 2025-2026.

****Indicates optional event*

If a state officer is also a competitor at NLSC, the state officer will become an Alternate Voting Delegate at NLSC.

I fully understand the responsibilities and obligations of a SkillsUSA Minnesota State Officer. If elected, I will fulfill all assignments to the best of my ability. To the best of my knowledge, all information submitted is accurate and correct.

Signature of Candidate Date

Signature of Parent/Guardian Date

Signature of SkillsUSA Advisor Date

Attendance at Officer Meetings and other events should be an "excused absence" as an educational activity. Each State Officer is responsible for securing an excused absence through his/her/their advisor and the school administration.

Questions you will need to be able to answer may include - but not limited to - the following:

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|--|--------------------------------|
| * Duties and responsibilities of State Officers | * Why join SkillsUSA? |
| * Purposes of National Organization | * Who may belong to SkillsUSA? |
| * Official colors of and their meaning | * Official Dress |
| * Meaning and use of Opening & Closing Ceremony | * Pledge and Motto |
| * Personal qualifications that make a good officer | * Brief history of SkillsUSA |
| * Components of the emblem & what they represent | * Six points of the Creed |
| * Basic parliamentary procedure | * SkillsUSA Frameworks |

Officer candidates should know the following when running for state office:

- must read candidate information and qualifications and be ready to fulfill duties if elected.
- must realize that members of the Board of Directors will review all application materials.
- will need to record a campaign speech of up to three minutes in length for the Delegate Assembly.
- will be asked to respond to oral question(s) directed to them by the present state officers.
- must be one of the top seven (7) vote getters. Specific offices will be assigned at officer training.
- team will consist of 7 students to form a combined Officer Team with representatives from both High School and Post Secondary.
- you must have appropriate official SkillsUSA dress for State Officer Training in December.
- you will have to speak in front of your peers.
- you will be part of a team. If you are late, don't show up, don't carry your own weight, you let down the entire team as well as the delegates who voted for you.
- you will be expected to present yourself professionally at all times.
- you will be representing our entire state organization at state and national functions.
- you will be required to complete monthly report forms for the state director.
- you will complete assignments designed to make you a better leader.
- you will earn points based on performance and assignment completion that will allow you to attend the national conference.

Please, make sure if you plan on running as an Officer Candidate that you are serious about your commitment to the SkillsUSA State Association.