SkillsUSA

ARKANSAS

STATE OFFICER NOMINATION PACKET

2027–2028 School Year Application

Submission Deadline: February 28, 2027 at 12:00 PM (Noon)

Submit Completed Applications To:

Keith McKnight

Keith.McKnight@ade.arkansas.gov

Incomplete or late packets will not be considered under any circumstances.

1. DETAILED SUBMISSION INSTRUCTIONS & INSTRUCTIONS PAGE

Becoming a SkillsUSA Arkansas State Officer is a serious commitment that requires immense dedication, professionalism, and passion for Career and Technical Education (CTE). The Secondary Division of Arkansas SkillsUSA elects its state officers annually during the Spring Conference for the upcoming school year. Seven (7) officer positions are available at large: **President, Vice-President, Secretary, Parliamentarian, Reporter, Treasurer, and Historian**. Final office positions are assigned following post-conference team training.

SUBMISSION PROCESS & TECHNICAL REQUIREMENTS

To ensure a fair and standardized review process, all candidates and their local advisors must strictly adhere to the following technical submission guidelines:

1. **Single Email Attachment:** All mandatory components of the State Officer Nomination Packet must be combined and compiled into **one single PDF document**. Do not send multiple detached pages or image files.
2. **Email Subject Line:** The local SkillsUSA advisor must email the completed packet from their school email address with the exact subject line: `State Officer Nomination Packet` **(last name)** .
3. **Destination:** The complete packet must be emailed to **Keith McKnight** at Keith.McKnight@ade.arkansas.gov no later than **12:00 PM (Noon) on February 28, 2027** .
4. **Signatures:** Electronic signatures are acceptable. However, copies of all original signature pages should be retained on file by the student's local chapter advisor for school compliance.
5. **Digital Photograph Requirement:** A professional digital head shot photo of the candidate dressed in **Official SkillsUSA Dress** must be attached separately or embedded clearly within the nomination form.

IMPORTANT COMPETITION RESTRICTIONS DURING SLSC

Because elected State Officers must actively perform critical leadership duties during the State Leadership and Skills Conference (SLSC), state officer candidates are restricted from competing in complex technical skills contests. Candidates may **only** compete in the following approved leadership contests, which can be completed early on competition day: Extemporaneous Speaking, Chapter Display, Medical Math, Medical Terminology, Outstanding Chapter, Pin Design, Prepared Speech, Promotional Bulletin Board, or Related Technical Math.

2. APPLICATION COMPLETION CHECKLIST

Before submitting, the candidate and local advisor must verify that every item below has been completed, signed, and organized within the single submitted PDF document. Check each box to confirm compliance. Items in Red need to be attached when this document is submmited.

VERIFIED	COMPONENT DOCUMENT	SPECIFIC REQUIREMENTS & CONTENTS
☐	**1. Requirements Checklist Form**	Verification of CTE enrollment, passing score of 90% on the Professional Development Exam, minimum 2.0 GPA, and ability to recite the SkillsUSA Pledge and opening/closing ceremony parts.
☐	**2. State Officer Nomination Form**	Completed details specifying candidate division, school, instructor, and formal endorsement certified by the Chapter/Section Advisor. Includes the required digital photo.
☐	**3. Commitment and Support Form**	Formal signatures confirming absolute alignment and support from the candidate's parent/guardian, chapter advisor, and school administrator.
☐	**4. Counselor Verification Form**	Signed verification from the school guidance counselor confirming program longevity and current GPA.
☐	**5. Academic Transcript**	A current official or unofficial school transcript attached directly behind the counselor verification form.
☐	**6. Candidate Personal Data Form**	Comprehensive contact sheets for the candidate, local advisor, school chapter, and parents/guardians.
☐	**7. Professional Resume**	A typed personal resume outlining academic achievement, CTE skills, leadership positions, and community work.
☐	**8. Three Letters of Reference**	Three distinct recommendation letters providing detailed testimonies regarding maturity, integrity, and motives: (1) School Administrator, (2) SkillsUSA Advisor, and (3) Non-School Character Reference.
☐	**9. Typed Personal Essay**	Minimum 200-word essay titled: "What Being a SkillsUSA State Officer Would Mean to Me." Must be formatted strictly in MLA Style, Times New Roman 12pt font, with 1-inch margins.
☐	**10. Integrated Code of Conduct**	Thoroughly read and signed agreement detailing behavioral, curfew, property, substance, and social media regulations.
☐	**11. State Photo & Media Release**	Signed consent form granting the Arkansas Department of Education (ADE) permissions to utilize names, videos, and photography.
☐	**12. NLSC Registration & Liability**	This form needs to be printed after the candidate is registered for the state conference. It is accessible through the conference registration website.
☐	**13. Financial Obligation Form**	Attachment A with completely initialed columns outlining specific fiscal responsibilities across all mandatory annual events.

3. CANDIDATE REQUIREMENTS & SCREENING PROCESS

PREREQUISITE CANDIDATE CRITERIA

Before undergoing the formal election and interview process, every candidate must fulfill the following technical benchmarks:

- ☐ **CTE Enrollment:** Must be currently enrolled in and have at least one full school year remaining in a Career and Technical related program pathway.
- ☐ **Professional Exam:** Must take and pass the official SkillsUSA Professional Development Exam with a minimum score of **90%** prior to deadline submission (www.arskillsusa.org/testing).
- ☐ **Academic Standing:** Maintain a minimum cumulative GPA of **2.0** in all secondary coursework.
- ☐ **Ceremonial Proficiency:** Be prepared to fluently recite the official SkillsUSA Pledge and at least one of the four opening/closing ceremonial officer parts (Vice-President, Secretary, Reporter, or Treasurer).

SCREENING AND ELECTION PROCEDURES

Once the nominal packet is received and verified by the state office, the local advisor will receive a formal candidacy confirmation notice detailing precise schedules for the mandatory screening tracks:

1. **Screening Interview (Zoom)**
Preceding the Arkansas SkillsUSA Leadership/Skills Championships, all officer candidates must meet with the formal screening committee at their explicitly designated time slot. Any candidate who fails to appear on time for their screening interview will be disqualified immediately.

2. **Delegate Session Requirements**
Approved candidates will advance to the official conference Delegate Session, executing the following protocols:

1. Candidates must report to the delegate session holding area exactly 15 minutes prior to the scheduled call. Full SkillsUSA Official Dress remains mandatory.
2. Candidates will remain in the holding area until the presiding officer calls the group in for formal introductions, returning immediately after.
3. One candidate at a time will be called to the main session floor to deliver a 2-minute campaign speech. This must be an actual prepared speech. Skits, raps, rhymes, or songs are strictly forbidden. Crucial Warning: At no time during the campaign speech should the name of the candidate's school or local chapter be mentioned. Mentioning a school name results in immediate disqualification.
4. Voting during the delegate session is conducted via secret ballot. Each registered school chapter is allowed exactly two voting delegates. Screening committee members also cast votes. The seven candidates receiving the highest vote tallies will be elected to the Arkansas State Officer Team. Results are officially announced at the opening of the State Championships Awards Program.

4. STATE OFFICER NOMINATION FORM

Please indicate candidate division and fill all informational fields below accurately.

☐ **High School Officer Candidate (Secondary)** ☐ **College / Postsecondary Officer Candidate**

Candidate Legal Name			
Current Grade Level		**CTE Instructor Name**	
Program of Study		**School / Institution Name**	

[PLACE DIGITAL PHOTO HERE]

Candidate must be in full Official SkillsUSA Dress

CHAPTER ADVISOR ENDORSEMENT & CERTIFICATION

The above-named candidate is an officially registered, dues-paid SkillsUSA member and is listed on our school's formal chapter roster on the National SkillsUSA Website. To the best of my knowledge, all information submitted within or attached to this nomination form is completely factual. I personally verify the qualification, character, leadership aptitude, and merit of this candidate and fully endorse them for state office.

☐ **I certify the advisor statements above are true and accurate.**

Chapter / Section Advisor Signature

Date

5. CANDIDATE PERSONAL DATA FORM

A. CANDIDATE CONTACT INFORMATION

Full Legal Name		**Current Grade Level**	
Home Address			
City, State, Zip		**Cell Phone Number**	
Personal Email		**Uniform Shirt Size**	

B. LOCAL CHAPTER & ADVISOR INFORMATION

SkillsUSA Advisor Name		**School Name**	
School Mailing Address			
City, State, Zip		**School Phone Number**	
Advisor Work Email			

C. PARENT / GUARDIAN CONTACT INFORMATION

Parent/Guardian Name			
Home Address			
City, State, Zip		**Primary Cell Phone**	
Guardian Email Address			

6. COUNSELOR VERIFICATION FORM

Instructions to Candidate: Please hand this form to your school guidance counselor for complete verification of academic and CTE program status. Ensure your transcript is attached immediately behind this sheet.

Candidate Full Name	_____
Official School Name	_____
Enrolled CTE Program	_____

COUNSELOR ACADEMIC VERIFICATION

Please review the candidate's school records and check the appropriate evaluation boxes below:

1. This candidate has one or more full school years left remaining in an official Career and Technical Education (CTE) pathway program:

☐ **YES** ☐ **NO**

2. This candidate possesses a current, cumulative high school or college GPA of: _____ *(Must be 2.0 or higher)*

MANDATORY TRANSCRIPT ATTACHMENT

Please attach a current official or clear copy transcript directly behind this verification document to validate academic metrics for the state office review team.

Counselor Printed Name	Counselor Official Signature	Date
_____	_____	_____

7. STATE OFFICER COMMITMENT & SUPPORT AGREEMENT

INSTITUTIONAL AND PARENTAL GUARANTEES

I explicitly understand the extensive investment of time, travel, and financial parameters associated with attaining an Arkansas SkillsUSA State Officer seat. I assure the SkillsUSA State Director that the elected officer will consistently attend all mandatory training retreats, regular meetings, and conference sessions, fully discharging the expectations of their office. I assure that if an emergency prevents attendance, the state director will receive immediate proactive notice.

Upon execution of this document, I formally acknowledge complete personal and organizational commitment to actively guide, assist, and support the candidate in satisfying all operational responsibilities throughout their tenure.

Parent / Guardian Signature	Date
Local SkillsUSA Advisor Signature	Date
School Administrator Signature	Date

CANDIDATE AFFIRMATION

I assure the Arkansas SkillsUSA Association that if I am unable to attend any required event due to an emergency, I will provide formal notification to the State Director immediately. I explicitly understand that failure to attend required events, failure to fulfill duties, or any violation of the State Officer Code of Conduct constitutes strict grounds for immediate dismissal from office and the total forfeiture of my institutional Tuition Waiver Award.

☐ **I attest that all application information is accurate, factual, and complete.**

Officer Candidate Signature	Date

8. STATE OFFICER CODE OF CONDUCT

It is the core responsibility of all SkillsUSA State Officers to conduct themselves in an exemplary, proper, and businesslike manner at all times. Officers represent their schools, families, and the State of Arkansas. The following rules must be strictly adhered to during the **2027–2028 school year**:

1. **Professionalism:** Officers must conduct themselves in a proper, businesslike manner at all times. Conduct not conducive to a business environment is strictly prohibited.
2. **Punctuality:** All officers are expected to attend and be strictly on time to all scheduled meetings, events, trainings, and general sessions.
3. **Respect:** All officers shall behave in an inherently courteous, respectful, and professional manner toward all staff, members, peers, and venue employees.
4. **Discredit Prevention:** Officers must refrain from any language and actions that might bring discredit upon themselves, their school, their families, or SkillsUSA.
5. **Atmosphere Integrity:** Actions that disrupt a professional atmosphere or cause unnecessary friction are not allowed.
6. **Associations & Safety:** Unauthorized association with non-conference individuals or participation in activities that endanger self or others is strictly prohibited.
7. **Dress Code Compliance:** At any function sponsored by or representing SkillsUSA, all officers shall strictly abide by the official specified dress code regulations.
8. **Property Preservation:** There shall be no defacing of public or private property. The individual(s) responsible must immediately pay any damages to property or hotel furnishings.
9. **Nightly Lodging:** Officers must spend each night in the specific hotel room to which they are officially assigned by the state association.
10. **Co-Ed Visitation Rules:** If male and female officers visit each other in their hotel rooms at any time, **the entry door must remain fully open**.
11. **Curfew Enforcement:** Officers will strictly abide by the established conference curfew and shall respect the rights of others by remaining completely quiet after curfew.
12. **Isolation Hazards:** Safety precautions must be exercised. Never enter hotel stairwells alone, areas that are poorly lit, or areas with light pedestrian traffic.
13. **Accountability:** Officers must keep the designated officer sponsor and/or the state staff informed of their precise whereabouts at all times.
14. **Substance and Weapon Prohibitions:** Officers shall not possess or consume alcoholic beverages, medically unnecessary narcotics, or firearms/weapons in any form, at any time, under any circumstances.
15. **Tobacco and Vaping:** The use of tobacco products, e-cigarettes, or vape pens is strictly prohibited for all officers while in any SkillsUSA attire or branding.
16. **Digital Footprint Policy:** Officers are strictly prohibited from posting inappropriate, lewd, vulgar, or offensive materials on the internet (Twitter/X, Facebook, YouTube, Instagram, TikTok, etc.). Continuous or single instances of offensive postings are explicit grounds for removal.

CONSEQUENCES OF CODE OF CONDUCT VIOLATIONS

CATEGORY A: IMMEDIATE EXPULSION & FORFEITURE

Immediate expulsion from any SkillsUSA meeting, event, or conference, along with immediate structural removal from office, will result from the following infractions:

- Possession or consumption of alcoholic beverages, illegal narcotics, or firearms/weapons of any form at any time.
- Gross violation of male and female room housing regulations.
- Gross damage to property, violation of hotel safety codes, or infractions against criminal laws.
- Internet, communications, or social media misuse.

CATEGORY B: FORMAL DISMISSAL TRACKS

State Officers may be brought before a disciplinary committee and systematically removed from office for any of the following reasons:

- Failure to perform core operational duties of their elected office.
- Failure to attend required meetings or training events without pre-approved medical validation.
- Failure to follow general rules or maintain home school administrative and disciplinary guidelines.
- Failure to meet specified state deadlines without a satisfactory explanation.

I formally agree to the comprehensive parameters of the Officer Code of Conduct and explicitly understand all procedural consequences regarding violations.

Officer Candidate Printed Name	Officer Candidate Signature	Date

9. ARKANSAS DEPARTMENT OF EDUCATION (ADE) PHOTO RELEASE

I, the undersigned, hereby agree and consent to allow the Arkansas Department of Education (ADE), and anyone formally authorized by ADE, to use the name, school district, and hometown, and to reproduce, edit, alter, or publish photographs, audio tracks, and video recordings of my child or myself, alongside our work products ("my/child's information") without any payment or further consideration.

I explicitly understand that the ADE owns the absolute copyright and all subsequent media distribution rights for any publication in which my/child's information appears, and may exclusively utilize this material in any manner, in whole or in part, including print, broadcast, digital media, or online spaces. I understand that publications containing my/child's information will become permanent property of ADE and will not be returned.

Furthermore, I, on behalf of myself, my child, and any person acting on our behalf, hereby consent and agree to fully release any and all claims, demands, or causes of action against ADE and any of its associates, employees, or agents associated with the release of my/child's information that is in the possession or control of ADE used within the normal business course of the agency.

Parent / Adult Name (Print)	_____	**Child's Full Name (Print)**	_____

_____ _____

Signature of Parent or Adult (Sign in Cursive) Date

10. CONFERENCE REGISTRATION, LIABILITY, AND MEDICAL RELEASE

Download and print the NLSC1 form from the conference registration site once the candidate has been registered for state conference. This form is found in the registration system and can be accessed by the print form button once the student is registered for confernce.

11. ATTACHMENT A – FINANCIAL OBLIGATION FORM

The following is an itemized grid detailing expected event expenses associated with becoming an Arkansas SkillsUSA State Officer for the **2027–2028 operational term**. Advisors must attend all functions alongside their officer. Arkansas SkillsUSA does not cover the cost of advisor expenses. Local schools, chapters, and families must establish clear payment designations below.

MANDATORY EVENT & DETAILS	OPERATIONAL COSTS COVERED BY STATE	EXPENSE TYPE	DESIGNATED PAYER
CTSO State Officer Team Training June 2027 Location: TBD (2.5 Days) Purpose: Leadership baseline training	Arkansas DCTE and Arkansas SkillsUSA cover all on-site registration, lodging, and meal costs.	Travel	_____
		Incidentals	_____
National Leadership & Skills Conference (NLSC) June 2027 Location: Atlanta, GA Purpose: National delegation advocacy	Arkansas SkillsUSA provides a flat stipend of approximately **$1,500.00** paid to the local school to offset room, food, and travel. *(District must refund state if officer fails to attend)*.	Travel	_____
		Incidentals	_____
Fall Leadership Conference October 2027 Location: TBD (2 Days) Purpose: Chapter officer training delivery	Arkansas SkillsUSA pays for full on-site registration fees and student conference meals.	Travel	_____
		Incidentals	_____
CTE Day at the Capitol February 2028 Location: Little Rock, AR (1 Day) Purpose: State congressional advocacy	State staff provides administrative coordination, scheduling, and materials for legislative briefings.	Travel	_____
		Incidentals	_____
State Leadership & Skills Conference (SLSC) April 2028 Location: Hot Springs, AR Purpose: Management of state championships	Arkansas SkillsUSA completely covers conference registration, meals, and hotel lodging. *(Note: Officers must arrive 1 day early for setup and remain late for cleanup)*.	Travel	_____
		Incidentals	_____

** Note: In the Payer column, specify whether the cost is covered by the Officer, Chapter, School, or District, and have the responsible party initial next to it.*

_____
Student Officer Signature / Date

_____
SkillsUSA Chapter Advisor Signature / Date

_____
Parent / Guardian Signature / Date

_____
Principal or Superintendent Signature / Date

12. POST-ELECTION OFFICER REQUIREMENTS (TENURE TASKS)

If successfully elected to the position of SkillsUSA Arkansas State Officer, you must successfully complete and document **at least two (2)** of the following promotional leadership tasks during your active tenure. In order to receive official credit, each distinct milestone must be logged, backed by portfolio proof, and signed off by your local advisor or district administrator.

SELECT MIN 2	OPERATIONAL TASK DESCRIPTION	ADVISOR / ADMIN CERTIFICATION
☐	**Civic Presentation:** Conduct a formal professional dialogue presentation to a local civic organization (Rotary Club, Kiwanis, Chamber of Commerce) about the importance of Career & Technical Education and SkillsUSA.	Signature: Date:
☐	**School Board Briefing:** Deliver an official presentation to your local school district's Board of Education explaining the societal benefits, standards, and student impacts of your CTE pathway.	Signature: Date:
☐	**Local Promotional Event:** Coordinate and execute a comprehensive promotional drive, workshop, or recruitment assembly within your school to expand local chapter membership.	Signature: Date:
☐	**State Legislative Advocacy:** Initiate direct contact with a State Congressional Member (Senator or Representative), either in-person or via formal professional dialogue, advocating for CTE support.	Signature: Date:
☐	**National Legislative Advocacy:** Initiate direct contact with a Federal National Congressional Member (U.S. Senator or U.S. Representative) via face-to-face summit or formal letters outlining CTE values.	Signature: Date:
☐	**Community Service Tenure:** Dedicate and systematically contribute a minimum of **twenty-four (24) verifiable hours** toward structured local community service projects.	Signature: Date: