



SkillsUSA

M I S S O U R I

2025-2026

State Officer Program Guide

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Foreword

The State Officer Program Guide was created to assist SkillsUSA advisors and members in preparation for state officer candidacy.

It provides an overview of the state officer program from beginning (candidacy) to end (completion of year of service). Each section of the State Officer Program Guide provides information for advisors, members, and parents in understanding the expectations of a state officer, advisor, and local chapter, and clarifies the qualifications, rules, and details of candidate events.

In addition, we have provided preparation suggestions and resources for state officer candidates.

We hope this resource will aid our stakeholders in better understanding the state officer election process, as well as give insight into the goals and objectives of the state officer program and expectations of the state officers once they are elected.

Contact Information for Questions

SkillsUSA Missouri State Director

Bri Nicholson

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During the State Leadership and Skills Conference each year, SkillsUSA Missouri delegates from across the state elect up to **seven high school** and up to **seven college/postsecondary** officers to serve as student leaders for the organization—state officers. 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 officer team leads our state conferences, including the SkillsUSA Missouri Fall Leadership Conference and the SkillsUSA Missouri State Leadership and Skills Conference. The state officer team also serves local chapters and teaches members skills from the SkillsUSA Framework to help them become career-ready.

Being a state officer is one of the personal growth and student leadership experiences within SkillsUSA. The overall programs focus on three key essential elements of the SkillsUSA Framework: Leadership, Communication, and Service Orientation.

The skills learned through the state officer program will not only help these student leaders be successful in serving the organization, but also help them throughout their lives and careers.

Section 1 — State Officer Job Description

ROLES AND RESPONSIBILITIES

Position Title: SkillsUSA Missouri State Officer

Work Location: Remote with required travel for trainings and assignments

Classification/Duration: April 12, 2025 – April 11, 2026

Weekly Hours: Three to 10 hours or more per week. This time includes training, assignments, activities, pre-work, growth plans, mentoring meetings, etc.

Reports To: SkillsUSA Missouri State Director Bri Nicholson

Application Process: Complete state officer application by March 1, 2025 and participate in the state officer election process.

ORGANIZATION BACKGROUND

SkillsUSA is a national career and technical student organization which serves middle school, high school, and college/postsecondary students who are preparing for careers in career and technical education (CTE). SkillsUSA is America's proud champion of the skilled trades. SkillsUSA's mission is to empower students to become skilled professionals, career-ready leaders, and responsible community members. We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. 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 state officer is to serve SkillsUSA at the local and state level to support our organization's mission. Being a state officer means representing more than 11,000 SkillsUSA members, as well as the principles and purposes of our organization, at all times. In this role, an officer will communicate key organizational information while also promoting CTE. As a student leader, each officer must be clear on their priorities, able to manage a variety of tasks and projects, communicate effectively, and use time and stress management strategies.

MINIMUM REQUIREMENTS:

Candidates should meet the minimum requirements outlined in the Constitution and Bylaws of SkillsUSA Missouri Association.

PREFERRED REQUIREMENTS:

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 district officer, with a willingness to continue their development.

TRAVEL REQUIREMENTS:

State officers must be available to travel for training and events throughout their year of service. Because student-teacher travel policies differ among school systems, advisors of candidates must clear with their school system the ability for students to travel with their Local Chapter Advisor or a SkillsUSA Missouri State Officer Advisor to all meetings. This may require a change in the advisor's personal automobile insurance policy or special permission given by the parents and/or school officials. State officers may be permitted to travel to/from an event with parent(s)/guardian(s), or instructors from other schools as long as both schools agree.

SkillsUSA Missouri and the Missouri Department of Elementary and Secondary Education (DESE) will not assume liability for student travel.

To reduce travel, lodging, and meal expenses, state officers are encouraged to travel in groups with other officers from schools in the same area of the state and one advisor.

While advisors are asked to accompany their students to SkillsUSA activities, we respectfully ask that during the training process, interactions with their students remain respectful. To be a successful state officer, the students must bond as a team. This is done through training where the students are growing and learning to interact with new people.

CODE OF CONDUCT

- The State Officer's behavior at all times should be such that it reflects credit to you, your school/college, your state, and SkillsUSA.
- The State Officer's conduct is the responsibility of the Local Chapter Advisor or assigned Missouri State Officer Advisor. Students shall keep their advisors informed of their activities and whereabouts at all times.
- State Officers are expected to attend all general sessions and other scheduled conference activities. Be prompt and show respect to those in the audience and on stage.
- State Officers are to report any accidents, injuries, or illnesses to their local or State Officer Advisor immediately.
- State Officers are expected to observe the designated curfew. (Curfew means that each person must be in their own room by the designated hour.)
- State Officers may not purchase, consume, or be under the influence of alcohol, nicotine, tobacco, marijuana, or illegal substances at any time. Violators will be subject to permanent expulsion from the State Officer Team.
- State Officers who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Failure to abide by the Code of Conduct may also result in a State Officer being removed from office. Parents/Guardians will be notified.
- Any long-distance phone calls, charges to the room, etc., will be the responsibility of the individual State Officer and/or parents/guardians.

- State Officers are to abide by the dress code and business attire policy at all business sessions, general sessions, competitive events, and other conference activities.
- As a SkillsUSA Missouri State Officer, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction, educational, and promotional purposes by SkillsUSA Nationals or SkillsUSA Missouri.

STATE OFFICER UNIFORMS AND DRESS CODE

State officers are expected to take the utmost pride and care in their appearance and convey the image of SkillsUSA Missouri at all times. Accordingly, officers will be expected to wear SkillsUSA attire when participating in state meetings, attending conferences, representing the state before business or other partners, and at all other times when their appearance and behavior would reflect on the state association, including traveling.

Candidates for state officer must wear SkillsUSA Official Attire during all activities required for candidacy, including State Officer Candidate Screening Day and the State Leadership & Skills Conference, unless stated otherwise. Appropriate dress shoes are required.

Inappropriate attire includes, but is not limited to, ripped or torn clothing (including jeans), tank tops, non-SkillsUSA t-shirts, mini-skirts, spandex, leggings, or athletic wear. Clothing must also fit well and not be overly baggy or tight.

When participating in SkillsUSA activities where SkillsUSA Official Attire is required, officers may not have any vulgar, morbid, or explicit tattoos visible. When not in SkillsUSA Official Attire, appropriate tattoos may be allowed. Whether or not to cover tattoos is up to the discretion of the State Director and/or State Officer Trainer(s). Officers may wear jewelry. State officers may be required to remove facial piercings if they cause glares from lights or are distracting. Whether or not facial piercings must be removed is up to the discretion of the State Director and/or State Officer Trainer(s). The decision on the acceptability of an officer's hair, makeup, or other appearance styles is up to the discretion of the State Director and/or State Officer Trainer(s).

When officers are representing SkillsUSA or wearing attire with a SkillsUSA logo, officers should look as professional and polished in appearance as possible. "Professional and polished" standards include neat, pressed clothing that fits loosely on the body, attention paid to grooming detail, and proper footwear. The Professional and Polished standards and dress codes are in place from the time the officer/candidate departs for the conference/meeting until the officer arrives home from the conclusion of the conference/meeting.

The state SkillsUSA office will provide the officer with a name badge, polo(s), and other attire deemed necessary by the State Director.

The officer's chapter must ensure that the officer has access to an appropriately sized SkillsUSA red blazer. The student will be responsible for appropriate dress shoes, dress pants, etc. as required for official dress.

The SkillsUSA Missouri officer understands the possible financial burden of purchasing shoes, dress pants, etc. If a state officer cannot purchase required items, they should contact the State Director. The State Director will arrange purchase of required items for the student.

TECHNOLOGY

Each officer and their advisor must have access to internet/email at school and at home. This is essential because important information concerning SkillsUSA may be sent out daily. It is mandatory that email be checked at least once per day with a return response within 24 hours, if applicable.

SkillsUSA Missouri may provide each state officer with an email account to conduct official business. This email account should only be used for official business.

Officers should understand that everything (pictures, comments, surveys, videos, etc.) presented on social media sites will reflect on the individual as a state officer. Even when marked "private," others will associate activities and comments on these sites with SkillsUSA. The saying that "you are judged by the company that you keep" is especially relevant to these sites.

Posts made on personal social media pages must remain professional in nature throughout the officer's term of office. Accounts will be monitored by the State Director and/or State Officer Trainer(s). If a post is deemed inappropriate or unprofessional, the officer will be asked to remove the post. After two inappropriate posts, the officer may be reprimanded or removed from office. Cyber bullying will not be tolerated and will be grounds for immediate removal of office.

State officers will often be tagged in social media posts from personal and business pages. By submitting an application, candidates, their parents, administrators, and advisors agree to have their photos posted and tagged on social media on personal and business pages.

OFFICER ASSIGNMENTS

A crucial responsibility of the state officer team is to implement the state association's program of work and coordinate/plan conference. Officers must understand the need for assignments to be submitted in a timely manner. Additionally, state officers should possess strong written and oral communication skills.

Officers must be able to write speeches, letters, and other items and proofread them thoroughly for mistakes.

Throughout the state officer's year of service they will be engaged in several assignments, including the SkillsUSA Missouri Fall Leadership Conference (EMPOWER) and the SkillsUSA Missouri State Leadership and Skills Conference.

Additional Assignments may include:

- Leverage
- SkillsUSA National Leadership & Skills Conference (NLSC)
- National Delegate program during NLSC
- Washington Leadership Training Institute
- District Officer Training Institute (SPARK)
- SkillsUSA Missouri Executive Council Meetings
- District Fall Leadership Conferences
- District Leadership and Skills Conferences
- State Officer Candidate Professional Development Conference
- Other assignments as needed

OFFICER EXPECTATIONS

State officers are **REQUIRED** to attend **ALL** mandatory conferences and meetings. Officers who cannot commit to all of the required meetings should not apply. Officers who do not attend all of the required meetings will be removed from office. One-time exceptions may be granted at the State Director's discretion. See the Training Schedule for the State Officer Team below for a list of mandatory conferences and meetings.

State officers are required to complete assignments in a timely manner. State officers who are late with assignments will not be assigned speaking parts at upcoming conferences and will lose some, if not all, of the financial benefits that come with serving as a state officer. These benefits include registration and hotel fees, meals, etc. State officers who lose eligibility for these financial benefits may be required to pay registration fees, lodging costs, and other expenses.

State officers are expected to submit their assignments in the highest level of quality possible. This requires officers to make sure all assignments are proofread carefully by another party, are started early enough to exhibit the best effort, and are submitted in the most professional style possible.

State officers are expected to exhibit the highest level of character at all times. This includes actions in school, outside of school, and online.

State officers are expected to manage their schoolwork and SkillsUSA responsibilities so that academic grades do not suffer as a result of serving as a state officer. Advanced planning must be made with teachers, parents, and administrators so that academic

responsibilities are not neglected while serving as an officer. State officers are expected to complete other duties and assignments as assigned.

TRAINING SCHEDULE FOR 2025-26 STATE OFFICER TEAM

The below calendar serves as the MINIMUM training and travel requirements for the 2025-26 SkillsUSA Missouri State Officer Team, but does not include 3-10 hours of additional time dedicated to office each week. Additional travel and/or assignments may be added at any time with advanced notice.

Task	Month	Days
State Officer Candidate Screening Day (Election Process)	March 21, 2025	1 day
State Leadership & Skills Conference (Election Process)	April 10-12, 2025	3 days
Post-Election Training	June 1-4, 2025	4 days
Leverage Conference	June 20-23, 2025	4 days
National Leadership & Skills Conference	June 23-28, 2025	6 days
Facilitation Training	August 4-5, 2025	2 days
Washington Leadership Training Institute	September 20-25, 2025	6 days
District Officer Training Institute	October, 2025	2 days
Executive Council Meeting	October 14, 2025	1 day
State Fall Leadership Conference	October 25-28, 2025	4 days
Executive Council Meeting	January 23, 2025	1 day
State Officer Candidate Screening Day	March 20, 2026	1 day
State Leadership & Skills Conference	April 7-11, 2026	5 days

CONSEQUENCES OF FAILING TO MEET EXPECTATIONS

Officers who do not meet the above expectations may face the following consequences:

- Elimination of financial benefits of serving as a state officer
- Placement on probation, meaning the officer does not receive all the benefits of being a state officer and loses speaking parts and other responsibilities at conferences
- Removal from office

FINANCIAL BENEFITS

State officers receive the following financial benefits in exchange for completing state officer assignments prior to and during conferences. State officers who fail to meet expectations may lose these benefits.

Post-Election Training Retreat:

- Lodging
- Meals

National Leadership & Skills Conference:

- Lodging for Leverage
- Registration for Leverage
- Meals for Leverage
- Registration for NLSC (unless competing)
- Lodging for NLSC (unless chapter is attending)
- Airfare

Facilitation Training

- Lodging
- Meals

Washington Leadership Training Institute:

- Registration fees
- Meals
- Lodging
- Airfare

State Fall Leadership Conference:

- Registration fees
- Lodging
- Meals

State Leadership & Skills Conference:

- Registration fees (unless competing)
- Lodging for pre-conference
- Meals for pre-conference

Executive Council Meetings (2):

- Meals

For all other activities, conferences, or events, SkillsUSA will not cover expenses, unless approved by the SkillsUSA State Director. The reimbursement and/or coverage of the

above expenses may be subject to change at the discretion of the State Director. In such instances, prior notice will be given.

Officers who are negligent in their duties and/or have been removed from office will be responsible for reimbursing SkillsUSA Missouri for expenses already incurred. The school will be invoiced for expenses and the school will be responsible for requesting reimbursement from the student.

Advisor Financial Benefits

In an effort to reduce costs, SkillsUSA may additionally cover some expenses for one advisor accompanying their officer. Should a school require more than one advisor from their school to attend required events, the school is responsible for the expenses of the second advisor. The state SkillsUSA office will invoice the school for these expenses. State officer advisors will be provided a name tag and polos. It is expected that advisors meet requested dress requirements.

Lodging will be booked at a double occupancy rate for advisors. This is at the State Director's discretion, funds permitting. Should an advisor request a single occupancy room, the school will be responsible for covering the expense of the single room. Schools with a state officer advisor who requests a single room will be invoiced after the event. Below is an approximate cost for a single room at the required events. These are estimates, and are subject to change.

Post-Election Training Retreat:

- \$328

National Leadership & Skills Conference:

- \$2,060
 - This includes 3 nights for the Leverage conference

Facilitation Training

- \$150

Washington Leadership Training Institute:

- \$1,133

State Fall Leadership Conference:

- \$540

State Leadership & Skills Conference:

- \$300

KEY PROGRAM ESSENTIAL ELEMENTS

The state officers will participate in experiences that touch on all 17 Essential Elements of the SkillsUSA Framework. However, the state officer 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

Leadership

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

Communication

- Develop and deliver effective communication about SkillsUSA and career and technical education, in written or spoken format, and targeted at a variety of stakeholder audiences.

Service Orientation

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

Section 2 — State Officer Election Process

STATE OFFICER CANDIDATE APPLICATION AND SUBMISSION

PREPARATION OF INFORMATION AND APPLICATION COMPONENTS

The state officer candidate application is available online only, but there are several items you need to prepare before starting the online application, as the application will not save unfinished work. The steps below will assist you in preparing your application.

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

Step 1

Any student who wants to be considered as a candidate for SkillsUSA Missouri State Office must

1. Complete the Officer Candidate Application and all forms by the deadline
2. Submit a professional resume by the deadline
3. Compose an essay of your Framework Story
 - a. Create your story by identifying one Essential Element from the SkillsUSA Framework that you have developed and explain how experiences in SkillsUSA and/or your CTE program have aided in your growth.
4. Complete the State Officer Candidate Exam with a minimum score of 75%
 - a. This should be a proctored exam. Proctors must be the candidate's instructor, or another faculty member at the school. The proctor can request the exam link by emailing the State Director at Bri.Nicholson@dese.mo.gov.
 - b. All students must score a minimum of 75%. This test may be retaken once if student does not pass on the first attempt.
5. Submit up to three letters by the deadline:
 - a. Verification letter from a school administrator indicating that the candidate is enrolled in a coherent series of courses or career major that prepares them for further education and/or employment and who are earning credit toward a high school diploma/certificate or its equivalent AND plans to continue in the training program at least one more year.
 - b. Chapter Advisor support letter from the Lead Chapter Advisor confirming the candidate is a registered member and will continue to be a member during the term in office, including a handwritten signature.
 - c. Local career education instructor letter of reference (if other than your chapter advisor).
6. Submit candidate headshot photo:
 - a. Head and shoulders shot (from chest up)
 - b. Portrait orientation only

- c. Shoot against a plain, one-color wall, preferably white
- d. Make sure the photo is well lit, with no shadows on the wall
- e. Wear SkillsUSA Official Attire
- f. Do not use filters of any kind
- g. Smile!

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 State Director and confirm the dues for chapter, state and national membership were submitted by the state and national deadlines for the year you are running for state office.

Step 2

Gather the following documents as early as possible in your application preparation process. You will upload and attach these documents in **PDF format** only as part of your online application.

Only ONE file is allowed per upload area on the application. Combine multiple documents into a single PDF file. Several apps are available to assist with this!

Candidate Designation

- Division
- SkillsUSA Membership
 - Have you paid chapter, state, and national membership dues for the current year?

Candidate Information

- First name and last name, as it appears on the candidate's driver's license or official government ID
- Preferred name
- Candidate's mailing address
- Date of birth
- Cell phone number
- Email
- Parent/Guardian legal name (not required for postsecondary applicants)
- Parent/Guardian phone number (not required for postsecondary applicants)
- Shirt size
- CTE Program
- Chapter/Area career center school name
- School address
- School phone number
- SkillsUSA Chapter Advisor name and email
- Activities/events participated in during candidate's SkillsUSA membership
- Allergies and/or ADA Accommodations

Attach Documents

- Signed State Officer Contract (Forms A-H)
- Professional resume
- SkillsUSA Framework Story
- Documentation of 75% or higher on exam
- School verification letter
- Local career education instructor letter of oeference (if other than your chapter advisor)
- Signed personal liability and medical release form
- Candidate headshot (head and shoulders) in SkillsUSA official attire

Read, acknowledge, and agree to the candidate campaign policies and procedures.

Once you have all the information gathered, you are ready to begin the application process at: <https://mofbla.wufoo.com/forms/2526-skillsusa-missouri-state-officer-application/>

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.

Upon successful submission, you will receive a confirmation email. You will be notified by March 7, 2025, if you are eligible to be an official candidate.

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

APPLICATION LINK: <https://mofbla.wufoo.com/forms/2526-skillsusa-missouri-state-officer-application/>

CANDIDATE PREPARATION

Below are the events held for state officer candidates. The procedures are important, and this section is devoted to assisting in preparing candidates to attend and participate fully in the state officer election process.

Recommended Resources

- *SkillsUSA Member Handbook* – a thorough understanding of all sections.
- State Officer Program Guide
- SkillsUSA Website – Mission, Vision, Values
- 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.

INSTRUCTIONS, REMINDERS, AND INFORMATION

Approved/verified state officer candidates will receive information upon their application being accepted to find instructions for events, reminders for preparation work for each event and information to assist in that preparation.

ORIENTATION MEETING

There will be an orientation meeting held on Friday, March 21, 2025, in Jefferson City, that state officer candidates **MUST** attend. During this time, the state officer candidate schedule will be reviewed, the screening process will take place and there will be time held for questions.

State Officer Screening Process:

1. Interview (worth up to 110 points)
2. Recite the SkillsUSA Pledge (worth up to 15 points)
3. Recite the SkillsUSA orbital circles part of the Opening Ceremony (worth up to 10 points)
4. Script Reading (worth up to 15 points)

The maximum number of points a candidate can earn from this screening process is 150 points.

Following the completion of this four-part screening process, a candidate's scores will be added up out of 150 possible points. Then each candidate will be ranked by score. The top 14 from each division will move on to the delegate session during the State Leadership & Skills Conference. Candidates scoring less than 80% on the interview portion may not advance.

INTERVIEWS

During the orientation meeting on March 21st candidates will participate in interviews conducted by a panel made up of the SkillsUSA Missouri State Director, a current state officer, and a selected alumnus. The interview will focus on your personal commitment to becoming a SkillsUSA state officer and will explore your experience in growth of the Essential Elements of the SkillsUSA Framework.

Candidates will be assessed using a rubric that is focused on the Essential Elements of the SkillsUSA Framework and other qualities of a leader.

CANDIDATE PROCESS

BUSINESS SESSIONS AND MEET THE CANDIDATES

During the State Leadership and Skills Conference, April 10-12, 2025, the business sessions and meet the candidates will be held. A full conference schedule, including these sessions, will be available in the Spring.

CAMPAIGN POLICIES AND PROCEDURES

Each candidate must comply with the following regulations regarding campaign materials and candidate brochure policies.

Each officer candidate can design and produce an 8.5 x 11 campaign brochure to give to the voting delegates with a maximum of 100 copies allowed. This gives the voting delegates an opportunity to see all the qualifications that they might not get a chance to review. The campaign brochure will be a maximum of one page, one- or two-sided. Color copies are allowed. The following is a non-exhaustive list of suggestions/ideas to use for your brochure:

- Picture of yourself
- Personal goals, and goals as an officer
- Vision for the organization
- Leadership experience
- Current and previous offices held
- Awards and honors
- Hobbies and interests

In addition to the campaign brochure, each candidate must provide one display board, not to exceed four feet in width and height. This will enable the candidate to display campaign type materials within the delegate meeting room so that the voting delegates will get further opportunity to see the candidate's qualifications.

Each officer candidate will be responsible for bringing their own materials to use and to secure their items to the board (tape, glue, staples, etc.). Each board will be reviewed

by the credentialing committee before allowing it to be viewed by the voting delegates. Boards must be turned in at the registration table by 1:30PM Thursday, April 10, 2025. It is important to have the name of the candidate visible somewhere on the presentation side of the board.

Remember that the voting delegates will also be looking at the creativity and effort that is put into each bulletin board. The following are a non-exhaustive list of suggestions/ideas to use in the design of the bulletin board:

- Pictures of yourself
- Awards and honors
- Resume
- Information about your CTE training program/Chapter
- Bulletin board borders
- Things you enjoy

*****No other campaign materials will be allowed*****

Candidates who utilize other campaign materials may be disqualified

VOTING

Voting for state officers will be conducted during the Delegate Session. Each candidate shall give a two-minute speech before the voting delegation. Each candidate shall respond to the same problematic oral question before the voting delegation.

Voting shall be by secret ballot and provided during the Delegate Session. Each member of the voting delegation will mark a ballot indicating their choice of up to seven state officer team members (secondary and postsecondary may vote separately). Ballots will be viewed by the SkillsUSA Missouri State Director or designee.

PROCESS OF DETERMINING NEW OFFICER TEAMS

The total from the screening will be added to the total of votes. This will determine the ranking of the candidates. Those who have the best ranking, or the top seven, will become state officers. The majority of state officers may not be from the same school at a time. In the event of a tie, the interview score will break the tie.

In the event that positions remain open on the postsecondary team, the State Director at their sole discretion can appoint secondary runner-up candidates to fill the team.

CONTACT INFORMATION FOR QUESTIONS:

SkillsUSA Missouri State Director

Bri Nicholson

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573-751-4460

Section 3 — New Officer Announcement and Post-SLSC Information

The 2025-2026 SkillsUSA Missouri State Officers will be announced during the Officer Installation Ceremony during the SkillsUSA Championships Award Ceremony on Saturday, April 12, 2025. All candidates must be present at the Installation Ceremony in official SkillsUSA attire.

In the event a state officer resigns their office prior to the National Leadership & Skills Conference, replacement of that officer shall be by the following method:

- The state officer candidate designated as the first runner-up at the state election shall be offered the position.
- If that candidate declines, then the next highest-ranking officer runner-up candidate at the state election shall be offered the position, then the next highest-ranking runner-up and so on until the position is accepted.

Newly elected officers

- attend the State Officer-Elect Orientation Meeting at the conclusion of SLSC.
- attend SkillsUSA activities during the upcoming year.
- adhere to the State Officer Contract.
- maintain enrollment in the career education program.
- maintain quarterly officer reports.
- maintain grades and behavior at school, reflective of a SkillsUSA Missouri state officer.

NOTE: Post-election meeting information will be shared at a future time.

Form A:

SkillsUSA Missouri State Officer Team Candidate Application Form

I, _____, request consideration as a candidate for the SkillsUSA Missouri 2025-26 State Officer Team. I understand that positions will be determined by the elected State Officer Team with input from the State Director and State Officer Trainer after the State Leadership Conference.

For the following, please type or print clearly:

State Officer Candidate’s Legal Name: _____

State Officer Candidate’s Nickname (If applicable): _____

Current Secondary Grade: 9th 10th 11th 12th N/A

Current Postsecondary Level: 13th 14th 15th 16th N/A

SkillsUSA Chapter Name: _____

Current School: _____

Current School Address: _____

Current School Phone: (____) _____ Current School Fax: (____) _____

Advisor’s Name: _____

Advisor’s School Phone: (____) _____ Advisor’s Cell Phone: (____) _____

Advisor’s Email Address: _____

Candidate’s Home Address: _____

Candidate’s Home Phone: (____) _____ Candidate’s Cell Phone: (____) _____

Candidate’s Email Address: _____

Parent/Guardian’s Name: _____ Cell Phone: (____) _____

Candidate’s Shirt Size: _____ Closest Airport: St. Louis Kansas City

By signing below, you agree to the following:

I agree to support this candidate and the responsibilities of his/her office. He/she/I will be available to represent SkillsUSA Missouri through personal appearances and to attend all state meetings/conferences during his/her/my tenure of office. I understand that state officers are responsible for leading other students and on occasion may be responsible for conducting leadership sessions with minimal supervision. I understand that each individual is responsible for his/her own insurance coverage. I hereby release liability from SkillsUSA Missouri, the Missouri Department of Elementary & Secondary Education, its staff, volunteers, and any designated individual or group in charge of SkillsUSA students or activities. Should it become necessary, I give permission for immediate medical treatment. I understand that due to the nature of the student office, personal communication will be necessary between the student and state staff/volunteers.

I certify that I have read, acknowledged, and agreed to all aspects of the State Officer Candidate Packet.

Signature of Parent/Guardian Printed Name Date

Signature of Chapter Advisor Printed Name Date

Signature of Career Center Director/Principal Printed Name Date

Signature of State Officer Candidate Printed Name Date

Form B:

Video/Recorded Voice/Photography Release Form

I hereby give and grant to the Missouri Department of Elementary and Secondary Education and the Office of College and Career Readiness, SkillsUSA Missouri, SkillsUSA Nationals, and the State of Missouri, its representatives, agents, volunteers, servants, and employees the absolute and unconditional right to use, publish, display, electronically distribute and/or reproduce in any manner, video/recorded voice/photographs that positively promotes the image and benefits of Career and Technical education through educational materials, trade materials and/or the Missouri Department of Elementary and Secondary Education and Office of College and Career Readiness, SkillsUSA Missouri, SkillsUSA Nationals and the State of Missouri, its representatives, agents, volunteers, servants and employees.

I hereby waive any right to inspect or approve the finished video/recorded voice/photographs or any finished materials, copy or other matter which may be used in conjunction with or the manner in which any of the same are used, reproduced, published, or displayed.

My agreement to participate or perform under camera, lighting and stated conditions is voluntary. I waive all personal claims, causes of action or damages against SkillsUSA and its employees or volunteers arising from such a performance or appearance.

I further release SkillsUSA Missouri and the Missouri Department of Elementary and Secondary Education and Office of College and Career Readiness from any liability whatsoever that may occur or be produced in the taking, reproducing, publishing, showing, or displaying of said video/recorded voice photographs, and agree that SkillsUSA Missouri and the Missouri Department of Elementary and Secondary Education shall be the owner of the photographs and all rights to them, may copyright the video/recorded voice/photographs in its own name, and may grant to others permission to use them.

I further understand that I am not to receive payment for said video/recorded voice/photographs and that these video/recorded voice/photographs will not discredit or distort my person in any way.

State Officer Candidate's Legal Name: _____

Candidate's Home Address: _____

Signature of State Officer Candidate

Printed Name

Date

Missouri State Officer Candidate Current Membership Status (Check One):

SECONDARY

POSTSECONDARY/COLLEGIATE

If the above-named person is a minor, the parent/guardian shall consent to the above authorization and release by signing below.

Signature of Parent/Guardian

Printed Name

Date

Form C:

State Officer Code of Conduct Agreement

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

- I will at all times follow the rules set forth in my school and area career center’s (if applicable) policies for behavior, attendance, and minimum grade point average for participation in activities.
- I will at all times respect all public and private property. I understand that damages to any property or furnishings in hotel rooms, private accommodations, and buildings will be paid for at my own expense.
- I will spend each night in the room of the hotel to which I am assigned.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- I will not enter any hotel room other than the one to which I am assigned. I understand that I am assigned a hotel room for the sole purpose of overnight accommodation.
- I will refrain from the use of alcoholic beverages, tobacco, and drugs, unless I have been ordered to take certain prescription drugs by a licensed physician, at which time I will always have the orders of the physician on my person.
- I will not leave the hotel to which I am assigned without the express permission of the assigned state staff person. Should I receive such permission, I will leave a written note of where I will be.
- My conduct will be exemplary at all times. I will treat all members equally. I will avoid places and actions that in any way could raise questions as to moral character or conduct. I will behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the SkillsUSA organization.
- I will forfeit my office if I quit school, become suspended, or expelled.
- I will respect all authority. I will accept state SkillsUSA assignments and follow instructions as directed by those responsible for them. I will communicate to the State Officer Trainer and SkillsUSA State Director any circumstances in which I am unable to attend the required meetings or conferences.
- I will keep the assigned Local Chapter Advisor and/or state staff person informed of my whereabouts at all times.
- I will attend all activities that I am assigned or registered to, and I will be on time.
- I will adhere to the required professional dress code at all times, including the codes for hair color, piercings, and tattoos.
- I will attend the functions required of a state officer as listed on the schedule of activities.
- I will forfeit my office if, after the beginning of the school year, I change my residence from the school where I was elected, unless I transfer to a school and enroll in another career and technical education course.
- I will attend school each day it is in session, unless I am on a SkillsUSA assignment or an approved absence based on local school district policy. I will make up all work missed in classes.
- As a SkillsUSA Missouri state officer, I must attend all meetings and activities deemed necessary by the SkillsUSA Missouri State Director.

I have read the Code of Conduct for the SkillsUSA Missouri State Officer Team and agree to abide by these rules.

Signature of State Officer Candidate	Printed Name	Date
Signature of Parent/Guardian	Printed Name	Date
Signature of Chapter Advisor	Printed Name	Date
Signature of Career Center Director/Principal	Printed Name	Date

Form D:

State Officer Internet Code of Conduct

As a SkillsUSA Missouri state officer, you are a public figure. You represent your school, SkillsUSA Missouri State Association and SkillsUSA Nationals. As you post content to personal and public web pages (for example: Facebook, Instagram, Twitter, YouTube, or other websites), please keep in mind that people you do know (including future employers or admissions officers) have the ability to review and archive your personal, yet public information that you post. These personal sites are now being used as a point of reference to your personal site. Be sure that your personal materials, including comments, photographs, video, or audio files would not embarrass you if they were viewed by a SkillsUSA staff member, business partner, or teachers.

You will be given a SkillsUSA Missouri email address for any SkillsUSA correspondences. Part of your responsibility as a state officer is to make sure that you check your email on a daily basis as many opportunities will often be offered via email.

As a state officer of SkillsUSA Missouri, you make a promise to represent SkillsUSA Missouri with the most respect. This means that during your term of office, any content you post on the World Wide Web where SkillsUSA is mentioned on the site will be reviewed by your Local Chapter Advisor, parent and/or State Officer Trainer.

As a SkillsUSA Missouri state officer, I promise that my email address used for SkillsUSA business must be reviewed by an authorized adult such as my Local Chapter Advisor, parent and/or State Officer Trainer. I understand that the websites that I use will be monitored and I may be asked to remove any material deemed inappropriate by my Local Chapter Advisor, parent, State Director and/or State Officer Trainer(s).

If I fail to do so and post inappropriate or unapproved material, I will be placed on probation as a state officer and subject to the consequences as a state officer for violating the State Officer Code of Conduct.

I have read and understand the information in this document. I agree to abide by this policy for the duration of the office I have been elected or appointed for SkillsUSA Missouri.

Signature of State Officer Candidate

Printed Name

Date

I have read and I understand the state officer Internet Code of Conduct. I agree to support the guidelines and the above-named student to the best of my ability.

Signature of Parent/Guardian

Printed Name

Date

Signature of Chapter Advisor

Printed Name

Date

Signature of Career Center Director/Principal

Printed Name

Date

Form E: Medical Liability Release Form

PLEASE TYPE OR PRINT ALL INFORMATION

State Officer Candidate's Legal Name: _____

Parent/Guardian's Legal Name: _____

Home Address: _____

Parent/Guardian/Telephone: Home _____ Cell _____

State Officer Candidate's Physician: _____ Phone: _____

Physician's Address: _____

Alternate/Emergency Contact: _____

Alternate/Emergency Contact Telephone: Home _____ Cell _____

Local Chapter Advisor: _____ School Name:

State Officer Candidate is covered by group or medical insurance: Yes No

If yes, complete the following information:

Name of Insured: _____ Insurance Company: _____

Group # _____ Policy # _____

Please completely describe any medical condition which may recur or be a factor in medical treatment:

- a. Allergies _____ e. Physical Handicap _____
- b. Convulsions _____ f. Medicine Reactions _____
- c. Blackouts _____ g. Other (Be specific) _____
- d. Heart/lung problems _____

If currently taking medication(s), please provide the following information:

Name of medication(s) _____ Physician/Phone Number _____

Name of medication(s) _____ Physician/Phone Number _____

LIABILITY RELEASE. I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during any and all SkillsUSA activities. I hereby release the SkillsUSA Nationals, the National Staff, State and Local SkillsUSA Associations, and any designated individual in charge of the SkillsUSA group or specific activity from any legal or financial responsibility with respect to my personal or my State Officer Candidate/child's participation in or contact with any known element associated with an activity including competitive events.

PARENT/GUARDIAN: Please check one of the following and sign your name.

- I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.
- I do not give permission for medical treatment until I have been contacted.

Signature of Parent/Guardian Printed Name Date

Signature of State Officer Candidate Printed Name Date

Signature of Chapter Advisor Printed Name Date

Signature of Career Center Director/Principal Printed Name Date

Form G: SkillsUSA Missouri State Officer Memorandum of Understanding Form

Please review the following items prior to submitting application. A signature is required from the state officer candidate, parent/guardian, Local Chapter Advisor, and Local School District Administrator.

EXPECTATIONS OF A SKILLSUSA MISSOURI STATE OFFICER:

1. Be committed to SkillsUSA and promote SkillsUSA’s mission, purpose, goals, and objectives in every way possible.
2. Be enrolled as a full-time student that is taking or has taken a career and technical education course or is currently enrolled in a career center, college, or university pursuing a career and technical education during his/her term of office.
3. Have an active membership status in SkillsUSA (SkillsUSA State Director verification required).
4. Attend the current year’s SkillsUSA Missouri State Leadership Conference and Skills Conference as a candidate for election and comply with all election procedures and regulations as defined in the State Officer Candidate Packet.
5. Attend all meetings and assigned activities during the term of office and accept responsibilities as requested by the SkillsUSA Missouri State Director and SkillsUSA Missouri State Officer Trainer as defined in the State Officer Candidate Packet.
6. Complete the term of office, accepting this honor as a responsibility to the local program and to SkillsUSA Missouri.
7. Know the duties and functions of the office for which he/she is selected and fulfill all responsibilities until the next State Leadership and Skills Conference.
8. Be in possession of an official SkillsUSA uniform and project a positive and professional image of SkillsUSA all times.
9. Maintain a professional image and good grooming in order to project a desirable image of the organization as defined in the State Officer Candidate Packet.
10. Represent himself/herself, his/her local school district, his/her local chapter, his/her Local Chapter Advisor, the Missouri State Officer Team, State Director, State Officer Trainer, SkillsUSA Missouri, the Office of College and Career Readiness, and SkillsUSA Nationals with the decorum required of such a position.
11. Check email at least once each day with a response sent if applicable. Answer any text messages from the SkillsUSA State Director or State Officer Trainer within a 24-hour period.
12. Complete all assignments in a timely fashion to the highest level of quality possible. State officers who are late with assignments will not be assigned speaking parts at upcoming conferences and will risk losing some, if not all, of the financial benefits that come with serving as a state officer. These benefits include registration and hotel fees, meals, etc. State officers who lose eligibility for these financial benefits may be required to pay registration fees, lodging costs, and other expenses.
13. Ensure posts made on personal social networking pages must remain professional in nature throughout the officer’s term of office. Should the State Director and/or State Officer Trainer find a post or other interaction with media inappropriate, the officer may be asked to remove the post.
14. Avoid places and actions that could raise questions regarding moral character or conduct.
15. Not purchase, consume, or be under the influence of alcohol, tobacco, vapes or e-cigarettes, marijuana, or illegal substances at any time. Violators will be subject to permanent expulsion from the State Officer Team.
16. Be able to work as a team player, avoiding any display of superiority.
17. Treat all members of the organization equally and without discrimination.
18. Be willing to spend the necessary time and travel during his/her term of office.
19. Resign office immediately if at any time commitments and expectations are not met (includes school enrollment, attendance, professional image, official attire, responsibility, and conduct).
20. Follow the Code of Conduct at all times.

I understand all of the expectations required of a SkillsUSA Missouri State Officer, and I am committed to this responsibility. I also have the support of my parent/guardian, local chapter advisor, and school district in assisting me with this responsibility.

Signature of State Officer Candidate	Printed Name	Date
Signature of Parent/Guardian	Printed Name	Date
Signature of Chapter Advisor	Printed Name	Date
Signature of Career Center Director/Principal	Printed Name	Date

Form H: Local School District/Local Chapter Advisor Memorandum of Understanding Form

EXPECTATIONS OF THE LOCAL CHAPTER ADVISOR:

1. See to it that the state officer follows his/her expectations listed on the State Officer Memorandum of Understanding Form.
2. Have access to internet/email at school and at home and check email at least two times per week with a return response, if applicable. Follow up to assure that the state officer also responds as needed.
3. Attend all scheduled activities and/or assist with travel arrangements as noted in the State Officer Packet during the state officer's term of office and accept responsibilities as requested by the SkillsUSA State Director.
4. Assist the state officer to manage his/her school work and SkillsUSA responsibilities so that academic grades do not suffer as a result of serving as a state officer.
5. Assist the state officer at school, workshops and conferences as needed.
6. Serve as the state officer's positive role model with dress, language, habits, assistance, ethics, etc.
7. Understand that there is no extra compensation to serve in this position.
8. Understand that the state officer reports to the State Officer Trainer and/or the SkillsUSA State Director during conferences and assigned events and may become the responsibility of the State Officer Trainer and/or the SkillsUSA State Director during those times. Communicate effectively with the both the State Officer Trainer and the SkillsUSA State Director as needed.

I understand all of the expectations required of a SkillsUSA Missouri State Officer and my role as his/her local chapter advisor. I am committed to this responsibility and will do my best to fulfill the expectations listed above.

Signature of Chapter Advisor

Printed Name

Date

EXPECTATIONS OF THE LOCAL SCHOOL DISTRICT:

1. Understand that the expenses of conference registration and travel and officers who are negligent in their duties and/or have been removed from office will be responsible for reimbursing SkillsUSA Missouri for expenses already incurred. The school will be invoiced for expenses and the school will be responsible for requesting reimbursement from the student.
2. Understand that SkillsUSA Missouri will not reimburse chapter advisors or schools for mileage and/or expenses resulting from having a state officer.
3. Understand that if the SkillsUSA State Officer Advisor requests a single room, the school will be invoiced for the expense of the room, and the school will be responsible for payment of the invoice.
4. Understand that SkillsUSA Missouri and DESE will not assume liability for student travel.
5. Understand that State Officers are *REQUIRED* to attend ALL mandatory conferences and meetings.
6. Chapters with state officers are expected to attend the SkillsUSA Missouri conferences with the state officers. State officers should be a part of an active SkillsUSA Chapter.

These conferences include, but are not limited to:

- a. State Fall Leadership Conference
- b. District Conferences
- c. State Leadership Conference

I understand all of the expectations required of a SkillsUSA Missouri State Officer and the role of the local chapter advisor. The school district is committed to supporting the state officer and local chapter advisor and fulfilling the expectations listed above.

Signature of Career Center Director/Principal

Printed Name

Date

I hereby agree to release SkillsUSA Missouri, SkillsUSA Inc., Missouri Department of Elementary and Secondary Education, the State of Missouri, State Technical College of Missouri and its representatives, agents, volunteers, servants, and employees from liability for any injury or death to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending any SkillsUSA Conference or event. I also waive liability for travel to and from the event.

I do voluntarily authorize my student's school or SkillsUSA Missouri and/or designees to administer and/or obtain routine or emergency diagnostic procedures and/or routine or emergency medical treatment for the named person as deemed necessary in medical judgment. Parents/guardians of participant will allow emergency medical treatment to be administered as needed.

I agree to indemnify and hold harmless/release SkillsUSA Missouri, SkillsUSA Inc., Missouri Department of Elementary and Secondary Education, the State of Missouri, and State Technical College of Missouri, its representatives, agents, volunteers, servants, and employees and designees for any and all claims, demands, actions, rights of action, and/or judgments by or on behalf of the named person arising from or on account of said procedures and/or treatment rendered in good faith and according to accepted medical standards.

Having read and understood completely the "Code of Conduct" of SkillsUSA Missouri and SkillsUSA Inc., I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing SkillsUSA.

I understand that SkillsUSA has implemented preventative health and safety measures at this conference to help reduce the spread of COVID-19. I understand SkillsUSA cannot guarantee that conference attendees will not be exposed to or infected by COVID-19. As a conference participant, I acknowledge the contagious nature of COVID-19. By attending this conference, I voluntarily assume the risk and responsibility for any possible exposure or infection.

I understand that on rare occasions, errors in scoring may happen which may result in incorrect medals being awarded. I understand and agree that the SkillsUSA Missouri State Director has the right to alter placings once awarded if such action should be deemed necessary.

SkillsUSA is not responsible or liable for any issues related to my participation in any in-person, hybrid, or virtual SkillsUSA contest including: technology issues or interruptions, malfunctions or failures; personal injury; illness; or damage to school property or individual property.

Adult supervision of student competitors is required at all times when operating power or hand tools; using cutting devices and knives; or handling sharp objects. SkillsUSA is not responsible or liable for any injuries or issues.

NOTE: All persons under legal age must have a parent or guardian sign this form (see other side). If you are age 18 or older, please indicate that on other side of this form. Otherwise, this form will be returned for a parent/guardian signature. All participants must sign this form.

CODE OF CONDUCT

This SkillsUSA Missouri conference is designed to be an educational function, and all plans are made with that objective in mind. SkillsUSA wants every participant to have an enjoyable experience with careful attention paid to both safety and comfort. All conference participants are expected to conduct themselves in a manner best representing SkillsUSA as a member of the nation's greatest career and technical education student organization.

In order that everyone may receive the maximum benefits from participation, the "Code of Conduct," and rules set by the state director and his/her designees, must be followed at all times.

PARTICIPANTS: Be sure that you understand the "Code of Conduct." Any person violating these rules may be sent home at their own expense, may cause other participants from their school, region, or state to be sent home, or may otherwise disqualify their school, district, or state from participating in SkillsUSA.

CONFERENCE ATTIRE: Conference attendees are expected to wear appropriate clothes and/or uniforms for various events, conferences, activities, and meetings.

Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. SkillsUSA is proud of its students and knows that by signing this "Code of Conduct" you are simply reaffirming your dedication to be the best possible representative of your state.

1. I will at all times respect all public and private property, including the hotel/motel in which I am housed.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not enter any hotel room other than the one to which I am assigned. I understand that I am assigned a hotel room for the sole purpose of overnight accommodation.
5. I will not leave the hotel/motel without the express permission of my advisor or state SkillsUSA director. Should I receive permission, I will leave a written notice of where I will be.
6. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will at all times have the orders of the physician on my person.
7. I will not have in my possession any firearms, dangerous weapons, explosive compound, or an object that can reasonably be considered and/or used as a weapon.
8. I will respect SkillsUSA attire and will not inhale or smoke cigarettes, e-cigarettes, a vape pen, or any other substances while wearing clothing bearing the name or logo of SkillsUSA, including at outdoor venues.
9. I will not engage 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.
10. 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.
11. I will keep my advisor or State Association Director informed of my whereabouts at all times.
12. I will, when required, wear my official identification badge.
13. I will attend and be on time for, all general sessions and activities that I am assigned to and registered for.
14. I will adhere to the dress code at all required times.
15. My conduct shall be exemplary at all times.
16. I will be respectful and professional when attending any SkillsUSA virtual conference and will share only appropriate information. I will use the chat feature for questions and comments that are relevant to the event and will not use the chat feature for posting comments that distract from the conference activities. I will use my full first name and last name as listed on my conference registration when signing on to the virtual conference.

VIOLATIONS AND PENALTIES

I agree that if, for any reason, I am in violation of any of the rules of the conference, I may be sent home at the expense of my school or myself. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being

Immediately sent home at my own expense. Any person violating these rules may be sent home at their own expense, may cause other participants or contestants from their school to be sent home, or may otherwise disqualify their chapter from participating in the future events and conferences, including the SkillsUSA Missouri Championships.

1. Violations of Items 1 through 11 of the "Code of Conduct" will be grounds for immediate removal from an elected office and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's state department of education and parents or guardians. The participant's misconduct or infraction could result in the disqualifying of his or her state delegation as well.

2. Violations of Items 12 through 14 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's state department of education and parents or guardians. Repeated violations of Items 12 through 14 may result in the participant being sent home at his/her own expense.

I agree to all conference rules of conduct and releases as stated on this form. My consent is affirmed when I complete and submit this registration form to SkillsUSA as a participant of this conference.

PHOTOGRAPHY AND SOUNDS RELEASE

By attending this conference, I hereby grant SkillsUSA Missouri, SkillsUSA Inc., Missouri Department of Elementary and Secondary Education, and the State of Missouri, its representatives, agents, volunteers, servants, and employees permission to photograph me, videotape me, or make audio recordings of my voice, separately or in combination, and also give a production company approved by the SkillsUSA Missouri and/or SkillsUSA national office permission to use the finished silent or sound pictures, and/or sound recordings as deemed necessary. I also grant SkillsUSA Missouri and national SkillsUSA offices permission to share silent or sound pictures with other organizations deemed appropriate, including but not limited to SkillsUSA Missouri, SkillsUSA Inc., Missouri Department of Elementary and Secondary Education, and the State of Missouri, its representatives, agents, volunteers, servants, and employees. I give permission to SkillsUSA to use these photos, videos, or sound recordings without seeking further permission. I understand that my name may not appear with my photo, video or sound recording when used.

Further, I relinquish to SkillsUSA Missouri, SkillsUSA Inc., Missouri Department of Elementary and Secondary Education, and the State of Missouri, its representatives, agents, volunteers, servants, and employees all rights, title, interest in, and income from the finished sound or silent motion pictures, still pictures, and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates, and prints, and further grant SkillsUSA Missouri, SkillsUSA Inc., Missouri Department of Elementary and Secondary Education, and the State of Missouri, its representatives, agents, volunteers, servants, and employees the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network, or governmental agency, or to any of their assignees, without payment or other consideration to me. My agreement to participate or perform under camera, lighting, and stated conditions is voluntary. I waive all personal claims, causes of action, or damages against SkillsUSA and its employees or volunteers arising from such a performance or appearance.

NOTE: I understand that audio or videotaping of conference speakers by conference participants is not permitted.

Read the other side of this form (or attached page). If you completely understand and agree to the conditions, please fill out the form below and sign. Please type or print clearly.

THIS FORM MUST BE FULLY COMPLETED AND PROPERLY SIGNED AND RETURNED TO THE STUDENT'S ADVISOR!

STUDENT INFORMATION			
SCHOOL		ADVISOR	
PARTICIPANTS FULL LEGAL NAME (first, middle, last)			
AGE	BIRTHDATE (month / day / year):	SHIRT SIZE:	
HOME ADDRESS			
CITY	STATE: MO	ZIP	
HOME TELEPHONE NUMBER (include area code)		EMAIL (optional)	

PARENT/GUARDIAN & MEDICAL INFORMATION			
NAME OF PARENT/GUARDIAN		FAMILY PHYSICIAN	
HOME PHONE	CELL PHONE	PHYSICIAN'S PHONE NUMBER	
HOME ADDRESS		DO YOU HAVE ANY KNOWN ALLERGIES? NO YES If YES, please list: <input type="checkbox"/> <input type="checkbox"/>	
CITY	STATE	ZIP	
WORK PHONE:	E-MAIL ADDRESS:		DO YOU HAVE A HISTORY OF ALLERGIES, HEART CONDITION, DIABETES, ASTHMA, EPILEPSY, RHEUMATIC FEVER, OR OTHER EXISTING MEDICAL CONDITIONS? NO YES If Yes, Please explain: <input type="checkbox"/> <input type="checkbox"/>
NAME OF PERSON RESPONSIBLE FOR PARTICIPANT'S MEDICAL BILLS (Guarantor):			
GUARANTOR'S RELATIONSHIP TO PARTICIPANT:		ARE YOU TAKING MEDICATION? NO YES If YES, please list what kind: <input type="checkbox"/> <input type="checkbox"/>	
INSURANCE COMPANY		DO YOU HAVE ANY PHYSICAL RESTRICTIONS? NO YES If YES, please explain: <input type="checkbox"/> <input type="checkbox"/>	
INSURANCE COMPANY'S ADDRESS			
CITY	STATE	ZIP	
INSURANCE PLAN NUMBER		WHEN DID YOU LAST HAVE A TETANUS SHOT?	
INSURANCE GROUP NUMBER		Check "yes" if participant has a disability that meets criteria specified in the Americans with Disabilities Act (ADA). Yes If checked yes, please contact your advisor with further information. <input type="checkbox"/>	
INSURANCE COMPANY PHONE NUMBER:		By signing below, I do hereby agree to abide by the Personal Liability and Medical Release, the Code of Conduct, and the Photography and Sound Release agreements in their entirety and completely release SkillsUSA Missouri, SkillsUSA Inc., Missouri Department of Elementary & Secondary Education, and the State of Missouri, its representatives, agents, volunteers, servants and employees from liability for any injury or death to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending/traveling to any SkillsUSA Conference or event. I hereby authorize the Missouri Department of Elementary and Secondary Education to publish and make publicly available information that may otherwise be considered "personal information" within the meaning of State Statute RSMo 105.1500/ Such information may include name, photographs, school name and Career and Technical Student Organization involvement on the SkillsUSA Missouri website, conference apps, or social media accounts.	
BY SIGNING BELOW, YOU ARE AGREEING TO BE RESPONSIBLE FOR PAYMENT OF ANY AND ALL MEDICAL SERVICES RENDERED.			
_____ Signature of Parent/Guardian		_____ Signature of Participant Date	
PARTICIPANTS - CHECK HERE IF YOU ARE OVER AGE 18 AND ATTEST: <input type="checkbox"/>		_____ Signature of Parent/Guardian Date	