



# STATE OFFICER PROGRAM GUIDE

## 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, as well as clarifying the qualifications, rules and details of candidate events.

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

We hope this all-encompassing resource will aid our stakeholders in better understanding the state officer election process as well as give an 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

*Mr. Kent Storm*

*State Director*

[statedirector@skillsusaiaowa.org](mailto:statedirector@skillsusaiaowa.org)



During the State Leadership and Skills Conference each year, SkillsUSA Iowa delegates from across the state elect seven high school and 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 Iowa Fall Leadership Conference and the SkillsUSA Iowa 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 the skills will also help them throughout their lives and future careers.



## **SECTION 1 — STATE OFFICER JOB DESCRIPTION**

Position Title:	SkillsUSA State Officer
Work Location:	Remote with travel opportunities for trainings and assignments
Classification/Duration:	At the Conclusion of the State Leadership & Skills Conference to the Conclusion of the next State Leadership & Skills Conference.
Weekly Hours:	Average of 5 hours per week
Reports To:	Mr. Kent Storm, State Director
Application Process:	Complete state officer application by the application deadline 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. SkillsUSA's mission is to empower its members to become world-class workers, leaders, and responsible American citizens. 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 five hundred SkillsUSA student 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 career and technical education. As a student leader, each officer must be clear on their priorities, able to manage a variety of tasks and projects, and use effective time and stress management strategies.

### **MINIMUM REQUIREMENTS:**

Candidates should meet the minimum requirements outlined in the SkillsUSA Iowa Bylaws.

### **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. After the election, the team will collaborate on availability and establish training dates and times.

### **ASSIGNMENTS**

Throughout the state officers' year of service, they will be engaged in several assignments including the SkillsUSA Iowa Fall Leadership Conference and the SkillsUSA Iowa State Leadership and Skills Conference. Additional assignments may include:

- o Complete the Career Essentials: Advanced or Adult Learner Course.
- o Participation in Leverage.
- o Participation in the Washington Leadership Training Institute.
- o Participation as a national delegate during the National Leadership and Skills Conference.

## TRAINING SCHEDULE FOR THE STATE OFFICER TEAM

The below calendar serves as the minimum training and travel requirements for the SkillsUSA Iowa State Officer Team but does not include five hours of additional time dedicated to the office each week. Additional travel and/or assignments may be added at any time with advanced notice.

Task	Month	Attendance
State Leadership & Skills Conference (State Officer Election Process)	April 2024	Required
Post-Election Training	June 2024	Required
Leverage Conference	June 2024	Optional
National Leadership & Skills Conference	June 2024	Recommended
Washington Leadership Training Institute	September 2024	Optional
State Fall Leadership Conference	October 2024	Required
SkillsUSA Week	February 2025	Required
CTE Day at the Capitol	February 2025	Required
State Leadership & Skills Conference	April 2025	Required

## FINANCIAL BENEFITS FOR THE STATE OFFICER TEAM

The below grid serves as the financial benefits for the SkillsUSA Iowa State Officer Team but does not cover all items. Additional items may be added as the state budget permits.

Event	Registration	Meals	Lodging	Lodging (Adviser)
Post-Election Training	✓	✓	✓	X
Leverage Conference	X	X	X	X
National Leadership & Skills Conference	X	One Group Meal	X	X
Washington Leadership Training Institute	X	X	X	X
State Fall Leadership Conference	✓	✓	✓	X
SkillsUSA Week	X	X	X	X
CTE Day at the Capitol	✓	✓	✓	✓
State Leadership & Skills Conference	✓	✓	✓	X

## KEY PROGRAM ESSENTIAL ELEMENTS

The state officers will participate in experiences that touch on all 17 Essential Elements within 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

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

- **Leadership** – Exhibit the four primary characteristics of high-quality leaders as defined by SkillsUSA: trust, compassion, stability and hope.
- **Communication** – Develop and deliver effective communication about SkillsUSA and career and technical education that is written or oral and targeted at a variety of stakeholder audiences.
- **Service Orientation** – Demonstrate a high level of service to meet the needs of local, district and state stakeholders.

## **SECTION 2 — BYLAWS - STATE OFFICER ELECTION PROCESS**

### **High School Division Bylaws**

#### **ARTICLE VI – MEETINGS, SECTION 2. – LOCAL CHAPTER VOTING DELEGATES**

The official business of the Association may be transacted by voting delegates representing local SkillsUSA chapters affiliated with the Association during the Annual Fall Leadership Conference. Each local SkillsUSA chapter in good standing with the Association shall be entitled to be represented by voting delegates at all official business sessions and delegate assemblies held during the Annual Fall Leadership Conference. The number of voting delegates representing each local SkillsUSA chapter during official business sessions and delegate assemblies shall be determined in accordance with the following guidelines:

Number of Members in Local Chapter	Number of Voting Delegates
0-10 members	2 voting delegates
11-20 members	3 voting delegates
21-30 members	4 voting delegates
31-40 members	5 voting delegates
41-50 members	6 voting delegates
51-60 members	7 voting delegates
61-70 members	8 voting delegates
71-80 members	9 voting delegates
81-90 members	10 voting delegates
More than 90 members	Number of voting delegates increases proportionately

The Board of Directors may modify the guidelines used to determine the number of voting delegates entitled to represent local SkillsUSA chapters during official business sessions and delegate assemblies held during the Annual Fall Leadership Conference. All voting delegates must be active members of local SkillsUSA chapters affiliated with the Association. The names of all voting delegates must be submitted to the Association prior to the Annual Fall Leadership Conference within the time and in accordance with procedures established by the Board of directors. Each voting delegate representing a local SkillsUSA chapter shall be entitled to one vote on all matters which come before all official business sessions and delegate assemblies held during the Annual Fall Leadership Conference. A majority of all registered voting delegates shall constitute a quorum for the transaction of business at any delegate assembly or business session held during the Annual Fall Leadership Conference. The act of a majority of the voting delegates present at a business session or delegate assembly at which a quorum is present shall be the act of the voting delegates and the Association, unless the act of a greater number is required by law or these Bylaws. Voting delegates must be present at business sessions and delegate assemblies to cast votes. Voting delegates may not vote by proxy.

## College / Postsecondary Division Bylaws

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## SECTION 3 — 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 April 15, 2024.

- Step 1** – Ensure the state officer candidate qualifications are met as outlined in the SkillsUSA Iowa bylaws.

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

**NOTE:** Documents to be labeled (First Initial\_Last name\_Document Title), i.e.,  
M\_Smith\_ChapterAdvisorSupportLetter.PDF

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

- School Verification Letter** – Verification letter from a school administrator indicating that: Candidates are 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.
- Chapter Advisor Support Letter** – This letter must be from the advisor of the chapter and confirm the candidate will be a member during **term in office**, including a handwritten signature.
- Step 3** – Gather the following information to complete the application:
  - Candidate Designation**
    - Chapter
    - Division
    - Paid SkillsUSA Membership for the current year
  - Candidate Information**
    - First Name, Last Name
    - Candidate's Mailing Address
    - Date of Birth
    - Cell Phone #
    - Email
    - Special Accommodations
    - CTE Program
    - School Name
    - School Address

School Phone #

Which of the following activities have you participated in during your SkillsUSA membership?

- Activate.
- Chapter Officer.
- Fall Leadership Conference (FLC).
- Washington Leadership Training Institute (WLTI).
- President's Volunteer Service Award

- Travel Information** – Name as it appears on your driver's license or official government ID
- Correspondence Contact Information** – SkillsUSA Chapter Advisor

- Step 4** – In **500 words or less**, prepare answers to the following questions. Use a word processing program to establish formatting and run spell check.

- What is your SkillsUSA Framework story?
  - 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 career and technical education program have aided in your growth.
  - Utilize Framework story creation tools [here](#).

**Read, acknowledge and agree to the State Officer Contract you will be held to, if elected.**  
**Read, acknowledge and agree to the candidate campaign policies and procedures.**

- Step 5 – State Officer Candidate Application Forms**

Download, print, complete and obtain signatures for the following documents.

- Candidate Headshot
  1. Head and shoulders shot (from chest up) – PORTRAIT (vertical) orientation only
  2. Shoot against a plain, one-color wall, preferably white
  3. Make sure photo is well lit, but try not to have any shadows on the wall, if possible
  4. Wear SkillsUSA Official Dress Attire (wear only acceptable pins on jacket)
  5. Do not use filters of any kind
  6. Smile!

Once you have all the information gathered, you are ready to begin the application process.

### **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. The application deadline is **April 15, 2024**. You will be notified by **April 20, 2024**, if you are eligible to be an official candidate.

[Application Link](https://forms.gle/xmRdL2xtrumkYAjC7) - <https://forms.gle/xmRdL2xtrumkYAjC7>

## Candidate Preparation

Below are the events held for state officer candidates. The procedures are important, and this section is devoted to assist 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 [www.skillsusa.org](http://www.skillsusa.org): 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 virtual events, reminders for preparation work for each event and information to assist in that preparation.

There will be an orientation meeting held immediately at the conclusion of the awards session. During this time, the state officer candidate schedule will be reviewed and there will be time held for questions.



## Candidate Process

### CAMPAIGN POLICIES AND PROCEDURES

Online campaigning will be allowed during the State Leadership & Skills Conference until the close of voting. Candidates should use the hashtag **#SkillsUSAStateOfficerCandidate** and via social media platforms to ensure the broadest reach for virtual campaigning.

Candidates and their representatives (chapter officers, advisors, campaign committee members, parents, delegates, members, etc.) *may NOT*:

- Disclose the candidate's intent to run for state office or campaign in any manner prior to the conference.
- Create, or use personal, chapter, state or state web pages, campaign websites, or custom/personalized electronic campaign apps for any type of campaigning.

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

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

When using social media platforms for campaigning, keep in mind candidates represent their local chapter, state and state SkillsUSA in every post, photo and comment. Use the following Social Media Guidelines to ensure a successful campaign:

- **Be Professional** – Your digital presence, whether posted by yourself or by someone on your behalf, should be truthful, positive and spotlight your best self.
- **Be Fair** – Post only during the approved dates/times; no paid advertising.
- **Be Respectful** – Make only positive campaign posts; other candidates may not be mentioned in your campaign.
- **Be Secure** – Moderate comments and photos on all platforms and approve/allow only those that are tasteful and meet the social media campaigning guidelines.
- **Be Responsible** – Use common sense and good ethics when posting; ensure campaigning is a positive representation of SkillsUSA.
- **Be Accountable** – Tell the truth about who you are and how you will serve the SkillsUSA organization as a state officer. Ensure everyone involved in your campaign follows the policies and procedures of campaigning.

### Campaign Violations

If you believe a violation of campaign policies and procedures has occurred, please report it via email to Kent Storm at [statedirector@skillsusaiowa.org](mailto:statedirector@skillsusaiowa.org). Violating campaign policies and procedures may result in disqualification.

### VOTING

Voting for state officers will be conducted via online software.

### Final Vote

The top vote recipients will be state officers. Any unopposed office must receive a majority of the possible votes.

## SECTION 4: OFFICER ANNOUNCEMENT & TRAINING

The 2024-25 SkillsUSA Iowa State Officers will be announced during the SLSC recognition ceremony.

\*Post-election training & meeting information will be shared at a future time.



# Appendix A: Student Certification (High School)

To become a state officer of SkillsUSA Iowa requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility. This agreement must be signed by all parties indicated in order for a candidate to be eligible for office.

By submitting their application, the candidate agrees To:

- Complete all Campaign guidelines outlined in the State Officer Handbook.
- Participate in all campaign activities and abide by all rules and regulations outlined in the State Officer Handbook.

IF ELECTED, the candidate agrees To:

- Perform to the best of their ability the duties of the selected office.
- Participate in all activities scheduled by the SkillsUSA Iowa Executive Director, SkillsUSA State Officer Coach or the SkillsUSA Iowa Board of Directors.
- Purchase (if needed) pieces of the uniform that are not provided by SkillsUSA Iowa.
- If you have to resign from your position anytime during your term, you will reimburse SkillsUSA Iowa for any expenses incurred throughout the year related to your position.
- Meet and adhere to deadlines set by the officer team, SkillsUSA Iowa Staff and Board of Directors.
- Attend required scheduled activities including:
  - State Officer Training (must attend entire event)
  - State Officer Meetings
  - Fall Leadership Conference
  - District Leadership Conferences (attend your district's conference and others if requested by the state officer and/or State Officer Coach)
  - State Leadership Conference (Note: State conference has preference over prom, athletics and other school activities. If you decide to attend an activity that conflicts with the state conference, you will not participate at all during the conference. You must be in attendance for all pre-conference planning beginning one (1) day prior to the official conference.)

***Please do not run for office if you are unable to completely fulfill any of the above requirements.***

State Officer Candidate Initials: \_\_\_\_\_

**The Parents/Guardians, Coaches, and Employer Agree To:**

- Permit the candidate to participate in all scheduled SkillsUSA Iowa State activities.
- Encourage the candidate to take full benefit of the leadership development experience.
- Provide transportation when necessary to events sponsored by SkillsUSA Iowa.
- Adhere to the State Officer Travel Policy

**The Advisor and School Administrator Agree To:**

- Recommend for state office only those candidates who are qualified.
- Support their State Officer Candidate(s) throughout their campaigning period and if they are elected to office, their term with the association.
- Provide a Chaperone for at least one (per officer) of the officers required events, if elected.
- Ensure the candidate's attendance at all SkillsUSA Iowa State activities, adhering to the State Officer Travel Policy.
- Follow all procedures as outlined in the State Officer Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal Signature

\_\_\_\_\_  
Date

# Appendix B: Code of Conduct

## **SKILLSUSA IOWA STATE & DISTRICT OFFICERS CODE OF CONDUCT**

1. State Officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon SkillsUSA.
2. State Officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
3. State Officers shall abide by the dress code as approved by National SkillsUSA.
4. State Officers shall abide by the rules of each conference and recognize they serve as a role model for other members.
5. State Officers shall be willing to take and follow instructions as directed by those responsible for them.
6. State Officers shall avoid places and actions, which in any way could raise questions as to moral character or conduct. This includes activities and incidents away from SkillsUSA Iowa.
7. State Officers shall treat all members equally.
8. State Officers participating in SkillsUSA assignments shall not damage or deface property. Damage to any property or furnishings in hotel rooms, private accommodations, and/or buildings will be paid for by State Officers at their own expense.
9. State Officers shall not endorse any candidates for local or state SkillsUSA office.
10. State Officers shall refrain from endorsing any product, vendor, or sponsor or entering into financial obligations on behalf of SkillsUSA Iowa or business education, without the consent of the Executive Director.
11. State Officers shall refrain from entering into romantic relationships with other State Officers or allowing personal relationships to interfere with State Officer duties while on duty at a conference.
12. State Officers shall not hold official meetings or appoint individuals or committees without the permission of SkillsUSA Iowa.
13. State Officers shall complete assignments in a timely fashion and at the highest level of quality possible.

Iowa officers who violate or ignore any of the above subject themselves to:

1. Being removed from the SkillsUSA conference and/or activity and sent home at their own expense by their local chapter Advisor in consultation, when appropriate, with the SkillsUSA Iowa board of directors president and/or the Executive Director, and/or State Officer Coach, and/or Corporate Member.
2. Have any honors or offices withdrawn.

As a State officer, I agree that I will abide by the above prescribed code of conduct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature *(If the student is under the age of 18)*

\_\_\_\_\_  
Date



# Appendix C: State Officer Discipline Policy

## **STATE & DISTRICT OFFICER DISCIPLINE POLICY**

Iowa State & District officers serve as ambassadors for the association and their conduct and deportment are critical to the success of this responsibility. The "SkillsUSA Iowa State & District Officers Code of Conduct" and the "State/District Officer Discipline Policy" were developed and approved by the SkillsUSA Iowa board of directors. Iowa Officers are governed by both.

1. Any concerns affecting officer performances should be sent to, or initiated by, the Board President or Executive Director of the association.
2. The Board President or Executive Director will inform the officer of charges and make an inquiry.
3. If the violation is of the type that can be corrected, the officer involved will be informed and the Board President or Executive Director will work with the officer in improving performance.
4. If the violation is not of the type that can not be corrected, removal procedures, to be determined by the Board President or Executive Director, will be initiated.
5. The officer may appeal the decision to the board of directors. The action of the board of directors is final.

As a State/District officer, I understand the above policy and agree to abide by the regulations set for Iowa Officers.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature *(If the student is under the age of 18)*

\_\_\_\_\_  
Date

# Appendix D: Social Media & Photo Release Agreement

## ***STATE OFFICER SOCIAL MEDIA AGREEMENT***

Social media can be a useful tool to communicate with peers, members, friends, Advisors and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, or post that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during your time in office, applying for a scholarship or new job, or other important areas of your life.

Recognizing the above:

- I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
- I will not degrade others before, during, or after conferences or competitions.
- I will post only positive things about my peers, Advisors, other members, judges and any stakeholders of SkillsUSA
- I will use social media to purposefully promote abilities, organization, community, and social values.
- I will consider “Is this the me I want you to see?” before I post anything online.
- I will ignore any negative comments about me and will not retaliate.
- If I see another officer post something potentially negative online, I will have a conversation with that person. If I do not feel comfortable doing so, I will talk to the president, or an Advisor.
- I am aware that I represent SkillsUSA Iowa, my school, my family, and my community at all times, and will do so in a positive manner

# Appendix D: Social Media & Photo Release Agreement

## **SKILLSUSA IOWA PHOTO RELEASE FORM**

I hereby consent to and authorize the use and reproduction by SkillsUSA Iowa, or anyone authorized by SkillsUSA Iowa, of any and all photographs/digital images/videotapes/recordings of (individual's) name \_\_\_\_\_ at all SkillsUSA Iowa Activities, for use by SkillsUSA Iowa, its employees, officers and agents, and the right to copyright and/or use, reuse and/or publish, republish photographic pictures, digital images, videotapes and recordings in conjunction with the students name listed above.

I also give permission for these photographs/digital images/videotapes/recordings to be used in its entirety and/or edited version as deemed necessary by SkillsUSA Iowa (to include usage of images on SkillsUSA Iowa and other Career and Technical Student Organizations websites).

Furthermore, permission is also given for the photographs/digital images/videotapes/recordings to be used by SkillsUSA Iowa at any time in the future without further clearance from me.

I understand that these photographs/digital images/videotapes/recordings may be used for marketing purposes (including websites) by SkillsUSA Iowa.

I have read the foregoing release, authorization and agreement, before signing below, and warrant that I fully understand the contents thereof.

I have read, understand and agree to the SkillsUSA Iowa Photo Release Form and the State Officer Social Media agreement form.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature *(If the student is under the age of 18)*

\_\_\_\_\_  
Date

# Appendix E: Non-Discrimination Policy

## ***Non-Discrimination Policy***

It is the policy of the SkillsUSA Iowa not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy by SkillsUSA Iowa, please contact Kent Storm, Executive Director, [kent@skillsusaiowa.org](mailto:kent@skillsusaiowa.org), 515-344-3888, the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St, Des Moines, IA 50319-0201, telephone number, 515-281-4121, FAX number: 515-242-5840, email: [icrc@iowa.gov](mailto:icrc@iowa.gov), or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, telephone number: 312-730-1560, FAX number: 312-730-1576, TDD number: 877-521-2172, email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov). Additionally, you may contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295.

I have read, understand, and agree to follow the SkillsUSA Iowa Non-Discrimination Policy:

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Student Signature

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Date

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Parent Signature *(If the student is under the age of 18)*

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Date

# Appendix F: Iowa Department of Education Photo Release

Complete the stand alone Iowa Department of Education Publication Release Form located here:

 [IDOE Publication Release Form - 6-26-2020.pdf](#)

# Appendix G: Medical Liability Release Form

Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian's Legal Name: \_\_\_\_\_

Parent/Guardian Telephone: \_\_\_\_\_

Parent/Guardian's Legal Name: \_\_\_\_\_

Parent/Guardian Telephone: \_\_\_\_\_

Alternate/Emergency Contact: \_\_\_\_\_

Alternate/Emergency Contact Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Local Chapter Advisor: \_\_\_\_\_ School Name: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Name of Insured: \_\_\_\_\_

Group # \_\_\_\_\_ Policy # \_\_\_\_\_

Location of Card \_\_\_\_\_ Insurance Phone # \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

If currently taking medication(s), please provide the name of medication(s): \_\_\_\_\_

\_\_\_\_\_

Allergies: (Medications, food, insects, latex, etc.) \_\_\_\_\_

\_\_\_\_\_

Dietary Restrictions: (Allergies, preference, religion, etc.) \_\_\_\_\_

\_\_\_\_\_

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LIABILITY RELEASE. I certify that the medical liability release information described is accurate and complete to the best of my knowledge. I understand that each individual is responsible for their own insurance coverage during any and all SkillsUSA Iowa activities. I hereby release the SkillsUSA Iowa Board of Directors, 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 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.

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Signature of Officer

Printed Name

Date

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Signature of Parent/Guardian

Printed Name

Date

---

Signature of Chapter Advisor

Printed Name

Date

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Signature of School Administrator

Printed Name

Date

# Appendix H: Officer Travel Policy

Officer's Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

With the high number of state officers and the high number of events that an officer would attend in the year, some drivers can be allowed to drive themselves to certain activities to represent SkillsUSA Iowa as a part of the duties.

For an officer to be eligible to transport themselves to an event they must:

- Be over the age of 16
- Have a current valid driver license\*
- Have current liability auto insurance on their vehicle\*

\* A copy of these items must be on file with SkillsUSA Iowa before travel.

For an officer to drive themselves, the event must be:

- An event that their chapter is not attending
- Less than an hour away from their place of residence
- Pre-approved one week in advance by SkillsUSA Iowa

Events that officers cannot drive themselves to (but not limited to):

- State Officer Training
- District Leadership and Skills Conference
- State Leadership and Skills Conference
- Any National Conference

Before every event, a transportation form must be approved by the state office at least one week prior to travel.

Section 1 - Parent/Legal Guardians, my child has permission to: **(please initial)**

Yes	No	
		My child can utilize public transit (Rideshares, Taxis, Buses, Subways, etc.) <b>with a SkillsUSA approved adult.</b>
		My child can utilize public transit (Rideshares, Taxis, Buses, Subways, etc.) <b>by themselves.</b>
		My child can drive themselves to SkillsUSA Iowa events. <small>If yes, please complete section 2.</small>
		My child can drive other student officers (that have parent/guardians' permission) in their vehicle at SkillsUSA Iowa events. <small>If yes, please complete section 3.</small>
		My child can ride with other student officers driving (that have parents/guardians' permission)
		My child can ride in a car driven by an SkillsUSA Iowa approved adult
		My child may be chaperoned by a representative of SkillsUSA Iowa in the event that a school employee or parent/guardian is unable to participate in functions required of officers as part of their official responsibilities.



My signature below indicates that I have read and understand the above SkillsUSA Iowa officer travel policy.

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Signature of Officer	Printed Name	Date
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Signature of Parent/Guardian	Printed Name	Date
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*If your child will have the option to drive themselves to SkillsUSA Iowa events, please complete the following to give them permission.*

**Section 2 - Driving themselves to events**

I/we hereby permit \_\_\_\_\_ to transport themselves in their private vehicle to locations approved by the SkillsUSA Iowa advisors. I understand that we are responsible for ensuring compliance with all state licensing and driving requirements pertaining to our child.

Insurance Policy # \_\_\_\_\_ Insurance Carrier: \_\_\_\_\_

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Signature of Parent/Guardian	Printed Name	Date
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**Section 3 - Driving other State Officers**

I/we hereby permit \_\_\_\_\_ to transport the other SkillsUSA Iowa state officers in their private vehicle to locations approved by the SkillsUSA Iowa advisors. I understand that the officers riding with my child must have their parents' written permission to ride with my child, and I further understand that we are responsible for ensuring compliance with all state licensing and driving requirements pertaining to our child.

Insurance Policy # \_\_\_\_\_ Insurance Carrier: \_\_\_\_\_

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Signature of Parent/Guardian	Printed Name	Date
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