



State Officer Commitment and Support Verification Form

If elected to a State Office for SkillsUSA North Dakota, I agree to:

- Be a registered SkillsUSA Member
- Be enrolled in a Career & Technical Education program for the duration of my officer term.
- Represent our State Association to the very best of my ability and abide by the State Officer Contract and SkillsUSA Member Code of Conduct.
- Promote the growth and development of local SkillsUSA ND Chapters.
- Learn the duties of my office.
- Demonstrate at all time, through my attitude, appearance and actions, the positive advantages of membership in SkillsUSA.
- Attend all mandatory training and planning meetings i.e.: Officer Training in June, Fall Conference, State Conference and any meetings call by the State Director.
- I assure the SkillsUSA North Dakota Association that if at any time I will be unable to attend any of the required meetings or events due to an emergency situation, I will provide notice to the State Director as soon as possible.
- I understand that failure to attend required meetings and events, failure to perform the duties of my office, or failure to adhere to the SkillsUSA ND Code of Conduct could result in my dismissal from office.
- Maintain a minimum GPA of 2.0.

Officer Candidate

Date

I understand the time, travel, and attire commitment which must be made by a state SkillsUSA officer and assure the SkillsUSA State Director that the officer will attend all required meetings, events and fulfill all duties of their office. I will assure that if the officer is unable to attend any meeting or events due to an emergency situation, the state officer will provide immediate notice to the State Director. Upon signing this form, I formally acknowledge my full commitment of the candidate and pledge my support to assist the candidate in fulfilling all requirements of their office should they be elected as an officer.

Parent/Guardian Signature

Date

School Administrator Signature

Date

Thank you for encouraging your student to step forward and seek a state officer position. The SkillsUSA ND State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative and much more. In short, it is a unique and valuable experience that we are excited to share with your students.

Along with the considerable benefits that come with being a state officer there are important responsibilities that officers take on and we need your help to ensure that students who plan to run for state office are aware of these responsibilities and, if elected, both you and they will ensure that those responsibilities are fulfilled.

As an advisor with a candidate and, if elected, a state officer the expectation is that you will:

- Travel with (or make travel arrangements) and chaperone (or make chaperone arrangements for) State Officers during required functions i.e.: State Conference, Fall Conference and any meetings arranged by the State Director.
- Make a personal commitment to cooperate with the State Advisor to ensure that your state officer fulfills all of their state officer responsibilities.
- Serve as an ongoing mentor to your state officer.
- Assist with the ongoing training of all officers.
- Check regularly to ensure your officer is maintaining the required GPA and report any failure to do so to State Advisor.

By signing this form you are making a commitment to your candidate/state officer and SkillsUSA North Dakota. Training and directing our state officers is a team effort and it is essential that the officer's advisor is a part of that team.

Chapter Advisor

Date



Counselor Verification Form

Candidate's Name: _____

Name of School & Chapter: _____

Program of Study: _____

Does this candidate have one or more years left in a Career & Technical Education program:

☐ Yes ☐ No

Does this candidate have a GPA of 2.0 or above:

☐ Yes ☐ No

Counselor Name (Print)

Counselor Signature

Date

Hotel and meal expenses will be covered for the officer for required events which include June Leadership Training, Fall Conference, State Conference and any meetings/trainings coordinated by the State Director. Meals to and from these events will not be covered.

Fall Conference – Night before dinner, Breakfast and Lunch are covered day of conference. Hotel is covered for first night.

June Leadership Training – All hotel, meals and some snacks will be provided during this training.

National Conference - Is not a required event. If officers choose to attend it will be at their own expense. If they have not won their state competition, they will be allowed to attend as voting delegation representing North Dakota. Travel, hotel, meals and observer registration fees during National Conference will be at their own expense. If Officers are interested in attending Leverage Training prior to the National Conference, the cost of hotel, registration and meals during the training will be covered at the rate of 50%. The Officer's Advisor must agree to chaperone the Officer for the entire duration of the training and conference. The State Office requires written approval and confirmation of the school's acceptance to cover all costs not covered by SkillsUSA ND prior to any arrangements being made.

Official Dress – SkillsUSA North Dakota will provide a State Officer with 1 Red Blazer, a Polo shirt and/or pull over, and name tag. White shirt, black pants/Skirt, socks, belt and shoes will be the responsibility of the state officer.

State Conference – Meals will be provided during the conference; however, if the officer chooses to go with other members from their school, those meals will be at their own expense. Hotel is covered for Saturday, Sunday and Monday nights.

Advisor Expenses – When with a state officer, the advisor lodging and meals will be provided. When traveling with your entire chapter, expenses will not be covered by SkillsUSA ND. Contact your local administration to verify their policy.



2026-2027 State Officer CALENDAR OF EVENTS

June

- 1-5 National Skills and Leadership Conference – Atlanta, GA
- 8-11 CTSO Officer Training * - Bismarck, ND

September

- TBD Washington Leadership Training Institute – Washington, DC

October

- End of month Mid-America Leadership Conference – Omaha, NE

November

- Mid Fall Leadership Conference * - Bismarck, ND

January – February (Not confirmed)

- 31-1 Mid-Winter Meeting & CTE in Memorial Hall – Bismarck, ND

April

- 17-20 SkillsUSA ND State Leadership & Skills Conference* - Wahpeton, ND

Virtual Meetings (through Teams)*

August, September, October, November, January, February, March

Virtual Committee Meetings as needed with Director*

July, August, September, November, January

*Meeting dates/Events that are required of State Officers.



Tracy Becker

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