

SkillsUSA Arizona Regional Officer Information Packet 2020-2021

Congratulations! You are taking an opportunity to further your leadership skills by applying to be a Regional Officer! Please read the information in the packet carefully and share with your advisor and parents.

What is a Regional Officer?

A Regional Officer works with the State Regional President and the Regional Coordinator to ensure that regional conferences run smoothly and efficiently. Responsibilities will include working with a team of students from schools in their region and completing additional tasks from the State Director. The majority of a Regional Officer's work takes place between October and February.

Eligibility Requirements

- Must be enrolled in an ADE approved, SkillsUSA CTE program in the region they represent
- Must be on track to graduate and have grades in good standing

Important Dates

- Application Window: September 15 - 25, 2020
*Note: Please make sure your application is complete. If it is not complete, it will not be considered a valid application and you will not be a candidate.
- Application Screening: September 26 - October 1, 2020
You do not have to do anything during the screening process.
- Announcement of Candidates: October 2, 2020
- Candidate Informational Meeting: October 2, 2020: 3:00pm
 - ✓ This meeting is **mandatory** for candidates and optional for their advisors (but highly recommended)
 - ✓ You may not announce your candidacy until after this meeting
 - ✓ This meeting will give you information on how the virtual election will be run
- Voting Window: October 5-8, 2020
 - ✓ Voting will be done virtually
 - ✓ You may campaign during the voting window through social media
- Announcement of Regional Officers: October 9, 2020

- Regional Officer Training: October 10, 2020: 9am - 3pm
 - ✓ Regional Officer Training is **mandatory**. You should plan now to be available whether you become a regional officer or not.
 - ✓ If you do not attend Regional Officer Training, you will lose your officer position.
 - ✓ Regional Officer Training will be virtual.
 - ✓ Regional Officer Training will cost \$30.00 and will include a Regional Officer polo. You will need to discuss this cost with your advisor, CTE Director, and/or parent.
- Regional Officer Meetings: During training, you will be given a schedule of future meetings from your Regional Coordinator. You are responsible for attending all meetings and completing assigned tasks.
- Regional Conferences: You are expected to be at your Regional Conference. We do not know at this time what exactly Regional Conferences will be like, and we are looking at all possibilities, from live, to hybrid, to virtual. Please be assured that whatever is decided will follow CDC guidelines, your school policies, and will prioritize health and safety.
 - ✓ Region 1: February 26, 2021
 - ✓ Region 2: To Be Determined
 - ✓ Region 3: February 27, 2021
 - ✓ Region 4: February 12, 2021
 - ✓ Region 5: February 19 and 20, 2021
 - ✓ Region 6: February 13, 2021

Uploading the Signature Page Options:

1. You may print the signature page, have you and your parents sign it, and then scan it back to your computer, save and upload.
 - a. If you do not have a scanner available, utilize a scanning app on your smart phone (such as Genius Scan) to scan and export your signature page as a pdf.
2. You may convert the signature page into a fillable document if you have the appropriate software and upload it as a filled PDF.