

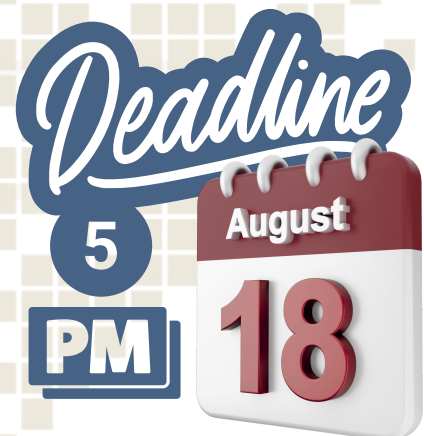
2026-2027



REGIONAL OFFICER GUIDE

THE REGIONAL OFFICER PROGRAM GUIDE WAS CREATED TO ASSIST SKILLSUSA ARIZONA ADVISORS AND MEMBERS IN PREPARATION FOR REGIONAL OFFICER CANDIDACY.

THIS IS AN OVERVIEW OF THE REGIONAL OFFICER PROGRAM EXPECTATIONS AND QUALIFICATIONS FROM BEGINNING (CANDIDACY) TO END (COMPLETION OF YEAR OF SERVICE).



WWW.SKILLSUSAAZ.ORG
UPDATED JULY 2026

OVERVIEW OF THE TIMELINE

This is a brief timeline, you must read this document in it's entirety and understand the requirements of the regional officer position.

START OF SCHOOL	READ THIS ENTIRE DOCUMENT & DOUBLE CHECK THAT YOU HAVE MET THE MINIMUM REQUIREMENTS AND GATHER YOUR DOCUMENTS
AUG. 18, 2026 5PM	SUBMIT YOUR APPLICATION
AUG. 19, 2026 5PM	MANDATORY VIRTUAL MEETING
AUG. 20-25, 2026	INTERVIEWS SCHEDULED BETWEEN AUG. 20-25, 2026, BY REGIONAL COORDINATORS
AUG. 26, 2026	SUBMIT YOUR SPEECH
AUG. 27-31, 2026	CAMPAIGN AND ELECTION WINDOW
SEPT. 1, 2026	ELECTED OFFICERS WILL BE EMAILED AND ANNOUNCED ON SOCIAL MEDIA
SEPT. 14, 2026	ATTEND REGIONAL OFFICER TRAINING AT THE PHOENIX CONVENTION CENTER

Deadline

NOTE:

All regions will use the same process this year.

SKILLSUSA BACKGROUND

MISSION

SkillsUSA is the #1 workforce development organization for students. We empower students to become skilled professionals, career-ready leaders and responsible community members.

VISION

SkillsUSA's vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

VALUES

The success of SkillsUSA's mission depends on the commitment of our staff and stakeholders to the following values: Integrity, Respect, Responsibility, Community, and Service.



REGIONAL OFFICER DESCRIPTION & ROLE

Position Title: SkillsUSA Arizona Regional Officer

Work Location: Remote with travel opportunities for trainings and assignments

Duration: September 2026 - April 21, 2027

Monthly Hours: Five hours or more per month. This time includes trainings, assignments, activities, pre work, growth plans, mentoring meetings, etc.

Reports To: SkillsUSA Arizona Regional Coordinator and the SkillsUSA Arizona State Director

Application Process: Complete regional officer application by August 18, 2026, and participate in the regional officer election process

The primary role of a SkillsUSA Arizona Regional Officer is to serve at both the regional and state levels in support of the organization's mission, representing over 17,800 student members and upholding its principles at all times.

Officers communicate key organizational information and promote career and technical education while demonstrating strong leadership, time management, and the ability to balance multiple responsibilities.

This program challenges officers to step outside their comfort zones, embrace continuous improvement, and seek honest feedback. Officers are trained in advanced communication and facilitation skills, which they apply in their work.

Successful regional officers collaborate effectively, remain open to growth, and provide genuine support to their team.

MINIMUM REQUIREMENTS

Regional officers must understand the value of their current work and its future impact. Officers may have meetings or presentations with business and industry, government officials and educational leaders, all of which help shape the image and future of SkillsUSA Arizona and career and technical education.

MINIMUM REQUIREMENTS:

Candidates should meet the minimum requirements outlined below:

- Active membership status (or membership in progress) at time of election and through the completion of term in office. If membership is not completed on or before October 1, 2026, the position is forfeited.
- Endorsement of the chapter representing during term in office.
- Been selected by their chapter as a regional officer candidate.
- Adhered to all regional officer candidate requirements found in the Regional Officer Program Guide.
- Be in good standing at your school and on track to graduate.

PREFERRED REQUIREMENTS:

The position requires strong SkillsUSA and CTE experience. Participation in the following programs is beneficial: Elevate, Washington Leadership Training Institute (WLTI), Fall Leadership Conference (FLC), Camp Champion, and/or held a chapter officer position.

TRAVEL REQUIREMENTS:

Regional officers must be available to travel for training and events throughout their year of service. Please see the “Training Schedule for the 2026-2027 SkillsUSA Arizona Regional Officer Teams” on the next page.

ASSIGNMENTS:

Throughout the regional officers’ year of service, they will be engaged in several assignments including helping with our state conferences: Regional Leadership & Skills Conference (RLSC). A major additional task will be to conduct local chapter visits within their region. Regional Officers must attend Regional Officer Training and subsequent Chapter Visit Trainings to certify their qualifications to conduct a Chapter Visit.

ADDITIONAL ASSIGNMENTS:

Selection of a regional officer for a particular assignment is based on many factors: the necessary skill set, past performance, recent opportunities, training program, future career goals, geographic location and budget constraints. All factors are considered before an officer is offered an opportunity.

2026-2027 TRAINING SCHEDULE

The calendar serves as the minimum training and travel requirements for the 2026-2027 SkillsUSA Arizona Regional Officer Teams.

It does not include the five estimated hours of additional time dedicated to office each month.

Additional travel and/or assignments may be added at any time with advance notice.

EVENT	DATE	LOCATION
Regional Officer Virtual Orientation (mandatory)	Aug. 19, 2026	Virtual
Regional Officer Training (mandatory)	Sept. 14, 2026	Phoenix Convention Center / West Building, Phoenix, AZ
Chapter Visit Training	Sept. 14, 2026	Phoenix Convention Center / West Building, Phoenix, AZ
Regional Leadership and Skills Conference (mandatory)	January - February	Required to attend your Region's conference
State Leadership and Skills Conference (optional)	April 20-21, 2027	Phoenix Convention Center / South Building, Phoenix, AZ

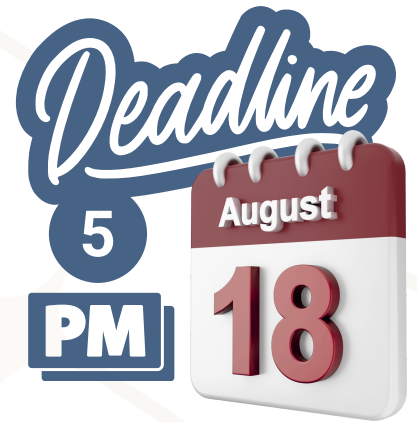
ALL events are MANDATORY for all regional officers to attend in-person UNLESS noted as Optional.

A support letter from a student's advisor is required to ensure that officers will engage in all experiences at a high-level.

ELECTION PROCESS

The application is only available online.
Prepare all documents and information ahead of time, the application will not allow you to save and come back later.

The steps below will assist you in your application preparation.
Application is due August 18, 2026 at 5pm.



1

ENSURE THE REGIONAL OFFICER CANDIDATE QUALIFICATIONS ARE MET.

Please see the "Minimum Requirements" on Page 4.

Completion of membership is preferred prior to Regional Officer Elections, but if the chapter advisor is in process of completing membership, it must be finished prior to October 1, 2026, or the position will be forfeited.

3

COMPLETE YOUR APPLICATION

Once you begin the application you cannot save, you must complete the application.

Once you submit, you will receive a confirmation email.

START MY APPLICATION

2

REQUEST AND GATHER ALL DOCUMENTS

ALL documents **MUST** be saved as **PDF**.

ALL documents **MUST** use this **file naming convention**.

FirstInitial.LastName.NameOfFile.pdf

EXAMPLE:

A.Goodwin.ChapterAdvisorSupportLetter.pdf

REQUIRED DOCUMENTS:

1. Chapter Advisor Support Letter

- a. Must be from your current chapter advisor. The advisor must confirm:
 - i. the candidate will be a member during their term in office;
 - ii. full support the candidate during their term in office.

2. Resume

- a. Current resume that demonstrates any job, skills and SkillsUSA Arizona attendance and accomplishments

3. Unofficial Transcripts

- a. Request from your school's registrar, or downloaded off of your school's software. Screenshots will not be accepted.

ELECTION PROCESS

Once applications are submitted. These are the next steps in the process.

1 MANDATORY MEETING

Attend the virtual mandatory meeting on August. 19th at 5pm.

The virtual link will be emailed to applicants.

2 CANDIDATE INTERVIEW

Virtual interviews with regional officer candidates may be scheduled between August 20-25, 2026.

More information will be provided on August 19 to those who have advanced to this stage. Interviews will last no longer than 15 minutes and will be typical of an entry-level industry job interview.

All regions will use this process.

4 CAMPAIGN ON SOCIAL MEDIA

ALL REGIONS: Campaign from Aug. 27-31

Once the candidate is approved, they may post their approved speech on their own social media and other videos, graphics and photos that promote themselves during the campaign window. Any posting outside of these dates is a campaign violation and will disqualify the candidate.

If you believe there is a violation of campaign policies and procedures has occurred, please report it via email to andrea.yanceygoodwin@azed.gov. Violating campaign policies and procedures may result in disqualification.

THINGS TO CONSIDER FOR YOUR SPEECH:

- Introduce Yourself, School, and CTE Program
- Why Are You Running for Regional Office?
- What Are Your Strengths?

Creativity is Great, but you also need Members to Hear your Message...be careful to balance the two!

3 WRITE AND RECORD YOUR SPEECH

Record a two-minute campaign speech.

Speeches for all regions must be submitted by August 26.

Speeches should be filmed in one continuous take, with no cuts or other editing of any kind.
Speeches should be filmed in front of a plain, non-descript background.

Candidates should be dressed in SkillsUSA Official Attire or business professional attire.

Speeches will be published through the SkillsUSA Arizona social media account and each region.

Speeches that do not follow this guideline WILL NOT be published.

5 ELECTIONS

Election window Aug. 27-31

Each Advisor will be emailed 2 voter codes. Teacher emails will be pulled from the membership portal. (Starting Aug. 1, teachers please add yourself to the database if you do not already have an account.)

Election results will be posted on social media, emailed to teachers and candidates.

OTHER QUESTIONS?



REGIONAL COORDINATORS:

REGION 1: LORIE HONEYCUTT
REGION 2: BHAWNA VERMA
REGION 3: VACANT
REGION 4: SHAUN ROSE
REGION 5: AMY MORRISON
REGION 6: ANDREA BARALLARDOS
REGION 7: SAMUEL ROMINE
REGION 8: JON YAZZIE

ARIZONA STATE DIRECTOR
andrea.yanceygoodwin@azed.gov

www.SkillsUSAAZ.org
www.SkillsUSAAZ.org/regions