



Policies and Procedures Manual

Purpose:

The purpose of the SkillsUSA Colorado policies and procedures manual is to ensure our state association has structure and that we deliver a high-level of service to our membership.

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State Association Policies & Procedures

Accommodations

Americans With Disabilities Act - reasonable accommodation will be provided upon request for persons with disabilities. Please notify the SkillsUSA Colorado State Office during the registration process.

Drug, Alcohol & Tobacco Policy

- SkillsUSA Colorado’s policy prohibiting alcohol use, smoking and the illegal manufacture, distribution, dispensation, possession or use of alcohol and illicit drugs is designed to promote both the health and safety of all members at all sanctioned events. Should any member or Advisor be found in violation of this policy, their school district may be notified of the infraction. If the incident is in violation of Colorado or Federal law, appropriate legal action may occur.

Award Policies

The following options are available to individuals and/or chapters involved with SkillsUSA Colorado.

- **Advisor of the year:** Recognizes chapter advisors that have provided outstanding support of local, district, state and national levels of SkillsUSA. Winner from each division will be announced at the opening session of the SkillsUSA Colorado State Leadership and Skills Conference.
 - High School
 - Post-Secondary
- **Competitive Events:**
 - Judges are not obligated to award first, second or third place winners if, in their opinion, the performances are below acceptable standards.
 - Acceptable standard score for the Colorado is 70%.
- **National Programs:**
 - Chapter Excellence Program
 - Completion of level one HIGHLY RECOMMENDED by November
 - Completion of level two submission due to state office by published date

Award Recognition Policy

Award	Recognition
Advisor of the Year	Plaque to winner of each division
Scholarships	Certificate to all winners
State Competitions	Medals for 1 st , 2 nd and 3 rd place winners
State Competition: Pin Design	Medal for 1 st , 2 nd and 3 rd place winners – 1 pin for 1 st place winner in each division
State Competition: T-shirt Design	Medal for 1 st , 2 nd and 3 rd place winners – 1 T-shirt for 1 st place winner in each division

Advisory Board

Meetings

The Board holds at least four meetings every year, usually in October, January, April (SLSC), and July (CACTE). Attendance of meetings may be virtual.

Nominating Procedures

The following process will be followed yearly (in March) for any open SkillsUSA Colorado district seat on the Advisory Board:

- State Director will send a call for nominations from advisors in the district
- Nominations shall be open for at least one week
- After receiving nominations, the State Director will send out the ballot for electronic voting, only to the local advisors of the district
- The ballot shall be open for at least one week for voting purposes
- After the ballot closes, the State Director will notify the winner and communicate to the advisors in the district and the Board the newly selected member
- The process shall be completed by the end of May

A minimum of three Business and Industry representatives will hold a seat on the Advisory Board. Seats will be filled at the discretion of the SkillsUSA Colorado State Director.

SkillsUSA state officer team will elect State Officer representative by majority vote each year in May.

Officers

There will be one officer as part of the Advisory Board

- Chair
 - The chairperson will be elected by board members once a year in July

Pledge of Conduct

The following Pledge of Conduct is for Board members, adapted from the ACTE Board of Directors Pledge of Conduct:

Whereas, I have been selected to serve on the SkillsUSA Colorado Advisory Board and being fully aware of the high honor bestowed upon me, I pledge to do my utmost to adhere to the guidelines established for effective Boards.

I understand that:

- Membership on the Board is a right bestowed by my colleagues and the Colorado State Director to allow me to serve them, the members and our mission. I pledge to fulfill that role.
- I have a fiduciary responsibility to the membership to oversee the finances of SkillsUSA Colorado. I pledge to read and understand the organization's financial reports and obtain any information I need to fulfill this obligation.
- The most important principle of leadership is to set the example. I pledge to always be an example of dedication, ethical behavior and fiscal responsibility and to be an enthusiastic cheerleader and booster of the organization.
- There might be issues discussed at board meetings that could damage people or the organization if discussed outside the boardroom. I pledge to maintain confidentiality of such items.
- The members are the owners of the organization and have a right to know how their organization is operating. I pledge to support operating in as open and transparent a manner as is possible, while keeping in mind that some issues must be confidential.
- I have a responsibility to fully and fairly share my opinion at board meetings, but that I also have a responsibility to support board decisions outside the boardroom. I pledge to welcome diverse points of view, that I will feel free to disagree without being disagreeable, that I will not personalize disagreement and that I will discuss issues, not personalities.

- I have a responsibility to read and understand the bylaws, policies, financial reports, committee reports and other documents pertaining to the operations of SkillsUSA Colorado and that I pledge to devote the time necessary to stay current and to participate in board meetings.
- I have a responsibility to avoid both the appearance and the actuality of any conflict of interest and I pledge to apprise the board of any potential areas of conflicts that I might have and to recuse myself from voting where a conflict exists.
- It is the board's collective responsibility to set the strategic direction for SkillsUSA Colorado. I pledge to devote myself to helping the board fulfill its strategic responsibilities. I further understand that my authority as a member of the board is only in the board room and I have no management authority or responsibility for the organization outside of my participation in board decisions.
- I pledge I will work to leave the organization better, stronger and more fiscally sound than I found it at the start of my board service.

Voting Policy

A quorum necessary to conduct business at meetings called by the Advisory Board of SkillsUSA Colorado shall be a majority of Advisory Board members counting only those which are currently filled.

Chaperone and Supervision Policy

- When attending SkillsUSA Colorado conferences and events, Advisors are expected to provide adequate supervision for his/her members. All chaperones must follow the SkillsUSA Colorado dress code and code of conduct as outlined in this manual. Chaperones are expected to attend all workshops or meetings with the members and Advisors.
- SkillsUSA Colorado chapters must follow the following chaperone policy:
 - 1 district/school approved adult for every 12 members at state events
 - 1 district/school approved adult for every 5 members at national events
- Chaperones must be a school approved adult. In the event that the school district has a different chaperone policy than the one outlined above, the district's policy should be followed.
- SkillsUSA Colorado recommends having a chaperone of each gender for overnight events where both genders attend from the school.
- At each SkillsUSA Colorado conference, an Advisor, school official or school approved adult, must accompany the students. If there is no such person available, the chapter will not be permitted to attend the conference.
- Under no circumstances should an Advisor leave the conference site without a school approved adult supervising their students.
- In some instances, a student may be traveling with another chapter to an event. The chaperoning chapter must accept full responsibility for the student and their actions. All permissions and liabilities must be arranged between the two chapters

Child Abuse & Neglect – Mandatory Reporters

All states have statues identifying persons who are required to report suspected child maltreatment to an appropriate agency, such as child protective services, a law enforcement agency, or a state's toll-free child abuse reporting hotline. Colorado's laws are listed below:

Colorado Professionals Required to Report

Rev. Stat. § 19-3-304

Persons required to report include:

- Physicians, surgeons, physicians in training, child health associates, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, hospital personnel, dental hygienists, physical therapists, pharmacists, or registered dieticians
- Public or private school officials or employees
- Social workers, Christian Science practitioners, mental health professionals, psychologists, professional counselors, and marriage and family therapists
- Veterinarians, peace officers, firefighters, or victim's advocates

- Commercial film and photographic print processors
- Counselors, marriage and family therapists, or psychotherapists
- Clergy members, including priests; rabbis; duly ordained, commissioned, or licensed ministers of a church; members of religious orders; or recognized leaders of any religious bodies
- Workers in the State Department of Human Services
- Juvenile parole and probation officers
- Child and family investigators
- Officers and agents of the State Bureau of Animal Protection and animal control officers
- The child protection ombudsman
- Educators providing services through a Federal special supplemental nutrition program for women, infants, and children, as provided for in 42 U.S.C. § 1786
- Directors, coaches, assistant coaches, or athletic program personnel employed by private sports organizations or programs
- Persons registered as psychologist candidates, marriage and family therapist candidates or licensed professional counselor candidates
- Emergency medical service providers

Reporting by Other Persons

Rev. Stat. § 19-3-304

Any other person may report known or suspected child abuse or neglect.

Institutional Responsibility to Report

This issue is not addressed in the statutes reviewed.

Standards for Making a Report

Rev. Stat. § 19-3-304

A report is required when:

- A mandated reporter has reasonable cause to know or suspect child abuse or neglect.
- A reporter has observed a child being subjected to circumstances or conditions that would reasonably result in abuse or neglect.
- Commercial film and photographic print processors have knowledge of or observe any film, photograph, videotape, negative, or slide depicting a child engaged in an act of sexual conduct.

Privileged Communications

Rev. Stat. §§ 19-3-304; 19-3-311

The clergy-penitent privilege is permitted. The physician-patient, psychologist-client, and husband-wife privileges are not allowed as grounds for failing to report.

Inclusion of Reporter's Name in Report

Rev. Stat. § 19-3-307

The report shall include the name, address, and occupation of the person making the report.

Disclosure of Reporter Identity

Rev. Stat. § 19-1-307

The identity of the reporter shall be protected.

SkillsUSA Colorado Certification Statement

- Each year, SkillsUSA Colorado requires members to complete a Conference Registration, Personal and Liability Release Form. This form absolves SkillsUSA Colorado of responsibility for the member and allows for the distribution of a member's name and image.
- SkillsUSA Colorado asks that the local chapter Advisor collect the completed Conference Registration, Personal and Liability Release Form from each attendee.

- The local chapter advisor then submits a completed Certification Form to the State Office prior to the start of the conference. The Certification form confirms that the completed Conference Registration, Personal and Liability Release Forms are in the Advisor’s possession during the conference and that all chaperones have been approved by the school – with a background check and sexual harassment training.

Competitive Event Policies & Procedures

Eligibility

- SkillsUSA members are registered no later than February 1 and have paid state and national dues to National SkillsUSA no later than March 1 in order to compete at district, state, and national leadership conferences.
- If dues are paid after March 1, the member may participate as a voting delegate and may attend conference workshops only.
- In order to be eligible to compete at the National Leadership and Skills Conference, the chapter/member must stay at the hotel assigned to SkillsUSA Colorado by National SkillsUSA.

District Contests

District Contests must take place after February 1 and before March 1. Each District will determine their own registration deadlines, registration fees, and possible late fees.

Special Rules

Pin & T-shirt Contest

- State Pin Design: An individual event involving a SkillsUSA Colorado member designing a lapel pin. There will be one-1st place winner from each division, secondary and post-secondary, and both will move on to National Leadership & Skills Competition. The highest score of the two 1st place winners will have his/her pin design available for sale at the National Leadership & Skills Competition immediately following State Leadership & Skills Competition. The runner-up of the two 1st place winners will have his/her pin design distributed at the State Leadership & Skills Competition the following school year.
- State T-shirt Design: An individual event involving a SkillsUSA Colorado member designing a T-shirt. There will be one-1st place winner from each division, secondary and post-secondary, and both will move on to National Leadership & Skills Competition. The highest score of the two 1st place winners will have his/her T-shirt available for sale at the National Leadership & Skills Competition immediately following State Leadership & Skills Competition. The runner-up of the two 1st place winners will have his/her T-shirt distributed at the State Leadership & Skills Competition the following school year.

Certifying State Leadership and Skills Contests

Some contests can be certified as the “state contest” if a) only one district in the entire state has a qualified finisher in that category, and b) there is demonstrated proof that the winners of said contest have participated in a state-level quality contest. For more information on contest certification, contact the State Director.

Single School Contest

- For any skills contest that has only one school competing, the district results may be certified as the official state result at the discretion of the State Director.

Judge Definition

In most cases, the following apply for judges:

- Not be a parent or relative of a student competing in the same event they are judging
- Be an approved past judge
- Possess knowledge in their field and event to be judged
- Be at least 5 years out of high school or in a managerial or entrepreneurial position
- Not be scheduled to judge any student they employ
- Not be a teacher, or staff member, unless they are judging an event in which no one from either their school or their school district is competing

Volunteer Conduct Standards/Social Media Policy

This summary of the standards are designed to help volunteers understand the practices we expect them to employ while involved with SkillsUSA Colorado members.

- Young people look to adults for examples of appropriate behavior. Volunteers must use appropriate language and model honorable behavior, such as respect, integrity, honest and excellent. Profanity or sexualized language or jokes are inappropriate when working with students. SkillsUSA Colorado strictly forbids violating any state law regarding interactions with you; for example, providing them alcohol or legal or illegal drugs, or coaxing them into illicit relationships over the Internet or otherwise.
- Volunteers must take particular care when touching youth. Most adults understand the difference between appropriate physical contact such as a handshake or pat on the back, and contact that is sexual or disrespectfully, students do not always understand the difference. Volunteers also must be cognizant of how any physical contact may be perceived.
- Interactions with students must both be appropriate and appear appropriate. It is expected that volunteers' interactions with students are at all times appropriate and professional, and are strictly related to the role of business mentor/judge. It is unacceptable to seek or engage in one-to-one meetings with students at any time.
- SkillsUSA Colorado takes the privacy of students seriously. Volunteers should always receive permission from SkillsUSA Colorado or school staff before taking and sharing any photographs of students.
- SkillsUSA Colorado volunteers should not actively "friend", "follow" or correspond with minor-aged students directly through common social media platforms, such as Facebook, Twitter and Instagram. SkillsUSA Colorado volunteers should not reach out to any minor students though public platforms.
- SkillsUSA Colorado volunteers agree to preserve the confidentiality of all student records and any confidential data or information, and shall not use any of the data or information to benefit himself/herself, any entity, business or person and will not take or misuse any confidential information at any time.

The aforementioned standards do not represent a comprehensive list. Other actions not included could result in a dismissal as a volunteer.

Substitutions

- All substitutions for State Leadership and Skills Conference must be cleared by the state director and must be submitted via the Event Participation Substitution Form at the registration desk on the first day of conference.
- In the event a member is unable to participate at the National Leadership and Skills Competition, the State SkillsUSA Office should be notified immediately and the next highest placing contestant will be notified up to one week before the conference.
- Substitutions may be made for team competitions as long as 50% of the original winning team is present at the national contest.
- In all situations, it is the responsibility of the instructor/school to make sure each competitor is a paid SkillsUSA member.

State Officer and Candidate Competition Eligibility

- State officers and state officer candidates will be allowed to participate in ONE competitive event at the State Leadership and Skills Competition and/or National Leadership and Skills Competition. If the officer is part of a team event, the entire team must compete.

Testing

- Professional Development Test
 - **Each contestant is required to take a Professional Development Test.** The test is based on SkillsUSA Leadership Handbook and curriculum. The results will be added to their total overall score within their respective contests. The number of points allowed will not exceed 5% of the total possible points.
- Technical Skills-Related Test

- Written tests and problem-solving exercises covering skills and related information will be included as a part of each contest. The number of points allowed will not exceed 15% of the total possible points and will be determined by the technical committee.
- Leadership and Occupationally Related Test
 - Written tests and problem-solving exercises covering skills and related information may be included as a part of some contests. Those that do not require a written test are:
 - Action Skills, American Spirit, Chapter Display, Community Service, Employment Application Process, Entrepreneurship, Extemporaneous Speaking, Job Interview, Job Skills Demonstration, Opening and Closing Ceremonies, Pin Design, Prepared Speech, Promotional Bulletin Board and T-Shirt Design.

Recognition

- Top three competitors/teams will be announced and come to stage for recognition and awarded a medal.

Miscellaneous

- Every contestant competing at the state and national level is required to submit a one-page resume. There will be no scoring of the resumes but there will be a loss of 10 points if a contestant fails to submit a resume. Resumes are encouraged at the district level and may be required.
- A member may compete in one event in *each day* of the State Leadership and Skills Conference, for a total of three (3) events.
- Each school may send two (2) high school and two (2) post-secondary students/teams for each event held at the State Leadership and Skills Conference to compete, unless otherwise noted on the Call to Conference.

National Qualifiers

- The top competitor/team in each event will complete an intent form by the published deadline after State Leadership and Skills Conference. Any competitor/team not completing an intent form by the published deadline will forfeit their spot at the National Leadership and Skills Conference to the next team in line.

Grievance Process Policy

- Final interpretations of all contest disputes will be made by the SkillsUSA Colorado State Director and/or the State Conference Grievance Committee. Grievance forms will be available at the SkillsUSA Colorado conference headquarters.
 - SkillsUSA Colorado will officially recognize only grievances filed by a SkillsUSA Advisor or the person responsible for a school delegation.
 - Grievances must be filed no later than 7 pm on the day the competition took place. Competitions that take place on Friday must have their grievances filed no later than 12 pm.
- Grievances should not be filed in reference to scoring. Scoring by judges is final. Scores will be checked by state staff in the event of a question and/or error.
- The decision of the judges will be final.

Observer Policy

- During the contest, participants must work independently, without assistance from judges, teachers, fellow students or observers. Contestants will be disqualified for receiving such assistance.
- It is in the spirit of competition and good sportsmanship to demonstrate professional courtesy to other competitors. Contestants shall in no way disrupt or interfere with the work or performance of fellow contestants or teams. Any contestant or team found to be in violation of the regulation may be at the risk of penalty or even disqualification in the case of a serious violation.
- No observers, including SkillsUSA advisors, will enter the designated contest areas without the approval of the SkillsUSA Championships technical committee.
- No observers will talk/gesture to contestants. Doing so may result in penalties or disqualification.
- Judges may request a penalty or disqualify contestants who accept assistance from observers.

- No observers will be permitted in the contest holding room or at the contest orientation meeting unless specifically invited by the technical committee.
- No cameras (with or without flash attachments), cell phones, or recording devices of any kind will be permitted in any contest area without the consent of the state director.

Dress Code Policy

Black pants/skirt, white dress shirt & tie or blouse or white polo shirt are the minimum dress requirements for any SkillsUSA Colorado event.

- Students not in proper attire may not be allowed to participate in conference activities including testing, competitive events, and award ceremonies. Students who are not in proper attire will not be allowed on stage to receive awards at the awards ceremony.
- Exception to dress code is for State Leadership and Skills Conference Thursday only. All participants may wear the official competition shirt with clean, hole-free jeans and clean, casual or safety shoes (as the contest requires). All shoes must be closed-toe and closed heel.

The following **should not** be worn to any activity:

- Clothing and accessories which are sexually suggestive, which advertise drugs, alcohol or tobacco products or display profanity.
- See-through, tight fitting, spaghetti straps, strapless, extremely short or low-cut blouses/tops/dresses/skirts.
- Pants or skirts that are worn below the hip bone; no undergarments may be showing.
- Spandex, leggings, stirrup pants, leotards, short shorts, cutoffs or pajamas. If leggings are worn shorts/shirt/skirt/dress must be an appropriate length over the leggings.
- Clothing which is stained, torn or ripped.
- Bare feet

Financial Policies

The intent of this section is to develop a process for oversight and monitoring of the CTSO student dollar accounts that provide adequate internal controls based on the authority delegated to the CTSO State Director by the CTSO Governing Board in accordance with CCCS Financial Policies.

General Assurances

Financial Record Keeping

- Each CTSO will use QuickBooks Online as the official record keeping software
- All financial records will be retained for 7 years, currently stored in Building 900
- Record Keeping
 - Physical
 - What to file: Student Dollar Function Forms, Purchase Requisitions (with check stub), Contracts , W-9, Taxes (including 1099s)
 - All files will be kept with the supporting Program Assistant
 - Best Practice: Keep one prior year's files, filing all of them in Building 900 at the end of the fiscal year
 - Electronic
 - What to file: Student Dollar Function Forms, Purchase Requisitions (with check), Contracts, Credit Card Receipts, W9, Annual Budget, Signed Cardholder Agreement, Taxes (including 1099s)
 - Files will be kept on the Q drive: CTE>CTSO>CTSO Accounting Files>(Specific CTSO)

Bank Information:

- Each CTSO will maintain separate accounts at the assigned financial institution
- Each CTSO will have a commercial credit card for business use
 - Each cardholder must sign a CTSO Credit Card Cardholder Agreement Form which will be kept in the CTSO accounting files

- A review of the current institution against other institutions must occur every 3 years (last review happened in 2019)

Official Functions:

- CCCS employees are not to utilize Student Dollars for any travel unless pre-approved on a Student Dollar Official Function Form
- Complete a Student Dollar Official Function Form if one or more of the following apply
- If In-state travel includes overnight hotel stay. A Student Dollar Official Function Form is not needed for conducting routine job duties.
- If Event attendance requires a registration fee from the participant.
- If food will be served at a meeting.
- “Student Dollar Function Forms” must receive prior-verification for all official functions using student dollars.
- “Student Dollar Function Form” must include the following documentation
 - General overview of the event
 - Justification for the event
 - List of attendees (due upon completion of registration)
 - Agenda
 - Projected budget
- Verification will consist of a review by the Program Director and CTE State Director to verify that the “Student Dollar Function Forms” meets established guidelines and purpose of the organization
- Alcohol is a prohibited expense for student dollars
 - Exception: Unless used in competition and strictly monitored for non-consumption
- Student Dollars cannot be used for CCCS employee travel if a Perkins ARF is in place for the same travel dates.
- CCCS employees cannot use Student Dollars for travel of any additional people unless they are affiliated with CCCS or the CTSO or providing services at the event in which travel has been arranged. If they are providing services at the event in which the travel has been arranged, they must be treated like every other person providing services in regards to type of travel coverage and payments.

Contracts:

- Work outlined in contracts **will not begin** until all appropriate documentation has been attached and Program Director has reviewed and signed said contract.
- Any contracts created that will be paid with student dollars must abide by these fiscal rules for the development of contracts:
 - All contracts signed with independent contractors are subject to annual review
 - For each contract, a new contract must be created each year
 - Vendor created contracts and any CTSO issued contract must be reviewed by the Program Director
- All Contracts must include the following documentation before work is to begin:
 - Contract (found in Q Drive: CTE>CTSO>Accounting Files)
 - W9 of contractor
 - Copy of contractor’s insurance (if applicable)
 - Copy of contractor’s driver license (if applicable)
- All payments of contracts must include the following before payment is sent:
 - Invoice for services
 - Signed CTSO Purchase Requisition Form

End of Year Reporting:

- Each CTSO is required to complete the following end of the year report annually.
- **Annual Audit:** Each CTSO will have an annual audit performed which is reviewed and approved by their Program Director
 - CTSO State Director will audit a random month of CTSO financials other than their own.
 - Annual audit will be completed in July of the new fiscal year on a day agreed upon by all CTSO State Directors. It is mandatory for all CTSO State Directors to attend the yearly audit.
 - Program Directors will review and sign all audit findings presented by the CTSO State Director auditor.

- *Tax Filing:* Each CTSO will file an annual 990 Form Return of Organization Exempt Form Income Tax, and 1099 Vendor Reporting
- *End of Year Report:* Each CTSO will have an end of the year financial summary of the CTSO financial records reviewed and approved by the CTSO Governing Board

Monthly Reconciliation:

- A Monthly Reconciliation will occur each month for all of the CTSO accounts.
- The CTE Program Assistant will record all transactions in the appropriate CTSO QuickBooks file and submit all CTSO account statements/documentation
 - All transactions include; deposits, expenses, PayPal transfers, Square transfers, and credit card transactions.
- The assigned CTSO Reconciler or contracted agency will reconcile the account in QuickBooks no later than the last day of the following month.
- The Monthly Reconciliation document will then be reviewed and signed by the following:
 - CTSO State Director
 - Program Director
 - CTE State Director
 - Reconciler
- All Monthly Reconciliation documents will be kept in the CTSO accounting files (*see financial reporting*)
- If under review, inadvertent non official CTSO expenses are found, the purchaser will be responsible for payment of these charges to the affected CTSO within 30 days of the finding.

Accounts Receivable Processes

This section applies to all funds collected for association activities.

Onsite Money Collection:

- For all money collected, a receipt will be provided to the individual (if possible) and a copy of that receipt in the CTSO accounting files.
- For incidental cash collected at conferences or other events, the CTSO State Director will have the amount verified by a second individual either at point of collection or via comparing receipts issued to collected cash.

Checks Payments:

All checks will be received in the Colorado Community College System Office and handled as follows:

- Checks will be logged on Deposit Record Form and secured in a locked location by the CTSO State Director or CTE Program Assistant
 - If a check made payable to someone unaffiliated with the CTSO is received, the check will be logged and immediately mailed back to the payer
- Deposit Record Forms and checks will be verified by one of the following entities:
 - CCCS Staff Member
 - Assigned CCCS Reconciler
- The CTE Program Assistant will verify all deposits and make the deposit weekly
 - If checks within the locked location exceed \$10,000, an additional deposit must be made
- The CTE Program Assistant will record all deposits into the appropriate QuickBooks account and a receipt sent to the customer
- Deposit Record Form will be filed in the CTSO accounting files

Credit Card Payments:

All credit card processing will occur through PayPal, mobile point of sale app, or QuickBooks Merchant Services.

- An invoice will be created in QuickBooks and sent to the customer by the CTSO.
- The customer will enter their payment information through the pay link provided
- A receipt will be provided to the customer by the system
- The credit card transaction will be recorded into the appropriate QuickBooks account

Accounts Payable Processes

CTE Program Directors, CTSO State Directors, and CTE Program Assistants are required to review all payables through the lens of “reasonable costs”. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Reasonableness of a given cost, consideration must be given to: whether the cost is of a type generally recognized as ordinary and necessary for the operation of the non-federal entity.

Invoices:

All invoices processing and payment will occur as follows:

- CTSO State Directors will attach a coded CTSO Purchase Requisition Form to the invoice/ supporting documentation and submit to their Program Assistant
 - Supporting documentation may include; contract or “Student Dollar Official Function Form”
 - If purchase falls outside of a contract or function form the invoice serves as documentation
- The Program Assistant will verify that the invoice and supporting documentation are present and will obtain signatures on CTSO Purchase Requisition Form as follows:
 - \$1.00 - \$4,999.99 – CTSO State Director
 - \$5,000 - \$9,999.99 – CTSO State Director and Program Director
 - \$10,000 or more – CTSO State Director, Program Director, and CTE State Director
- Upon approval, the CTE Program Assistant will record the transaction in QuickBooks, enter a check to be printed, and file documentation in CTSO accounting files
- CTSO State Directors will print and sign checks. CTE Program Assistants will verify signatures and mail checks to appropriate vendors
 - Checks written to CTSO State Directors for reimbursement will be printed by CTE Program Assistants and signed by Program Director.
 - Two signatures will be required on checks \$5,000.00 or more
 - CTE Program Assistants can print checks on behalf of CTSO State Director if needed

Credit Card Purchases:

All credit card receipt processing will occur as follows:

- Cardholder will upload their receipts and code the transactions on the online website or mobile app within 10 business days after the end of the month
 - Cardholders who fail to code transactions and/or turn in receipts for two consecutive months will lose their credit card privilege until missing items are submitted plus 1 month. Only Program Directors and State CTE Director have the authority to terminate credit card privileges.
- The Program Director will approve transactions for Assistant Program Director on the online website and the Assistant Program Director will approved the transactions for the Program Assistants on the online website. Both PD and APD will verify that the receipts meets established guidelines and purpose of the organization and will let the assigned CCCS Reconciler or contracted agency know if receipt is not approved.
 - Credit card transactions for food will include a list of attendees and the items discussed.
 - Failure to adhere to this policy on two occasions will result in termination of credit card privilege by the Program Director.
 - Transactions with missing receipts must include an explanation as to why the receipt is missing and must be signed off by Program Director.
 - Explanations must be uploaded into Wells Fargo CEO
- The CTE Program Assistant will upload the credit card transactions in QuickBooks

Reimbursements:

All reimbursement processing and payment will occur as follows:

- CTSO State Directors will submit a CTSO Requisition Form and supporting documentation to the Program Assistant
 - Food reimbursements will need to have a list of all attendees and the items discussed.
- The Program Assistant will obtain signatures on CTSO Requisition Form as follows:

- \$1.00 - \$4,999.99 – CTSO State Director
- \$5,000 - \$9,999.99 – CTSO State Director and Program Director
- \$10,000 or more – CTSO State Director, Program Director, and CTE State Director
- Upon approval, the Program Assistant will record the transaction in QuickBooks, setup a check to be printed, and file documentation in CTSO accounting files
- Handwritten checks are not allowed, unless prior permission has been received from the Program Director and approval has been documented.
- CTSO State Directors will print and sign checks and CTSO Program Assistants will mail checks to appropriate vendors.

CTSO State Director Reimbursement

- If the reimbursement is for the CTSO State Director, signature approval will be from the Program Director.

Miscellaneous

Budgets and P&L Review

- Each CTSO will have a yearly budget reviewed and approved by their governing Board and Program Director. The budget will be filed with the accounting files and loaded into QuickBooks.
- The budget for the following fiscal year must be submitted for review to their Program Director no later than June 15th of the current year.
- At each Board meeting, the CTSO will review the most current Profit and Loss Statement available.

CTSO Loans/Money Transfers

Before a money transfer or loan takes place between CTSOs, a contract will be drafted to include the terms of the loan or transfer.

Harassment Policy

- Harassment based on race, color, religion, national origin, ancestry, sex, gender, sexual orientation or disability will be regarded as a violation of this policy.
- Harassment based on race or color can include unwelcome, hostile and offensive verbal, written or physical conduct based on, or directed at, the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs and negative references to racial customs.
- Harassment based on religion can include unwelcome, hostile and offensive verbal, written or physical conduct based on, or directed at, the characteristics of a person's religion or creed, such as comments regarding surnames, religious tradition or religious clothing, as well as religious slurs and/or graffiti.
- Harassment based on national origin or ancestry can include unwelcome, hostile and offensive verbal, written or physical conduct based on, or directed at, the characteristics of a person's national origin, such as comments regarding surnames, manner of speaking, customs, language or ethnic slurs.
- Sexual harassment of members includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature. Sexual harassment may occur whether the harassment is between people of the same or different sex. Sexual harassment can include unwelcome oral, written or physical conduct, directed at, or related to, a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of education reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.
- Harassment based on sexual orientation can include unwelcome, hostile and offensive verbal, written or physical conduct based on, or directed at, the characteristics of a person's sexual orientation, such as name-calling and imitating mannerisms.
- Harassment based on disability can include unwelcome, hostile and offensive verbal, written or physical conduct based on, or directed at, the characteristics of a person's disability condition, such as imitating manner of speech or movement; hospital or offensive acts; and/or interference with movement or access to necessary equipment.

- All Advisors and members share the responsibility to ensure that harassment based on race, color, religion, national origin, ancestry, sex, gender, sexual orientation or disability does not occur at any SkillsUSA Colorado activities or functions.

Meeting Emergency & Crisis Policy

Introduction

Though the likelihood and impact of crisis varies from event to event, we know that, in today's world, the risk is always present.

The SkillsUSA Colorado Advisory Board believe that the following policy and procedures will make our participants more safe and our staff better prepared so that everyone may have an enjoyable time at our state meetings and conferences.

Unfortunate events can occur quickly and without warning, so planning is a crucial first step toward a calm and effective response.

All meeting participants should use this document to be completely prepared should an emergency or crisis occur.

Emergency Contact Plan

All meeting attendees are required to submit parent/guardian contact information as part of the medical release forms. All SkillsUSA Colorado advisors submit the Certification Form certifying that this form is completed and they will have immediate access to this information as needed while on site and during the entire event.

Primary Emergency Contacts

Conference personnel should have on record a list of all primary contacts (cell phone numbers) for all chapters. This will be a required part of conference registration. Conference personnel should have immediate access to this information as needed while on site and during the entire event.

Notifying Emergency Contacts

Emergency contacts should be notified immediately – as soon as the situation is safe – should an emergency or crisis occur.

The State Director will guide the notification process, which could include phone calls, text messages, emails, information posted on the SkillsUSA Colorado website or social media, or any other method of communication that he/she deems appropriate for the situation. All conference personnel should follow the directions of the State Director throughout the emergency notification process.

Conference Evacuation Plan

Default Evacuations (Fire/Smoke Alarms)

If you see fire or smell smoke, follow these guidelines to report the situation and exit the building:

- Remain calm. Conference facilities have sophisticated and efficient fire alarms and suppression systems and many exit doors.
- Call 911 and report the exact location of the fire if known (room number, aisle number, area description, etc.).
- When reporting a fire and no telephone is available, notify the nearest security officer or event staffer.
- Proceed calmly to the nearest emergency exit, and exit the building immediately.
- If there is an actual fire, an audible alarm will sound.
- Do not attempt to use elevators.
- Try to assist disabled or elderly persons who may need assistance exiting the building.
- Do not re-enter the building until instructed to do so by fire department or conference personnel.

Discretionary Evacuations

In the event of a crisis, you may need to evacuate the building. Should that become necessary, you would receive instructions about what to do and where to go by emergency and conference personnel. In such an instance, you should follow these instructions:

- Remain calm.
- Be attentive for instructions.
- Leave the facility through the nearest exit as instructed.
- Do not take time to retrieve personal property.
- If possible, assist elderly and disabled persons.
- Do not loiter or wait for others.
- Do not try to re-enter the building.
- Listen for the “all clear” signal before attempting to return to the building.

Emergency Procedures

Medical Emergency

If you see an ill or injured person, one of the most important things you should do is request assistance in getting medical help. Medical personnel may be stationed at a first aid station located in your event area and can assist you immediately. If no personnel are stationed there, look for conference personnel or a house phone or use your cell phone to call 911.

Should a medical emergency occur, you should follow the guidelines below:

- Remain calm.
- Check for injuries.
- Do not move him/her, unless they are in danger.
- Call for help to get medical assistance immediately.
- Reassure the victim that help is on the way.
- Do not attempt to perform first aid or CPR unless you are trained and certified to do so.
- Stay with the individual until emergency personnel arrive.

Bomb Threats

Every bomb threat is treated as a serious matter. Most bomb threats are received by telephone. If you receive a bomb threat, keep the caller talking and get as many details as possible. This can provide important information that can help diffuse the situation and give clues to the location of a bomb.

In the event of a bomb threat, follow these instructions:

- Remain calm.
- Do not hang up on the caller. Attempt to keep the caller talking as long as possible so you can get as much information as you can.
- Listen for voice-identifying characteristics and background sounds.
- Try to remember the exact words used by the caller (e.g., location of device, explosion time, etc.).
- Try to write the conversation down.
- Have someone else call 911 and provide the dispatcher all important details.
- Follow the instructions of emergency responders.

Suspicious Packages

Should you encounter a suspicious package, follow these security guidelines to report the package and keep yourself and others safe:

- Do not touch or move the package.
- Alert conference personnel of the package.
- Note and share the location and general description of the package, explaining why you found the package suspicious.
- Follow the instructions of conference personnel.

Severe Weather Events

Weather can change quickly, and the best protection is to be aware of what's happening by paying attention to severe weather alerts and news/weather outlets. Follow these guidelines for severe weather events.

Earthquake

If you are inside a building:

- Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway, as this does not provide protection from falling or flying objects, and you may not be able to remain standing.
- Drop to the ground onto your hands and knees so the earthquake doesn't knock you down.
- Cover your head and neck with your arms to protect yourself from falling debris.
- If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
- If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- Hold on to any sturdy covering so you can move with it until the shaking stops. Stay where you are until the shaking stops.
- If you are outdoors when the shaking starts, move away from buildings, streetlights, and utility wires. Once in the open, drop to the ground, cover your head and neck, and remain as still as possible. Stay there until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.
- If you are in a moving vehicle, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.

Tornado

- Go to the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.
- If you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision.

Possible actions include:

- Immediately get into a vehicle, buckle your seat belt, and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park.
- Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat, or other cushion if possible.
- Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat, or other cushion if possible.

Winter Weather and Storms

- Stay indoors during winter storms.
- Walk carefully on snowy, icy walkways.
- Dress properly for cold weather to prevent frostbite and hypothermia.
- Keep dry. Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
- Do not drive if the conditions are unsafe.

Thunderstorms and Lightning

- Use a battery-operated weather radio for updates from local officials.
- If needed, use flashlights, not candles.

- Avoid contact with corded phones and devices, including those plugged into electricity for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords.
- Avoid contact with plumbing. Do not wash your hands or take a shower. Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors, and stay off porches or balconies.
- Do not lie on concrete floors, and do not lean against concrete walls.
- Avoid natural lightning rods such as a tall, isolated tree in an open area.
- Avoid hilltops, open fields, the beach, or a boat on the water.
- Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
- Avoid contact with anything metal.
- If you are driving, try to safely exit the roadway and park. Stay in the vehicle, and turn on the emergency flashers.

Lockdown Procedures

In some circumstances, it will be safer for those in a room or building to remain inside. Should conference personnel determine the need for you to go under a lockdown, you should follow these guidelines to stay informed and protect yourself:

- Remain calm.
- Follow the instructions of conference personnel.
- Be attentive for instructions.
- Go into an interior room with few windows, if possible.
- Close the door and remain quiet.
- Barricade the door if materials are available.
- Assist any elderly or disabled persons.
- Do not try to leave the room or building.
- Stay in your assigned area.
- Listen for the “all clear” sign given by conference personnel before attempting to leave the room or building.

Continuity of Leadership

Should the SkillsUSA Colorado State Director be unable to perform his/her duties under the guidelines of this plan, the following leadership succession is in place.

Persons are listed in the order of succession with the first position listed being first in line, the second position listed being second in line, etc.

- CCCS Skilled Trades and Industry Program Director
- CCCS Assistant Provost of Career and Technical Education, if present
- Chair of SkillsUSA Colorado Advisory Board
- CCCS SkillsUSA Colorado Program Assistant

Communicating the Plan

Emergency contacts, evacuations plans, lockdown procedures (or a link) should be included in the programs of all state events.

General Safety Tips

For Advisor:

- Before traveling to the meeting, collect parental consent forms and emergency contact forms from members and bring these forms with to the event. Keep them handy by carrying them in a binder or folder.
- Take a digital photo of each member traveling to the meeting using a phone or camera. Have the photos readily available either on phone or on a flash drive. In the unlikely event that a member becomes lost, the photos will help convention staff and local authorities to locate him or her.
- Remind members of the general safety tips and emergency procedures included in this document.

For Student Members

Hotel Safety

- Read the emergency instructions on the back of the hotel room door. Familiarize yourself with the fire escape route.
- Count the number of doors between the room and the nearest exit.
- Do not leave the door open, and always use the dead bolt.
- Do not open the hotel door to anyone you don't know. Call the front desk to verify hotel staff, security guards, and others requesting entrance to the room.
- If encountering questionable individuals, report them to the front desk.
- Do not say room number in public.
- Do not leave valuables out in the open. Many hotels provide lock boxes for security.
- Keep the room key with you at all times.

Parking Safety

- Always lock car and/or bus doors.
- Do not leave valuables in view inside the car or bus.
- Do not store an extra key under the car/fender, etc.
- If locking valuables in your vehicle, hide them in the vehicle before arrival at the parking lot/garage.

Public Transportation Safety

- Use call boxes or emergency intercoms that are available.
- Be aware of emergency exit and fire extinguisher locations.
- Keep belongings on your person at all times.
- Follow the instructions of drivers and conductors.

General Safety

- Go for the RED.
 - R = React: Take information around you seriously. Pay attention.
 - E = Evaluate: Judge the level of threat to your safety or the safety of others.
 - D = Decide: Decide if you need to take immediate action or seek help.
- Do not wear SkillsUSA Colorado badges or nametags outside of SkillsUSA Colorado events.
- Travel in groups.
- Refrain from visiting with strangers.
- Make sure your advisor knows where you are.
- Be aware of what's happening around you.
- Carry a cell phone. Make sure people closest to you know how to reach you. Make sure you know how to reach other members of your group, including chapter members, chaperones, and your advisor.
- Report emergencies immediately.
- Locate emergency exits and fire alarms.

Payment Policy

All chapters are encouraged to pay invoices received in a timely manner. **A 10% late fee will be assessed on the amount owed once the payment deadline has passed. Chapters that have not paid in full by the first day of the conference will not receive their registration packets and hotel rooms until payment is made.**

Reimbursement Policies

Funds are available to cover approved travel, lodging and food expenses for SkillsUSA Colorado staff according to the following policies:

- Travel reimbursements will be processed according to SkillsUSA Colorado financial policies
- Travel reimbursements for contractors will be processed after receiving a W-9, signed contract, and invoice

State Officer Reimbursement

- Uniform: An official SkillsUSA blazer will be provided by the state organization, with an option to buy the blazer for \$50 at the end of the term. Two polo shirts, dress shirt, and name badge will also be provided to the officer.
- Registration: Complimentary registration will be provided by SkillsUSA Colorado for each officer at the Colorado Fall Leadership Conference, the State Leadership & Skills Conference, and the National Leadership & Skills Conference.
- Meals: Most meals will be provided to state officers during mandatory meetings. Meals are not available for reimbursement the night before a meeting.
- Hotels: For mandatory state officer meetings requiring an overnight stay, a hotel room will be provided. For day meetings, hotel rooms will be provided for officers living more than three (3) hours from the site of the meeting for the night before the meeting. Hotel rooms will be provided by SkillsUSA Colorado at an approved hotel, preferably at the government rate. Hotel rooms must be requested no later than 2 weeks before the meeting date. Any other hotel reimbursements will need pre-approval, no later than 2 weeks before the date of travel. Special circumstances where it would be more cost effective to spend the night than to drive back and forth for back-to-back meetings may be considered.
- Supplies: Check with the SkillsUSA Colorado State Director on supplies reimbursement. Any supplies reimbursement must be pre-approved.

Expenses Covered by the Officer

- Expenses during the SLSC at which the officer is selected
- Business cards, if desired
- Any pictures made for publicity purposes
- Expenses to Washington Leadership & Training Institute which is optional but recommended
- Internet access for iPad or other means to check e-mail and complete projects through Google
- Postage, if applicable
- Personal cell phone bills
- Uniform expenses, except the blazer, polo shirt and dress shirt
- Replacement name badges, if needed
- Expenses for attending a conference or event outside any assigned
- No member shall be denied the right to serve as a state officer because of limited finances. It is the responsibility of the local advisor to notify the State Director of a potential candidate in this situation.

Refund Policy

- No individual or chapter registration refunds are processed after the regular registration deadline posted for each event.

State Officer Policies and Procedures

Qualifications and Procedures

Each candidate must be a registered member in good standing in a SkillsUSA Colorado chapter at the school in which he/she is enrolled.

- A school may have no more than (3) three candidates apply for a state officer position. An unlimited number of candidates may come from a district.
- Candidates must be an active member of SkillsUSA Colorado during the year served as an officer.
- Have successfully passed or be currently enrolled in a career and technical education (CTE) class for a minimum of one semester.
- Possess a minimum of a 2.5 cumulative grade point average on your official school transcript.
- Candidate must be approved by his/her local advisor and local chapter.
- Each candidate for state office must submit all required paperwork to the State Director by the state registration deadline.

- Each officer candidate must be able to attend a mandatory state officer training the summer following installation. Candidates must be able to attend the following mandatory meetings if selected for office.

June	CTSO Officer Training & Leverage Training
July	CTSO State Officer Training (POW)
September	CTSO Kick-Off
October/November	Fall Leadership Conference
March	State Leadership & Skills Conference planning
April	State Leadership & Skills Conference
Various Dates	1 - 2 Chapter and/or Business & Industry Visits
Monthly	State officer conference calls

State Conference takes precedence over prom/athletics or other activities. This is not negotiable!

State Officer Candidates

It is not too early to start planning! Organization is of great importance if accurate and efficient information outlining the positive characteristics and goals of a candidate is to be available. Scheduling of specific tasks, which need to be completed is a good idea so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all the materials will be finished before the date for application, and there won't be a mad rush at the last minute.

Phase I: Application Process

Interested members will apply through the [online application process](#) for a state office by the established deadline.

- State Officer Application and State Officer Contract with appropriate signatures
- Proof of active membership by February 1, of the current year. Must be a paid invoice from the national office which includes your name.
- Letter of endorsement from SkillsUSA Advisor
- Letter of support for events listed from a school administrator
- Two (2) letters of recommendation from someone other than those listed above
- Personal resume
- Current transcript which includes GPA
- Signature Page – found at the end of the State Officer Contract

The candidates for office must be present at the State Leadership and Skills Conference to be eligible for official selection. All candidate applications for state officer positions will be reviewed by an appointed Selection Committee at the State Leadership and Skills Conference.

National Officer Candidates

Qualifications for running for a National Office

- Requests to run for National Office must be sent to Colorado State Director by December 1st, via email.
- Candidates will be selected by the Colorado Selection Committee at the State Leadership and Skills Conference.
- Must submit all Colorado State Officer materials.
- If more than one candidate for a national office, the Selection Committee will select one person from each division to represent Colorado at the National Leadership and Skills Conference.

Phase 2: Knowledge Test

All candidates will take a 50-question test comprised of multiple choice questions that will include knowledge from SkillsUSA Framework and information found in the SkillsUSA Leadership Handbook. This test will be given on-site at the State Leadership and Skills Conference.

Candidates will want to review all aspects of the SkillsUSA organization including history, organizational chart, pledge, leadership goals, Framework, as well as the SkillsUSA Leadership Handbook.

Phase 3: Selection Committee

State officer candidates will be sequestered together for the duration of the selection process and leadership activities at the State Leadership and Skills Conference.

Leadership activities for officer candidates at the State Leadership and Skills Conference will include but not limited to the following:

- A two minute speech to be presented at the Delegate Session of the State Leadership and Skills Conference
- An individual interview with selection committee members
- Team building activities
- Session rehearsals, if selected
- Mandatory meeting immediately following the State Leadership and Skills Conference, if selected

Questions that Might Be Asked of an Officer Candidate

- Why do you think you are qualified to be a state officer?
- What does SkillsUSA mean to you and how has SkillsUSA played an important part in your life?
- How are you at assuming responsibility?
- What are some of the qualities a leader must have? Do you have them? Explain.
- What is the one main purpose of SkillsUSA?
- Describe your relationship with your Chapter Advisor, and will he or she be able to help you in completing your duties as a State Officer?
- How will you balance missing school, work, or athletics?
- What is your best asset? What is your worst trait?
- Give four adjectives that best describe you. Why?
- Describe how you will present if something important is taking place at your school and you are asked to be at a special state officers' meeting?
- What is your favorite thing to do when you have spare time?
- If you could change one thing in SkillsUSA, what would you change?
- How can the state officers in SkillsUSA promote the national projects?

Phase 4: Notification of Selection

Candidates will be notified of selection on the second day of the conference and announced during the Closing Awards Session during State Leadership and Skills Conference.

Selection Committee

A selection committee will be responsible for choosing the State Officers by utilizing rubrics for the application materials and confidential discussions.

Each district needs to select a member to serve on the Selection Committee at the State Leadership and Skills Conference. In order to be eligible, a member:

- Must be a one-year (+) member of SkillsUSA
- May not be from the same chapter as an officer candidate
- May compete at the State Conference and **MUST BE** available for committee work during the first two days at the conference.

State Officer Meetings

There will be at least nine (9) SkillsUSA Colorado virtual meetings throughout the year. These meetings are mandatory for all state officers.

State Officer Team Policies and Procedures

- All state officers are expected to appear in uniform or professional attire at all State Conferences, meetings and other activities as specified by the State Director
- All state officers may be required to attend a meeting in the summer to receive training in planning Fall and State Leadership Conferences.
- State officers are responsible for providing input of the State Leadership and Skills Conference.
- State officers are required to attend Fall and State Leadership Conferences.
- All state officers should make a minimum of one chapter visit and business and industry visit during their term.

State Director Travel

The State Director may travel to local chapters for the purpose of promoting SkillsUSA Colorado and supporting career and technical education. Any travel expense that is not covered by the Colorado Community College System, the State Director may use student dollars or submit a reimbursement request through SkillsUSA Colorado.

Travel Policy

Members of SkillsUSA Colorado are expected to travel with their advisor or school approved adult to all SkillUSA Colorado events.

Policies and Procedures Revisions

Policies and procedures will be reviewed each year in the summer by a committee of Board members, state officers and advisors. Recommendations will be presented at the October Advisory Board meeting. A two-thirds majority vote of the SkillsUSA Colorado Advisory Board will be required for any revisions of policies and procedures.