

Local Alumni Guide

A guide for organizing
alumni activity at the local level

**SkillsUSA Alumni
and Friends Association**





SkillsUSA's Alumni and Friends Executive Board was organized in 1984 to oversee and promote the activities and contributions of the millions of former SkillsUSA members. This group is directed and assisted by the staff at national headquarters. For questions about the alumni program, please contact any member of the SkillsUSA Alumni and Friends Executive Board, or call the national headquarters at 703-777-8810.

For a list of the SkillsUSA Alumni and Friends Executive Board members and the latest SkillsUSA alumni information, go to: *www.skillsusa.org*.

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14001 SkillsUSA Way
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Local Alumni Guide

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Quality Standards of an Alumni Association

A state alumni association is a collaboration of SkillsUSA Alumni and Friends who come together for the purpose of providing guidance, support, resources, talents, and infrastructure capability for the state associations.

- A. **Guidance:** Goals and Objectives — Program of Work
The SkillsUSA Alumni and Friends Association will establish a path on which state associations may be led; this will involve the formation of measurable goals along with personal and professional growth.
- B. **Support:** The SkillsUSA Alumni and Friends Association will establish a cooperative relationship with state associations to develop plans for financial growth and stability, through marketing and budgeting funds. Once established, a state SkillsUSA Alumni and Friends Association will be able to function independently.
- C. **Resources:** The SkillsUSA Alumni and Friends Association will provide and encourage the pursuit of resources that will benefit members in their lifelong journey toward success. These resources should be offered to and used by all SkillsUSA Alumni and Friends members.
- D. **Talents:** The SkillsUSA Alumni and Friends Association will use the natural talents of its members to grow the organization's membership and promote its character. These talents can be used in a variety of ways, such as assisting with state events as well as establishing mentor programs.
- E. **Infrastructure:** The SkillsUSA Alumni and Friends Association will provide a basic framework from which state associations can grow and prosper. This framework will allow each state organization to match other state SkillsUSA Alumni and Friends associations. In establishing an infrastructure it is guaranteed that each state is organized similarly, resulting in a strong Alumni and Friends network nationwide.

About the SkillsUSA Alumni

SkillsUSA was organized in 1965 as the Vocational Industrial Clubs of America (VICA) to serve youth enrolled in career and technical programs nationwide. Since that time, membership has grown from a few thousand members to more than 310,000 members annually.

Through the years, former members organized and began contributing to SkillsUSA programs. In 1984, the SkillsUSA Alumni and Friends Executive Board was formally organized to oversee the activities and contributions of millions of former SkillsUSA members. The alumni program is managed by the national headquarters staff with guidance from the SkillsUSA Alumni and Friends Executive Board. This group of elected volunteers meets regularly to plan and carry out a variety of Alumni programs.

Although the names and faces have changed over the years, the Alumni group has always maintained an ongoing effort to help identify key volunteers for local, state and national events. These volunteers are necessary to run many SkillsUSA activities, such as judging local, state or national contests, serving as members of contest technical committees, and speaking to various groups about SkillsUSA and how it benefits the individual. Alumni members enjoy helping the next generation of students prepare to enter the work force, just as they were once helped.

To help develop an effective plan of action, this booklet answers many typical questions of potential alumni members:

- Why would I want to be an alumni member?
- What will I get out of participating?
- How much time do I have to invest?
- How are alumni activities funded?
- How do I get an alumni group started?
- Can an individual participate alone?
- How are alumni members recognized?

Mission and Purposes of the SkillsUSA Alumni and Friends Association

The SkillsUSA Alumni and Friends Association provides a structured network to reunite former SkillsUSA and VICA members, partners, schools and supporters of career and technical education (CTE). The alumni organization promotes opportunities to continue the SkillsUSA journey through service, leadership, professional development and networking.

The purposes of the SkillsUSA Alumni and Friends Association are:

- To provide leadership and support for the high school and college/postsecondary divisions of the SkillsUSA at the local, district, state and national levels
- To further the goals and purposes of SkillsUSA
- To promote and create an esteem in education for trade, industrial, technical, and health occupations
- To assist in the leadership, citizenship and character development of individual SkillsUSA members
- To foster a deep respect for the dignity of work and provide recognition and prestige for trade, industrial, technical and health occupations
- To encourage the pursuit of continuous education, consistent with the needs of the individual in his or her chosen occupation
- To instill an interest in the democratic process and promote active involvement in democratic activities which affect our work, school, communities and the American way of life
- To encourage financial and moral support to vocational education from the corporate and private sector



Why Establish a Local SkillsUSA Alumni Chapter?

For alumni members, becoming a local chapter supporter gives them the opportunity to renew acquaintances, build networks with others in the working community and give back to SkillsUSA what the organization has given to them.

Local alumni can play an important role in helping instructors maintain an active SkillsUSA chapter within their technical program. Managing a local chapter takes time and energy. Technical teachers are increasingly expected to meet a variety of state and national standards, integrate new technology and helps students meet challenging graduation requirements. These challenges can make it difficult to also run a quality SkillsUSA chapter. However, a little help from volunteers can make all the difference in the program, and provide students with the extra support they need to run a quality program of work.

Alumni can provide experience and expertise to the local SkillsUSA program. Roles can include serving as a local program advisory committee member, a job placement coordinator, a volunteer at local or state conferences, a contest judge or as a guest speaker. Alumni are interested in helping because were once students in the same program. They know the challenges of organizing activities. Moreover, many Alumni have gained new insight from their own career experiences and are willing to share their knowledge, time and expertise with former instructors. It feels good to give back to your former program.

SkillsUSA alumni members can also serve at the state or national level in a variety of roles. The level of involvement depends upon the individual and his or her interests.

SkillsUSA Alumni and the SkillsUSA Foundation

The SkillsUSA Foundation of SkillsUSA Inc. was incorporated in 1967 to accept donations supporting the national-mission-related activities of SkillsUSA. Today, all

SkillsUSA Alumni and Friends Association funds are deposited in a restricted account with the Foundation at the headquarters.

Alumni Membership

The SkillsUSA Alumni and Friends Association is an organization of former active, collegiate and professional SkillsUSA members and friends of SkillsUSA affiliating with SkillsUSA Inc., either through a chartered state association or through direct membership. The classes of membership recognized by the SkillsUSA Alumni and Friends Association are:

- **Active Membership** – Former student or professional members at the high school or college/postsecondary level may register as alumni members. There is no charge for membership. To join, complete a membership application online at: www.skillsusa.org
- **Lifetime Membership** – Active registered members may join as a Lifetime Member for a one-time donation of \$150 per person. To download a Lifetime Membership form, go to: www.skillsusa.org
- **Honorary Life Membership** – Individuals who have made significant contributions to the development of SkillsUSA and technical education whose membership has been approved by the SkillsUSA Board of Directors.

Alumni may join at any time during the year. Members are encouraged to continually update their contact information.

Where Do Alumni Funds Go?

Each local, district, and state association is responsible for setting its own Alumni dues.

At the national level, dues to the SkillsUSA Alumni and Friends Association, if they are charged, are set by two-thirds vote of the SkillsUSA SkillsUSA and Friends Executive Board. Currently, there is no charge for alumni membership at the national level.

Because of this, any funds designated to the SkillsUSA Alumni and Friends Association are considered to be a donation. All funds are deposited with the treasurer of the SkillsUSA Foundation into the SkillsUSA alumni fund, which is a restricted account within the SkillsUSA Foundation account.

Lifetime membership dues and financial contributions go toward providing scholarships, sponsoring programs at the national level, administration of the organization and any other project that the committee decides to support.

Alumni Organization Structure

The structure of the SkillsUSA Alumni and Friends Association is as follows:

SkillsUSA Alumni and Friends Executive Board: Each of the five SkillsUSA regions has an official representative who is elected by active alumni members within that region. These five representatives, together with an elected alumni executive chair and an appointed executive secretary, make up the SkillsUSA Alumni and Friends executive board. This board works with



the staff at national headquarters to direct the efforts of the alumni association and is responsible for reporting to the SkillsUSA staff and its executive director, as well as to the board of directors, as requested.

State Alumni Coordinators: State associations may appoint or elect one or more persons to be in charge of all alumni activities within the state. This person is responsible for recruiting alumni members, maintaining lists of volunteers and coordinating alumni activities at state events. The state alumni representative reports directly to the state association director, and to the SkillsUSA Alumni and Friends executive board. The state alumni representative may also serve as a key volunteer.

Regional Alumni Representatives: Larger states or those with a large number of alumni members may decide to appoint regional or district alumni representatives. These liaisons report to the state alumni coordinator or to the state association director. Their role is to help recruit local alumni members in their area, and coordinate volunteers for state events as needed.

Local Alumni Chapters: Any interested group of former SkillsUSA members can form chapters in their local communities and work to carry out goals and objectives that are consistent with the national organization.

Local Alumni Members: Any interested former SkillsUSA member can join the SkillsUSA Alumni and Friends Association.

How to Organize a Local SkillsUSA Alumni Chapter

Any group of former members may charter and form a local alumni chapter.

Local alumni chapters are free to organize their own activities and to participate in local, state or national events as appropriate. Chapters may elect their own officers and set their own program of work for the year. Starting a new SkillsUSA alumni chapter is not difficult. It does, however, take some planning

and groundwork. Here are some recommended steps to establish a new local alumni chapter:

- A former member or a current SkillsUSA chapter advisor contacts former or graduating SkillsUSA members to determine interest and gain support for a local alumni association
 - The interested members form an organizing committee and elect a chairman to serve until the chapter is under way and a president is elected
 - The committee plans an organizational meeting and invites potential members to attend. They should publicize the meeting in the community newspaper or through other networks. If possible, they should also invite a current student or adult member to attend the meeting and provide testimony and an update on the local SkillsUSA program
 - The organizing committee drafts a local alumni constitution
 - At the organization meeting, the chairman calls the meeting to order, makes introductions and gives an overview of the goals and purposes of an alumni group
 - If the interested members agree, the organizing committee presents the suggested chapter constitution. If there are suggestions for changes, the chairpersons may refer these to a volunteer constitutional committee for alteration, and the meeting is adjourned or recessed until a time that the group can vote on the revised constitution
 - Once a chapter constitution is adopted, the chairperson calls for election of officers and leads the discussion of their duties and responsibilities. When chosen, the president-elect proceeds to conduct the election of the other officers
 - The chapter kicks off a membership drive in the local community.
- Alumni members should go to the SkillsUSA national website to register: www.skillsusa.org/membership-resources/alumni/
 - The president appoints committees so the chapter can begin to plan for future projects. Committees might include finance committee, project committee, leadership committee, human resources committee and public relations committee
 - Appoint someone to secure any necessary equipment or materials for conducting meetings
 - Be sure to coordinate with the SkillsUSA state director and state alumni coordinator to be sure your work supports the state and meets its needs for time and talent at state events such as the fall leadership or spring state conference

Suggested Local Alumni Chapter Committees

Each local alumni group is independent and may organize and run a program of work as desired. However, the alumni group is most helpful to the local active chapter when the committees are based upon the national SkillsUSA program of work.

By developing similar programs of work at the local and state levels, members are provided the opportunity for increased involvement at various levels throughout the national organization.

The Human Resources Committee is responsible for identifying prospective members to further the efforts of the SkillsUSA Alumni and Friends Association. The committee can also help identifying people to serve on local program advisory committees, giving assistance in job placement of SkillsUSA graduates in their industry, and so on.

Human resources committee activities might include:

- Judging local contests
- Helping instructor with job placement
- Helping with community service projects

- Conducting membership campaigns
- Serving as local or state alumni liaison
- Serving on a program advisory committee
- Assisting with state conference
- Visiting local chapters as a guest speaker
- Volunteering at SkillsUSA national conference
- Helping prepare students for competition
- Serving on SkillsUSA Alumni and Friends executive board

The Finance Committee is responsible for identifying and coordinating alumni fundraising activities. The finance committee can recommend fundraising activities to help meet the financial obligations of the local association. The committee should also work closely with the treasurer or finance chairman in assuring a sound budget for the association to work from. Activities might include telethons, raffles, drawings and pin or shirt sales. Furthermore, the group might work with local SkillsUSA chapters to help raise funds for travel and activities.

Finance committee activities might include:

- Helping to raise funds for the local chapter
- Assisting with raffles or ticket sales
- Helping to sponsor travel for students
- Helping with car washes, rummage sales, etc.
- Helping to raise/pay local student dues
- Helping with concessions or special events

The Projects Committee is responsible for identifying and coordinating projects that enhance the SkillsUSA chapter. The projects committee can select activities that appropriately fall within reach of the group's budget. Projects might include providing scholarships for local SkillsUSA members, helping to run seminars and



conferences, helping with publicity campaigns for SkillsUSA, and conducting community service projects with the local chapter.

Project committee activities might include:

- Provide scholarships for college
- Purchase equipment
- Provide chapter materials
- Sponsor awards programs
- Provide travel scholarships
- Develop training materials
- Help sponsor students to nationals

The Leadership Development Committee

is responsible for assisting the instructor in providing leadership development opportunities for SkillsUSA members. Some activities this committee might undertake are assisting in the training and installation of SkillsUSA officers, helping with the Professional Development Program, helping coordinate a local SkillsUSA leadership day or developing a speakers bureau for potential presentations to the local chapter.

Leadership committee activities might include:

- Help initiate new SkillsUSA members
- Assist with local officer election and installation
- Assist with local officer training
- Assist in selecting delegates for state conference
- Serve as a guest speaker
- Assist at state conference as needed

The Public Relations Committee is responsible for helping to publicize the activities of the local chapter. The public relations committee can help write press releases or take photos at local events, call local reporters to suggest SkillsUSA news stories, help with grant writing and assist with outreach to local industry partners.

Public relations activities might include:

- Produce Local PSAs or program videos
- Create a local SkillsUSA chapter brochure
- Write press releases
- Take photos at community service events
- Provide chapter materials
- Help highlight contest winners in local media



Suggested Local Alumni Involvement

SkillsUSA local alumni groups or individual members can support their former technical school program in many ways. It is best to set up a meeting with the school administrator or the instructor to determine needs, and then volunteer to help. Here are a few suggestions for local involvement:

- Stop by early in the year to talk about your career
- Help with the SkillsUSA membership campaign
- Be a guest speaker for a career day
- Come in to teach a technical update
- Help coach students for competition
- Serve as a local contest organizer or judge
- Register as a substitute teacher
- Become a full-time instructor in your trade area
- Validate Professional Development Program (PDP) activity completion for students
- Help present PDP recognition or other awards
- Offer to mentor or tutor students
- Offer a job-shadowing experience
- Donate materials or equipment to the program
- Sponsor students for state or national travel
- Serve on the program advisory committee
- Help organize a leadership day or special event
- Help with end-of-year SkillsUSA banquet

Suggested State Alumni Involvement

At the state level, SkillsUSA alumni chapters or

individual members can support their former state association in so many ways. It is best to set up a meeting with the state association director during the summer or early in the school year to determine needs, and then volunteer to help.

Here are a few suggestions for state involvement:

- Volunteer as an office assistant to state association director
- Assist state association director during state conference
- Serve on a state organizational committee such as PR, transportation, general sessions or contests
- Serve as a contest technical committee member
- Serve as a contest judge
- Host a state-level event at your work site
- Serve as a workshop presenter
- Help manage state exhibits

National Alumni Activities

At the national level, SkillsUSA alumni chapters or individual members can support their former organization in many ways. Thousands of volunteers are needed for national conference, and there are a variety of roles. It is best to contact the alumni program manager at national headquarters at 800-321-8422 or visit the website in early spring to determine if help is needed at nationals (by March or April at the latest).

Here are a few suggestions for national involvement:

- Run for SkillsUSA Alumni and Friends executive board
- Volunteer at national conference as a contest judge, technical committee member or contest coordinator
- Serve on the National Education Team
- Work in the alumni booth at nationals
- Serve on the VIP escort team
- Work on a special alumni event at nationals
- Work in alumni headquarters at the national conference
- Help coordinate a meal function at the national conference
- Help with membership recruitment effort
- Serve as an intern at national headquarters
- Be a guest speaker at an event

Alumni Recognition Awards

The SkillsUSA Alumni and Friends Association recognizes the efforts of those who individually contribute of their time, talent or finances toward fulfilling the ongoing objectives of the association. Service awards, certificates of service and other recognition are determined and awarded by the SkillsUSA Alumni and Friends executive board and the staff at national headquarters. Generally, these awards are presented during an event at the SkillsUSA National Leadership and Skills Conference. To nominate yourself or another person for an alumni award or other recognition, contact any SkillsUSA Alumni and Friends Executive Board member or the national alumni program manager. Visit the national website for details and nomination forms: www.skillsusa.org.

Financial Contribution Recognition

Any individuals who contribute financially to the SkillsUSA Alumni Fund may be recognized by the SkillsUSA Foundation or by the SkillsUSA Alumni and Friends Executive Board. Donations to the alumni fund are always welcome, and these are used to support the work of the national Alumni Association. To donate, use the Lifetime Membership or Donation Fund or contact the national headquarters.

SkillsUSA Alumni and Friends Merit Scholarships

The SkillsUSA Alumni and Friends Association offers two annual merit-based \$500 scholarships to qualifying students. The scholarships recognize the qualities in SkillsUSA students for whom the SkillsUSA Alumni and Friends Association support, including leadership, commitment to community service, improving the image of career and technical education, and improving the image of his/her chosen occupation.

The official application and full details are available at: www.skillsusa.org.

SkillsUSA Alumni and Friends National Conference Fundraisers

The primary fundraising of the SkillsUSA Alumni and Friends Association takes place during our annual SkillsUSA National Leadership and Skills Conference. Fundraisers may vary from year to year and are determined by the SkillsUSA Alumni and Friends executive board.

Typical fundraisers have included conference pin sales, sale of alumni clothing or special items, sale of Harley-Davidson bike raffle tickets and Alumni lifetime memberships. Any new alumni fundraising suggestions are always welcome and may be shared with any member of the SkillsUSA Alumni and Friends executive board or headquarters staff.

APPENDIX

SkillsUSA Alumni and Friends Association Constitution and Bylaws

Duties and Responsibilities of Regional Representatives

Duties and Responsibilities of the Executive Chair

SkillsUSA and Friends Executive Board Nomination Form

Alumni Lifetime Membership or Donation Form

Alumni and Friends Merit Scholarship Application

Sharon Melton Meyers Scholarship Application

Alumni Membership Promotional Flier

SkillsUSA Alumni Resources

SkillsUSA Alumni and Friends Association Constitution and Bylaws

ARTICLE I - NAME, COLORS, EMBLEM and MOTTO

SECTION 1. The official name of this organization shall be the SkillsUSA Alumni and Friends Association, hereinafter referred to as “The Association.”

SECTION 2. The colors and the emblem shall be the same as those adopted by SkillsUSA, Inc., and listed in the *SkillsUSA Leadership Handbook*.

SECTION 3. The motto of The Association will be: “Commitment through Service and Professional Development.”

ARTICLE II – MISSION

The mission of The Association shall be “to help promote SkillsUSA in terms of time, talent, and financial resources at all levels (local, district, state and national).”

ARTICLE III - PURPOSES

SECTION 1. Purposes of The Association:

To assist in the professional, leadership, citizenship and character development of individual Association members.

Service to our members:

To provide a professional network for our members.

To encourage the pursuit of continuous education, consistent with the needs of the individual in his or her chosen occupation.

To instill an interest in the democratic process and promote active involvement in democratic activities which affect our employers, schools, communities and nation.

To encourage financial, in-kind and moral support of The Association from individuals, corporations, foundations and civic leaders.

To further the goals and purposes of the SkillsUSA organization.

To conduct Alumni programs with fiscal responsibility and maintain a positive fund balance in the Alumni accounts.

Service to current SkillsUSA students:

To provide role models and an Outstanding Career Achievement Award recipient to act as an inspiration for current SkillsUSA members.

To provide leadership, mentoring and volunteer services for the secondary and postsecondary divisions of the SkillsUSA at local, district, state, and national levels.

To provide volunteer support for the National Leadership and Skills Conference and the SkillsUSA Championships.

To create and promote esteem within the education community for trade, industrial, technical, and health occupations.

To foster a deep respect for the dignity of work and provide recognition and prestige for

SECTION 2. The Alumni and Friends Executive Board shall have a minimum of three (3) meetings per year.

SECTION 3. A quorum shall be defined as no less than four (4) Voting Members of the Alumni and Friends Executive Board.

SECTION 4. The executive secretary shall be appointed by the executive chair and shall serve at the pleasure of the executive chair.

SECTION 5. In the event of a mid-term vacancy of any voting member of the Alumni and Friends Executive Board, the remaining members will appoint a successor for the remainder of the affected term.

SECTION 6. An Alumni and Friends Executive Board member may be removed for just cause by a unanimous vote of the remaining voting members of the Alumni and Friends Executive Board.

SECTION 7. The Alumni and Friends Executive Board's term shall be limited to two consecutive terms (4 years).

ARTICLE VII - NOMINATION AND ELECTION TO THE EXECUTIVE BOARD

SECTION 1. Nominations to the Alumni and Friends Executive Board are to be submitted by each candidate, before April 15 of each appointment year, to the SkillsUSA National Headquarters.

SECTION 2. Appointments shall be for two (2) years. Regions I, III, V shall be appointed in odd-numbered years, while Regions II, IV and the Executive Chair shall be appointed in even-numbered years.

SECTION 3. The election of the Alumni and Friends Executive Board shall be by the process described in Article IX.

SECTION 4. All ballots shall be tallied prior to the annual meeting.

SECTION 5. All nominees to the Alumni and Friends Executive Board must have been an Annual, Lifetime or Honorary Life Member at least one year prior to the nomination.

SECTION 6. The election of the Executive Chair shall be open to all Annual, Lifetime and Honorary Life Members, whereas the five (5) regional representatives must reside within their region for which they are running. Each Alumni Member may cast one (1) vote for each position up for election.

ARTICLE VIII - VOTING

SECTION 1. Only Annual and Lifetime members will be allowed to vote.

SECTION 2. Elections of the Alumni and Friends Executive Board shall reflect the majority vote from across all regions.

SECTION 3. The Alumni and Friends Executive Board shall break ties of the popular vote.

SECTION 4. All Annual and Lifetime members can vote only once.

ARTICLE IX-- MEETINGS

SECTION 1. The Association shall hold an annual meeting to be determined by the Alumni and Friends Executive Board.

SECTION 2. A special meeting of The Association may be called by the Executive Chair or by a quorum of the Alumni and Friends Executive Board with a minimum of thirty (30) days written notice, given with the purpose of the meeting included in the notice.

ARTICLE X - FINANCES

SECTION 1. The Alumni and Friends Executive Board shall set dues for The Association's Members.

SECTION 2. Each State Association will be responsible for setting its own Alumni dues.

SECTION 3. Those State Associations that collect dues for The Association shall be responsible for forwarding those dues to the national office.

SECTION 4. All membership dues must be submitted to The Association accompanied by a membership application or letter requesting membership. All other funds submitted to The Association shall be considered as a donation.

SECTION 5. All Association funds shall be deposited with the treasurer of the SkillsUSA Foundation at the SkillsUSA national headquarters.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern The Association in all cases to which they are applicable and in which they are not inconsistent with the constitution and bylaws and any special rules of order The Association may adopt.

ARTICLE XII - AMENDMENTS TO THE CONSTITUTION AND BYLAWS

SECTION 1. Constitutional and Bylaw amendments must be submitted in writing at least 90 days prior to the Annual Meeting to the SkillsUSA national office for distribution to member states.

SECTION 2. All amendments to The Association constitution and bylaws, is subject to the approval of the Board of Directors, SkillsUSA, Inc.

Revised Sept. 8, 2014



SkillsUSA Alumni and Friends Executive Board

Duties and Responsibilities of Regional Representatives

All regional representatives shall be expected to:

- Officially register as an Annual or Lifetime member of the SkillsUSA Alumni and Friends organization
- Update state SkillsUSA directors in his or her region on a quarterly basis, on or about Sept. 1, Dec. 1, March 1 and June 1
- Contact state alumni liaisons in his or her region, at least quarterly
- Implement a membership recruitment drive within his or her assigned region
- Attend the SkillsUSA state conference within the state in which he or she resides
- Volunteer to attend or assist with SkillsUSA state conferences in other states within his or her region
- Serve as a mentor for local or state Alumni members, officer candidates or recent graduates
- Host or attend alumni meetings within his or her state or region
- Attend all national SkillsUSA and Friends Executive Board meetings, as requested
- Submit quarterly reports to the SkillsUSA and Friends Executive Board executive chair and Alumni coordinator, as requested
- Maintain a calendar of SkillsUSA events for states within his or her region
- Help recruit qualified Alumni volunteers to support the SkillsUSA national conference, as requested
- Abide by the SkillsUSA Code of Conduct while participating in all official SkillsUSA activities at the local, state or national level



SkillsUSA Alumni and Friends Executive Board

Duties and Responsibilities of the Executive Chair

The executive chair of the SkillsUSA SkillsUSA and Friends Executive Board shall be expected to:

- Officially register as an Annual or Lifetime member of the SkillsUSA Alumni and Friends organization
- Coordinate and communicate with all regional representatives of the SkillsUSA and Friends Executive Board
- Coordinate and communicate with the SkillsUSA alumni program manager
- Ensure that SkillsUSA state association directors within each region are updated on a quarterly basis, on or about Sept. 1, Dec. 1, March 1 and June 1.
- Plan and implement efforts to recruit new alumni members nationwide, working with the SkillsUSA and Friends Executive Board and with the SkillsUSA alumni program manager
- Attend the SkillsUSA state conference within the state in which he or she resides
- Volunteer to attend or assist with SkillsUSA state conferences in other states, as possible
- Serve as a mentor and point of contact for new SkillsUSA and Friends Executive Board members, and for any new alumni members who join the association
- Host or attend any scheduled alumni meetings in the state where he or she resides
- Work with alumni program manager to plan SkillsUSA and Friends Executive Board meetings
- Work with the national staff and the SkillsUSA and Friends Executive Board to draft the goals of the alumni organization for the next fiscal year, for approval by the executive director
- Work with the SkillsUSA Alumni program manager to maintain a national calendar of alumni events and a detailed report of alumni activity, and be prepared to report on progress at strategic planning sessions, board meetings or other meetings as necessary
- Abide by the SkillsUSA Code of Conduct while participating in all official SkillsUSA activities at the local, state or national level



ALUMNI & FRIENDS EXECUTIVE BOARD NOMINATION FORM

This is to solicit your assistance in nominating qualified alumni for service on the SkillsUSA Alumni & Friends Executive Board. Nominations will be accepted for openings in the following regions:

In even years: Region II, Region IV and Executive Chair

In odd years: Region I, Region V and Region III

Qualifications: Nominee must be an active Annual, Lifetime or Honorary Life member of the SkillsUSA Alumni & Friends Association in good standing. Additionally, nominee must have been an active member for at least 12 months preceding the date of nomination.

You are encouraged to nominate candidates as soon as possible. You may nominate yourself or another alumni member in good standing.

- I wish to nominate myself. I wish to nominate another alumnus for the position of:
- Region I Representative
 - Region II Representative
 - Region III Representative
 - Region IV Representative
 - Region V Representative
 - Executive Chair

PLEASE TYPE OR PRINT ALL INFORMATION!

Name of Nominee: _____

Home Street Address _____

City _____ State _____ Zip _____

Phone Number: (____) _____ E-mail _____

Name of person making nomination (if different from nominee) _____

Your Phone Number (____) _____ Your Email _____

Your Home Street Address _____

City _____ State _____ Zip _____

PLEASE SUBMIT YOUR NOMINATION BEFORE MARCH 1 BY MAIL, EMAIL OR ONLINE AT:

SkillsUSA Alumni & Friends Association

3703 Ruysser Rd.

Kansas City, MO 64137

Phone: 816-726-4255

E-mail: bgilbert@skillsusa.org

Online: www.skillsusa.org

Revised: 11/13/2014

Alumni & Friends Executive Board



Regional Representative

Nomination Packet

Congratulations on your nomination for the Alumni & Friends Executive Board! We are excited that you are willing to represent your region and serve SkillsUSA through this committee. We need the following additional pieces of information from you to complete your nomination.

- Endorsement from your State Association Director (letter)
- ACC-1 Form (personal information)
- ACC-2 Form (contract)
- A 1-2 paragraph bio (describe yourself, current school or current job, how long you have been a SkillsUSA member, what area did you study and where, your accomplishments as they relate to SkillsUSA, if applicable, and why you would like to serve on this committee)
- High resolution, professional-looking photo for our website

Please submit your completed nomination materials by April 15. **Materials must be received, not postmarked, by April 15.** Any documents received after the deadline will result in disqualification.

SkillsUSA Alumni & Friends Association
3703 Ruysser Road
Kansas City, MO 64137
Phone: (816) 726-4255
E-mail: bgilbert@skillsusa.org

**Alumni & Friends Executive Board Representative
Personal Information Form
SkillsUSA, Inc.**

Committee Representative Name:

Region Representing:

Contact Info:

Home Address: _____

City: _____ State: _____ ZIP: _____

Mailing Address (if different): _____

City: _____ State: _____ ZIP: _____

Home phone: _____ Cell phone: _____

Email: _____

Polo shirt size: Small Medium Large XLarge 2XL Other: _____

Travel Information:

Airport I will be using: _____

City & State: _____

Number of miles from home to airport: _____

**Alumni & Friends Executive Board Representative
Duties and Responsibilities
SkillsUSA, Inc.**

All regional representatives shall be expected to:

Nominee must be a registered SkillsUSA Alumni & Friends Association member. Membership will be verified.

Update state SkillsUSA directors in his or her region on a quarterly basis, on or about Sept. 1, Dec. 1, March 1, and June 1.

Contact state alumni liaisons in his or her region, at least quarterly.

Implement a membership recruitment drive within his or her assigned region.

Attend the SkillsUSA state conference within the state in which he or she resides and attend SkillsUSA National Leadership and Skills Conference.

Volunteer to attend or assist with SkillsUSA state conferences in other states within specific region.

Serve as a mentor for all alumni members.

Host or attend alumni meetings within his or her state or region.

Attend all national Alumni & Friends Executive Board planning meetings. Required Meetings are SkillsUSA National Leadership and Skills Conference (7 days); State Director's Professional Development Conference (3 days); Strategic Planning Meeting (3 days).

Submit quarterly reports to the Alumni & Friends Executive Board executive chair and alumni coordinator, as requested.

Maintain a calendar of SkillsUSA events for states within his or her region.

Help recruit qualified alumni volunteers to support the SkillsUSA national conference, as requested.

Abide by the SkillsUSA Code of Conduct while participating in all official SkillsUSA activities at the local, state or national level.

**Alumni & Friends Executive Board Representative
Duties and Responsibilities
SkillsUSA, Inc.**

**I agree to perform the duties of an Alumni Regional Representative
to the best of my abilities.**

Name

Date

SkillsUSA Alumni & Friends Association
3703 Ruysser Road
Kansas City, MO 64137
Phone: (816) 726-4255
E-mail: bgilbert@skillsusa.org



Our Mission:

“To help promote SkillsUSA in terms of time, talent and financial resources at all levels — the local, district, state and national.”

Lifetime Membership or Donation

Want to continue being involved with SkillsUSA? Join the SkillsUSA Alumni and Friends Association and be a part of the grassroots network. Fill out this form and send it with your check to SkillsUSA at the address below.

First and Last Name: _____

E-mail Address: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Home Telephone Number: (_____) _____ Work: (_____) _____

Current Occupation and Employer: _____

Title: _____

School You Attended: _____

Chapter City: _____ Chapter State: _____

High School Graduation Year: _____ College/Postsecondary Graduation Year: _____

SkillsUSA (or VICA) Advisor's Name: _____

Current Position: (√ [check] those that apply)
 Instructor Student (HS) Student (C/PS) B&I Partner Friend Other

SkillsUSA Offices Held: _____ Year: _____

SkillsUSA Awards Received

Did you win a medal in a SkillsUSA competition? Yes No

If yes, what contest? _____

At what level? Local District Regional State National

Other awards: _____

Are you still involved in SkillsUSA activities? Yes No

Would you be interested in serving on a technical committee? Yes No

At what level? Local District Regional State National

Would you be interested in serving as a judge? Yes No

At what level? Local District Regional State National

Employability Skills

Have you taken any levels of the Professional Development Program? Yes No

If yes, what level did you complete? (1-5) _____

Have you studied the Career Skills Education Program (CSEP)? Yes No

Please check one:

- Lifetime Member:** \$150 (One-time Payment)
- Donation Only:** \$ _____ enclosed.
(I do not wish to join at this time, but would like to make a contribution to the Alumni Fund.)

Please mail this form and your check payable to "SkillsUSA Foundation Inc." to:

ALUMNI FUND
SkillsUSA Foundation Inc.
 14001 SkillsUSA Way
 Leesburg, VA 20176

Thanks for your support!

Accounting Use Only
Date received: _____
Check No.: _____
Check amount: _____
Lifetime #: _____



SkillsUSA Alumni and Friends Merit Scholarship

The SkillsUSA Alumni and Friends Association is offering two annual merit-based \$500 scholarships to qualifying students. The \$500 scholarships will recognize the unique qualities of SkillsUSA students including leadership, commitment to community service, and advocating for career and technical education.

The scholarship winners will be announced during the annual SkillsUSA National Leadership and Skills Conference in Kansas City in June.

The competition is open to all current SkillsUSA members who will be attending a college/postsecondary school.

Scholarship applicants will be judged on the following criteria:

- Essay 1. Leadership within SkillsUSA at the local, state or national level
- Essay 2. Commitment to service to his or her community
- Essay 3. Advocating for career and technical education
- Résumé. One page
- The nominee's progress through the Professional Development Program (PDP) or Career Skills Education Program (CSEP), with verification
- Two letters of recommendation

A judging committee will review the nominations and select the national winners. An award check will be made payable directly to the college/postsecondary school upon receipt of a copy of the student's tuition invoice for that year.

Candidates can nominate themselves. All applications must include the applicant's résumé and two letters of recommendation from any of the following individuals: instructors, SkillsUSA advisors or state association director. Applications must be received by May 1. If you have questions, please contact Byekwaso Gilbert at 816-691-3827 or bgilbert@skillsusa.org.

Download and complete the application online at www.skillsusa.org. Deadline is May 1.



Merit Scholarship Application Form

SAMPLE

Applicant's Name _____

Home Address _____

City _____ State _____ ZIP _____

Home Telephone Number (____) _____

Applicant's Email Address _____

Applicant's Training Program _____

Name of Applicant's SkillsUSA Advisor or Instructor _____

Name of Applicant's Current School _____

School Address _____

City _____ State _____ ZIP _____

Advisor's Telephone Number (____) _____

Advisor's Email Address _____

Is this student a current SkillsUSA member? (*membership will be verified*) Yes No

What levels of PDP and/or CSEP has this student completed? (*circle*) 1 2 3 4 5 CSEP

Attach verification.

Does this student presently intend to continue his/her education in a college/postsecondary school in summer or fall of this year?

Yes No If yes, where? _____

To the SkillsUSA student applicant:

Please attach to this completed form as separate sheet(s): a copy of your résumé (one page); two letters of recommendation; and your typed or word-processed answer to each of the following questions. Answer each question separately, up to one page in length for each. Have your SkillsUSA advisor/instructor sign and date the bottom of each sheet.

Essay 1. How have you provided leadership to the SkillsUSA organization at the local, state or national level?

Essay 2. In what way have you enhanced the quality of life for fellow citizens in your community?

Essay 3. In what ways have you advocated for career and technical education and/or your chosen field?

I hereby attest that all the information contained in this application form and its attachments is accurate and true to the best of my knowledge.

Student Signature

Date

SkillsUSA Advisor/Instructor Signature

Date

Please return this completed form and attachments by May 1 to:

SkillsUSA Alumni Scholarship, SkillsUSA, 14001 SkillsUSA Way, Leesburg, VA 20176-5494



Sharon Melton Myers Memorial Scholarship

Through a donation from the Sharon Melton Myers Memorial Fund, SkillsUSA and the McMinn County Vocational Center SkillsUSA Alumni Association are offering a \$500 scholarship to a SkillsUSA student member in memory of Sharon Melton Myers. This scholarship will provide a graduating SkillsUSA member the opportunity to continue his or her education in college or a technical school.

Sharon Ruth Myers was an active member of the McMinn County Vocational Center SkillsUSA chapter from 1985-1988. During this time, Sharon participated in local, state and national SkillsUSA activities. She served as a local officer in 1986 and 1987, Tennessee state secretary in 1986-1987 and national president in 1987-1988. Following graduation from McMinn High in 1988, Sharon continued as an active supporter of SkillsUSA, serving as a national officer trainer for several years. Sharon was active in establishing a Tennessee SkillsUSA alumni charter and constitution while attending David Lipscomb College in Nashville. Sharon was totally committed and dedicated to the ideals of SkillsUSA and actively worked for the advancement of the organization.

A judging committee comprised of Catherine Melton and SkillsUSA staff will review the nominations and select the national winner.

Candidates can nominate themselves. All nominations must include two letters of recommendation from any of the following: instructors, SkillsUSA advisors, state association directors, or community leaders. A nomination form can be downloaded from the SkillsUSA website at: www.skillsusa.org.

Nominations must be postmarked by April 15.

If you have questions, please call SkillsUSA at 703-777-8810 or email us at anyinfo@skillsusa.org.

Sharon Melton Myers Scholarship Application

Applicant's Name: _____

Home Street Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ email: _____

Name of Applicant's Current School: _____

Applicant's Field of Study or Occupational Area: _____

School Address: _____

City: _____ State: _____ ZIP: _____

Advisor's Name: _____

Telephone: _____ email: _____

Please read carefully: Attach to this completed form your typed/word processed answer to each of the following questions. Answer each question on separate sheet of paper. Have your SkillsUSA advisor sign and date the bottom of each sheet.

1. In what SkillsUSA activities (local, state or national) do you participate?
2. What are your academic achievements?
3. What are your leadership achievements outside of SkillsUSA?
4. What are your community service achievements?
5. What are your educational goals and objectives?

I hereby attest that all the information contained in this application and its attachments is accurate and true to the best of my knowledge.

Signature of Applicant: _____

Date: _____

Mail the completed application and all attachments to:
Sharon Melton Myers Scholarship
SkillsUSA
14001 SkillsUSA Way
Leesburg, VA 20176
Must be postmarked by April 15.



SkillsUSA Alumni Resources

Each local or state alumni group should be aware of all SkillsUSA resources, educational materials and basic supplies. This will make it easy for your group to help support a variety of local, state or national activities.

SkillsUSA Online Resources

Visit the Alumni Page of the SkillsUSA website at: www.skillsusa.org

Online Training on SkillsUSA

The Alumni Professional Development Webinar Series is posted at: <http://skillsusa.org/membership-resources/alumni-friends-association/alumni-webinars/>

SkillsUSA Alumni and Friends Executive Board

For a list of SkillsUSA Alumni and Friends Executive Board members, go to: <http://skillsusa.org/about/alumni-and-friends-executive-board/>

Alumni Support

For help with your SkillsUSA alumni efforts, contact Byekwaso Gilbert at 816-726-4255 or email bgilbert@skillsusa.org.

State Alumni Coordinators

A list of the state alumni coordinators can be found at: <http://skillsusa.org/membership-resources/alumni-friends-association/state-alumni-coordinators/>

SkillsUSA Store

The SkillsUSA Store catalog offers alumni clothing, awards and recognition items, and more. To order, call 800-324-5996 or shop online at: www.skillsusastore.org

Social Networking

The SkillsUSA Alumni and Friends Association is on Facebook, Twitter and LinkedIn. Please find us and join the alumni pages for regular updates and networking opportunities.

Educational Resources Catalog Online

For alumni pin sales and more, visit: www.skillsusa.org/store/



In keeping with a tradition of respect for the individuality of our members and our role in workforce development, SkillsUSA strives to ensure inclusive participation in all of our programs, partnerships and employment opportunities.

SkillsUSA
14001 SkillsUSA Way
Leesburg, VA 20176-5494
Phone: 703-777-8810
FAX: 703-777-8999
Email: anyinfo@skillsusa.org
www.skillsusa.org