



State Officer Candidate Information Packet
2023-2024

Foreword

The State Officer Program Guide was created to assist SkillsUSA advisors and members in preparation for state officer candidacy.

It provides an overview of the state officer program from beginning July 1 of the year elected to end June 31 the following year. Each section of the State Officer Program Guide provides information for advisors, members, and parents in understanding the expectations of a state officer, as well as clarifying the qualifications, rules and details of candidate events.

In addition, we have provided preparation suggestions and resources for state officer candidates.

During the State Leadership and Skills Conference each year, SkillsUSA Florida delegates from across the state elect 6 high school and 6 college/postsecondary officers (one of each representing each region, if possible) to serve as student leaders for the SkillsUSA Florida organization – as state officers. These student leaders serve in a variety of roles throughout their year of service. As leaders, they serve as communicators, advocates and facilitators.

The state officer team leads our state conferences, including the SkillsUSA Florida Fall Leadership Conference and the SkillsUSA Florida State Leadership and Skills Conference. The state officer team also serves local chapters and teaches members skills from the SkillsUSA Framework to help them become career ready.

Being a state officer is one of the personal growth and student leadership experiences within SkillsUSA. The overall programs focus on three key essential elements of the SkillsUSA Framework: Leadership, Communication and Service Orientation.

The skills learned through the state officer program will not only help these student leaders be successful in serving the organization, but the skills will also help them throughout their lives and future careers.

We hope this all-encompassing resource will aid our stakeholders in better understanding the state officer election process as well as give an insight into the goals and objectives of the state officer program and expectations of the state officers once they are elected.

Contact Information for Questions

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SkillsUSA State Officer Program Guide

Table of Contents

Section 1: State Officer Job Description — Page 4

Roles and Responsibilities – Page 4

- Job Description
- Assignments and State Calendar
- State Officer Contract

Key Program Essential Elements – Page 8

- Overall Program Outcomes

Section 2: Bylaws Guiding the State Officer Election Process — Page 9

High School Division Bylaws – Page 9

College/Postsecondary Division Bylaws – Page 9

Section 3: The Election Process — Page 10

State Officer Candidate Application and Submission – Page 10

- Preparation of Information and Application Components
- Application Submission and Deadline

Candidate Preparation – Page 14

- Recommended Resources
- Instructions, Reminders, and Information
- Interviews

State Officer Candidate Process – Page 15

- Business Sessions and Meet the Candidate
- Campaign Policies and Procedures
- Voting

Section 4: New Officer Announcement and Post-SLSC Information — Page 16

Training Requirements of the 2023-2024 State Officer Team

Contact Information for Questions

Section 1 — State Officer Job Description

Position Title:	SkillsUSA State Officer
Work Location:	Remote with travel opportunities for trainings and assignments
Classification/Duration:	July 1, 2023 through June 30, 2024
Weekly Hours Required:	3 hours/week on average. This time includes trainings, assignments, activities, meetings, etc.
Reports To:	State Director, Jessica Graber, and State Officer Trainer, David Moye
Application Process:	Complete state officer application by March 10, 2023 and participate in the state officer election process at the State Leadership and Skills Conference.

ORGANIZATION BACKGROUND

SkillsUSA is a national career and technical student organization which serves middle school, high school, and college/postsecondary students who are preparing for careers in career and technical education. SkillsUSA's mission is to empower its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

SUMMARY

The primary role of a SkillsUSA Florida state officer is to serve SkillsUSA Florida at the local and state level to support our organization's mission. Being a state officer means representing more than 7,000 SkillsUSA student members, as well as the principles and purposes of our organization at all times. In this role, an officer will communicate key organizational information, while also promoting career and technical education. As a student leader, each officer must be clear on their priorities, able to manage a variety of tasks and projects, and use effective time and stress management strategies.

MINIMUM REQUIREMENTS

Candidates should meet the minimum requirements:

- (1) Active member status in SkillsUSA Florida and SkillsUSA.
- (2) Is enrolled in a CTE course or program with an occupational objective related to trade, industrial, technical or health occupations, and have at least one full year remaining in said course of study. Post-Secondary students must be enrolled in a coherent series of courses or a career major that prepares them for further education and/or employment related to technology, the health industry, trades or industry.
- (3) A grade point average of at least 3.0 in the course of study which leads to a career in a trade, industrial, technical or health occupations field.
- (4) Maintain at least a 2.5 grade point average in all other subjects.

PREFERRED REQUIREMENTS

The position requires strong SkillsUSA and CTE experience. Candidates should have had at least one year of SkillsUSA leadership experience, such as being a local or regional officer with a willingness to continue their development.

TRAVEL REQUIREMENTS

State officers must be available to travel for training and events throughout their year of service. After the election, the team will collaborate on availability and establish training dates and times.

ASSIGNMENTS

Throughout the state officers' year of service, they will be engaged in several assignments including the SkillsUSA Florida Fall Leadership Conference and the SkillsUSA Florida State Leadership and Skills Conference. Additional assignments may include:

- o Complete the Career Essentials: Advanced or Adult Learner Course.
- o Participation in Leverage (by invitation)
- o Participation in Courtesy Corps at the National Leadership and Skills Conference (by invitation)
- o Participation as a national delegate during the National Leadership and Skills Conference (by invitation)
- o Participation in the Washington Leadership Training Institute (by invitation)
- o Regional Training Workshops
- o Regional Leadership and Skills Conferences
- o Business partner events (by invitation)

STATE CALENDAR

State Officers must be available to attend the events listed below in full.

June 17-19, 2023 – Leverage training, Atlanta, GA (*by invitation*)

June 19-23, 2023 – National Leadership and Skills Conference, Atlanta, GA (*by invitation*)

July 16-20, 2023 – State Officer Training (*required*)

Bi-Weekly Officer Meetings (Virtual) – Held every other week on a day and time established by the team during training. (*required*)

September TBD (5 days) – Washington Leadership Training Institute (*by invitation*)

September TBD (1-2 days, varies by region) – Regional Leadership Training Workshop (*required to attend own region, may receive invites to other regions*)

November TBD (5 days) – Fall Leadership Training (2 days), Fall Leadership Conference (1 ½ days), Regional Officer Training (1 ½ days) (*required*)

February TBD (1-2 days, varies by region) – Regional Leadership and Skills Conference (*required to attend own region, may receive invites to other regions*)

April 12-17, 2024 – State Leadership and Skills Conference (required; includes two days of preconference planning and training)

June 24-28, 2024 – National Leadership and Skills Conference (*by invitation*)

STATE OFFICER CONTRACT

This form must be completed by handwritten signatures and uploaded with the state officer application online.

SkillsUSA Florida State Officer Contract

As a state officer of **SkillsUSA Florida**, (Name) _____ has the responsibility to represent all members of the state association. Your conduct must be always exemplary since you are always representing the organization. You may be meeting with students, advisors, administrators, business and industry representatives, government officials and educational leaders during your year of service. When you sign this **State Officer Contract**, it is with the understanding that your commitment to the year of service is substantial, as are the rewards of serving the organization. Your actions will also reaffirm the ideals of **SkillsUSA Florida**.

As a state officer of **SkillsUSA Florida**, I agree to adhere to the following rules and regulations:

Conduct

- I will, at all times, represent SkillsUSA to the best of my abilities.
- I will, at all times, respect all property and the rights of others.
- I will, at all times, implement and support the SkillsUSA culture of inclusion and diversity.
- My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
- I will not use alcohol, tobacco and illegal substances while representing SkillsUSA at events, functions, and conferences, including during travel.
- I will avoid places or activities that in any way would raise questions as to my moral character or conduct.
- I will not engage in any behavior that might be deemed sexual harassment which includes, but is not limited to, verbal, written or physical statements or actions to or about others.
- I will, at all times, use social media accounts appropriately. This includes not engaging in bullying or cyberbullying of others including threatening words or behavior; menacing, hazing, taunting or intimidation; the use of lewd, profane, or vulgar language; verbal or physical abuse of others; or other threatening behavior toward others at any time.
- I will alert the State Officer Trainer or State Director of any disciplinary actions I incur at school or outside of school, including but not limited to actions involving law enforcement.

SkillsUSA Program

- I will attend all trainings and activities as assigned and will be on time to all functions.
- I will complete all assignments given to me by my state officer advisors or SkillsUSA staff on time.
- I will be prepared for all conferences and events by knowing my curriculum and will submit all written speeches at least one week prior to delivery.
- I will regularly communicate with my state officer advisor, state director and chapter advisor.
- I will monitor and use my social media accounts responsibly and will monitor and use my SkillsUSA email account regularly.
- I will immediately forfeit my SkillsUSA office if I am involved in any activity that is deemed detrimental to SkillsUSA, my school or my reputation, including being arrested and charged with a crime.
- I will adhere to the stated SkillsUSA dress code and grooming standards.
- I will respect SkillsUSA attire and will use cigarettes, e-cigarettes, use a vape pen or any other substances while wearing clothing bearing the name or logo of SkillsUSA, including outdoor venues.
- I commit to an entire year of service that begins immediately after my election, and that concludes with the SkillsUSA National Leadership and Skills Conference the following June.

School/Membership

- I will maintain active SkillsUSA membership as outlined in Article IV Section 5 of the SkillsUSA High School and College/Postsecondary Bylaws by being “enrolled in a coherent sequence of courses or career major” and attend classes at the school my SkillsUSA chapter is based.
- I will submit my name on my chapter’s membership roster and pay SkillsUSA member dues for the year in which I am a state officer, no later than the deadline of February 1.
- I will attend school daily unless I am on official SkillsUSA business or other approved excursions, or if I am ill. I will plan in advance for absences and make up any class work missed.
- I will maintain above-average grades in all my classes.
- I will immediately forfeit my SkillsUSA office if I am no longer enrolled in my school/training program due to dropping out, being suspended, or expelled from school.

Traveling

- When traveling for SkillsUSA, I will abide by the established curfew, and will report to events in the morning on time and dressed appropriately.
- When traveling for SkillsUSA, I will spend each night in the room of the hotel to which I am assigned. I will not enter any hotel room other than the one to which I am assigned.
- When traveling for SkillsUSA, I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
- When traveling for SkillsUSA, I will keep the SkillsUSA staff in charge informed of my whereabouts at all times. I will not leave the hotel/motel to which I am assigned without the permission of the assigned SkillsUSA staff in charge of the event.

I understand and commit to all of the above statements and expectations, and I understand that there are consequences and potential disciplinary actions, including my removal from office, if at any time I fail to fulfill my duties as a SkillsUSA state officer.

State Officer Signature

State Officer Printed Name

SkillsUSA Advisor Signature

SkillsUSA Advisor Printed Name

Parent/Guardian Signature
(for students under 18)

Parent/Guardian Printed Name

Key Program Essential Elements

The state officers will participate in experiences that touch on all 17 Essential Elements within the SkillsUSA Framework. However, the state officer program will focus primarily on three key Essential Elements: Leadership, Communication and Service Orientation.

Leadership — Influencing the hearts, minds and actions of others.

Communication — Sending and receiving clear messages.

Service Orientation — Meeting the needs of internal and external customers.

OVERALL PROGRAM OUTCOMES

As a result of the State Officer Program, the SkillsUSA mission is achieved by ensuring that the state officers are able to demonstrate proficiency in the following Essential Elements: Leadership, Communication and Service Orientation.

Leadership

- Exhibit the four primary characteristics of high-quality leaders as defined by SkillsUSA: trust, compassion, stability, and hope.

Communication

- Develop and deliver effective communication about SkillsUSA and career and technical education that is written or oral and targeted at a variety of stakeholder audiences.

Service Orientation

- Demonstrate a high level of service to meet the needs of local, district and state stakeholders.

Section 2 — Bylaws Guiding the State Officer Election Process

SkillsUSA Florida Student Bylaws

ARTICLE IX ELECTION OF STATE OFFICERS

- A. All State officers shall be elected annually at the State Skills and Leadership Conference, unless otherwise designated by the Executive Board and shall serve for the forthcoming year.
- B. Each candidate shall submit the Official State Officer Application Form to the SkillsUSA Florida State Director by an announced date (by the State Director).

Florida SkillsUSA Student Bylaws High School and College/Post-secondary Divisions

- A. Two secondary and two post-secondary candidates will be elected by delegate vote at the Regional SkillsUSA Competition to run for the position of state officer at the State Leadership and Skills Conference.
- B. In the event there are no candidates representing both divisions, multiple candidates may be elected from one (1) division, either secondary or post-secondary.
- C. The positions of all state officers will be determined at a time designated by the SkillsUSA Florida State Director or their designate (State Officer Trainer). Offices will be determined by a process decided by the State Officer Trainer with approval by the State Director.
- D. The slate of officers shall be presented at a designated time during the State Skills and Leadership Conference. Nominations may be made from the floor provided an Official Candidate Form for officers has been submitted to the Regional Coordinator and only if a vacancy exists.
- E. Voting shall be done by ballot and officers shall be elected by majority vote of the delegates. The office of candidate will be announced during the House of Delegates meeting, or other designated time.
- F. Each region shall have two officers representing their region. In the event that a region does not elect two officers, a state officer may be selected by popular vote, from those candidates not elected to represent their region.

Section 3 — State Officer Election Process

State Officer Candidate Application and Submission

PREPARATION OF INFORMATION AND APPLICATION COMPONENTS

The [SkillsUSA Florida State Officer Candidate Application](#) is available online only, but there are several items you need to prepare before starting the online application, as the application will not save unfinished work. The steps below will assist you in preparing your application.

The application deadline is **March 10, 2023**.

Step 1

Ensure the state officer candidate qualifications are met as outlined in the SkillsUSA Florida Student Bylaws.

NOTE: Each state officer candidate shall be an active SkillsUSA member and eligible to retain active membership in the organization until the member completes the term of office, if elected. ***Please double-check with your SkillsUSA chapter advisor and confirm dues for **chapter, state and national membership** were submitted by February 1 in the year you are running for state office.***

Step 2

If qualifications are met, request and gather the following documents as early as possible in your application preparation process. You will upload and attach these documents in **PDF format** only as part of your online application.

Documents to be labeled (First Initial_Last name_Document Title), i.e.,
M_Smith_ChapterAdvisorSupportLetter.PDF

Be sure to upload the correct document in each upload field. If possible, combine multiple documents into a single PDF document. Several apps are available to assist with this - Tiny Scanner, PDF Scanner, or Scannable.

School Verification Letter

Verification letter from a school administrator indicating that:

“(Candidate Name) is enrolled in a coherent series of courses or career major that prepares them for further education and/or employment and who are earning credit toward a high school diploma/certificate or its equivalent and plans to continue in the training program at least one full academic year.

(School name) supports the efforts of (candidate name) in serving as a State Officer for the 2023-2024 school year and will excuse absences accrued while representing SkillsUSA. In return, (candidate name) is expected to complete any work missed, including makeup exams, homework, classwork, and other schoolwork.

(School name) understands that supervision is provided by SkillsUSA Florida for State Officers on official business, and that if additional supervision is required by a school or district, it will be provided at the school’s expense.

Should any disciplinary issue arise with the student, a representative from (school name) will contact the SkillsUSA Florida State Office as soon as possible.””

NOTE: Handwritten signature required.

Chapter Advisor Support Letter

Verification letter from the chapter advisor indicating that:

“(Candidate Name) is a member of the (Chapter Name) Chapter of SkillsUSA, and is currently a registered and paid member of SkillsUSA. (Candidate Name) will remain a member for the duration of their term in office.

(School name) supports the efforts of (candidate name) in serving as a State Officer for the 2023-2024 school year and will excuse absences accrued while representing SkillsUSA. In return, (candidate name) is expected to complete any work missed, including makeup exams, homework, classwork, and other schoolwork. I will maintain communication with (candidate name) on a regular basis to ensure assignments are completed.

(School name) understands that supervision is provided by SkillsUSA Florida for State Officers on official business, and that if additional supervision is required by a school or district, the school or district will supply supervision at the school’s expense.”

NOTE: Handwritten signature required.

Read, acknowledge, and sign the State Officer Contract you will be held to, if elected. (see pages 7 and 8)

Read, acknowledge and sign the candidate campaign policies and procedures. (see page 15)

Step 3

Gather the following information to complete the application:

Candidate Designation

- Chapter/School
- Division
- SkillsUSA Membership - have you paid chapter, state, and national membership dues for the current year?

Candidate Information

- First Name, Last Name
- Preferred Name and Phonetic Spelling
- Candidate’s Mailing Address
- Date of Birth
- Cell Phone #
- Personal Email (not a school email – public domain such as gmail, hotmail, yahoo, icloud, etc.)
- T-shirt Size
- Polo Size and Style Preference (men’s or women’s)
- Special Needs and/or Dietary Restrictions/Allergies
- CTE Program
- Anticipated Graduation Date or Program Completion Date
- Which of the following activities have you participated in during your SkillsUSA membership?
 - Activate.

- o Chapter Officer.
- o Regional Officer.
- o Fall Leadership Conference (FLC).
- o Washington Leadership Training Institute (WLTI).
- o President's Volunteer Service Award.
- o State Leadership and Skills Conference.
- o National Leadership and Skills Conference.
- o Other.

Travel Information

- Name as it appears on your driver's license or official government ID
- Preferred Departure Airport (Jacksonville, Pensacola, Orlando, Tampa, Miami, Ft. Lauderdale)

School Contact Information:

Contacts listed in this section will receive copies of correspondence related to State Officer candidacy and activities.

- School Name
- School Address
- School Phone #
- SkillsUSA Chapter Advisor Name, Phone # and Email
- School Administrator Name, Phone # and Email

Step 4

In **500 words or less**, prepare answers to the following questions. Use a word processing program to establish formatting and run spell check.

- What is your SkillsUSA Framework story?
 - o Create your story by identifying one Essential Element from the SkillsUSA Framework that you have developed and explain how experiences in SkillsUSA and/or your career and technical education program have aided in your growth.
 - o Utilize Framework story creation tools [here](#).
- Why would you like to be a SkillsUSA Florida State Officer?

Step 5

Candidate Headshot

1. Head and shoulders shot (from chest up) – PORTRAIT (vertical) orientation only
2. Shoot against a plain, one-color wall, preferably white
3. Make sure photo is well lit, but try not to have any shadows on the wall, if possible
4. Wear SkillsUSA Official Dress Attire (wear only acceptable pins on jacket)
5. Do not use filters of any kind
6. Smile!

Once you have all the information gathered, you are ready to begin the application process at: [SkillsUSA Florida State Officer Candidate Application](#).

APPLICATION SUBMISSION AND DEADLINE

*Once you begin the online application process, you must complete the entire application in one sitting, as **it will not save unfinished work**. If you stop in the middle, you will have to start over. Be sure that you have all essays and scanned documents prepared before you begin.*

Upon successful submission, you will receive a confirmation email with a copy of your responses.

The application deadline is **March 10, 2023**.

You will be notified by **March 24, 2023** if you are eligible to be an official candidate.

Candidate Preparation

Below are the events held for state officer candidates. The procedures are important, and this section is devoted to assist in preparing candidates to attend and participate fully in the state officer election process.

RECOMMENDED RESOURCES

- *SkillsUSA Member Handbook* — a thorough understanding of all sections.
- State Officer Program Guide.
- SkillsUSA Website *www.skillsusa.org*: Mission, Vision, Values.
- The SkillsUSA Framework.
- SkillsUSA National and State Theme
- Scenario Role-Play — Interview Practice. Interviewing knowledgeable individuals can be an effective way to learn a great deal about what you know, what you do not know and what you need to know.

INSTRUCTIONS, REMINDERS, AND INFORMATION

Approved/verified state officer candidates will receive information upon their application being accepted to find instructions for virtual events, reminders for preparation work for each event and information to assist in that preparation.

There will be a virtual orientation meeting held prior to the State Leadership and Skills Conference, date and time TBD. During this time, the state officer candidate schedule will be reviewed and there will be time available for questions.

INTERVIEWS

On April 3, 2023, candidates will participate in interviews conducted on Zoom and take a SkillsUSA Professional Development Test, on which you must score an 70%. Candidates will be held in the Zoom waiting room until it is their turn.

Interviews will be conducted by a panel made up of SkillsUSA Florida Staff, Board of Directors, and former State Officers. The interview will focus on your personal commitment to becoming a SkillsUSA state officer and will explore your experience in growth of the Essential Elements of the SkillsUSA Framework.

Candidates will be assessed using a rubric that is focused on the Essential Elements of the SkillsUSA Framework. Interview schedules will be shared at a future time.

State Officer Candidate Process

This form must be completed by handwritten signatures and uploaded with the state officer application online.

BUSINESS SESSIONS AND MEET THE CANDIDATE

During the State Leadership and Skills Conference, the business sessions and Meet the Candidate will be held on April 19 and 20, 2022 at 3 PM. A full conference schedule can be found in the SLSC22 Conference Guide, available at skillsusafl.org/resources.

CAMPAIGN POLICIES AND PROCEDURES

Online campaigning will be allowed from 9 PM Monday, April 10, 2023 until the close of voting. Candidates should use the hashtag **#SkillsUSAFLStateOfficerCandidate** and via social media platforms to ensure the broadest reach for virtual campaigning.

Candidates and their representatives (chapter officers, advisors, campaign committee members, parents, delegates, members, etc.) *may NOT*:

- Disclose the candidate's intent to run for state office or campaign in any manner prior to April 10, 2023, or when candidates are notified that they are official candidates for office, whichever is earlier.
- Create, or use personal, chapter or state web pages, campaign websites, or custom/personalized electronic campaign apps for any type of campaigning.

Candidates and their representatives (chapter officers, advisors, campaign committee members, parents, delegates, members, etc.) *may*:

- Use acceptable campaign formats, including: social media platforms, message boards, email messages, verbal communications and use of campaign slogans or hashtags.
- Use a Poster Board (measuring no more than 22"x28") for Delegate sessions and Meet the Candidates at the State Leadership and Skills Conference.
- Spend no more than \$50 on all campaign materials (donations must be counted at market value. An accounting of all expenditures must be provided to David Moye no later than April 10, 2023 at 3pm)

Campaign efforts – electronic and otherwise – are ultimately the responsibility of the state officer candidate. Social media tools can be more difficult to monitor than some other campaigning methods, so candidates must be clear with anyone who may be campaigning on their behalf as to campaign policies and procedures.

When using social media platforms for campaigning, keep in mind candidates represent their local chapter and state SkillsUSA in every post, photo, and comment. Use the following Social Media Guidelines to ensure a successful campaign:

- o **Be Professional** – Your digital presence, whether posted by yourself or by someone on your behalf, should be truthful, positive and spotlight your best self.
- o **Be Fair** – Post only during the approved dates/times; no paid advertising.
- o **Be Respectful** – Make only positive campaign posts; other candidates may not be mentioned.
- o **Be Secure** – Moderate comments and photos on all platforms and approve/allow only those that are tasteful and meet the social media campaigning guidelines.
- o **Be Responsible** – Use common sense and good ethics when posting; ensure campaigning is a positive representation of SkillsUSA.
- o **Be Accountable** – Tell the truth about who you are and how you will serve the SkillsUSA organization as a state officer. Ensure everyone involved in your campaign follows the policies and procedures of campaigning.

Campaign Violations

If you believe a violation of campaign policies and procedures has occurred, please report it via email to David Moye at Dmoye@SkillsUSAFL.org. Violating campaign policies and procedures may result in disqualification.

VOTING

Voting for state officers will be conducted during Delegate Sessions on April 13, 2023 at 3 PM at the State Leadership and Skills Conference. Schools are assigned a number of delegates based on their membership for the year. Candidates may not serve as delegates for their own school.

The top vote recipients in each Region/Division will be state officers. Candidates are seeking election as a state officer in general. Specific State Officer roles will be determined during State Officer Training in July.

State Officer Signature

State Officer Printed Name

SkillsUSA Advisor Signature

SkillsUSA Advisor Printed Name

Parent/Guardian Signature
(for students under 18)

Parent/Guardian Printed Name

Section 4: New Officer Announcement and Post-SLSC Information

The 2023-2024 SkillsUSA Florida State Officers will be announced and installed during the State Leadership and Skills Conference Awards and Recognition ceremony on Thursday April 14, 2023. Post-election meeting information will be shared when candidates are certified. Attendance at the post-election meeting is required of all newly-elected officers.

Training Requirements of the 2023-2024 State Officer Team

All training events are mandatory.

- SkillsUSA Florida State Officer Training – July 16-20, 2023
- SkillsUSA Florida Fall Leadership Conference Training – 1-2 days prior to the Fall Leadership Conference, November TBD
- Bi-Weekly Virtual Meetings – will take place on a day and time established by the team during July training
- State Leadership and Skills Conference – April 12-18, 2024 – includes 2 days of training pre-conference

Contact Information for Questions

CONTACT NAME David Moye
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