



REGIONAL OFFICER PROGRAM GUIDE

Please review the information in this document carefully and reach out to your Regional Coordinator with any questions you may have. Submit your application by September 15, 2026 – NO EXCEPTIONS!

1. Review the Expectations of Regional Officers and Travel and Events sections to ensure you can uphold the requirements of the position.
2. Collect a letter of support from your administration and chapter advisor. These letters must have a handwritten signature and be scanned to submit.
3. Complete the Regional Officer Contract by printing and signing. Collect signatures from your Chapter Advisor and Parent/Guardian as well, then scan and submit.
4. Gather the necessary information and submit online at <https://form.jotform.com/222415987804059>

IMPORTANT CONTACT INFORMATION

Region 1 Coordinator – Tyler Sahlin, region1@skillsusafl.org, 850-304-3821

Region 2 Coordinator – Adina McCall, region2@skillsusafl.org, 904-240-7516

Region 3 Coordinator – Melissa Allers, region3@skillsusafl.org, 407-518-4502, ext 65464

Region 4 Coordinator – Kellyann Haudricourt, khaudric@pasco.k12.fl.us, 727-967-3721

Region 5 Coordinator – Jennifer Messina, jennifer.messina@browardschools.com, 954-552-5437

Region 6 Coordinator – VACANT, region6@skillsusafl.org

State Director – Jessica Graber, jgraber@skillsusafl.org, 850-284-8534

Assistant State Director – Jayde Alioto, jaydea@skillsusafl.org, 352-322-3345

INFORMATION TO COLLECT

- Name, email (non-school email), phone number
- School and CTE Program
- Region
- Shirt Size
- Advisor Name, Email, and Phone
- Parent/ Guardian Name, Email and Phone
- Long Answer Questions (1-2 paragraphs each)
 - What does SkillsUSA mean to you?
 - What does it mean to be a leader?
 - Why is career and technical education important to society?
 - What other commitments do you have that may challenge your ability to complete your Regional Officer work, and how do you plan to balance those responsibilities?
 - What questions do you have?

EXPECTATIONS OF REGIONAL OFFICERS

Regional Officers are expected to adhere to the conduct outlined in the Regional Officer Contract. Regional Officers are expected to set the example for other members in professionalism, responsibility, and teamwork, and to represent SkillsUSA Florida and their Region at the local, state, and national levels.

Failure to abide by these standards may result in removal from office. If a student engages in behavior that results in removal from an offsite event, the school is responsible for arranging return travel and covering associated costs.

Regional Officers are expected to attend the events listed below. If an officer is unable to attend, they should reach out to the Regional Coordinator or State Director as soon as possible. Every attempt will be made to accommodate other responsibilities; however, failure to attend an event may prevent a student from continuing in the role.

SUPERVISION

While SkillsUSA Florida provides supervision for all Regional Officers at events, it is important to check with your school and school district about the specific supervisory requirements they may have. Any additional supervision that is required beyond what is provided by SkillsUSA Florida will be at the cost of the school, including travel, registration fees, and other associated costs.

REQUIRED TRAVEL AND EVENTS

Regional Officers are expected to attend the following events or activities:

Regional Officer Training (virtual) – TBD

The time and date will be determined with at least two weeks' notice prior to the training. Each officer must have a laptop or computer with a working webcam and audio.

Fall Leadership Conference – November 9-11, 2026, Leesburg, FL

Travel to and from the event is the responsibility of each school, and Regional Coordinators will be available to assist with coordination. Officers are expected to arrive no later than 12 PM on November 9, and will depart by 2:30 PM on November 11. SkillsUSA Florida will cover the registration cost for each officer, including a hotel, meals and snacks from dinner on Monday through lunch on Wednesday, and any other fees. Schools are responsible for any additional meals or hotel nights. All Regional Officers are expected to achieve the Florida Statesman Award.

Regional Leadership and Skills Conference – February TBD

Regional Officers are expected to attend the RLSC, even if they are not competing. Officers will assist with a variety of tasks, including registration, lunch delivery, opening session, and awards session. Officers who are not competing will receive complimentary conference registration. Officers who are competing will pay the registration fee but may still be involved with activities outside of their competition time.

State Leadership and Skills Conference – April 26-29, 2027, Jacksonville, FL

(by application only)

Regional Officers who are not competing at the state level can apply to attend the State Leadership and Skills Conference as part of the Regional Officer Leadership Team. Interested officers should contact their Regional Coordinator. If selected, the registration fee and hotel will be paid for by SkillsUSA Florida, and the Regional Officer will assist with a variety of tasks, including registration, escorting judges and industry partners, providing support to the State Officer team, assisting with delegate sessions, and other tasks, as assigned. This opportunity is perfect for any student considering running for a State Officer position in the future.

Other events and opportunities may present themselves throughout the year. In these circumstances, officers may receive an invitation to attend, but they are not required to accept it.

REQUIRED DOCUMENTS

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.

1. School Verification Letter

Copy and paste the text below into a document, and have your school administrator (Principal, Assistant Principal, Director, etc) sign it.

“(Candidate Name) is enrolled in a coherent series of courses or career major that prepares them for further education and/or employment and is earning credit toward a high school diploma/ certificate or its equivalent and plans to continue in the training program at least the remainder of the 2025-2026 school year.

(School name) supports the efforts of (officer name) in serving as a Regional Officer for the 2025-2026 school year and will excuse absences accrued while traveling while representing SkillsUSA and advocating for career and technical education. In return, (officer name) is expected to complete any work missed, including makeup exams, homework, classwork, and other schoolwork.

Should any disciplinary issue arise with the student, a representative from (school name) will contact the Regional Coordinator and/or SkillsUSA Florida State Office as soon as possible. If the student engages in any activity that requires their removal from an event, our school will cover any associated costs.”

NOTE: include a handwritten signature.

2. Chapter Advisor Support Letter

Copy and paste the text below into a document, and have your advisor sign it.

“(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 registered and paid member for the duration of their term in office. Should circumstances change throughout the year, I will alert the Regional Coordinator and/or State Office as soon as possible. I endorse this student as a candidate for Regional Office.

I understand that travel to and from the Fall Leadership Conference is the responsibility of my school, and any advisors or chaperones required by the school must register and pay to attend the event. I will communicate with my school’s administration about requirements for supervision, beyond what is provided by SkillsUSA Florida.”

NOTE: include a handwritten signature.

3. Read, acknowledge, and sign the Regional Officer Contract on the next page.

REGIONAL OFFICER CONTRACT

As a Regional Officer of SkillsUSA Florida, you are responsible for representing members of the state association. Your conduct must always be exemplary, as you are representing the organization at all times. You will meet with students, advisors, administrators, business and industry representatives, government officials, and leaders during your year of service. By signing the Regional Officer Contract, you understand that your commitment to the year of service is substantial, as are the rewards. Your actions will also reaffirm the ideals of SkillsUSA Florida.

As a Regional Officer of SkillsUSA Florida, I agree to adhere to the following rules and regulations:

Conduct

- I will always represent SkillsUSA to the best of my abilities.
- I will always respect all property and the rights of others.
- I will always implement and support the SkillsUSA culture of inclusion and diversity.
- My conduct will always be exemplary, both during and outside of SkillsUSA functions.
- I will not use alcohol, tobacco, and/ or illegal substances while representing SkillsUSA at events, functions, conferences, or 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 always 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 notify the Regional Coordinator or State Director of any disciplinary actions I receive 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 for all functions.
- I will complete all assignments given to me by my Regional Coordinator or SkillsUSA staff on time.
- I will be prepared for all conferences and events.
- I will regularly communicate with my Regional Coordinator, State Director, and chapter advisor.
- I will use my social media accounts responsibly and regularly monitor and use my email account for SkillsUSA-related communications.
- 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 not use cigarettes, e-cigarettes, vapes, or any other substances while wearing clothing bearing the name or logo of SkillsUSA, including outdoor venues.
- I commit to a full year of service that begins immediately after my election and 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 attending classes at the school where my SkillsUSA chapter is based.
- I will submit my name to my chapter’s membership roster and pay SkillsUSA member dues for the year in which I serve as a regional officer, no later than 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 for absences and make up any classwork missed in advance of my absences.
- 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 being expelled from school.

Traveling

- When traveling for SkillsUSA, I will adhere to the established curfew and report to events on time, dressed appropriately.
- When traveling for SkillsUSA, I will spend each night in the hotel room assigned to me. I will not enter any hotel room other than the one to which I am assigned.
- When traveling for SkillsUSA, I will always respect all public and private property, including the hotel or motel where 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 or motel to which I am assigned without the permission of the assigned SkillsUSA staff member in charge of the event.
- I understand that my school must arrange for my transportation and travel to and from events, including any supervision required above and beyond what is provided by SkillsUSA Florida.
- I will obtain permission from my parent/guardian to attend any offsite event and ensure they have contact information for the SkillsUSA staff in charge, the location of the event, and any other pertinent information.

I understand and commit to all the above statements and expectations, and I acknowledge that there are consequences and potential disciplinary actions, including removal from an event at my own expense, or from the Regional Officer position if I fail to fulfill my duties as a SkillsUSA Regional Officer at any time.

Candidate Signature

Candidate Printed Name

Chapter Advisor Signature

Chapter Advisor Printed Name

Parent/ Guardian Signature
(for students under 18)

Parent/ Guardian Printed Name