

## **How to Apply to Run for State Office**

Step 1: Make sure you have your advisor's permission. Each chapter can only have two applications for state officer candidates.

Step 2: Make sure you are available for the dates listed below. Attendance is mandatory and missing a date will result in automatic removal from the team.

**July 14- July 18, 2024 (DFW) - Summer Training**

**Date TBD - Fall Training**

**Date TBD - Leadership Conference (officers will be required to attend at least one area leadership conference)**

**January 11-12, 2023 (TBD - Winter Board Meeting - President Only)**

**Late January - Early February (Austin, CTSO week at the capitol. 3 days of missed school)**

**April - State Contest (Ft Worth)**

Step 3: Look over the application before you fill it out. Have all of the information ready.

Step 4: Fill out the application.

<https://texastechnologystudentassociation.submittable.com/submit>

Step 5: Send the recommendation link to your advisor, community member and administrator.

- If your chapter has multiple advisors it can be from any one of them.
- Community member is anyone outside of school that can recommend you. Examples are your pastor, boss, the lead person at a place you volunteer. This should not be from your neighbor, a friend's parent or your parents' friend.
- Administrator can be a principal, assistant principal, counselor, CTE Director

Step 6: Relax! You will receive an email in March informing you of your clearance to run for state office.

Step 7: Start to plan for your campaign. All campaign guidelines will be sent to you via email. Remember absolutely no campaigning can happen before you are introduced at the 1st General Session at the State Contest.

Step 8: Make arrangements to attend the mandatory, State Officer Candidate meeting at the State Conference with your Chapter Advisor. Date and time will be included in your candidate acceptance email.

Step 9: Make sure you plan to stay for about 30-45 minutes after the 3rd General Session is over at the State Contest if you win your election.

**Good Luck!**