



2018-19

WASHINGTON HOSA

STATE OFFICER CANDIDATE

APPLICATION PACKET

This state officer application packet contains some very important information. Carefully read it prior to completing the forms. Once you have thoroughly reviewed the packet, complete all of the forms listed below and submit them to STEM PREMIER by **January 31, 2018**

This Packet Contains:

- Procedure for Becoming a HOSA State Officer
- Study Guide for State Officer Test
- State Officer Team Candidate Application
- Advisor/Officer Candidate Memorandum of Understanding
- Employer's Notification Form
- Request for School Transcript, Resume and Employer Notification Form
- Letters of Recommendation Request
- Video/Recorded Voice/Photography Release
- HOSA Code of Conduct
- Medical Liability Release Form
- State Assurance Form
- 2018-19 Mandatory HOSA State Officer Dates

To be completed & submitted by **January 31, 2018**

- State Officer Team Candidate Application
- Advisor/Officer Candidate Memorandum of Understanding
- School Transcript
- Two Recommendations
- Resume
- Employment Notification Form
- Video/Recorded Voice/Photography Release
- HOSA Code of Conduct
- Medical Liability Release Form
- Proof of State and National HOSA Membership (Verified by State Advisor)

Additional requirements:

- Complete on-line State Officer Candidate Test during SLC testing February 5-16th
- Candidate selection process at the State Conference March 15-17, 2018 will include:
 - Interview and recite creed with the selection committee Thursday evening
 - Meet the Candidates Breakfast- Friday morning
 - Candidate should prepare a 3-5 minute speech to give to the voting delegates- Friday afternoon
 - Voting will be March 16th at the State Conference
- Submit completed packets to STEM PREMIER no later than **January 31, 2018**

PROCEDURE FOR BECOMING an WAHOSA STATE OFFICER

1. Any student who wants to be considered as a candidate for an WAHOSA state office must:
 - a. Be a registered, paid, **active** member of his/her HOSA chapter
 - b. Complete and sign the Officer Candidate Application Form with application.
 - c. Submit school transcript with evidence of a current 3.0 grade average on a 4-point scale and submit it with application.
 - d. Submit a resume and Employment Notification form with application
 - e. Submit travel, photography, and medical release forms with application
 - f. Take an examination, participate in an interview, recite the HOSA Creed and respond to questions.
2. Candidates may be slated for one office and will have the opportunity to decline the nomination.
3. Offices for which students may become a candidate are:
President
President-Elect (Two-year term)
Regional Vice Presidents (Must live in and attend school in the region)
 Region 1 – Eastern Region includes chapters in ESD 101/123
 Region 2 – Central Region includes chapters in ESD 105/171
 Region 3 – Southwest Region includes chapters in ESD 112/113
 Region 4 – Midwest Region includes chapters in ESD 114/121
 Region 5 – Northwest Region includes chapters in ESD 189
Postsecondary Vice President
Secretary
Historian/Reporter
Parliamentarian

All offices are open to students in grades 9-12 that have taken or currently taking a CTE-Health Career class with the exception of the one Post Secondary Vice President. This candidate must be currently enrolled in a college or university pursuing a health career. After elections, each officer will pay membership dues for the next year by September 30.

All candidate applications are to be submitted to STEM PREMIER by **January 31, 2018**.

Candidates will take a qualifying test, recite the HOSA Creed and respond to questions before the Nominating Committee, who interview the candidate after reciting the creed is complete.

Slated Candidates will present their speeches in front of the voting delegates during the business meeting at SLC.

Roles of the Nominating Committee and Installation Process

The Nominating Committee will consist of but not limited to State Executive Director, State Officer Advisor, and State Board Members.

The Nominating Committee shall have the authority to change the candidates from the office originally selected with the candidate's consent. A candidate may be asked to "run" for his/her second choice. The candidate may also be asked to change office in the event there is no other choice.

The Nominating Committee will assess, the application packet, the reciting of the HOSA Creed, and will conduct the candidate interviews.

The Nominating Committee will slate the qualified candidates for presentation to the Voting Delegates at the Business Meeting at the 2018 SLC conference, where the slated candidates will present their speech. Following the speeches from the slated candidates the voting delegates will vote to determine the 2018-2019 State Officer Team.

Officers will be installed at the 2018 State Leadership Conference and will assume all responsibilities upon installation.

All officers MUST attend the mandatory State Officer Training from May 20 – May 22, 2018 located at Black Lake Bible Camp. You will need to have and wear the complete Official HOSA uniform at that time.

2018-19
MANDATORY WAHOSA STATE OFFICER DATES

March	15-17	2018 State Leadership Conference	Spokane, WA
May	20-22	State Officer Training	Olympia, WA
June	27-30	2018 Int'l Leadership Conference	Dallas, TX
August	5-6	State Officer Meeting	Spokane, WA
August	4-7 (TBA)	Washington ACTE Conference	Spokane, WA
September	14-18	Washington Leadership Academy <i>(OPTIONAL – but encouraged at your expense)</i>	Washington DC
November	2-3	2018 Fall Leadership Conference	TBD
February	TBD	Civic Engagement Day	Olympia, WA
March	TBD	State Leadership Conference	TBD
June	TBD	2019 Int'l Leadership Conference <i>(OPTIONAL)</i>	TBD
Monthly Team Meetings	TBD	First of each month – conference call, in person meeting, event	TBD

Additional Requirements:

1. When sending emails, state officers must CC the state leadership team.
2. State officers are required to provide a copy of their report card/grades at the end of each term for secondary officers and the end of each semester for post-secondary/collegiate officers.
3. State officers are expected to maintain a professional working relationship with their chapter advisors as well as the state leadership team.
4. Membership dues must be paid by September 30.
5. State Officers should be included with their chapter registration for all conferences.

STUDY GUIDE FOR OFFICER TEST

References for Study Guide:

Robert's Rules of Order
Section A and C of Advisors National HOSA Handbook
Section B National HOSA Handbook
National Recognition Program

Sample Questions:

1. Which of the following competitions is a team event?
 - a. CERT
 - b. Medical Reading
 - c. Sports Medicine
 - d. Medical Photography

2. The motion to limit debate may be applied:
 - a. only to the immediately pending question.
 - b. to an entire series of debatable questions.
 - c. to the motion to lay on the table.
 - d. to the privilege motion to recess.

3. After members make motions, they should:
 - a. debate the motion.
 - b. remain standing and wait for permission to debate.
 - c. resume their seats.
 - d. sit and wait for another member to ask a question so that debate may proceed.

4. What content is covered in the Healthcare Issues Exam?
 - a. Licensure criteria for CNA's
 - b. Writing a research paper
 - c. Current events
 - d. The HOSA National Service Project

5. The Washington State Officer Advisor is _____
 - a. Ryan Hamilton
 - b. Andrew Goss
 - c. Mark Hamilton
 - d. Lina Montecalvo

Memorize and recite at interview

HOSA Creed

I recognize the universal need for quality, compassionate healthcare.

I understand the importance of academic excellence, skills training, and leadership development in my career pathway.

I believe through service to my community and to the world, I will make the best use of my knowledge and talents.

I accept the responsibility of a health professional and seek to find my place on a team equally committed to the well-being of others.

Therefore, I will dedicate myself to promoting health and advancing healthcare as a student, a leader, an educator, and a member of HOSA-Future Health Professionals.



2018-19
WASHINGTON HOSA
STATE OFFICER CANDIDATE
APPLICATION

Choosing a State Officer Position

Each candidate may choose a state officer position to run for. The following items must be considered:

1. The level of your position is based on your current membership classification (Secondary – Post secondary)
2. You must live/go to school in the region you are running for. If that changes, you will not be eligible to remain in your position.
3. Any student who wants to be considered as a candidate for a state HOSA office must:
 - a. Complete and submit all of the required forms by the required date.
 - b. Agree to attend all HOSA activities (tentative dates listed on the attached calendar). I realize that if I need to miss an event, I must have my absence excused with the State Staff prior to the event. I realize that if I miss two mandatory events, I may be put on probation or be removed from office.
 - c. Have my membership paid in full before September 30.
 - d. Obtain the official HOSA uniform before the State Officer Training in May.
 - e. Take a proctored examination, recite the HOSA Creed, participate in an interview.
 - f. *If there are issues relating to your school academic performance, we will immediately call a meeting with your parents/guardians and decide if the officer needs to be removed from their position.*

I request consideration as a candidate for the HOSA State office(s) checked below: (Please number to show order of preference). I understand that I may be slated for either office and will have the opportunity to decline the nomination. I understand I cannot hold the same office two years successively.

- President Elect
 Vice President *
 Region 1
 Region 2
 Region 3
 Region 4
 Postsecondary Vice President **
 Secretary
 Historian/Reporter
 Parliamentarian

*The Vice President positions are based on the location of the school the student is attending or will attend.

**The Postsecondary position candidate must live and/or go to school in the region they are running for.

Essay: Typed (500 words or less)

Why should you be considered for the HOSA State Officer Team? (May be attached)

ADVISOR/OFFICER CANDIDATE MEMORANDUM OF UNDERSTANDING

Please review the following items prior to submitting application. A signature is required from the student, parent/guardian, advisor, principal and superintendent.

Expectations of a Washington HOSA State OFFICER:

1. Be committed to HOSA and promote HOSA's goals and objectives in every way possible.
2. Be enrolled in a regularly scheduled Health Careers program during my term of office.
3. Be a paid state and national HOSA member.
4. Attend the current year's Spring Leadership Conference (SLC) as a candidate for election.
5. Complete the term of office, accepting this honor as a responsibility to the local program and to Washington HOSA.
6. Know the duties and functions of the office for which selected and fulfill all responsibilities until the next Spring Leadership Conference
7. Accept the role and responsibility as a member of the Washington HOSA Executive Council as written in the Washington HOSA Bylaws.
8. Be in possession of an official HOSA uniform and project a positive and professional image of HOSA all times.
9. Represent the local school, advisor, program, state officer team, state officer advisor, state executive director, WAHOSA and the Washington Department of Career and Technical Education with the decorum required of such a position.
10. Washington State Officers will refrain from using their name or position on any Internet sites (Instagram, Facebook, Twitter, etc.) Washington HOSA does not support or condone the use of its name or logo on any internet sites not sanctioned by the Washington Department of Career and Technical Education and the WAHOSA Executive Director.
11. Maintain a professional image and good grooming in order to project a desirable image of the organization.
12. Attend all meetings, trainings, and conferences during the term of office and accept responsibilities as requested by the HOSA State Officer Advisor and Executive Director listed on the calendar of mandatory dates.
13. Avoid places and actions that could raise questions regarding moral character or conduct.
14. Use of alcohol, tobacco or illegal substances at any school, HOSA or Washington Department of Career and Technical Education sponsored event will result in permanent expulsion from the Executive Council.
15. Be able to work as a team player, avoiding any display of superiority.
16. Treat all members of the organization equally and without discrimination.
17. Maintain a positive attitude at all times and present an energetic, upbeat appearance at all times.
18. Be willing to spend the necessary time and travel during your term of office.
19. No dating is permitted between a fellow candidate or state officer either before or after elections. This is not allowed. If you are dating someone and also applying, please discuss this with your advisor, State officer advisor and Executive Director.
20. Resign office immediately if at any time commitments and expectations are not met (includes attendance, professional image, official dress, responsibility and conduct).
21. Follow the Code of Conduct at all events.
22. Failure to follow these rules will result in a meeting with the state officer advisor and Executive Director and depending on the incident, probation or resignation may be recommended.

EXPECTATIONS OF THE LOCAL HOSA ADVISOR:

1. See to it that the state officer follows his/her expectations listed above.
2. The state officers are under the direction of the WAHOSA State Officer Advisor and Executive Director.
3. Accept responsibilities for their State Officer as requested by the HOSA State Officer Advisor and Executive Director if needed (calendar is attached):
4. Assist the state officer at school, workshops and conferences.
5. Assist the State Advisor and/or Executive Director as needed.
6. Serve as the state officer's positive role model with dress, language, habits, assistance, ethics, etc.

I understand all of the expectations required of a Washington HOSA State Executive Council Member and the local advisor and I am committed to this responsibility.

Student

Parent/Guardian

Advisor

Principal or Campus Director

Superintendent

- 1. Submit a Copy of Your School Transcript**
- 2. Submit a Copy of your Personal Resume**
- 3. Submit a copy of your birth certificate or passport as proof of Washington citizenship.**
- 4. HOSA Membership Dues**

Each officer elected to the new Executive Council Team is responsible for their National and State dues. These are payable to the WAHOSA State Advisor as soon as you are elected. If the officer is still in high school, their local chapter will be responsible for their dues.

Requirements for an Employer

It is understood that many students are employed. However, in order to be a state officer, your employer **must** understand that, if elected, you have responsibilities to Washington HOSA. These are days that you will need to be off as a requirement for your position.

Have your current employer complete the Memorandum of Understanding below.

*****If you change jobs or become employed during your term as Washington HOSA State Officer, you will need to complete this form and submit it to the Washington HOSA office **prior** to accepting the position.

Employer Notification and Memorandum of Understanding Form

Employee's Name _____

School _____

Office Choice _____

The above named student has displayed punctuality, good communication skills, good attendance, responsibility and overall good citizenship during employment with

(Name of Business)

I endorse _____ as a candidate for the Washington HOSA Executive Council. I understand the responsibilities and time commitment associated with being an WAHOSA State Officer. I understand that the officer will not be able to work on the mandatory dates throughout the year.

Comments:

Employer's Name

Supervisor's Name

Supervisor's Signature

Date

Title

VIDEO/RECORDED VOICE/PHOTOGRAPHY RELEASE

I hereby give and grant Washington HOSA and National HOSA, the absolute and unconditional right to use, publish, display, electronically distribute and/or reproduce in any manner, video/recording voice/photographs that positively promotes the image and benefits of career and technology education through educational materials, trade materials and/or Washington HOSA and National HOSA web sites.

I hereby waive any right to inspect or approve the finished video/recording voice/photographs or any finished materials, copy or other matter which may be used in conjunction with or the manner in which any of the same are used, reproduced, published, or displayed.

I further release the Washington from any liability whatsoever that may occur or be produced in the taking, reproducing, publishing, showing, or displaying of said video/recording voice photographs, and agree that Washington HOSA shall be the owner of the photographs and all rights to them, may copyright the video/recording voice/photographs in its own name, and may grant to others permission to use them.

I further understand that I am not to receive payment for said video/recording voice/photographs and that these video/recording voice/photographs will not discredit or distort my person on any way.

NAME _____

ADDRESS _____

SIGNATURE _____ DATE _____

WASHINGTON STATE OFFICER CANDIDATE Membership

SECONDARY _____ POSTSECONDARY _____ (Check One)

If the above named person is a minor, the parent or guardian shall consent to the above authorization and release by signing below.

PARENT/GAURDIAN _____ DATE _____

SIGNATURE _____ DATE _____

WASHINGTON HOSA STATE OFFICER CONFERENCE CONDUCT CODE

A good reputation enables members to take pride in their organization. HOSA has an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

1. Your behavior at all times should be such that it reflects credit to you, your school/college, your state and HOSA.
2. State Officer's conduct is the responsibility of the local chapter and the state HOSA advisor. State Officers shall keep both advisors informed of their activities and whereabouts at all times.
3. State Officer's name badges shall be worn at all times.
4. State Officer's are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
5. State Officer's must have a cell phone during their year as an officer.
6. State Officer's must have access to a computer with internet at home during their year as an officer.
7. State Officer's will be assigned an email account. Email is to be checked daily or link it to an account you do check daily. If an officer receives a text or notice of an email, it needs to be checked ASAP.
8. State Officers will respond to ALL emails, texts and voice mails from the State Officer Advisor and Executive Director within 24 hours.
9. ALL communication on social media should be positive, appropriate and about HOSA.
10. State Officer's are expected to observe the designated curfew (curfew means being in your own room by the designated hour).
11. State Officer's may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to probation/dismissal.
12. State Officer's will be in official HOSA uniform or the official informal uniform whenever representing HOSA.

I have read the Code of Conduct for HOSA conferences and agree to abide by these rules.

Print Name of Student

Signature of Student

Date

Print Name of Advisor

Signature of Advisor

Date

Print Name of Parent/ Guardian

Signature of Parent/Guardian

Date

**2018-19 MEDICAL LIABILITY RELEASE FORM
PLEASE TYPE OR PRINT ALL INFORMATION**

Name _____

Parent's/Guardian's Name _____

Home Address _____

Applicant's Physician: _____ Phone: _____

Physician's Address: _____

Alternate Contact: _____

Telephone Numbers: Home: _____ Work: _____

Local Advisor: _____
School Name: _____

Applicant is covered by group or medical insurance: Yes No

If yes, complete the following information:

Name of insured: _____ Insurance Company: _____

Group #: _____ Policy #: _____

Please completely describe any medical condition which may recur or be a factor in medical treatment:

a. Allergy:

b. Physical Handicap:

c. Convulsions:

d. Medicine Reactions: _____

e. Blackouts: _____

f. Disease of Any Kind: _____

g. Heart &/or Lung Problems: _____

h. Other (Be specific): _____

If currently taking medication, please provide the following information:

▪ Name of Medication: _____

- Prescribing Physician and Phone Number: _____

the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage. I hereby release the Washington State HOSA Board of Directors, the Washington HOSA State Officer Advisor, Washington HOSA Executive Director, HOSA, Inc., National HOSA Staff, and Local HOSA advisors, local school staff, and any designated

individual or group in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

PARENT/GUARDIAN: Please check one of the following and sign your name.

I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's Signature: _____ Date _____

(Applicable for delegates under the age of 18 and must be signed by the parent or legal guardian.)

Applicant's Signature: _____ Date _____

Advisor's Signature: _____ Date _____

Washington HOSA State Officer Travel Policy

Officer Candidate's Name _____

Check all that apply:

If approved by the parent/guardian, the above named student may utilize public transportation/shuttle service by himself/herself to functions as part of his/her official responsibilities if a school official or parent drops the students off and a representative of WAHOSA picks the students up and provides appropriate supervision.

The above-named student may be transported by representatives of WAHOSA to or during functions as part of his/her official responsibilities.

The above-named student may be chaperoned by a representative of WAHOSA in the event that a school employee or parent is unable to participate in functions required of state officers as part of their official responsibilities

My signature below indicates that I have read and understand the above WAHOSA student transportation policy.

Print Candidate's Name

Candidate's Signature

Date

Print Local Advisor's Name

Local Advisor Signature

Date

Print Parent/Guardian's Name

Parent/Guardian Signature

Date

As a school official, my signature below verifies that the above checked modes of transportation comply with our students' transportations policy.

School Administrator

Title/Position

Date

TWO State Officer Candidate Recommendations

Recommendation for State Officer Candidate

To be completed by two (2) adults. Recommendations may not be provided by parents, relatives, or classmates. Photocopy this form as necessary. Submit this as the last two pages of the State Officer Candidate Application.

Candidate's Name _____

School _____

Recommended by _____

Relationship _____

Check each characteristic as follows: VG: Very Good; G: Good; F: Fair; NI: No Information; NA: Not Applicable

	VG	G	F	NI	NA
Dependability- prompt, sincere, consistent, truthful follows directions	____	____	____	____	____
Leadership- assertive, able to inspire others, listens, uses good judgment	____	____	____	____	____
Mental Alertness- attentive, interested, eager to learn	____	____	____	____	____
Initiative- accepts responsibility, able to work without supervision, works at a steady pace, starts without instruction	____	____	____	____	____
Ability to Get along With Others – adaptable, friendly, tactful, respectful of others, sense of humor					
Attitude- positive, honest, practices self-discipline, enthusiastic, motivated					

Why would you support this candidate for a position on the WA State HOSA student leadership board?