



**2019-2020
WASHINGTON HOSA
STATE OFFICER CANDIDATE
APPLICATION**

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 Washington HOSA by emailing a pdf file to:

- Andrew Goss, State Officer Advisor, agoss@wahosa.org
- STEM PREMIER
 - by **January 31, 2019**

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 Official 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 & returned by **January 31, 2019**

- State Officer Team Candidate Application
- Advisor/Officer Candidate Memorandum of Understanding
- Official 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:

- **Only TWO candidates from each chapter may apply for a position on the Executive Board**
- Complete on-line State Officer Candidate Test during SLC testing February 4-15th
- Candidate selection process at the State Conference March 7-9, 2019 will include:
 - Interview and recite creed with the selection committee
 - Meet the Candidates Breakfast with facilitated questions and discussions
 - Candidate should prepare a 3-5 minute speech to give to the voting delegates
 - Voting will be March 8th, during the business meeting at the State Conference
- Submit (must be received no later than **January 31, 2019**) completed pdf packets to:
Andrew Goss, LAT, ATC and STEM PREMIER
State Officer Advisor
agoss@wahosa.org

PROCEDURE FOR BECOMING A 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 a 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 the State Officer 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

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.

All candidate applications are to be submitted to Washington HOSA by emailing a pdf file to:
Andrew Goss, State Officer Advisor, agoss@wahosa.org
and
STEM PREMIER
by **January 31, 2019**

Candidates will take a qualifying test, recite the HOSA Creed and respond to questions before the Selection Committee, who interview the candidate after reciting the creed is complete. The Selection Committee, State Executive Director and State Officer Advisor 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 Selection Committee will announce the slated candidates after the interviews.

Officers will be installed at the 2019 State Leadership Conference and will assume all responsibilities upon installation.

All officers MUST:

- attend the mandatory State Officer Training from May 19 – May 22, 2019 located at Black Lake Bible Camp, Olympia, WA.
- have and wear the complete Official HOSA uniform at that time.
- Have and wear WA HOSA approved dress shoes, business casual shoes and kahkis.
- WA HOSA will supply State Officers with business casual polo shirts to be worn during work session, and training sessions throughout their term.
- WA HOSA will also supply name badge to be worn with the HOSA uniform.
 - Any items supplied by WA HOSA will be the responsibility of the State Officer to maintain them in good condition and have them available at all WA HOSA events.

2019-2020
MANDATORY WAHOSA STATE OFFICER DATES

March	7-9	2019 State Leadership Conference	Spokane, WA
May	19-21	State Officer Training	Warm Beach, WA
June	18-22	2019 Int'l Leadership Conference	Orlando, FL
August	5-6	State Officer Meeting	TBD
August	7	Washington ACTE Conference	Spokane, WA
September	13-18	Washington Leadership Academy	Washington DC
November	2	2019 Fall Leadership Conference	TBD
Jan/Feb	TBD	Civic Engagement Day	Olympia, WA
March	TBD	State Leadership Conference	TBD
Team Meetings	TBD	At least first and 3 rd Wed of each month	Video Conference

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. Karen Hay

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 any 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

*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.

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.

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 or CTE Director.

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.

EXPECTATIONS OF THE LOCAL SCHOOL DISTRICT:

1. Recognize the travel and liability of the WA HOSA State Officers fall under the responsibility of WA HOSA.
2. If additional documentation needs to be filled out, the Local Chapter Advisor needs to coordinate that with the School District.

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/ CTE Director

- 1. Submit a Copy of Your Official School Transcript**
- 2. Submit a Copy of your Personal Resume**
- 3. Submit a copy of your ID that would accommodate TSA Travel Requirements**
- 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/recorded 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/recorded 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/recorded voice photographs, and agree that Washington HOSA shall be the owner of the photographs and all rights to them, may copyright the video/recorded 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/recorded voice/photographs and that these video/recorded 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

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
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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?