



# State Officer Candidate Packet 2021-2022

Completed applications should be returned to Rachel Fisher, Missouri HOSA State Staff Member by **Monday, February 15, 2021**.

**Email:** [Rachel.Fisher@dese.mo.gov](mailto:Rachel.Fisher@dese.mo.gov)

**Mailing Address:**

Missouri HOSA  
ATTN: Rachel Fisher, 5<sup>th</sup> Floor  
PO Box 480  
Jefferson City, MO, 65102

Serving as a Missouri HOSA State Officer is a privilege afforded for only those members deserving of the experience. Being a State Officer is not about being seen in the public eye or about gaining extra recognition, but instead about serving the over 3,700 members of our organization. Being a State Officer requires a great deal of work, effort, and sacrifice. In return, officers will be greatly rewarded by discovering an experience unmatched by any other. Officers also have the privilege of receiving many opportunities, training, and experiences that will last a lifetime.

Missouri HOSA State Officers serve as ambassadors for our organization and for the state of Missouri. They also serve as representatives of their families, schools, and communities.

### **STATE OFFICER UNIFORMS**

State Officers are expected to convey the image of Missouri HOSA at all times when acting in an official capacity. Accordingly, officers will be expected to wear official HOSA attire when participating in state meetings, attending conferences, representing the state before business or other partners, and at all other times when their appearance and behavior would reflect on the state association, including while traveling.

The State Officer or his/her chapter will be responsible to purchase all official attire through Awards Unlimited (found at <http://www.awardsunlimited.com/>), to include an Economy Blazer with a current and approved patch, slacks or skirt, and tie. A white dress shirt/tailored blouse and shoes may be purchased separately, and remains the State Officer's financial responsibility. A name badge, polo(s), and other attire deemed necessary by the State Advisor will be provided by Missouri HOSA.

### **OFFICER TRAVEL**

Because student-teacher travel policies differ among school systems, advisors of candidates must clear with their school system the ability for students to travel with their advisor or the Missouri HOSA State Officer Advisor to all meetings. This may require a change in the advisor's personal automobile insurance policy or special permission given by the parents and/or school officials. State Officers may be permitted to travel to/from an event with a parent(s)/guardian(s) or instructors from other schools as long as both schools are in agreement.

Missouri HOSA and DESE will not assume liability for student travel.

Missouri HOSA will not reimburse chapter advisors or schools for mileage and/or expenses resulting from having a State Officer.

### **STATE OFFICER POLICIES & PROCEDURES**

State Officers serve as ambassadors for Missouri HOSA and their conduct and demeanor are critical to the reputation, visibility, and success of the state association. State Officers are expected to abide by the following Code of Conduct, as well as the official Code of Conduct and Dress Code, which apply to all members of the association. State Officers and candidates should be fully familiar with these codes and should strive not only to meet their standards, but also to serve as role models in their implementation.

### **CODE OF CONDUCT**

- The State Officer's behavior at all times should be such that it reflects credit to you, your school/college, your state and HOSA.
- The State Officer's conduct is the responsibility of the local chapter advisor or assigned Missouri State Officer Advisor. Students shall keep their advisors informed of their activities and whereabouts at all times. Name badges shall be worn at all times at HOSA functions.
- State Officers 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.
- State Officers are to report any accidents, injuries or illnesses to their local or State Officer Advisor immediately.
- State Officers are expected to observe the designated curfew. (Curfew means that each person must be in own room by the designated hour.)
- State Officers may not purchase, consume or be under the influence of alcohol, tobacco, or illegal substances at any time. Violators will be subject to permanent expulsion from the State Officer Team.
- State Officers who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents/Guardians will be notified.
- Any long distance phone calls, charges to the room, etc. will be the responsibility of the individual State Officer and/or parents/guardians.
- State Officers are to abide by the dress code and business attire policy at all business sessions, general sessions, competitive events and other conference activities.
- As a Missouri HOSA State Officer, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for

educational and promotional purposes by National or Missouri HOSA.

### **DRESS CODE**

Missouri HOSA State Officers and candidates are expected to take the utmost pride in their appearance.

- Candidates for state office must wear official HOSA attire during all activities at the Missouri HOSA State Leadership Conference, unless otherwise indicated in the conference program. Appropriate dress shoes are required.
- Inappropriate attire includes, for example, denim, tank tops, T-shirts, mini-skirts, spandex, leggings, or athletic wear.
- When participating in any HOSA activity, officers may not have any visible tattoos or body piercing; females wear only one pair of earrings; no earrings for males; no tongue jewelry, no anklets, outrageous hair or makeup, etc. The State Advisor and/or State Officer Advisor reserve the right to determine whether hair, makeup, or other appearance styles are unacceptable.
- When officers are representing HOSA or wearing HOSA logo'd attire, it is important that officers look as professional and polished in appearance as possible.
- "Professional and polished standards" include neat, pressed clothing that fits loosely on the body, attention paid to grooming detail, and proper footwear.
- The Professional and Polished Standards and dress codes are in place from the time the officer/candidate departs for the conference/meeting until the officer arrives home from the conclusion of the conference/meeting.

### **INTERNET ACCESS, EMAIL, & SOCIAL MEDIA**

Each officer and his/her advisor must have access to internet/email at school and at home. This is essential, because important information concerning HOSA may be sent out daily. It is mandatory that email be checked at least two times per week with a return response, if applicable.

Officers should understand that everything (pictures, comments, surveys, blogs, etc.) presented on social networking sites will reflect on the individual as a State Officer. Even when marked "private", others will associate activities and comments on these sites with HOSA. The saying that "you are judged by the company that you keep" is especially relevant to these sites.

Posts made on personal social networking pages must remain professional in nature throughout the

officer's term of office. Accounts will be monitored by the State Advisor and/or State Officer Advisor. If a post is deemed inappropriate or unprofessional, the officer will be asked to remove the post. After two (2) inappropriate posts, the officer may be reprimanded or removed from office. Cyber bullying will not be tolerated and will be grounds for immediate removal from office.

State Officers will often be tagged in social media posts from personal and business pages. By submitting an application, candidates, their parents, administrators, and advisors agree to having their photos posted and tagged on social media on personal and business pages.

### **OFFICER ASSIGNMENTS**

A crucial responsibility of the State Officer Team is to assist in coordinating/planning conferences. It is necessary that officers understand the need for assignments to be submitted in a timely fashion. Additionally, State Officers are expected to possess strong written and oral communication skills. Officers must be able to write articles, letters, and other items and proofread them for mistakes.

### **EXPECTATIONS OF STATE OFFICERS**

All individuals who serve as State Officers are expected to meet certain requirements.

- State Officers must be members of active local chapters which participate in Missouri HOSA conferences and projects. Having a State Officer elevates your local chapter. Chapters with State Officers are expected to attend the Missouri HOSA conferences with the State Officers. These conferences include, but are not limited to:
  - State Fall Leadership Conference
  - State Competitive Events Preparation Workshop
  - State Leadership Conference
- Officers whose chapters do not actively participate in Missouri HOSA conferences and projects will not be allowed to remain an officer. Please note that we do understand that there are limited situations in which a chapter may miss a conference, but it should not become a regular pattern that a State Officer attends a conference without the support and attendance of his/her local chapter.
- State Officers are *REQUIRED* to attend ALL mandatory conferences and meetings. Officers who cannot commit to all of the required meetings should not apply. Officers who do not attend all of the required meetings will be removed from office. One-time exceptions may be granted by the State Advisor. These mandatory conferences and meetings include, but are not limited to:

- State Officer Training Retreat in central Missouri (early to mid-June)
- International Leadership Conference in Orlando, Florida (late-June)
- Washington Leadership Academy in Washington, D.C. (mid-September)
- State Fall Leadership Conference in central Missouri (mid to late-October)
- State Competitive Events Preparation Workshop in central Missouri (November-December)
- CTE Legislative Day in Jefferson City (mid-February)
- State Leadership Conference in Rolla (late-March)
- Executive Committee Board Meeting(s), if applicable (TBA)
- Local Chapter Visits (TBA)
- State Officers are required to complete assignments in a timely fashion. State Officers who are late with assignments will not be assigned speaking parts at upcoming conferences and will risk losing some, if not all, of the financial benefits that come with serving as a State Officer. These benefits include registration and hotel fees, meals, etc. State Officers who lose eligibility for these financial benefits may be required to pay registration fees, lodging costs, and other expenses.
- State Officers are expected to submit their assignments to the highest level of quality possible. This requires the officers to make sure all assignments are proofread carefully by another party, are started early enough to exhibit the best effort, and are submitted at the most professional manner and style possible.
- State Officers are expected to exhibit the highest level of character possible at all times. This includes actions in school, outside of school as well as their presence online.
- State Officers are expected to manage their school work and HOSA responsibilities so that academic grades do not suffer as a result of serving as a State Officer. Advanced planning must be made with teachers, parents, and administrators so that academic responsibilities are not neglected while serving as an officer.
- State Officers are expected to complete other duties and assignments as assigned.

### **CONSEQUENCES OF FAILING TO MEET EXPECTATIONS**

Officers who do not meet the above expectations will face the following consequences:

- Removal from office.
- Placement on probation – meaning officers do not receive all of the benefits of being a State Officer

and lose speaking parts and other responsibilities at conferences.

- Elimination of financial benefits of serving as a State Officer.

For example, officers who are late with multiple assignments will have to pay conference registration fees and housing costs like other members. These benefits are outlined below.

### **FINANCIAL BENEFITS**

State Officers receive the following financial benefits in exchange for completing State Officer assignments prior to and during conferences. However, State Officers who fail to meet expectations may lose these benefits.

In an effort to reduce costs, Missouri HOSA *may* additionally cover some expenses for one advisor accompanying their officer if necessary. Lodging will be booked at double occupancy. This is at the State Advisors's discretion, funds permitting.

State Officer Training Retreat:

- Lodging (*State Officer*)
- Meals (*State Officer*)
- *Please note that the State Officer's school or parent/guardian is responsible for transportation to/from the event*

International Leadership Conference:

*(Funds and approval from State Advisor permitting)*

- Lodging for pre-conference (*State Officer*)
- Registration for pre-conference (*State Officer*)
- Meals for pre-conference (*State Officer*)
- *Please note that the State Officer's school or parent/guardian is responsible for registration fees and transportation costs to the event, and will need to coordinate with the State Advisor on scheduling transportation*

Washington Leadership Academy:

*(Funds and approval from State Advisor permitting)*

- Registration Fees (*State Officer*)
- Lodging (*State Officer*)
- Airfare (*State Officer*)
- *Please note that the State Officer will be responsible for some meals/snacks/souvineers and the State Officer's school or parent/guardian will need to coordinate with the State Advisor on scheduling transportation*

State Fall Leadership Conference:

- Registration Fees (*State Officer*)
- Lodging for pre-conference (*State Officer*)

- Meals during pre-conference activities (*State Officer*)

#### State Competitive Events Preparation Workshop:

- Registration Fees (*State Officer*)

#### CTE Legislative Day

- *Please note that the State Officer's school or parent/guardian is responsible for all costs associated with this event, and will need to supply transportation for the State Officer or coordinate with the State Advisor on scheduling transportation*

#### State Leadership Conference

- Registration Fees (*State Officer, unless competing*)
- Lodging for pre-conference (*State Officer*)
- Meals for pre-conference (*State Officer*)
- *Please note that the State Officer's school or parent/guardian is responsible for transportation costs to the event, and will need to coordinate with the State Advisor on scheduling transportation*

#### Executive Committee Board Meetings

- *Please note that the State Officer's school or parent/guardian is responsible for all costs associated with this event, and will need to supply transportation for the State Officer or coordinate with the State Advisor on scheduling transportation*

#### Local Chapter Visits

- *Please note that the State Officer's school or parent/guardian is responsible for all costs associated with this event, and will need to supply transportation for the State Officer or coordinate with the State Advisor on scheduling transportation*

For all other activities, conferences, or events, Missouri HOSA will not cover expenses, unless approved by the Missouri HOSA State Advisor. The reimbursement and/or coverage of above expenses may be subject to change at the discretion of the State Advisor. In such instance, prior notice will be given.

Officers who are negligent in their duties and/or have been removed from office will be responsible for reimbursing Missouri HOSA for expenses already incurred. The school will be invoiced for expenses and the school will be responsible for requesting reimbursement from the student.

## ELECTION PROCESS

State Officers will be elected in the following manner:

**Step 1**—State Officer Candidates must submit completed application no later than February 15, 2021. Please note that if application is not complete, it will not be accepted.

**Step 2**—State Officer Candidates must attend all State Officer Candidate Screening Events held on the week of March 22, 2021. The State Officer Screening Process includes:

- Completed Application with Written Essay
- Written Exam
- Interview

Maximum number of points a candidate can earn from this screening process is 150 points (50 points possible for each section).

Following completion of this three (3) part screening process, a candidate's scores will be added up out of 150 possible points. Then each candidate will be ranked by score.

The top two (2) secondary candidates campaigning for President-Elect (IN ORDER TO BE ELIGIBLE, MUST CURRENTLY BE IN 10<sup>th</sup> GRADE WITH INTENT OF A TWO-YEAR OFFICER COMMITMENT) will be slated.

The top six (6) secondary candidates overall (excluding the President-Elect candidates) will be slated for election for the following offices: Vice President of Membership, Vice President of Communications, and Vice President of Public Relations. After the election, positions will later be determined by the elected State Officer Team with input from the State Advisor and State Officer Advisor.

The President shall preside at all Missouri HOSA Conferences and Events and at all Missouri HOSA State Officer Meetings, make committee appointments (unless otherwise provided), and develop with the assistance of the State Officer Team and the Executive Committee, the Annual Program of Work. The President shall serve on the Missouri HOSA Executive Committee.

The President-Elect shall serve HOSA in any capacity as directed by the President and shall assume the duties of the President in his/her absence. The President-Elect shall succeed the President at the end of each term of office. (S)he shall also assist the Vice President of Membership in all recruitment efforts.

The Vice President of Membership shall promote the growth and development of Missouri HOSA in accordance with the Annual Program of Work. (S)he shall also lead recruitment for all Divisions, except for the Postsecondary/Collegiate Division, which the Postsecondary/Collegiate Vice President shall lead.

The Vice President of Communications shall be designated by the State Officer Team to record the minutes of all State Business Sessions and State Officer Team Meetings. (S)he shall file such minutes and all other records and reports with the HOSA State Officer Team, the State Officer Advisor, and the State Advisor within 1 week (7 days) following the Meeting.

The Vice President of Public Relations shall run all Missouri HOSA Social Media Accounts and assist Missouri HOSA State Staff with the official Missouri HOSA website.

These top eight (8) secondary candidates will be required to attend the following virtual events:

- Virtual Interview
- Virtual Voting Delegates Session (*Campaign Speech Required*)

Campaigning for office is not allowed until after the top eight (8) secondary candidates are announced. Postsecondary/Collegiate candidates will be required to meet the same requirements as secondary candidates, but will be slated separately.

The Postsecondary/Collegiate Vice President shall serve as a non-voting ex-officio member on the Missouri HOSA Executive Committee.

**Step 3**—The Conference Program Virtual Platform through Attendify will offer opportunity to meet and greet Missouri HOSA members.

**Step 4**—The Delegates Session will include a campaign speech. Once complete, two (2) voting delegates from each Missouri HOSA chapter will vote

for the top four (4) secondary candidates and any postsecondary/collegiate candidates, if applicable. After votes are counted, the top four (4) secondary candidates and a postsecondary/collegiate candidate (if applicable) will be announced at the Awards Session. In the event of a tie for any position, the ranking of the interview will break the tie.

### TIMELINE FOR ELECTION PROCESS EVENTS

Completed Application and Written Essay	Due February 15, 2021 to Rachel Fisher
Online Written Exam	Monday, March 22, 2021 beginning at 9:00 am; Must have begun exam no later than 9:00 pm; Refer to the Missouri HOSA 2021 Virtual SLC Testing Policy for details
Virtual Interview	Tuesday, March 23, 2021 beginning at 4:30 pm; Slate will be announced after the conclusion of Interviews
Virtual Voting Delegates Session	Wednesday, March 24, 2021 at 4:30 pm
Awards Session	Friday, March 26, 2021

### STATE OFFICER TRAINING PROCESS

A large part of the Missouri HOSA State Officer Program is professional development of select student leaders. This is done through intensive training which includes the State Officer Training Retreat, Washington Leadership Academy, pre-conference sessions, conference calls, and more.

While advisors are encouraged to accompany their students to HOSA activities, we respectfully ask that during the training process, interactions with their students remain minimal.

To be a successful State Officer, the students must bond as a team. This is done through activities and trainings where the students are pushed out of their comfort zone and learn to interact with new groups of people.

**Missouri HOSA State Officer  
Candidate and Election Procedures**

The procedures for Missouri HOSA State Officer Candidates are detailed in the sections which follow. Candidates, their advisors, parents, and administrators should be aware of these procedures.

As a State Officer, you represent Missouri HOSA at your school, in your community, and at state, regional, and international meetings. Election to state office is an honor that also carries with it responsibilities. The State Officer Team is responsible for efficient functioning of Missouri HOSA and assuring the purpose of Missouri HOSA is protected. To prepare for these responsibilities you must:

- Familiarize yourself with HOSA's mission, purpose, goals, and history
- Maintain an objective opinion on issues
- Develop public speaking skills
- Develop professional writing skills
- Develop good interpersonal communication skills and leadership skills
- Familiarize yourself with the duties of your office and the responsibilities of a Missouri HOSA State Officer and commit to fulfilling these responsibilities

**I. Eligibility**

- A. Each chapter is limited to TWO (2) STATE OFFICER CANDIDATES.
- B. Only secondary student members in tenth (10<sup>th</sup>) grade are eligible for the President Elect position. This is a two-year term.
- C. State Officers may not serve more than two consecutive terms as a secondary member, but may serve for a third term as a postsecondary member.
- D. If you are a returning officer, you may not seek the same office.
- E. Candidates must be enrolled as a full-time 9<sup>th</sup>-12<sup>th</sup> grade student that is or has taken a career education course related to Health Science/Careers (secondary positions) or currently enrolled in a career center, college, or university pursuing a health career (postsecondary position).
- F. Candidates must have an active membership status in HOSA.
- G. Any student who wants to be considered as a candidate for a Missouri HOSA State Office must:
  1. Complete the Officer Candidate Application and all forms by the due date.
  2. Submit an official school transcript with evidence of a current 3.0 GPA on a 4.0 scale by the due date.
  4. Submit a professional resume by the due date.
  5. Compose a two (2) page essay on "Why I Want to be a Missouri HOSA State Officer" with a recent photo of yourself by the due date.
  6. Submit three (3) letters of recommendation from the following list by the due date:
    - a) Career Education Administrator or High School Principal /Assistant Principal
    - b) Career Education/Health Science/PLTW Instructor
    - c) High School Counselor
    - d) Employer
    - e) Club Sponsor (separate from HOSA)
    - f) Coach
    - g) Postsecondary candidates may also request a letter of recommendation from the Dean of Allied Health and/or Department Head
  7. Submit travel, photography, medical liability release forms, and memorandums of understanding by the due date.
  8. Complete the scheduled written exam at the Missouri HOSA State Leadership Conference.
  9. Complete a scheduled interview at the Missouri HOSA State Leadership Conference.
  10. Be available to represent Missouri HOSA through personal appearances during his or her tenure of office.

The top two (2) secondary candidates campaigning for President-Elect will be slated, along with the top six (6) secondary candidates overall for election. After the election, positions will be determined by the elected State Officer Team with input from the State Advisor and State Officer Advisor, excluding the President Elect. These top eight (8) secondary candidates will be required to attend the Voting Delegates Session. Postsecondary candidates will be required to meet the same requirements as secondary candidates, but will be slated separately. Campaigning for office is NOT allowed until after the top eight (8) secondary candidates and any eligible postsecondary candidates are announced.

## II. Election Procedure

- A. Each candidate must comply with the following regulations regarding campaign materials and candidate commitment-to-service brochure policies.
  1. Each State Officer Candidate can design and produce an electronic 8.5 x 11 campaign brochure saved as a pdf to share on the Conference Program Virtual Platform through Attendify. This gives chapter members and assigned voting delegates an opportunity to see all of the qualifications that they might not get a chance to review. The campaign brochure will be a maximum of two pages, similar to a two-sided printed document. The following is a list of suggestions/ideas to use for the brochure, but is not limited to:
    - a) Picture of yourself
    - b) Personal goals; and goals as an officer
    - c) Vision for the organization
    - d) Leadership experience
    - e) Current and previous offices held
    - f) Awards and honors
    - g) Hobbies and interests
    - h) Resume highlights
    - i) Things you enjoy - (i.e. reading, sports, music)
  2. The campaign brochure is due by Monday, March 22, 2021 no later than 9:00 am to the Missouri HOSA State Advisor via email ([Shelly.Wehmeyer@dese.mo.gov](mailto:Shelly.Wehmeyer@dese.mo.gov)), and will be reviewed by the credentialing committee before allowing it to be viewed by chapter members and assigned voting delegates. **No other campaign materials will be allowed.**
- B. Each candidate is also encouraged to use the Attendify Activity Stream to campaign once per day after the slate has been announced on Tuesday, March 23, 2021. All activity will be monitored. No other social media platform should be used for campaigning and is strictly forbidden. Campaigning should be solely based on sharing individual traits and qualities, with no indication of any other candidate mentioned.
- C. Each candidate shall give a three (3) minute speech before the voting delegation at the Voting Delegates Session.
- D. Voting shall be by secret electronic ballot. Each member of the voting delegation will mark a ballot indicating their choice of President Elect, their choice of three (3) secondary State Officer Team members on a general slate, along with any postsecondary candidates. Electronic voting will open at the conclusion of the Voting Delegates Session and close on Friday, March 26, 2021 at 11:00 am.
- E. Results will be announced at the Missouri HOSA Virtual Awards Session.

## III. Procedures for Newly Elected Officers

- A. Attend the Newly Elected State Officer meeting that will be scheduled virtually by the State Advisor.
- B. Attend HOSA activities during the upcoming year as outlined in the State Officer Candidate Packet.

## IV. Officer Expectations

- A. Missouri HOSA shall elect four (4) secondary and one (1) postsecondary/collegiate (if applicable) officers at the Annual Missouri HOSA State Leadership Conference. Applications for office must be filed, in the state office by the designated date. The officers expectations are as follows:
  - a) To be key student ambassadors for Missouri HOSA.
  - b) To serve as the primary link between students and the state office.
  - c) Exhibit strong leadership qualities.
  - d) Be able to work with people and encourage them to work for the benefit of Missouri HOSA.
  - e) To assess personal strengths and abilities of others and utilize them effectively.
  - f) To be informed about activities throughout the state and move Missouri HOSA in a positive direction.
  - g) Solicit the ideas of the members without interjecting his/her personal opinion.
  - h) Understand the impact of business being discussed.
  - i) Attend all meetings and conferences as required.
  - j) Elect officer positions amongst themselves during HOSA's International Leadership Conference in collaboration with the State Advisor and/or State Officer Advisor.

**The following requirements must be completed and postmarked (or emailed) by February 15, 2021:**

- ✓ A Missouri HOSA State Officer Team Candidate Application
- ✓ B Official Transcript (**must be mailed in a sealed school envelope**)
- ✓ C Resume
- ✓ D Personal Essay with a Current Photograph (**must be emailed**)
- ✓ E Three Letters of Recommendation
- ✓ F Video/Recorded Voice/Photography Release Form
- ✓ G State Officer Code of Conduct Agreement
- ✓ H Internet Code of Conduct
- ✓ I Medical Liability Release Form
- ✓ J Travel Policy Form
- ✓ K Missouri HOSA State Officer Memorandum of Understanding Form
- ✓ L Local School District/Local Chapter Advisor Memorandum of Understanding Form

**Requirement B: Official Transcript**

This should be submitted in a sealed envelope from your school—must be mailed to Rachel Fisher. Address is located on the first page of the State Officer application packet.

**Requirement C: Resume**

Please attach a printed or digital copy of your resume with your application.

**Requirement D: Essay and Current Photograph**

- Compose an essay to address the following: “Why I Want to be a Missouri HOSA State Officer”
- Your essay must be limited to 2 pages, typed in 12 pt. font, using 1 inch margins, and double spaced.
- You **must email** your essay along with a digital current photograph (head shot in business attire or official HOSA attire) of yourself to [Rachel.Fisher@dese.mo.gov](mailto:Rachel.Fisher@dese.mo.gov)

**Requirement E: Letters of Recommendation**

Please attach three letters of recommendation from the following list. These letters must include a written signature from each individual submitting the letter.

Career Education Administrator or High School Principal /Assistant Principal	Club Sponsor (separate from HOSA)
Career Education/Health Science/PLTW Instructor	Coach
High School Counselor	Postsecondary/Collegiate candidates may also request a letter of recommendation from the Dean of Allied Health and/or Department Head
Employer	



**Requirement F:**

**Video/Recorded Voice/Photography Release Form**

I hereby give and grant to the Missouri Department of Elementary and Secondary Education and the Office of College and Career Readiness, Missouri HOSA, HOSA-Future Health Professionals, Missouri Area Health Education Centers (MAHEC), and the Missouri Association for Career and Technical Education (MoACTE)/Missouri Health Science Education (MHSE), 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 Technical education through educational materials, trade materials and/or the Missouri Department of Elementary and Secondary Education and Office of College and Career Readiness, Missouri HOSA, HOSA-Future Health Professionals, Missouri Area Health Education Centers (MAHEC), and the Missouri Association for Career and Technical Education (MoACTE)/Missouri Health Science Education (MHSE).

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 Missouri HOSA and the Missouri Department of Elementary and Secondary Education and Office of College and Career Readiness 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 Missouri HOSA and the Missouri Department of Elementary and Secondary Education 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 in any way.

State Officer Candidate's Legal Name: \_\_\_\_\_

Candidate's Home Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of State Officer Candidate

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Missouri State Officer Candidate Current Membership Status (Check One):

SECONDARY

POSTSECONDARY/COLLEGIATE

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

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Requirement G:****State Officer Code of Conduct Agreement**

As a State Officer, you represent Missouri HOSA at your school, in your community, and at state, regional, and international meetings. Election to state office is an honor that also carries with it responsibilities. The State Officer Team is responsible for efficient function of Missouri HOSA and assuring the purpose of HOSA is protected.

As a Missouri HOSA State Officer, I agree to adhere to the following rules and regulations:

- I will, at all times, follow the rules set forth in my home school and area career center's (if applicable) policies for behavior, attendance, and minimum grade point average for participation in activities.
- I will, at all times, respect all public and private property. I understand that damages to any property or furnishings in hotel rooms, private accommodations and buildings will be paid for by the State Officer at his/her own expense.
- I will spend each night in the room of the hotel to which I am assigned.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- I will not remain in a sleeping room of the opposite sex unless permission has been granted by the State Advisor, State Officer Advisor, or my Local Chapter Advisor.
- I will refrain from the use of alcoholic beverages, tobacco, and drugs, unless I have been ordered to take certain prescription drugs by a licensed physician, at which time I will always have the orders of the physician on my person.
- I will not leave the hotel to which I am assigned without the express permission of the assigned state staff person. Should I receive such permission, I will leave a written note of where I will be.
- My conduct will be exemplary at all times. I will treat all members equally. I will avoid places and actions that in any way could raise questions as to moral character or conduct. I will behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon the HOSA organization.
- I will forfeit my office if I quit school, become suspended, or expelled.
- I will respect all authority. I will accept state HOSA assignments and follow instructions as directed by those responsible for them. I will communicate to the State Officer Advisor and State Advisor any circumstances in which I am unable to attend the required meetings or conferences.
- I will keep the assigned state staff person informed of my whereabouts at all times.
- I will attend all activities that I am assigned or registered to, and I will be on time.
- I will adhere to the required professional dress code at all times (*including hair color, piercings and tattoos*).
- I will attend the functions required of a State Officer as listed on the schedule of activities.
- I will forfeit my office if, after the beginning of the school year, I change my residence from the school where I was elected, unless I transfer to a school and enroll in another career education course related to Health Science/Careers.
- I will attend school each day it is in session, unless I am on a HOSA assignment or an approved absence based on local school district policy. I will make up all work missed in classes.
- As a Missouri HOSA State Officer, I must attend all meetings and activities deemed necessary by the Missouri HOSA State Advisor.

I have read the Code of Conduct for the Missouri HOSA State Officer Team and agree to abide by these rules.

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 Signature of State Officer Candidate

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 Printed Name

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 Date

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 Signature of Parent/Guardian

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 Printed Name

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 Date

---

 Signature of Chapter Advisor

---

 Printed Name

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 Date

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 Signature of Career Center Director/Principal

---

 Printed Name

---

 Date

**Requirement H:**

**State Officer Internet Code of Conduct**

As a Missouri HOSA State Officer, you are a public figure. You represent your school, Missouri HOSA State Association and HOSA, Inc. As you post content to personal and public we pages, for example Facebook, Instagram, Twitter, YouTube, or other websites, please keep in mind that people you do know (including future employers or admissions officers) have the ability to review and archive your personal, yet public information that you post. These personal sites are now being used as a point of reference to your personal site. Be sure that your personal materials, including comments, photographs, video, or audio files would not embarrass you if they were viewed by a HOSA staff member, business partner, or teachers.

If you plan on using your personal email address, make sure that it projects a professional image, and if not, create a new email address for any Missouri HOSA correspondences. As part of your responsibility as a State Officer to make sure that you check your email on a daily basis as many opportunities will often be offered via email.

As a State Officer of Missouri HOSA, you make a promise to represent Missouri HOSA with the most respect. This means that during your term of office, any content you post on the World Wide Web where HOSA is mentioned on the site will be reviewed by your Local Chapter Advisor, parent or State Advisor.

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As a Missouri HOSA State Officer, I promise that my email address used for HOSA business must be reviewed by an authorized adult such as my Local Chapter Advisor, parent and/or State Advisor. I understand that the websites that I use will be monitored and I may be asked to remove any material deemed inappropriate by my Local Chapter Advisor, parent, and/or State Advisor.

If I fail to do so and post inappropriate or unapproved material, I will be placed on probation as a State Officer and subject to the consequences as a State Officer for violating the State Officer Code of Conduct.

I have read and understand the information in this document. I agree to abide by this policy for the duration of the office I have been elected or appointed for Missouri HOSA.

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Signature of State Officer Candidate	Printed Name	Date
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I have read and I understand the State Officer Internet Code of Conduct. I agree to support the guidelines and the above named student to the best of my ability.

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Signature of Parent/Guardian	Printed Name	Date
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Signature of Chapter Advisor	Printed Name	Date
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Signature of Career Center Director/Principal	Printed Name	Date
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**Requirement I:**

**Medical Liability Release Form**

**PLEASE TYPE OR PRINT ALL INFORMATION**

State Officer Candidate's Legal Name: \_\_\_\_\_

Parent/Guardian's Legal Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian/Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

State Officer Candidate's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Alternate/Emergency Contact: \_\_\_\_\_

Alternate/Emergency Contact Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Local Chapter Advisor: \_\_\_\_\_ School Name: \_\_\_\_\_

State Officer Candidate 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. Allergies \_\_\_\_\_ e. Physical Handicap \_\_\_\_\_

b. Convulsions \_\_\_\_\_ f. Medicine Reactions \_\_\_\_\_

c. Blackouts \_\_\_\_\_ g. Disease of any kind \_\_\_\_\_

d. Heart/lung problems \_\_\_\_\_ h. Other (Be specific) \_\_\_\_\_

If currently taking medication(s), please provide the following information:

Name of medication(s) \_\_\_\_\_ Physician/Phone Number \_\_\_\_\_

Name of medication(s) \_\_\_\_\_ Physician/Phone Number \_\_\_\_\_

**LIABILITY RELEASE.** I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during any and all HOSA activities. I hereby release the National HOSA Board of Directors, the National Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my State Officer Candidate/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.

\_\_\_\_\_  
Signature of Parent/Guardian Printed Name Date

\_\_\_\_\_  
Signature of State Officer Candidate Printed Name Date

\_\_\_\_\_  
Signature of Chapter Advisor Printed Name Date

\_\_\_\_\_  
Signature of Career Center Director/Principal Printed Name Date

**Requirement J:**

**Missouri HOSA State Officer Travel Policy**

State Officer Candidate's Legal 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 HOSA functions as part of his/her official responsibilities if a school official or parent/guardian drops the student off and a representative of Missouri HOSA picks the student up and provides appropriate supervision.

The above named student may be transported by a representative of Missouri HOSA to or during HOSA functions as part of his/her official responsibilities.

The above named student may be chaperoned by a representative of Missouri HOSA in the event that a school employee or parent/guardian 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 Missouri HOSA student transportation policy.

\_\_\_\_\_  
Signature of State Officer Candidate                      Printed Name                      Date

\_\_\_\_\_  
Signature of Parent/Guardian                      Printed Name                      Date

\_\_\_\_\_  
Signature of Chapter Advisor                      Printed Name                      Date

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

\_\_\_\_\_  
Signature of School Official                      Printed Name                      Date

\_\_\_\_\_  
School Official Title

**Requirement K: Missouri HOSA State Officer Memorandum of Understanding Form**

*Please review the following items prior to submitting application. A signature is required from the State Officer Candidate, Parent/Guardian, Local Chapter Advisor, and Local School District Administrator.*

**EXPECTATIONS OF A MISSOURI HOSA STATE OFFICER:**

1. Be committed to HOSA and promote HOSA's mission, purpose, goals and objectives in every way possible.
2. Be enrolled as a full-time 9<sup>th</sup>-12<sup>th</sup> grade student that is or has taken a career education course related to Health Science/Careers (secondary positions) or currently enrolled in a career center, college, or university pursuing a health career (postsecondary position) during my term of office.
3. Have an active membership status in HOSA (State Advisor verification required).
4. Attend the current year's Missouri HOSA State Leadership Conference (SLC) as a candidate for election and comply with all election procedures and regulations as defined in the State Officer Candidate Packet.
5. Attend all meetings and assigned activities during the term of office and accept responsibilities as requested by the Missouri HOSA State Advisor and Missouri HOSA State Officer Advisor as defined in the State Officer Candidate Packet.
6. Complete the term of office, accepting this honor as a responsibility to the local program and to Missouri HOSA.
7. Know the duties and functions of the office for which selected and fulfill all responsibilities until the next State Leadership Conference. **\*\*If selected for the office of Vice President of Communications, the minutes of the meeting must be submitted within 1 week after each meeting. This is a combined responsibility of both the State Officer and local advisor.**
8. Accept the role and responsibility as a member of the Missouri HOSA Executive Committee as written in the Missouri HOSA Bylaws.
9. Be in possession of an official HOSA uniform and project a positive and professional image of HOSA all times.
10. Maintain a professional image and good grooming in order to project a desirable image of the organization as defined in the State Officer Candidate Packet.
11. Represent myself, my local school district, my local chapter, my local chapter advisor, the Missouri State Officer Team, State Advisor, State Officer Advisor, Missouri HOSA, the Office of College and Career Readiness, and HOSA with the decorum required of such a position.
12. Check email at least two times per week with a response sent if applicable. Answer any text messages from the State Advisor or State Officer Advisor within a 24 hour period.
13. Complete all assignments in a timely fashion to the highest level of quality possible. State Officers who are late with assignments will not be assigned speaking parts at upcoming conferences and will risk losing some, if not all, of the financial benefits that come with serving as a State Officer. These benefits include registration and hotel fees, meals, etc. State Officers who lose eligibility for these financial benefits may be required to pay registration fees, lodging costs, and other expenses.
14. State Officers will refrain from using their name or position on any social media sites, except Missouri HOSA specific sites and tagged social media posts from personal and business pages. Posts made on personal social networking pages must remain professional in nature throughout the officer's term of office.
15. Avoid places and actions that could raise questions regarding moral character or conduct.
16. State Officers may not purchase, consume or be under the influence of alcohol, tobacco, or illegal substances at any time. Violators will be subject to permanent expulsion from the State Officer Team.
17. Be able to work as a team player, avoiding any display of superiority.
18. Treat all members of the organization equally and without discrimination.
19. Be willing to spend the necessary time and travel during my term of office.
20. Understand that expenses outlined in the State Officer Candidate Packet may be incurred.
21. Resign office immediately if at any time commitments and expectations are not met (includes school enrollment, attendance, professional image, official attire, responsibility and conduct).
22. Follow the Code of Conduct at all times.

*I understand all of the expectations required of a Missouri HOSA State Officer, and I am committed to this responsibility. I also have the support of my parent/guardian, local chapter advisor, and school district in assisting me with this responsibility.*

_____ Signature of State Officer Candidate	_____ Printed Name	_____ Date
_____ Signature of Parent/Guardian	_____ Printed Name	_____ Date
_____ Signature of Chapter Advisor	_____ Printed Name	_____ Date
_____ Signature of Career Center Director/Principal	_____ Printed Name	_____ Date

**Requirement L: Local School District/Local Chapter Advisor Memorandum of Understanding Form**

**EXPECTATIONS OF THE LOCAL CHAPTER ADVISOR:**

1. See to it that the State Officer follows his/her expectations listed above.
2. Have access to internet/email at school and at home and check email at least two times per week with a return response, if applicable. Follow up to assure that the State Officer also responds as needed.
3. Attend all scheduled activities and/or assist with travel arrangements as noted in the State Officer Packet during the State Officer's term of office and accept responsibilities as requested by the Missouri HOSA State Advisor.
4. Assist the State Officer to manage his/her school work and HOSA responsibilities so that academic grades do not suffer as a result of serving as a State Officer.
5. Assist the State Officer at school, workshops and conferences as needed.
6. Serve as the State Officer's positive role model with dress, language, habits, assistance, ethics, etc.
7. Understand that there is no extra compensation to serve in this position.
8. Understand that the State Officer reports to the State Officer Advisor and/or the State Advisor during conferences and assigned events and will become the responsibility of the State Officer Advisor and/or State Advisor during those times. Communicate effectively with the both the State Officer Advisor and State Advisor as needed.

*I understand all of the expectations required of a Missouri HOSA State Officer and my role as his/her local chapter advisor. I am committed to this responsibility and will do my best to fulfill the expectations listed above.*

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Signature of Chapter Advisor

Printed Name

Date

**EXPECTATIONS OF THE LOCAL SCHOOL DISTRICT:**

1. Understand that the expenses of conference registration and travel are the responsibility of the school district as outlined in the State Officer Candidate Packet and that officers who are negligent in their duties and/or have been removed from office will be responsible for reimbursing Missouri HOSA for expenses already incurred. The school will be invoiced for expenses and the school will be responsible for requesting reimbursement from the student.
2. Understand that Missouri HOSA will not reimburse chapter advisors or schools for mileage and/or expenses resulting from having a State Officer.
3. Understand that Missouri HOSA and DESE will not assume liability for student travel.
4. Understand that State Officers are *REQUIRED* to attend ALL mandatory conferences and meetings.
5. Chapters with State Officers are expected to attend the Missouri HOSA conferences with the State Officers. Officers whose chapters do not actively participate in Missouri HOSA conferences and projects will not be allowed to remain an officer. These conferences include, but are not limited to:
  - a. State Fall Leadership Conference
  - b. State Competitive Events Preparation Workshop
  - c. State Leadership Conference

*I understand all of the expectations required of a Missouri HOSA State Officer and the role of the local chapter advisor. The school district is committed to supporting the State Officer and local chapter advisor and fulfilling the expectations listed above.*

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Signature of Career Center Director/Principal

Printed Name

Date