

Application
For
Oklahoma HOSA State
Officer

Oklahoma HOSA
1500 W. 7th Ave. • Stillwater, OK
74074
405-743-6843
WWW.okhosa.org

Oklahoma HOSA State Officer Packet

This officer application packet contains some very important information. Carefully read it prior to completing the forms. Once you have thoroughly reviewed the packet, provide all the required information and return this by US mail to Debbie Bennett, Oklahoma HOSA Advisor, Oklahoma Department of Career and Technology Education, 1500 W. 7th Avenue, Stillwater, OK 74074 by September 18, 2017. Entire application must be typed and in State Advisor office by September 18, 2017.

This Packet Contains:

- Procedure for Becoming a HOSA State Officer
- Study Guide for Online Test
- State Officer Application
- Officer/Advisor/School Memorandum of Understanding
- Statement of Support
- Applicant Information Sheet
- 2017-2018 Required HOSA State Officer/Advisor Dates
- Medical Liability Release Form
- State Officer Code of Conduct
- State Officer Selection Process

PROCEDURE FOR BECOMING A HOSA STATE OFFICER

Each applicant:

1. MUST be an affiliated HOSA member.
2. Submit State Officer Candidate Application (by September 18, 2017)
3. Submit YouTube video link (by September 18, 2017)
4. Submit electronic script of campaign speech (by September 18, 2017)
5. Take an online test (September 18-20, 2017 at local school)

The Oklahoma HOSA State Officer team consists of 10 members: President, Vice President and 8 Representatives.

The top applicants will advance to the Interview Selection meeting at ODCTE in Stillwater on September 26, 2017. Appropriate dress for the Interview Selection meeting is solid color slacks (at least ankle length) or solid color skirt (at least knee length) with a solid color polo shirt (no logos except HOSA logos).

At the Interview Selection meeting, each applicant will:

1. Participate in an interview
2. Read a portion of an SLC script (cold reading)
3. Write a sample thank you note
4. Present an introductory talk about themselves

The applicant will draw one of the following statements to complete

1. My future career goals are.....
2. The most influential person in my life has been.....because.....
3. What makes me unique is....

YouTube Video----The applicant's campaign speech (2 minutes or less in length) will be recorded at the applicant's school and submitted via YouTube. Use this opportunity to introduce yourself and why you want to be an Oklahoma HOSA State Officer. The YouTube video must be directed by the applicant. The video will be best viewed if it is filmed horizontally; audio clear and recorded at a high quality volume.

The link to the YouTube video must be emailed to debbie.bennett@careertech.ok.gov and in the subject line it should state: "(applicant name) campaign speech" no later than September 18, 2017.

An electronic script (Word document) of the speech must be submitted to Debbie Bennett at debbie.bennett@careertech.ok.gov by September 18, 2017. The subject line should state: "(applicant name) electronic script". This electronic script is necessary to meet the state closed captioning regulations. The campaign speech should be for "HOSA State Officer" not "President", "Vice President", or "Representative". The reason for

this is that a applicant may be asked to run for their second choice and if they campaign for a specific office then the speech may be inaccurate. Since speeches will be posted on the OK HOSA website, it is recommended that applicants do not indicate what school they attend or town they live in.

The Nominating Committee and the State Advisor shall have the authority to change the applicants from the office originally selected with the applicant's consent. An applicant may be slated for his/her second choice. The applicant may also be asked to change office in the event there is no other choice. A State Officer applicant must score a 70% or better in the interview portion in order to be slated.

Campaigning

No campaigning for office may take place at the State Officer Interview meeting. Verbal campaigning, ONLY, may be done at the Fall Leadership Conference. No props, costumes, candy or posters, etc. are to be used at FLC. Any campaigning (including the use of social networking sites) prior to FLC will result in disqualification.

Officers will be announced and installed at Fall Leadership Conference on October 22, 2017 and will assume all responsibilities upon installation. Candidates are required to be in official HOSA dress at Fall Leadership Conference.

STUDY GUIDE FOR ONLINE TEST

Online test available September 18-20, 2017. Access instructions will be sent to the school's testing liaison.

References for Study Guide:

*Oklahoma HOSA @ www.okhosa.org

*National HOSA @ www.hosa.org

*State Officer Application Packet

Sample Questions:

In what year did the acronym, "HOSA", change from meaning "Health Occupations Students of America" to just, "HOSA-Future Health Professionals"?

- a. 1954
- b. 1974
- c. 2012
- d. 2004

The National HOSA Bylaws can be amended by:

- a. A 2/3 vote of the national delegate assembly
- b. A majority vote of the national delegate assembly
- c. The HOSA, Inc. Board of directors
- d. The HOSA, Inc. Corporate Body

Which of the following is a way to amend a main motion?

- a. Insert
- b. Strike Out
- c. Strike Out/Insert
- d. All of the Above

OKLAHOMA HOSA STATE OFFICER APPLICATION

Name _____ Program _____

Postsecondary _____ Secondary _____

School _____

Advisor _____ Advisor Email _____

Advisor Cell # _____

Candidate Home Address _____

Street

City

Zip

Candidate Email _____

Candidate Cell # _____

Candidate Birthdate _____

Emergency Contact Name _____

Emergency Contact Phone # _____

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.

___ President/Vice President

___ Secondary Representative

___ Postsecondary Representative

OFFICER/ADVISOR/SCHOOL MEMORANDUM OF UNDERSTANDING

Expectations of an Oklahoma 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 term of office.
3. Maintain "good standings" status at their local school throughout the ENTIRE term.
4. Be a state and national dues paid HOSA member.
5. Attend the current year's Fall Leadership Conference (FLC) as a candidate for election.
6. Complete the term of office, accepting this honor as a responsibility to the local program and to Oklahoma HOSA.
7. Know the duties and functions of the office for which selected and fulfill all responsibilities for the ENTIRE term (If selected for the office of secretary, the minutes of the meeting must be submitted within 2 weeks after each meeting. This is a combined responsibility of both the officer and local advisor.).
8. Accept the role and responsibility as a member of the Oklahoma HOSA State Officer Team as written in the Oklahoma HOSA Bylaws and Oklahoma Policy and Procedures.
9. Be in possession of an official HOSA uniform and project a positive and professional image of HOSA at all times.
10. Represent the local school, advisor, program, state officer team, State Advisor, and the Oklahoma Department of CareerTech with the decorum required of such a position.
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 Advisor (calendar is attached).
13. Avoid places and actions that could raise questions regarding moral character or conduct.
14. Use of alcohol or illegal substances at any school, HOSA or Oklahoma Department of CareerTech sponsored event will result in permanent expulsion from the State Officer team.
Smoking is allowed for adults (over 18 years of age) not in HOSA uniform in designated areas only.
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. Be willing to spend the necessary time and travel during term of office.
18. Understand that there may be personal expenses incurred, but Oklahoma HOSA will assist in reimbursing selected approved expenses, including travel, lodging and/or meals.
19. Resign office immediately if at any time commitments and expectations are not met (includes, but not limited to, attendance, professional image, official dress, responsibility and conduct).
20. Follow the Code of Conduct at all events.
21. Act as Voting Delegate at International Leadership Conference (ILC) which includes attendance at all necessary meetings. Attend various events and sessions at ILC according to State Office Schedule.

22. Compete in the Healthcare Issues Exam as well as one (1) competitive event at State Leadership Conference and International Leadership Conference (if applicable).
23. Understand that the "State Officer term" is defined as Fall Leadership Conference to the next Fall Leadership Conference. The expectations are for the state officer to make whatever arrangements needed to attend the final Fall Leadership Conference and to fulfill their obligations to Oklahoma HOSA.

EXPECTATIONS OF THE LOCAL HOSA ADVISOR and SCHOOL

1. See to it that the state officer follows his/her expectations listed above.
2. Attend all meetings, trainings, and conferences with state officer during the term of office and accept responsibilities as requested by the HOSA State Advisor (calendar is attached). Local advisors do not attend CTU and WLA with state officer team.
3. Assist the state officer at school, workshops and conferences.
4. Travel with the state officer per school policy
5. Assist the State Advisor 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 because of responsibilities with state officers, it will be necessary to obtain assistance to help with other students at conferences.
9. State Officer HOSA Official Uniform will be provided by Oklahoma HOSA. A \$150.00 deposit is required at the November State Officer Meeting. If an invoice is needed in order to pay this deposit at the November meeting, please email Angela Jones at angela.jones@careertech.ok.gov with this request. Schools and/or officers do not have the option of providing their own HOSA Official Uniform. All uniforms will be purchased through Awards Unlimited. Complete uniforms will be returned to the State Advisor at the conclusion of the officer's term of office.
10. OK HOSA will provide meals for the State Officer at all State Officer meetings, CTSO Day at the Capitol, SLC, CTU, WLA and FLC. OK HOSA will provide lodging for the State Officer at the November state officer meeting, SLC, CTU, WLA and FLC.
11. The Local School Administration understands that the school accepts the financial responsibility for the State Officer and Advisor to attend all meetings, trainings, and conferences, including the International Leadership Conference (arriving the day before the day of Opening Session). State Officer local Advisor will act as Event Manager for one of the events which Oklahoma HOSA is responsible for at ILC. This responsibility will require the Advisor to arrive to ILC a day before Opening Session.
12. State Officers and their local advisor must arrive at ILC in time for a 4:00 p.m. meeting on the day before Opening Session.
13. State Officers have the option of participating in a state officer leadership training offered at ILC on the day before Opening Session. The local school must pay the additional registration fee for this training and then OKHOSA will reimburse the school following ILC.

I understand all of the expectations required of an Oklahoma HOSA State Officer, the local advisor, and the local school administration and I am committed to this responsibility.

Candidate Signature _____ Date _____

Local Advisor Signature _____ Date _____

School Administrator Signature _____ Date _____

HOSA STATEMENT OF SUPPORT

I approve of my son/daughter applying for a State HOSA office and if elected, agree that he/she will be able to spend the time to carry on the duties of the office.

Signature of Parent of Guardian (Applicable for Secondary Student)

The candidate meets the qualifications for office and I recommend him/her as a state officer candidate.

Signature of Local Chapter Advisor

This school is supportive of _____ being considered as a candidate for HOSA state officer because he/she will fulfill the duties successfully if elected.

Signature of Principal/Director (High School-Applicable for Secondary Students)

Signature of Principal/Director (Technology Center)

Applicant Information Sheet

Name _____

| | |
|---------------------------|--|
| HOSA Offices Held: | |
| | |
| | |

| | |
|--------------------------------------|--|
| Health Science Courses Taken: | |
| | |
| | |

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|---|
| Honors/Awards Received (HOSA and Others) |
| |
| |

| |
|---|
| Participation in Other Activities (School, Community, etc.): |
| |
| |

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|---|
| Offices Held in Organizations Other than HOSA: |
| |
| |

| |
|---|
| What other commitments will you have during this year? |
| |
| |
| |
| |



2017-2018 REQUIRED STATE OFFICER & ADVISOR DATES

| | | |
|---------------------|-----------|--|
| October 23, 2017 | 8am-1pm | Fall Leadership Conference, Embassy Suites, Norman, OK |
| November 7-9, 2017 | 9am-4pm | State Officer Meeting, CareerTech, Stillwater |
| December 5, 2017 | 9am-4pm | State Officer Meeting, TBA |
| January 9, 2018 | 9am-4pm | State Officer Meeting, TBA |
| February 27, 2018 | 9am-4pm | CTSO Day at the Capitol, OKC |
| March 19, 2018 | 9am-4pm | State Officer Meeting CareerTech, Stillwater |
| April 8-11, 2018 | 3pm-1pm | State Leadership Conference, Embassy Suites, Norman |
| May 30-June 1, 2018 | 11am-12pm | CareerTech University, Tulakogee Conf. Ct, Wagoner, OK |
| June 18-24, 2018 | | International Leadership Conference, Dallas, Texas |
| July 10, 2018 | 9am-4pm | State Officer Meeting, TBA |
| August 1, 2018 | 9am-4pm | ODCTE Summer Conference, OKC (optional) |
| September TBA, 2018 | | Washington Leadership Academy (if eligible) |
| October 2, 2018 | 8am-3pm | Officer Interviews, CareerTech, Stillwater |
| October 21-22, 2018 | 3pm-1pm | Fall Leadership Conference, Embassy Suites, Norman, OK |

| | | |
|-----------------------|----------------------|------|
| 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 |
|--------------------------------|------------------------------|------|

| | | |
|---------------------------------|---------------------------------|------|
| Print Name of H.S Administrator | Signature of H.S. Administrator | Date |
|---------------------------------|---------------------------------|------|

| | | |
|---|--|------|
| Print Name of Tech Center Administrator | Signature of Tech Center Administrator | Date |
|---|--|------|

Medical Liability Release Form

DIRECTIONS: Due to legal restrictions, it is necessary that all students, parents/guardians, guests and HOSA Advisors complete this form to be eligible to attend and participate in any HOSA activity/conference during the 2017-2018 school year. This form should be returned to the local HOSA Chapter Advisor. Chapter Advisors will submit a copy during conference registration at State Leadership Conference and then again for all students, parents, guests and HOSA Advisors attending International Leadership Conference.

PLEASE TYPE OR PRINT ALL INFORMATION

HOSA Member/Attendee _____ Phone # _____

Home Address _____

Parent/Guardian (if member/attendee is a secondary student) _____

Parent/Guardian Phone #: _____

Alternate Emergency Contact: _____

Alternate Emergency Contact Phone #: _____

Local Advisor: _____ School Name: _____

Local Advisor Cell #: _____

Student's Physician: _____ Phone: _____

Physician's Address: _____

Student 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, please provide the following information:

Name of medication: _____

Prescribing 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 this trip/activity. 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 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 secondary students)

HOSA Member/Attendee Signature: _____ Date _____

Advisor's Signature: _____ Date _____

Secondary student is defined as a high school student while a HOSA member

CODE OF CONDUCT

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, your state and HOSA.
2. State Officer's conduct is the responsibility of the local chapter advisor. State Officers shall keep their advisors informed of their activities and whereabouts at all times.
3. State Officers will wear appropriate name badges at all times.
4. 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.
5. State Officers are to report any accidents or injuries to their local or state advisor immediately.
6. State Officers are expected to observe the designated curfew (curfew means being in your own room by the designated hour).
7. State Officers are responsible for vandalism of any kind. State Officer will be expected to pay any and all damages.
8. State Officers attending conferences may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to stringent disciplinary action.
9. Smoking is allowed for adults (over 18 years old) not in HOSA uniform in designated areas only.
10. State Officers who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. School administration and/or parents will be notified.
11. Any charges to hotel room, etc. will be the responsibility of the State Officer.
12. State Officers are to abide by the HOSA Attire Policy at all business sessions, general sessions, competitive events, awards sessions and other conference activities.
13. As an Oklahoma 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 Oklahoma HOSA and National HOSA.
14. Students must maintain a 3.0 GPA during term as a State Officer.

I have read the State Officer Code of Conduct 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

(Applicable for secondary students)

Oklahoma HOSA State Officer Selection Process

In an effort for all schools to have representation on the Oklahoma HOSA State Officer Team, the following process will take place for 2017-2018 State Officer Selection.

Each applicant will:

1. Submit State Officer Candidate Application
2. Submit YouTube video link of campaign speech
3. Submit electronic script of campaign speech
4. Take an online test

The top applicants will advance to the Interview Selection Meeting.

At the Interview Selection meeting, each applicant will:

5. Participate in an interview
6. Read a portion of an SLC script (cold reading)
7. Write a sample thank you note
8. Present an introductory talk about themselves

The candidate will draw one of the following statements to complete:

1. My future career goals are.....
2. The most influential person in my life has been.....because.....
3. What makes me unique is.....

The following scores will be included in determining the State Officer Team:

| | |
|---|--------------------------|
| Online test score--- | 30% of the final score |
| Campaign speech (via YouTube) | } 50% of the final score |
| Interview | |
| SLC script Cold Reading | |
| Writing of a thank you note | |
| Introductory Talk | |
| Votes at Fall Leadership Conference---- | 20% of the final score |

Applicants must pass the interview selection process by at least 70% in order to be slated for an office.

In the event that there are no slated applicants from a division, an applicant from another division may be voted into that position.

The office positions will be:

President

Vice President

1 Secondary Representative (with highest percentage of score from a Small School)

1 Secondary Representative (with the highest percentage of score from a Large School)

2 Secondary Representatives (with the highest percentage of total scores of the remaining candidates)

1 Postsecondary Representative (with highest percentage of score from a Small School)

1 Postsecondary Representative (with the highest percentage of score from a Large School)

2 Postsecondary Representatives (with the highest percentage of total scores of the remaining candidates)

Definition of Small School vs. Large School

Small Schools (2016-2017 between 0-99 members)

Caddo Kiowa Technology Center

Capitol Hill High School

Chandler High School

Chisholm Trail Technology Center

Choctaw High School

Claremore High School

Cleveland High School

Douglass High School

Durant High School

Eastern Oklahoma Technology Center

Emerson High School

Geary High School

Glenpool Public School

Green Country Technology Center

High Plains Technology Center

Lincoln High School

Mid Del Technology Center

Muskogee High School

Norman North High School

Northeast Academy of Health Sciences

Northwest Classen High School

Northwest Technology Center

OK School for Science and Math

Rogers State University

Pioneer Technology Center

Pontotoc Technology Center

Putnam City North High School

Star Spencer High School

Southwest Technology Center

Tahlequah High School

University of Oklahoma

US Grant High School

Yukon High School

Large Schools (2016-2017 100+ members)

Autry Technology Center

Canadian Valley Technology Center

Central Technology Center

Francis Tuttle Technology Center

Gordon Cooper Technology Center

Great Plains Technology Center

Indian Capital Technology Center

Kiamichi Technology Center

Meridian Technology Center

Metro Technology Center

Mid America Technology Center

Moore Norman Technology Center

Northeast Technology Center

Red River Technology Center

Southern Oklahoma Technology Center

Tri County Technology Center

Tulsa Technology Center

Western Technology Center

Wes Watkins Technology Center