

Application
For
Oklahoma HOSA State
Officer

Oklahoma HOSA
1500 W. 7th Ave. • Stillwater, OK
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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 documents through Tallo by Monday, October 7, 2019 at 5pm.

This Packet Contains:

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

Required items for eligibility - must be received by OK HOSA Headquarters' through Tallo no later than Monday, October 7, 2019 at 5pm

- (1) Application Form
- (2) Officer/Advisor/School Memorandum of Understanding
- (3) Statement of Support
- (4) Applicant Information Sheet
- (5) Required Dates Form
- (6) Medical Liability Release Form
- (7) Code of Conduct Form
- (8) YouTube Video Link
- (9) Electronic Copy (Word document) of Campaign Speech

TALLO INSTRUCTIONS

The OK HOSA State Officer Application is being submitted through Tallo.

1. Join Tallo

- Go to www.tallo.com
- Click the **LOGIN** button and create your account.
- Follow the instructions and input the required information. The required information includes: first/last name, email address, password, and grade level. You do **not** have to complete a 100% profile to be able to fill out the State Officer application.

2. Search for the 2019-2020 Oklahoma State Officer Application

- Click **Opportunities** at the top of the page when you are logged in.
- Type **2019-2020 Oklahoma State Officer** in the keyword search bar.
- Click **Search**

3. Complete the Application

- Make sure you include all of the required information on your profile.
- Upload documents that are required.

PROCEDURE FOR BECOMING A HOSA STATE OFFICER

Each applicant:

1. **MUST** be an affiliated HOSA member.
2. Submit all required information and documents through Tallo by Monday, October 7, 2019 at 5pm.

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

Applicants will participate in the Interview Selection meeting at ODCTE in Stillwater on October 15, 2019.

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. Take a test
2. Participate in an interview
3. Read a portion of an SLC script (cold reading)
4. Write a sample thank you note
5. 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/home 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 campaign speech should be for "HOSA State Officer" not "President", "Vice President", or "Representative". The reason for this is that an 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.

An electronic script (Word document) of the speech must be submitted on Tallo. This electronic script is necessary to meet the state closed captioning regulations.

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 Tuesday, November 4, 2019 and will assume all responsibilities upon installation. Candidates are required to be in official HOSA dress at Fall Leadership Conference.

STUDY GUIDE FOR TEST

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 # _____

Applicant Home Address _____

Street

City

Zip

Applicant Email _____

Applicant Cell # _____

Applicant Birthdate _____

Applicant Emergency Contact Name _____

Applicant Emergency Contact Phone # _____

I request consideration as a candidate for the HOSA State office. (Choose one) I understand that I may be slated for either office and will have the opportunity to decline the nomination.

___ President/Vice President

___ 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/vaping is allowed for postsecondary students (over 18 years old) 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. 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.
23. Adhere to the Code of Conduct

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 (day trips)
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 during the term of office and while the state officer travels to and from meetings/trainings/conferences, the student is the responsibility of the local school.
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. If a complete uniform (skirt/slacks, jacket, shirt, tie) is not returned, some or all of the deposit will be forfeited.
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 accepts financial responsibility for all travel expenses for the Advisor including meals, travel, and hotel costs for all meetings/trainings/conferences including overnight.
11. The Local School Administration understands that the school accepts the financial responsibility for the State Officer and Advisor to attend all (day and overnight) 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 or Quality Assurance 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.

Applicant 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 applicant 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 and _____ as the candidates local advisor
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 Related Courses Taken:	

Honors/Awards Received (HOSA and Others)

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

Offices Held in Organizations Other than HOSA:

What other commitments will you have during this year?

2019-2020 REQUIRED STATE OFFICER & ADVISOR DATES

November 4, 2019	Fall Leadership Conference, Embassy Suites, Norman, OK
November 12-14, 2019	State Officer Meeting, CareerTech, Stillwater
December 10, 2019	State Officer Meeting, TBA
January 7, 2020	State Officer Meeting, TBA
February TBA, 2020	CTSO Day at the Capitol, OKC
March 12, 2020	State Officer Meeting CareerTech, Stillwater
April 5-8, 2020	State Leadership Conference, Embassy Suites, Norman
May 27-29, 2020	CareerTech University, Tulakogee Conf. Ct, Wagoner
June 23-28, 2020	International Leadership Conference, Houston, Texas
July 14, 2020	State Officer Meeting, TBA
August TBA, 2020	ODCTE Summer Conference (optional)
September TBA, 2020	Washington Leadership Academy (if eligible)
October 6, 2020	Officer Interviews, CareerTech, Stillwater
October 19-20, 2020	Fall Leadership Conference, Embassy Suites, Norman, OK

Print Name of Student	Signature of Student	Date
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Print Name of Advisor	Signature of Advisor	Date
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Print Name of Parent/ Guardian	Signature of Parent/Guardian	Date
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Print Name of H.S Administrator	Signature of H.S. Administrator	Date
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Print Name of Tech Center Administrator	Signature of Tech Center Administrator	Date
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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 school year. This form should be returned to the OK HOSA Advisor.

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 when affiliated as 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 and attire 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 if vandalism or damages 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 removed from the state officer team. Immediate removal of officer per hotel policy and legal laws.
9. Smoking/vaping is allowed for postsecondary students (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 (for example, removal from state officer team) and will be sent home at their own expense. School administration and/or parents will be notified.
11. Any charges to hotel room 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 remain in "good standings" at their technology center and/or local high school during their term of office.

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

Print Name of Student	Signature of Student	Date
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Print Name of Advisor	Signature of Advisor	Date
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Print Name of Parent/ Guardian	Signature of Parent/Guardian (Applicable for secondary students)	Date
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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 the 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

At the Interview Selection meeting, each applicant will:

5. Take a test
6. Participate in an interview
7. Read a portion of an SLC script (cold reading)
8. Write a sample thank you note
9. 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:

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 (test, campaign speech, interview, cold reading, thank you note, introductory talk) 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 (2018-2019 between 1-99 members)

Caddo Kiowa Technology Center	Northeast Academy of Health Sciences
Chisholm Trail Technology Center	Southwest Technology Center
Choctaw High School	OK School for Science and Math
Cleveland High School	Oklahoma State University
Crossings Community Christian School	Pioneer Technology Center
Dove Science Academy	Pontotoc Technology Center
Durant High School	Putnam City North High School
Eastern Oklahoma Technology Center	Tahlequah High School
Green Country Technology Center	Tri County Technology Center
High Plains Technology Center	Western Technology Center
Mid Del Technology Center	Yukon High School
Muskogee High School	

Large Schools (2018-2019 100+ members)

Autry Technology Center	Metro Technology Center
Canadian Valley Technology Center	Mid America Technology Center
Central Technology Center	Moore Norman Technology Center
Francis Tuttle Technology Center	Northeast Technology Center
Gordon Cooper Technology Center	Red River Technology Center
Great Plains Technology Center	Southern Oklahoma Technology Center
Indian Capital Technology Center	Northwest Technology Center
Kiamichi Technology Center	Tulsa Technology Center
Meridian Technology Center	Wes Watkins Technology Center