

**2014-2015**  
**OKLAHOMA HOSA**  
**STATE OFFICER CANDIDATE**  
**GUIDELINES**

# Oklahoma HOSA State Officer Candidate Guidelines

(August 2014)

This officer candidate 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 them by US mail to Debbie Saterbak Bennett, Oklahoma HOSA Advisor, Oklahoma Department of Career and Technology Education, 1500 W. 7<sup>th</sup> Avenue, Stillwater, OK 74074, postmarked by **September 22, 2014**. Entire application must be typed.

## This Packet Contains:

- Procedure for Becoming a HOSA State Officer
- Study Guide for Online Test
- State Officer Candidate Application
- Advisor/Officer Candidate Memorandum of Understanding
- State Officer Candidate Grade Check Sheet
- State Officer Code of Conduct
- Medical Liability Release Form
- State Officer Information Form
- 2014-2015 Required HOSA State Officer/Advisor Dates
- State Officer Candidate Activity Form
- Interview Rating Sheet

## To be completed & postmarked by **September 22, 2014**:

- \_\_\_ State Officer Candidate Application
- \_\_\_ Advisor/Officer Candidate Memorandum of Understanding
- \_\_\_ Officer Candidate Grade Check Sheet
- \_\_\_ State Officer Code of Conduct
- \_\_\_ Medical Liability Release Form
- \_\_\_ Proof of State and National HOSA Membership
- \_\_\_ Officer Candidate Information Form
- \_\_\_ Officer Candidate Activity Form (will be posted online)
- \_\_\_ Electronic script (Word document) of your campaign speech (deadline to Debbie Saterbak Bennett at [debbie.bennett@careertech.ok.gov](mailto:debbie.bennett@careertech.ok.gov) by October 2, 2014).
- \_\_\_ Two Letters of Recommendation- 1 from teacher, counselor, or advisor AND 1 from a practicing health care professional (**not** an instructor at your school)

## PROCEDURE FOR BECOMING A HOSA STATE OFFICER

1. Any student who wants to be considered as a candidate for a HOSA state office must:
  - a. Complete and sign the State Officer Candidate Application Form by the specified date.
  - b. Complete a grade check form with signatures from the high school and/or technology center teachers and the HOSA advisor as evidence of a current 3.0 grade average on a 4-point scale and submit it by the specified date.
  - c. Submit medical release and code of conduct forms by the specified date.

Take an online examination, participate in an interview, recite the HOSA Creed (by memory), and present a campaign speech (2 minutes or less in length and to be video taped in front of an audience) to determine placement on the ballot. The campaign speech must not exceed 2 minutes in length and an electronic script (Word document) of the speech must be submitted to Debbie Saterbak Bennett at [debbie.bennett@careertech.ok.gov](mailto:debbie.bennett@careertech.ok.gov) by October 2, 2014. This electronic script is necessary to meet the new 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 the candidate 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 candidates do not indicate what school they attend or town they live in.

The online test will be available September 22-24, 2014. Instructions to access the test will be sent to your school's testing liaison.

2. Candidates may be slated for either office (president/vice president or representative) and will have the opportunity to decline the nomination.
3. Offices for which students may become a candidate are:
  - President/Vice President
  - Secondary Representative
  - Postsecondary Representative

All candidate applications are due to the HOSA State Advisor postmarked by **September 22, 2014**. The online test will be available **September 22-24, 2014**. On **October 2, 2014** at the State Officer Interview meeting, candidates will participate in an interview, recite the HOSA Creed (by memory) and present a two-minute or less campaign speech.

The Nominating Committee and the State Advisor shall have the authority to change the candidates from the office originally selected with the candidate's consent. A candidate may be asked to "run" for his/her second choice. The candidate may also be asked to change office in the event there is no other choice. In order for a candidate to proceed to the interview portion, the candidate must pass the on-line test by at least 70%. A State Officer candidate must also score a 70% or better in the interview portion, in order to be slated. In the event that there are no candidates from a division who earned a 70% in both the on-line test and the interview portion, a candidate from another division may be slated into that office. The candidates who qualify to proceed to the interview portion will be notified by October 8, 2014 by 5:00 p.m.

**Appropriate dress for the State Officer Selection meeting on October 2, 2014 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).**

## 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. If you would like your resume to be included in FLC registration packets, bring 200 copies to the State Officer Interview Meeting. This resume may be but not necessarily be the same form as the "Officer Candidate Activity Form". 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 30, 2014** and will assume all responsibilities upon installation.

HOSA Official Uniform will be provided by Oklahoma HOSA. **Upon election, 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 Debbie Hamble at [debbie.hamble@careertech.ok.gov](mailto:debbie.hamble@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 the complete uniform is not returned at the conclusion of their term, the \$150 deposit will not be returned.

## **STUDY GUIDE FOR ONLINE TEST**

**Online test available September 22-24, 2014. Access instructions will be sent to the school's testing liaison.**

### **References for Study Guide:**

\*Robert's Rules of Order

\*Advisors' National HOSA Handbook @ [www.hosa.org/node/139](http://www.hosa.org/node/139) (HOSA Handbook Section A, B, and C)

\*Oklahoma Dept. of CareerTech @ [www.okcareertech.org/educators/health-careers-education](http://www.okcareertech.org/educators/health-careers-education)

\*Oklahoma HOSA @ [www.okhosa.org](http://www.okhosa.org)

### **Sample Questions:**

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

- 1954
- 1974
- 2012
- 2004

The National HOSA Bylaws can be amended by:

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

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

- Insert
- Strike Out
- Strike Out/Insert
- All of the Above

**OKLAHOMA HOSA  
STATE OFFICER CANDIDATE APPLICATION**

Please type  
(August 2014)

Name \_\_\_\_\_ Program \_\_\_\_\_

Postsecondary \_\_\_\_\_ Secondary \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Phone # \_\_\_\_\_

Candidate Home Address \_\_\_\_\_  
Street City Zip

Candidate Email \_\_\_\_\_

Candidate Cell # \_\_\_\_\_

Advisor \_\_\_\_\_ Advisor Email \_\_\_\_\_

Advisor Cell # \_\_\_\_\_

School \_\_\_\_\_

Any student who wants to be considered as a candidate for a state HOSA office must:

- Submit required information by the required date.
- Agree to attend **all** HOSA activities with their advisor (tentative dates listed on the attached calendar).
- Take an online examination, participate in an interview, recite the HOSA Creed (by memory) and present a campaign speech.

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 CANDIDATE/ADVISOR/SCHOOL MEMORANDUM OF UNDERSTANDING

Please review the following items prior to submitting application. A signature is required from the student, the advisor, and the school administrator.

(August 2014)

### Expectations of an Oklahoma HOSA Officer:

1. Be committed to HOSA and promote HOSA's goals and objectives in every way possible.
2. Be enrolled in a regularly scheduled Health Careers program during my term of office.
3. Maintain "good standings" status at their local school throughout the ENTIRE year.
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 year (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 Executive Council as written in the Oklahoma HOSA Bylaws.
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):
  - All State Officer meetings
  - CTSO Day at the Capitol
  - State Leadership conference (SLC)
  - *CareerTech* University (CTU)
  - National Leadership Conference (NLC)
  - Fall Leadership Conference (FLC)
13. Avoid places and actions that could raise questions regarding moral character or conduct.
14. Use of alcohol (under legal age) 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 my 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 attendance, professional image, official dress, responsibility and conduct).

20. Follow the Code of Conduct at all events.
21. Compete in the Healthcare Issues Exam as well as one (1) competitive event at State Leadership Conference and National Leadership Conference.
22. 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 Debbie Hamble at [debbie.hamble@careertech.ok.gov](mailto:debbie.hamble@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.

### **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 during the term of office and accept responsibilities as requested by the HOSA State Advisor (calendar is attached):
  - All State Officer meetings
  - CTSO Day at the Capitol
  - State Leadership Conference (SLC)
  - National Leadership Conference (NLC)
  - Fall Leadership Conference (FLC)
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 Debbie Hamble at [debbie.hamble@careertech.ok.gov](mailto:debbie.hamble@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 Executive Council meetings, CTSO Day at the Capitol, SLC, CTU, and FLC. OK HOSA will provide lodging for the State Officer at the Fall Executive council meeting, SLC, CTU, 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 National 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 NLC. This responsibility will require the Advisor to arrive to NLC a day before Opening Session.

12. Advisor will act as Event Manager for the competitive event (s) which Oklahoma has been assigned at National Leadership Conference. This responsibility will require arrival at NLC on the day before the day of Opening Session.
13. State Officers and their local advisor must arrive at NLC in time for a 6:00 p.m. meeting on the day before Opening Session.
14. State Officers have the option of participating in a state officer leadership training (8:00 a.m.-12 noon) offered at NLC 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 NLC.

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.

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Student

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Local Advisor

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School Administrator



**OKLAHOMA HOSA STATE OFFICER CANDIDATE GRADE CHECK**  
(August 2014)

Name \_\_\_\_\_

School \_\_\_\_\_

HOSA Advisor \_\_\_\_\_

Secondary       Postsecondary       (Check One)

SUBJECT	DAYS ABSENT	GRADE AVERAGE	TEACHER'S SIGNATURE
<b>OVERALL GRADE AVERAGE</b>			

**OKLAHOMA HOSA STATE OFFICER  
CODE OF CONDUCT**

(August 2014)

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 conduct is the responsibility of the local chapter advisor. State Officer shall keep their advisors informed of their activities and whereabouts at all times.
3. State Officer 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  
(if under the age of 18)

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

\_\_\_\_\_  
Date

**MEDICAL LIABILITY RELEASE FORM**

PLEASE TYPE ALL INFORMATION

(August 2014)

Student Name \_\_\_\_\_ Parent/Guardian Name \_\_\_\_\_

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

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

Student's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

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

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. Allergy: \_\_\_\_\_

b. Physical Handicap: \_\_\_\_\_

c. Convulsions: \_\_\_\_\_

d. Medicine Reactions: \_\_\_\_\_

e. Blackouts: \_\_\_\_\_

f. Disease of Any Kind: \_\_\_\_\_

g. Heat & Lung Problems: \_\_\_\_\_

h. Other (Be specific): \_\_\_\_\_

If currently taking medication, please provide the following information:

▪ Name of Medication: \_\_\_\_\_

▪ Prescribing Physician and 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. I hereby release the National HOSA Board of Directors, the National Staff, State and Local HOSA advisors, local school staff, ODCTE staff, and any designated individual or group in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

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

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

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

Parent/Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Applicable for students under the age of 18.)

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

# STATE OFFICER INFORMATION FORM

(August 2014)

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**INSTRUCTIONS:** Each candidate for state office must complete this form and submit it with the application packet. Be sure to properly record all information. The sizes you provide will be used to order officer attire. Please Be Accurate!

Name: \_\_\_\_\_

Polo Shirt Size: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

Dress Jacket Size: \_\_\_\_\_  Men  Ladies

Skirt Size: \_\_\_\_\_ (Ladies)

Slacks Size: \_\_\_\_\_ (Men)

Dress Shirt/Shell Size: \_\_\_\_\_

Birth Date \_\_\_\_\_

Candidate Cell Phone Number \_\_\_\_\_

Candidate Personal Email Address \_\_\_\_\_

## **2014-2015 REQUIRED OKLAHOMA HOSA STATE OFFICER & ADVISOR DATES**

(August 2014)

Sept. 22, 2014	Application Deadline to Debbie Saterbak Bennett (postmarked)
Sept. 22-24, 2014	Online Test
October 2, 2014	Electronic Script of your Campaign Speech to Debbie Saterbak Bennett
October 2, 2014	Officer Interviews-Stillwater
October 8, 2014	Officer Slate announced
Week of October 13, 2014	Officer Speeches and Activity Information Form posted to <a href="http://www.okhosa.org">www.okhosa.org</a>

<b>October 2014</b>	<b>30</b>	<b>8am-1pm</b>	<b>Fall Leadership Conference</b>	<b>Embassy Suites, Norman, OK</b>
<b>November 2014</b>	<b>11-13</b>	<b>9am-4pm</b>	<b>State Officer Meeting</b>	<b>CareerTech, Stw</b>
<b>December 2014</b>	<b>2</b>	<b>9am-4pm</b>	<b>State Officer Meeting</b>	<b>TBA</b>
<b>January 2015</b>	<b>13</b>	<b>9am-4pm</b>	<b>State Officer Meeting</b>	<b>TBA</b>
<b>February 2015</b>	<b>3</b>	<b>8am-3pm</b>	<b>CTSO Day at the Capital</b>	<b>OKC</b>
<b>March 2015</b>	<b>23</b>	<b>9am-4pm</b>	<b>State Officer Meeting</b>	<b>CareerTech, Stw</b>
<b>April 2015</b>	<b>6-9</b>	<b>3pm-1pm</b>	<b>State Leadership Conference</b>	<b>Meridian Conv. Ct, OKC</b>
<b>May 2015</b>	<b>27-29</b>	<b>11am-12pm</b>	<b>CareerTech University</b>	<b>Tulakogee Conf. Ct, Wagoner, OK</b>
<b>June 2015</b>	<b>23-28</b>		<b>Nat'l Leadership Conference</b>	<b>Anaheim, California</b>
<b>July 2015</b>	<b>14</b>	<b>9am-4pm</b>	<b>State Officer Meeting</b>	<b>CareerTech, Stw</b>
<b>August 2015</b>	<b>3-4</b>		<b>ODCTE Summer Conference (optional)</b>	
<b>September 2015</b>	<b>TBA</b>		<b>Washington Leadership Academy (if qualify)</b>	<b>Washington, DC</b>
<b>October 2015</b>	<b>1</b>	<b>8am-3pm</b>	<b>Officer Interviews</b>	<b>CareerTech, Stillwater</b>
<b>October 2015</b>	<b>26-27</b>	<b>3pm-1pm</b>	<b>Fall Leadership Conference</b>	<b>Embassy Suites, Norman, OK</b>

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 School Administrator	Signature of School Administrator	Date
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**Oklahoma HOSA  
State Officer Candidate Activity Information**

Name \_\_\_\_\_

Secondary \_\_\_\_\_ Post Secondary \_\_\_\_\_

Health Program Enrolled \_\_\_\_\_

Number of Years in HOSA \_\_\_\_\_

HOSA Offices Held \_\_\_\_\_

HOSA Activities \_\_\_\_\_

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School Activities \_\_\_\_\_

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Community Activities \_\_\_\_\_

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Future Goals \_\_\_\_\_

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Why do you want to be a state officer? (in 50 words or less) \_\_\_\_\_

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**HOSA State Officer  
Interview Rating Sheet**

Candidate Name: \_\_\_\_\_

Please Circle:      Secondary                  Post Secondary

Instructions: Please rate the candidate on the criteria and scale listed:

5-Excellent                                  2-Fair  
4-Very Good                                1-Needs Improvement  
3-Average

**Appearance:**

Grooming	5	4	3	2	1
Posture	5	4	3	2	1
Appropriate Dress	5	4	3	2	1

**Delivery of Cold Reading:**

Voice (pitch, tempo, quality)	5	4	3	2	1
Stage Presence (poise, gesture)	5	4	3	2	1
Grammar	5	4	3	2	1
Pronunciation	5	4	3	2	1

**Oral Interview:**

Presentation	5	4	3	2	1
Demonstrates Enthusiasm	5	4	3	2	1
Response to Questions (overall)	5	4	3	2	1
Question 1	5	4	3	2	1
Question 2	5	4	3	2	1
Question 3	5	4	3	2	1

**Delivery of HOSA Creed:**

Knowledge of Creed	5	4	3	2	1
Voice	5	4	3	2	1
Sureness of Presentation	5	4	3	2	1

**State Officer Qualities**

Friendliness	5	4	3	2	1
Confidence	5	4	3	2	1
Overall	5	4	3	2	1

Where do you see yourself in a year from now—Fall 2014? \_\_\_\_\_

Comments:

Total Score: \_\_\_\_\_

Judges Initials: \_\_\_\_\_