

California HOSA



2012-2013

state officer candidate

guide



January 2012

Dear Dedicated California HOSA Member,

CONGRATULATIONS! The decision to run and serve as a California HOSA state officer or seek national office is one that sets a person apart as one of the most dedicated and driven leaders in our organization. State officers serve as the leaders of California HOSA and represent the organization to industry professionals, community leaders, education officials, community partners and most importantly the state membership.



Running for office and serving as a state officer will be a positive, life-shaping opportunity. The *California HOSA Candidate Guide* details the important issues of state officers and provides the specific election process, procedures, and applications.

All applications for California HOSA state office or national office are due by February 27, 2012. Candidates seeking state office must have served in a leadership capacity at the local level. Candidates seeking a national office must have served as a California HOSA state officer. Please contact coach@cal-hosa.org to obtain the National Officer Candidate Packet and submit the required application to California HOSA Headquarters by the February 27th deadline as well.

Michael Korda, famous writer/novelist, once said, "In order to succeed we must first believe we can." California HOSA believes in you and we are eager to assist you in running for state or national office. Please contact California HOSA State President at president@cal-hosa.org or State Officer Coach at coach@cal-hosa.org with any questions.

Our best wishes for great success!

Antonio Hernandez
State President

Cyndi Soraoka
Board Chair

Cindy Beck
State Advisor

Danielle Tolentino Tuason
State Officer Coach



CALIFORNIA HOSA

State Officer Candidate Guide 2012-2013

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California HOSA State Officers at the Washington Leadership Academy in Washington D.C.

The California HOSA State Executive Council

The California State Executive Council may consist of the following state officer positions. Although applicants for state office may state their interest in a state officer position, all applicants will be slated into elections for specific positions by the Nominating Committee:



State President

- Serves as the student leader and key representative of the State Executive Council
- Leads the State Executive Council projects, activities, and meetings
- Serves as student representative on the California HOSA Board of Directors
- Leads and represents all student members of California HOSA

At 2012 State Leadership Conference, California HOSA will elect a State President and State President-Elect. Starting in 2013, we will only elect the California HOSA State President-Elect. The State President-Elect will serve as President during the second year of their term.

President-Elect

- Serves a two year term; One year as President-Elect in the role of “President in Training” and the second year as State President
- Serves as student representative on the California HOSA Board of Directors
- In the absence of the President, the President-Elect assumes the duties and responsibilities of State President
- Leads and represents all student members of California HOSA



Vice President of Membership

- Serves as key leader for membership development, chapter outreach, and chapter development
- Leads and represents all student members of California HOSA

Vice President of Leadership

- Serves as key leader for Leadership and Development programs
- Serves as Co-Chair for the HOSA Medical Leadership Institute
- Leads and represents all student members of California HOSA



Region Vice Presidents (Region 1, 2, 3, 4, and 5)

- Serves as the leader and liaison from their region to the California HOSA State Executive Council
- Leads and represents all student members of California HOSA

National Officer Candidate(s)

- Serves as a member of the State Executive Council, regardless of the outcome of National HOSA elections
- Leads and represents all student members of California HOSA

Duties and Responsibilities



The State Executive Council is governed by the California HOSA Bylaws and Policies and Procedures developed by the Board of Directors. All officers serve as an extension of the state and national organization with the distinct purpose of advancing the mission of HOSA by providing dynamic leadership, services, communication, and support to local chapters.

State officers are student ambassadors, leaders, and role models for California HOSA. In order to fulfill the important responsibility of serving members and advancing California HOSA, state officers are required to attend meetings and perform specific leadership duties.

General Duties of State Executive Council

- Lead the general student membership of California HOSA
- Establish an annual Program of Work composed of team and individual goals that will benefit California HOSA
- Use voting privileges at all California HOSA Executive Council meetings and on designated committees
- Communicate regularly and respond promptly to all inquiries for information. All correspondence must be reviewed by state officer coach
- Represent California HOSA with excellent standards of professionalism, etiquette, and public relations to promote HOSA
- Submit articles for the California HOSA Online Newsletter and National HOSA e-Magazine
- Complete all required reporting documents and keep state officer coach updated on progress
- Contribute to the planning, preparation, and implementation of California HOSA conferences, including the Regional Leadership Conference (RLC) and State Leadership Conference (SLC)
- Work with Board of Directors and Management Team to deliver lead California HOSA membership through social media, Medical Leadership Institute, chapter visits, and other California HOSA sponsored events and activities
- Fulfill the duties of appointed office, including attendance to all meetings, events, and conferences
- Complete all assignments and projects in a timely manner
- Submit reports on officer projects and activities that benefit HOSA
- Commit to one year of service as a California HOSA State Officer



Qualifications and Procedures

Candidate Qualifications

All candidates must:

- Be an active California HOSA member in good standing in a California HOSA local chapter at the school/district in which they are enrolled
- Be a California resident and committed to live in California for the entire duration of term in office (national officer candidates exempt from this requirement)
- Have served in a leadership capacity at the local level
- Have not already served two (2) terms as a state officer
- Have a cumulative 2.5 GPA and maintain that GPA throughout term in office
- Have taken or be currently enrolled in a health science education course or completed a sequence in a health science education program
- Be recommended by the local chapter advisor and endorsed by his/her chapter
- File a completed state officer application by the California HOSA deadline
- Be aware that no more than two (2) state officers may serve from the same chapter at any one time (serving as a national officer does not count toward this regulation)



In addition, candidates for national office must have served as a California HOSA state officer in order to be qualified to run for national office.

Election Procedures for State Office

1. Applicants for state office must submit the completed state officer application by the date indicated in this State Officer Candidate Guide. **This is a receipt deadline.**
2. All applicants will take an exam based on HOSA facts and basic parliamentary procedure.

3. All applicants will participate in an oral interview with the nominating committee at the State Leadership Conference.
4. The nominating committee considers the applications, exam scores, and interview and slates approved applicants as candidates for regional vice president or executive office.
5. Candidates for regional vice president will deliver a speech [three (3) minutes or less] to their respective regions during the Regional Meetings. Candidates for executive office will deliver a speech [three (3) minutes or less] during the Opening Session at the State Leadership Conference.
6. All candidates will participate in a question and answer caucus with the voting delegates at the State Annual Business Meeting. All candidates will take turns being the first to answer questions of the voting delegates.
7. Voting delegates will cast ballots for state officer candidates at the State Annual Business Meeting. Voting delegates will be seated by region so that each voting delegate receives a ballot specific to their region. All voting delegates vote for the executive office positions. Voting delegates vote by region for region vice president positions.
8. The candidates receiving the most votes from their region for region vice president will be elected region vice presidents. For the 2012-2013 election, the top four (4) candidates receiving the most votes will be elected to executive office. For all subsequent elections, the top three (3) candidates receiving the most votes will be elected to executive office.
9. In the case of a tie, a run-off election will be held.
10. Once elections determine the candidates elected to executive office, the nominating committee reconvenes to slate executive officers into positions. The nominating committee considers all components of the process in the final decision. These components include the application, exam, interview, speech, and election results.
11. The newly elected state officers will be announced and officially installed at the Grand Awards Session.
12. Newly elected state officers and their local chapter advisor will participate in a State Officer Orientation the following morning from 8:00 – 10:00 a.m.



13. Newly elected state officers assume the year of service at the close of the State Leadership Conference at which they were elected.

Election Procedures for National Office Endorsement

1. Applicants seeking endorsement to run for national office must submit the completed state officer and national officer applications by the date indicated in this State Officer Candidate Guide.
2. All applicants will take an exam based on HOSA facts and basic parliamentary procedure.
3. All applicants will participate in an oral interview with the nominating committee at the State Leadership Conference.
4. The nominating committee considers the applications, exam scores, and interview to advance national officer applicants for approval by the California HOSA general membership.
5. National HOSA regulations state that each state chapter may endorse a maximum of two (2) secondary candidates and (2) collegiate post-secondary candidates per election year. The nominating committee will advance a maximum of two (2) secondary and two (2) post-secondary for consideration by the California HOSA membership.
6. National officer applicants must receive approval from the California HOSA State Advisor to be considered for national officer candidacy endorsement.
7. Applicants seeking national office endorsement will deliver a three (3) minute speech during the Opening Session of the State Leadership Conference.
8. All candidates will participate in a question and answer caucus with the voting delegates at the State Annual Business Meeting. All candidates will take turns being the first to answer questions of the voting delegates.
9. Voting delegates will cast ballots for national officer endorsement(s) at the State Annual Business Meeting.
10. Applicants must receive a majority vote of approval will receive national officer candidacy endorsement from California HOSA.
11. In the case of a tie, a run-off election will be held.



12. The national officer candidates approved by California HOSA will be announced and officially installed at the Grand Awards Session.
13. Upon approval of national officer candidacy, national officer candidates must complete the national officer candidate process.
14. Regardless of the outcome of the national office elections, national officer candidates endorsed by California HOSA will also serve on the State Executive Council.
15. Newly elected members of the State Executive Council and their local chapter advisor will participate in a State Officer Orientation following the announcement of election results.
16. The newly elected State Executive Council assume the year of service at the close of the State Leadership Conference at which they were elected.



Procedure for Determining Voting Delegates

As a student led organization, the power to change, direct, and propel the association rests with student voting delegates. Voting delegates elect state officers and approve amendments to the Student Bylaws. Voting delegates are required to attend the opening session/campaign rally, region meetings, visit campaign booths, and attend the Business Meeting and Voting Session.

Each chapter receives voting delegates in accordance with the table below. Please register your voting delegates and alternate voting delegates during online registration. If you need to make changes to your voting delegates, there is a \$25 change fee. Please be sure to schedule delegates who do not have a conflict with the timing of the business meeting.

5-35 members	2 delegates
36-63 members	3 delegates
64-88 members	4 delegates
89-113 members	5 delegates
114-138 members	6 delegates
139+	7 delegates



Meeting Requirements

All Voting delegates must attend the State Annual Business Meeting at the State Leadership Conference.

All Voting delegates will participate in the caucus sessions at the State Annual Business Meeting and may ask appropriate questions of state and national officer candidates during the question and answer session.

Campaign Questions & Eligibility

Questions regarding campaign procedures or candidate eligibility may be directed to the State Officer Coach at coach@cal-hosa.org or (916) 905-0031. Questions about serving as a state officer may be directed to the California HOSA State Officer Team. Contact State President at president@cal-hosa.org.



Campaign Rules and Tips

It is never too early to start planning! To be successful, please take note of the following rules and tips to help you prepare for the campaign.

Rules

1. Each state officer candidate is allowed a campaign manager to assist in the election and introduction of the candidate during the campaign speech.
2. Campaign speeches will not exceed three (3) minutes. The three (3) minutes may be divided between the campaign manager and the candidate or may be used entirely by the candidate.
3. Campaign posters are encouraged but limited to two (2) posters. Any posters on hotel walls must be hung with painter's tape. No other tape/adhesives are allowed. No other campaign materials, other than posters, are allowed.

Campaign Speech Tips

1. Campaign speeches should include your qualifications for state office as well as your platform. The candidate platform should include goals, ideas, and initiatives that will advance the mission of California HOSA.
2. Campaign speeches should exhibit a thorough understanding of how California HOSA works. It should be aimed at what is best for all members of California HOSA not simply the needs of a particular local chapter.
3. Practice, practice, practice! Effective campaign speeches should not be read or delivered impromptu. Do not "wing" the campaign speech! Campaign speeches are the time to inspire delegates and win the chapter's votes. Be creative! Think of an appropriate theme, slogan, or acronym that helps voting delegates remember you.
4. Deliver with purpose and power! The way the campaign speech is presented is just as important as the words spoken. Use good eye contact. Smile. Use appropriate hand gestures. Speak with conviction and enthusiasm. Vary speaking tone, rate, pace and volume. Speak clearly and enunciate!



5. Know the issues and the organization! Following the campaign speech, members have the opportunity to ask questions of each of the candidates. Questions will be related to HOSA, leadership experiences and what you intend to do if elected to state office. You should practice answering questions with your advisor and chapter to prepare.
6. Contact a current state officer! The best resource in preparing for the campaign is a current California HOSA State Officer. They have been through the campaign experience successfully and will have a wealth of knowledge and good ideas to share.

Schedule of Events for Candidates

All candidates for state office should make plans to attend the following events at the State Leadership Conference. Approved applicants will be notified of specific times and locations for these events:

Thursday, March 29, 2012

- State Officer Candidate Exam
- State Officer Candidate Interviews
- Region Meetings (Campaign speeches for regional vice president candidates)
- Opening Session (Campaign speeches for executive office and national office endorsement)
- State Officer Candidate Orientation

Friday, March 30, 2012

- Presidents' Breakfast
- Night of Mystery Talent Show

Saturday, March 31, 2012

- Annual Business Meeting and Voting Session
- Grand Awards

Sunday, April 1, 2012

- Newly Elected State Officer Orientation





Application Instructions

Applicants for state office must submit the following required documents and forms by Monday, February 27, 2012:

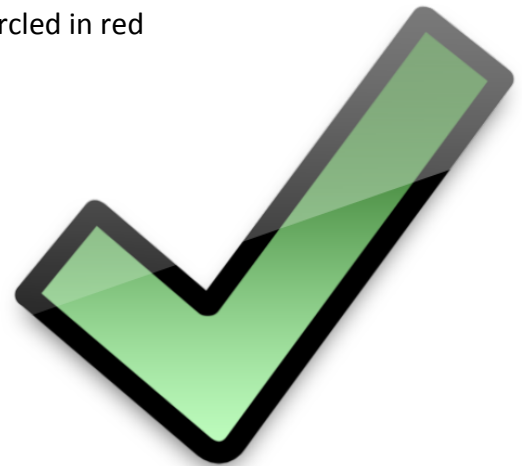
Application Checklist

- ∇ Advisor Checklist
- ∇ State Officer Candidate Information Sheet
- ∇ State/National Officer Candidate Q & A
- ∇ State Officer Candidate Agreement
- ∇ California HOSA Student Code of Conduct
- ∇ School Administration Statement of Support
- ∇ Uniform Form
- ∇ Current transcript with GPA and Health Science courses circled in red

Submission of Application

Send completed application packet to:

California HOSA
State Officer Applications
PO Box 21739
Long Beach, CA 90801
Fax: (916) 471-6538
Email: coach@cal-hosa.org



Application Deadline

The deadline for Candidate Applications is February 27, 2012. **This is a RECEIPT deadline**, which means the completed application must be received by the California HOSA Headquarters by this date.

Questions? Please contact:

Danielle Tolentino Tuason, State Officer Coach/Program Manager
(916) 905-0031 | coach@cal-hosa.org | Fax: (916) 471-6538

Advisor Checklist for Meeting with State Officer Candidates & Parents/Guardians

The chapter advisor should schedule a meeting with the state officer candidate and their parent/guardian and carefully review this checklist and the rest of the State Officer Candidate Guide. Once the advisor has held this meeting and reviewed the checklist it should be completed, signed and dated, and submitted to California HOSA along with the required forms in this packet.

✓	ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE
	Have a frank conversation with the state officer candidate to ensure that they understand the commitments required of state officers. Be sure that they understand that at times they will have to miss out on sporting events or other personal activities in order to fulfill their state officer responsibilities. Officers must recognize that HOSA conferences and events come before other social functions, including athletics and dances.
	Ensure that state officer candidates understand that being a state officer is a privilege and will require their very best effort. If elected, the candidate will be required to devote several hours each week to their state officer responsibilities and will not be allowed to fall behind on state officer duties and responsibilities.
	Talk to the candidate about their involvement in other activities like sports, clubs, work, etc. Be sure that they have fully calculated the time commitment and are prepared to make HOSA a priority if they are elected.
	Set up a plan for the officer to keep the advisor regularly updated about their projects, upcoming responsibilities, and duties of office.
	Discuss and create a time management plan for when and how the officer will complete their HOSA work each day. Officers should plan to spend about 30 minutes a day (sometimes more) on HOSA work.
	Ensure the officer has access to internet on a daily basis either at home or through the school. Officers will need access to Gmail for official state officer communications.
	Carefully review this packet with the candidate and be familiar with the rules and guidelines for state officer candidates.
	Ensure that all forms from this packet have been completed.
	Be sure that the candidate understands that while being a HOSA state officer is an invaluable experience and will be a great accomplishment to highlight on their resume and college applications, that being a state officer should be about their passion for HOSA and desire to be a part of making California HOSA great. This is a real commitment that will require time, effort, initiative, and commitment throughout their term of office.
	Ensure that the candidate intends to remain in school in California during their term of service (unless they are a candidate for national office)

Chapter Advisor Name (Printed)

Chapter Advisor Signature

Date

State Officer Candidate Information Sheet

STUDENT INFORMATION

Full Student Legal Name as appears on government ID (First, Middle, Last):	Check One Secondary _____ Post-Secondary _____
Student Name as should be listed in official publications, name badges, etc.	Years as HOSA Member (including current year):
Date of Birth (Necessary for booking flights per TSA Regulations):	Student Cell #:
Student's Email Address:	Year in School:

PARENT/GUARDIAN INFORMATION (Complete the Parent/Guardian Information if under the age of 18 years old)

Parent/Guardian's (First and Last Name):	Parent/Guardian's Cell #:
Parent/Guardian's (First and Last Name):	Parent/Guardian's Cell #:
Home Address:	
Parent/Guardian's Email Address:	Home Phone #:

California HOSA will mail meeting memos, invitations, and other correspondence to your parents. Please designate which best fits you:

- I live with both parents at the home address listed above. Please address mailings to both my parents and send to my home address.
- I live with one of my parents/guardians. Please address mailing to _____ and send to my home address.
- I live with one of my parents/guardians, but would appreciate you sending correspondence to both. Here is the information for the additional mailing:

Name _____ Relation to me _____

Mailing Address _____

ADVISOR / SCHOOL / CHAPTER INFORMATION

California HOSA Chapter Name:	School Name:
Advisor Name (First and Last Name):	Advisor Office #:
Advisor Email Address:	Advisor Cell #:
School Address:	Region (Circle one): 1 2 3 4 5
School Phone:	School Fax:

STATE OFFICER APPLICATION INFORMATION

A. State Executive Council Position of choice

*****This is for informational purposes only. The Nominating Committee will slate candidates into positions*****

- | | |
|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Region Vice President (Please specify
Region _____) |
| <input type="checkbox"/> President-Elect | <input type="checkbox"/> National Office (Please specific national
office position _____) |
| <input type="checkbox"/> Vice President of Membership | |
| <input type="checkbox"/> Vice President of Leadership | |

B. Name of Health Science/Careers Courses/Program you are enrolled in or have completed:

C. Please list any HOSA awards or recognition received:

D. On a separate attachment (double spaced and 12-point font), please write a brief essay (maximum of 250 words) about your qualifications and why you would like to be a California HOSA State Officer.

Candidate Agreement

Purpose:

Becoming a California HOSA state officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated *must* sign this agreement.

State officer candidates should understand that, if elected, attendance at all state officer meetings and activities is mandatory and that failure to attend any of these meetings will result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from office if they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on California HOSA or the State Executive Council.

If elected, the candidate agrees to:

1. Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer training's, conferences) and attest that; "I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Officer Coach, or the State Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the California HOSA Student Code of Conduct, I can be removed from office."
2. Perform to the best of his/her ability the duties of the elected office.
3. Maintain an unweighted GPA of 2.5 or better based on a 4.0 scale during their term of office.
4. Participate in ALL activities scheduled by California HOSA including, but not limited to:

May 4-6, 2012	California HOSA Orientation Meeting
Summer 2012	HOSA National Leadership Conference/HOSA University
July 2012	California HOSA Annual Leadership Retreat (President/President-Elect)
September 2012	National HOSA Washington Leadership Academy
October 2012	California HOSA Regional Leadership Conference(s)
January 2013	California HOSA Winter Summit
January 2013	California HOSA Medical Leadership Institute(s) (At least one)
March 2013	California HOSA State Leadership Conference

In addition to the required state officer events above there will be additional travel required for chapter visits and other opportunities that may arise throughout the year.

The Parent(s) and Candidate Agree To:

1. If elected, authorize the candidate's cell phone number to be printed on his/her official business cards, if applicable, unless alternative arrangements are requested in writing to the state Management Team.
2. Grant permission to California HOSA and its staff/contractors, California Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of California HOSA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.
3. Permit the candidate to participate in all scheduled California HOSA activities, state officer meetings, chapter visits, and other official officer duties.
4. If the student is elected, permit, and in the case of parents, authorize the student to visit California schools and participate in California HOSA chapter activities for the purpose of conducting official HOSA state officer business.
5. Encourage the candidate to take full benefit of the leadership development experience.

The Advisor(s) and All School Officials Listed Below Agree To:

1. Recommend for state office only those candidates who are qualified.
2. Ensure the candidate's attendance at all California HOSA activities.
3. Permit the candidate to visit California schools and participate in HOSA chapter activities for the purpose of conducting official HOSA state officer business.
4. Certify that the candidate has earned a GPA of 2.5 (4.0 base) or better for the term preceding the election and that officer maintains this during their term of office.
5. Read the Candidate Agreement and California HOSA Student Code of Conduct and discuss it with the student.



I have read and understand the California HOSA Candidate Agreement.

Candidate Name (Printed)

Candidate Signature

Date

Chapter Advisor Name (Printed)

Chapter Advisor Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

High School Administrator Name (Printed)

High School Administrator Signature

Date

California HOSA Student Code of Conduct

The following conduct policies apply to all state officers and will be in effect for the full duration of their term of office. Official conference and activities begin when the officer leaves home for the event and ends when they return home, therefore this code is in effect throughout this entire period of time.

"I agree to follow the California HOSA Code of Conduct while I am representing California HOSA as a member of the State Executive Council. I will resign my office if I fail to follow this code."

The following shall be regarded as severe violations of the CALIFORNIA HOSA Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors.

1. Alcohol, Drugs and Tobacco: a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. Curfew: Committing serious violations of curfew regulations as outlined in item 9 below.
3. Willful Companionship: Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations.
4. Personal Conduct: Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. Serious Violations of the student conduct code of the school district or school that the student represents.

6. Private Transportation: Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site) Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. Abusive Behavior and Lewd Conduct: A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the California HOSA Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Board of Directors or local Advisor.

8. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of HOSA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.
9. Curfew: Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
10. Dress: Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.

11. Personal Conduct: Failing to report accidents, injuries or illnesses immediately to the local HOSA Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g.. the door may be propped wide open); having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.
12. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Individual School District Policies may supersede the code of conduct.

Candidate Name (Printed)

Candidate Signature

Date

Chapter Advisor Name (Printed)

Chapter Advisor Signature

Date

Parent/Guardian Name (If under 18 years)

Parent/Guardian Signature

Date

School Administration Statement of Support

Candidates need to secure the official endorsement of their HOSA chapter advisor and school administrator as an officially supported state officer candidate.

I understand that HOSA is a national and state organization officially endorsed by the U.S. Department of Education and sponsored by the California Department of Education as a curricular and integral instructional tool of the classroom.

I understand that _____ (candidate name) has been officially endorsed by our school's HOSA chapter, our HOSA chapter advisor, and his/her parents/guardians to seek California HOSA State Office.

I understand that if the above named student is successfully selected to serve as a state officer that he/she will be required to attend meetings, leadership conferences, and education activities that on occasion may occur during the regular instructional period.

Our school agrees to maintain an active local HOSA chapter and chapter advisor during the above named student's term of service as a California HOSA state officer.

Our school agrees to support the above named student's duties and responsibilities as a California HOSA state officer including approval of absences or providing chaperones for California Department of Education or California HOSA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in California HOSA official functions.

I understand that serving as a California HOSA state officer is a position of high honor and important responsibility to our school, community, and the citizens of California. Our school pledges to work in partnership with the California Department of Education and California HOSA to ensure the success of the above named student's leadership, academic, and career pursuits while serving as a state officer.

AUTHORIZED BY:

Print Name of Administrator

Print Name of Advisor

Print Title of Administrator

Print Title of Advisor

Signature of Administrator

Signature of Advisor

Uniform Information Form

The state staff will make arrangements for purchasing components of the state officer uniform for all state officers. Please complete the following size chart so that we may order your uniform. To ensure the best fitting, most comfortable and best looking attire, **please have your measurements done by a professional** to prevent delays in ordering and securing uniforms in a timely fashion.

STATE OFFICER CANDIDATE NAME

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<p><u>BLAZER SIZE</u> <i>Circle one size</i></p> <table border="1"> <thead> <tr> <th>SIZE</th> <th>BUST</th> <th>WAITS</th> <th>HIPS</th> </tr> </thead> <tbody> <tr><td>SIZE 0:</td><td>32</td><td>25</td><td>35</td></tr> <tr><td>SIZE 2:</td><td>33</td><td>26</td><td>36</td></tr> <tr><td>SIZE 4:</td><td>34</td><td>27</td><td>37</td></tr> <tr><td>SIZE 6:</td><td>35</td><td>28</td><td>38</td></tr> <tr><td>SIZE 8:</td><td>36</td><td>29</td><td>39</td></tr> <tr><td>SIZE 10:</td><td>37</td><td>30</td><td>40</td></tr> <tr><td>SIZE 12:</td><td>38</td><td>31</td><td>41</td></tr> <tr><td>SIZE 14:</td><td>40</td><td>33</td><td>43</td></tr> <tr><td>SIZE 16:</td><td>41</td><td>34</td><td>44</td></tr> <tr><td>SIZE 18:</td><td>43</td><td>36</td><td>46</td></tr> <tr><td>SIZE 20:</td><td>45</td><td>37</td><td>47</td></tr> <tr><td>SIZE 22:</td><td>46</td><td>39</td><td>49</td></tr> <tr><td>SIZE 24:</td><td>48</td><td>41</td><td>51</td></tr> <tr><td>SIZE 26:</td><td>50</td><td>43</td><td>52</td></tr> <tr><td>SIZE 28:</td><td>52</td><td>45</td><td>54</td></tr> </tbody> </table>	SIZE	BUST	WAITS	HIPS	SIZE 0:	32	25	35	SIZE 2:	33	26	36	SIZE 4:	34	27	37	SIZE 6:	35	28	38	SIZE 8:	36	29	39	SIZE 10:	37	30	40	SIZE 12:	38	31	41	SIZE 14:	40	33	43	SIZE 16:	41	34	44	SIZE 18:	43	36	46	SIZE 20:	45	37	47	SIZE 22:	46	39	49	SIZE 24:	48	41	51	SIZE 26:	50	43	52	SIZE 28:	52	45	54	<p><u>BLAZER SIZE</u> <i>Circle one size from short, regular, tall, or xtra</i></p> <table border="1"> <thead> <tr> <th>SHORT 5'3"-5'7"</th> <th>REGULAR 5'7"-5'11"</th> <th>TALL 6'0" - 6'3"</th> <th>XTRA 6'3" and Taller</th> </tr> </thead> <tbody> <tr><td>36</td><td>36</td><td></td><td></td></tr> <tr><td>38</td><td>38</td><td>38</td><td></td></tr> <tr><td>40</td><td>40</td><td>40</td><td></td></tr> <tr><td>42</td><td>42</td><td>42</td><td>42</td></tr> <tr><td>44</td><td>44</td><td>44</td><td>44</td></tr> <tr><td>46</td><td>46</td><td>46</td><td>46</td></tr> <tr><td></td><td>48</td><td>48</td><td>48</td></tr> <tr><td></td><td>50</td><td>50</td><td></td></tr> <tr><td></td><td>52</td><td>52</td><td></td></tr> <tr><td></td><td>54</td><td>54</td><td></td></tr> </tbody> </table>	SHORT 5'3"-5'7"	REGULAR 5'7"-5'11"	TALL 6'0" - 6'3"	XTRA 6'3" and Taller	36	36			38	38	38		40	40	40		42	42	42	42	44	44	44	44	46	46	46	46		48	48	48		50	50			52	52			54	54	
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