

# California HOSA

## State Officer Candidate Guide & Application

2026-2027 Term

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### Welcome and Introduction

#### Congratulations!

Your decision to run and serve as a Cal-HOSA State Officer reflects an exceptional level of dedication, leadership, and commitment to our organization. State Officers are the face of HOSA; they represent Cal-HOSA to healthcare professionals, community partners, education leaders, and most importantly, the membership across California.

This State Officer Candidate Guide contains all the essential information and steps needed to become a Cal-HOSA State Officer. Entering the candidate arena requires determination, preparation, and hard work. Once there, your next goal is to earn the trust and support of the voting delegates at the State Leadership Conference (SLC). Through preparation, campaigning, and public speaking, you will gain valuable skills and experiences that will benefit you far beyond this election, whether or not you are ultimately selected.

To begin this journey, you will need encouragement and support from several key individuals:

- Your local Chapter Advisor, parents, and school administrator must be informed and supportive of your candidacy.
- Your chapter must be officially affiliated for the current Cal-HOSA year.
- Your chapter officers and members should stand behind you and support your campaign efforts.
- Final candidates will be selected by a committee based on submitted applications.

Please review this guide carefully to ensure you meet all eligibility requirements and deadlines. All deadlines are firm, with no extensions granted. Candidates must be enrolled in a CTE Health Science and Medical Technology (HSMT) or Public Service (PS) pathway, and their advisor must be listed as an official Cal-HOSA Chapter Advisor on the current affiliation.

We wish you the best of luck in your leadership journey and look forward to seeing the impact you will make.

**Sincerely,**

Cal-HOSA Leadership Team

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### **About Cal-HOSA and Career Technical Student Organizations**

Cal-HOSA – Future Health Professionals is officially recognized by the California Department of Education as a Career Technical Student Organization (CTSO). A CTSO is an organization for students enrolled in a Career Technical Education (CTE) program that provides opportunities for career-focused activities as an essential part of the instructional experience.

CTSO programs give CTE students the chance to build leadership skills, develop career readiness, compete in career-related events, and participate in meaningful community service.

Serving as a Cal-HOSA State Officer is one of the highest honors a member can achieve. Running a campaign and serving in this role provides a valuable leadership experience that involves planning, organizing, and executing responsibilities at a high level. Because of the time and effort required, this decision should be made with serious consideration and a full understanding of the personal commitment involved.

This guide outlines eligibility requirements, campaign rules and procedures, and the expectations and responsibilities of national, state, and regional officers. Review this guide thoroughly before deciding to apply, ensuring that you meet all eligibility requirements and can fulfill the commitments expected of an officer.

### **Preparing to Apply**

Before beginning the application process, each potential candidate should take an honest look at their time, resources, support system, capabilities, attitude, and level of commitment to determine whether they are ready to prepare and carry out an effective campaign and serve successfully as an officer.

Before completing the State Officer application, please take time to:

- Review this entire guide to understand the responsibilities and requirements of state officers.
- Meet with your Chapter Advisor, parents, school administrators, chapter members, employers, and other key supporters to discuss your interest in running for office and secure their support.
- Confirm that your Chapter Advisor is willing and able to support your term. You and your advisor will work closely as a team to fulfill your officer duties, and all officers are expected to attend all required meetings, events, and activities.
- Study Cal-HOSA's mission, history, bylaws, publications, programs, and activities to strengthen your understanding of the organization.

After reviewing and considering these points, candidates may proceed to complete the State Officer Application and begin preparing for the candidate interview.

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### State Officer Team and Roles

#### President

- Presides over all assembly meetings, including official business sessions and any additional meetings.
- Serves on the Board of Directors and Executive Committee in an advisory capacity.

#### Vice President

- Assists the President with all leadership functions.
- Assumes the duties of President if the office becomes vacant.
- Coordinates all committee work.

#### Secretary

- Records minutes for all official student meetings and submits them to the Leadership Team. Maintains an official roll of all voting delegates at business sessions.
- Assists with correspondence and communication as needed.

#### Regional Vice Presidents

- Support the President in all regional leadership activities.
- Lead regional events at the State Leadership Conference.
- Represent and advocate for regional needs during Officer meetings.
- Participate in assigned committees and officer projects.

#### Parliamentarian

- Oversees student meetings and ensures parliamentary procedure as outlined in Robert's Rules of Order.
- Provides guidance and assistance to officers and members as needed.

#### Postsecondary/Collegiate Vice President

- Ensures representation of the postsecondary division in all Cal-HOSA activities and decision-making.
- Conducts workshops and presentations for chapter members upon request.

#### Duties and Responsibilities

The State Officer Team is guided by the Cal-HOSA Student Bylaws, Cal-HOSA, Inc. Policies and Procedures, Program Manager, and State Advisor. Officers serve as representatives of the organization, advancing HOSA's mission by providing leadership, communication, and support to members and local chapters.

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State Officers act as ambassadors, leaders, and role models for Cal-HOSA. They must attend meetings, complete leadership duties, and maintain professionalism throughout their term.

#### General Duties of a State Officer Team

- Play an active role in establishing state goals, planning projects, workshops, and conferences, and supporting all of California HOSA.
- Represent Cal-HOSA with professionalism, strong public relations, and integrity.
- Maintain a solid understanding of HOSA to effectively discuss state issues and initiatives.
- Develop an annual Program of Work outlining team and individual goals to benefit Cal-HOSA.
- Attend all State Officer meetings, as well as the Fall Leadership and State Leadership Conferences, in full.
- Prepare and present workshops for both FLC and SLC conferences.
- Communicate with members through social media, email, and Cal-HOSA events.
- Submit monthly reports on officer projects and activities tied to the Program of Work.
- Keep local chapters informed about state meetings, conferences, and other assigned activities.
- Serve as model representatives of Cal-HOSA at various events, which may require missing school.

Officers must dedicate their full commitment to Cal-HOSA and may not hold a local chapter office during their term to allow others leadership opportunities.

#### State Officer Qualifications

All candidates must meet the following:

- Be a member of a chapter approved for California affiliation by the California Department of Education.
- Be an active member in good standing in a Cal-HOSA chapter at their school.
- Be enrolled in a Health Science and Medical Technology (HSMT) or Public Services (PS) CTE pathway during their term.
- Have a CTE-credentialed teacher as the Chapter Advisor who supports the candidacy.
- Have held or currently hold an elected or appointed local chapter position.
- Have not served more than two terms as a State Officer.
- Hold a minimum 2.5 GPA or show documented academic improvement and maintain reliability throughout the term.
- Be recommended by the local Chapter Advisor and endorsed by the chapter.
- Commit to fulfilling all duties and time requirements of the position.

#### Election Procedures for State Office

There will be **three rounds** to the State Officer election process. Please read all the information carefully.

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### Round 1: Application

Complete the online State Officer Application by **December 15, 2025, at 5:00 p.m.** The application will include:

- General and basic applicant information
- Two essay questions (each response no more than 750 words)
- A mock State Officer project

*\*Essay prompts and mock State Officer project instructions can be found on pages 23-24.*

*Applicants will be notified by email on January 5, 2026, if they have advanced to Round 2. The only reason an applicant will not move forward is failure to follow the application submission instructions.*

### Round 2: State Officer Exam

Take the State Officer Exam during the SLC online testing window: **February 23-27, 2026.**

To advance to Round 3, applicants must earn a collective score of 75% or higher across the following:

- State Officer Exam
- Two essay questions
- Mock State Officer project

*\*Cal-HOSA State Officer Exam Study Guide can be found on page 24.*

*Applicants will be notified by email on March 2, 2026, regarding whether they have advanced to Round 3.*

### Round 3: Campaign and Interview

- Record and upload a 2-4-minute campaign speech to be posted on Cal-HOSA's official YouTube channel (Due March 9, 2026).
- Campaign speeches may not be posted on personal or other social media accounts.
- No live speeches will occur during the SLC.
- Participate in a Question-and-Answer Caucus during the SLC, open to all members. This session allows members to ask candidates questions in a fishbowl-style format.
- Complete an interview during the SLC, conducted by a panel evaluating leadership experience, communication skills, and knowledge of Cal-HOSA.

The following will be judged and scored in this round:

- Campaign video speech
- Question-and-Answer Caucus performance
- Panel interview

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### Final Selection and Installation

- Voting delegates will cast electronic ballots during the SLC Business Meeting.
- The Nominating Committee will determine officer roles based on all scored materials from all rounds.
- In the event of a tie, the Nominating Committee will make the final selection.
- New officers will be announced and installed during the SLC Grand Awards Session.
- Elected officers and their advisors must attend the State Officer Orientation following SLC.
- Officers will begin their term at the close of SLC and serve until the following year's conference.

*\*No more than two officers may serve from the same school or as postsecondary/collegiate members during the same term.*

### Schedule of Events for State Officer Candidates

All State Officer candidates must complete and attend the following events during the State Leadership Conference (SLC):

- Opening Ceremony
- State Officer Candidate Orientation
- State Officer Candidate Interviews
- Meet-and-Greet Candidate Session
- Presidents' Breakfast
- SLC Business Meeting
- Recognition Awards Session
- Grand Awards Session
- Newly Elected State Officer Orientation

### Travel, Lodging, Meals, and Uniforms

#### Travel

- Cal-HOSA Headquarters manages all official travel arrangements.
- Officers will receive itineraries and confirmations by email, with copies sent to their advisors.
- Airline travel is typically ticketless; officers must have a valid government-issued photo ID
- Transportation costs to and from airports are covered by Cal-HOSA.
- If traveling by car with a parent or guardian, limited mileage reimbursement may be available at the state rate, based on the least expensive option.
- Expenses for any district-required chaperones are the responsibility of that district.

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#### Lodging

- Cal-HOSA Headquarters manages hotel accommodations for officers during official events.
- Officers do not pay for lodging unless the event is not a Cal-HOSA function.
- Officers should bring money for personal items, snacks, and incidentals.
- Advisors may assist students with financial needs, and chapters are encouraged to fundraise for major events such as the International Leadership Conference (ILC).

#### Meals

- Meals are provided by Cal-HOSA during required training and events.
- Dietary restrictions or allergies must be reported to Cal-HOSA Headquarters before the first State Officer Training.

#### Officer Uniform

- Cal-HOSA provides each officer with one HOSA Blue uniform, two polos, and one pair of khaki pants.
- Officers are responsible for purchasing shoes and other personal items.
- Cal-HOSA provides ties for both male and female officers.
- All uniforms must be returned in good condition at the end of the term.

#### Commitment and Expectations

Serving as a Cal-HOSA State Officer requires dedication, professionalism, and full participation. Officers are expected to attend all meetings, training, and conferences unless excused for an emergency or unsafe travel conditions. Failure to fulfill duties, maintain academic reliability, or uphold professional conduct may result in probation or removal from office as determined by Cal-HOSA Headquarters, Program Manager, and State Advisor.

If elected, officers agree to:

- Attend and actively participate in all meetings, training, and conferences.
- Perform the duties of their office to the best of their ability.
- Maintain a GPA of 2.5 or higher and provide proof of full-time enrollment if postsecondary.
- Participate in required Cal-HOSA activities, including:
  - Cal-HOSA Orientation Meeting at SLC (mandatory)
  - Cal-HOSA Fall Leadership Conference (mandatory)
  - All State Officer Trainings: Three (May/June, October, and January) per year (mandatory)
  - International Leadership Conference (optional)
  - HOSA Washington Leadership Academy (optional)
  - Educating for Careers Conference (optional)
  - Other state events as invited

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#### State Officer Code of Conduct

This code applies throughout the officer's entire term, beginning when leaving home for any Cal-HOSA event and ending upon return.

#### Prohibited Conduct

- **Alcohol, Drugs, or Tobacco/Vaping:** Possession, use, or distribution of any substance or related paraphernalia.
- **Willful Companionship:** Being with someone violating the code or failing to report violations.
- **Personal Misconduct:** Dishonesty, harassment, theft, vandalism, or illegal behavior.
- **Private Transportation:** Officers may not drive or ride in private vehicles during conferences unless approved via the official permission form.
- **Abusive or Lewd Behavior:** Bullying, hazing, or inappropriate conduct of any kind is strictly forbidden.
- **Conference Conduct:** Officers must wear identification, attend all assigned sessions, and follow all HOSA and school policies.
- **Curfew:** Officers must remain in their assigned rooms during curfew and avoid unnecessary disturbances.
- **Dress Code:** Officers must adhere to official Cal-HOSA dress standards.
- **Hotel Conduct:** Officers must treat hotel staff and property with respect. Damages or unpaid charges will be the responsibility of the individual or their chapter.

#### Consequences for Violations

- Immediate dismissal from the event and being sent home at personal expense.
- Notification of parents, school administration, and potential law enforcement involvement.
- Ineligibility for future Cal-HOSA events during the officer's term.

#### Chapter Advisor Discussion for State Officer Candidate Meeting

Before applying, the Chapter Advisor must meet with the candidate and their parent/guardian to review the expectations and time commitment of the position. Discussion topics should include:

- The significant time commitment required and potential scheduling conflicts.
- Confirmation that the candidate will remain enrolled in a California school during their term (unless running for International Office).
- The importance of professionalism, responsibility, and consistent participation.
- How other commitments (sports, work, or clubs) may affect officer duties.
- Preparation for the officer exam, interview, and speech.
- The long-term benefits of serving as a State Officer and how it builds leadership skills and college readiness.
- Reviewing the State Officer Candidate Guide and ensuring all forms are completed.

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- Establishing communication and time management plans, including at least 30 minutes per day for Cal-HOSA responsibilities.

#### **Chapter Advisor Agreement**

By signing the required forms, the Chapter Advisor agrees to:

- Conduct the candidate meeting and review all discussion points.
- Recommend only qualified, prepared candidates.
- Support attendance at all Cal-HOSA activities.
- Verify academic standing and GPA.
- Provide chaperone coverage as required by school policy.
- Ensure the officer's uniform is returned to Cal-HOSA in good condition (replacement fees apply for lost or damaged items).

#### **Parent(s)/Guardian(s) Agreement**

- Authorize inclusion of the candidate's cell phone number on their official business card, unless a written exception is submitted to Cal-HOSA Headquarters.
- Grant permission for Cal-HOSA, the California Department of Education, and affiliated sponsors to use the candidate's name, image, and likeness (photos, videos, or audio) for official purposes.
- Permit and support participation in all Cal-HOSA activities, meetings, and conferences.
- Encourage the candidate to fully engage in leadership opportunities.
- Understand that failure to fulfill responsibilities or maintain conduct standards may result in probation or removal from office as determined by Cal-HOSA Headquarters, Program Manager, and State Advisor.

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### Application Instructions

Candidates for State Office must submit **all required documents** listed below to be considered eligible. A candidate's application is not complete until **all forms are fully signed and submitted online by every required party** (candidate, advisor, and parent/guardian).

All application materials must be submitted **no later than December 15, 2025, by 5:00 PM.**

### Candidate Application Packet Documents

Location	Document
<a href="http://cal-hosa.org">cal-hosa.org</a>	Cal-HOSA State Officer Candidate Application
Page(s) 11	Cal-HOSA Media Release Consent Form*
Page(s) 12-13	Cal-HOSA State Officer Candidate Agreement*
Page(s) 14-17	Cal-HOSA State Officer Code of Conduct*
Page(s) 18-20	Chapter Advisor Discussion for State Officer Candidate Meeting*
Page(s) 21-22	Parent(s)/Guardian(s) Agreement*
Page(s) 23-24	Mock State Officer Project Overview
Page(s) 24	Cal-HOSA State Officer Exam Study Guide
Page(s) 25	Judge Evaluation Criteria
You Provide	School Administration Statement of Support (on official school letterhead)
You Provide	Current Transcript (with GPA and HSMT and/or PS Pathway courses clearly circled in red)
You Provide	Professional Headshot (high-quality, professional-style photo)

### Important Notes

- Forms marked with an asterisk (\*) must be **downloaded, signed, and uploaded back** into the application portal.
- Incomplete or late applications will not be accepted.

### Application Deadline

All materials must be submitted online by **December 15, 2025, at 5:00 PM**

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### Cal-HOSA Media Release Consent Form

I, \_\_\_\_\_, hereby agree and consent to allow Cal-HOSA, Inc to use the name and school to reproduce, edit, alter, or publish photographs, audio, and video recordings of my child, children, or myself and their/my work products (“my/child’s information”) without payment or any other consideration. I understand that Cal-HOSA owns a copyright and all other media distribution rights for any publication in which my/child’s information appears and may exclusively use this in any manner, in whole or in part, including print, broadcast, digital media, or online. I understand that publications containing my/child’s information will become property of Cal-HOSA and will not be returned. Furthermore, I, on behalf of myself, my child or children, and any person acting on our behalf, hereby consent and agree to release any and all claims or causes of action against Cal-HOSA and any of its associates, employees, or agents associated with the release of my/child’s information that is in the possession or control of Cal-HOSA and is used or released as part of the normal course of business.

Student Name (Please Print): \_\_\_\_\_

Parent(s)/Guardian(s) Name(s) (Please Print): \_\_\_\_\_

Signature of Parent(s)/Guardian(s): \_\_\_\_\_

Date: \_\_\_\_\_

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#### Cal-HOSA State Officer Candidate Agreement

Becoming a Cal-HOSA State Officer requires a strong commitment from all parties involved: the candidate, chapter advisor, parent(s)/guardian(s), and Cal-HOSA Headquarters. Each party must understand their role and responsibility in this leadership experience. A candidate will only be eligible for office once all required forms are signed and submitted.

The State Officer Candidate must understand that, if elected, **attendance at all state officer meetings and activities is mandatory**. Failure to attend any required meeting or event may result in removal from office, except in cases of emergencies or unsafe travel conditions.

The candidate must also understand that they may be placed on **probation or removed from office** if they fail to fulfill state officer responsibilities or assignments, fail to participate in required activities, or conduct themselves in a manner that negatively reflects on Cal-HOSA. All disciplinary actions will be determined by the Cal-HOSA State Advisor, Program Manager, Headquarters, and State Officer Coach.

#### If elected, the candidate agrees to:

- 1. Attendance and Participation**

Attend and fully participate in all assigned meetings, including but not limited to State Officer meetings, trainings, and conferences.

“I fully understand the responsibilities and obligations of the State Officer position that I seek, and if elected, will carry them out to the very best of my ability. I further understand that if I fail to fulfill my responsibilities and obligations as a State Officer, or violate the Cal-HOSA Student Code of Conduct, I may be placed on probation or removed from office.”
- 2. Performance of Duties**

Perform all assigned officer duties and responsibilities to the best of my ability and serve as a positive role model for all Cal-HOSA members.
- 3. Academic Standards**

Maintain a **minimum GPA of 2.5 or higher** (based on a 4.0 scale) throughout my term of office. Postsecondary candidates must show proof of full-time college or technical school enrollment during their entire term.
- 4. Academic Reliability**

Maintain strong academic standing and consistent attendance during my term of office.

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### 5. Participation in Activities

Actively participate in all scheduled Cal-HOSA activities, including but not limited to:

- **Cal-HOSA Orientation Meeting at SLC** (mandatory)
- **Cal-HOSA Fall Leadership Conference (FLC)** (mandatory)
- **All State Officer Trainings** (mandatory)
- **International Leadership Conference (ILC)** (optional)
- **HOSA Washington Leadership Academy (WLA)** (optional)
- **Educating for Careers Conference** (optional)
- **Statewide conferences and events by invitation** (optional)

*I agree to abide by the Cal-HOSA State Officer Candidate Agreement while representing Cal-HOSA. I understand that failure to follow this agreement may result in the withdrawal of my candidacy or my resignation from office.*

### State Officer Candidate

Print State Officer Candidate's First and Last Name: \_\_\_\_\_

State Officer Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **Cal-HOSA State Officer Code of Conduct**

*The following conduct policies apply to all State Officers and remain in effect for the full duration of their term of office.*

*Official conferences and event activities begin when the officer leaves home for the event and end when they return home. Therefore, this Code of Conduct is in effect throughout the officer's entire term of service.*

### **Alcohol, Drugs, and Tobacco/Vaping**

A student shall not possess, use, transmit, be under the influence of, or show evidence of having used alcoholic beverages, illegal drugs, or any substances or tobacco/vaping products capable of altering mood, perception, behavior, or judgment. The only exception is the proper use of prescribed medications or over-the-counter pain relievers documented with the advisor.

Students may not possess, sell, or transmit any paraphernalia associated with drugs, alcohol, or chemical substances (including tobacco/vaping) at any time, under any circumstances, on public or private property.

### **Willful Companionship**

Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (beyond hearsay) of a violation, is prohibited.

### **Personal Conduct**

Cheating, dishonesty, or taking unfair advantage of others is prohibited. Students shall not participate in social activities unrelated to the conference, possess or use weapons, deface or steal public or private property (financial responsibility rests with the offender or their chapter), or engage in any illegal acts or serious violations of conduct.

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### **Private Transportation**

State Officers may not drive or ride in a private automobile during a conference unless accompanied by an authorized advisor. Under special circumstances, a chapter advisor may approve private transportation by submitting a completed “Permission to Use Private Transportation” form prior to the conference. Permission applies only to transportation to and from the conference site. Once on-site, no officer shall use private transportation until the conclusion of the event.

### **Abusive / Bullying Behavior and Lewd Conduct**

Students shall not engage in any lewd, indecent, sexual, or obscene acts or possess related materials. Verbal, emotional, physical, or sexual harassment, hazing, name-calling, or use of slurs based on race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is strictly prohibited.

### **Conference Conduct**

Officers must wear their official conference ID badge and wristband (if provided) at all times. Leaving sessions early (except in emergencies), missing scheduled events or workshops, or failing to attend assigned activities is not permitted.

Officers must abide by all HOSA, school, and district rules and regulations from the time they depart for a Cal-HOSA activity until they return home.

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#### **Curfew**

Officers must be in their assigned hotel room from the designated curfew time listed in the conference program until 6:00 a.m. Creating noise or disturbances after hotel quiet hours, ordering food after curfew, or engaging in other inappropriate activities during curfew hours is prohibited.

#### **Dress Code**

Officers must comply with the official Cal-HOSA Dress Code Standards during all conferences and official activities.

#### **Personal Responsibilities**

Officers must immediately report accidents, injuries, or illnesses to their advisor and keep adult advisors informed of their whereabouts.

Officers may not personally confront judges or event administrators regarding competitive event results and must follow proper grievance procedures.

Officers must not use tobacco or vaping products, have a member of the opposite sex in their room without an adult chaperone and an open door, or be in a room with an advisor or delegate of the opposite sex without a third person present and the door visibly open.

#### **Hotel Conduct**

Officers must respect hotel property and staff and maintain professional standards within all housing facilities. Officers must settle any incidental room charges (phone calls, room service, pay-per-view, etc.) before checkout. Throwing objects, rearranging furniture, or violating hotel rules is prohibited.

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### Consequences for Violations

If a conduct code violation occurs, regardless of time or location, the violating student(s) will:

- Have their parents contacted and be sent home at their own expense.
- Become ineligible to attend any other state, regional, or national conference for the remainder of their term.
- Have their school notified for potential additional disciplinary action.
- Have law enforcement contacted if the violation warrants it.

Determination of penalties will be at the discretion of the Cal-HOSA State Advisor, Program Manager, State Officer Coaches, and/or Cal-HOSA Headquarters.

*I agree to follow the Cal-HOSA State Officer Code of Conduct while representing Cal-HOSA as a member of the State Executive Council. I understand that failure to follow this Code may result in probation, removal from office, or resignation of my position.*

### State Officer Candidate

Print State Officer Candidate's First and Last Name: \_\_\_\_\_

State Officer Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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#### Chapter Advisor Discussion for State Officer Candidate Meeting

*The Chapter Advisor must schedule a meeting with the State Officer Candidate and their parent/guardian to review and discuss the expectations, responsibilities, and commitments required of a Cal-HOSA State Officer. This meeting ensures that all parties understand the level of dedication and time management necessary for success in this leadership role.*

Below is a list of key topics for the Chapter Advisor to review during the meeting:

- **Commitment and Priorities**

Have an open and honest conversation with the State Officer Candidate to confirm they understand the time commitment required. Make sure they recognize that Cal-HOSA responsibilities, including conferences, officer trainings, and official events, take priority over personal and social activities such as sports or dances.

- **Enrollment**

Verify that the candidate intends to remain enrolled in a California school throughout their term of service (unless applying for HOSA International Office).

- **Responsibility and Effort**

Emphasize that serving as a State Officer is both an honor and a responsibility that requires consistent effort. Officers will devote several hours each week to Cal-HOSA duties and must remain proactive in meeting expectations and deadlines.

- **Time Management**

Discuss how the candidate's other activities (sports, clubs, work, etc.) may affect their availability. Ensure they are ready to make Cal-HOSA a top priority if elected.

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- **Advisor Support and Preparation**

Review the advisor's role in helping the candidate prepare for success, specifically with the State Officer Exam, interview, and speech preparation.

- **Leadership Value**

Reinforce that being a Cal-HOSA State Officer is a meaningful leadership experience that builds professional and academic skills, strengthens college applications, and contributes to the success of the organization.

- **Familiarity with Guidelines**

Review the **State Officer Candidate Guide** with the candidate to ensure understanding of all rules, deadlines, and procedures.

- **Form Completion**

Confirm that all State Officer Candidate forms and required documentation have been completed accurately.

- **Technology and Communication**

Ensure the candidate has daily access to the internet and email, either at home or school, for official Cal-HOSA communications.

- **Ongoing Communication Plan**

Create a system for regular updates once the student is in office. The officer should keep the advisor informed of ongoing projects, responsibilities, and deadlines.

- **Daily Planning**

Develop a time management plan to help the officer allocate time each day (approximately 30 minutes or more) for Cal-HOSA work and communications.

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### Chapter Advisor Agreement

As a Chapter Advisor, I agree to the following:

- Conduct the Cal-HOSA Chapter Advisor Discussion for the State Officer Candidate Meeting and review each topic outlined above.
- Recommend only qualified candidates for State Office.
- Ensure the candidate’s attendance at all required Cal-HOSA activities.
- Permit the candidate to participate in official Cal-HOSA State Officer business as part of chapter activities.
- Certify that the candidate has earned a **GPA of 2.5 or higher (based on a 4.0 scale)** and will maintain this throughout their term.
- Ensure the school’s full support of the student’s officer responsibilities.
- Agree to chaperone the student at all required Cal-HOSA activities, as required by local school policy, understanding that **Cal-HOSA does not cover chaperone expenses** mandated by districts.
- Ensure the officer’s official HOSA uniform is returned to Cal-HOSA Headquarters in good condition.

Chapters will be charged for any replacement costs due to loss or damage.

- By checking this box, you confirm that the candidate is either a current senior in high school or will not be your student for the full duration of their term in office. You acknowledge and agree to fulfill your advisor responsibilities to this student through the remainder of the current school year. Your advisory duties will formally conclude at the end of the International Leadership Conference (ILC).*

Printed Name of Chapter Advisor: \_\_\_\_\_

Signature of Chapter Advisor: \_\_\_\_\_

Printed Name of State Officer Candidate: \_\_\_\_\_

Date of State Officer Candidate Meeting: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Parent(s)/Guardian(s) Agreement**

*As the parent/guardian of a Cal-HOSA State Officer Candidate, I understand the responsibilities, expectations, and time commitment associated with serving as a Cal-HOSA State Officer. I agree to support my child throughout the application process and, if elected, during their full term of office.*

*By signing this agreement, I acknowledge and consent to the following:*

**1. Business Card Authorization**

I authorize my child's cell phone number to be printed on their official Cal-HOSA business card, unless I request an alternative arrangement in writing to Cal-HOSA Headquarters.

**2. Media and Publication Consent**

I grant permission to Cal-HOSA, its staff, contractors, the California Department of Education (CDE), and affiliated sponsors/supporters to use my child's name, image, and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions, and on websites for informational and promotional purposes. I understand Cal-HOSA has the right to crop, edit, or otherwise modify such materials at its discretion without additional approval or compensation.

**3. Participation Authorization**

I permit and support my child's participation in all required Cal-HOSA activities, including State Officer meetings, Fall Leadership Conferences (FLC), State Leadership Conferences (SLC), chapter visits, and other official Cal-HOSA business or events as assigned.

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4. **Leadership Development Support**

I will encourage my child to fully engage in the leadership development opportunities provided through Cal-HOSA and to represent the organization with professionalism and integrity.

5. **Disciplinary Understanding**

I understand that my child may be placed on probation or removed from office if they fail to complete assigned responsibilities, fail to participate in activities, or behave in a manner that reflects negatively on Cal-HOSA. All disciplinary decisions will be determined by the Cal-HOSA State Advisor and Headquarters on a case-by-case basis.

Printed Name of State Officer Candidate: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_

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

Date: \_\_\_\_\_

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### Mock State Officer Project Overview

Design a project, initiative, or campaign that a Cal-HOSA State Officer could realistically implement during their term. Your project should benefit Cal-HOSA members, strengthen chapter engagement, or promote leadership and professional development in healthcare.

Your project must include the following components:

#### 1. Project Title and Summary

Provide a creative title and a one-paragraph summary (3–5 sentences) that explains your project’s purpose, goals, and overall vision.

#### 2. Objective and Alignment

State your primary objective and explain how your project supports Cal-HOSA’s mission and aligns with one or more of the following areas:

- Leadership Development
- Community Service
- Professional Skills and Career Readiness
- Chapter Growth and Engagement
- Health Science and Public Service Education

#### 3. Target Audience

Identify who your project serves (for example, chapter officers, middle school members, new advisors, or the entire state membership). Explain why this audience is important and how they will benefit from your project.

#### 4. Project Plan and Timeline

Create a clear, step-by-step outline of how your project would be implemented over time. Include key milestones, deadlines, and events. A simple timeline or calendar format is encouraged.

#### 5. Resources and Budget

Provide a brief estimate of any resources or funds your project would require. Include potential funding sources, materials, and logistical needs. Projects should remain realistic and cost-effective.

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#### 6. Promotion and Communication

Explain how you would promote your project to Cal-HOSA members and ensure participation. Consider digital outreach, chapter communication, social media, or conference presentations.

#### 7. Evaluation and Impact

Describe how you would measure the success of your project. Include 2–3 measurable outcomes (for example, number of chapters reached, member participation rate, or survey results). Explain what long-term impact your project could have on Cal-HOSA or the healthcare community.

*\*Must be typed and submitted as a single PDF document*

#### Essay Prompts

1. Describe a time you faced a significant challenge that required teamwork to overcome. How did you adapt as a leader, motivate others, and ensure the group remained focused on your shared goal? Reflect on what this experience taught you about resilience, communication, and leadership under pressure.
2. Leaders often face ethical dilemmas and must make decisions that affect many people. Describe a time when you had to make a difficult decision that tested your values. How did you ensure fairness, integrity, and inclusion in your decision-making process, and how would you apply those same principles as a representative of all California HOSA members?

#### Cal-HOSA State Officer Exam Study Guide

To help you succeed on the State Officer Exam, we recommend studying the following resources:

- <https://www.cal-hosa.org/bylaws/>
- <https://www.cal-hosa.org/membership-information/>
- <https://hosa.org/what-is-hosa/>
- <https://hosa.org/history/>
- <https://hosa.org/competition/>
- <https://hosa.org/hosa-handbook/>
- <https://hosa.org/wp-content/uploads/2025/12/HOSABYLAWS-FINAL-2025-Edited.pdf>
- <https://hosa.org/wp-content/uploads/2025/11/HOSA-Inc-Bylaws-FINAL.pdf>
- <https://hosa.org/wp-content/uploads/2024/11/Policies-and-Procedure-2024.pdf>

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#### **Judge Evaluation Criteria**

Judges will evaluate candidates based on the following:

#### **State Officer Application**

- Application is complete and submitted by December 15, 2025, at 5:00 p.m.
- All formatting and submission instructions are followed

#### **Essay Questions**

- Clarity and organization of ideas
- Direct connection to the assigned prompts
- Thoughtful reflection of leadership growth and alignment with Cal-HOSA values

#### **Mock State Officer Project**

- Creativity, planning, and initiative
- Ability to follow the provided instructions
- Demonstrated potential for a meaningful and service-oriented impact

#### **Campaign Video Speech**

- Quality of delivery and overall professionalism
- Strength, clarity, and alignment of message with Cal-HOSA
- Authenticity, enthusiasm, and engagement

#### **Question-and-Answer Caucus**

- Confidence, composure, and professionalism
- Clear, concise, and effective communication
- Understanding of Cal-HOSA's purpose and mission

#### **Panel Interview**

- Demonstrated leadership experience and potential
- Strong interpersonal and verbal communication skills
- Knowledge of Cal-HOSA programs, values, and State Officer responsibilities