

California HOSA

State Officer Candidate Guide & Application

2027-2028 Term

Welcome and Introduction

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 health related 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 pool 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 with Cal-HOSA for the 2026–2027 school year, and you must be registered for the same school year.
- Candidates who complete all eligibility and application requirements will advance to Round 2. Final officer selection and placement will be determined at the State Leadership Conference in April 2027.

Please review this guide carefully to ensure you meet all eligibility requirements and deadlines. All deadlines are firm, with no extensions granted. secondary school candidates must be enrolled in an eligible HSMT or PS CTE pathway; postsecondary candidates must maintain active membership in an approved postsecondary Cal-HOSA program. The applicable Chapter Advisor must be listed 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.

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 Cal-HOSA State Officers. Review this guide thoroughly before deciding to apply, ensuring that you meet all eligibility requirements and can fulfill the commitments expected of a State 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 administrator, 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.
- Study Cal-HOSA's mission, history, bylaws, publications, programs, and activities to strengthen your understanding of the organization.

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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 in an advisory capacity.

Vice President

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

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 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.
- Conducts workshops and presentations for chapter members upon request.

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Duties and Responsibilities

The State Officer Team is guided by the Cal-HOSA Student Bylaws, Cal-HOSA 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.

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 mandatory State Officer events.
- 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.

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- Secondary school candidates must be enrolled in an eligible Health Science and Medical Technology (HSMT) or Public Services (PS) CTE pathway.
- Postsecondary/collegiate candidates must meet all of the following requirements:
 - Be enrolled at a postsecondary or collegiate institution in California throughout their term of office.
 - Maintain active membership in an approved postsecondary Cal-HOSA program throughout their term.
 - Intend to pursue further education in a health-related field.
- Have a CTE-credentialed teacher as the Chapter Advisor who supports the candidacy.
- Have previously held or currently hold any leadership position at their school or in Cal-HOSA.
- Have served no more than one previous term as a Cal-HOSA State Officer (maximum two terms total).
- Have and maintain a minimum cumulative GPA of 2.5 on a 4.0 scale.
- Be recommended by the local Chapter Advisor and Administrator.
- Commit to fulfilling all duties and time requirements of the position.

Each Cal-HOSA chapter may submit a maximum of two candidates for State Office.

Election Procedures for State Office

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

Round 1: Application

Complete the online State Officer Application by December 15, 2026, at 6:00 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

All applicants who meet the eligibility requirements and submit a complete application in accordance with the instructions by the deadline will advance to Round 2. Applicants will be notified by email on January 5, 2027.

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Round 2: State Officer Exam

Take the State Officer Exam during the SLC online testing window: February 22–26, 2027.

To advance to Round 3, candidates must earn a combined weighted score of 80% or higher: State Officer Exam (40%), Mock State Officer Project (30%), Essay Question 1 (15%), and Essay Question 2 (15%). No minimum score is required for an individual component; higher scores in other components may offset a lower score. All four component scores will be converted to percentages before weighting.

Applicants will be notified by email on March 2, 2027, regarding whether they have advanced to Round 3.

Round 3: Campaign and Interview

- Record and upload a 2–4-minute campaign speech for posting on Cal-HOSA's official YouTube channel (due March 16, 2027).
- Campaign speeches may not be posted on personal or other social media accounts.
- No live speeches will occur during the SLC.
- Participate in the Candidate Roundtable during SLC, open to members, at which candidates respond to questions in a roundtable-style session.
- Complete an interview during the SLC, conducted by a panel evaluating leadership experience, communication skills, and knowledge of Cal-HOSA.

The campaign video speech, Candidate Roundtable performance, and panel interview will be evaluated without assigned percentage weights.

Final Selection and Installation

The Selection Panel will review candidate evaluation results, including scores from previous rounds, and consider the support expressed by voting delegates. This information will be used as part of the election and officer placement process. The final State Officer assignments will be determined following the completion of all required election procedures.

New State Officers will be announced and installed during the Grand Awards Session at the 2027 Cal-HOSA State Leadership Conference, taking place April 3, 2027. Newly elected officers and their advisors must attend the mandatory State Officer Orientation on April 3, 2027 following the Grand Awards Session.

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Officers will begin their term at the close of SLC and serve until the following year's conference.

Graduating secondary school officers may continue after graduation only if they become active postsecondary Cal-HOSA members by joining an established approved program or establishing a new approved postsecondary program. The secondary school Chapter Advisor's responsibilities end at graduation.

No more than two State Officers from the same school may serve at one time. No more than two postsecondary/collegiate State Officers may serve statewide during the same term. Officers may serve a maximum of two terms.

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 General Session
 - State Officer Candidate Orientation
 - State Officer Candidate Interviews
 - Candidate Roundtable Session
 - Presidents' Breakfast
 - SLC Business Meeting
 - Recognition Awards Session
 - Grand Awards Session
 - Newly Elected State Officer Orientation (Newly Elected Officers and Their Advisors Only)

Some competitive events may conflict with required State Officer Candidate activities during the State Leadership Conference (SLC). Candidates are responsible for identifying potential scheduling conflicts and notifying the Cal-HOSA Program Manager as soon as a conflict becomes known, prior to SLC.

Notification of a scheduling conflict does not automatically excuse a candidate from any required State Officer Candidate activity. Candidates must coordinate directly with Cal-HOSA regarding any necessary arrangements.

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Travel, Lodging, Meals, and Uniforms

Travel

- Cal-HOSA Headquarters manages official travel arrangements. Officers must use Headquarters-coordinated transportation unless an alternative is approved in advance.
- 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.
- Private or alternate transportation, including travel with a parent/guardian, requires advance approval from Cal-HOSA Headquarters; reimbursement, if authorized, is subject to the applicable expense policy.
- Cal-HOSA provides officer supervision at all mandatory events. A parent, advisor, or chaperone attends only if required by the school district; Cal-HOSA does not cover any expenses of accompanying advisors or chaperones.

Lodging

- Cal-HOSA Headquarters manages hotel accommodations for officers during official events.
- Cal-HOSA covers lodging for State Officers at all mandatory events.
- Officers should bring money for personal items, snacks, and incidentals.

Transportation, lodging, registration, and meals for all mandatory State Officer events are covered by Cal-HOSA. Officers remain responsible for personal purchases and incidentals.

Meals

- Meals are provided by Cal-HOSA during required training and events.
- Medical accommodation requests and medication-related documentation must be submitted directly to Cal-HOSA Headquarters, which will share information only with authorized personnel as needed.

Officer Uniform

Cal-HOSA will provide the required State Officer uniform items, including the official HOSA Blue uniform, polos, and khaki pants. Only the HOSA Blue uniform must be returned to Cal-HOSA in good condition at the conclusion of the officer's term. All other provided uniform items may be retained by the officer. Cal-HOSA will facilitate the purchase of two pairs of shoes for each State Officer: one pair of dress shoes and one pair of street shoes. Each officer is responsible for reimbursing Cal-HOSA a total of \$200, payable by cash or check at the first State Officer Training. Officers will retain both pairs of shoes at the conclusion of their term.

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Commitment and Expectations

Serving as a Cal-HOSA State Officer requires dedication, professionalism, and full participation. Officers must attend all activities designated mandatory in the Commitment Calendar, including at least one FLC. Only illness or emergencies may qualify for an excused absence, subject to approval by the Program Manager and State Officer Coordinator. Athletics, work, vacations, and ordinary scheduling conflicts are not excused. Additional events not listed as mandatory are optional. Performance and conduct concerns are handled case by case by Cal-HOSA leadership.

If elected, officers agree to:

- Attend and actively participate in all mandatory meetings, training, conferences, and assigned State Officer activities.
- Perform the duties of their office to the best of their ability.
- Maintain a minimum GPA of 2.5 throughout the term and, if postsecondary, maintain active membership in an approved postsecondary Cal-HOSA program.

2027-2028 Mandatory State Officer Commitments

Attendance is required at each listed event, except officers need only attend at least one of the two Fall Leadership Conference dates.

Mandatory commitment Date(s)

- Orientation Meeting at SLC April 3, 2027
- State Officer Training May 21-23, 2027
- International Leadership Conference (ILC) June 22-25, 2027
- Washington Leadership Academy (WLA) Late September 2027 (dates TBD)
- State Officer Training October 15-17, 2027
- Fall Leadership Conference (attend at least one) October 30 or November 6, 2027
- State Officer Training January 21-23, 2028
- State Leadership Conference (SLC) April 20-22, 2028

All listed events are confirmed and mandatory. However, event dates are subject to change. Cal-HOSA will notify State Officers and their advisors of any changes as soon as possible.

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State Officer Candidate Application Instructions

Application Deadline

December 15, 2026, at 6:00 p.m.

All State Officer Candidates must complete the online application and submit all required documents by the established deadline. Late, incomplete, or improperly submitted applications will not be accepted. No extensions will be granted.

Application Process

- **Review the Candidate Guide**
Read the 2027-2028 Cal-HOSA State Officer Candidate Guide in its entirety. Candidates are responsible for understanding the eligibility requirements, election procedures, mandatory commitments, and expectations associated with serving as a State Officer.
- **Meet With Your Chapter Advisor**
Discuss your interest in State Office with your Chapter Advisor. Candidates under the age of 18 must also involve a parent or legal guardian. Review all mandatory commitments and confirm that you have the necessary support to fulfill the responsibilities of office.
- **Complete the Required Application Documents**
Download, complete, and obtain all required signatures on the application documents listed below. Candidates are responsible for ensuring that each document is accurate, complete, and properly signed.
- **Prepare Your Essays and Mock State Officer Project**
Complete both required essay questions, with a maximum of 750 words per response, and prepare the Mock State Officer Project according to the provided instructions.
- **Submit the Online Application**
Complete all required fields in the online application and upload each required document individually in its designated upload field. Do not combine multiple documents into a single PDF.
Review all responses and attachments before submitting the application.

Required Application Documents Checklist

The following documents must be completed and submitted as part of the State Officer Candidate Application.

- **State Officer Candidate Agreement:** Completed and signed by the candidate.
- **State Officer Code of Conduct Acknowledgment:** Completed and signed by the candidate.
- **State Officer Confidentiality Agreement:** Completed and signed by the candidate.
- **Chapter Advisor Agreement:** Completed and signed by the Chapter Advisor.

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- **Parent/Guardian Consent & Agreement:** Completed and signed by a parent or legal guardian for candidates under 18.
- **School Administrator Statement of Support:** Completed and signed by a school administrator.
- **Academic Transcript:** Submit an unofficial transcript demonstrating a minimum cumulative GPA of 2.5.
- **Candidate Headshot:** Uploaded as part of the application.
- **Essay Question 1:** Completed response, maximum 750 words.
- **Essay Question 2:** Completed response, maximum 750 words.
- **Mock State Officer Project:** Completed according to the project instructions and submitted as one PDF.

Application Review and Notification

All candidates who meet the eligibility requirements and submit a complete application by the established deadline will advance to Round 2 of the election process.

Candidates will be notified by email **by January 5, 2027**, regarding their advancement to Round 2.

Application Document Checklist

Location	Document	Location	Document
Pages 10–11	Application Instructions	Pages 20–22	Candidate Agreement*
Pages 12–13	Essay Instructions	Pages 23–24	Code of Conduct Acknowledgment*
Pages 14–16	Mock Project Instructions	Pages 25–26	Confidentiality Agreement*
Pages 17–19	Exam Study Guide	Pages 27–29	Chapter Advisor Agreement*
You Complete	Essay 1 & Essay 2 (Online)	Pages 30–32	Parent/Guardian Agreement*
You Provide	Mock Project (PDF)	Pages 33–34	Administrator Statement of Support*
You Provide	Professional Headshot	You Provide	Academic Transcript

* Signed documents must be completed and uploaded individually through the online application.

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Cal-HOSA State Officer Candidate Essay Questions & Instructions

The State Officer Candidate essays provide candidates with an opportunity to demonstrate their leadership experience, communication skills, understanding of Cal-HOSA, and vision for serving its members.

Essay Requirements

- Each essay response must not exceed **750 words**.
- Responses must reflect the candidate's own experiences, perspectives, and ideas.
- Essays should demonstrate clear organization, thoughtful reasoning, and professional written communication.
- Each essay must be submitted individually through its designated field in the online application.

Essay Question 1: Leadership Experience and Personal Growth

Describe a leadership experience that has significantly influenced your development as a leader.

In your response, address the following:

- The leadership position or responsibility you held and the circumstances surrounding the experience.
- A challenge you encountered and how you approached it.
- The actions you took, including how you collaborated with or supported others.
- The outcome of your efforts and what you learned about yourself as a leader.
- How this experience has prepared you to serve as a Cal-HOSA State Officer.

Your response should demonstrate self-awareness, accountability, problem-solving, and an understanding of effective leadership.

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Essay Question 2: Vision, Service, and Impact

If selected as a Cal-HOSA State Officer, how would you use your leadership position to strengthen the organization and positively impact its members?

In your response, address the following:

- Your understanding of Cal-HOSA's mission and the role of a State Officer.
- An opportunity for improvement or growth within Cal-HOSA that you would like to address.
- Specific ideas or initiatives you would propose to benefit members and chapters across California.
- How you would collaborate with fellow State Officers, Chapter Advisors, and Cal-HOSA leadership to achieve your goals.
- How you would ensure your efforts reflect the needs and perspectives of a diverse statewide membership.

Your response should demonstrate an informed vision, commitment to service, creativity, and an understanding of collaborative leadership.

Essay Evaluation

Each essay represents **15% of the combined Round 2 evaluation score**, for a total of 30% across both essays.

Essays will be evaluated as part of the established State Officer Candidate selection process. Evaluation will consider the candidate's leadership understanding, quality of ideas, communication, and ability to demonstrate the responsibilities and values associated with State Office.

Candidates must earn a combined weighted Round 2 score of at least 80% to advance to Round 3. There is no minimum score requirement for either individual essay.

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Cal-HOSA Mock State Officer Project

Design a project or initiative 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 health related fields.

This project is intended to demonstrate your creativity, leadership, planning abilities, and understanding of Cal-HOSA's mission and statewide membership.

Candidates must develop an original project proposal that includes all six required components outlined below.

Required Project Components

1. Project Title and Summary: Provide a creative title and a one-paragraph summary (3–5 sentences) explaining your project's purpose, goals, and overall vision.

2. Objective and Alignment: State your project's primary objective and explain how it supports Cal-HOSA's mission.

3. Target Audience: Identify the audience your project will serve, such as chapter officers, middle school members, advisors, or the entire statewide membership.

Explain why you selected this audience, what needs or opportunities your project addresses, and how participants would benefit.

4. Project Plan and Timeline: Develop a clear, step-by-step implementation plan describing how your project would be carried out during the State Officer term.

5. Resources and Budget: Provide a realistic estimate of the resources, materials, personnel, or funding necessary to implement your project.

Identify any potential funding sources, partnerships, logistical requirements, or anticipated expenses.

Projects should demonstrate responsible planning and 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 encourage participation.

Consider outreach methods such as:

- Cal-HOSA social media and digital communications
- Chapter Advisor and chapter officer outreach
- Email announcements and promotional materials
- Fall Leadership Conferences or State Leadership Conference presentations

Describe how your communication approach would reach your intended audience and support participation.

7. Evaluation and Impact: Explain how you would measure the success and effectiveness of your project.

Include **2-3 measurable outcomes**, such as:

- Number of chapters reached or participating
- Member participation or engagement rates
- Participant survey results
- Number of resources developed or distributed
- Demonstrated improvements in leadership development or chapter engagement

Project Submission Requirements

- The project must be typed and submitted as **one PDF document**.
- All six required components must be included and clearly identified.
- There is **no page limit**.
- Candidates may include tables, timelines, charts, or other visual elements to support their proposals.
- The project must represent the candidate's own ideas and planning.
- Projects should be realistic for a State Officer to implement within a single term.

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Project Evaluation

The Mock State Officer Project represents **30% of the combined Round 2 evaluation score**.

Projects will be evaluated using the following general criteria:

- **Creativity and Initiative:** Originality of the proposed project and the candidate's ability to identify meaningful opportunities.
- **Planning and Feasibility:** Organization, realistic implementation steps, resource considerations, and demonstrated understanding of project management.
- **Alignment with Cal-HOSA:** Connection to the organization's mission, values, and member needs.
- **Communication and Organization:** Clarity, completeness, professionalism, and adherence to project instructions.
- **Potential Impact:** Meaningful benefits for members, chapters, and the broader Cal-HOSA community.

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Cal-HOSA State Officer Exam Study Guide

Overview

The Cal-HOSA State Officer Exam is designed to evaluate candidates' knowledge and understanding of HOSA–Future Health Professionals, including its history, mission, organizational structure, governance, membership, and programs.

Candidates are expected to demonstrate familiarity with Cal-HOSA and International HOSA and understand the responsibilities associated with serving as a State Officer.

The State Officer Exam is a required component of Round 2 of the election process.

Exam Information

Testing Window: February 22–26, 2027

Evaluation Weight: 40% of the combined Round 2 score

Candidates must achieve a combined weighted score of at least 80% across the State Officer Exam, Mock State Officer Project, and two essay responses to advance to Round 3.

There is no minimum score requirement for the State Officer Exam individually.

Recommended Study Topics

Candidates are encouraged to familiarize themselves with the following areas:

1. **HOSA History, Mission, and Core Values**
 - History and development of HOSA–Future Health Professionals
 - Organizational mission, purpose, and core values
2. **Cal-HOSA and International HOSA Structure**
 - Organizational structure and leadership
 - Relationships between local chapters, state associations, and International HOSA

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3. HOSA Bylaws and Governance

- Cal-HOSA State Student Bylaws
- International HOSA Bylaws
- Organizational governance and responsibilities

4. Membership, Affiliation, and Divisions

- HOSA membership divisions
- Membership eligibility and affiliation procedures
- Local chapter organization and participation

5. Policies, Procedures, and Parliamentary Rules

- Applicable HOSA policies and procedures
- Organizational meeting procedures and governance principles

6. Leadership Roles and Responsibilities

- State and International HOSA leadership responsibilities
- Officer duties and organizational representation

7. Conferences, Programs, and Opportunities

- State and International Leadership Conferences
- HOSA leadership development and educational opportunities
- Programs supporting members and chapters

Official Study Resources

Candidates should review the following resources in preparation for the State Officer Exam.

Cal-HOSA Resources

Cal-HOSA Bylaws: <https://www.cal-hosa.org/bylaws/>

Cal-HOSA Membership Information: <https://www.cal-hosa.org/membership-information/>

International HOSA Resources

What Is HOSA?: <https://hosa.org/what-is-hosa/>

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History of HOSA: <https://hosa.org/history/>

HOSA Handbook: <https://hosa.org/hosa-handbook/>

HOSA Bylaws: <https://hosa.org/wp-content/uploads/2025/12/HOSABYLAWS-FINAL-2025-Edited.pdf>

HOSA, Inc. Bylaws: <https://hosa.org/wp-content/uploads/2025/11/HOSA-Inc-Bylaws-FINAL.pdf>

HOSA Policies and Procedures: <https://hosa.org/wp-content/uploads/2024/11/Policies-and-Procedure-2024.pdf>.

Important Information

The study topics above provide a general overview of the recommended preparation areas and do not represent a comprehensive list of questions that will appear on the examination.

Candidates are responsible for reviewing the official study resources and preparing independently.

Candidates will be notified by email **by March 2, 2027**, regarding advancement to Round 3.

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Cal-HOSA State Officer Candidate Agreement

By submitting my application for Cal-HOSA State Office, I acknowledge that I have reviewed and understand the 2027-2028 Cal-HOSA State Officer Candidate Guide and the responsibilities, expectations, and commitments associated with candidacy and service.

I understand and agree to the following:

1. Eligibility and Academic Requirements

- I meet the eligibility requirements outlined in the Candidate Guide and am an active Cal-HOSA member in good standing.
- I have a minimum cumulative GPA of 2.5 on a 4.0 scale and understand that I must maintain this GPA throughout my term if elected.
- I have previously held or currently hold a leadership position at my school or in Cal-HOSA.
- I understand that I must maintain all applicable membership and program eligibility requirements throughout my term.
- I understand that any false, misleading, or incomplete information in my application may affect my eligibility or continued service.

2. Election Process

- I understand that the State Officer election process consists of three rounds and that advancement is subject to the requirements established in the Candidate Guide.
- I understand that candidate evaluations, delegate voting, and final officer placement are administered through Cal-HOSA's established election procedures.
- I agree to complete all required examinations, assignments, interviews, campaign materials, and other candidate activities within their established deadlines.
- I understand that my participation in the election process does not guarantee advancement, selection, or placement in a particular State Officer position.
- I acknowledge that individual evaluation scores, comments, and feedback will not be provided to candidates.

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3. Mandatory Commitments and Participation

If elected, I agree to:

- Attend and actively participate in all mandatory State Officer meetings, trainings, conferences, and assigned responsibilities outlined in the Candidate Guide.
- Attend the mandatory State Officer Orientation at SLC, all three State Officer Trainings, International Leadership Conference, Washington Leadership Academy, at least one Fall Leadership Conference, and the following State Leadership Conference.
- Fulfill assigned duties, projects, monthly reports, meetings, and deadlines.
- Maintain consistent communication with the State Officer Team and Cal-HOSA leadership.
- Understand that mandatory event dates are subject to change and that Cal-HOSA will communicate any changes as soon as possible.
- Understand that only illness or emergencies may qualify for excused absences, subject to approval by the Program Manager and State Officer Coordinator.

4. Professional Conduct and Confidentiality

- I agree to uphold the professional standards, responsibilities, and conduct expectations outlined in the Candidate Guide and State Officer Code of Conduct.
- I agree to comply with the Cal-HOSA State Officer Confidentiality Agreement.
- I understand that conduct and performance concerns are reviewed on a case-by-case basis and may result in disciplinary action.

5. Travel, Financial Responsibilities, and Uniforms

If elected, I understand that:

- Cal-HOSA provides transportation, lodging, meals, and registration for mandatory State Officer events in accordance with established policies.
- Official travel arrangements must be coordinated or approved by Cal-HOSA Headquarters.
- Cal-HOSA will coordinate the purchase of two pairs of shoes, and I am responsible for reimbursing Cal-HOSA **\$200 by cash or check at the first State Officer Training.**

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- I am responsible for returning the official HOSA Blue uniform in good condition at the conclusion of my term.
- Personal purchases and incidental expenses remain my responsibility unless otherwise approved by Cal-HOSA.

6. Commitment to Service

- I understand that serving as a State Officer requires significant time, preparation, professionalism, and accountability.
- I agree to represent Cal-HOSA respectfully and act in the best interests of its members and organization.
- I understand that I may not simultaneously hold a local Cal-HOSA chapter office during my State Officer term.
- I understand that, if I graduate from secondary school during my term, continued service requires active membership in an approved postsecondary Cal-HOSA program.

Candidate Certification

By signing below, I certify that I have read and understand this agreement, that the information provided in my application is accurate to the best of my knowledge, and that I agree to the responsibilities and commitments described above if elected to serve as a Cal-HOSA State Officer.

Candidate's Printed First and Last Name: _____

Candidate's Signature: _____

Date: _____

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Cal-HOSA State Officer Code of Conduct Acknowledgment

Cal-HOSA State Officers are expected to demonstrate professionalism, integrity, responsibility, and appropriate conduct throughout their term of service. As representatives of Cal-HOSA, State Officers are responsible for maintaining the standards established in the 2027-2028 Cal-HOSA State Officer Candidate Guide.

Candidate Acknowledgment

By signing this acknowledgment, I confirm that I have reviewed and understand the **State Officer Code of Conduct** outlined in the 2027-2028 Cal-HOSA State Officer Candidate Guide.

I acknowledge and agree to the following:

1. **Professional Conduct:** I understand that I am expected to conduct myself professionally, demonstrate respect toward others, and uphold the standards of Cal-HOSA throughout my term if elected.
2. **Compliance with Policies:** I agree to follow the Cal-HOSA State Officer Code of Conduct, applicable HOSA and school policies, and instructions related to official State Officer activities.
3. **Prohibited Conduct:** I understand the restrictions outlined in the Candidate Guide concerning alcohol, drugs, tobacco and vaping, willful companionship, personal misconduct, abusive or inappropriate behavior, and other prohibited activities.
4. **Conference and Travel Expectations:** I understand that I must follow Cal-HOSA's requirements regarding official transportation, identification, dress standards, curfew, hotel accommodations, and participation in assigned conference activities.
5. **Accountability:** I understand that violations of the Code of Conduct and concerns regarding my performance or behavior will be evaluated on a case-by-case basis by Cal-HOSA leadership.

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6. **Disciplinary Action:** I acknowledge that violations may result in corrective or disciplinary measures, including warnings, probation, suspension, removal from an event, or removal from State Office, as determined appropriate by Cal-HOSA leadership.

Candidate Certification

By signing below, I acknowledge that I have read and understand the State Officer Code of Conduct contained in the 2027-2028 Cal-HOSA State Officer Candidate Guide.

I understand that, if elected, I will be required to comply with these standards throughout my term, including during official travel, meetings, trainings, conferences, and other Cal-HOSA activities.

I acknowledge that failure to comply with these expectations may result in disciplinary action.

Candidate's Printed First and Last Name: _____

Candidate's Signature: _____

Date: _____

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Cal-HOSA State Officer Confidentiality Agreement

As a Cal-HOSA State Officer Candidate, I understand that if I am elected to office I may have access to confidential information, materials, records, communications, and internal operations related to Cal-HOSA programs, conferences, elections, leadership activities, and organizational matters.

I understand that the responsibility to protect confidential information begins during my candidacy and continues throughout my State Officer term if elected.

I agree to:

- Keep all confidential information and materials private and not disclose, discuss, photograph, copy, distribute, or share them with unauthorized individuals.
- Use confidential information only for authorized Cal-HOSA candidacy activities or assigned State Officer responsibilities.
- Protect physical and digital materials, documents, accounts, and communications from unauthorized access.
- Protect member, advisor, candidate, and participant information, including names, contact information, applications, evaluations, rankings, results, and other nonpublic information.
- Maintain the confidentiality of internal State Officer Team discussions, meetings, planning documents, organizational decisions, and communications unless authorized for disclosure.
- Protect nonpublic information related to State Officer elections, candidate evaluations, voting results, competitive events, judging, conference operations, and other restricted organizational activities.
- Not share confidential organizational information with unauthorized individuals, including friends, family members, chapter members, chapter advisors, or others who do not have permission to the information.
- Not post or share confidential documents, screenshots, photographs, recordings, communications, or internal operations on social media or other platforms without authorization from Cal-HOSA leadership.
- Immediately report any suspected or actual confidentiality breach, accidental disclosure, or unauthorized access to the Cal-HOSA Program Manager and Chief Operating Officer.

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Confidentiality Violations

Failure to comply with this agreement may result in consequences, including:

- Revocation of access to Cal-HOSA materials, accounts, or systems.
- Restriction or reassignment of authorized responsibilities.
- Removal from assigned conference activities or organizational projects.
- Probation, suspension, or removal from State Office if elected.
- Additional disciplinary action determined appropriate by Cal-HOSA leadership.

All suspected violations will be evaluated individually on a case-by-case basis. Cal-HOSA reserves the right to take appropriate action to protect the confidentiality, fairness, and integrity of its programs and operations.

Continuing Confidentiality Obligations

I understand that my confidentiality responsibilities begin upon signing this agreement and continue throughout my candidacy and, if elected, my State Officer term.

These obligations remain in effect after my candidacy or term concludes for information that remains confidential and has not been publicly released or otherwise authorized for disclosure.

Acknowledgment

By signing below, I acknowledge that I have read and understand this agreement and agree to protect confidential information obtained through my Cal-HOSA State Officer candidacy or official responsibilities.

I understand that this agreement applies to all candidates, regardless of whether they are ultimately selected to serve as State Officers.

Candidate's Printed First and Last Name: _____

Candidate's Signature: _____

Date: _____

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Cal-HOSA State Officer Chapter Advisor Agreement

Chapter Advisor Responsibilities

As the Chapter Advisor of a Cal-HOSA State Officer Candidate, I understand that my support and involvement are essential to the candidate's preparation, eligibility, and successful fulfillment of State Officer responsibilities.

By signing this agreement, I acknowledge that I have reviewed the **2027-2028 Cal-HOSA State Officer Candidate Guide** and understand the expectations and commitments associated with State Officer candidacy and service.

I agree to the following:

1. Candidate Eligibility and Verification

- Verify that the candidate is an active Cal-HOSA member in good standing and meets the applicable eligibility requirements.
- Verify that the candidate maintains a minimum cumulative GPA of 2.5 on a 4.0 scale.
- Confirm that the candidate has previously held or currently holds a leadership position at their school or within Cal-HOSA.
- Recommend only candidates who are qualified, prepared, and capable of fulfilling the responsibilities of State Office.
- Confirm that the chapter submits no more than two candidates for State Office.

2. Candidate Preparation and Support

- Meet with the candidate before the application deadline to review the Candidate Guide, election procedures, and responsibilities of State Office.
- Review mandatory commitments, potential scheduling conflicts, academic responsibilities, and expectations for professional conduct.
- Discuss preparation for the State Officer Exam, campaign video, Candidate Roundtable, and panel interview.

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3. State Officer Commitments

If my candidate is elected, I agree to:

- Support the officer's attendance and participation in all mandatory State Officer activities, including trainings, conferences, and assigned responsibilities.
- Assist the officer in balancing academic responsibilities with State Officer commitments.
- Maintain communication with the officer and Cal-HOSA leadership as necessary.
- Support the officer in meeting deadlines, completing assigned responsibilities, and maintaining academic eligibility.
- Understand that mandatory event dates may change and that Cal-HOSA will communicate updates as soon as possible.

4. Travel, Supervision, and Financial Responsibilities

I acknowledge that:

- Cal-HOSA Headquarters coordinates official State Officer travel and provides supervision at mandatory events.
- Chapter Advisor or parent/guardian attendance is required only when mandated by the school district. (Cal-HOSA does not cover transportation, lodging, meals, registration, or other expenses for accompanying Chapter Advisors, parents, or chaperones)
- Alternative transportation arrangements require advance approval from Cal-HOSA Headquarters.
- Cal-HOSA covers the State Officer's authorized transportation, lodging, meals, and registration expenses for mandatory events.

5. Uniforms and Accountability

- I understand that Cal-HOSA provides required State Officer uniform items and that the official HOSA Blue uniform remains the property of Cal-HOSA.
- I agree to support the return of the HOSA Blue uniform in good condition at the conclusion of the officer's term.
- I understand that replacement fees may apply for lost or damaged uniform items.

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- I acknowledge that concerns involving State Officer conduct, attendance, or performance may be addressed on a case-by-case basis by Cal-HOSA leadership.

6. Graduation and Postsecondary Eligibility

I understand that if a secondary school State Officer graduates during their term, they may continue serving only by maintaining active membership in an approved postsecondary Cal-HOSA program.

My responsibilities as the officer's secondary school Chapter Advisor conclude upon the officer's secondary school graduation.

Chapter Advisor Acknowledgment

By signing below, I certify that I have reviewed the requirements of the 2027–2028 Cal-HOSA State Officer Candidate Guide, discussed the commitments of State Office with the candidate, and agree to fulfill the applicable Chapter Advisor responsibilities outlined above.

State Officer Candidate's First and Last Name: _____

Chapter/School Name: _____

Chapter Advisor's Printed First and Last Name: _____

Chapter Advisor's Signature: _____

Date: _____

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Cal-HOSA State Officer Parent/Guardian Consent & Agreement

As the parent or legal guardian of a Cal-HOSA State Officer Candidate, I acknowledge that I have reviewed the **2027-2028 Cal-HOSA State Officer Candidate Guide** and understand the responsibilities, expectations, and commitments associated with State Officer candidacy and service.

I understand that serving as a State Officer requires significant dedication, preparation, travel, and participation in Cal-HOSA activities throughout the officer's term.

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

1. Consent to Candidacy and Participation

- I authorize my child to apply for and participate in the Cal-HOSA State Officer election process.
- If elected, I authorize my child to serve as a Cal-HOSA State Officer for the 2027-2028 term.
- I understand that my child must meet and maintain all applicable eligibility requirements, including a minimum cumulative GPA of 2.5.
- I support my child's participation in the responsibilities, meetings, trainings, conferences, and activities required of a State Officer.

2. Mandatory Commitments

- I have reviewed the mandatory State Officer commitments and understand that my child is expected to attend all required events, including at least one Fall Leadership Conference.
- I understand that mandatory events include State Officer Trainings, the International Leadership Conference, Washington Leadership Academy, and State Leadership Conference.
- I acknowledge that event dates are subject to change and that Cal-HOSA will communicate any changes as soon as possible.
- I understand that only illness or emergencies may qualify for an excused absence, subject to approval by the Cal-HOSA Program Manager and State Officer Coordinator.
- I understand that athletics, employment, vacations, and ordinary scheduling conflicts do not qualify as excused absences.

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3. Travel and Supervision

- I authorize my child to participate in official Cal-HOSA travel and attend required State Officer events.
- I understand that Cal-HOSA Headquarters coordinates official transportation, lodging, and supervision during mandatory events.
- I acknowledge that my child must use Cal-HOSA-approved transportation arrangements unless an alternative has been authorized in advance.
- Chapter Advisor or parent/guardian attendance is required only when mandated by the school district. (Cal-HOSA does not cover transportation, lodging, meals, registration, or other expenses for accompanying Chapter Advisors, parents, or chaperones)

4. Financial Responsibilities and Uniforms

- I understand that Cal-HOSA covers authorized transportation, lodging, meals, and registration expenses for mandatory State Officer events.
- I understand that my child is responsible for personal purchases and incidental expenses.
- I acknowledge that Cal-HOSA coordinates the purchase of two pairs of shoes for each State Officer and that a total of **\$200 must be reimbursed to Cal-HOSA by cash or check at the first State Officer Training.**
- I understand that the official HOSA Blue uniform must be returned in good condition at the conclusion of the officer's term and that replacement fees may apply for lost or damaged items.

5. Code of Conduct and Accountability

- I have reviewed and understand the State Officer Code of Conduct outlined in the Candidate Guide.
- I agree to support my child in complying with Cal-HOSA policies, professional expectations, and assigned responsibilities.
- I understand that conduct or performance concerns may result in disciplinary action, including warnings, probation, suspension, or removal from State Office, as determined on a case-by-case basis by Cal-HOSA leadership.

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6. Media and Publicity Authorization

I grant permission for Cal-HOSA, the California Department of Education, and affiliated sponsors to photograph, record, and use my child's name, image, likeness, voice, and statements in photographs, videos, audio recordings, publications, websites, social media, and other official materials related to Cal-HOSA activities and programs.

I understand that these materials may be distributed publicly for authorized organizational purposes.

7. Parent/Guardian Support

- I agree to encourage my child to fulfill the responsibilities and commitments of State Office.
- I understand that State Officer activities may require my child to miss school, travel, attend meetings, and devote time outside regular school hours.
- I agree to communicate with the Chapter Advisor or Cal-HOSA leadership when necessary regarding my child's participation, safety, or ability to fulfill required commitments.
- I acknowledge that the responsibilities of the Chapter Advisor conclude upon secondary school graduation.

Parent/Guardian Certification

By signing below, I certify that I am the parent or legal guardian of the State Officer Candidate identified in this agreement.

I acknowledge that I have read and understand the terms of this agreement, have reviewed the 2027-2028 Cal-HOSA State Officer Candidate Guide, and grant permission for my child to participate in the State Officer election process and, if elected, serve during the 2027-2028 term.

State Officer Candidate's First and Last Name: _____

Parent/Guardian's Printed First and Last Name: _____

Parent/Guardian's Signature: _____

Date: _____

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School Administrator Statement of Support

I am pleased to express our support for _____ in their candidacy for a 2027-2028 Cal-HOSA State Officer position.

We acknowledge that serving as a Cal-HOSA State Officer is a significant leadership commitment that requires dedication, professionalism, academic responsibility, and active participation in organizational activities throughout the term.

As the school administration, we acknowledge and understand the following:

Candidate Support: Our institution supports this student's candidacy and recognizes the responsibilities and expectations associated with serving as a Cal-HOSA State Officer.

Academic Standing: We understand that State Officers must maintain a minimum cumulative GPA of 2.5 on a 4.0 scale throughout their term and meet all applicable eligibility requirements.

Mandatory Commitments: We have reviewed the mandatory State Officer commitments outlined in the 2027-2028 Cal-HOSA State Officer Candidate Guide, including required trainings, leadership conferences, and official meetings.

School Attendance and Scheduling: We acknowledge that State Officer responsibilities may require the student to miss instructional time or participate in activities during regular school hours. Our institution supports the student's participation in these commitments, subject to applicable school and district policies.

Chapter Advisor or parent/guardian attendance is required only when mandated by the school district. Cal-HOSA does not cover transportation, lodging, meals, registration, or other expenses for accompanying Chapter Advisors, parents, or chaperones.

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Advisor Support: We understand the importance of the Chapter Advisor's involvement in supporting the candidate's preparation, academic standing, communication, and successful participation in State Officer responsibilities.

Professional Expectations: We recognize that State Officers serve as representatives of Cal-HOSA and are expected to demonstrate professionalism, responsibility, leadership, and compliance with organizational expectations.

Our institution supports _____ in pursuing this leadership opportunity and, if elected, fulfilling the responsibilities of the 2027-2028 Cal-HOSA State Officer term.

Sincerely,

School Administrator's Printed First and Last Name: _____

Title/Position: _____

School/Institution Name: _____

School Administrator's Signature: _____

Date: _____