



2023-2024 State Officer Candidate Application

INSTRUCTIONS

1. Submit a typed Candidate Application Form with the following:
 - Current school or similar photo.
 - Resume showing leadership positions held in high school and/or other organizations, activities, and achievements in HOSA.
 - Letter of recommendation from a current teacher, counselor, or principal. This letter cannot be from a relative or your HOSA advisor.
 - A typed, double-spaced essay with 500 words or less addressing the following subtopics:
 - i. Why do you want to be an Idaho HOSA State Officer?
 - ii. Why do you believe that you are qualified to become a State Officer?
 - iii. In your opinion, what qualifications should be evaluated to become an Idaho HOSA State Officer?
 - iv. How would you help promote HOSA, both on a state and local level, as a State Officer?
 - v. What goals would you like to accomplish if you are elected to office?
 - Student Commitment.
 - School Statement of Support.
 - Parent/Guardian Statement of Support.
 - Image Release Form.
 - Travel Policy.
 - Conference Code of Conduct.
 - Social Media Code of Conduct.
2. The application must be typed (except signatures). Handwritten applications will not be accepted.
3. Upload the completed application to Tallo by midnight on Feb. 15, 2023.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
ADVISOR WILL BE NOTIFIED.**

Election Procedures

- An interview committee will be assigned to review, score, and interview all applicants.
- Candidates must wear the official HOSA attire for each official election proceeding.

Delegates

Each local chapter will appoint two voting delegates as follows:

- Advisors will designate the delegates. Chapter advisors or persons acting in an advisory capacity will not be allowed to participate during the election but should attend the conference to give guidance as needed.
- All voting delegates must be in attendance during the business session at noon on Friday, March 10, 2023. Voting delegates will be briefed on the voting procedures at this time.
- Delegates shall cast their votes reflecting the local chapter, not necessarily their own opinions.

State Officer Candidate Information

ELIGIBILITY

- Officer candidates should behave maturely and demonstrate responsibility and leadership qualities.
- A candidate must be an active and paid affiliated member with their local chapter, which is in good standing with Idaho HOSA and National HOSA.
- It is recommended but not required that a candidate has been a HOSA chapter officer.
- Each chapter is encouraged to submit qualified candidates. Candidates must be at least a current high school sophomore and a member in good standing. There is no limit to the number of candidates submitted from any one chapter.
- A candidate must have a cumulative GPA of 3.0 or higher.
- The candidate is responsible for completing and uploading all forms to Tallo by the Feb. 15 deadline. Incomplete applications will not be considered.

Candidate Application Form

APPLICANT INFORMATION—PLEASE TYPE

Last name		First name		Middle initial
Primary phone number		Secondary phone number		Email
Home address (city, state, ZIP)				
Fall 2023 grade level	Cumulative GPA	School name		
School address (city, state, ZIP)				
School phone number			Advisor name	
Rank your first and second choice for State Office: 1 2 <input type="checkbox"/> <input type="checkbox"/> President-elect (two-year commitment) <input type="checkbox"/> <input type="checkbox"/> Region I & II Vice President <input type="checkbox"/> <input type="checkbox"/> Region III Vice President <input type="checkbox"/> <input type="checkbox"/> Region IV Vice President <input type="checkbox"/> <input type="checkbox"/> Region V & VI Vice President <input type="checkbox"/> <input type="checkbox"/> Postsecondary Vice President				

Check the box if you are willing to be placed in another office if your first or second choice is unavailable.

Student Commitment

If elected as an Idaho HOSA State Officer, I understand and agree to the following:

- I will accept the voting delegate’s decision on which specific office I am elected.
- I will accept and fulfill the responsibilities of the office to which I may be elected, and I will promote a positive image of local, state, and national HOSA members.
- I will attend the mandatory 30-minute meeting for newly elected State Officers on Zoom on April 1, 2023.
- I will wear the required official attire at all HOSA events and official meetings.
- My term in office begins at the HOSA State Leadership Conference and concludes at the end of the HOSA State Leadership Conference the following year.
- I will attend all Idaho HOSA meetings, and any absence from a meeting will have prior approval from the HOSA staff. I will notify the staff of my inability to participate at least two weeks before the scheduled activity.
- I will conduct myself with honor and dignity, upholding the Idaho Delegate Conduct Rules at all official meetings. Further, I will conduct myself according to the policies and procedures of the school where I am currently a student.
- I will maintain a 3.0 GPA for the duration of my term as a State Officer.
- I will maintain regular communication with HOSA state staff via email (officer email is provided at the beginning of the term), phone calls, and text messages.
- I may be asked to resign from my office should I fail to fulfill any of my official responsibilities.

Candidate’s signature	<input type="text"/>	Date	<input type="text"/>
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School Statement of Support

I, _____ (print name) am applying to run for an Idaho HOSA State Office. My success is closely related to the support I receive from my family, chapter, and school officials. By signing this document, you acknowledge and support me in my decision to pursue being an effective State Officer.

I support this candidate becoming an elected Idaho HOSA State Officer. I will do whatever I can to support and encourage them. To the best of my knowledge, all information provided in the application is up-to-date and correct.

Chapter advisor's signature	<input type="text"/>	Date	<input type="text"/>
School principal's signature	<input type="text"/>	Date	<input type="text"/>
School counselor's signature	<input type="text"/>	Date	<input type="text"/>

Parent/Guardian Statement of Support

- I/We understand that, if elected, the HOSA member will represent Idaho HOSA at various meetings throughout the year. Some incurred expenses to attend these meetings may not be paid by Idaho HOSA and will be the responsibility of the State Officer and me/us.
- I/We understand that the Chapter Advisor will assist the HOSA member in fulfilling their responsibilities, but that neither they, the school, the National or State HOSA, nor their representatives or assignees will be responsible for errors of omission, accidental injury, or death while my child is participating in any local, state, or national HOSA function.
- I/We permit the HOSA member to be a candidate for State Office of Idaho HOSA and agree to support them in fulfilling the time and provide the transportation necessary to carry out the duties and responsibilities of the office if elected.

Parent/guardian's signature	<input type="text"/>	Date	<input type="text"/>
Parent/guardian's signature	<input type="text"/>	Date	<input type="text"/>

Image Release Form

As a State Officer, your picture may be taken and used to promote the Idaho Division of Career Technical Education (IDCTE), CTE, or career technical student organizations. You must permit your image to be used.

- I hereby grant IDCTE and its representatives and assigns the irrevocable and unrestricted right to use and publish my image and video captured of me in its promotional materials and publicity efforts.
- I understand that the photographs and video may be used in publications, print ads, direct-mail pieces, electronic media (e.g., videos, social media, or websites), or other promotions.
- I hereby release and discharge IDCTE, its offices, employees, agents and designees, and the photographer/videographer from liability for any violation of any personal or proprietary right I may have in connection with such use.

State Officer's signature	<input type="text"/>	Date	<input type="text"/>
<input type="checkbox"/> I am 18 years of age or older.			
<input type="checkbox"/> I am under 18 years of age (parent/guardian signature required).			
Parent/guardian's signature	<input type="text"/>	Date	<input type="text"/>

Job Descriptions

STATE PRESIDENT

The State President shall preside over all state meetings and state activities and represent Idaho HOSA whenever necessary.

It is the responsibility of the HOSA State President to:

- Become familiar with HOSA State and National By-Laws and Constitution.
- Fulfill role as leader of officers and support by attending all executive planning meetings.
 - Prepare and distribute meeting agendas.
- Preside over HOSA State Leadership Conference.
 - Compose script for the program (first draft due by Winter Planning).
 - Assign committee work as needed.
- Act as a representative of Idaho HOSA.
- Assist other officers with their duties by gathering newsworthy information to be sent to National HOSA or state HOSA publications and historical purposes.
- Wear official uniform at all official officer functions.
- Provide leadership to other officers.
 - Assist other officers when needed, giving them credit generously for work well done.
 - Work closely with President-elect and Vice Presidents as the latter may be required to assume the President's duties if absent or unable to perform them.
- Keep lines of communication open between self, officers, State Advisor, and HOSA Manager.
- Attend and be a voting member of the Idaho HOSA Advisory Board.

PRESIDENT-ELECT

The President-elect shall help the State President preside over all state meetings and state activities and represent Idaho HOSA whenever necessary. President-elect is a two-year term in which they will serve as State President in the succeeding year. The President-elect shall assume the duties of the State President in their absence.

It is the responsibility of the HOSA State President-elect to:

- Become familiar with HOSA State and National By-Laws and Constitution.
- Fulfill role as leader of officers and support by attending all executive planning meetings.
 - Help President prepare and distribute meeting agendas.
- Assist State President in presiding over HOSA State Leadership Conference.
 - Compose script for the program (first draft due at Winter Planning).
 - Assign committee work as needed.
- Act as a representative of Idaho HOSA.
- Assist other officers with their duties by gathering newsworthy information to be sent to National HOSA or state HOSA publications and historical purposes.
- Contact non-affiliated schools or inactive chapters and arrange visits.
- Wear official uniform at all official officer functions.
- Provide leadership to other officers.
 - Assist other officers when needed, generously giving them credit for work well done.
 - Work closely with State President and assume their duties if they are absent or unable to perform the duties.

- Keep lines of communication open between self, officers, State Advisor, and State HOSA Manager.
- Attend as an ex-officio voting member of the Idaho HOSA Advisory Board.

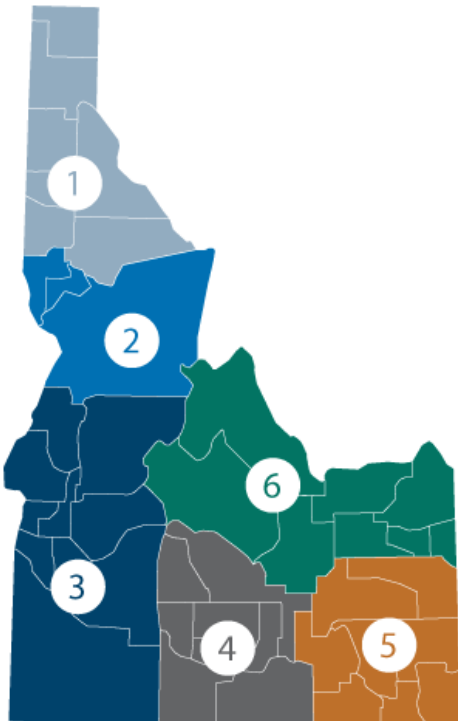
REGIONAL VICE PRESIDENTS (I–VI)

The Regional Vice President shall serve in any capacity as directed by the President, HOSA manager or State Advisor and be available as necessary in promoting the general welfare of HOSA.

It is the responsibility of the Regional Vice President to:

- Become familiar with HOSA State and National By-Laws and Constitution
- Prepare suggestions for the agenda.
- Accept and fulfill assignments.
- Be fully informed of all duties of the President and always be prepared to assume that office.
- Serve as host/hostess to guests attending conferences and assist conference coordinators.
 - Greet all guests, speakers, and presenters.
 - Make them comfortable, introduce them to appropriate people, and show them where to sit.
 - Assist them as needed.
- Assist other officers in completing their duties to help the conference run efficiently.
- Act as a representative of Idaho HOSA.
- Assist other officers with their duties by gathering newsworthy information to be sent to National HOSA or state HOSA publications and historical purposes.
 - Wear official uniform at official functions.
- Be in regular communication with the chapters in their assigned region.
- Contact non-affiliated schools or inactive chapters and arrange visits.

REGIONS



POSTSECONDARY VICE PRESIDENT

The Postsecondary Vice President shall serve in any capacity as directed by the State President, HOSA manager or State Advisor and be available as necessary in promoting the general welfare of HOSA at the Postsecondary level.

It is the responsibility of the Postsecondary Vice President to:

- Become familiar with HOSA State and National By-Laws and Constitution.
- Prepare suggestions for the agenda.
- Accept assignments and fulfill them.
- Be fully informed of all duties of the President and always be prepared to assume that office.
- Serve as host/hostess to guests attending conferences and assist conference staff.
 - Greet all guests, speakers, and presenters.
 - Make them comfortable, introduce them to appropriate people, and show them where to sit.
 - Assist them as needed.
- Assist other officers in completing their duties to help the conference run efficiently.
- Act as Postsecondary representative of Idaho HOSA.
- Assist other officers with their duties by gathering newsworthy information to be sent to National HOSA or state HOSA publications and historical purposes.
- Wear official uniform at official functions.
- Be in regular communication with college and university chapters in the state.
- Contact non-affiliated schools or inactive chapters and arrange visits.

Dress Code

GENERAL SESSION DRESS (REQUIRED AS PER HOSA'S OFFICIAL UNIFORM POLICY)

- Tailored navy blazer with emblem affixed over the heart.
- Matching navy slacks or navy knee-length skirt
- White, closed-neck, tailored dress shirt suitable for tie or scarf
- Accents: maroon HOSA scarf or maroon or navy long tie
- Closed-toe blue or black (hose optional for women)
- Belt (blue or black)

Or

- Black or navy suit
- White, closed-neck, tailored dress shirt suitable for tie or ascot/scarf
- White blouse (can be member's choice)
- Members may choose to wear knee-length skirts or slacks
- Closed-toe blue or black shoes (hose optional for women)
- Belt (blue or black)

Headcovers required for religious purposes or to honor cultural traditions are allowed.

COMPETITIVE EVENTS (PROFESSIONAL)

- Dresses
- Jackets
- Official HOSA uniform
- Pants
- Shirts
- Shoes (closed-toe; open-toe; heeled sandals are permitted)
- Skirts
- Sports jackets
- Suit

COMPETITIVE EVENTS (CLINICAL)

- Scrubs of any color/design, with or without the HOSA emblem
- Clinical shoes or tennis shoes
- Khaki pants with a polo top
- Note: Shorts and flip-flops are unacceptable HOSA clinical attire.

OFFICIAL FUNCTION DRESS (WORKSHOPS, HOSA EXPO, AND SOCIAL ACTIVITIES)

Appropriate business attire is required for official functions, including the HOSA Expo and workshops in conjunction with the ILC. Social activities dress code will include everything EXCEPT athletic clothing, swimwear, sheer or mesh clothing, tank tops, muscle shirts, crop tops, and clothing with obscene or suggestive printing. Shirt straps must be at least two inches wide, and the length of shorts and skirts must at least reach the fingertip.

Travel Policy

As a State Officer, you are committing yourself to some required travel. (See State Officer Events and Financial Responsibility on page 11 for required travel.) Your employer and/or school administrator should be aware of these responsibilities as soon as you are elected.

- IDCTE/Idaho HOSA will provide travel for ALL required events.
- HOSA International Leadership Conference (ILC):
 - Idaho HOSA will pay for your pre-conference leadership training registration.
 - All other costs associated with ILC will be your responsibility.
 - A \$200 stipend will be provided to you upon your return from ILC.
- Washington Leadership Academy:
 - Sign and submit the Intent to Attend form to the HOSA State Staff by July 25. This form lists expense responsibilities.
 - If you cannot use the designated means of travel, you must submit parental approval and a request for a travel waiver. Additionally, you acknowledge and abide by the following criteria:
 - Mileage reimbursement will not exceed the price of the bus ticket provided by Idaho HOSA.
 - You will NOT be allowed to transport other students/officers.

I understand and agree to the travel policies listed above.

Candidate's signature	<input type="text"/>	Date	<input type="text"/>
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Required Events

Event	Date	Location	Attendance Requirement	Student Responsibility	Idaho HOSA Responsibility
Monthly Conference Calls	TBD	Zoom	Required	Internet connection, device	
Joint Student Leadership (JSL)	June 12-15	Pilgrim Cove, McCall	Required	See packing list sent before JSL	Travel, lodging, meals
International Leadership Conference (ILC)	June 21-25	Nashville, Tennessee	Strongly encouraged		\$200 after attending ILC in person Registration
Washington Leadership Academy (WLA)	Around Sept. 24	Washington, D.C.	Strongly encouraged		
BASIC Training Conferences	Late September, early October	East Idaho, Twin Falls, Treasure Valley, North Idaho	Two State Officers must attend each event; each State Officer must attend at least one		Travel, hotel, meals
Winter Planning	November 2023	Boise, Idaho	Required		Travel, lodging, meals
Student Day at the Legislature (SDAL)	January/February 2024	Boise, Idaho	Required for President or President-elect		Travel, lodging, meals
HOSA State Leadership Conference	March 2024	ISU, Pocatello, Idaho	Required		Travel, lodging, meals

Costs and Responsibilities

State Officers will provide:

- Pants/skirts for official attire
- Costs associated with internet service and equipment

Idaho HOSA will provide:

- Shirt/blouse, tie, badge, and pins for official attire
- Officer polos (two per State Officer)
- Officer name tags (one per State Officer)
- Conference registration fees

Conference Code of Conduct

HOSA has an excellent reputation. A good reputation enables members to take pride in their organization. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established. As an officer, you agree to the following:

- I will remain a paid member in good standing of my local chapter and attend meetings and participate in activities throughout the school year.
- My behavior should always reflect positively on me, my school/college, my state, and HOSA.
- I will always keep my advisor informed of my activities and whereabouts.
- I will always wear my HOSA conference name badge at conferences and meetings.
- I will attend all general sessions and other scheduled conference activities. I will be prompt and show respect to the audience and presenters.
- I will immediately report any accidents or injuries to my local advisor, HOSA manager, or State Advisor.
- I will be in my own room by the designated curfew.
- I am responsible for any vandalism and will pay all damages.
- I will not purchase, possess, consume, or be under the influence of alcohol, drugs, or tobacco products (including vaping) at any time when attending a conference.
- I will abide by the HOSA Dress Code at all business sessions, general sessions, competitive events, awards sessions, and other conference activities.
- I will consider romance of any type with other State Officers off-limits during my term.
- I understand that making unprofessional postings that oppose Idaho HOSA's mission on social media will result in immediate removal from office.

I have read and understood the HOSA Conference Code of Conduct and agree to abide by these rules. If I fail to follow this code, I will be subject to disciplinary action, including being removed from office, sent home at my expense, and notifying my school administration and parents/guardians.

Candidate's signature	<input type="text"/>	Date	<input type="text"/>
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Social Media Code of Conduct

Throughout my term as an Idaho HOSA State Officer, I agree to abide by the Idaho HOSA Social Media Code of Conduct when using any social media platform.

As an Idaho HOSA State Officer, I agree to:

- Make my social media pages available to the CTSO manager.
- Use proper grammar in every post.
- Maintain a positive and professional image.
- Wear modest, appropriate clothing in posts.
- Promote HOSA and build excitement for members through my social media presence.
- Support other State Officers on social media regarding HOSA and personal activities.
- Hold other State Officers accountable for their actions on social media by using private messaging and in connection with an appropriate advisor.
- Remove posts when requested.
- Always be respectful on social media.

In addition, I agree to avoid the following negative behaviors, including:

- Posting content of me or anyone else participating in any illegal activity or other questionable activities.
- Making derogatory comments about specific religious, political, or other groups.
- Posting pictures or statuses that reveal inappropriate public displays of affection.
- Posting content with vulgar language or references.

I understand that if I violate any of these areas, the appropriate advisor and governing body will decide upon a consequence that fits the transgression.

Candidate's signature	<input type="text"/>	Date	<input type="text"/>
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