



***2024-2025 State Officer
Candidate Application***

Dear Officer Candidate,

You are about to begin an exciting experience—running for state office. The journey is a great learning experience. Enclosed are the procedures and forms required for a successful candidacy. You will be evaluated on teamwork, leadership qualities, and communication skills. Review the packet carefully with your advisor and parent(s)/guardian because you will need their support if you are elected to a state office position.

These items will be filled out electronically:

- State Officer Candidate Application Form
- Professional Statement
- Applicant Commitment Form
- Advisor/Parent Commitment Form
- Image Release Form
- State Officer Code of Conduct Form
- Social Media Code of Conduct Form
- Medical Liability Form

These additional items will be uploaded:

- Resume (max one page)
- Transcript
- Photo-Professional Headshot
- Letter of Recommendation

We wish you the best of luck and most importantly, have fun. Please do not hesitate to contact us if we can be of any assistance.

Sincerely,



Gina Lyman
Idaho HOSA Manager
gina.lyman@cte.idaho.gov

1. Submit the Candidate Application form with the following:

- Professional Headshot (may use school photo or similar)
- 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. If elected as a State Officer how would you help promote HOSA, both on a state and local level
 - 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. Submit application by February 15, 2024 at 5:00pm (MST)

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 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 8, 2024. 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

- 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 HOSA Inc.
- 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. A state chapter shall submit no more than two applications per office.
- A candidate must have a cumulative GPA of 3.0 or higher.
- The candidate is responsible for completing and uploading all forms by February 15, 2024 at 5pm.

Incomplete applications will not be considered.

Organization

As a State Officer, your foremost responsibility is to represent the members of your division of Idaho HOSA. You will often be the first impression others have of our organization, and as such, you must always be mindful of the image you project. This image includes, but is not limited to, your appearance, speaking skills, and mannerisms. Your enthusiasm about Idaho HOSA will be a key factor in the growth of our organization. As a State Officer, you will be expected to hold Idaho HOSA as one of the most important responsibilities in your life outside of grades, school and family. Although you can still be a member of other student organizations during your term as a State Officer for Idaho HOSA, you must not hold any other state leadership position in those organizations.

HOSA Members

As a State Officer, you will have the privilege and challenge to provide guidance, leadership, and inspiration to all Idaho HOSA members. The example you set will establish enthusiasm, encourage involvement, and guide emotion towards our organization. Your leadership will inspire others to strive to attain higher goals, whether it be within HOSA or outside of it.

Self and Family

You have a responsibility to yourself and your family. Keep your parents/guardians informed of what you do as a State Officer and as a team. Their support and guidance is critical to your success as well. In selecting your personal priorities, keep in mind that Idaho HOSA does not take precedence over your education, however, it may need to be placed above extracurricular activities and/or employment.

State Officer Team

This team will be a crucial support group as you navigate this year, and potentially beyond. Avoid forming cliques with a few of the team members. There may be specific team members that you'd rather spend more time with, but the success of the team depends on everyone being included and working together. If there is a problem with another team member, talk it out immediately. When rooming together, respect everyone's space and possessions. Small problems that aren't addressed can grow into larger ones. Respect all opinions, even if they differ from yours. You are all leaders and often will need to compromise for the good of the organization. After a decision is made, it is your responsibility to support that decision. Present a unified front of togetherness. You are expected to correspond in a timely manner with other team members and the CTSO Manager.

Chapter

As a State Officer, you will spend much more of your time being actively engaged on the state level, leaving less time to be highly involved on your chapter level. During your term of office, you are not to hold any office at the chapter level. Inspire others to lead by encouraging them to serve as officers of your chapter. When at state activities, you are a representative of the State Officer team and not your chapter.

Chapter Advisor

It is extremely important that you keep your Chapter Advisor informed of your activities as a State Officer. It is suggested that you schedule a short meeting with your Advisor for the purpose of discussing upcoming responsibilities. The encouragement and support of your Advisor is extremely important. Make sure all of your schoolwork is completed on time. If an extension is needed, talk to your Advisor as early as possible. Your Advisor understands that as a State Officer, you may miss chapter meetings/activities.

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.
 - o Prepare and distribute meeting agendas.
- Preside over HOSA State Leadership Conference.
 - o Compose script for the program (first draft due by Winter Planning).
 - o 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.
 - o Assist other officers when needed, giving them credit generously for work well done.
 - o 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.
 - o Help President prepare and distribute meeting agendas.
- Assist State President in presiding over HOSA State Leadership Conference.
 - o Compose script for the program (first draft due at Winter Planning).
 - o 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.
 - o Assist other officers when needed, generously giving them credit for work well done.
 - o 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 Bylaws 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.
 - o Greet all guests, speakers, and presenters.
 - o Make them comfortable, introduce them to appropriate people, and show them where to sit.
 - o 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.
 - o 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.

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 Bylaws 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.
 - o Greet all guests, speakers, and presenters.
 - o Make them comfortable, introduce them to appropriate people, and show them where to sit.
 - o 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 HOSA Inc. 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.

EVENT	DATE + LOCATION	ADDITIONAL INFO.
New Officer Orientation	March 11, 2024 at 3:30pm	Required. Will be via Zoom. Must have internet access and device.
Bi-Monthly Team Officer Calls	Varies by month, ZOOM or Google Meets call. Meets weekly closer to SLC.	Required. Must have internet access and device.
Joint Student Leadership (JSL) *If the officer does not attend JSL, they will be removed from office.	June 10-14, 2024 McCall, ID	Required. Travel, hotel, and meals during conference are covered. Incidentals and other meals are not covered.
International Leadership Conference (ILC)	June 26-29, 2024 Houston, TX	Strongly encouraged. A \$200.00 stipend will be given upon return from ILC.
CONNECT	July 31- Aug. 2, 2024 Meridian, ID	Local Officers will be asked to participate as needed. Hotel, travel, and meals are provided, if needed.
Washington Leadership Academy (WLA)	September 2024 Date TBD	Strongly encouraged. ID HOSA covers registration. Travel, hotel, incidentals and extras are not covered.
Building and Achieving Success in Idaho Chapters (BASIC)	September/October 2024 Dates TBD	Required, but officer attendance will be determined by conference participation numbers. Hotel, travel, and meals are provided during conferences.
Winter Planning	November 22-25, 2024 Boise, ID	Required. Hotel, travel, and meals are provided. Incidentals and extra meals are not covered.
Student Day at the Legislature (SDAL)	February 2025 Boise, ID	Required for President only or other designated officer. Hotel, travel, and meals are provided.
HOSA State Leadership Conference (SCDC)	March 5-7 2025 Pocatello, ID	Required. Hotel, travel, and meals are provided.

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

General Session Dress Code (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. 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.

State Staff

The Idaho HOSA State Staff will work tirelessly to make your term as a State Officer successful and rewarding we are committed to assisting you whenever possible. Take advantage of their knowledge and support. They must know your capabilities as an individual to represent Idaho HOSA on any possible assignment. Keep them informed at all times. Be early to all meetings and events. Do not miss deadlines. If you are not able to uphold a commitment, let the HOSA Manager know as soon as you can. Understand from time to time, proprietary information will be shared with you and it is your responsibility to keep such information private, including not sharing with your Advisor or Chapter.

Employer

Request time off for Idaho HOSA activities as soon as possible. Keep employers informed of your Idaho HOSA activities. They will be more supportive if they understand what you are doing and why.

School Administration

It is important to understand that you will miss several days of school to conduct Idaho HOSA business, especially in the beginning of the year. It is your responsibility to discuss this with your school administrators prior to your application in order to get approval for your potential absences.

IDAHO HOSA MANAGER

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WEBSITE ADDRESSES

www.idahohosa.orgwww.hosa.orgwww.CTE.Idaho.gov

MAILING ADDRESS

650 West State Street, Suite 324
Boise, ID 83702

SOCIAL MEDIA

Facebook
Instagram
X

Idaho HOSA
id_hosa
@id_hosa

1) Access the electronic application

Use the QR code or go to <https://idahocte.jotform.com/233304762195052>
In addition to completing the application, you will be required to submit the following materials:



- Cover letter stating why you are running for office
- Resume
- Current official scholastic transcript that indicates cumulative grade point average on a 4.0 scale (GPA \geq SOC: 3.0)
- One current headshot photo in JPEG format.
- One letter of recommendation

2) Complete an interview

The interview will include questions regarding HOSA knowledge, qualifications, and the commitment to HOSA. The interview committee will determine which candidates continue through the election process.

3) Complete the HOSA proficiency test

The test will measure your general knowledge of state and national HOSA. You will test after your interview.

4) SLC voting delegate meeting speech

During the Voting Delegate session, you will give a 2.5 minute speech on how HOSA has impacted you.

State Officer Application Process

New this year- Idaho HOSA will be using a rubric to score candidates on their application and interview. These scores will count as a percent of the overall candidate score. Votes and the knowledge test will be worth a percentage as well. The top scoring candidates will be selected for an officer position.

- 20% Application
- 30% Interview
- 10% Knowledge Test
- 40% Votes

State Officer Candidate Rubric – Rating Sheet

Candidate Name _____

A. Personal Statement	Excellent 5 points	Good 4 points	Average 3 points	Fair 2 points		
1. Neatness, spelling, grammar	There are no spelling or grammatical errors throughout	There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer.	There are 3-4 spelling or grammatical errors in the personal statement.	There are 5-6 spelling or grammatical errors present in the personal statement.	Personal Statement not submitted OR there are 7 or more spelling or grammatical errors in the personal statement	
2. Length (500 words or less)	Personal statement. Does not exceed 500 words.	N/A	N/A	N/A	Personal Statement not submitted OR does not meet requirements	
A. Personal Statement	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points		
3. Introduction	The competitor grabs the attention of the reader right away in the first paragraph. The introduction is very creative and contains details about the competitor that has the reader wanting to know more.	The reader is engaged in the introduction and there is good creativity and sufficient details.	The personal introduction has some details to engage the reader, but it seems something is missing.	The competitor does not gain the reader's attention. Details and creativity are lacking.	Personal statement not submitted OR introduction not included.	

4. Ability to tell a story	The competitor clearly and creatively tells their story and/or includes an anecdote. The explanation of why that story is important to who they are is excellent.	The competitor shares their story/anecdote creatively. Many details are included but why the story is important to who they are is not as fully developed as it could be.	The competitor's story / anecdote leaves the audience wanting more details. Creativity is limited.	The story / anecdote has few details, delivered in a straightforward manner. The competitor struggled to convey their message effectively.	Personal Statement not submitted OR no story / anecdote is shared.	
5. A Snapshot of the Competitor	The statement is a compelling snapshot of the competitor and what contributions they will make to the job, scholarship, internship, etc. Their passions are evident.	The competitor does a good job explaining how they would contribute to the job, scholarship, internship etc. The statement is somewhat compelling, but passion and clarity could be improved.	The judge needs more information about how the competitor would contribute to the job, scholarship, internship etc... The statement does not paint a very clear picture of who the competitor is.	The judge is left with many questions as to how the competitor would contribute and is not sure what the passions of the competitor are.	Personal Statement not submitted OR no effort was made to share the competitor's passions or explain how they would contribute to the job, scholarship, internship, etc.	

A. Personal Statement	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	
6. Conclusion	The competitor's conclusion is strong, memorable, and effective.	The conclusion is included but needs to be more thorough or captivating.	The conclusion is recognizable but needs loose ends tied up. It leaves the reader wanting more.	The conclusion is limited. The personal statement leaves judges confused.	Personal Statement not submitted OR No conclusion is evident.	
B. Resume	Excellent 5 points		Average 3 points	Fair 2 points	Poor 0 points	
1. Spelling and grammar	There are no spelling or grammar errors throughout the entire resume.	There are 1-2 minor misspellings or grammatical errors that will be easy to fix to make it appeal to the viewer.	There are 3-4 spelling or grammatical errors in the resume.	There are 5-6 spelling or grammatical errors present in the resume.	Resume not submitted OR there are 7 or more spelling or grammatical errors in the resume.	
2. Length	Resume does not exceed one page.	N/A	N/A	N/A	Resume not submitted OR exceeds one page in length.	

B. Resume	Excellent 20 points	Good 15 points	Average 10 points	Fair 5 points	Poor 0 points	
3. Content	Resume is well organized, uses action verbs for clarity and provides a clear overall picture of the competitor's talent and experience.	Resume was well organized. Clarity and use of action verbs could have improved the resume.	Resume covers expected components but the audience is left with questions regarding the competitor's abilities and experiences.	Resume lacks most of expected components. There were numerous areas that were not addressed and evidence of talent and experience was not presented.	Resume not submitted OR Resume was limited and did provide judges with needed information.	
4. Creativity	The resume incorporated creativity and innovation that made it unique and made it stand out.	The resume has moderate levels of creativity and originality but is missing the wow-factor.	The resume had a fair amount of creativity and originality, but the judges were left with wanting more.	Little creativity or originality was used in the resume.	Resume not submitted OR no creativity or originality was demonstrated.	
Subtotal Points for Pre-Judged items(100):						
C. Interview	Excellent 15 points	Good 12 points	Average 8 points	Fair 4 points	Poor 0 points	
1. Introduction/ first impression	Greeting is excellent, shook hands and engaged professionally with the judge upon arrival. Great first impression!	Greeting is good, handshake was appropriate but didn't stand out amongst competition.	Greeting is appropriate, but didn't shake hands or didn't shake hands correctly, conversation is appropriate.	Average greeting did not shake hands with judge, conversation is not engaging or there was no conversation.	Poor first impression. Competitor did not shake hands or try to engage with the judge.	
2. Content of answers Judges are looking for answers to the following criteria: <ul style="list-style-type: none"> Competitor shows willingness to volunteer information Responds appropriately to every question. Relates strengths and skills for the job. Sounds professional in choice of vocabulary and description of personal strengths. 	The competitor thoroughly showcased each of the 4 criteria in their answers with ease and conviction. The responses left the judges excited to know more about the experiences, strengths and skill-sets of the competitor.	Most questions were answered honestly and thoughtfully using professional language and tone. The competitor covers 3 of the interview answer criteria.	The competitor covers 2 of the 4 interview answer criteria but does not provide a clear picture of their work experience or strengths.	Some questions were answered thoughtfully using professional language. The interview was underwhelming. Covers 1 of the interview criteria.	Most questions were answered inappropriately, didn't elaborate on answers. Covers 0 of the interview criteria.	

C. Interview	Excellent 10 points	Good 8 points	Average 6 points	Fair 4 points	Poor 0 points	
3. Confidence, maturity, enthusiasm	Competitor exhibited confidence throughout their interview. Genuine excitement for the pending position/opportunity and conducted themselves with maturity. They would make a great employee!	The competitor was confident but not convincing. They were excited for the pending position/opportunity but need a little more polish to be offered the position.	The competitor exhibited some level of confidence in their interviewing ability but seemed a little nervous.	The competitor appeared to be nervous and anxious about the interview. It was evident they were excited to be here; they just need more practice with interviews.	The competitor's nerves got the best of them. They were not able to showcase their best work in the interview. Keep trying!	
4. Knowledge of Position/Opportunity Applied For	Competitor was knowledgeable about the position / opportunity and related skills to the job, prepared and practiced interview questions and was prepared with research. They answered all questions put forth by judges by showing confidence and understanding.	The competitor was mostly knowledgeable of the skills related to the job, internship, etc... They had researched and were able to answer most questions.	Competitor somewhat prepared with research. Answered some of the questions from the judges. Some confidence	Competitor wasn't aware of the position they were hiring for or applying for. They were unable to answer questions asked by the judges.	Competitor lacks preparedness of research and struggled	
5. Closing	The closing was excellent. The judges were left with a strong overall positive impression of the competitor.	The closing was strong overall, but the judges did not see the wow factor in the competitor's closing.	The judges were left with an average overall impression. The competitor attempted to close the interview but fell short in some regards.	The judges were left with a less than positive impression. The competitor stumbled in trying to close the interview.	The judges were left with a negative impression of the competitor and/or the competitor made no attempt to close the interview.	
6. *Diction and **Pronunciation	The competitor speaks clearly, enunciates words. Clear, crisp speech which is easy to hear and understand.	The competitor enunciates most words clearly and is easily understood.	The competitor speaks clearly, minimal instances when they mumble or do not enunciate their words.	The competitor mumbles some of the time and speaks at a low volume. The judges must ask the competitor to repeat themselves.	Competitor mumbles, speaks softly, and is hard to hear. Judge is unable to hear or understand all or part of the responses to the interview questions	
7. Eye contact, poise and posture	The competitor displays comfortable eye contact, displays confidence in their demeanor; sits up straight throughout interview.	The competitor makes eye contact most of the time, sits up straight and conducts themselves with confidence.	The competitor displays some eye contact but looks down or to the side of the judges.	The competitor makes limited eye contact and does not display good posture.	The competitor does not make eye contact with the judges. They slouch during the interview	
Subtotal Points for Interview (80):						
Total Points (180):						