

Louisiana HOSA Executive Council

Candidate Application Packet

2020-2021



Executive Council Candidate Application LOUISIANA HOSA 2020 – 2021

Read and complete the following applications pages.

If you have any questions, please call the Louisiana HOSA State Office at (337) 371-5974

Application Deadline

Friday, January 24, 2020

The chapter advisor must complete and sign the application checklist to verify the application is complete, before the application is submitted.

Candidates must **mail** the **original** documents to Louisiana HOSA Headquarters. Applications must be **received** in the HOSA office no later than Friday, January 24, 2020. Emailed applications will not be considered. Applications should be one-sided and paper clipped together.

Louisiana HOSA
PO Box 926
Carencro, LA 70520

LATE APPLICATIONS WILL NOT BE ACCEPTED.

Eligibility

- Middle School candidates **MUST** be currently classified as a sixth or seventh grader.
- Secondary candidates **MUST** be currently classified as a freshman, sophomore, or junior.
- Post-Secondary/Collegiate candidates **MUST** be currently classified as a High School Senior, or college freshman, sophomore, or junior.
- Must have a 2.7 or greater GPA on a 4.0 scale.
- Must be endorsed by your chapter advisor, school principal, parent/guardian, and employer.
- Must be willing to put their duties as a state officer before other extracurricular activities.
- Must be able to provide own reliable transportation.
- It is to the candidates' advantage to have had local officer experience, although it is not required.

Elected Positions

- President-Elect
- Region 1 Vice President **
- Region 2 Vice President **
- Region 3 Vice President **
- Middle School Vice President *
- Post-Secondary/Collegiate Vice President
- Secretary/Historian
- Reporter

* **Middle School** candidates must be a current sixth or seventh grader.

** **Regional Vice President** candidates must live in that region (see Region Map attached)

General Duties of a State Officer

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

The following list **is not** all-inclusive. All officers will be expected to maintain good grades, and manage their coursework and other activities, while still giving high priority to their position as a State Officer of Louisiana HOSA. State Staff may remove state officers from office at any time for not upholding the highest standards, or not fulfilling their duties.

A state officer position is not a passive position; rather it is a working office. You are held up to the highest standards and expected to set a good example for all members, maintain a great attitude, and participate as much as possible.

It is a great honor to be elected as a State Officer.

All State Officers

- **Must attend the Officer Training the last weekend of May** (date subject to change)
- **Must attend the 2020 State Leadership Conference**
- **Must attend the Fall Forum in their region** (may choose to attend other regions as well)
- Lead the general student membership of LA HOSA
- Establish an annual Program of Work composed of team and individual goals that will benefit LA HOSA
- Represent LA HOSA with excellent standards of professionalism, etiquette, and public relations to promote LA HOSA
- Help with any duties as directed by the State Advisor
- Attend all monthly State Officer meetings (may be via phone or computer/skype/Google Hangout)

Only one regular meeting may be missed

- Help other officers as needed with their duties
- Work as a team at fundraising for LA HOSA
- State officers will work as a team to complete a Service Project of their choosing
- Submit officer report at end of month of your LA HOSA activities

State Officer Responsibilities

President-Elect

- Serves a two-year term; one year as President-Elect in the role of “President-In-Training” and the second year as State President
- Must attend Regional Conference and State Leadership Conference

Regional Vice Presidents

- Aids in the development and promotion of secondary HOSA Chapters and membership
- Works to promote activities and engagement within their region
- Assists in the planning of their designated regional Fall Forum
- Must attend their designated Regional Fall Forum and State Leadership Conference

Middle School Vice President

- Aids in the development and promotion of middle school HOSA Chapters and membership
- Assists in the planning of regional Fall Forums
- Must attend their Regional Fall Forum and the State Leadership Conference.

Post-Secondary/Collegiate Vice President

- Aids in the development and promotion of post-secondary/collegiate HOSA Chapters and membership
- Assists in the planning of regional Fall Forums
- Must attend their Regional Fall Forum and State Leadership Conference

Secretary/Historian

- Creates and maintains supporting documents of all state officer meetings, events, and conference calls
- Serves as the Reporter by keeping chapters and communities informed on all things Louisiana HOSA
- Must attend their Regional Fall Forum and State Leadership Conference
- Serves as secretary and takes and maintains notes/minutes of all officer meetings

Reporter

- Finds a committee of photographers in all regions for all events; assure that all pictures are sent to state advisor
- Contacts local media to attend conferences
- Keeps chapters and communities informed on all things Louisiana HOSA

Election Process & Timeline

Application

Deadline: Friday, January 24, 2020

The chapter advisor must complete and sign the application checklist to verify the application is complete before the application is submitted.

Candidates must **mail** the original documents to Louisiana HOSA Headquarters. Applications must be received in the HOSA office no later than Friday, January 25, 2019. Emailed applications will not be considered. Applications should be one-sided and paper clipped together.

Louisiana HOSA
PO Box 926
Carencro, LA 70520

There are no limits to the number of applications from each chapter. All applications will be scored based on the *required items for submission*. The top-ranked candidates will be invited to participate in the next step in the election process.

Candidates and their Chapter Advisors will be notified of results no later than February 1, 2020.

Application Timeline

November 20, 2019 – January 24, 2020: Application Submittal Period

January 24, 2020: Application Deadline

January 31, 2020: Candidates/Advisors will be notified of application review results

February 3 - 7, 2020: Candidate Online Exam

February 10, 2020: Candidates will be notified of Interview times

February 13, 2020: Candidate Interviews in Region 1

February 15, 2020: Candidate Interviews in Region 2

February 17, 2020: Candidate Interviews in Region 3

February 28, 2020: Candidate Slating Announcement

SLC Day 1: Candidate Opening Session Practice

SLC Day 2: Executive Council, Candidate, & Voting Delegate Breakfast

Candidate Speeches/Questions

Voting

Executive Council Installation

Awards Session Practice

State Officer Candidate Exam

Candidates who completed the application process will be required to complete and pass an online exam with at least a 75%. All candidates who score at least a 75% will be invited to participate in the next step in the election process.

The exam will take place online during February 3 – 7, 2020. Reference material may not be used during the exam. Candidates will have 60 minutes to complete the exam.

Suggested Study Reference for the Written Test

- HOSA National Creed
- International Leadership Conference Theme
- Duties of State Officers
- Review the History and Background of the National Organization, HOSA Handbook, Section A, Latest Edition
- Parliamentary Procedure (know types of motions, order of business, how to make a motion)
- Competitive Event Categories and their Events
- Lahosa.org
- Hosa.org

State Officer Candidate Interviews

Candidates who pass the written exam will be required to participate in Candidate Interviews. Qualified candidates will receive their interview times on February 10, 2020. All interviews will be conducted on Google Hangout or other online forum.

February 13, 2020: Candidate Interviews in Region 1

February 15, 2020: Candidate Interviews in Region 2

February 17, 2020: Candidate Interviews in Region 3

Interviews will last no more than 30 minutes per candidate. The top-ranked candidates will be invited to participate in the next step of the election process.

Candidates should be in professional dress and should arrive no later than 5 minutes before their scheduled interviews.

Candidates will be notified of slated position no later than February 28, 2020.

Opening Session

All slated candidates are required to participate in the Opening Session Practice at the State Leadership Conference (SLC).

Candidates should be in uniform, per dress code.

State Officer Candidate Speeches

- All slated candidates will be required to give a speech during the Opening or Business Session at SLC.
 - Candidates should be in uniform, per dress code.
 - The campaign speech must not exceed 1 ½ minutes. Know your speech well and make eye contact with your audience; speak confidently. Humor and catchy phrases can be good, but don't over-do it.
 - Suggested Speech outline:
 - A. Tell about yourself.
 - a. Name
 - b. Where you are from/what HOSA Chapter do you belong to?
 - c. Describe your career goals
 - B. Describe your previous participation in HOSA.
 - a. Do you currently hold a chapter office?
 - b. Explain why HOSA is important to you
 - C. Describe why you want to be a HOSA state officer.
 - D. Describe what experience you have that qualifies you to be a HOSA Officer.
 - a. Participation and/or leadership in school activities
 - b. Participation and/or leadership in community activities/volunteering
 - E. Briefly identify the goals you hope to accomplish as a state officer.
 - F. Give a closing statement that has impact and will make students want to vote for you.
- Be concise and to the point; don't ramble. You will be cut off at 1 ½ minutes.

Delegate Business Session: Each candidate will be given 1 minute to talk about why they choose to be a state officer. After they finish, they will pull a question from the bowl to answer. Candidates will have 30 seconds to answer the question.

Voting

Voting will take place at a specified time during the conference. Candidates are not allowed to be present during voting. Voting will continue until there are no run-offs.

State Officer Election Results

The results of the State Officer Election will be announced and Installed during the Leadership Awards or Closing Session at SLC. Candidates should be in uniform, per dress code.

State Officer Uniform

All newly elected State Officers will be required to purchase the Official HOSA Uniform. LA HOSA *may be able* to help with these expenses as the LA HOSA budget allows.

State Officers should order/purchase their Official HOSA Uniform no later than April 19, 2020.

State Officers must have their Official HOSA Uniform by May 24, 2020.

State Officers must have their Official HOSA Uniform tailored to fit. Women's skirt length should be at the knee, but **no more than** 2 inches above the knee.

Women:

Women's Checklist

- Economy Blazer
- Economy Skirt
- HOSA Bowtie
- Women's Oxford, Long Sleeve Shirt
- Pantyhose
- George Women's Classic Mid-Heeled Pump Dress Shoe

Awards Unlimited

- Economy Blazer: \$92.50
- Economy Skirt: \$40.00 (women are required to wear skirts)
- Women's Oxford, Long Sleeve Shirt: \$28.95
- Bowtie: \$21.00

<https://awardsregalfrostys.americommerce.com/official-attire> (These prices do not include taxes and shipping.) **Walmart**

- Pantyhose: Officer's Choice (Required)
- Shoes: \$12.00 George Women's Classic Mid-Heeled Pump Dress Shoe (Walmart)
www.walmart.com/ip/George-Women-s-Classic-Mid-Heeled-Pump-Dress-Shoe/54791513



Men:



Men's Checklist

- Economy Blazer
- Economy Skirt
- Men's Oxford, Long Sleeve Shirt
- HOSA Tie
- George Men's Faraday Oxford Dress Shoe

Awards Unlimited

- Economy Blazer: \$92.50
- Economy Slacks: \$40.00
- Men's oxford, long sleeve shirt: \$28.95
- HOSA Tie \$21.00

<http://www.awardsunlimited.com/store/c/131-Official-Attire.aspx> (These prices do not include taxes and shipping.)

Walmart

- Shoes: George Men's Faraday Oxford Dress Shoe: \$25.78

<https://www.walmart.com/ip/JARMEN-MENS-FARADAY-OXFORD-DRESS-SHOE/36069900>



2020 – 2021 Calendar at a Glance

Calendar Dates/Events Subject To Change

March 2020	October 2020
<ul style="list-style-type: none"> March 3-4: State Leadership Conference March 15: First Official Meeting (video) 	<ul style="list-style-type: none"> October 4 @ 7:00 p.m.: Executive Council Monthly Meeting (video) TBA: Fall Forum Rehearsal TBA: Fall Forum Region 1 TBA: Fall Forum Region 2 TBA: Fall Forum Region 3 October 30: Officer Report Due
April 2020	November 2020
<ul style="list-style-type: none"> Must order Official HOSA Uniform April 30: Officer Report Due 	<ul style="list-style-type: none"> November 8 @ 7:00 p.m.: Executive Council Monthly Meeting (video) November 8 - 14: National HOSA Week November 27: Officer Report due
May 2010	December 2020
<ul style="list-style-type: none"> May 2 @ 7:00 p.m.: Executive Council Monthly Meeting (video) May 24: Must have official uniform May 29-June 1 Officer Training (required) in Lafayette No officer report due this month 	<ul style="list-style-type: none"> December 5 @ 7:00 p.m.: Executive Council Monthly Meeting (video) December 30: Officer Report due
June 2020	January 2021
<ul style="list-style-type: none"> June 14 @ 7:00 p.m.: Executive Council Monthly Meeting (video) June 24 - 27: International Leadership Conference – Houston June 30: Officer Report Due 	<ul style="list-style-type: none"> January 3 @ 7:00 p.m.: Executive Council Monthly Meeting (video) January 29: Officer Report due TBA: SLC Planning Meeting
July 2020	February 2021
<ul style="list-style-type: none"> July 13 @ 7:00 p.m.: Executive Council Monthly Meeting (video) Date TBA: State Officer Fundraiser July 31: Officer Report due 	<ul style="list-style-type: none"> February 6 @ 7:00 p.m.: Executive Council Monthly Meeting (video) February 25: Officer Report due
August 2020	March 2021
<ul style="list-style-type: none"> August 2 @ 7:00 p.m.: Executive Council Monthly Meeting (video) August 28: Officer Report Due 	<ul style="list-style-type: none"> March 6 @ 7:00 p.m.: Executive Council Monthly Meeting (video) TBA: SLC Rehearsal SLC March 26: Final Officer Report Due
September 2020	April 2021
<ul style="list-style-type: none"> September 6 @ 7:00 p.m.: Executive Council Monthly Meeting (video) September 19 - 22: Washington Leadership Academy September 25: Officer Report Due September 27: Fall Forum Meeting/Rehearsal 	<ul style="list-style-type: none"> Send in paragraph of what being a State Officer meant to you, what you learned, etc.



Tips For Filling Out Applications

- ✓ Type in your answers unless the instructions say to hand write them.
- ✓ When hand writing an application, use your best penmanship.
- ✓ Make sure your handwriting is legible. If it is hard to read, then type it. Ask another person (adult) to look at it to help you determine if you should type it.
- ✓ Only use blue or black ink. Pink, purple, green, etc. are not acceptable. **DO NOT** write in pencil.
- ✓ Do not change pens in middle of application. Looks unprofessional and doesn't flow.
- ✓ Take your time. Give thought about what you want to say before you write.
- ✓ Read your answers **out loud** to yourself, then to someone else. Make sure that person will be honest with you about how it sounds. **Use your best grammar.**
- ✓ Always have at least one other person proofread your document. It's a good idea if that person is an adult who will be honest with you about mistakes, or how it sounds, and will give you advice. (teacher, parent, etc.)
- ✓ Do not have your parents or others fill it out. There are telltale signs that they did it.
- ✓ Do not draw pictures, or dot the I's with circles or hearts. You are writing to a professional, not to a BFF.
- ✓ Do not leave blank spaces—at least write N/A (not applicable)
- ✓ Do not fill out the application last minute before a deadline.
- ✓ **Check spelling. Spelling errors are UNACCEPTABLE!** (Don't always trust spell-check)
- ✓ Make sure to use correct forms of words. Grammar is so important! Sound smart!
- ✓ Do not write like you are sending a text message. Write words out, do not abbreviate.
- ✓ In essay answers, do not ramble. Be honest and tell the facts. Get to the point but sell yourself.
- ✓ When answering essay questions, write it on another paper first, read it, proof it, then copy onto the final draft.
- ✓ Again, have another person proof your **final** copy.
- ✓ When asked to tell something unique about yourself, don't use typical answers such as, "I'm a people person" or "I like helping others." Be specific...what makes you who you are? Tell about yourself. The question is trying to find out what makes you YOU! Do you speak 3 languages? Do you run marathons, play sports, volunteer somewhere, do something unique, or have an interesting hobby? Tell something that the other questions do not ask. We want to get to know YOU.
- ✓ Do not type an answer on another sheet, then cut it and tape or glue it onto the application. It is better to type the question and answers on a separate sheet if you choose, then submit that sheet. Then, on the application after that question, just write "see attached."
- ✓ Do not expect your parents to call or email about it if there are questions, you do it...**you are the one applying.**
- ✓ Let your personality come through, while sounding professional!
- ✓ **DON'T FORGET TO SIGN IT!** Details matter.



Candidate Application Cover Page

Application Deadline

Friday, January 24, 2020

The chapter advisor must complete and sign this Candidate Application Cover Page to verify the application is complete before being submitted.

Candidates must **mail** the **original** documents to Louisiana HOSA Headquarters. Applications must be **received** in the HOSA office no later than Friday, January 24, 2020. Emailed applications will not be considered. Applications should be one-sided and paper clipped together.

Louisiana HOSA
PO Box 926
Carencro, LA 70520

Application Checklist

- ☐ Completed/Signed Cover Page
- ☐ Candidate Information Sheet (Sheets 1 & 2)
- ☐ State Officer Profile
- ☐ Candidate Questionnaire
- ☐ Statement of Responsibility
- ☐ Candidate Nomination Form
- ☐ State Officer Permission Form
- ☐ Permission to use Photography / Photo Release
- ☐ Medical Information Form
- ☐ School Administrator Affidavit of Support
- ☐ Chapter Advisor Affidavit of Support
- ☐ Employer Notification and Memorandum of Understanding Form
- ☐ Candidate Resume
- ☐ Candidate Picture (4x6 glossy color or black/white headshot)
- ☐ Recommendation Letter 1*
- ☐ Recommendation Letter 2*
- ☐ Recommendation Letter 3*

Application Verification

I, _____, verify this candidate's application is complete to the best of the candidate's ability. This candidate has my approval to send in their application to the Louisiana HOSA State Headquarters for evaluation.

Chapter Advisor Signature

Date

**Recommendation Letters should be in a sealed, unopened envelope.*

Candidate Information Sheet 1

Name: _____ School: _____

Officer Position Information

Check your current HOSA membership level:

- ☐ Middle School
- ☐ Secondary
- ☐ Post-secondary/Collegiate

Check your current Grade Level:

- ☐ 6th
- ☐ 7th
- ☐ Freshman
- ☐ Sophomore
- ☐ Junior
- ☐ Senior
- ☐ College/Post-secondary (year) _____

Check your Louisiana HOSA Region:

- ☐ Region 1
- ☐ Region 2
- ☐ Region 3

Please indicate the officer position you are interested in*:

- ☐ President-Elect
- ☐ Middle School Vice President
- ☐ Region 1 Vice President
- ☐ Region 2 Vice President
- ☐ Region 3 Vice President
- ☐ Post-secondary/Colligate Vice President
- ☐ Secretary/Historian
- ☐ Reporter

- The Nominating Committee will slate you for a position based on your application, test score, interview, and your preferred officer position.

Candidate Information Sheet 2

Name: _____ Age: _____

Home Address: _____

House/Apt. Number & Street Name

City

Zip Code

Cell Phone: (____) _____

E-mail: (Print Clearly) _____

Birth date: ____/____/____ (Month, Day, Year)

Do You Have a Driver's License?

☐ Yes

☐ No

If so, would you be permitted to drive to an out-of-town officer meeting upon occasion?

☐ Yes

☐ No _____ Parent/Guardian initials

If no, do you have a way to get to out of town meetings and how? _____

Check your shirt size:

☐ S

☐ M

☐ L

☐ XL

☐ XXL

☐ XXXL

Parent(s)/Guardian(s) Information

Guardian 1

Name: _____

Cell Phone Number: _____

Email Address: _____

Guardian 2

Name: _____

Cell Phone Number: _____

Email Address: _____

Candidate Information Sheet 3

Chapter Information

School Principal: _____

Principal Email: _____

Chapter Advisor: _____

Advisor E-mail: _____

School Name: _____

School Address: _____

Number & Street Name

City

State

Zip Code

School Phone: (____) _____ FAX (____) _____

Name of Newspaper in Your City: _____

News Stations in Your City: _____

Emergency Contact Information

Name: _____

Relation to Candidate: _____

Cell Phone Number: _____

Alternate Phone Number: _____

State Officer Personal Profile

If you are elected, this information will be posted to the Louisiana HOSA website so our members can get to know you better. There are no right or wrong answers, but please keep responses appropriate. The Louisiana HOSA State Office reserves the right to omit responses deemed improper.

(will NOT be posted to the website)*

Name	Nickname (preferred to be called)	Polo shirt size* (S, M, L, XL, XXL, XXXL)
Hometown*	Favorite Food	
Funniest Thing I Ever Saw	Favorite Subject in School	
Favorite Sports Team	For 24 hours, I would love to trade place with...	
Career Goals		
Hobbies	Pet Peeve (what really irritates me)	
Best Book Ever Read		
Greatest Personal Accomplishment		
Most Anticipated Future Medical Discovery (example – a cure for cancer or AIDS)		
If I had a million dollars, I would...		
My most embarrassing moment		
I love HOSA because (keep it short)...		
Favorite Quote and by whom		

Candidate Questionnaire

Please answer these questions to the best of your ability. All answers must be typed, numbered, and double-spaced on a separate sheet of paper. Your name should be at the top of each page. Please type the question with the answer following.

- 1) What *four* goals would you like to accomplish at the state level, if you are elected?
- 2) What is the most important quality or consideration for someone planning a health career?
- 3) What do you think is the greatest problem facing teenagers today?
- 4) What personal achievement are you most proud of and why?
- 5) If elected, how do you plan to increase membership at the local and state levels?
- 6) What are your future career goals, and how will your experiences with HOSA help you achieve those goals?
- 7) If you are involved in other activities at or outside of school, how do you plan to make your duties as a State Officer a priority? How will you fit it all in?

Statement of Responsibility

The following statement must be hand-copied below, by the State Officer Candidate and signed at the bottom. (Re-typing it is not acceptable.)

"I have read the Candidate Information Packet and the State Officer Directives Packet. I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my abilities. If elected, I will attend and participate in all meetings (including, but not limited to, state officer meetings, state officer training, the State Leadership Conference, and at least one Fall Forum) as called by the State Officer Directives and the State Advisor. I will submit my Officer Report by the 25th of each month and will complete each report to the best of my abilities. I will respond to all communications and correspondence within 24 hours. I further understand that if, in the opinion of the majority of the State Staff, I fail to fulfill my responsibilities and obligations of the office, and/or I violate the Louisiana HOSA Code of Conduct, or the State Officer Directives from the time that I am a candidate through my term of office, I can be removed from office. Should I fail to complete the duties of my office, **I will be liable to return to Louisiana HOSA the amount of money expended for my participation during my term in office.**"

HOSA State Officer Nomination Form

Serving as a State HOSA Officer demands a commitment to the organization. Therefore, it is vital that all members who aspire to become State HOSA Officers are highly qualified, and able and willing to assume the responsibilities required of all State HOSA Officers.

Read carefully and study the statement below before submitting this form to the HOSA State Advisor. After discussing the responsibilities of a State HOSA Officer with parents or guardians, the local chapter advisor, and school administrator, the officer candidate should submit this form along with other required materials to the HOSA State Advisor.

Candidate's Statement

If elected as a State HOSA officer, I will dedicate my year to serving the organization, will serve my entire term of office, will promote the goals and objectives of HOSA, will project a desirable image of HOSA at all times, and will abide by the policies of my state organization.

Candidate's Signature _____ **Date** _____

Local Advisor's Statement

It is my belief that this candidate will fulfill the responsibilities of a State HOSA Officer, and I highly recommend this applicant.

Local Advisor's Signature _____ **Date** _____

Statements of Support

I approve of my son/daughter applying for a State HOSA office and, if elected, agree that he/she will be able to spend the time as needed, and provide the transportation necessary to carry out the duties of a HOSA officer.

Parent's (Guardian's) Signature _____ **Date** _____

This school will support (Print Student Name) _____ in successful fulfillment of the duties of a State HOSA Officer. I understand that the officer duties may require a few days out of school for educational experiences.

Principal's Signature _____ **Date** _____

School Name _____

Parish _____

HOSA State Officer Permission Form

The duties and responsibilities of serving as a HOSA State Officer involve attendance at Executive Council meetings and workshops, as well as travel to those activities. Each officer is responsible for making his or her own travel arrangements. I understand that monthly and additional meetings may be via phone or video conference.

I understand that this permission form is effective March 23, 2019 through April 30, 2020. New officers are asked to participate starting in April of 2019.

I understand that each individual is responsible for his or her liability, medical, and accident insurance coverage during any trip that involves HOSA.

I hereby release the National HOSA Board of Directors, the Louisiana HOSA Board of Directors, the national and state HOSA staff, the national, state and local HOSA organizations, the Louisiana Department of Education, and any individual in charge of the HOSA group or specific activity, from any legal or financial responsibility with respect to my personal or student's/child's participation in contact with any element associated with HOSA activity.

I understand that the possession and/or use of any drugs, alcohol, tobacco products, weapons, contraband, failure to follow instruction from the HOSA State Staff, or any behavior that causes any risk to the safety of others, is cause for immediate removal from office and will be the parent/guardian responsibility.

I also understand that I must attend a State Officer/Parent meeting to be held after the election of State Officers or at the beginning of the State Officer Training.

Parent's or Guardian's Signature

Date

State Officer Applicant Signature

Date

Print Student's Name

School

Parish

Permission to Use Photograph / Photo Release

Please be advised that your child may be photographed or videotaped at various times during the LA HOSA Fall Forum. Photos will be used in organization print, online and video-based marketing materials.

I hereby authorize any employee or representative Louisiana HOSA, the school district, or local media to photograph or videotape my child during the course of conference and use their name and likeness in marketing materials described above. I also understand photos will be the property of person or company taking photo and will not be returned.

I release and hold harmless Louisiana HOSA, its employees and representatives, the parish school district and its employees and representatives, National HOSA, local media, and the facility where my child will participate, from any reasonable expectation of privacy or confidentiality associated with the images specified above.

I further acknowledge that my child's participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other company publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Louisiana HOSA, the conference facility and school district, its contractors, its employees & representatives and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my child's participation.

Authorization

If Over 18, print your name, address, date and sign. All participating adults must also submit this form.

Print Child's Name: _____ Age of Child: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Louisiana HOSA State Officer Medical Information Form

Student Name: _____ Date of Birth: _____

Address: _____

City: _____ Zip: _____ Phone: (____) _____

Mother/Guardian Name: _____

Mother's Workplace: _____

Work Phone: _____

Mother's Home Phone: _____

Mother's Cell: _____

Father/Guardian Name: _____

Father's Workplace: _____

Work Phone: _____

Father's Home Phone: _____

Father's Cell: _____

Other Emergency Contact: _____

Phone: _____

Insurance Company: _____

Policy #: _____

Medical Information (Please indicate below if the condition is present or recurring)

_____ Diabetes

_____ Asthma

_____ Heart Condition

_____ Hemophiliac

_____ Hearing Aid

_____ Wears Glasses/Contacts

_____ Neuro/Muscular Problem

_____ Allergy

_____ Other

If any are checked, please explain: _____

Is student on any type of medication? _____ No _____ Yes If yes, what type and dosage? _____

May this student self-administer their medications? _____ Yes _____ No

I understand that if this form is not received by the deadline, the student will not be eligible to participate in any HOSA activity or event. In case of an accident, a serious health problem or any health injury during a HOSA event, I hereby authorize hospital officials to make whatever arrangements necessary and to contact me immediately. I understand that it remains my responsibility to make any future information changes on this medical form, as the need arises, by contacting **Shirlene Bender at 337-371-5974**. Otherwise, this authorization will remain in effect, as of this date, through April, 2021. Neither Louisiana HOSA, National HOSA, nor any venue where attending a HOSA event, assumes responsibility for any medical charges. Any medical charges incurred during any HOSA trips or any HOSA activities will be the sole responsibility of the parent/guardian, or student if student is an adult.

PARENT/GUARDIAN: Please check one of the following and sign your name.

- ☐ I **give** my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.
- ☐ I **do not give** permission for medical treatment until I have been contacted.

Parent or Guardian Signature

Date

School Administrator Affidavit of Support for Louisiana HOSA State Officer 2019 - 2020

As the administrator of the school/district this HOSA State Officer Candidate attends, I agree to the following, if _____ is elected to serve as a HOSA State Officer:

1. Support the state officer and chapter advisor in fulfilling their responsibilities including:
 - Attendance at the Louisiana HOSA Fall Forum
 - Attendance at the Louisiana HOSA State Leadership Conference
 - Other state planning meetings as determined by the state HOSA office
 - Allow state officers to be excused from school for the following activities:
 - Washington Leadership Academy (September 19-22, 2020)
 - Fall Forum (October, 2020)
 - CTSO Capitol Day (February, 2020)
 - State Leadership Conference (March, 2020)
2. Support the state officer and chapter advisor in obtaining financial support for local, state, and national travel.
 - Provide state officer and chapter advisor transportation and expenses, when possible.
 - If financial support cannot be provided, write a letter/email to the HOSA State Advisor stating why financial support cannot be given and requesting assistance in doing so. Assistance may or may not be available.
3. Become familiar with the duties of the HOSA state officer and HOSA chapter advisor.

Administrator Signature

Date

Administrator Title

Chapter Advisor Affidavit of Support for Louisiana HOSA State Officer 2020 - 2021

If my HOSA student member, _____, is elected to

State Office, I agree to:

1. Work with the state officer and state HOSA office to assure that all responsibilities are performed professionally;
2. assist the state officer in completing activities by the due date;
3. assist the state officer in making travel arrangements and obtaining financial support for travel; If financial support is required, approval must be obtained from the LA HOSA State Advisor; (depending on funds available by state office)
4. assist the state officer with completing travel reports and monthly reports;
5. assist the state officer in completing speeches, newsletters, and other correspondence;
6. serve as chaperone to the state officer during travel and stay at the same conference hotel as the state officer; if unable to chaperone an event, state advisor must be notified and other arrangements made;
7. serve as the state officer's chaperone during state and national planning meetings, conferences, and other activities when required;
8. and, assist the state officer in conducting state leadership business and general sessions.

Advisor's Signature

Date

Print Advisor's Name

School

Parish

Requirements for an Employer

It is understood that many students are employed. However, in order to be a state officer, your employer must understand that, if elected, you have responsibilities to LA HOSA. There are days that you will need to be off as a requirement for your position.

Have your current employer complete the Memorandum of Understanding below.

******* If you change jobs or become employed during your term as LA HOSA State Officer, you will need to complete this form and submit it to the LA HOSA office prior to accepting the position.**

Employer Notification and Memorandum of Understanding Form

Employee's Name: _____

School: _____

HOSA Office Choice: _____

The above named student (employee) has displayed punctuality, good communication skills, good attendance, responsibility and overall good citizenship during employment with

(Name of Business)

I endorse _____ as a candidate for the Louisiana HOSA (LAHOSA) Executive Council. I understand the responsibilities and time commitment associated with being an LA HOSA State Officer. I understand that the officer (employee) will not be able to work on certain days throughout the year due to officer responsibilities. I understand I will be notified by the employee at least one month in advance of those dates, and will allow the student to be off work on those dates.

Employer's Name

Supervisor's Name

Supervisor's Signature

Date

Title

Required Resume and Picture

Resume Information

All State Officer Candidates are required to create a resume to pass out to voting delegates. All resumes must be turned in with your application. LA HOSA will make copies to hand out to voting delegates during their meeting.

Paper Size: 8½ x 11 format

Type of Paper: **Plain white paper with black type** (computer generated). Resumes with the use of color paper, color pictures or color type **will NOT** be distributed.

What **MUST** Be Included on Your Resume [In any order]:

- Your full name, school, and current grade level. [Do **not** use home address or phone numbers.]
- HOSA Achievements: i.e. Offices Held [Local, State and National]
- Number of Years You Have Been in HOSA
- Other Achievements: i.e. Honors, Awards, and Offices Held in Other Organizations
- Summary Statement explaining: “Why You Want to Be A HOSA State Officer”

Your **one-page** resume must include the above information, but is not limited to only those topics. It is acceptable, but not required, to use a photo on your resume. If a photo is used, the photo also must be black and white.

The resume must be in a professional business format (not in a campaign flyer format). Any resume not in compliance with the above guidelines will not be distributed.

Picture Information

All Candidates are required to submit a 4x6 color or black and white glossy headshot photo. All photos must be submitted with the application. Write your name and school on the back of the photo. Photos will **NOT** be returned.



Recommendation Form

This form should be completed by an adult who knows you well; such as a teacher, coach, etc.

Candidate's Name: _____

Chapter: _____

Recommended by: _____

Relation to Candidate: _____

The above named student has applied to be a Louisiana HOSA State Officer Candidate and has been asked to submit this form for reference.

Please complete this recommendation form and return to candidate in a sealed envelope.

This form is confidential and will not be shared with the candidate. Your open and honest communication is critical as we are selecting our 2020 – 2021 Louisiana HOSA Executive Council. We understand that no one is perfect, so we are not expecting all "Excellent" unless you honestly feel that way. **Thank You.**

	Excellent	Good	Fair	Poor	NA
Dependability – prompt, sincere, consistent, truthful, follows directions					
Leadership – assertive, able to inspire others, listens, uses good judgement					
Industrious – persistent, good work habits, makes good use of time, hard working					
Mental Alertness – attentive, interested, eager to learn					
Initiative – accepts responsibility, able to work without supervision, works at a steady pace, starts work without instruction.					
Ability to Get Along with Others – adaptable, friendly, tactful, respectful of others, sense of humor					
Personal Appearance and Grooming					
Attitude – positive, honest, practices self-discipline, enthusiastic, motivated.					
List one thing you would like the student to work on during a term as an officer					

Please check one below.

Overall Recommendation:

Highly Recommended _____

Recommended _____

Recommended with Reservations _____

Do NOT Recommend _____

Signature _____

Date _____

Please use back to comment on your personal experience with the candidate as it will be used in the selection process.