

CANDIDATE PACKET
for
2020 – 2021
PENN HOSA EXECUTIVE COUNCIL



PENN HOSA – FUTURE HEALTH PROFESSIONALS
211 Kelso Circle • Collegeville, PA 19426
Tel. 484.854.0047
www.pahosa.org

Table of Contents

1. Checklist for State Officer Application
2. Procedure for Becoming a Member of the Executive Council
3. Study Guide for Officer Test
4. Duties of the Executive Council (State Officers)
5. Directions for State Officer Candidate Application
6. Memorandum of Understanding – State Officer and Local Chapter Advisor
7. Memorandum of Understanding – School Administrator
8. Justification of Officer Advisor’s Participation at the PENN HOSA State Leadership Conference
9. Office Candidate Essay
10. State Officer Permission Form
11. PENN HOSA State Officer Code of Conduct
12. Medical Liability Release Form

Appendices

Appendix A: Application Rubric

Appendix B: Essay Rubric

Appendix C: State Officer Candidate Qualifying Form

Appendix D: State Officer Candidate Interview Rating Form

Appendix E: PENN HOSA State Officer Schedule 2020-2021

Checklist for State Officer Application

Candidate's Name: _____

School: _____

Chapter: _____

Preferred Office: _____

NOTE: The Nominating Committee reserves the right to change any candidate from the preferred office originally selected with the candidate's consent thus affording the committee the ability to slate the candidate for an office on the Executive Council.

The following items **MUST** be included as part of the State Officer Application Packet and submitted by **February 28, 2020:**

1. _____ Checklist for State Officer Application
 2. _____ State Officer Candidate Application
 3. _____ Memorandum of Understanding with required signatures
 4. _____ Unofficial Transcript of Grades
 5. _____ Officer Candidate Essay
 6. _____ State Officer Permission Form
 7. _____ PENN HOSA State Officer Code of Conduct
 8. _____ PENN HOSA State Officer Medical Liability Release Form
 9. _____ Copy of chapter affiliation form with candidate's name highlighted (verifies candidate is a HOSA member)
- Check off completed items as you assemble them for the application.
 - Make copies of all forms for yourself and advisor.
 - The State Officer Coordinator will review all application for completeness. Any missing information will result in deduction of points from the grading rubric. The rubric can be found in the appendices.

The State Officer Application Packet contains some very important information. Please carefully read and review all information prior to completing the necessary forms. Once you have thoroughly reviewed the packet and completed all necessary forms, please **SUBMIT ONLINE** by **February 28, 2020** to:

NEW ONLINE SUBMISSION PROCESS

<https://www.jotform.com/mhendersonhosa/2020-officer-application>

Procedure for Becoming a Member of the PENN HOSA Executive Council (State Officer)

1. Only two (2) secondary student members in a local chapter may run for an office.
2. Two (2) secondary student members from the same chapter may not be a candidate for the same office.
3. Candidates must have at least sophomore classification in high school and have a minimum of a 2.0 GPA on a 4-point scale.
4. It is to the candidate's advantage to have had local officer experience, although it is not required.
5. Any secondary student member who wants to be considered as a candidate for a PENN HOSA state office must:
 - a. Complete the State Officer Candidate Application.
 - b. Sign and obtain required signatures for the Memorandum of Understanding.
 - c. Submit an unofficial school transcript.
 - d. Write an essay.
 - e. Return the completed Permission, Code of Conduct, and Medical Liability Release Forms.
 - f. Provide verification of HOSA membership.
 - g. Meet the required imposed date of **February 28, 2020** to have all required information to the State Officer Coordinator.
 - h. **NEW: Take an officer candidate test online prior to the State Leadership Conference (SLC).**
 - i. Be present at the Officer Candidate Screening by the Nominating Committee to 1) be interviewed, 2) present an elevator speech on how to market HOSA, and 3) recite the HOSA Creed.
 - j. Give a candidate speech at the SLC Opening Session.
6. The Nominating Committee and the State Officer Coordinator shall have the authority to change the candidates from the preferred office listed on the application with the candidate's consent. The candidate may be asked to "run" for an office not originally selected. The candidate may also be asked to change office in the event there is no other choice.
 - a. Based on the submitted application, interview, elevator speech, and written test results, a slate for officer candidates will be prepared for presentation to the House of Delegates.
7. The offices available for candidacy are:
 - a. President
 - b. Vice-president

- c. Regional Vice Presidents (preferably from a chapter in stated Region; check PENN HOSA Directory for this information)
 - i. Central Region
 - ii. Eastern Region
 - iii. Western Region
- d. Secretary
- e. Historian

8. Competition

- a. **As an officer candidate and officer: you may NOT compete in any competitive event** due to your involvement at the State Leadership Conference (SLC).
 - i. Exception: Participation in the recognition event, Barbara James Service Award, is strongly encouraged.

9. Candidate Speech:

- a. Each candidate will be asked to present a **2-3 minute speech** at the Opening Session of the SLC. Each candidate will be stopped at the end of three minutes whether or not the speech has been presented in its entirety.
 - i. The speech should:
 - 1. Be biographical.
 - 2. Share your leadership qualities and experiences (these should be pertinent to any office held since the Nominating Committee may slate you in an office other than the one for which you are applying).
 - 3. Include a commitment to serve PENN HOSA as a State officer.
 - 4. Not include props, posters or costumes.
- b. Each candidate will be asked to recite his/her application essay to the Nominating Committee on Day 2 in the House of Delegates Business Session.

10. Campaigning at SLC:

- a. Campaigning for office may take place following the House of Delegates orientation and Candidate Screening on Day 1.
- b. Campaign materials may be distributed but not displayed on hotel structures.
- c. Verbal campaigning is encouraged.
- d. Cost of campaigning materials is not to exceed \$50.00.
- e. Campaigning materials may be distributed on the first night of the conference prior to but not during the Bingo Bash.

11. Election:

- a. The election will take place during the House of Delegates' Business Session where delegates elect the officers by ballot.
- b. The winning candidate must be declared by majority vote (51%).

12. Installation of Officers:

- a. Officers will be installed at the Recognition Session on Day 2 of the SLC and will assume all responsibilities upon the conclusion of the SLC.

13. Attire

- a. **MUST** be in official HOSA uniform **or** navy blue suit when participating in the delegate sessions and general sessions at the SLC.
- b. If not wearing an official HOSA uniform then candidate must:
 - i. have an official HOSA patch purchased from MARKET PLACE stitched loosely to his/her navy blue suit; patch may not be pinned to suit jacket.
 - ii. Wear an official HOSA accent
 1. Accent for female members — maroon HOSA scarf or tie is optional
 2. Accent for male members — maroon long tie (must wear tie)
- c. Noncompliance of stated acceptable attire will prevent the candidate from participating at SLC.
- d. **An official HOSA Uniform is required of all elected State Officers and MUST be purchased by May 1st from Market Place (Awards Unlimited) the official HOSA supply company.** Refer to PENN HOSA SLC Dress Code on the State website at www.pahosa.org for details about the Official HOSA uniform or to the national website at www.hosa.org.

Study Guide for Officer Test

Knowing information about the listed areas will help the officer candidate prepare for the written test to be taken as part of the candidacy process at the PENN HOSA SLC. By no means is it an all-inclusive list of questions that could be on the test. PENN HOSA-Future Health Professionals wishes you the best as you prepare for the test!

References for Study Guide:

Robert's Rules of Order
Sections A and C of the HOSA Handbook
HOSA Competitive Events

Major Divisions of Study:

1. HOSA
 - a. Location of HOSA office
 - b. Positions of HOSA Executive Council
 - c. HOSA Creed
 - d. HOSA Motto

2. PENN HOSA
 - a. Positions of Executive Council (state officers)
 - b. Positions of PENN HOSA, Inc. Board members
 - c. Date PENN HOSA was chartered
 - d. Duties of the Executive Council Members

3. PARLIAMENTARY PROCEDURES
 - a. Commonly used motions
 - b. Title of formal rules used for meetings
 - c. Names of official committees for PENN HOSA
 - d. Definition of minutes
 - e. Duties of delegates
 - f. Parliamentary terms
 - i. Adjourn
 - ii. Convene
 - iii. Move
 - iv. Question
 - v. Lay on the table

Sample test questions are included on the following page for your reference. The answers are not provided so this will really test your knowledge!

SAMPLE TEST QUESTIONS:

1. In which state is HOSA headquarters located?
 - a. Florida
 - b. California
 - c. Tennessee
 - d. Texas
2. What body represents the local chapter members in balloting on questions of business or selection of officers?
 - a. Voting Delegates
 - b. Local Advisors
 - c. State Advisors
 - d. State Officers
3. The minimum affirmative vote necessary to adopt or amend special rules of order that are separate from the bylaws is
 - a. a majority of those present.
 - b. a majority of the entire membership with notice.
 - c. two-thirds without previous notice.
 - d. two-thirds with previous notice.
4. Motions that relate in different ways to the pending business or to business otherwise at hand are called
 - a. main motions.
 - b. privileged motions.
 - c. incidental motions.
 - d. subsidiary motions.
5. Which of the following is a team event?
 - a. Barbara James Service Award
 - b. Medical Assisting
 - c. Sports Medicine
 - d. Health Career Display
6. The motion to limit debate may be applied:
 - a. only to the immediately pending question.
 - b. to an entire series of debatable questions.
 - c. to the motion to lay on the table.
 - d. to the privilege motion to recess.
7. After members make motions, they should:
 - a. debate the motion.
 - b. remain standing and wait for permission to debate.
 - c. resume their seats.
 - d. sit and wait for another member to ask a question so that debate may proceed.
8. The PENN HOSA State Advisor is:
 - a. Esther Brown
 - b. Walt Slauch
 - c. Janet Nelson
 - d. Rosemarie Dunkelberger

Duties of the Executive Council Members

Pennsylvania HOSA officers shall make themselves available, as necessary, in promoting the general welfare of the organization and in assisting to increase membership.

- A. **PRESIDENT:** It shall be the duty of the president to:
1. Preside at the State Conference and all PENN HOSA-Future Health Professionals officer meetings.
 2. Serve as an ex-officio member of all standing committees.
 3. Serve as a Delegate-At-Large at the State Leadership Conference.
 4. Serve PENN HOSA-Future Health Professionals in any capacity as requested by the Executive Director/State Advisor and the State Officer Coordinator.
 5. Attend PENN HOSA Inc. Board of Directors Meetings or appoint a designee
- B. **VICE-PRESIDENT:** It shall be the duty of the vice-president to:
1. Preside in the president's absence.
 2. Succeed the president if the office of president is vacated.
 3. Serve PENN HOSA-Future Health Professionals in any capacity as requested by the Executive Director/State Advisor, State Officer Coordinator and/or the President.
 4. Serve on committees as assigned.
 5. Serve as a Delegate-At-Large at the State Leadership Conference.
- C. **SECRETARY:** It shall be the duty of the secretary to:
1. Take the roll call at all business meetings and report quorum status.
 2. Record the proceedings of all meetings and to file all such records with the PENN HOSA-Future Health Professionals Executive Director/State Advisor and the State Officer Coordinator within **ten (10) days**.
 3. Assist the President in planning agendas for meetings if called upon to do so.
 4. Serve PENN HOSA-Future Health Professionals in any capacity as requested by the Executive Director/State Advisor, State Officer Coordinator and/or President.
 5. Serve on committees as assigned.
 6. Serve as Delegate-At-Large at the State Leadership Conference.
- D. **HISTORIAN:** It shall be the duty of the historian to:
1. Be responsible for the keeping of records and other materials of historic importance to PENN HOSA-Future Health Professionals.
 2. Serve PENN HOSA-Future Health Professionals in any capacity as requested by the Executive Director/State Advisor, State Officer Coordinator and/or President.
 3. Serve on committees as assigned.
 4. Serve as Delegate-At-Large at the State Leadership Conference.
- E. **REGIONAL VICE-PRESIDENTS:** It shall be the duty of the regional vice-presidents to:
1. Promote growth and development of PENN HOSA-Future Health Professionals within their region.
 2. Serve PENN HOSA-Future Health Professionals in any capacity as requested by the PENN HOSA Executive Director/State Advisor, State Officer Coordinator and/or President.
 3. Serve on committees as assigned.
 4. Serve as Delegate-At-Large at the State Leadership Conference.

Directions for the State Officer Candidate Application

APPLICATION DEADLINE: **FEBRUARY 28, 2020**

1. Access the online application:

<https://www.jotform.com/mhendersonhosa/2020-officer-application>

2. Thoroughly review the application and each question. Consider printing the application to complete a rough draft prior to submission.
3. Accurately and thoroughly complete all parts of the application and checklist.
***Make copies of all forms that require signatures for your records**
4. Upload the required documentation.
5. Proofread your application before submitting it.

**Remember to check your application for completeness by using the checklist within the candidate packet.*

Memorandum of Understanding

PENN HOSA State Officer and Local Chapter Advisor

Please review the following items prior to submitting this form along with other required materials to the State Officer Coordinator. A signature is required from the student, the parent/guardian, the advisor, the principal and an administrator.

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

EXPECTATIONS OF A PENN HOSA STATE OFFICER:

1. Demonstrated commitment to serve HOSA-Future Health Professionals and promote HOSA's goals and objectives.
2. Be a paid state and national HOSA member.
3. Know the duties and functions of the office for which selected and fulfill all responsibilities until the next State Leadership Conference.
4. Accept the role and responsibility as a member of the PENN HOSA Executive Council as written in the PENN HOSA-Future Health Professionals student Bylaws (Article IV).
5. Understand and assure that by May 1st the official HOSA uniform will be purchased from the MARKET PLACE Catalog and paid for by the elected officer or his/her chapter.
6. Project a positive and professional image of HOSA-Future Health Professionals at all times.
7. Meet established deadlines for all assignments and Advisor edited communications to chapters, State Officer Coordinator and PENN HOSA State Advisor.
8. Attend all meetings, trainings, workshops and conferences during the term of office including a Summer Leadership Training (SLT) **August 11-13, 2020** and accept responsibilities as requested by the State Officer Coordinator and PENN HOSA State Advisor. PENN HOSA-Future Health Professionals will cover officer expenses at the August workshop. Length of meetings may extend beyond normal school hours.
9. Understand that *“Any officer not attending the Summer Leadership Training or misses two official Executive Council meetings will forfeit the office. Crisis situations will be handled individually by the Executive Committee of PENN HOSA, Inc., Board of Directors and/or the PENN HOSA Executive Director/State Advisor.”*
10. Attend the State Officer Leadership Training that is always scheduled and implemented the three days prior to the start of the PENN HOSA State Leadership Conference (SLC).
11. Understand that PENN HOSA will support the SLT and SLC expenses and that all other expenses of travel, food and accommodations are the responsibility of the officers' chapter or school.
12. If able, attend the HOSA International Leadership Conference (ILC). Please note that ILC expenses are the responsibility of the officer's local chapter/school.
13. If able, attend the HOSA Washington Leadership Academy (WLA). Please note that WLA expenses are the responsibility of the officer's local chapter/school.

14. Travel to all meetings, trainings, workshops and conferences during the term of office. Coordination of travel arrangements becomes the full responsibility of the officer and local HOSA Advisor.
15. Avoid places and actions that could raise questions regarding moral character or conduct.
16. Use of alcohol, tobacco, vaping products, or illegal substances at any school, HOSA or Pennsylvania Department of Career and Technical Education sponsored event will result in permanent expulsion from the Executive Council.
17. Treat all members of the organization equally and without discrimination.
18. Resign office immediately if at any time commitments and expectations are not met (includes attendance, professional image, official dress, responsibility and conduct).
19. Follow the Code of Conduct at all times.

EXPECTATIONS OF THE LOCAL HOSA ADVISOR:

1. Assure that the state officer follows his/her expectations listed above.
2. Assist and assure that by May 1 the official HOSA uniform will be purchased from the MARKET PLACE Catalog and paid for by the elected officer or his/her chapter.
3. Accept responsibilities for your officer as requested by the State Officer Coordinator/State Advisor.
4. Coordination of travel arrangements becomes the full responsibility of the officer and local HOSA Advisor. PENN HOSA is not responsible for making travel arrangements.
5. Assist your officer with required reports to the State Officer Coordinator and the State Advisor by assuring that editing of the communications has been done and making certain that imposed deadlines are met.
6. Attend Spring Board of Directors Meeting/Training, Summer Leadership Training August 11-13, 2020, Annual Advisors' Workshop, Pre-Conference Training, and Annual State Leadership Conference. Attendance may be required at other meetings/trainings (e.g. November, December, and February) upon request by the State Officer Coordinator or Executive Director/State Advisor.
7. Complete duties at the PENN HOSA SLC as assigned by the State Officer Coordinator and/or Executive Director/State Advisor.
8. Understand that because of extensive responsibilities with state officers at the PENN HOSA SLC, it may be necessary to obtain assistance to help with other local chapter members attending the SLC.
9. Serve as the state officer's positive role model with dress, language, habits, assistance, ethics, etc.
10. Understand that expenses incurred while attending activities with the officer are the responsibility of the advisor/local chapter/school.
11. Assist the State Officer Coordinator and State Advisor as needed throughout the officer's term.

Memorandum of Understanding
PENN HOSA State Officer and Local Chapter Advisor

Officer Candidate Statement of Support

I understand all of the expectations required of a PENN HOSA State Executive Council Member and I am committed to this responsibility.

Candidate Signature

Date

Local Advisor Statement of Support

It is my belief that this candidate will fulfill the responsibilities of a HOSA officer and I highly recommend this applicant. If he/she is elected, I shall assist in any assigned duties. I shall be present at all meetings/trainings/conferences, including a **Summer Leadership Training August 11-13, 2020** as required. I understand all of the expectations required of a PENN HOSA State Executive Council Member local Advisor and I am committed to this responsibility.

Advisor Signature

Date

Parent (Guardian) Statement of Support

I approve of my son/daughter applying for a HOSA office and if elected, agree that he/she will be able to spend the time necessary to carry out the duties of a PENN HOSA officer, including attendance at a **Summer Leadership Training August 11-13 2020**.

Parent (Guardian) Signature

Date

Memorandum of Understanding School Administrator

_____ is applying to be a candidate for the position of State Officer on the PENN HOSA Executive Council.

As an administrative representative of the school, I acknowledge that if the candidate identified above is elected to serve as an officer on the PENN HOSA Executive Council, we will support and assist the candidate and his or her local HOSA Advisor in successfully fulfilling the obligations of the position, including but not limited to travel and financial support as the need arises. I am aware of the expectations and obligations of a PENN HOSA State Officer as defined in the PENN HOSA State Officer and Local Chapter Advisor Memorandum of Understanding.

In addition, my signature assures that the candidate is a student in good standing and to my knowledge, has no encumbrances that might impeded their ability to attend meetings, travel in and out of state or otherwise perform the duties of a PENN HOSA State Officer.

Administrator's Signature

Date

NOTE: If an officer candidate attends an academic high school and a career and technical school (CTC), a signature from both school administrators must be obtained.

As an administrative representative of the academic high school, I acknowledge that if the candidate identified above is elected to serve as an officer on the PENN HOSA Executive Council, we will support and assist the candidate and his or her local HOSA Advisor in successfully fulfilling the obligations of the position. We recognize this may include periodic absence from the candidate's academic courses. I am aware of the expectations and obligations of a PENN HOSA State Officer as defined in the PENN HOSA State Officer and Local Chapter Advisor Memorandum of Understanding. In addition, my signature assures that the candidate is a student in good standing and to my knowledge, has no encumbrances that might impeded their ability to attend meetings, travel in and out of state or otherwise perform the duties of a PENN HOSA State Officer.

Administrator's Signature

Date

Justification of Advisor's Participation at the PENN HOSA SLC

To: Advisors of PENN HOSA State Officers

From: Marcus Henderson, State Officer Coordinator
Walter Slauch, PENN HOSA Executive Director/State Advisor

Subject: Justification for Pre-conference Workshop

As stated in the Memorandum of Understanding 1) the PENN HOSA Executive Council Member's local advisor is to attend the State Officer Leadership Training which is always scheduled and implemented the three days prior to the start of the PENN HOSA State Leadership Conference (SLC), 2) that because of extensive responsibilities with state officers at the PENN HOSA SLC, it will be necessary to obtain assistance to help with other local chapter members attending the SLC, and 3) that the officer must travel with his/her HOSA local Advisor or school appointed representative. Parents/Guardians and your school Administrative official representatives received and signed the Memorandum of Understanding form offering support to the student candidate and his/her local chapter advisor.

During these three (3) preconference days your assistance will be needed to work with your officer in helping to prepare him/her for his/her role at the State Leadership Conference. Some of the agenda items that you will be assisting your officers to practice include:

- ❖ Public Speaking
- ❖ Evening General Sessions and the Grand Awards Session
- ❖ Committee Meetings (Bylaws, Leadership Skills, Public Relations, Nominating, and Ceremonial)
- ❖ House of Delegates Assembly
- ❖ Recognition Program
- ❖ Installation of New Officers
- ❖ Workshop for Voting Delegates
- ❖ Officers' Reports at House of Delegates
- ❖ Interviewing candidates for Office
- ❖ Conducting candidate tests
- ❖ Greeting conference attendees and Judges

You will also be assigned other duties related to the Conference operation, either by the State Officer Coordinator or the Executive Director/State Advisor.

Your officer(s) will be practicing the above-mentioned duties during the three days prior to the actual Conference dates and we are asking that you assist where needed and work with your officer to insure he/she is prepared for and comfortable with his/her duties. It is much work, but together we can accomplish all of it. Make certain your officer(s) follow the dress code established by the State Officer Coordinator and that in particular he/she has a minimum of two (2) white oxford style shirts for the conference during the term of office.

PENN HOSA will financially support the officer's SLC expenses for the pre-conference workshop and for the actual SLC dates. As the officer's advisor you are responsible for your own expenses incurred during this time. Thank you for your continuing support of your officer and PENN HOSA!

State Officer Candidate Essay

Essay Topic:

“What does a leader of HOSA-Future Health Professionals look like to you?”

Length: No more than one typed page

Requirements: Times Roman Font #12; 1” borders; double spaced

MUST be submitted with the application

Grading: See Essay Rubric (Appendix B)

State Officer Permission Form

The duties and responsibilities of serving as a PENN HOSA State Officer involve attendance at Executive Council meetings, trainings and conferences as well as travel to those activities. Each officer is responsible for making his or her own travel arrangements in conjunction with their local chapter advisor.

PLEASE READ THIS INFORMATION CAREFULLY, OBTAIN THE APPROPRIATE SIGNATURES, AND RETURN BY THE PUBLISHED DATE TO Marcus Henderson, PENN HOSA State Officer Coordinator.

I understand that this permission form is effective from the time I am elected to a state office at the PENN HOSA State Leadership Conference until my term ends at the following year's PENN HOSA State Leadership Conference.

I understand that travel arrangements are the full responsibility of the officer and local HOSA advisor.

I understand that each individual is responsible for his or her insurance coverage during any trip that involves PENN HOSA-Future Health Professionals.

I hereby release the National HOSA Board of Directors, the State HOSA Board of Directors, the national and state HOSA staff, the state and local HOSA organizations, and any designated 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 or contact with any known element associated with a HOSA activity.

I understand that the possession and/or use of any drugs, alcohol, or tobacco/vaping products, or failure to follow instructions from the PENN HOSA State Officer Coordinator and/or the PENN HOSA Executive Director/State Advisor, or any behavior that causes any risk to the safety of others, is cause for immediate removal from office.

I grant permission for the taking of photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, to be available for reproduction for educational and promotional purposes by PENN HOSA.

I give permission for my son or daughter to drive to all PENN HOSA activities during his/her term of office.

I do not give permission for my son or daughter to drive to all PENN HOSA activities during his/her term of office.

Parent or Guardian Signature

Date

Candidate Signature

Date

Medical Liability Release Form

DIRECTIONS: Due to legal restrictions, it is necessary that **all** delegates (student members), parents/guardians, guests, chaperones and **HOSA Advisors** complete this form to be eligible to attend the 2018 HOSA State/International Leadership Conferences. This form should be returned to the HOSA Local Chapter Advisor who will forward all **original** forms to the State Advisor. In turn, the HOSA State Advisor will make a copy for his/her files and mail the original forms to National HOSA.

PLEASE TYPE OR PRINT ALL INFORMATION

Candidate Name: _____ *Parent/Guardian* Name: _____
Home Address: _____
Parent/Guardian/Telephone Home: (_____) _____ Work: (_____) _____
Candidate's Physician: _____ Phone: (_____) _____
Physician's Address: _____
Alternate/Emergency Contact: _____
Emergency Contact/Telephone-Home: (_____) _____ Work: (_____) _____
School Name: _____
Local Advisor: _____ School/Principal: _____
Candidate is covered by group or medical insurance: _____ Yes _____ No

If yes, complete the following information:

Name of insured: _____ Insurance Company: _____
Group #: _____ Policy #: _____

Please completely describe any medical condition which may occur or be a factor in medical treatment:

- a. Allergies: _____ e. Physical Handicap: _____
b. Convulsions: _____ f. Medicine Reactions: _____
c. Blackouts: _____ g. Disease of Any Kind: _____
d. Heart & Lung Problems: _____ h. Other (Be specific): _____

If currently taking medication, please provide the following information:

Name of Medication: _____ Prescribing Physician/Phone: _____
Name of Medication: _____ Prescribing Physician/Phone: _____
Name of Medication: _____ Prescribing Physician/Phone: _____

LIABILITY RELEASE: I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during this trip. I hereby release the National HOSA Board of Directors, the National Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

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.

Candidate's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

APPENDIX A Application Rubric

Candidate's Name: _____

CATEGORY	4	3	2	1
Completeness	Application 100% complete, no missing components.	Application missing one (1) section or component.	Application missing two (2) sections or components.	Application missing three (3) or more sections or components.
GPA	3.5-4.00	3.00-3.49	2.50-2.99	2.00-2.49
Essay Score <i>(see essay rubric)</i>	16-20	11-15	6-10	1-5
Leadership Experience	Served as a local HOSA chapter officer and leadership position(s) in other activities/organizations.	Served as a local HOSA chapter officer or leadership position(s) in other activities/organizations.	Limited leadership experience in HOSA, but has held leadership position(s) in other activities/organizations.	Minimal leadership experience.

Total Score: ____/16

APPENDIX B Essay Rubric

Candidate's Name: _____

CATEGORY	4 - Above Standards	3 - Meets Standards	2 - Approaching Standards	1 - Below Standards
Focus or Thesis Statement	The thesis statement names the topic of the essay and outlines the main points to be discussed.	The thesis statement names the topic of the essay.	The thesis statement outlines some or all of the main points to be discussed but does not name the topic.	The thesis statement does not name the topic AND does not preview what will be discussed.
Transitions	A variety of thoughtful transitions are used. They clearly show how ideas are connected	Transitions show how ideas are connected, but there is little variety	Some transitions work well, but some connections between ideas are fuzzy.	The transitions between ideas are unclear OR nonexistent.
Grammar & Spelling	Author makes no errors in grammar or spelling that distract the reader from the content.	Author makes 1-2 errors in grammar or spelling that distract the reader from the content.	Author makes 3-4 errors in grammar or spelling that distract the reader from the content.	Author makes more than 4 errors in grammar or spelling that distract the reader from the content.
Sentence Structure	All sentences are well-constructed with varied structure.	Most sentences are well-constructed and there is some varied sentence structure in the essay.	Most sentences are well constructed, but there is no variation in structure.	Most sentences are not well-constructed or varied.
Closing paragraph	The conclusion is strong and leaves the reader solidly understanding the writer's position. Effective restatement of the position statement begins the closing paragraph.	The conclusion is recognizable. The author's position is restated within the first two sentences of the closing paragraph.	The author's position is restated within the closing paragraph, but not near the beginning.	There is no conclusion - the paper just ends.

Total Score: ____/20*

**The final essay score is included within the application rubric for use on the qualifying form.*

APPENDIX C
State Officer Candidate Qualifying Form

Candidate Name: _____

	1	2	3	4	5	TOTAL
Application (Total Score)	1-4	5-7	8-10	11-13	14-16	
Test Score	<25%	26-50%	51-70%	71-85%	86-100%	
Interview (Average)	1-8	9-15	16-22	23-29	30-36	

Total Score: ____/15

*****The Candidate must score a minimum of 10 points in order to be slated for a position.*****

APPENDIX D
State Officer Interview Rating Form

Candidate Name _____

Instructions: The Nominating Committee will rate the candidates on their responses according to the following scale:

4 = excellent 3 = above average 2 = average 1 = fair/needs improvement

Criteria

Appearance:

Eye contact and body language	4	3	2	1
Posture	4	3	2	1
Dressed in HOSA attire	4	3	2	1

Oral Interview:

Knowledge of HOSA	4	3	2	1
Demonstrates enthusiasm	4	3	2	1
Quick/thorough response to questions	4	3	2	1

Communication Techniques :

Quality of voice, pronunciation	4	3	2	1
Power of expression	4	3	2	1
Use of vocabulary/grammar	4	3	2	1

COMMENTS

Signature of Interviewer _____ Date _____

TOTAL SCORE _____

APPENDIX E
PENN HOSA STATE OFFICERS SCHEDULE 2020-2021
(Schedule is subject to change by State Officer Coordinator or Executive Director/State Advisor)

DATE	EVENT	LOCATION
May 2020 TBD	PENN HOSA Inc., Board Meeting/Office Leadership Training	TBD
June 24-27, 2020	HOSA International Leadership Conference <i>not required, but encouraged</i>	Houston Convention Center, Houston, Texas
August 11-13, 2020	Summer Leadership Training	Radisson Hotel & Valley Forge Convention Center
September 19-22, 2020	HOSA Washington Leadership Academy <i>not required, but encouraged</i>	Washington, DC
October 2020 TBD	Officer Leadership Training/Advisor Workshop	Radisson Hotel & Valley Forge Convention Center
November or December 2020 TBD	PENN HOSA Inc., Board Meeting (President or designee only)	TBD
December 4, 2020	Officer Leadership Training <i>(may be held in conjunction with Nov/Dec Board meeting)</i>	TBD
December 11, 2020	Snow Date	TBD
February 12, 2021	Officer Leadership Training	TBD
February 19, 2021	Snow Date	TBD
April 2020 TBD	Officer Pre-SLC Leadership Training	Radisson Hotel & Valley Forge Convention Center
April 2020 TBD	PENN HOSA 41 st Annual SLC	Radisson Hotel & Valley Forge Convention Center

- Please have the official HOSA uniform by May 1st. Officers' pictures will be taken at the May PENN HOSA, Inc. Board Meeting.
- HOSA Attire is required for all meetings and training sessions unless otherwise noted.
- HOSA Work Uniform – Khaki pants and PENN HOSA polo shirt needed for Summer Workshop, ILC, and PENN HOSA SLC. Two polo shirts are provided by PENN HOSA
- Monthly phone/video conference calls to be determined by newly elected State Officers at the May Officer Leadership Training with first virtual meeting in September.