



State Officer Candidate Application LOUISIANA HOSA 2016 – 2017

Read the following pages of information very carefully. If you have any questions, please call the Louisiana HOSA State Office at (337) 989-0001.

Fill out the attached application and make a copy for your records. ***Mail the original application to the Louisiana HOSA State Office by January 24, 2016. Applications will not be accepted after January 24.***

All HOSA officer candidates and elected State Officers:

- Must be an active member of their local HOSA chapter,
- Must be currently enrolled in a Health Science class (or major), and
- Must have and maintain a Grade Point Average (GPA) of 2.5 or higher.

Failure of elected officers to meet grade requirements will result in evaluation and possible probation or removal by the Louisiana State Advisor.

Applications that pass the screening process will be required to give a three minute speech during the Business Session of Louisiana HOSA at the State Leadership Conference- no props, pictures, or other visuals will be allowed during the candidate’s speech. Verbal campaigning is allowed – No campaign materials are allowed.

The following items **MUST** be included as part of the officer’s application postmarked by the published **deadline**:

- _____ Candidate Application (Page 10)
- _____ Nomination Form (Page 11)
- _____ Permission Form (Page 12)
- _____ Photo Release (page 13)
- _____ Personal Profile (Page 14)
- _____ Applicant Questionnaire (Page 15)
- _____ Medical Liability Release Form (Page 16)
- _____ Administration Affidavit of Support (Page 18) **(UPDATED)**
- _____ Advisor Affidavit of Support (Page 19)
- _____ Employer Affidavit of Support (Page 20)
- _____ Resume/Current Picture (Page 21)
- _____ An **official** high school transcript beginning with Grade 9 and each subsequent year (must have school seal or signature).

Send all completed forms postmarked on or before January 24, 2016 to:

Louisiana HOSA State Office
ATTN: Brittney Bradford
103 Independence BLVD
Lafayette, LA 70506

LATE APPLICATIONS WILL NOT BE ACCEPTED

Nominating Committee (UPDATED)

The Louisiana HOSA Nominating Committee will review all candidate applications prior to the State Leadership Conference. The HOSA Nominating Committee will interview all officer candidates before the final slate is determined. If the number of candidates warrant, there will be two separate interview panels: one for secondary and one for postsecondary/collegiate.

The Louisiana HOSA Nominating Committee will be composed of the State Program Specialist, 2 Chapter Advisors, and 3 local members.

Election Process

Application

All applications are due by January 24, 2016 to the Louisiana HOSA State Office. All freshman, sophomores, and juniors who are in good standing with a minimum of a 2.5 GPA or higher are **encouraged** to apply for a State Officer position. There are no limits to the number of applicants from each chapter.

All applications will be scored based on the *required items for submission* listed on the previous page.

Once applicants are narrowed to the top-ranked candidates, the candidates will be invited to participate in next step in the election process. Candidates will be notified no later than January 27, 2016. Please refer to Timeline on page 4.

State Officer Candidate Exam (UPDATED)

All Candidates will be required to complete and pass a written exam with at least a 70%. All candidates who score at least a 70% will be invited to participate in the next step in the election process.

The written exam will take place online during January 27 – February 14, 2016. Reference material may not be used during the exam. Candidates will have 45 minutes to complete the exam.

Suggested Study Reference for the Written Test

- A. Know the following
 - a. HOSA National Creed
 - b. National Conference Theme
 - c. Duties of State Officers
 - d. Review the Following History and Background of the National Organization, HOSA Handbook, Section A, Latest Edition
 - e. Parliamentary Procedure (know types of motions, order of business, how to make a motion)
 - f. Competitive Event Categories and their Events
 - g. LA HOSA Website
 - i. Featured News
 - ii. Community Partners

State Officer Candidate Interviews (UPDATED)

Interviews will take place in the Bayou B on February 27, 2016 starting at 2:00pm. Interviews will be conducted by the Nominating Committee. Interviews will last no more than 10 minutes per Candidate. The top-ranked candidates will be invited to participate in the next step of the election process.

Candidates should be in official uniform and should arrive early.

Opening Session (UPDATED)

All candidates are required to participate in the Opening Session Practice on February 27, 2016 at 6:30pm.

Candidates will be slated for a position based on their application, test, and interview by the Nominating Committee. The slated positions will be announced during the Opening Session at 8:00pm on February 27th, 2016. At this time, candidates may begin verbally campaigning. No campaigning will be allowed before this time. Campaign materials may not be used. Social Media may not be used at any point in the election process. Meet as many HOSA members and advisors as possible from the moment you walk in the door. Give everyone you meet your “elevator speech.” (Elevator speech: If you were in an elevator with someone and wanted to tell them about yourself, what would you say in those few seconds that would convince them to vote for you?)

State Officer Candidate Speeches

Speeches will take place at 7:00pm on February 28, 2016. Candidates should be in official uniform. The campaign speech must not exceed three minutes. Know your speech well & 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 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. Identify the goals you hope to accomplish as a state officer.
- F. Closing statement that has impact, and will make students want to vote for you.

After each candidate concludes their speech, they will pull a question to answer. Candidates will have 1 minute to answer the question.

Voting

Voting will take place at 8:00 on February 29, 2016. Candidates are not allowed to be present during voting.

State Officer Installation

The 2016-2017 State Officer Team will be announced and installed during the Awards Ceremony on February 29th, 2015 at 10:00am.

All candidates are required to attend the Awards Ceremony practice at 7:00am on February 29th, 2016. During the practice, all candidates will learn the installation ceremony and help with any last minute tasks.

If Elected

All newly elected officers will be required to stay after the SLC to help pack up conference supplies.

Election Process Timeline ((UPDATED))

November 16 – January 24, 2016:	Application Submittal
January 27, 2016:	Candidates will be notified application review results
January 27 – February 14, 2016:	Candidate Online Exam
February 19, 2016:	Candidates will be notified of Interview times
February 27, 2016 at 2:00pm:	Candidate Interviews
February 27, 2016 at 6:30pm:	Nominating Committee Meeting
	Candidate Opening Session Practice
February 27, 2016 at 8:00pm:	Announcement of Slated Candidates
February 28, 2015 at 7:00pm:	Candidate Speeches/Question
February 29, 2015 at 8:00am:	Voting
February 29, 2015 at 7:00am:	Award Ceremony Practice
February 29, 2015 at 10:00am:	2016-2017 State Officer Installation

General Duties of a State Officer

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 officers may be removed 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 are expected to set a good example for all members, maintain a great attitude, and participate as much as possible.

It does not matter where you are located in the state to hold an officer position; it also does not matter how long you have been a HOSA member. What matters most is your desire to lead, willingness to work with others, and help Louisiana HOSA grow!

HOSA Officers work as a team, get to know each other well, and are expected to offer suggestions and ideas. It is a great honor to be elected as a State Officer.

All State Officers

- Help plan conferences and retreat (middle school does not attend retreat)
- Attend state conferences
- Attend National Leadership Conference (except middle school) in June

- Attend all monthly State Officer meetings (may be via phone or computer/skype/etc.)
Only two regular meetings may be missed
- Attend Washington Leadership Academy in Washington, D.C. in September (not middle school)
- Help with any duties as directed by the State Advisor/Program Specialist/Officer Coach
- Help other officers as needed with their duties
- Work as a team at fundraising for trips, and for LA HOSA
- State officers will be required to work as a team to complete a Service Project of their choosing.

All State Officers are required to purchase the Official Uniform from Awards Unlimited. (UPDATED)

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

Women:

- Economy Blazer: \$84.50
- Economy Skirt: \$35.50 (women are required to wear skirts)
- Bowtie: \$15.00
- Shoes: \$12.00 George Women's Classic Mid-Heeled Pump Dress Shoe (Wal-Mart)

Men

- Economy Blazer: \$84.50
- Economy Slacks: \$38.00
- Tie: \$20.00
- Shoes: \$22.00 George Men's Faraday Oxford Dress Shoe (Wal-Mart)

All State Officers must have their official uniform by April 30th, 2016.

(UPDATED) The following dates are mandatory activities that all State officers **must attend in person.** Monthly meetings will be set on April 30, 2016. (Middle School State Officer will attend all of the following activities except the Washington Leadership Academy.)

- April 30, 2016:** 1st Official Meeting/Photoshoot
- May 4, 2016** CTSO Capitol Day
- June 12-15, 2016:** State Officer Training Retreat (Little Rock, Arkansas)
- June 21-25, 2016:** National Leadership Conference (NLC) in Nashville, TN
- September 16 -20, 2016:** Washington Leadership Academy (WLA)
- Date TBA:** Fall Forum (in October)
- March 11 - 13, 2017:** State Leadership Conference (SLC)

Specific Duties of a State Officer

President:

- Serve as the presiding officer of all HOSA State meetings and functions
- Work with other officers to develop an annual State Program of Work
- Work to ensure the goals of LA HOSA are accomplished
- Attend LA HOSA Board of Directors' Meeting
- Create agendas for State Officer meetings
- Conduct monthly State Officer meetings
- Help plan state conferences and retreat

President-Elect: (two-year commitment)

- **Will become the president for the following year**
- President in the absence of the President and assume duties, if necessary
- Work to ensure the goals of LA HOSA are accomplished
- Serve in any capacity as directed by the President; help with all duties of President as needed
- Attend LA HOSA Board of Directors' Meeting
- Attend State Officer meetings

Secondary Vice-President:

- President in the absence of the President or President-Elect and assume duties, if necessary
- Work to ensure the goals of LA HOSA are accomplished
- Serve in any capacity as directed by the President; help with all duties of President as needed
- Attend LA HOSA Board of Directors' Meeting
- Attend State Officer meetings

Post-Secondary/Collegiate Vice-President

- Work to ensure the goals of LA HOSA are accomplished
- Serve in any capacity as directed by the President
- Attend LA HOSA Board of Directors' Meeting
- Attend State Officer meetings
- Maintain contact with all collegiate and post-secondary chapters
- Help recruit new collegiate & post-secondary chapters

Middle School Vice-President

- Work to ensure the goals of LA HOSA are accomplished
- Serve in any capacity as directed by the President
- Attend State Officer meetings
- Maintain contact with all middle school chapters

Secretary:

- Record official minutes of State Officer meetings and Board of Director meetings; send typed report of all meetings to State Advisor

- Record attendance for each meeting
- Send correspondence as directed by the President
- Serve in any capacity as directed by the President
- Editor/Publisher for the monthly LA HOSA Newsletter

Historian:

- Help Photographer in taking and collect digital pictures from active HOSA members and chapters
- Plan and develop a multimedia show for State Conferences
- Serve in any capacity as directed by the President
- Maintain Louisiana HOSA scrapbook – physical book and online book

Photographer:

- Coordinate and oversee the state photography committee
- Take pictures of all State Coordinated Activities and Events
- Send pictures on CD to State Advisor within 1 week after Activity or Event
- Help Historian Collect digital pictures from active HOSA members and chapters
- Help Historian Plan and develop a multimedia show for State Conferences
- Serve in any capacity as directed by the President
- Work closely with the Historian
- Work to ensure the accomplishment of the goals of LA HOSA

Reporter:

- Work with Historian to assure pictures are taken at all events
- Work with Historian on writing & submitting articles to all local newspapers of events
- Contact media to attend/report on HOSA events
- Stand ready to serve in the event that a state office becomes vacated
- Work to ensure the accomplishment of the goals of LA HOSA
- Serve in any capacity as directed by the President
- Help Secretary in the capacity of publishing the monthly LA HOSA newsletter



What Do Students Say?

What Do I Say?

I find that being State President of Louisiana HOSA has changed my life for the better and has made me into a better leader and person. I am so appreciative of the skills that I have developed as State President and can only thank the members for the honor. I feel that I have become more motivated, more ambitious, and more excited about becoming a future health professional because of this position. I loved every minute serving this incredible state and am so passionate about HOSA. I hope the following generations of Louisiana HOSA members will experience the greatness that I had.

For those who are interested in running for office: stay focused, motivated, and sincere. The role on the Louisiana HOSA Executive Council is not just a title—it's work. A physical salary cannot match up to the satisfaction of Louisiana HOSA's members. The sole purpose of this council is to serve the state and to prepare the best experiences possible for the members—this position will teach you so much about putting others ahead of yourself and that is a lesson more valuable than a title.

-Melissa Lam, State President 2013-2014

Being a state officer has been one of the best experiences I've ever had. I have had the opportunity to learn so many things and meet so many people that have really influenced my life. I have had the opportunity to grow as a leader and gain skills that will help me in college and everyday life. The relationships that I have built with the other state officers are amazing and I am thankful for each and every one of them. I am extremely blessed to have had this opportunity.

-Shelby Leveron, HOSA State Secretary, 2014-2015

“Being a state officer has been one of the greatest experiences of my life. While it is a great deal of work, it is unbelievably rewarding. Being an officer has forced me outside of my comfort zone, revealing leadership qualities in me I never knew I had. It is truly a once in a life time experience, and I highly encourage anyone interested to run! You won't regret it!!

-Daniel Tamez, HOSA State Reporter, 2014-2015



Tips For Filling Out Applications

- ✓ 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.
- ✓ Don't fill it out in the last minute before a deadline.
- ✓ 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.
- ✓ 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 proof-read 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)
- ✓ **Check spelling. Spelling errors are UNACCEPTABLE!**
- ✓ 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.
- ✓ 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 answer 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.



HOSA State Officer Application 2016 - 2017

Please number
your 1st, 2nd &
3rd choice of
office

____ President	____ President-Elect	____ Secretary
____ Historian	____ Photographer	____ Reporter
____ Secondary VP	____ Middle School VP	____ Collegiate/Post- Secondary VP

Name: _____ Age: _____

Home Address: _____
House/Apt. Number & Street Name

City State Zip Code

Home Phone: (____) _____ Cell Phone: (____) _____

E-mail: _____ Birth date: _____

Year in School? _____ Do You Have a Drivers 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 _____

Circle your shirt size: S M L XL XXL XXXL

Name of Newspaper in Your City _____

School Principal _____

Chapter Advisor _____

Advisor E-mail _____

School Name _____

School Address _____
Number & Street Name

City State Zip Code

School Phone (____) _____ FAX (____) _____

Student Signature _____ Parent/Guardian Signature _____

HOSA STATE OFFICER NOMINATION FORM 2016 - 2017

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, 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.

Principal's Signature _____ **Date** _____

School Name _____

Parish _____

HOSA STATE OFFICER PERMISSION FORM 2016 - 2017

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 office is responsible for making his or her own travel arrangements.

I understand that this permission form is effective March 10, 2016 through June 30, 2017. New officers are asked to participate starting in spring of 2016.

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, Southwest Louisiana Area Health Education Center, 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 or contact with any element associated with HOSA activity.

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

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

Parent's or Guardian's Signature

Date

State Officer Applicant Signature

Date

Print Student's Name

School

Parish

Permission to Use Photograph Photo Release

I hereby grant Louisiana HOSA and National HOSA permission to use my likeness in any photograph, video or other digital or print reproduction (the "Materials") in any and all of its publications, including websites, without payment or any other consideration. I understand and agree that the Materials will become the property of Louisiana HOSA or National HOSA and will not be returned. I hereby irrevocably authorize HOSA to edit, alter, copy, exhibit, publish or distribute the Materials for purposes of publicizing its programs or for any other lawful purpose.

In addition, I waive the right to inspect or approve the Materials and to receive any royalties or other compensation arising or related to the use of the Materials. I hereby hold harmless and release Louisiana HOSA and National HOSA and its representatives from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

Check one:

_____ I am 18 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

_____ If the person signing is under age 18, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent or guardian of _____, named above, and do hereby give my consent without reservation to the foregoing on behalf of this person.

(Student Signature)

(Date)

(Student Printed Name)

(Parent/Guardian's Signature)

(Date)

(Parent/Guardian's Printed Name)

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	Age*	Birthday*	Polo shirt size* (s, m, l, xl, 2xl)
Hometown	Favorite Food		
Nicknames	Favorite Subject in School		
Favorite Sports Team	For 24 hours, I would love to trade place with...		
Career Goals			
Hobbies	Pet Peeve (what really makes me angry)		
Best Book Ever Read			
Greatest Personal Accomplishment			
Future Medical Discovery Anticipated Most (example – the 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			



HOSA STATE OFFICER Questionnaire 2016 - 2017

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. Why do you want to be a HOSA State Officer? In which office are you most interested?
2. In your own words, how would you describe the mission of HOSA?
3. What 4 goals would you like to accomplish at the state level if you are elected?
 ***Note**---One goal should be on the HOSA National Service Project.
4. What is the most important quality or consideration for someone planning on a health career?
5. What do you think is the greatest problem facing teenagers today?
6. What experiences have you had as a leader?
7. What personal achievement are you most proud of and why?
8. If elected, how do you plan to increase membership at the local and state levels?
9. What are your future career goals, and how will your experiences with HOSA help you achieve those goals?
10. State officers must maintain a “B” average in school. How do you plan to manage your time efficiently and what would you do if one of your classes was giving you a lot of difficulty?
11. 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?
12. Please share one thing we should know about you that wasn’t covered by the questions.
13. Please share at least one “fun fact” about you that makes you who you are. (hobbies, special talents, other activities, or anything else that is unique to you)

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? _____ Yes _____ No 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 337-989-0001. Otherwise, this authorization will remain in effect, as of this date, Through June, 2017. Neither Southwest Louisiana Area Health Education Center, 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 2016-2017

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 Conference
 - Louisiana HOSA State Leadership Conference
 - Other state planning meetings as determined by their state office
 - Allow state officers to be excused from school for the following activities:
 - State Officer Training
 - CTSO Capitol Day (May 4, 2016)
 - Washington Leadership Academy (September 16 – 20, 2016)
 - Fall Forum (Date TBA)
 - State Leadership Conference (March 11- 13, 2017)

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.

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 2016-2017

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 assignments 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 and LA HOSA Board President; (depending on funds available by state office)
4. assist the state officer with completing travel 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 LAHOSA 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

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 only with black type (typewriter or 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, state 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, but 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.

All State Officer Candidates are required submit a 4x6 or larger color or black and white glossy photo. All photos must be submitted with the application.

Reminders

Application Deadline: January 24, 2016.

NO LATE APPLICATIONS ACCEPTED.

The following items **MUST** be included as part of the officer's application postmarked by the published deadline:

- _____ Candidate Application (Page 10)
- _____ Nomination Form (Page 11)
- _____ Permission Form (Page 12)
- _____ Photo Release (page 13)
- _____ Personal Profile (Page 14)
- _____ Applicant Questionnaire (Page 15)
- _____ Medical Liability Release Form (Page 16)
- _____ Administration Affidavit of Support (Page 18) **UPDATED**
- _____ Advisor Affidavit of Support (Page 19)
- _____ Employer Affidavit of Support (Page 20)
- _____ Resume/Current Picture (Page 21)
- _____ An **official** high school transcript beginning with Grade 9 and each subsequent year (must have school seal or signature).

Send all completed forms postmarked on or before January 24, 2016 to:

Louisiana HOSA State office
ATTN: Brittney Bradford
103 Independence BLVD
Lafayette, LA 70506