Extemporaneous Writing–Health Policy

Arizona HOSA Event Guideline Supplement

Individual Event: 1 competitor

DIRECT TO STATE — BATTERY DEVICE AND INTERNET ACCESS REQUIRED

This supplement is written exclusively for Arizona HOSA events.
Use this checklist with the official event guidelines.

Conference	Event Offered	Required Upload Deadline	Details at a Glance
Regional Leadership Conference (RLC)	NO	N/A	**Pathway:** Register directly for SLC through your advisor. Regional qualification is not required.
Online Test	NO	N/A	**Pathway:** No online qualifying test. Write your policy letter in person at SLC.
State Leadership Conference (SLC)	YES	During event only	**Competition:** Write a policy letter in 60 minutes, then submit as directed. **Advancement:** Top 3 qualifying competitors advance to ILC.
International Leadership Conference (ILC / nationals)	YES	During event only	**Competition:** Write a policy letter in 60 minutes, then upload using your unique HOSA link. No second round.

Required Documents and Materials

☐ Photo ID and two nonmechanical #2 pencils.

☐ A fully charged laptop or tablet with a typing program, internet access and a USB port. No phones. Electricity is not provided and cannot be used.

☐ Test your typing program, file saving and upload access before the event. School device restrictions must not block submission.

Dress code: Wear official HOSA uniform or proper business attire. Proper dress earns bonus points; see Appendix D.

What to do at state

☐ Arrive at the posted start time. Check in with the Event Manager, show photo ID and take your assigned seat. Prepare your device as staff directs.

☐ Receive the secret health policy topic. Everyone receives the same topic. Write a letter supporting or opposing it to the assigned policymaker.

☐ You have 60 minutes to write. Staff announces when 30 minutes, 5 minutes and 1 minute remain.

☐ Stop writing when time is called. Use the next 5 minutes to submit your letter as staff directs. Staff may adjust this submission period for the method used.

Late arrival: Check in with staff. You receive only the time remaining on the event clock; no extra writing time is added.

Memorize what your letter must include

Use this checklist to practice before the conference. You cannot bring it, prepared notes or printed reference materials into the event.

☐ The policymaker's name and address from the topic, an appropriate greeting and a subject line.

☐ Your name, mailing address and email so the policymaker can reply.

☐ A clear position supporting or opposing the policy, supported by three points.

☐ Reasons and evidence showing why the issue matters to you, your family or your community.

☐ A conclusion restating your position and asking for a response.

☐ At the bottom: your name, HOSA division, chapter number, school and chartered association (Arizona).

Before submitting, check organization, grammar, spelling and punctuation against the official rubric.

Internet use and event rules

☐ Use internet only for the HOSA-approved submission website. Do not research the topic online. Build your letter from memory, personal experience and facts supplied in the secret topic.

☐ Write your own original letter. Do not share or discuss the secret topic until the event has ended.

How to submit your letter

No advance upload: Create your letter during competition and submit it before staff dismisses you.

SLC: Follow the method announced by Arizona event staff. Be ready to attach your saved file to an online form or save it to a staff-provided USB drive. The method may change up to event day. Save any submission email or link for easy access.

ILC: Save the unique HOSA Digital Upload System link emailed after registration. Use it to upload the letter during the submission period at the event.

How to advance to nationals

SLC scoring: Earn a final letter score of at least 70% after penalties.

SLC to ILC: The top 5 competitors meeting the minimum are recognized; the top 3 advance. Fourth and fifth place may serve as substitutes.

Official guidelines and scoring rubric

HOSA event guidelines — select Extemporaneous Writing–Health Policy under Leadership Events. Study the letter requirements and rubric before competing.