

2024 – 2025 Arizona HOSA State Executive Council Application

IS RUNNING FOR STATE OFFICE RIGHT FOR ME?

The opportunities and experiences provided to state officers are tremendous and many past state officers consider their term as a pivotal experience in their lives. Being an officer provides for many great opportunities, but many different responsibilities as well. Those interested in applying should carefully consider the decision to run for state office and what it requires.

On average, SEC members may spend five to ten hours a week working on their state officer assignments and responsibilities. Prior to state officer meetings, conferences, and HOSA events, the average time per week increases as officers finalize preparations and polish assignments. It is important to remember that while academics remain the number one priority, officers will not be able to fall behind as an officer. Officers will be required to participate in the team decision-making process, perform their assigned tasks, and attend all required conferences and events.



During their term in office, elected officers will be required to attend ALL major conferences, officer meetings, and HOSA events which are outlined at the beginning of their term. Officers will not be allowed to leave early, come late, or miss any parts of these events (except in the case of emergency) without permission. The expectation is that state officer responsibilities and commitments will take priority after an officer's academics.



Anyone willing to make this commitment and that has the drive to succeed as well as the drive to get the job done should consider running for state office! If unsure, it is recommended that members consult with their local advisors for their opinion and advice. Those who decide to run for office can be assured that being a state officer will be one of their most memorable experiences.

Running for State Executive Council can be divided into three key phases: 1. Application 2. Interviews/Exam and 3. SLC Elections. Below is a timeline that includes information about the process of becoming an officer.

TIMELINE OF EVENTS

December 4, 2023 – State Executive Council (SEC) Application is available azhosa.org

- On December 4th, this application for SEC becomes available at azhosa.org. We encourage you to print and read the application over before filling it out.

February 12, 2024 – SEC Applications are due to Arizona HOSA

- In order to be an eligible candidate, the following forms and items must be completed and signed as part of the state officer application. Applications must be **received** by February 12, 2024 and submitted through the link on the Arizona HOSA website:
 - Arizona HOSA State Officer Candidate Application
 - Officer Position Preference Sheet
 - Essay (typed)
 - Officer/Advisor Memorandum of Understanding
 - An Unofficial or Official School Transcript
 - Resume
 - Proof of legal residency (e.g. copy of passport, copy of a birth certificate, or Driver's License **with** Real ID star)
 - Officer/Employer Memorandum of Understanding
 - State Officer Code of Conduct
 - Medical Liability Form
 - Two (2) Letters of Recommendation (must be on letterhead and signed)
 - Officer Travel Policy
 - Officer Discipline Policy

February 12th, 2024 – SEC Candidate Interviews – Location TBD

- On the day of the interview, we recommend you have a healthy breakfast and come prepared for a day of fun! The day begins at 9:00 am with an exam followed by fun activities led by the current SEC. These activities will take place all day and will allow you to meet and network with potential teammates as well as to answer any questions you might have about being a state officer. Starting around 10:30 am, interviews will begin. Lunch will be provided. Expect to be at the interviews all day. The dress code is HOSA uniform or business professional.



April 3-4, 2024 – Spring Leadership Conference – Tucson, AZ

- If you are slated to run for a position on the SEC, your next step is to create a campaign poster to bring to SLC and to write your campaign speech. You'll also want to bring your best handshake and prepare to campaign! This is where you will be able to meet the voting delegates. You are not allowed to campaign before SLC. Any campaigning prior to SLC may result in disqualification. Any electronic campaigning (on Facebook, Twitter, Instagram, Snapchat, etc.) can also result in disqualification prior to or during the conference. The YouTube introduction video is not included in social media campaigning.

ELIGIBILITY AND DUTIES

ELIGIBILITY FOR OFFICE

- Candidates must be a high school student in a CTE program, have completed a CTE program, or be a college student pursuing a health profession
- Candidates must be in an active HOSA Chapter and be paid HOSA members registered in the National HOSA membership system
- Candidates must complete and submit their application with all required documents
- Candidates must have a 3.0 cumulative GPA (unweighted)
- Candidates must pass the HOSA Information and Parliamentary Procedure exam given at the state officer interviews with a score determined by the SEC Candidate Slating Committee
- Candidates must have been slated for an officer position at the end of the SEC Candidate Officer Interviews
- Candidates must be legal Arizona residents and live within the state of Arizona for the full duration of their term

NOMINATION

- Each chapter is limited to one (1) candidate for each office.
- Student applicants will be able to designate their preference for office on the application
 - Secondary members are eligible to be slated for the positions of President, Secondary Division Vice President, Secretary, Historian/Reporter, and Parliamentarian.
 - Postsecondary/Collegiate members are eligible to be slated for the position of President, Secretary, Historian/Reporter, Parliamentarian and Postsecondary/Collegiate Division Vice President.
- The Nominating Committee and the State Advisor shall have the authority to change the candidates from the office originally selected with the candidate's consent. A candidate may be asked to "run" for his/her second or even third choice. The candidate may also be asked to change office in the event there is no other choice.



- Candidates' Secondary or Postsecondary/Collegiate status will be determined by their anticipated membership division for the year of their term to be served. Candidates that are currently a secondary member in 9th-11th grades, will run as secondary candidates. Candidates that are currently a high school senior or postsecondary/collegiate member will run as a postsecondary/collegiate candidate.
- Candidates will be slated for one office and will have the opportunity to decline the nomination. Officers cannot hold the same office two years in a row.

GENERAL DUTIES OF STATE EXECUTIVE COUNCIL MEMBERS

- Lead the membership of Arizona HOSA.
- Establish an annual Program of Work composed of the team and individual goals that will benefit Arizona HOSA.
- Communicate regularly and respond promptly to all inquiries for information. Correspondence must be reviewed by state staff.
- Represent Arizona HOSA with excellent standards of professionalism, etiquette, and public relations to promote HOSA.
- Conduct chapter visits throughout the state.
- Generate social media updates
- Contribute to the planning, preparation, and implementation of Arizona HOSA conferences, including the Fall Leadership Extravaganza and State Leadership Conference.
- Fulfill the duties of their appointed office.
- Complete assignments, reports, projects, and activities in a timely manner.
- Publish a monthly newsletter during the HOSA year.



STATE OFFICER POSITIONS

The following Officer Positions will be available for the 2022-2023 officer year:

- President – The President shall preside at the Arizona HOSA State Leadership Conference and all Arizona HOSA Student Executive Council meetings, make committee appointments, and develop an Annual Program of Work with the Officer Team.
- Secondary Division Vice President – The Secondary Division Vice President shall serve Arizona HOSA members in the secondary division in any capacity as directed by the President and shall assume the duties of the President in his/her absence.
- Postsecondary/Collegiate Vice President – The Postsecondary/Collegiate Vice President shall promote the growth and development of the postsecondary and collegiate division of Arizona HOSA. They shall serve in any other capacity as directed by the President.
- Secretary – The Secretary shall record the minutes of all officer meetings and file such minutes and all other records and reports with the Arizona HOSA office.
- Historian/Reporter – The Historian/Reporter shall keep records and other materials for the officer team throughout the year. They shall also be in charge of publication, correspondence, and public relations on social media for the organization. The Historian/Reporter shall also serve in any other capacity as directed by the President.
- Parliamentarian – The Parliamentarian shall serve as a resource to the chair and will assist the chair in the conduct of meetings. The Parliamentarian will reference the Parliamentary Authority – Robert's Rules of Order Newly Revised in order to provide guidance and support during meetings. The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.



YouTube Introduction Video Instructions

Arizona HOSA has implemented a YouTube introduction video in order to allow Arizona HOSA members and advisors to meet you, the candidate. If slated you will be asked to prepare a video introducing yourself to the Arizona HOSA members. Make sure to read over the guidelines below to create the best video!

- YouTube links must be sent to the State Advisor by **February 12, 2024**
- The video should tell us about YOU! Tell us who you are, your HOSA story, why you want to be an officer, and any other information you'd like to include
- The video must NOT exceed 2 minutes
- Your video can be shot anywhere and can include you or others to help tell your story
- You may receive instruction in taping, editing, and post-production from an outside professional source, but the work should be done directed by you
- The video must be filmed horizontally
- Audio should be clear and recorded with an appropriate volume

Check out the following playlist of State and National Officer introduction videos for some ideas - <http://bit.ly/CandidateVideoExamples>

The candidate videos and resumes will be posted on the Arizona HOSA Website and made available to the Voting Delegates and Arizona HOSA members in order to introduce you to them prior to the State Leadership Conference. Please do not include private information on your video or resume (phone number(s), emails, addresses, or other personal information)

APPLICATION CHECKLIST

These are the documents that **MUST** be submitted in order to be considered complete. Please upload the documents to the online submission form before the deadline.

- ☐ State Executive Council Candidate Application
 - Candidate/School Information (Page 11)
 - Choosing a State Executive Council Position (Page 12)
 - Advisor/Candidate Memorandum of Understanding (Page 13-14)
 - Employer/Student Memorandum of Understanding (If currently employed) (Page 16)
 - State Executive Council Code of Conduct (Page 17)
 - Medical Liability Release Form (Page 18-19)
 - Arizona HOSA SEC Member Travel Policy (Page 20)
 - Arizona HOSA SEC Member Discipline Policy (Page 21)
- ☐ Proof of Legal Residency (e.g. copy of passport, copy of a birth certificate, or other proof of legal residency)
- ☐ Unofficial or Official Transcript
- ☐ Two Letters of Recommendation
 - At least one letter of recommendation must be from a teacher.
 - Letters of recommendation **CANNOT** be from family members.
- ☐ Resume (Do Not Include Contact Information or Address as they will be posted online)
- ☐ Typed Essay
 - Prompt: What do you expect to get out of being a part of the State Executive Council?



2024-2025 MANDATORY ARIZONA HOSA STATE EXECUTIVE COUNCIL DATES

April 3-5, 2024	2024 Arizona HOSA State Leadership Conference	Westin La Paloma Tucson, AZ
May TBD, 2024	State Officer Orientation Weekend	Phoenix, AZ
June TBD, 2024	State Officer Training	Phoenix, AZ
June 23-26, 2024	2024 International Leadership Conference	Houston, TX
July TBD, 2024	State Officer Chapter Visit Training	Phoenix, AZ
September 2024	2024 Washington Leadership Academy	Washington D.C.
September 31- October 2, 2024	2024 Chapter Leadership Camp	Prescott, AZ
November TBD, 2024	2024 Arizona HOSA Fall Leadership Conference	Phoenix, AZ
December TBD, 2024	BOD Meeting/Holiday Dinner	Phoenix, AZ
January TBD, 2025	2025 AzATA Conference*	Phoenix, AZ
February TBD, 2025	Regional Conference – Each officer must attend at least one.	TBD
March TBD, 2025	State Officer Candidate Interviews	Phoenix, AZ
April TBD, 2025	2025 State Leadership Conference	TBD

*** Optional**

Most of the dates that are TBD will be finalized by the interviews.

There will be some events that might come up that are not on this list but require 1 or all the state officers to attend (i.e. chapter visits, award luncheons, and other meetings).

The President is also required to attend all Arizona HOSA Board of Directors Meetings. These take place in August, December, February, and May with some being added throughout the year.



2024-2025 ARIZONA HOSA STATE OFFICER APPLICATION

CANDIDATE INFORMATION

Last Name:		First:		M.I.:	
Street Address:				Apartment/Unit #:	
City:		State:		ZIP	
Home Phone:			Cell Phone:		
Email:					
Birthday:					
Are you a legal resident of Arizona?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Do you have proof of legal residency (e.g. copy of passport, birth certificate, or other proof of legal residency)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Current Paid HOSA Member?	<input type="checkbox"/> YES	<input type="checkbox"/> NO			
Current Grade (Secondary)	<input type="checkbox"/> 9 th	<input type="checkbox"/> 10 th	<input type="checkbox"/> 11 th	<input type="checkbox"/> 12 th	
Current Year (Postsecondary/Collegiate)	<input type="checkbox"/> Freshman	<input type="checkbox"/> Sophomore	<input type="checkbox"/> Junior	<input type="checkbox"/> Senior	

SCHOOL INFORMATION

High School:		School Address:	
City:		State:	ZIP:
School Phone:		CTE Program:	
Advisor Name:		Advisor Email:	
Advisor Cell Phone:			



CHOOSING A STATE EXECUTIVE COUNCIL POSITION

Each candidate may choose a position to run for. However, the slating committee may slate the candidate for a position other than the one the candidate selected. The following items must be considered:

1. The level of your position is based on your current membership classification (Secondary – Postsecondary/Collegiate)
2. If you are a returning officer, you may not run for the same position
3. You may not serve more than two consecutive terms
4. Each chapter is limited to one (1) FIRST CHOICE candidate for each office.
5. Any student who wants to be considered as a candidate for a state HOSA office must:
 - a. Complete and submit **all** the required forms by the required date.
 - b. Agree to attend **all** HOSA activities (tentative dates listed on the attached calendar).
 - c. Take and pass a proctored examination and participate in an interview.

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I understand that I may be slated any office and will have the opportunity to decline the nomination. I understand I cannot hold the same office two years successively.

I request consideration as a candidate for the HOSA State Executive Council in the position checked below:

(Please number to show order of preference with 1 being the top choice and 6 being the last choice).

- ☐ President
- ☐ Secondary Division Vice President
- ☐ Postsecondary/Collegiate Vice President
- ☐ Secretary
- ☐ Historian/Reporter
- ☐ Parliamentarian



ADVISOR/CANDIDATE MEMORANDUM OF UNDERSTANDING

Please review the following items prior to submitting an application. A signature is REQUIRED from the Student, the Advisor, the Principal, and the CTE Director.

Expectations of an Arizona HOSA STATE EXECUTIVE COUNCIL member:

1. Be committed to HOSA and promote HOSA's goals and objectives in every way possible.
2. Be enrolled in a regularly scheduled Health Careers program during my term of office, and maintain passing grades in all classes.
3. Be a paid state and national HOSA member.
4. Attend the current year's State Leadership Conference (SLC) as a candidate for election and prepare an acceptance speech for the Voting Delegates audience and participate in a caucus.
5. Complete the term of office, accepting this honor as a responsibility to the local program and to Arizona HOSA.
6. Know the duties and functions of the office for which selected and fulfill all responsibilities until the next State Leadership Conference (If selected for the office of secretary, the minutes of the meeting must be submitted within 2 weeks after each meeting. This is a combined responsibility of both the officer and local advisor.).
7. Accept the role and responsibility as a member of the Arizona HOSA Executive Council as written in the Arizona HOSA Bylaws.
8. Be in possession of an official HOSA uniform (provided by Arizona HOSA) and project a positive and professional image of HOSA at all times.
9. Represent the local school, advisor, program, state officer team, state advisor, and Arizona HOSA with the decorum required of such a position.
10. Maintain a professional image and good grooming to project a desirable image of the organization.
11. Attend all mandatory meetings, training, and conferences during the term of office and accept responsibilities as requested by the HOSA State Advisor (the calendar is attached).
12. Avoid places and actions that could raise questions regarding moral character or conduct.
13. The use of alcohol, tobacco or illegal substances at any school, HOSA or Arizona Department of Career and Technical Education sponsored event will result in permanent expulsion from the Executive Council.
14. Work as a team player, avoiding any display of superiority.
15. Treat all members of the organization equally and without discrimination.
16. Be willing to spend the necessary time and travel during your term of office.
17. Refrain from dating a fellow candidate or state officer. This is not allowed. If you are dating someone that is also applying, please discuss this with your advisor and the State Advisor.
18. State officers may stay at each other's homes/apartments only if there is a parent/adult chaperone.
19. Resign office immediately if at any time commitments and expectations are not met (including attendance, professional image, official dress, responsibility, conduct, or failing to meet the expectations of the State Advisor).



20. Follow the Code of Conduct at all events.

EXPECTATIONS OF THE LOCAL HOSA ADVISOR:

1. See to it that the SEC member follows his/her expectations listed above.
2. Understand that the SEC members are supported by Arizona HOSA.
3. Understand that the SEC members are under the direction of the Arizona HOSA State Advisor and the State Advisor Assistant or SEC Mentor.
4. Accept responsibilities for their officer as requested by the HOSA State Advisor and/or State Advisor Assistant or SEC Mentor.
5. Assist the state office at school, workshops, and conferences if requested.
6. Travel with the state office if the Arizona HOSA State Advisor or Representative is not available if required by the local district.
7. Assist the State Advisor with the SEC program as needed.
8. Serve as the officer's positive role model with dress, language, habits, assistance, ethics, etc.
9. Understand that there is no extra compensation to serve in this position.
10. Understand that because of responsibilities with state officers, it will be necessary to obtain assistance to help with other students at conferences.
11. Assist in having required absences for official Arizona HOSA business excused with the school's attendance secretary.

Expectations of Local School Districts

1. If the candidate is elected to office, the school district will pay for the state officer's transportation to and from the ILC if the student qualifies for a competitive event.

I understand all of the expectations required of an Arizona HOSA State Executive Council Member and the local advisor and I am committed to this responsibility.

Student

Local Advisor

Student Signature

Local Advisor Signature

Principal/Campus Director

CTE Director

Principal/Campus Director Signature

CTE Director Signature



EMPLOYER REQUIREMENTS

We understand that many students are employed or will be employed during their term as the State Executive Council. However, in order to be an officer, your employer must understand that, if elected, you will have responsibilities to Arizona HOSA. Have your employer complete the Candidate/Employee Memorandum of Understanding below.

*If you change jobs or become employed during your term with the Arizona HOSA State Executive Council, you will need to complete this form again and submit it to the Arizona HOSA Office prior to accepting the position.



CANDIDATE/ EMPLOYER MEMORANDUM OF UNDERSTANDING

Employee Name _____

School _____

The above-named student 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 Arizona HOSA State Executive Council. I understand the responsibilities and time commitment associated with being an Arizona HOSA Officer and understand that _____ will not be able to work on the dates that are listed on the mandatory dates list.

Comments:

Employer's Name	Date
Supervisor's Name	Date
Supervisor's Signature	Date



STATE EXECUTIVE COUNCIL CODE OF CONDUCT

A good reputation enables members to take pride in their organization. HOSA has an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

1. Your behavior at all times should be such that it reflects credit to you, your school/college, your state, and HOSA.
2. SEC's conduct is the responsibility of the local chapter and/or the state HOSA advisor. SEC members shall keep their advisors informed of their activities and whereabouts at all times.
3. SEC name badges shall be worn at all times while at any Arizona HOSA function/event.
4. SEC are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
5. SEC members should have a working cell phone during their year as an officer.
6. SEC members should have a computer and internet access at home during their year as an officer.
7. SEC members will be expected to maintain a professional email account for HOSA. Email is to be checked daily or links it to an account you do check daily. If an officer receives a text/notice of an email, it needs to be checked ASAP.
8. SEC will respond to ALL emails, texts and voice mails from the State Advisor within 24 hours.
9. ALL communication on social media should be positive, appropriate and about HOSA.
10. SEC members are expected to observe the designated curfew (curfew means being in your own room by the designated hour) at every HOSA function.
11. SEC members may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to probation/dismissal.
12. SEC members will be in official HOSA uniform or the official informal uniform whenever representing HOSA.

I have read the Code of Conduct for HOSA conferences and agree to abide by these rules.

Print Name of Student	Signature of Student	Date
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Print Name of Advisor	Signature of Advisor	Date
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Print Name of Parent/Guardian	Signature of Parent/Guardian	Date
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STUDENT PERMISSION/MEDICAL RELEASE FORM

Code of Conduct Agreement, Permission to Participate in Activities, Media Authorization, Release of Liability, and Emergency Medical Treatment Authorization:

Student Information

Name: _____ Date of Birth: _____

Address: _____ City: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone Number: _____

High School: _____ Advisor: _____

Parent/Guardian Information

Name: _____ Phone: _____

Cell Phone: _____ Work Number: _____

Email: _____

This is to certify that _____ has my permission to attend all **HOSA** sponsored activities for the 2024-2025 State Executive Council Term. I also release **HOSA**, the school officials, the **HOSA** chapter advisors, conference staff, and **HOSA** staff and volunteers from any claims for personal injuries/damages which might be sustained while (s)he is traveling to and from an event or during a HOSA sponsored activity.

I give permission to **HOSA** and its staff, volunteers, and sponsors, and local or state Department of Education to use the student's name and likeness (including photos, videos or quotes) in publications, productions, social media and on websites for informational, promotional or other **HOSA** purposes without further contact.

I acknowledge and understand that the chapter advisor establishes the guidelines for individual students to attend and participate in all **HOSA** events.

I authorize the above-named advisor or **HOSA** staff to secure the services of a doctor or hospital for _____. I will pay the expenses for necessary services in the event of an accident or illness.

We have read and agree to abide by the supplied **HOSA** Code of Conduct. Should a Code of Conduct violation occur, law enforcement personnel and or security may be called. A student in violation of this Code of Conduct may be disqualified and sent home at his or her family's expense and membership may be revoked. If the student is an officer, a violation may result in removal from office. If the student is sent home, all measures will be used to secure a safe and financially sound method of travel home.

Student Signature _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____

Chapter Advisor Signature: _____ Date: _____

MEDICAL INFORMATION

Known Allergies (drug or natural):

Current Medication:

History of:

- ☐ Heart Condition
- ☐ Diabetes
- ☐ Asthma
- ☐ Epilepsy
- ☐ Other Chronic Condition

Any Physical Restrictions?:

Other Conditions?:

Primary Care Physician _____ Phone: _____

INSURANCE INFORMATION

Company: _____ Name of insured: _____

Group #: _____ Policy #: _____

Insurance Phone Number: _____

*Please attach a copy of your insurance card.



ARIZONA HOSA STATE EXECUTIVE COUNCIL **TRAVEL POLICY**

SEC Candidate's Name _____

Parent/Guardian – Initial all that apply:

_____ If approved by the parent/guardian, the above-named student may utilize public transportation service (including but not limited to: airport shuttles, taxis, Uber, Lyft, and the metro) by himself/herself to functions as part of his/her official responsibilities if a school official or parent drops the students off and a representative of Arizona HOSA picks the students up and provides appropriate supervision.

_____ The above-named student may be transported by representatives of Arizona HOSA (including Arizona HOSA contractors) to or during functions as part of his/her official responsibilities.

_____ The above-named student may be chaperoned by a representative of Arizona HOSA in the event that a school employee or parent is unable to participate in functions required of state officers as part of their official responsibilities.

My signature below indicates that I have read and understood the above Arizona HOSA student transportation policy.

Print Candidate's Name

Candidate's Signature

Date

Print Local Advisor's Name

Local Advisor Signature

Date

Print Parent/Guardian's Name

Print Parent/Guardian's Name

Date

As a school official, my signature below verifies that the above checked modes of transportation comply with our students' transportations policy.

School Administrator

Title/Position

Date



ARIZONA HOSA STATE EXECUTIVE COUNCIL

DISCIPLINE POLICY

SEC Members may be disciplined or removed from office by the Arizona HOSA State Advisor, in conjunction with their respective local advisor, for the following reasons:

- a) Failing to meet academic standards (i.e., maintaining at least a "B" average),
- b) Failing to adhere to the Arizona HOSA Code of Conduct and Consent Form,
- c) Failing to adhere to school rules,
- d) Failing to fulfill the duties of the office,
- e) Failing to attend a mandatory meeting,
- f) Being convicted of a criminal offense, or
- g) Conducting themselves in a manner not representing the best interests of Arizona HOSA

For minor issues, the following discipline action may be taken:

- a) The officer will meet with the Arizona HOSA State Advisor
- b) The officer's local advisor will be called
- c) An action plan will be developed with specific goals and deadlines.
- d) The officer will be placed on probation for at least 30 days.
- e) If the behavior is not corrected and/or the goals are not met, the officer will be removed from office.
- f) All uniforms, equipment, supplies will be returned to Arizona HOSA

For major issues, the following discipline plan may be implemented:

- a) The officer will meet with the Arizona HOSA State Advisor
- b) The officer's local advisor will be called
- c) The officer's parents will be contacted.
- d) The officer will be removed from office.
- e) All uniforms, equipment, supplies will be returned to Arizona HOSA
- f) The officer will be sent home, if the action occurs at an Arizona HOSA event, at the parent's expense.

I understand the above rules and consequences of the Arizona HOSA State Officer Discipline Policy.

Print Candidate's Name

Candidate's Signature

Date

Print Local Advisor's Name

Local Advisor Signature

Date

Print Parent/Guardian's Name

Print Parent/Guardian's Name

Date

**The Arizona HOSA State Advisor reserves the right to remove an Arizona HOSA State Officer from his or her term of office for any reason if deemed necessary for the organization.*



EXAMPLE EXAM QUESTIONS

Sample Questions: *(Answers listed below may have been from previous years. Candidates should know the most current information about the HOSA organization.)*

- 1) Which of the following is a team event?
 - a) CERT Skills
 - b) Medical Assisting
 - c) Sports Medicine
 - d) Veterinary Science

- 2) 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.

- 3) 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.

- 4) What is the National Service Project for HOSA?
 - a) The Make-a-Wish Foundation
 - b) The National Pediatric Cancer Foundation
 - c) The National Alliance for Mental Illness
 - d) Be the Match

- 5) The Arizona State Advisor is_____
 - a) Elizabeth Carnesi
 - b) Jane Shovlin
 - c) Jim Koeninger
 - d) Sandra Oligny

- 6) Who is the current International HOSA President?
 - a) Kartik Tyagi
 - b) Sarah Fleischman
 - c) Hugo Quezada
 - d) Priya Rathakrishnan



- 7) What is the current Arizona HOSA State Theme?
 - a) Together We Achieve, Apart We Overcome
 - b) Operation Leadership
 - c) Share your Cellfie
 - d) Mapping Our Moments
- 8) How many positions are available on the Arizona HOSA state officer team?
 - a) 6
 - b) 7
 - c) 9
 - d) 10
- 9) What divisions of membership does Arizona HOSA have?
 - a) Secondary, Postsecondary/Collegiate
 - b) Middle School, Secondary, Postsecondary/Collegiate
 - c) Middle School, Secondary, Postsecondary
 - d) Secondary
- 10) What is the name of the monthly digital publication Arizona HOSA puts out?
 - a) Synapse
 - b) E-Magazine
 - c) Joomag
 - d) Arizona HOSA Monthly

Recommended Study Materials

Arizona HOSA Website

- 2023-2024 State Officer Team
- Board of Directors
- Synpase
- Events/Conferences
- Arizona HOSA Bylaws
 - Founding Date
 - Headquarters

Competitive Events

- Categories
- State OLT events

HOSA Website (Handbooks A & C)

- Founding Dates
- Official Uniform
- Board of Directors
- Membership Categories
- Graphics and Emblem

Parliamentary Procedure

- Read Robert's Rules of Order (*In Brief*)
- Know basic parliamentary procedure
 - Motions
 - Second
 - Amendment
 - Quorum
 - Agenda