

HOSA



NEVADA HOSA STATE OFFICER APPLICATION

Instructions such as deadlines and where to mail the application are included in the state leadership conference registration packet.

Read the following pages of information carefully.

If you have any questions, contact Nevada HOSA State Advisor Randi Hunewill, rhunewill@doe.nv.gov

Complete the application and keep a copy for your records. Send the original and all required forms to the Nevada HOSA as designated in the state leadership conference packet by **February 26, 2010**. No late applications will be accepted.

All NV HOSA officer candidates and elected state officers must be active members of their local HOSA chapter. Officers and candidates must have scholastic average of "2.5" or above for the two previous completed semesters prior to state conference. Failure of elected officers to maintain grade requirements will result in an evaluation by the NV HOSA Board of Directors to determine eligibility to continue.

Applicants will be notified of the interview schedule with the nominating committee. All candidates are expected to attend the state leadership conference and deliver a campaign statement during the opening session.

Officer candidates' knowledge of HOSA will be evaluated with an officer test the day of the interview.

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

- Candidate application form
- Signed Nevada HOSA State Officer Handbook
- Completed Nomination/Support Form
- Official transcript of grades
- Completed Code of Conduct
- One page handwritten essay: "Why I Want to be a NV HOSA State Officer?"

Nevada HOSA APPLICATION FOR STATE OFFICER

INSTRUCTIONS: Complete and return this form as instructed in the state leadership conference packet.
Forms must be typed. Due 2/26/10 to the state office.

Date _____

Name of Nominee _____

Grade Level _____ Expected date of graduation _____

Home Address _____

E-mail Address _____

Telephone: Home (_____)_____ School: (_____)_____ Cell: (_____)_____

Name of Chapter/School _____

Address _____

Advisor's Name _____

State Offices:

President

1st Vice President

2nd Vice President

Secretary

Post Secondary Vice Pres.

CANDIDATE'S PREFERENCE OF OFFICE:

1st Choice _____

2nd Choice _____

3rd Choice _____

HOSA and or other office(s) held: a. _____

b. _____

c. _____

d. _____

Honors/awards received a. _____

b. _____

c. _____

d. _____

What characteristics, abilities, and experiences do you have which make you believe you are a good choice for a state officer? _____

Describe your participation in your local HOSA chapter. _____

Participation in other activities (school, community, etc.) _____

Advisor's comments: _____

Serving as a **Nevada HOSA OFFICER** demands a twelve-month commitment to the organization. It is vital that all members who aspire to become **NV HOSA OFFICERS** are highly qualified and willing to assume the responsibilities required of all state officers.

Read carefully and study the statements below before submitting this form to the nomination committee. After discussing the responsibilities and duties of a **STATE OFFICER** with parents/guardian, local chapter advisor(s), and school administrators, the candidate should submit this along with other materials listed.

CANDIDATE STATEMENT

If elected a **Nevada HOSA officer**, I will dedicate my year to serving the organization. I will serve my entire term of office, will promote the goals and objectives of HOSA, and will project a desirable image of HOSA at all times. I will abide by the policies of Nevada HOSA, and will accept financial responsibility for my HOSA uniform. I will attend the Leadership Academy/Officers' Training at the HOSA National Leadership Conference in June. I agree to fulfill and complete all obligations and assignments as a **Nevada HOSA OFFICER**.

Candidate's Signature _____

LOCAL ADVISOR STATEMENT

It is my belief that this candidate will fulfill the responsibilities of a **Nevada HOSA officer**. I understand that as the advisor of the above student, I will work with him/her to arrange transportation and assist them in carrying out their obligations. That being understood, I highly recommend this student.

Local Advisor's Signature _____

PARENT/GUARDIAN STATEMENT

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

Signature of Parent or Guardian _____

SCHOOL ADMINISTRATOR'S STATEMENT

This school will support _____ in the successful fulfillment of the duties of a **HOSA State Officer**.

Signature of Director/Principal _____

Director's/Principal's comments _____

Officer candidates should read the Travel/Expense Policy carefully. This form must be signed by the officer candidate and his/her parent/guardian and returned to the State Officer Advisor.

- Nevada HOSA officers must dress in **official HOSA uniform** when representing HOSA.
The official HOSA uniform policy is:
 1. **Blazers for members – males and females.** A regular navy blazer with emblem affixed over the heart. Awards Unlimited Supply Service is the official supplier for the blazer.
 2. **Shirt/blouse for female members.** A white tailored blouse or a short-sleeve white jewel neck shell are acceptable. This is interpreted to mean: an open or closed neck. Jewel necklines with lace, ruffle or full-edged collars are not acceptable.
 3. **Shirt for male members.** A white closed-neck, man-tailored dress shirt, suitable for use with a tie.
 4. **Accent for female members.** The maroon HOSA scarf is no longer required part of the official uniform for females. However, maroon accent is optional as a scarf or bow tie.
 5. **Accent for male members.** A HOSA maroon man-tailored long tie.
 6. **The official HOSA member name tag centered on the right side of the jacket.**
 7. **Matching navy slacks for males, and slacks or skirts for females.** (Jeans and denim skirts are not considered appropriate.)
 8. **Footwear** appropriate to the overall appearance of the uniform in navy, black, or white should be consistent among the particular group.

- The state advisor will approve all state officer travel and other expenditures pertaining to Nevada HOSA. Expenditures will be based on the NV HOSA budget for the year.

- Any chapter requesting a state officer to visit their school for any reason will assume responsibility and expenses for the officer's travel or NV HOSA will reimburse these expenses.

- After election, the state officer's National HOSA registration and Leadership Academy fees, required HOSA meeting expenses (meals, lodging, and travel) will be partially or completely assumed by NV HOSA as specified in the budget for that year. The state officer will be notified in advance of these amounts.

- Officers must submit receipts and a completed reimbursement form within 30 days after the event in order to receive reimbursement. Meals and lodging will not be reimbursed without receipt.

- Nevada HOSA, National HOSA, and employees thereof cannot be held responsible for injuries to an officer when traveling on HOSA business.

- It is the officer's responsibility to secure his/her transportation to and from required meetings. Officers are reimbursed for mileage if receipts are presented and pre-approved.

- NV HOSA officers are expected to participate in all state officer activities. It is the officer's responsibility to obtain the appropriate completed permission forms from parent/guardian, HOSA advisor, and principal to attend officer meetings and other functions.

I have read and understand the above Nevada HOSA Travel/Expense Policies.

_____ Signature of Candidate	_____ Date
_____ Signature of Parents/Guardians	_____ Date
_____ Signature of Advisor	_____ Date