

KY HOSA-FHP State Officer Candidate Nomination Packet

2023-2024

General Information:

Serving as a KY HOSA-FHP Officer is a twelve-month commitment to the organization. Therefore, it is vital that all members who aspire to become state officers are highly qualified, able, and willing to assume the responsibilities required of all state officers.

Read this packet carefully and study the statement below before submitting to your local advisor. After discussing the responsibilities of a KY HOSA-FHP Officer with parents, advisor and school administrators, candidates should submit all required forms (listed in the checklist) to the local advisor. After the student has discussed the situation with parents, local chapter advisor, and school administrators and is fully convinced that, if elected, they will carry out the responsibilities of a KY HOSA-FHP Office, then complete this packet and:

Upload the completed packet to Tallo by **February 1, 2023**.
Bring physical copies with you to your state officer candidate examination at SLC.



KY HOSA-FHP State Officer Candidate Nomination Packet

2023-2024

General Information for candidates and advisors:

Please note: Those planning to seek election to a KY HOSA-FHP state office may compete **ONLY** in knowledge tests or recognition events due to scheduling conflicts.

The packet is due in Tallo by **February 1, 2023**. Refer to Kentucky HOSA-FHP Bylaws, Article V, to determine criteria for nominations. Nominations may be submitted for President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian.

The officer candidate test (HOSA Officer Candidate Exam) will begin at **1:00 PM on Thursday in the Elliot Room. The interviews will follow at 3:00 PM in the Elliot Room.** The candidate's local advisor must be present for the interview. All state officer candidates must score 70% on the exam in order to be considered for office.

Each nominee who scores 70% or higher on the officer qualifying exam and is placed on the official ballot by the nominating committee must be prepared to give a 2-3 minute campaign speech at the first delegates assembly on Friday.

For those elected, a **mandatory** officer & parent meeting hosted by the State Officer Coordinator will be held within the first two weeks following SLC.

State Officer Candidate Campaign Rules

1. Campaigning will begin only after a slate of qualified candidates is announced/posted.
2. Each officer candidate shall present his/her campaign speech during the first delegate session. The campaign speeches shall not exceed three minutes.
3. Campaign costs should not exceed \$100 (reasonable value of donation must be included).
4. Campaign materials shall not be posted throughout the hotel. Exhibit reception area will be designated for posters and the distribution of campaign literature.
5. Each candidate is responsible for collecting all materials from designated campaign areas before the final balloting in the Assembly of Delegates.
6. The campaign rules and regulations must be strictly adhered to at the conference. Any violation of campaign rules will result in disqualification of the candidate.

KY HOSA-FHP State Officer Candidate Nomination Packet

2023-2024

General Information for candidates and advisors:

In order for a student to be an eligible candidate for state office, they must have held office in a local chapter. The candidate shall submit a completed nomination form to the state advisor by THE PUBLISHED DATE for SLC material **(Feb. 1)**

- No local chapter shall submit more than two candidates for state office, each of which must be in a separate office category.
- Officer candidates shall not serve as voting delegates.
- The KY HOSA-FHP State Advisor or designee shall administer the officer candidate written examination to each candidate. Each candidate must pass the written examination with a 70% in order to be interviewed.
- The Nominating Committee will interview all officer candidates (who have completed the written examination with a 70% or above) and their advisors before the final slate is determined.
- Please read the KY HOSA-FHP Bylaws referring to officer duties and nominating committee responsibilities, Article V.
- The newly elected officers and their local advisor will meet briefly following the general session on Friday with the KY HOSA-FHP Executive Council. Please refer to the published agenda.
- KY HOSA-FHP officer candidates cannot hold another state level career and technical student organization position concurrently.
- KY HOSA-FHP will reimburse for approved in state travel, as outlined in our policies. The state advisor will make student reservations. If the officer or advisor do not notify KY HOSA-FHP of cancellations 48 hours prior to the meeting, the officer's chapter will have to pay for the student's share of the room. Officers have a budget for meals during official HOSA-FHP duties. They have to submit for reimbursement within 4 weeks of the date of the meeting for meals and miscellaneous expenses.
- Out of state travel is not reimbursed by KY HOSA-FHP, however some funds will be paid by KY HOSA-FHP as approved in the KY HOSA-FHP budget.

Projected Schedule of Events for the Upcoming Year

2023-2024

Schedule of Events:

Projected meeting times (including meetings where Officer and Advisor MUST be PRESENT) include **but are not limited to** those listed below. Please be aware that other opportunities may arise throughout the year.

Officers are required to attend mandatory **monthly virtual team meetings with the State Officer Coordinator.**

2023

- March
 - State Leadership Conference (3 days mandatory)
- March or April
 - Virtual New Officers Orientation (1 day mandatory)
- April
 - Executive Council Meeting (Friday evening thru Sunday afternoon mandatory)
- June
 - Officer Training (3 days mandatory)
 - International Leadership Conference (5-6 days mandatory)
- August
 - Executive Council Meeting (Friday evening thru Sunday afternoon mandatory)
- October
 - Virtual Executive Council Meeting (1 evening mandatory)
- November
 - Virtual Executive Council Meeting (1 evening mandatory)
- December
 - Virtual Executive Council Meeting (1 evening mandatory)

Projected Schedule of Events for the Upcoming Year

2023-2024

Schedule of Events Continued:

2024

- January
 - Virtual Executive Council Meeting (1 evening mandatory)
- February
 - Mandatory SLC Work Weekend (2 weekend days mandatory. Council meeting could be this Monday if SLD aligns with it.)
- March
 - State Leadership Conference (3 days mandatory)

Optional Meetings & Events

All officers MUST choose and attend **at least one** optional event listed below:

- July
 - KACTE Summer Conference (1 to 3 days)
- September
 - Washington Leadership Academy (Saturday thru Tuesday)
- November
 - Regional Conferences
- December
 - Regional Conferences
- February
 - Student Leadership Day (2 days)

Notice: Requirements for an Employer

2023-2024

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 KY HOSA-FHP.

Mandatory meetings and events are days that **you will need to be off** as a requirement for your position.

- If currently employed, please have your employer complete the Memorandum of Understanding below.
- If you change jobs or become employed during your term as a KY HOSA-FHP officer, you will need to complete the Memorandum of Understanding and submit it to the KY HOSA-FHP State Officer Coordinator and State Advisor ASAP.

Memorandum of Understanding:

I understand that this employee may be or has been elected to a KY HOSA-FHP State Office position, which is a significant time commitment and responsibility to their officer team, the executive council, and the entire KY HOSA- FHP delegation.

I understand and acknowledge that there are times this employee **will need to be off** as a requirement of their state office position. I agree to be as flexible as possible when scheduling this employee to work in my establishment.



Signature of Supervisor



Signature of Delegate

Statement of Support for KY HOSA-FHP Officer Candidate

2023-2024

I approve of my student applying for a KY HOSA-FHP State office and if elected, agree that they will be able to spend the time necessary to carry out the duties of the office. I agree to support attendance to all mandatory meetings as listed in this packet.

X

Signature of Parent or Guardian

The candidate _____ meets the qualifications for office and I recommend and will support them as a KY HOSA-FHP State officer. I understand that I am responsible for attending all mandatory meetings as listed in this packet.

X

Signature of Local HOSA Advisor

I will support my student officer in the successful fulfillment of the duties as a member of the KY HOSA-FHP Executive Council. .

X

Signature of Principal (Area Technology Center/Technical Center)

X

Signature of Principal (High School/College)

Candidate Resume

2023-2024

Name: _____ Current Grade Level: _____

Home Address: _____

School/College Name: _____

1. HOSA-FHP Office Held:

(Candidate must have held office in local chapter)

Year:

a. _____

b. _____

c. _____

2. Honors/Awards Received (HOSA and others):

a. _____

b. _____

c. _____

d. _____

e. _____

3. Participation in other Activities (School and Community):

a. _____

b. _____

c. _____

4. Offices held in other organizations:

a. _____

b. _____

c. _____

Officer Candidate & Advisor Statements

2023-2024

Officer Candidate's Statement:

If elected a KY HOSA-FHP Officer, I will dedicate one full year of service to the organization. I will serve my entire term of office and will promote the goals and objectives of KY HOSA-FHP. I will project a desirable image of KY HOSA-FHP at all times. I will abide by KY HOSA-FHP bylaws and policies. I understand the responsibilities of KY HOSA-FHP officers and will purchase an official HOSA uniform from Awards Unlimited by the International Leadership Conference. I will complete and fulfill all obligations and assignments given to me as a member of the KY HOSA-FHP Executive Council and strive to be a productive member of the KY HOSA Officer Team.



Signature of KY HOSA-FHP Candidate



Signature of Parent/Legal Guardian

The interview committee to slate officer candidates for the most appropriate office based upon application process.

1st Preference of Office: _____

2nd Preference of Office: _____

3rd Preference of Office: _____

Advisor's Statement:

I will support my student officer in the successful fulfillment of their duties as a member of the KY HOSA-FHP Executive Council. I understand that it will be my responsibility to attend all council meetings and KY HOSA -FHP conferences and events with my student.



Signature of Local HOSA Advisor

Advisor & Administrator Support Contract

2023-2024

Serving as a KY HOSA-FHP officer advisor is a twelve-month commitment to the student and the organization. It is vital that all advisors are willing and able to assume the responsibilities required. Please read the following carefully and initial on the lines provided.

_____ I understand that by supporting a student for State Office it will be my responsibility to attend all council meetings and KY HOSA conferences with my student.

_____ I understand it is my responsibility to ensure my student has transportation to and from a required meeting or conference and provide transportation when feasible.

_____ I understand that I will be a member of the KY HOSA-FHP Executive Council and therefore responsible in fulfilling duties as a Council member.

_____ I understand I will be expected to serve on committees with my officer.

_____ I understand that it is my responsibility to ensure my student officer has an official HOSA uniform from Awards Unlimited by the International Leadership Conference.

_____ I understand that it will be my duty to ensure my student officer understands and fulfills the duties of their office in a timely manner.

_____ The school Principal/Director is aware of the time obligations that I must meet if my student is elected to an office- even if the student graduates before the end of the officer term.

_____ I understand that in the event my student officer does not or cannot fulfill the duties of the office, I will be responsible for seeing that the office is filled and/or the duties fulfilled.

_____ I understand that by signing this contract, it is my obligation to fulfill all the above duties.

_____ I understand that if I do not comply with this contract, I will receive a letter of failure to meet conditions of said contract copied to my administrator and supervisor.

_____ I understand that if my officer fails to attend two of mandatory meetings the officer will be asked to resign. This includes both virtual meetings and face to face meetings.

KY HOSA-FHP

State Officer Candidate

Medical Release Form Pt.1

2023-2024

Due to legal restrictions, it is necessary that **all** delegates, parents/guardians, guests, and HOSA Advisors complete this form to be eligible to attend KY HOSA-FHP events. This form should be submitted to the Local Advisor. In turn, the Local Advisor will make a copy for their files and submit forms to the State Advisor as directed.

Delegate Information

Full Name: _____

Date of Birth: _____

Cell Phone: _____

Parent/Guardian(s) Information

Full Name: _____

Full Name: _____

Relation: _____

Relation: _____

Cell Phone: _____

Cell Phone: _____

Home Phone: _____

Home Phone: _____

School Information

School Name: _____

City: _____ State: _____

Local Advisor: _____

School Phone: _____

Physician Information

Full Name: _____

Office Phone: _____

Address: _____

KY HOSA-FHP State Officer Candidate Medical Release Form Pt.2

2023-2024

Question:

Is the individual covered by group or medical insurance? Circle one. **YES** **NO**

Name of Insured: _____

Insurance Company: _____

Group Number: _____

Policy Number: _____

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

Allergies _____

Physical Handicap _____

Convulsions _____

Medicational Reactions _____

Blackouts _____

Heart/Lung issues _____

Other (specific:) _____

If currently taking medication, please provide the following information:

Medication Name: _____

Prescribing Physician: _____ Prescribing Physician

Phone Number: _____

Liability Release

I certify that the information on this form is accurate and complete to the best of my knowledge. I understand each individual is responsible for his/her own insurance coverage during this trip. I hereby release the HOSA Board of Directors, the HOSA 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 initial next to ONE of the following options.

_____ **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 my permission** for medical treatment until I have been contacted.


Signature of Parent/Legal Guardian

*For delegates under the age of 18, must be signed by the parent or legal guardian.


Signature of Delegate

KY HOSA-FHP

State Officer Candidate

Photo Release Form

2023-2024

At various times throughout the KY HOSA-FHP, staff will be taking digital images, photographs, and or videotapes of participants for educational, promotional, and informational purposes related to print material or the web.

I hereby grant permission to the KY HOSA-FHP and its representatives to take photographs, videos or recordings of my child's voice and to use, reproduce, and/or publish photographs, video, other digital representations, and/or audio that may pertain to them, including their image, likeness and/or voice.

I further hereby authorize the KY HOSA-FHP to edit, alter, copy, exhibit, publish or distribute the images or recordings, for any lawful purpose, in any media now known or later developed, as KY HOSA-FHP deems fit.

I hereby waive any right to inspect or approve the use of the images or recordings. I also agree that by signing below I release KY HOSA-FHP and any and all of its representatives from any and all monetary obligations or payments to me, my child, or any of my/my child's authorized representatives for use of video, films, photographs, image, other digital representation and/or voice of them.

I acknowledge that KY HOSA-FHP owns all rights to the images or recordings in any medium.

I hereby hold harmless, indemnify, release and forever discharge the KY HOSA-FHP and its representatives from all claims, damages, liability and causes of action arising from or related to the use of the images, recordings or materials, which I, my heirs, representatives, executors, administrators, or any other persons acting on my child's behalf or on behalf of my/their estate have or may have by reason of this authorization.

I have read the above release and understand and agree to the terms of the document.



Signature of Parent/Legal Guardian

*For delegates under the age of 18,
must be signed by the parent or legal guardian.



Signature of Delegate

KY HOSA-FHP State Officer Candidate Code of Conduct

2023-2024

A good reputation enables members to take pride in their organization. HOSA-FHP members have an excellent reputation. Your conduct at any HOSA-FHP 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-FHP.
2. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all times.
(HOSA Conference name badges shall be worn at all times at HOSA functions)
3. You 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.
4. Members are to report any accidents, injuries or illnesses to their local or state advisor immediately.
5. Members are expected to observe the designated curfew.
(Curfew means that each person must be in own room by the designated hour.)
6. If a student is responsible for stealing or vandalism, the student and his/her parents will be expected to pay any and all damages.
7. Members/participants attending KY HOSA-FHP events may not purchase, consume or be under the influence of alcohol or drugs at any time.
Violators will be subject to stringent disciplinary action.
8. Smoking is only allowed in designated areas. Show respect to roommates.
9. Students who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified.
10. Any long-distance phone calls, charges to the room, etc. will be the responsibility of the individual student and/or parents.
11. Members are to abide by the KY HOSA attire policy at all sessions, tours and other activities.
12. As a delegate to KY HOSA-FHP events, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by KY HOSA Future Health Professionals.

I have read the KY HOSA-FHP Code of Conduct and agree to abide by these rules.



Signature of Parent/Legal Guardian

*For delegates under the age of 18, must be signed by the parent or legal guardian.



Signature of Delegate

KY HOSA-FHP

Nomination Packet Checklist

Incomplete packets will not be considered for nomination.

2023-2024

There are additional files that you will need to submit with this packet. This includes: two letters of recommendation, an official transcript, and a clear, passport size photo of yourself in professional attire.

- Memorandum of Understanding from Employer (if applicable)
- Statement of Support for Candidate
- Candidate Resume
- Officer Candidate & Advisor Statement
- Advisor & Administrator Support Contract
- Medical Release Form
- Photo Release Form
- KY HOSA-FHP Code of Conduct
- Two Letters of Recommendation
- Official Transcript from Current School Year
- Passport Size Photo (B&W or Color)

KY HOSA–FHP Officer Candidate Examination

The following items are for your review.

2023–2024

History and background of State & National HOSA HOSA–FHP Handbook, Section A, Latest Edition

2022-2023 International Theme:

Beyond All Limits

Mission:

The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.

Purpose:

The purpose of HOSA-Future Health Professionals is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness and recognition, which is an integral part of the Health Science Education instructional program.

Goals:

- To promote physical, mental and social well being.
- To develop effective leadership qualities and skills.
- To develop the ability to communicate more effectively with people.
- To develop character.
- To develop responsible citizenship traits.
- To understand the importance of pleasing oneself as well as being of service to others.
- To build self-confidence and pride in one’s work.
- To make realistic career choices and seek successful employment in the health care field.
- To develop an understanding of the importance in interacting and cooperating with other students and organizations.
- To encourage individual and group achievement.
- To develop an understanding of current health care issues, environmental concerns, and survival needs of the community, the nation and the world.
- To encourage involvement in local, state and national health care and education projects.
- To support Health Science Education instructional objectives.
- To promote career opportunities in health care.

KY HOSA–FHP Officer Candidate Examination

2023–2024

History and background of State & National HOSA HOSA–FHP Handbook, Section A, Latest Edition

Creed:

I recognize the universal need for quality, compassionate healthcare.

I understand the importance of academic excellence, skills training, and leadership development in my career pathway.

I believe through service to my community and to the world, I will make the best use of my knowledge and talents.

I accept the responsibility of a health professional and seek to find my place on a team equally committed to the well-being of others.

Therefore, I will dedicate myself to promoting health and advancing healthcare as a student, a leader, an educator, and a member of HOSA-Future Health Professionals.

Core Values:

We value **learning**. We are committed to learning and becoming respected, knowledgeable and skilled health professionals. We will respect the experiences and contributions of our teachers, peers and patients and seek to learn from them.

We value **leadership**. We will serve as role models in our academic program, profession and community. We will be ethical, accountable and trustworthy. We will use our influence to empower others to strive for excellence.

We value **service**. We are dedicated to serving others with compassion. We believe that individuals are important, and we will treat everyone with respect and care.

We value **innovation**. We are dedicated to enriching the lives of others. We will continuously seek the knowledge and skills to address challenges and improve the health professions.

State Advisor:

Susan Readnower, MS, BSN, RN

KY HOSA–FHP Officer Candidate Examination

2023–2024

Items of Importance

Students may compete in only one of the KY HOSA-FHP CE (Competitive Event) Program's first five categories of events, but may compete in any or all of the recognition events.

Advisors and students:

KY HOSA has issued a list of competitive events and the number of competitors each chapter may register for each competitive event. Please refer to the current international guidelines for rules and current information.

You can get view these rules online at www.hosa.org.

Visit the KY HOSA-FHP website (www.kyhosa.org) for information on the following:

- Executive Council members,
- Bylaws & Policies,
- Kentucky’s competitive event program.

KY HOSA–FHP Officer Candidate Examination

2023–2024

Locate and review the listed items below.

International HOSA Executive Director:

Jim Koeninger, Ph.D.

International HOSA Headquarters:

548 Silicon Drive, Suite 101
Southlake, Texas 76092

International HOSA-FHP website:

www.hosa.org

KY HOSA-FHP Website

www.kyhosa.org

Parliamentary Procedure

Source: Robert's Rules of Order, Newly Revised

1. Classes of Motions
2. Parliamentary Procedure

Parliamentary procedure is a set or rules for conduct at meetings.

It is based on democratic philosophy. It allows for free and open discussion of ideas.

HOSA-FHP officers must have a working knowledge of Parliamentary Procedure to conduct effective meetings.

KY HOSA–FHP Officer Candidate Examination

2023–2024

Parliamentary Procedure Terminology

Adopt: Accept or approve a motion, report or statement.

Agenda: List of activities for a meeting, also called Order of Business.

Adjourn: Ends the meeting.

Amend: To change a motion. May change it by 1) Adding to, 2) Taking from, or 3) Taking from, AND adding to.
Example: “I move to amend the motion by adding that we...”

Bylaws: Rules of the organization. They define the primary characteristics of the organization, and describes how it functions.

Chair: Presiding officer-President.

Committee: A group that is to do a certain task.

Debate: Any form of discussion on the merits of a motion.

Delegates: Representatives of a larger group of people, chosen to act in the name of entire group.

Floor: Permission to speak.

Germane: Closely related to. Used in relation to amendments.

Member: Person having the right to full participation in the proceedings of an assembly.

Minutes: Notes of the meeting, written by the secretary.

Majority: More than half. The most.

Minority: Less than half. The least.

KY HOSA–FHP Officer Candidate Examination

2023–2024

Parliamentary Procedure Terminology

Motion: Formal proposal by a member, in a meeting, that the assembly take certain action.

Pending: A question is said to be pending from the time it is stated by the chair until it is disposed of.

Plurality Vote: The largest number of votes to be given any candidate when there are three or more choices.

Program of Work: List of activities to be done during the year.

Pro Tem: For the time being, temporary.
Example: Secretary, Pro Tem.

Postpone: To put off or delay.

Quorum: Number of members needed to legally conduct business.
Usually a majority, unless bylaws state otherwise.

Ratify: To make valid an unofficial action already taken that cannot become legally valid until approved by the assembly.

Recess: A break.

Repeal: To withdraw, cancel, annul officially, or rescind.

Second: Shows that more than one member is interested in discussing the motion. If there is no second the motion dies.

Yields: A question gives way to a motion of higher rank, or a member resumes his seat.