



POLICIES AND PROCEDURES OF WYOMING HOSA

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I. ORGANIZATIONAL STRUCTURE

A. HOSA, Inc.

HOSA is a national organization of, by, and for students who are or were enrolled in secondary, postsecondary and collegiate health science classes, biomedical sciences education programs or those students who are interested, planning to pursue, or are pursuing a career in the health professions. The United States Department of Education recognizes the educational programs and philosophies embraced by HOSA as being an integral part of the Health Science instructional program.

B. Wyoming HOSA

Wyoming HOSA is a state affiliate of the International Organization HOSA and is recognized as an official Career and Technical Student Organization (CTSO) for students in health science pathways in the State of Wyoming. The primary documents for the organization are Wyoming HOSA Bylaws and Wyoming HOSA Policies and Procedures.

Qualifications for membership in Wyoming HOSA are specified in Article 6.1 of Wyoming HOSA Bylaws. An active local chapter exists when a minimum of five (5) students and one (1) advisor are affiliated with Wyoming HOSA.

1. Regions

See Appendix K

2. Chartered Chapters

- a) Chapters that wish to affiliate with Wyoming HOSA should contact the State Advisor directly for more information.
- b) Chartered Chapters are defined as chapters that have met the specified qualifications within Article 6.1 of the Bylaws and that have received a charter number from HOSA, Inc.
- c) Chapter Types
 - (1) Middle School Chapters - Middle schools (grades 6-8) that have met the membership requirements for Wyoming HOSA and have received a HOSA Charter.
 - (2) Secondary School Chapters - Secondary or high schools (grades 9-12) that have met the membership

requirements for Wyoming HOSA and have received a HOSA Charter.

(3) Post-secondary/Collegiate Chapters -

Post-secondary/collegiate (2-year or 4-year post-secondary/collegiate schools) that have met the membership requirements for Wyoming HOSA and have received a HOSA Charter.

3. Chapters in Good Standing

- a) Chapter membership dues are received by the first quarter of each calendar school year.
- b) The chapter maintains orderly financial activities including maintaining a zero balance with the State and International association by the end of the fiscal year.

4. Members in Good Standing

- a) Members in good standing will abide by the Wyoming HOSA and/or HOSA, Inc. Code of Conduct and will be a registered member with an affiliated chapter.

C. Affiliation Fees

Chapters in good standing recognize the importance of being affiliated with the state and national association. Unless a student or advisor is a paid member with the local, state, and national association, they should not be regarded as a HOSA member, nor receive any rights or privileges thereof.

1. Annual Fees

- a) Members shall pay an annual fee as established by the Board. Additional fees may be added by the chapter to help with chapter functioning.
- b) Annual fees include dues for both the state and international organization. Annual fees are paid to HOSA, Inc. Headquarters in Texas.
- c) Chapter Finance Policies

- (1) Wyoming HOSA may charge a registration or other fees to attend conferences (FLC, SLC, ILC, and/or other Wyoming HOSA conferences as designated), events, or training offered through Wyoming HOSA. Wyoming HOSA conference fees should be paid to Wyoming HOSA and not HOSA, Inc.

(2) Payment Policies

- (a) Membership dues will be paid to HOSA, Inc., located in Texas. Membership dues can be paid digitally via the HOSA online portal or paid with a check mailed to HOSA, Inc.
- (b) Chapter conference registration fees will be paid to Wyoming HOSA.
- (c) Wyoming HOSA will adhere to the following Accounts Receivable Policy:
 - (i) At 30-days past due, a reminder email will be sent to the local advisor or contact on file for the chapter with a link to pay the invoice.
 - (ii) At 60-days past due, another reminder email will be sent to the local advisor and the contact for the ASB and/or CTE Director and will include a link to pay.
 - (iii) At 90+ days past due, another reminder will be sent to the local advisor and the ASB and/or CTE Director. The chapter will be blocked from registering for future conferences and from adding additional members until a plan is in place to recoup these fees.

D. Organizational Policies

1. Non-Discrimination Policy

Activities and procedures within HOSA are governed by the philosophy of simple fairness to all. Therefore, the policy of HOSA is that all operations will be performed without regard to race, sex, color, national origin or handicap. HOSA is in compliance with the Americans with Disabilities Act.

2. Reasonable Accommodation Policy

Wyoming HOSA members with disabilities, and non-English speaking competitors, will be reasonably accommodated in the Wyoming HOSA Competitive Events Program through event modification as a means of providing them an equal competitive opportunity. Such members

may be allowed to provide and utilize their own special equipment that Wyoming HOSA may not be able to provide.

Requests for reasonable accommodation must be indicated on the Wyoming HOSA State Leadership Conference registration form, or Student Eligibility form in Special Needs events, and must be submitted to Wyoming HOSA by the conference registration deadline. HOSA will provide the same accommodations that were provided when they competed for eligibility to attend the ILC (normally their SLC).

3. Reproduction of Photographs Policy

As a delegate attending any Wyoming HOSA Conferences or 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 Wyoming HOSA unless it is made known by the delegate during registration. A release statement will be part of the Wyoming HOSA Code of Conduct (see Appendix C).

4. Quorum Calculation

A majority of the number of directors in filled board positions provided by the Bylaws and Policies and Procedures shall constitute a quorum for the transaction of business at the Board meeting. If a quorum is not present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

5. Organizational Insignia

As all Wyoming HOSA members are affiliated with HOSA, Inc., all organizational insignia use of Name and Emblem, Creed, Motto, Slogan, and Mission Statement will be defined and proper use outlined by HOSA, Inc.

6. Changes to the Policies and Procedures

Any changes to the policies and procedures must be approved by the board. (see Appendix H).

II. Executive Council, Board of Directors & Committees

A. Executive Council

1. Purpose

The Executive Council facilitates decision-making, fosters collaboration among all Wyoming HOSA stakeholders and ensures the organization's goals align with the evolving needs of health care education and the professional development of Wyoming HOSA members.

2. Members

- a) Chair – 2-year term
- b) Chair-Elect – 2-year term
- c) Secretary – 2-year term
- d) Treasurer – 2-year term

3. Roles and Responsibilities

a) Executive Council

- (1) Annually evaluate the Executive Director and State Advisor
- (2) Draft and approve the Executive Director and State Advisor compensation and contracts
- (3) Review the Bylaws and Policies & Procedures annually to present proposed amendments/additions to the Board.
- (4) Make decisions that require immediate action in the absence of the Board. Use prudent judgment in determining what business it shall handle on behalf of the Wyoming HOSA Board.
- (5) Keep the Board fully informed as to any actions taken by the Executive Council.

b) Chair

- (1) Serve as the Chief Executive Officer of Wyoming HOSA.
- (2) Preside over all meetings of the Executive Council and Board.
- (3) The Chair is responsible for setting the tone for all members, overseeing governance and policy setting with a focus on mission, direction and priorities. Trust, respect and a willingness to rely on each other's

strengths are critical, along with a common understanding of the organization's goals and the strategies needed to get there.

c) Chair-Elect

- (1) Be a person who is suitable to assume the position of Chair at the expiration of the Chair's term.
- (2) Serve in the absence of the Chair.
- (3) Serve as chair for the Membership & Recognition Committee (e.g., Outstanding Local Advisor Award).
- (4) Perform such duties as the Chair may direct.

d) Secretary

- (1) Attend all Executive Council and Board meetings and record all votes and the proceedings of the meetings to provide a permanent record of business.
- (2) Give notice of all meetings and special meetings of the Executive Council and Board.
- (3) Perform such other duties as the Chair may direct.

e) Treasurer

- (1) Review all financial documents and transactions with the Executive Director, if applicable, on a quarterly basis.
- (2) Approve check requests for payment from Wyoming HOSA.
- (3) Be responsible to see that the review is made for making financial reports available to such persons/groups as directed by the Board.
- (4) Reviews the list of chapters failing to remain in good standing and collaborates with the Executive Director, if applicable to collect payment.
- (5) Create and present a treasurer's report with collaboration with the Executive Director, if applicable for the board meeting.
- (6) Serve as chair for the Finance Committee.
- (7) Perform such other duties as the Chair may direct.

B. Board of Directors

1. Purpose

As the governing body of Wyoming HOSA, the Board is dedicated to empowering future healthcare leaders through comprehensive education, collaboration, and innovative experiences. We strive to foster a supportive environment that encourages personal and professional growth, promotes leadership skills, and enhances the understanding of healthcare professions. Our mission is to inspire and equip students to make a positive impact in their communities and the healthcare industry for the future.

2. Members

The members of the Board shall be:

- a) Executive Council Members
- b) Regional Representatives – 3-year term
- c) Members At Large (up to 3) – 3-year term
- d) President of the Student Executive Council
- e) President-Elect of the Student Executive Council
- f) Ex-Officio Representatives (non-voting) which may include any of the following:
 - (1) Executive Director
 - (2) State Officer Advisor
 - (3) Wyoming Department of Education (WDE) Health Science Education Program Supervisor
 - (4) Wyoming High School Activities Association (WHSAA) Director Representative – 3-year term
 - (5) Wyoming Career and Technical Education (WYCTE) Representative – 1-year term

Board member terms, with exception to the State Advisor, will run from July 1st–June 30th of each calendar year. The State Advisor term will run from May 1st–April 30th.

Vacancies on the Board may be filled until the next annual meeting of the membership by a majority vote of the current Board members.

3. Roles and Responsibilities

a) Board of Directors

- (1) Meet two times a year, at a minimum with at least one being held before the start of the new school year.

- (2) Approves the annual Program of Work (POW)
 - (a) Approves annual budget submitted by the Executive Director and Treasurer.
 - (b) Reviews Standing Committee Reports.
 - (c) Provides help and support for Wyoming HOSA conferences throughout the year as directed by the Executive Council and/or conference committees.
- b) Executive Director
 - (1) Reports to the Board
 - (a) Schedules Board meetings, prepares agendas (in collaboration with the Chair) and distributes minutes, manages communications of the organization, maintains official records of the organization, and communicates with the International HOSA office as needed.
 - (b) Manages the state organization's financial records and prepares them for annual review and/or audit.
 - (c) Prepares and presents written and verbal status, activity, and business reports to the Board at board meetings and upon request by the chair outside of the meetings when required.
 - (2) Financial Management
 - (a) In alignment with professional accounting practices, prepares and presents, in cooperation with the Board Treasurer, an annual state budget for the Board's approval.
 - (b) Executes the approved budget and maintains accurate detailed expense reports.
 - (c) Collaborates with the Wyoming HOSA Treasurer to provide expense reports prior to the Board meetings and upon request.
 - (d) Oversees the tracking of accounts receivable and payable and all other aspects of the organization's operating budget.

- (e) Ensures the IRS Form 990-N is completed annually within required federal timelines.
 - (f) May hire a bookkeeper if budgeted for and approved by the Board.
- (3) Association Development
- (a) Responsible for the promotion of Wyoming HOSA, collaborating with the other CTSOs, acquisition of grants, sponsorships, and partnerships supporting the legislative agenda.
 - (b) Initiates and maintains new contacts with business, industry and educational partners to obtain financial, volunteer, and advisory support.
 - (c) Report annual outreach efforts to the Board.
- (4) State Chapter Membership
- (a) Actively recruits new members, supports, coordinates, and facilitates the establishment of new chapters throughout the state.
 - (b) Manages all correspondence and maintains membership information from the national organization.
 - (c) Provides updated membership information to the Board and WDE.
 - (d) Provides timely response (within 72 hours) to all inquiries regarding membership.
- (5) Student Executive Council
- (a) Communicates with the State Advisor, on all aspects of the Student Executive Council, including training sessions (location procurement and logistics, agenda, curriculum, presenters, and related correspondence and financials).
 - (b) As needed, attends and participates in officer meetings and assists with their committees.
 - (c) Assumes the duties of the State Advisor if the position is vacant.

- (d) Assists the State Advisor with supervision of Student Executive Council members during travel and time falling outside conference/event schedule, as needed.
- (6) Fall Leadership Conference (FLC)
- (a) Responsible for planning and executing the Fall Leadership Conference, in collaboration with the State Officer Advisor and Student Executive Council.
 - (b) Responsible for locating and procuring facilities for the conference.
 - (c) Collaborates with the Student Executive Council and State Officer Advisor to create a program of relevant educational workshops and sessions.
- (7) State Leadership Conference (SLC)
- (a) Assumes responsibility for planning and execution of the annual State Leadership Conference.
 - (b) Responsible for locating and procuring facilities for the conference.
 - (c) With the conference planning team, coordinates and secures all supplies/equipment and recruitment and training of contest judges.
 - (d) Collaborates with the State Leadership Conference Committee, Student Executive Council, the State Advisor, and Board on the agenda and overall conference plan.
 - (e) Oversees and executes registration and the contest results process; manages correspondence; operates within established budget; coordinates travel and hospitality requirements; prepares and distributes promotional materials and event program; arranges for speakers and workshop presenters; assists officers in planning special student events.

- (f) Oversees the preparation and distribution of contest results, including submission of the results to the international HOSA office.
- (8) International Leadership Conference (ILC)
 - (a) Manages the registration for the Wyoming delegation.
 - (b) In collaboration with the State Advisor, prepares and provides a conference information packet for Wyoming HOSA members.
 - (c) Plans and schedules the state delegation meeting and other activities during the conference as delegated by HOSA, Inc.
 - (d) Ensures state obligations for Competitive Event Personnel are met for the state's assigned competitive event at ILC.
 - (e) Assigns local advisors responsibilities on other required duties requested by the national office.
 - (f) Represents Wyoming HOSA as the State Advisor at HOSA, Inc. meetings or assigns a designee.
- (9) Other Meetings
 - (a) Attends the state Career & Technical Student Organization directors' meeting.
 - (b) Attends WYCTE, and other organization meetings as needed throughout the year.
 - (c) This may include Wyoming HOSA representation in the planning and attending of legislative and related WDE functions.
- (10) General Management
 - (a) Supervises personnel related to the functions and operations of the state organization.
 - (b) Produces and distributes communications throughout the year to keep the membership informed.
 - (c) Oversees the website to ensure up-to-date information.

- (d) Produces and manages administrative support, office space, and related office technology (e.g., phone, fax, and internet access) for Wyoming HOSA.
 - (e) Oversees and approves additional storage space as needed for state conference materials, supplies, file cabinets, and other related resources.
- c) State Advisor
 - (1) Collaborates with the Executive Director
 - (a) Meets with the Executive Director regularly to coordinate Student Executive Council programming and scheduling.
 - (b) Will submit any receipts to the Executive Director monthly via physical copy or digital copy.
 - (2) Attends all Board meetings
 - Prepares the Student President (or other representative) to provide the report for the Student Executive Council.
 - (3) Student Executive Council
 - (a) Plans and coordinates all aspects of the Student Executive Council, including training sessions, elections, travel, and meetings.
 - (b) Communicates all Student Executive Council travel and lodging arrangements and itineraries to parents/guardians and local advisors.
 - (c) Provides leadership, oversight, and advertisement of the Student Executive Council.
 - (d) Attends and participates in all officer meetings and assists with their committees, as needed.
 - (e) Chaperones the Student Executive Council when on official business.
 - (f) Establishes an annual Program of Work in collaboration with the Student Executive Council to be submitted to the Executive Director for review then presented to the Board for approval.

- (4) Fall Leadership Conference (FLC)
In coordination with the Student Executive Council and Executive Director, plans, executes, and oversees general sessions, workshops, and other special programs.
- (5) State Leadership Conference (SLC)
In coordination with the Student Executive Council and the SLC Committee, plans, executes, and oversees general sessions, entertainment, and other special programs.
- (6) Oversee Student Executive Council elections.
- (7) International Leadership Conference (ILC)
 - (a) Assists the Executive Director in the planning and facilitation of the State Delegation meeting if directed by HOSA, Inc.
 - (b) Assists with registration of the Wyoming Delegation at ILC.
- d) Regional Representatives
 - (1) Represent their region at the Board meetings.
 - (2) Serve as a lead mentor for advisors in their region.
 - (3) Provide training and support for advisors in their region.
 - (4) Mentor the Vice-President of their region when applicable.
 - (5) Assist with regional obligations for SLC as support staff.
- e) Members At Large
 - (1) Attend all Board meetings.
 - (2) Actively participate in Wyoming HOSA conferences and activities.
- f) CTE Director Representative
 - (1) Attends all Board meetings.
 - (2) Actively participates in Wyoming HOSA conferences and activities.
 - (3) Serves as a liaison between Wyoming HOSA and WYCTE.
 - (4) Advocates for chapter growth and development with Health Sciences Programs in Wyoming State Schools.

- g) WDE Pathway Supervisor
 - (1) Attends all Board meetings.
 - (2) Actively participates in Wyoming HOSA conferences and activities.
 - (3) Serves as a liaison between Wyoming HOSA and WDE.
 - (4) Advocates for chapter growth and development with Health Sciences Programs in Wyoming State Schools.
- h) President and President-Elect of the Student Executive Council
 - (1) Attend all Board meetings.
 - (2) Actively participate in Wyoming HOSA conferences and activities.
 - (3) Serve as a liaison between the Board and both the Student Executive Council and Wyoming HOSA members.
- i) WYCTE Representative
 - (1) Attends all Board meetings.
 - (2) Actively participates in Wyoming HOSA conferences and activities.
 - (3) Serves as a liaison between Wyoming HOSA and WYCTE.
 - (4) Advocates for chapter growth and development with Health Sciences Programs in Wyoming State.
 - (5) The WYCTE Representative shall be appointed through joint collaboration between Wyoming HOSA and WYCTE.

C. Committees

Standing and Temporary committees will be established by the Board and report to the Board.

1. Standing Committees

Unless otherwise designated, standing committees will consist of at least two members, one of which being a Board member. Chairs of each committee will be designated by the Board. In the event that a Chair position is vacant, the Board will designate a new chair.

a) State Leadership Conference Committee

- (1) The Executive Director will serve as the chair of the SLC Committee.

- (2) The SLC Committee may be made up of no less than three Board members and may include outside advisors, members of the Student Executive Council, industry representatives, stakeholders, or other applicable community members.
- (3) SLC Committee members can include, but are not limited to:
 - (a) Competitive Event Coordinator/Team
 - (b) Judge Coordinator(s)
 - (c) Workshops/Speakers Coordinator
 - (d) TABS Personnel
 - (e) Courtesy Corps Coordinator
- b) State Officer Candidate Nominating Committee
 - (1) The State Advisor will serve as the chair of the State Officer Candidate Nominating Committee.
 - (2) The State Officer Candidate Nominating Committee's purpose is to develop the candidate application, review submitted applications, formulate interview questions and host candidate interviews and any other duties as determined warranted.
 - (3) The State Officer Candidate Nominating Committee may be composed of the Executive Director, State Advisor, past state officers, industry leaders and Board members who are not associated with the potential candidates as former or current advisors or mentors.
 - (4) The State Officer Candidate Nominating Committee shall meet at the discretion of the Chair of the committee.
- c) Finance Committee (e.g., fundraisers, sponsors, scholarships)
 - (1) The Treasurer will serve as the chair of the Finance Committee.
 - (2) The purpose of the Finance Committee is to oversee the responsible management, allocation and sustainability of Wyoming HOSA's financial resources relating to fundraising, sponsorships, scholarships, etc. and any other duties as determined warranted.

- (3) The Finance Committee may be composed of the Chair, Treasurer, Executive Director, and financial specialist (as applicable).
- (4) The Finance Committee shall meet quarterly.
- d) Chapter Membership and Recognition Committee
 - (1) The Chair-Elect will serve as the chair of the Membership and Recognition Committee.
 - (2) The purpose of the Chapter Membership and Recognition Committee is to facilitate nominations for Outstanding Local Advisor, outline criteria for & evaluate Outstanding Chapter Recognition submissions and any other duties as determined warranted.
 - (3) The Chapter Membership and Recognition Committee may be composed of any number of Board members and other pertinent personnel.
 - (4) The Chapter Membership and Recognition Committee shall meet at the discretion of the Chair of the committee.
- e) Temporary Committees

Temporary Committees may be formed and disbanded at the discretion of the Executive Council and/or the Executive Director.

III. Student Executive Council

A. Purpose

The purpose of the Student Executive Council is to provide student leadership and develop opportunities for members in Health Science Pathways.

B. Officers

The Student Officer positions shall be:

1. President
2. President-Elect
3. Region Vice Presidents
4. Post-Secondary/Collegiate Vice President
5. Secretary

C. Roles and Responsibilities

1. General Duties – The State Officers shall:

- a) Act as an extension of Wyoming HOSA through professional conduct aligned with the HOSA Code of Conduct.
- b) Provide guidance, leadership and inspiration and build enthusiasm of all members (students and advisors).
- c) Represent the views of the membership.
- d) Handle correspondence in a professional manner.
- e) Wear the official HOSA uniform or other official attire when representing HOSA.
- f) Carry out their responsibilities, but shall not let them interfere with continuing their education.
- g) Notify the Executive Director, State Officer Advisor, and State President immediately of circumstances which prevent carrying out an assignment.
- h) Be reimbursed for approved expenses incurred while performing approved services for the association. Reimbursement for services for state activities shall be arranged for by the State Officer Advisor and Executive Director.
- i) If elected, candidates must purchase their own official uniforms, and must make arrangements to have the official uniform during any officer training.
- j) Prepare and execute an annual Program of Work for Wyoming HOSA.
- k) Volunteer for a position on an existing Wyoming HOSA Standing Committee, as appointed by the State Officer Advisor.

2. President

- a) Shall preside at the state conferences and all Student Leadership Executive Council meetings.
- b) Make committee appointments unless otherwise provided.
- c) Develop an annual program of work with the assistance of the Executive Council and State Officer Advisor.
- d) The President will serve as a voting member on the Wyoming HOSA Board of Directors.

- e) Works in collaboration with the State Officer Advisor, President-Elect, and Secretary to create meeting agendas.
 - f) Attend scheduled Board meetings.
3. President-Elect
- a) Shall serve in any capacity as directed by the President and, in the absence of the President, will assume those duties.
 - b) They will serve alongside the president, actively learning the role and duties in preparation for their term as President the following year.
 - c) Works with the State Officer Advisor, President, and Secretary to create meeting agendas.
 - d) The President-Elect will serve as a voting member on the Board.
 - e) Attend scheduled Board meetings.
4. Secretary
- a) Shall record the proceedings of all business and Student Executive Leadership Council meetings.
 - b) Maintain minutes and/or proceedings of all meetings and conferences.
 - c) Works with the State Officer Advisor, President, President-Elect to create meeting agendas.
5. Regional Vice Presidents
- a) Shall promote the growth and development of their region in accordance with the program of work and in collaboration with the Board's Regional Representative affiliated with their region.
 - b) They shall assist in the coordination of the annual Fall Leadership Conference and State Leadership Conference.
 - c) Participate in any other capacity as directed by the Student Executive Leadership Council.
6. Post-secondary/Collegiate Vice President
- a) Shall promote the growth and development of post-secondary/collegiate chapters in accordance with the program of work.
 - b) They shall assist in the coordination of the annual Fall Leadership Conference and State Leadership Conference.

- c) Participate in any other capacity as directed by the Student Executive Leadership Council.

D. Elections

The election process including candidate requirements, selection process and officer expectations are outlined in the Wyoming HOSA State Officer Candidate Handbook (See Appendix F).

1. Term of Office

- a) All elected officers shall serve for one year following their election.
- b) Terms of office shall begin immediately after the State Leadership Conference at which officers are elected.
- c) The President-Elect shall succeed to the office of President for one year.
- d) Except for the President-Elect succeeding to the Presidency, state officers may seek re-election to the same or any other office within the same division.
- e) State Officers, with the exception of the President-Elect, may only serve two consecutive terms of office; after a year break, prior State Officers may re-run for election.

2. Vacancies

A vacancy in the Office of President that occurs at any point during the year will be filled by the president-elect to complete that term. The President-Elect would then remain in the position of President the following year.

Other vacancies may be filled by a candidate that has gone through the election process at the discretion of the Executive Director, State Officer Advisor and Executive Council.

3. Removal from Office

Elected State Officers who do not fulfill their obligations and responsibilities outlined by the bylaws and policies and procedures may be asked to resign from the Student Executive Council by the Board. The policy whereby State Officers may be relieved from duty is as follows:

- a) If a State Officer should miss three (3) consecutive meetings that State Officer may resign or go before a committee.

b) The committee will consist of at least the Executive Director, State Officer Advisor, and a member of the Executive Council. This committee shall determine the next steps for improvement or removal of the State Officer.

c) Violations of the Code of Conduct will initially be handled by the Executive Director and State Officer Advisor.

If the decision is to remove the State Officer, the State Officer may appeal the decision in writing to the Board. A majority vote of the Board is required to overturn the decision.

E. International HOSA Executive Council Candidate Process

Any current Wyoming HOSA member that has at least one school year remaining in a secondary or postsecondary/collegiate institution may submit an application to run for HOSA's Executive Council. In addition to the requirements provided by International HOSA, Wyoming candidates will abide by the following procedure/policy:

1. Wyoming HOSA may put forward no more than two national office candidates per division (secondary and postsecondary/collegiate) per year.
2. All Wyoming HOSA members seeking International Executive Council candidacy shall be interviewed by the Nominating Committee.
3. All Wyoming HOSA members seeking International Executive Council candidacy must have served as a member of the Student Executive Council in Wyoming.
4. The Nominating Committee may be composed of at least the Executive Director, State Officer Advisor, past state officers, industry leaders, and Board members who are not associated with the potential candidates as former or current advisors or mentors.
5. The Nominating Committee shall approve up to four (4) executive officer candidates.
6. Should the Wyoming candidate be elected, they will be expected to represent Wyoming HOSA to the best of their ability.

IV. Leadership Conferences

A. General Policies

1. Refund Policy

No refunds will be made unless the chapter's school district administration cancels travel due to adverse events or conditions. Refunds for adverse events or conditions with a written request from the school administrator will be 50% of the registration fee.

2. Advisor/Chaperone/Guest Code of Conduct

- a) Wyoming HOSA has adopted the HOSA, Inc. Advisor Code of Conduct.
- b) Each Advisor/Chaperone/Guest attending the Conferences must have a completed and signed "Code of Conduct Form" submitted by their local advisor, submitted electronically to Wyoming HOSA prior to the conference and advisors are responsible for keeping a copy with them while attending the conference (see Appendix C).

3. Student Delegate Code of Conduct

- a) Wyoming HOSA has adopted the HOSA, Inc. Code of Conduct.
- b) Each Student delegate attending the conferences must have a completed and signed "Code of Conduct Form" submitted by their advisor, submitted electronically to Wyoming HOSA prior to the conference and advisors are responsible for keeping a copy with them while attending the conference (see Appendix C).

4. Medical Liability Release

Each student delegate, advisor, chaperone and guest attending conferences must have a completed and signed "Medical Liability Release Form" submitted to their local advisor prior to the conference and advisors are responsible for keeping a copy with them while attending the conference (see Appendix D). Medical attention will be delayed by the attending physician or institution unless the delegate is of legal age to authorize his/her own treatment.

5. Transportation and Lodging

Transportation/lodging arrangements and costs are the responsibility of each chapter/school. The chapter assumes all responsibility for travel to, during, and from the conference.

6. Insurance

- a) Wyoming HOSA shall maintain insurance coverage as directed by the Board. Conference insurance is provided to all delegates through Wyoming HOSA.
- b) Each local and state advisor is encouraged, for their own protection, to secure insurance against accident and/or liability claims while traveling with students.
- c) Each advisor should inform his/her delegates about the availability of insurance and the advisability of adequate insurance.

7. Hotel Policy

- a) Wyoming HOSA will provide hotel options for chapters planning to attend the SLC at a comparable cost.
- b) In order to compete in competitive events, chapters must stay at an approved conference hotel. The only exception to this rule is if chapters plan to commute to the conference due to district proximity restrictions.

B. Wyoming Leadership Academy

1. Purpose

The purpose of the Wyoming Leadership Academy is for members to engage in a leadership-building conference led by the International Executive Council (IEC) while gaining a meaningful opportunity to network with other student leaders across countries, and develop collaboration and communication skills in a motivational setting with like-minded future health professionals.

2. Attendance Eligibility

- a) Any active Wyoming HOSA member who is registered for Wyoming Leadership Academy by their local advisor.
- b) Students must attend with the local advisor or an approved school chaperone.

3. Registration

- a) A local advisor is responsible for registering the chapter delegation by the deadline date established by the state.
- b) Each Student/Advisor/Chaperone/Guest listed on the registration form must have a completed “Code of Conduct Form” and “Medical Liability Release Form” with appropriate

signatures submitted to the state office (see Appendices C and D). Advisors must have a copy of these forms with them for each conference attendee.

4. Dress Code

Conference delegate attire should be proper and appropriate since it reflects directly upon student professionalism. Wyoming HOSA adheres to the HOSA, Inc. Dress Code Policy (see Appendix B).

C. Fall Leadership Conference

1. Purpose

The purpose of the Fall Leadership Conference is to create a meaningful opportunity for members to network with industry professionals, explore postsecondary education, prepare for college and career readiness, and develop leadership skills in a motivational setting with like-minded future health professionals.

2. Attendance Eligibility

- a) Any student who wishes to attend the Fall Leadership Conference may attend with permission from their local advisor.
- b) Students must attend with the local advisor or an approved school chaperone.

3. Registration

- a) A local advisor is responsible for registering the chapter delegation by the deadline date established by the state.
- b) Each delegate and advisor/chaperone/guest listed on the registration form must have a completed “Code of Conduct Form” and “Medical Liability Release Form” with appropriate signatures submitted electronically to Wyoming HOSA (see Appendices C and D). Advisors must have a copy of these forms with them for each conference attendee.
- c) Guests and family members are required to pay the registration approved by the Board.
- d) The registration fee will be approved by the Board.

4. Dress Code

Conference delegate attire should be proper and appropriate since it reflects directly upon student professionalism. Wyoming HOSA adheres to the HOSA, Inc. Dress Code Policy (see Appendix B).

D. State Leadership Conference

1. Purpose

The purposes of the Wyoming HOSA State Leadership Conference are to:

- a) Provide a variety of educational and social learning activities at a state level for HOSA members.
- b) Provide HOSA members the opportunity to share common experiences in leadership development, community service and understanding of their health science programs.
- c) Provide information about current healthcare issues and concerns at the local, state and national level in health science and the student organization of HOSA which foster attitudes of good ethical practices and respect for the dignity of work.
- d) Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities/events.

2. Attendance Eligibility

- a) All Wyoming HOSA members in good standing are eligible to attend conferences.
- b) Each Wyoming HOSA chapter attending shall have a registered advisor and/or registered chaperone(s) accompany registered members.

3. Registration

- a) A local advisor is responsible for registering the chapter delegation by the deadline date established by the state.
- b) Each student delegate, advisor, chaperone, or guest listed on the registration form must have a completed "Code of Conduct Form" and "Medical Liability Release Form" with appropriate signatures submitted to the state office (see Appendices C and D). Advisors must have a copy of these forms with them for each conference attendee.
- c) Guests and family members are required to pay the registration approved by the Board.
- d) The registration fee will be approved by the Board and includes, but is not limited to, all general sessions, socials, workshops, awards ceremony, conference insurance,

conference program materials, recognition program awards and other general conference operating expenses.

4. On-Line Testing

The purpose of on-line testing is to qualify students for competition at the State Leadership Conference (see Appendix E).

5. Competitive Events

Wyoming HOSA will follow the International HOSA Competitive Event Guidelines and will be organized and facilitated by the State Leadership Conference Committee's Competitive Events Coordinator/Team.

The primary authority for Wyoming HOSA competitive events is the current International HOSA Handbook, Section B, with supplemental Wyoming HOSA specific information/guidelines. Refer to the handbook which may include the following information:

- a) Event Preparation
- b) Basic Event Regulations
- c) General Rules and Regulations
- d) Appendices and Resources
- e) Competitive Events Inquiry Process and Form

To be eligible to compete at the SLC, students will need to have completed round one testing or submitted required pre-judged material within the on-line testing window when applicable and will need to be registered for competitions that do not conflict with the SLC Competition Block Schedule.

6. Competitive Event Results Inquiry Process

All appeals will be handled by the SLC Committee's Competitive Events Coordinator/Team. The decision of the Competitive Events Coordinator/Team shall be final. Appeals can be submitted to the Executive Director either in writing or by email by a member's chapter advisor within 24 hours of the completion of a competitive event (see Appendix J).

Appeals will be reviewed by the SLC Competitive Events Coordinator/Team.

7. Voting Delegates

Annually, each chapter may register two voting delegates. It is the delegate's responsibility to represent their chapter for all voting delegate activities.

8. Dress Code

Conference delegate attire should be proper and appropriate since it reflects directly upon student professionalism. Wyoming HOSA adheres to the HOSA, Inc. Dress Code Policy (see Appendix B).

E. International Leadership Conference

1. Purpose

The purposes of the ILC are to:

- a) Provide a variety of educational and social learning activities at the International level for HOSA members.
- b) Provide HOSA members the opportunity to share common experiences in leadership development, community service and understanding of their health science programs.
- c) Provide information about current healthcare issues and concerns at the local, state and national level in health science and the student organization of HOSA which foster attitudes of good ethical practices and respect for the dignity of work.
- d) Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities/events.

2. Attendance Eligibility

- a) All Wyoming HOSA members in good standing are eligible to attend conferences.
- b) Each Wyoming HOSA chapter attending shall have a registered advisor and/or registered chaperone(s) accompany registered members.

3. Registration

- a) A local advisor is responsible for registering the chapter delegation by the deadline date established by the state.
- b) Each Student/Advisor/Chaperone/Guest listed on the registration form must have a completed "Code of Conduct Form" and "Medical Liability Release Form" with appropriate signatures submitted to the state office (see Appendices C and

D). Advisors must have a copy of these forms with them for each conference attendee.

4. Competitive Events

- a) Wyoming HOSA will follow the International HOSA Competitive Event Guidelines and will be organized and facilitated by a standing committee established by the Board.
- b) The primary authority for Wyoming HOSA Competitive Events is the current HOSA Handbook, Section B. Refer to the Handbook for which may include the following information:
 - (1) Event Preparation
 - (2) Basic Event Regulations
 - (3) General Rules and Regulations
 - (4) Appendices and Resources
 - (5) Competitive Events Inquiry Procedure and Form
- c) Only students that have placed in the top three at the SLC may compete at the International Leadership Conference unless they have been bumped up from 4th or 5th place to take the place of a top three competitor.
- d) Students who wish to attend ILC but did not compete or were ineligible to compete are allowed to attend at the discretion of their advisor and school district.
- e) Students may only compete in one competition at the International Leadership Conference.

5. Dress Code

Conference delegate attire should be proper and appropriate since it reflects directly upon student professionalism. Wyoming HOSA adheres to the HOSA, Inc. Dress Code Policy (see Appendix B).

V. Financial Structure and Related Activities

A. Budget Planning and Preparation

1. Responsibility

It shall be the responsibility of the Treasurer, Executive Director and financial specialist, when applicable, to prepare an annual budget and such other financial reports as required by the Board.

2. Procedures

- a) The proposed fiscal year budget shall be presented to the members of the Board before the beginning of the fiscal year by the Treasurer in collaboration with the Executive Director.
- b) The Board shall adopt the budget for the next fiscal year at the beginning of the fiscal year board meeting.

3. Expenses

Staff will retain all receipts and submit them with the completed Wyoming HOSA Reimbursement Form (see Appendix G) to the state office. Reimbursement will be made only when a completed reimbursement form and receipts are submitted. If a receipt is not provided, a detailed explanation needs to be attached or the expense reimbursement may be denied.

- a) Executive Director, State Officer Advisor and Board members' travel, meals and reasonable expenses for official business shall be reimbursed in accordance with the current budget approved by the Board.
- b) State Officers' travel, meals and reasonable expenses when on official business, as well as, supplies and materials used by the Student Executive Council need to be approved by the State Officer Advisor and Executive Director and may be reimbursed in accordance with the current budget approved by the Board.

4. Committees

- a) The activities to be undertaken by Standing or Temporary Committees shall be determined, when possible, by the Board at a meeting occurring prior to the start of the new school year. Appropriate expenses necessary to carry out these activities shall be incorporated in the annual budget.
- b) Travel, meals and reasonable expenses for official committee business may be reimbursed when requested through the Board, Chair, and/or Executive Director if in accordance with the current budget approved by the Board.

B. Financial Reporting

1. Financial Report

The Treasurer shall report to the Board while the Executive Director shall designate responsibility for and oversee the receiving,

depositing, investing and disbursing of funds in accordance with the budget approved by the Board.

2. Income and Expense Summary

It shall be the responsibility of the Treasurer and the Executive Director to prepare an income and expense summary, to include a comparison of budget and actual income and expenses to be reviewed by the Treasurer prior to board meetings. This report shall be presented in the Treasurer's report at each board meeting.

3. Annual Review

The Treasurer and the Executive Director shall arrange for an annual financial review by a financial specialist who will review all accounts, prepare a balance sheet and file appropriate records with the Internal Revenue Service to maintain non-profit status.

C. Operational Procedures

1. Handling of Monies

The Executive Director and/or Board shall receive and disburse all monies of the state association.

2. Excess Expenses

- a) When a line item within a category budget exceeds the budgeted amount, the Executive Director may approve the transfer of funds from another line item within that category. This transfer shall be reported by the Treasurer as a part of his/her financial report to the Board.
- b) If reserve funds need to be accessed to pay category expenditures exceeding the budgeted amount, such action shall require Board approval.

3. Financial Consultant

The Executive Director may, upon consultation with the Chair, determine a knowledgeable financial specialist to assist as a financial advisor to the state association.

4. Check Requisitions

In order to process payments from Wyoming HOSA funds if not previously identified in the approved budget, the Executive Director shall submit a check requisition form to the financial specialist, as available, specifying the amount, vendor, rationale and budget category for the expense. The Treasurer shall review all check

requisition forms and must provide approval on all expenses over \$5,000. All approved check requisitions shall be archived.

5. Signers

The signers on all Wyoming HOSA bank accounts shall be the Director, the Treasurer and the financial specialist, as applicable. All disbursements of monies shall require the approval of at least two of the three signers, with disbursements over \$5,000 requiring the approval of all three.

VI. Appendices

A. HOSA Brand

B. HOSA Dress Code

C. Medical Liability Release Forms

- a. Student Delegate Version
- b. Advisor/Chaperone Version

D. Code of Conduct Forms

- a. Student Delegate Version
- b. Advisor/Chaperone Version
- c. Advisor Statement of Assurance

E. On-Line Testing Forms

- a. Advisor On-line Testing Agreement
- b. Test Proctor Confidentiality Agreement

F. State Officer Candidate Handbook & Application

G. Reimbursement Form

H. Policies & Procedures Amendment Process

I. Annual Calendar Overview

J. Competitive Event Results Appeals/Inquiry Process

K. Regions Map

APPENDIX A

HOSA BRAND

Appendix A – HOSA Brand

Per HOSA's Policies and Procedures: HOSA has registered its official emblem, brand and options. All designs found on the website, all HOSA publications and on all HOSA products remain the copyrighted property of HOSA, Inc.

Chartered associations, provincial and local HOSA chapters are permitted to use the trademarked official HOSA brand on printed materials, promotional items and displays with the important exception that they may not be utilized on media that is re-sold.

HOSA should not be referred to as Health Occupations Students of America. It is now simply HOSA-Future Health Professionals and no longer serves as an acronym. Because the official HOSA brand may not be recreated, the high-resolution artwork in digital formats can be obtained via HOSA's publications, on HOSA's website or by contacting HOSA-Future Health Professionals.

In 2012, the HOSA, Inc. Board of Directors approved a HOSA Brand Style Guide. The design use guide can be found at: <http://hosa.org/sites/default/files/HOSA-Brand-Style-Guide.pdf>

1. EMBLEMATIC MATERIALS

2. PURPOSE

HOSA emblematic materials shall be used by the HOSA membership in order to display the character of the organization.

3. PURCHASE

All emblematic materials are copyrighted and can be purchased only from the HOSA Supply Service. HOSA emblematic materials are sold only to affiliated HOSA groups. Legal counsel will be used to halt the illegal use of the HOSA, Inc., emblem and/or copyrighted materials.

4. MANUFACTURE OF INSIGNIA

All arrangements for the manufacture and sale of articles bearing the insignia, name or motto of HOSA shall be made by Headquarters. Any company interested in making arrangements for the manufacture of articles using the insignia, name or motto of HOSA shall submit in advance to the Executive Director for consideration: samples, price lists and plans for royalties.

5. USE OF EMBLEMATIC MATERIALS BY CHAPTERS AND CHARTERED ASSOCIATIONS

If the HOSA emblem is reproduced, it shall be an exact replica.

- a. Members and advisors in good standing may use the emblem, including the name, motto, creed and emblem.
 - b. Local chapters and chartered associations may use the emblem on materials which have public relations value. Chapters and chartered associations may give permission to civic groups and organizations to reproduce and use the HOSA emblem when they are helping to interpret HOSA through non-competitive activities.
 - c. The HOSA emblem and name may be used for fund raising projects which are sponsored by local chapters and chartered associations. The name of the local chapter or chartered association shall be spelled out on the above materials so that it will not give the impression that the fundraising project or programs for which they are used are sponsored by HOSA, Inc.
6. Requesting a chapter emblem/logo Chapters may request a chapter specific HOSA Logo by emailing the Wyoming HOSA Executive Director or by emailing HOSA - Future Health Professionals.

APPENDIX B

HOSA'S DRESS CODE

Appendix B – HOSA's OFFICIAL DRESS CODE POLICY

HOSA's dress code policy emphasizes different areas: general session dress, competitive events dress, and official function dress (workshops, HOSA expo, and social activities). Be sure also to view the Dress Code Poster for a visual representation.

A. General Session Dress (REQUIRED):

- Tailored navy blazer with emblem affixed over the heart
- Matching navy slacks or navy knee-length skirt
- White, closed-neck, tailored dress shirt suitable for tie or scarf
- Accents: maroon HOSA scarf or maroon or navy long tie
- Closed-toe blue or black shoes (hose optional)
- Belt (blue or black)
- Headcovers required for religious purposes or to honor cultural traditions are allowed.

OR

- Black or navy-blue suit
- White, closed-neck, tailored dress shirt (maroon or navy long tie)
- White blouse (can be member's choice)
- Accent: maroon HOSA scarf (optional)
- Members may choose to wear knee-length skirts or slacks
- Closed-toe blue or black shoes (hose optional for women)
- Belt (blue or black)
- Headcovers required for religious purposes or to honor cultural traditions are allowed.

B. Competitive Events Dress:

Delegates must adhere to the policy specified in the individual competitive event guidelines for the orientation and event in which they compete.

a. Business Attire – For Business Attire, competitors can EITHER wear the official HOSA uniform described above OR any of the following acceptable business dress (shoes and clothing can be of ANY color):

- Suit
- Dresses
- Sports Jackets
- Jackets
- Pants
- Shoes (closed-toe; open-toe; heeled sandals are permitted)
- Shirts

- Skirts

b. Clinical Uniform or Attire Appropriate to the Occupational Area – This dress code is required for skill events during the skill demonstration portion (not for testing). The following dress is acceptable (can be of any color/design, with or without the HOSA emblem):

- Scrubs, EMS attire, CERT attire
- Khaki-style pants with Polo-style top
- Clinical shoes or tennis shoes (must be closed toe, no open toe shoes allowed as part of the clinical uniform)
- Lab coat, worn over scrubs or over appropriate business attire (optional)

c. Process for Awarding Competitive Event Dress Bonus Points:

- Five (5) bonus points will be added in Tabulations once per competitor and/or team for appropriate dress for all competitive events. ALL team members must be appropriately dressed to receive the bonus points in team events.
- At the ILC, dress bonus points are awarded unless the Event Manager and a member of the HOSA CE staff agree upon a dress violation. The Event Manager must notify the Event Lieutenant or Category Chair. When dress points are not awarded, they must be indicated on the HOSA Event Section Summary forms and signed by a member of the CE Program staff.
- Judges are NOT responsible for awarding dress bonus points handled by competitive event personnel.

d. Competitive Events Dress Tips:

No policy can cover all contingencies, so HOSA members must exercise some judgment in their choice of clothing for HOSA competition. Members who experience uncertainty about acceptable HOSA attire should ask their HOSA local or state advisor.

e. Unacceptable clothing for competition (but not limited to):

- Casual tank, crop, or tube tops
- T-shirts (T-shirts with logos for profession acceptable)
- Sweat or pajama pants/shirts
- Torn, dirty, or frayed clothing
- Revealing clothing (i.e., excessive cleavage, back, chest, stomach, undergarments, etc.)
- Denim clothing of any color or style
- Canvas shoes
- “Shorts,” “capri pants,” and other short pants (dress pants are acceptable)
- Beachwear, athletic clothing, swimwear, sheer or mesh clothing

- Clothing that has obscene or suggestive printing or pictures that may be offensive
- Flip flops and thong sandals. The definition is “shoes that are flat, backless, made of rubber or leather, plain or embellished, etc. consisting of a flat sole held loosely on foot by a ‘Y’ shaped strap, like a thin thong, that passes between the first and second toes and around either side of the foot.”

f. Note about HOSA’s Dress Code Policy:

- Headcovers required for religious purposes or to honor cultural traditions are allowed.
- A competitor should dress appropriately based on the dress standards outlined for gender to which they identify.

C. Official Function Dress (Workshops, HOSA Expo, and Social Activities):

Appropriate business attire is required for official functions, including the HOSA Expo and workshops, in conjunction with the ILC. Social activities dress code will include everything EXCEPT athletic clothing, swimwear, sheer or mesh clothing, tank tops, muscle shirts, crop tops, and clothing with obscene or suggestive printing. Shirt straps must be two inches wide, and the length of shorts and skirts must be at least to the fingertip.

APPENDIX C

CODE OF CONDUCT

Appendix C – Code of Conduct Forms

a. Student Code of Conduct



The Wyoming High School Activities Association Student Advisory Council reminds you to live **THE 307 WAY**.

What is **The 307 Way**:

The **3** represents the 3 opportunities, Academics, Activities and Athletics that are provided by our member schools.

The **0** indicates our tolerance for poor sportsmanship

And the **7** stand for the 7 ideals of **The 307 WAY**:

RESPECT the participants, officials, fans, your school, and your opponents

ENCOURAGE supporting both teams and the officials in a positive way

Hold yourself and others **ACCOUNTABLE** for the actions taken at ALL EVENTS

LEAD those around you in **The 307 WAY**

Be a positive **INFLUENCE** on players, coaches, officials, and fans.

Show **TENACITY** in promoting positive behavior at school events.

And Hold **YOURSELF** to the highest standard when it comes to **The 307 WAY!**

HELP US MAKE THE 307 WAY a REALITY at all WHSAA EVENTS.

Expectations for Conduct:

In following **The 307 Way**, Wyoming HOSA believes that sportsmanship is the foundation for interscholastic sports and activities. Appropriate conduct and behavior are essential at the core of creating and providing a positive interscholastic experience. Coaches, officials, parents, and fans all have a role in creating a positive environment for young people and understanding those roles is critically important. Violations of appropriate conduct, as listed above in The 307 Way, may result in a loss of privilege at any or all current and future school districts activities and events.



Student Code of Conduct

Please review the Code of Conduct below. It is a privilege to attend a Wyoming HOSA conference or event and it is the responsibility of all participants to conduct themselves in a proper manner at all times. The guidelines in this Code of Conduct are the minimum behavior standards and individual schools' administration and/or chapter advisors may have additional policies and rules for their students to follow. Should that occur, the participant must meet both the school Code of Conduct and this state Code of Conduct.

1. All participants are expected to attend all applicable sessions of the conference/event.
2. All participants are expected to wear name badges at all times throughout the conference/event.
3. All students will abide by the Wyoming HOSA Dress Code for the specific conference/event. Students will not be permitted to participate in a competitive event or receive an award or recognition on stage at any conferences if found to be out of dress code. Unless otherwise noted, blue jeans and other casual attire are excluded from all functions. Students are to be fully clothed at all times outside of sleeping quarters, including movement between hotel rooms and to/from swimming/spa areas. Pajamas are not allowed outside of hotel rooms.
4. Students will not consume or have in possession any alcoholic beverages, prescription medications not prescribed to the student, illegal substances, tobacco or smoke products, including electronic cigarettes and paraphernalia of any kind. Follow your school/district policy for handling prescription medications and list these on the medical section of this form.
5. Any type of weapons and toy replicas of weapons are prohibited, including water guns, paintball guns, and other items that are intended to cause harm, damage, or disruption of a business-like atmosphere. Gambling is also prohibited.
6. All participants will behave in a courteous manner and refrain from language and/or actions that could bring discredit upon them, their school and/or Wyoming HOSA. Conduct unrelated to an educational conference or business environment will not be tolerated. Examples include but are not limited to the following: disrupting a session or event; interaction with nonconference individuals; or any activities that may endanger self or others.
7. All students will be in their own rooms by the established curfew for the event. Students must have the permission of the advisor to visit the room of students of the opposite gender. It is the advisor's responsibility to ensure compliance with these issues.

8. Students will keep their advisor informed of their activities and whereabouts at all times. Accidents, injuries or illnesses must be reported to the State Advisor or delegated representative for the event.
9. Students will not use portable stereos or other loud music- or noise-making devices outside of their rooms. If used in their rooms, volume should be low so as to not disturb nearby guests.
10. Conference participants are guests of the hotel, convention center, or other venue for the conference/event and must not deface or destroy the property. All types of roughhousing including throwing items out of the windows will not be tolerated. All trash including pizza boxes, bottles, cans, etc. must be placed in the proper receptacles and not left in the hallways or meeting rooms. Any repairs or replacement costs due to damage or loss that occurs due to their stay will be the responsibility of the individual (s) and/or parent(s) or guardian.
11. The local advisor is responsible for the supervision of their students' conduct. Any participant who disregards this Code of Conduct will be subject to disciplinary action. All rule infractions requiring disciplinary action will result in the participant being sent home at the expense of the participant and/or parent(s) or guardian.

In signing below, I indicate having read the Code of Conduct and agree to abide by these rules.

Printed Name of Student

Student Signature

Date

Printed Parent/Guardian Name

Parent/Guardian Signature

Date

Publicity and Website Permission

The State of Wyoming, Department of Education (WDE) websites and social media and the Wyoming HOSA website and social media are two of the primary modes of communication for our students, instructors, and others. We understand the global nature of the Internet and concerns for protection and privacy; accordingly, we ask your permission to use images of your child within the WDE and/or Career and Technical Student Organization publications and/or website and/or social media should we desire. Images of students, instructors, Department of Education employees, parents, and others used in publications and on our website may be included when they are involved in projects, when they are in groups (classrooms, conferences, activities, contests, or chapters), or when their student group receives recognition at the local, district, regional, state, or national level. The website will not include last names, but will use a student's first name only for that student's protection; however, publications may use the student's entire name.

Permission to Use Student's Image: By signing below you are indicating that you are granting this permission. Do not sign below if your intent is to WITHHOLD permission. I hereby grant permission to use my child's image, name, and/or selected school materials (projects, papers, art work) in publications and on the Department of Education web site.

Printed Name of Student

Student Signature

Date

Printed Parent/Guardian Name

Parent/Guardian Signature

Date

b. Advisor/Chaperone Code of Conduct



Advisor/Chaperone Code of Conduct

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

1. Advisors/Chaperones will project a positive and professional image of Health Career Education and HOSA to all those with whom they interact.
2. Advisors/Chaperones will promote HOSA as a positive experience; therefore, will act as a positive role model for students in dress, voice, attitude, actions and demeanor.
3. Student conduct is the responsibility of the local chapter advisor.
Advisors/Chaperones are accountable to and for their students in all Wyoming HOSA related activities.
4. Advisors understand and follow established processes within the HOSA organization that protect the rights of all members.
5. Advisors are expected to perform all assigned duties.
6. Advisors are proud of the standard of excellence they maintain for themselves and their students; attendance at any Wyoming HOSA function implies acceptance and practice of these standards.
7. Advisors/Chaperones attending Wyoming HOSA events may not purchase, consume or be under the influence of alcohol or drugs at any time. Violations will be subject to stringent disciplinary action.
8. Advisors/Chaperones are to abide by the Wyoming HOSA attire policy at all sessions and workshops.

Failing to follow the Advisors/Chaperones Code of Conduct and/or Statement of Assurance, may result in one or more of the following actions:

- Conference with the Wyoming HOSA Board of Directors
- A phone call to the Executive Director
- Written report of the Plan of Action with a copy sent to the Executive Director
- Dismissal from the event or conference

- Recommendation for dismissal from HOSA by the Wyoming HOSA Board of Directors.

Wyoming HOSA reserves the right to skip any of the steps if it is deemed necessary by the Board of Directors and/or the Executive Director.

In signing below, I indicate I have read the above Code of Conduct and agree to accept and practice these standards.

Printed Name of Advisor/Chaperone

Advisor/Chaperone Signature

Date

Publicity and Website Permission

The State of Wyoming, Department of Education (WDE) websites and social media and the Wyoming HOSA website and social media are two of the primary modes of communication for our students, instructors, and others. We understand the global nature of the Internet and concerns for protection and privacy; accordingly, we ask your permission to use images of you within the WDE and/or Career and Technical Student Organization publications and/or website and/or social media should we desire. Images of students, instructors, Department of Education employees, parents, and others used in publications and on our website may be included when they are involved in projects, when they are in groups (classrooms, conferences, activities, contests, or chapters), or when their student group receives recognition at the local, district, regional, state, or national level. The website will not include last names, but will use an advisors/chaperones first name only for that person's protection; however, publications may use the advisors/chaperones entire name. Permission to Use Advisors/Chaperones Image: By signing below you are indicating that you are granting this permission. Do not sign below if your intent is to WITHHOLD permission. I hereby grant permission to use my image, name, and/or selected school materials (projects, papers, art work) in publications and on the Department of Education web site.

Printed Name of Advisor/Chaperone

Advisor/Chaperone Signature

Date

c. Advisor Statement of Assurance



Advisor Statement of Assurance

As the advisor responsible for the students attending this event, I confirm that:

- I have reviewed the Medical Release Form and the Code of Conduct with my students. I will have a completed copy of the Code of Conduct for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that Wyoming HOSA will not collect the individual Code of Conduct forms for this event and that they are to be kept in my possession.
- I understand that students attending the above event will have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. I have discussed this with the students and the parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I understand that I am expected by Wyoming HOSA to remain on-site with my students.
- I understand that proper completion of the Medical Release and Code of Conduct forms provides the best protection for my students' needs and my liability during a Wyoming HOSA event.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event and have reviewed all school/district policies regarding supervision of students on trips and will abide by them.
- The responsibility for the safety of the delegates from this chapter rests with the person(s) signing this Statement of Assurance.
- I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.
- I will patrol the halls of conference venues, stay up until students and/or halls are quiet for overnight stays, enforce the conference Code of Conduct and Dress Code, and regularly check-in with my students.
- I will ensure that myself and chaperones assisting me will:

- Be 21 or older
- Follow the conference Code of Conduct and Dress Code
- Act responsibly and interact appropriately with students.

I have read the above and hereby offer assurance I understand and agree to comply with the policies stated here and on the Medical Release and Code of Conduct forms, indicated by my signature below.

Printed Name of Advisor/Chaperone

Advisor/Chaperone Signature

Date

School/Chapter

APPENDIX D

MEDICAL LIABILITY

Appendix D – Medical Liability Release Forms

a. Student Medical Form



Student Medical Release Form

Participant Information

Participant Name (first, last)		Parent/Guardian Name	
Participant's Home Address		Parent/Guardian Emergency Phone Number (required) ()	
City, State, Zip Code		Alternate Emergency Phone Number (required) ()	
Home Telephone ()	Participant Cell Phone ()	Local Chapter/School Name (required)	
Age (if 18 and under)	Date of Birth (mm/dd/yyyy) / /	Check One ☐ Male ☐ Female	Location of School (city)
Advisor Name (required)	Advisor Cell (required) ()	Participant Email Address (required)	

Medical Information

Is Participant Covered by Medical Insurance? ☐ Yes ☐ No		Name of Person Responsible for Participant's Medical Bills	
Insurance Company	Name of Insured	Relationship to Student of Responsible Party ☐ Father ☐ Mother ☐ Other	
Insured's HOME Phone No. ()	Insured's CELL Phone No. ()	Participant Medical History (check all that apply) ☐ Yes ☐ No Allergies? (list) _____	
Insured's Plan Number	Insured's Group Number	☐ Yes ☐ No Diabetes? ☐ Yes ☐ No Epilepsy?	
Name of Physician	Physician's Phone Number ()	☐ Yes ☐ No Heart /Lung Problems? ☐ Yes ☐ No Other; if yes, please explain: _____	
Does participant have a disability that meets criteria specified by the Americans with Disabilities Act (ADA)? ☐ Yes ☐ No (We will contact you if necessary.)		Medications: (list) _____ _____	

Liability/Medical Release: I certify that the information above is accurate and complete to the best of my knowledge. I hereby agree to release the Wyoming Department of Education and the National and Wyoming State Association of HOSA and their representatives, agents, and employees from liability for any injury to said minor child/adult participant resulting from any cause whatsoever occurring to said child/adult, at any time, while attending any of the organization's regional/district/state meetings and events, including travel to and from.

Parent/Guardian/Responsible Party: Please check one of the following, sign and date that you are aware.

- ☐ I give my permission for immediate medical treatment as required in the judgment of the attending physician. I understand that you will notify me and/or any person(s) listed above as soon as possible.
- ☐ I **DO NOT** give permission for medical treatment until I have been contacted.
- ☐ I am aware that it is my responsibility to submit updated medical information to the chapter advisor if needed prior to each event.
- ☐ Note to parent/guardian: If applicable, please send a copy of your insurance card with your child.

STUDENT SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /
PARENT / GUARDIAN / RESPONSIBLE PARTY SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /

NOTE: Participants under the age of 18 must be signed by a parent or legal guardian.)

ADVISOR SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /
---------------------------	---------------------------------	--

b. Advisor/Chaperone/Volunteer Form



Advisor/Chaperone/Volunteer Medical Release Form

Advisor/Chaperone/Volunteer Name: _____

Home Address: _____

Home/Cell Phone Number: _____

Email Address: _____

School/Chapter Name: _____

Emergency Contact: _____ Relationship: _____

Home/Cell Phone Number: _____

Physician Name: _____ Phone Number: _____

Advisor/Chaperone/Volunteer is covered by group or medical insurance? ____ Yes ____ No

If yes, complete the following information:

Name of Insured: _____

Insurance Company: _____

Group # _____ Policy # _____

Please describe any medical condition(s) which may recur or be a factor in medical treatment.

a. Allergies _____ e. Physical Handicap _____

b. Convulsions _____ f. Medicine Reactions _____

c. Blackouts _____ g. Heart/Lung Issues _____

d. Other _____

If currently taking medication(s), please provide the following information:

Name of Medications(s)/Dosage _____

Prescribing Physician's Phone Number _____

Liability/Medical Release: I certify that the information above is accurate and complete to the best of my knowledge. I hereby agree to release the Wyoming Department of Education and the National and Wyoming State Association of HOSA and their representatives, agents, and employees from liability for any injury to said adult participant resulting from any cause whatsoever occurring to said adult, at any time, while attending

any of the organization's regional/district/state meetings and events, including travel to and from.

Responsible Party: Please check one of the following, sign and date that you are aware.

In the event of a medical emergency (check one of the following):

- ☐ I give my permission for immediate medical treatment as recommended by an attending physician and/or other qualified healthcare provider. Notify any persons listed above as soon as possible.
- ☐ I **DO NOT** give permission for immediate medical treatment. Notify any persons listed above as soon as possible.

Printed Name of Advisor/Chaperone

Advisor/Chaperone Signature

Date

School/Chapter

APPENDIX E

ON-LINE TESTING

Appendix E – On-line Testing Forms



Advisor On-Line Testing Agreement

As chapter advisor/instructor I, _____, understand that materials used for HOSA competitive events testing are confidential and that the security of testing materials is maintained by protecting all items from loss, unauthorized access, or reproduction.

In order to maintain the integrity for testing and competitive process, I further understand that advisors/instructors are not allowed to access or view tests at any time and that advisors/instructors are not allowed to question proctors or students about test content.

Maintaining test item security prohibits any test proctor from:

- Unauthorized printing or photocopying any test items or materials
- Accessing or removing test materials from the secure locations
- Utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items
- Allowing students to access events at times other than their scheduled testing time
- Allowing students to test in one event more than once
- Allowing instructors and others to view test content
- Discussing test content and/or questions with others (e.g. participants, advisors, etc.)

I understand that the Wyoming HOSA on-line testing window for _____ is _____.

I understand access to testing will be monitored by _____ (assigned proctor's full name) and inconsistencies will be reported to the Wyoming HOSA State Advisor for investigation.

I further understand that compromising test security in any way will result in the disqualification of all HOSA students testing at this school.

Printed Name of Advisor/Instructor

Advisor/Instructor Signature

Date

School/Chapter



Test Proctor Confidentiality Agreement

1. Determine dates for your students to test. On-line testing window: _____ 2. Register proctors through the local advisor portal at hosa.org 3. Complete, scan & upload Test Proctor Confidentiality Agreement(s) to _____ by _____. Note: Both this form and the Advisor On-Line Testing Agreement are to be completed for <i>each</i> proctor utilized for testing. The links at which each form is to be uploaded <u>are different</u>. 4. An email granting access to the online testing materials to the proctor will be sent at least 1 day before on-line testing is to occur.

As a designated on-line proctor I, _____, understand/agree to the following:

- Materials used for HOSA competitive events testing are confidential
- To maintain the confidentiality of all testing materials and understand that the security of testing materials is maintained by protecting all items from loss, unauthorized access, or reproduction
- Maintaining test item security prohibits any test proctor from the following:
 - Unauthorized printing or photocopying any test items or materials
 - Accessing or removing test materials from the secure location
 - Utilizing test items in any form, either from a copy of the test instrument or as a practice exercise to expose candidates to the test items
 - Allowing students to access events at times other than their scheduled testing time
 - Allowing students to test in one event more than once
 - Allowing instructors and others to view test content
- I understand that access to testing will be given to and monitored by the proctor named below. Any inconsistencies will be reported to the Wyoming HOSA State Advisor for investigation. I further understand that compromising test security in any way will result in the disqualification of all HOSA students testing in this school.

Chapter/School Name: _____

Date(s) and Time(s) on-line testing to occur:

1 st Date:	_____	Start Time:	_____ am/pm	End Time:	_____ am/pm
2 nd Date:	_____	Start Time:	_____ am/pm	End Time:	_____ am/pm
3 rd Date:	_____	Start Time:	_____ am/pm	End Time:	_____ am/pm
4 th Date:	_____	Start Time:	_____ am/pm	End Time:	_____ am/pm
5 th Date:	_____	Start Time:	_____ am/pm	End Time:	_____ am/pm

Testing Location (e.g. computer lab, library, classroom, etc.): _____

Proctor Information:

Full Name: _____

Position w/School District: _____

Phone Number: (_____) _____ - _____

Email: _____

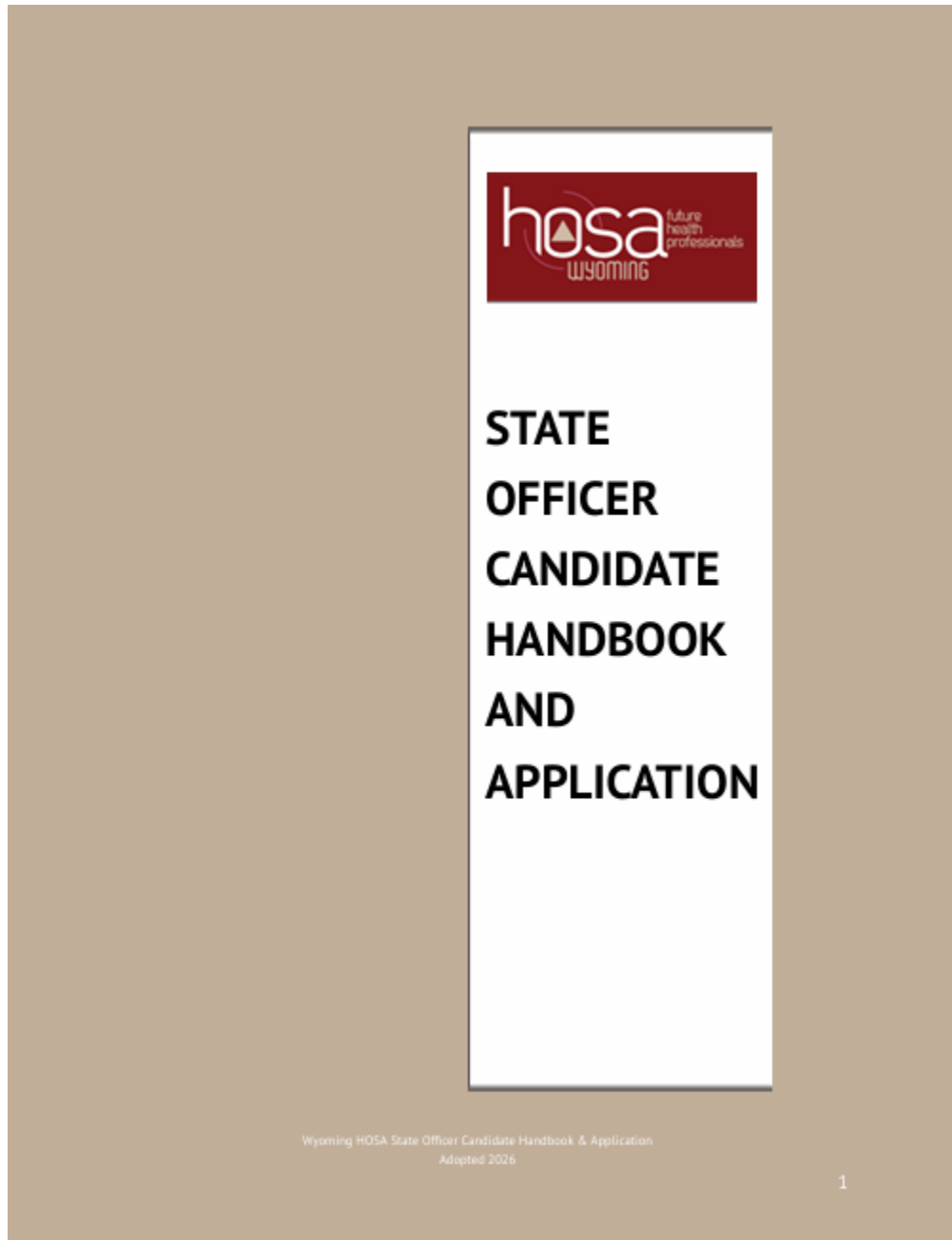
Signature: _____ **Date:** _____

APPENDIX F

STATE OFFICER

HANDBOOK

Appendix F – State Officer Candidate Application & Handbook



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STATE OFFICER CANDIDATE HANDBOOK

This state officer application packet contains some very important information. Carefully read all the information prior to completing any forms or documents.

ELIGIBILITY

- Only TWO candidates from each chapter may apply for a position on the Student Leadership Executive Council.
- Candidates must be registered, dues paying and active members of their local HOSA chapter.
- Candidates must be earning at least a 3.0 grade point average on a 4-point scale.
- All but the office of Postsecondary Vice President are open to students in grades 9-12 during the 2026-2027 Academic Year, who have taken or are currently taking a CTE health career class.

CHOOSING AN OFFICE

Consider the following:

- Positions are based on your current membership classification (Secondary or Postsecondary).
- Candidates may indicate their preference for no more than two offices.
- The Nominating Committee, State Executive Director and State Officer Advisor shall have the authority to nominate candidates for an office other than their preferred office. The candidate may also be nominated for any office in the event there are no other candidates available.
- Regional Vice Presidents must live in and go to school in the region they represent.
- Candidates will have the opportunity to decline a nomination made by the Nominating Committee.
- State Officers may only serve 2 consecutive terms of office, with the exception of President-Elect.

Offices for which students may apply:

- President-Elect (two-year term)
- Regional Vice Presidents (based on the location of the school the student is attending or will attend)
 - Northeast Region
 - Northwest Region
 - Central Region

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- Southeast Region
 - Southwest Region
- Postsecondary/Collegiate Vice President
- Secretary

APPLICATION & ELECTION PROCESS

Any student seeking candidacy must:

- Submit all required documents and forms (see below for list of documents/forms) February 15th via the Wyoming HOSA website student section.
- Take the on-line State Officer Candidate Exam during the State Leadership Conference (SLC) on-line testing window (see State Office Candidate Study Guide below for resources and sample exam questions).
- Upload a photo head shot in official HOSA uniform or professional attire with your application. State Officer Candidates will be recognized in the Opening Session slideshow.
- Be interviewed and recite the HOSA creed before the Nomination Committee over Zoom. Not every candidate will receive an interview. Applications and on-line test results will be used by the Nominating Committee to identify candidates to be interviewed. Interviews will occur during the SLC .
- After the interviews the Nomination Committee will identify and slate the most qualified candidates. Candidates will participate in the following at the State Leadership Conference (SLC), both occurring in the spring:
 - "Meet the Candidates" session for facilitated questions and discussion
 - Business Session to present a 2-minute speech, before the assembled voting delegates
- Campaign-Campaigning cannot begin until after the Opening Session at the SLC. Campaigning is restricted to in-person interactions. No handouts are allowed. Campaigning via social media is NOT permitted and offending candidates will be subject to removal as a State Officer Candidate.
- Voting will be held at the SLC business meeting. Elected officers will be installed at the SLC recognition session and will assume all responsibilities following SLC.

REQUIRED CANDIDATE FORMS AND DOCUMENTS

All completed forms and documents must be submitted in pdf format by February 15th via an email to advisor@wyoming.org.

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Required forms and documents include:

- ☐ Application Form
- ☐ Essay Form
- ☐ TWO Recommendation Forms (one of which must be from the candidate's chapter advisor)
- ☐ Candidate/Advisor/School/School District Memorandum of Understanding Form
- ☐ Employer Notification and Memorandum of Understanding Form
- ☐ State Officer Code of Conduct Form
- ☐ State Officer Medical Liability Release Form
- ☐ State Officer Travel Policy and Release Form
- ☐ State Officer Video, Recorded Voice and Photography Release Form
- ☐ Transcript (must be currently earning a 3.0 grade average on a 4-point scale)
- ☐ Photo of your head shot in official HOSA uniform or professional attire for Opening Session recognition
- ☐ Resume
- ☐ Copy of photo ID that would accommodate TSA travel regulations
- ☐ Proof of HOSA Membership (verified by State Officer Advisor, you don't need to submit anything)

MANDATORY STATE OFFICER ACTIVITIES/EVENTS

We recognize this commitment requires some missed days of school. Review these dates with your parents, advisors, and administrators to confirm your availability to serve Wyoming HOSA.

Activity/Event	Anticipated Timeframe
State Officer Training	TBD
HOSA International Leadership Conference (Not Mandatory)	June 2027
Wyoming Fall Leadership Conference	Fall 2026
Wyoming State Leadership Conference	Spring 2027
State Leadership Meetings	TBD
WYCTE Conference	June 2027

STUDY GUIDE AND RESOURCES

Resources/Publications

- [Robert's Rules of Order](#)
- [HOSA Handbook](#)

Sample Exam Questions

1. Which of the following competitions is a team event?
 - a. CERT
 - b. Medical Reading
 - c. Sports Medicine
 - d. Medical Photography
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 content is covered in the Healthcare Issues Exam?
 - a. Licensure criteria for CNA's
 - b. Writing a research paper
 - c. Current events
 - d. The HOSA National Service Project
5. The WHOSA State Officer Advisor is _____.
 - a. Kara Beech
 - b. Tammy Macy

HOSA 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 wellbeing 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.



State Officer Candidate Application

Candidate Information

First Name: _____ MI: _____ Last Name: _____
CTE Program/Course Enrolled: _____
Current Grade: ____ 9 th ____ 10th ____ 11th ____ 12th
Membership Classification: ____ Secondary ____ Post-Secondary ____ Year in College Date of Birth: ____/____/____ Email: _____
Street Address: _____
City: _____ State: WY Zip Code: _____
Home Phone: (____) _____ Cell Phone: (____) _____

Parent(s)/Guardian(s) Information

Parent/Guardian #1

First Name: _____ MI: _____ Last Name: _____
Relationship to Candidate: ____ Mother ____ Father ____ Legal Guardian
☐ Check box if address is the same as Candidate's
Street Address: _____
City: _____ State: WY Zip Code: _____
Home Phone: (____) _____ Cell Phone: (____) _____

Parent/Guardian #2

First Name: _____ MI: _____ Last Name: _____
Relationship to Candidate: ____ Mother ____ Father ____ Legal Guardian
☐ Check box if address is the same as Candidate's
Street Address: _____
City: _____ State: WY Zip Code: _____
Home Phone: (____) _____ Cell Phone: (____) _____

Chapter Advisor Information

First Name: _____ MI: _____ Last Name: _____
Work Phone: (____) _____ Cell Phone: (____) _____
Email Address: _____

Chapter/School Information

Name: _____ Phone: (____) _____
Street Address: _____
City: _____ State: WY Zip Code: _____

Office Preferences

In the space provided, write #1 for your preferred choice of office. Write #2 for your second choice.

_____ President Elect (2-year term, one as President Elect, the second as President) _____

_____ Regional Vice President (based on the location of the school the student is attending or will attend)

Check the region you would be representing: Regions are based on the 26-27 Wyoming HOSA Regions.

☐ Region 1 – Northeast Region

☐ Region 2 – Northwest Region

☐ Region 3 – Central Region

☐ Region 4 – Southeast Region

☐ Region 5 – Southwest Region

_____ Postsecondary/Collegiate Vice President

_____ Secretary

Considerations:

- Positions are based on your current membership classification (Secondary or Postsecondary).
- Candidates may apply for no more than two offices.
- The Nominating Committee, State Executive Director and State Officer Advisor shall have the authority to nominate candidates for an office other than their preferred office. The candidate may also be nominated for any office in the event there are no other candidates available.
- Regional Vice Presidents must live in and go to school in the region they represent. If a Regional Vice President moves and/or attends school outside the region for which they were elected, they will not be eligible to remain in office.
- Candidates will have the opportunity to decline a nomination made by the Nominating Committee.
- Except for the President-Elect succeeding to the Presidency, state officers may seek re-election to the same or any other office within the same division.

Expectations of Elected Officers

All officers of the Student Leadership Executive Council shall:

- Attend mandatory Wyoming HOSA and HOSA activities/events (see Handbook for activity/event information). Should an officer be unable to attend, they must have their absence excused with the state leadership team prior to the activity/event. Officers missing mandatory activities/events may be put on probation or removed from office.
- Have their membership dues paid in full before September 30th. Secondary officers shall pay their dues through their local chapter. Postsecondary/Collegiate Vice President shall pay their dues through the State Advisor.

- Obtain an official HOSA uniform and designated Wyoming HOSA attire before the State Officer Training in May.
- Be responsible for any items supplied by Wyoming HOSA, to maintain them in good condition and have them available at all applicable activities/events. Wyoming HOSA will supply officers with business casual polo shirts to be worn during work and training sessions throughout their term. Wyoming HOSA will also supply name badges which should be worn at all applicable activities/events.
- Provide a copy of their report card/grades at the end of each term for secondary officers and the end of each semester for postsecondary/collegiate officers. If there are issues relating to an officer's academic performance, a meeting with the officer's parents/guardians will be scheduled and a course of action will be determined which may include removal from office.
- State officers are expected to maintain a professional working relationship with their chapter advisors, as well as, the state leadership team.
- Be included on their respective chapter's registration for the FLC, SLC and ILC.
- Be timely in responding to email and other communications. Cc: the state leadership team when sending email.



State Officer Candidate Essay Form

Candidate Information

First Name: _____ MI: _____ Last Name: _____

Chapter/School Name: _____

Skill Self Reflection

Briefly assess the skills that you have that you believe would be beneficial as a Wyoming HOSA State Officer. This is more for the State Officer Advisor to have an idea of what development might need to be included in the State Officer Training.

Essay

Respond to the following prompts; 500 words or less, typed in the box below or add an additional page.

Explain why you would be a good fit as a member of the Wyoming HOSA team, considering you as a leader, team member, considering the goals that you would want to accomplish, and the responsibility to represent Wyoming HOSA as a Future Health Professional.



State Officer Candidate Chapter Advisor Recommendation Form

Candidate Information

First Name: _____ MI: _____ Last Name: _____

Chapter/School Name: _____

Advisor Information

First Name: _____ MI: _____ Last Name: _____

Please evaluate the candidate on the following:

Characteristic	Excellent	Good	Fair	Poor	No Basis to Evaluate	N/A
Dependability —Candidate is prompt, sincere, consistent, truthful and follows directions						
Leadership —Candidate is assertive, able to inspire others, listens and uses good judgment						
Mental Alertness —Candidate is attentive, interested and eager to learn						
Initiative —Candidate accepts responsibility, can work without supervision, works at a steady pace and starts tasks without being prompted						
Team Work —Candidate is adaptable, friendly, tactful, respectful of others and has an appropriate sense of humor						
Attitude —Candidate is positive, honest, practices self-discipline, enthusiastic and motivated						

Please explain why you believe this candidate would make an ideal officer on the Wyoming HOSA Student Leadership Executive Council below or add an additional page.

Advisor Signature

Date



State Officer Candidate Recommendation Form

This recommendation must be made by an adult (21+ years of age) who is NOT a family member/relative or peer/classmate. It constitutes the second of two required Recommendation Forms.

Candidate Information

First Name: _____ MI: _____ Last Name: _____

Chapter/School Name: _____

Evaluator Information

First Name: _____ MI: _____ Last Name: _____

Relationship to Candidate: _____

Please evaluate the candidate on the following:

Characteristic	Excellent	Good	Fair	Poor	No Basis to Evaluate	N/A
Dependability —Candidate is prompt, sincere, consistent, truthful and follows directions						
Leadership —Candidate is assertive, able to inspire others, listens and uses good judgment						
Mental Alertness —Candidate is attentive, interested and eager to learn						
Initiative —Candidate accepts responsibility, can work without supervision, works at a steady pace and starts tasks without being prompted						
Team Work —Candidate is adaptable, friendly, tactful, respectful of others and has an appropriate sense of humor						
Attitude —Candidate is positive, honest, practices self-discipline, enthusiastic and motivated						

Please explain why you believe this candidate would make an ideal officer on the Wyoming HOSA Student Leadership Executive Council below or add an additional page.

Evaluator Signature _____

Date _____

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Candidate, Advisor, School and School District Memorandum of Understanding

Expectations of the Student Candidate

- Be committed to HOSA and promote HOSA's goals and objectives in every way possible.
- Be enrolled in a regularly scheduled health careers program during term of office.
- Be a dues paying state and national HOSA member.
- Attend the current year's State Leadership Conference (SLC) as a candidate for election.
- Accept and fulfill the roles and responsibilities as a member of the Wyoming HOSA Student Leadership Executive Council as written in the Wyoming HOSA Bylaws.
- Be in possession of an official HOSA uniform and project a positive and professional image of HOSA all times.
- Represent one's school, advisor, program, state officer team, State Officer Advisor, Executive Director, Wyoming HOSA and the Wyoming Department of Career and Technical Education with the decorum required of a state officer.
- Student Leadership Executive Council members will refrain from using their name or position on websites and social media (Instagram, Facebook, Twitter, etc.). Wyoming HOSA does not support or condone the use of its name or logo on any website or social media account not sanctioned by the Wyoming Department of Career and Technical Education and the Wyoming HOSA Executive Director.
- Maintain a professional image and good grooming in order to project a desirable image of the organization.
- Attend all meetings, trainings, and conferences during the term of office and accept responsibilities as requested by the State Officer Advisor and Executive Director.
- Avoid places and actions that could raise questions regarding moral character or conduct.

- Use of alcohol, tobacco or illegal substances at any school, HOSA or Wyoming Department of Career and Technical Education sponsored event will result in permanent expulsion from the Student Leadership Executive Council.
- Be able to work as a team player, avoiding any display of superiority.
- Treat all members of the organization equally and without discrimination.
- Maintain a positive attitude at all times and present an energetic, upbeat appearance at all times.
- Be willing to spend the necessary time and travel during your term of office.
- No dating is permitted between candidates or state officers, either before or after elections. If you are dating someone and also applying, please discuss this with your advisor, the State Officer Advisor and/or the Executive Director.
- Resign office immediately if at any time commitments and expectations are not met (includes attendance, professional image, official dress, responsibility and conduct).
- Follow the Code of Conduct at all events.
- Failure to follow these rules will result in a meeting with the State Officer Advisor and Executive Director. Depending on the circumstances surrounding the incident, probation or resignation may be recommended.

Expectations of the Local Chapter Advisor

- See to it the state officer follows his/her expectations listed above.
- The state officers are under the direction of the Wyoming HOSA State Officer Advisor and Executive Director.
- Accept responsibilities for their State Officer as requested by the HOSA State Officer Advisor and Executive Director if needed (calendar on page 2).
- Assist the State Officer at school, workshops and conferences.
- Assist the State Officer Advisor and/or Executive Director as needed. Serve as a State Officer's positive role model with dress, language, habits, assistance, ethics, etc.

Expectations of the Candidate's School District

- Recognizing the travel and liability of the Wyoming HOSA State Officer falls under the responsibility of Wyoming HOSA.
- If additional documentation needs to be completed on the school district's part, the Local Chapter Advisor will need to coordinate that with the candidate, their parents/guardians and the school district.

(Continued on next page)

In signing below, I indicate having read and understood all of the expectations of a Wyoming HOSA State Executive Council Member, the local HOSA chapter advisor and the candidate's school district. I am committed to upholding the responsibilities of my position.

Candidate

Printed Name

Signature

Date

Parent/Guardian

Printed Name

Signature

Date

Local Chapter Advisor

Printed Name

Signature

Date

School Principal or Administrator

Printed Name

Signature

Date

School District Superintendent or CTE Director

Printed Name

Signature

Date



Employer Notification and Memorandum of Understanding

Candidate

It is understood that many students are employed. In order to be a state officer, however, your employer must understand you have responsibilities to Wyoming HOSA. If elected, there may be occasions when you will need to miss work as a requirement of your office. Please request your current employer complete the information below. If you change jobs or become employed during your term as a WyomingHOSA State Officer, you will need to complete this form and submit it to the State Officer Advisor prior to accepting the position.

Employed Candidate's Full Name: _____

Chapter/School Name: _____

Office Choice(s):

- ☐ President Elect
- ☐ Regional Vice President Regions are based on the 26-27 Wyoming HOSA Regions.
- ☐ Postsecondary/Collegiate Vice President
- ☐ Secretary

Employer

The above named student has displayed punctuality, good communication skills, good attendance, responsibility and overall good citizenship during employment with our company. In signing below, I:

- Endorse the above named student as a candidate for the Wyoming HOSA Student Leadership Executive Council.
- Understand the responsibilities and time commitment associated with being a Wyoming HOSA State Officer.
- Understand the officer will not be able to work during dates of mandatory activities/events throughout the year.

Place of Employment: _____

Employer's/Supervisor's Full Name: _____

Comments: _____

Employee/Supervisor Signature

Date

Wyoming HOSA State Officer Candidate Handbook & Application
Adopted 2026



State Officer Code of Conduct

The Code of Conduct will be strictly enforced. Any infringement of these rules will be cause for resignation and will be dealt with by a committee consisting of two Student Leadership Executive Council members, the State Officer Advisor, Executive Director, and the Board of Directors Chair.

- Your behavior at all times should be such that it reflects credit to you, your school/college, your state and HOSA.
- State officer conduct is the responsibility of the local chapter and the state HOSA advisor.
- State officers shall keep both advisors informed of their activities and whereabouts at all times.
- State officer name badges shall be worn at all times.
- State officers 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.
- State officers must have a cell phone during their year as an officer.
- State officers must have access to a computer with internet at home during their year as an officer.
- State officers will be assigned an email account. Email is to be checked daily or link it to an account you do check daily. If an officer receives a text or notice of an email, it needs to be checked ASAP.
- State officers will respond to ALL emails, texts and voice mails from the State Officer Advisor and Executive Director within 24 hours.
- ALL communication on social media should be positive, appropriate and about HOSA.
- State Officers are expected to observe the designated curfew (curfew means being in your own room by the designated hour).
- State Officers may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to probation/dismissal.

- State Officers will be in official HOSA uniform or the official informal uniform whenever representing HOSA.

In signing below, I indicate having read the Code of Conduct and agree to abide by these rules.

Candidate

Printed Name

Signature

Date

Parent/Guardian

Printed Name

Signature

Date

Local Chapter Advisor

Printed Name

Signature

Date



State Officer Medical Liability Release

Student Medical Release Form

Participant Information	
Participant Name (first, last) ()	Parent/Guardian Name ()
Participant's Home Address ()	Parent/Guardian Emergency Phone Number (required) ()
City, State, Zip Code ()	Alternate Emergency Phone Number (required) ()
Home Telephone ()	Participant Cell Phone ()
Age (if 18 and under) ()	Date of Birth (mm/dd/yyyy) () / () / ()
Advisor Name (required) ()	Advisor Cell (required) ()
Local Chapter/School Name (required) ()	
Check One ☐ Male ☐ Female Location of School (city) 	
Participant Email Address (required) ()	

Medical Information	
Is Participant Covered by Medical Insurance? ☐ Yes ☐ No	Name of Person Responsible for Participant's Medical Bills ()
Insurance Company ()	Name of Insured ()
Insured's HOME Phone No. ()	Insured's CELL Phone No. ()
Insured's Plan Number ()	Insured's Group Number ()
Name of Physician ()	Physician's Phone Number ()
Does participant have a disability that meets criteria specified by the Americans with Disabilities Act (ADA)? ☐ Yes ☐ No (We will contact you if necessary.)	Relationship to Student of Responsible Party ☐ Father ☐ Mother ☐ Other
Participant Medical History (check all that apply) ☐ Yes ☐ No Allergies? (list) _____ ☐ Yes ☐ No Diabetes? ☐ Yes ☐ No Epilepsy? ☐ Yes ☐ No Heart /Lung Problems? ☐ Yes ☐ No Other; if yes, please explain: _____ 	
Medications: (list) _____	

Liability/Medical Release: I certify that the information above is accurate and complete to the best of my knowledge. I hereby agree to release the Wyoming Department of Education and the National and Wyoming State Association of HOSA and their representatives, agents, and employees from liability for any injury to said minor child/adult participant resulting from any cause whatsoever occurring to said child/adult, at any time, while attending any of the organization's regional/district/state meetings and events, including travel to and from.

Parent/Guardian/Responsible Party: Please check one of the following, sign and date that you are aware.

- ☐ I give my permission for immediate medical treatment as required in the judgment of the attending physician. I understand that you will notify me and/or any person(s) listed above as soon as possible.
- ☐ I **DO NOT** give permission for medical treatment until I have been contacted.
- ☐ I am aware that it is my responsibility to submit updated medical information to the chapter advisor if needed prior to each event.
- ☐ Note to parent/guardian: If applicable, please send a copy of your insurance card with your child.

STUDENT SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /
PARENT / GUARDIAN / RESPONSIBLE PARTY SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /
NOTE: Participants under the age of 18 must be signed by a parent or legal guardian.)		
ADVISOR SIGNATURE:	Print Name (first, last)	Date Signed (mm/dd/yyyy) / /



State Officer Travel Policy and Release

Candidate Information

First Name: _____ MI: _____ Last Name: _____

Chapter/School Name: _____

Permissions (Parent/Guardian initial all items for which you grant permission)

_____ The above named student may utilize public transportation/shuttle services by themselves to and/or during official Wyoming HOSA Student Leadership Executive Council functions so long as:

- A school employee or parent/guardian drops the student off
- An adult representative of Wyoming HOSA picks the students up, providing appropriate follow up supervision

_____ The above-named student may be transported by adult representatives of Wyoming HOSA to and/or during official Wyoming HOSA Student Leadership Executive Council functions.

_____ The above-named student may be chaperoned by an adult representative of Wyoming HOSA in the event a school employee or parent/guardian is unable to participate in functions required of state officers.

In signing below I indicate having read and understood the above Wyoming HOSA student transportation policy.

Candidate

Printed Name

Signature

Date

Parent/Guardian

Printed Name

Signature

Date

Local Chapter Advisor

Printed Name

Signature

Date

As a school official representing the above named student, my signature below acknowledges the modes of transportation their parent/guardian deems acceptable. Wyoming HOSA is responsible for the safe transportation and supervision of state officers.

School Official

Printed Name

Signature

Date



State Officer Video, Recorded Voice and Photography Release

In signing below, I hereby:

- Give and grant Wyoming State HOSA and National HOSA, the absolute and unconditional right to use, publish, display, electronically distribute and/or reproduce in any manner, video/recorded voice/photographs that positively promotes the image and benefits of career and technology education through educational materials, trade materials and/or Wyoming HOSA and National HOSA web sites.
- Waive any right to inspect or approve the finished video/recorded voice/photographs or any finished materials, copy or other matter which may be used in conjunction with or the manner in which any of the same are used, reproduced, published, or displayed.
- Release the Wyoming HOSA from any liability whatsoever that may occur or be produced in the taking, reproducing, publishing, showing, or displaying of said video/recorded voice photographs, and agree that Wyoming HOSA shall be the owner of the photographs and all rights to them, may copyright the video/recorded voice/photographs in its own name, and may grant to others permission to use them.
- Understand that I am not to receive payment for said video/recorded voice/photographs and that these video/recorded voice/photographs will not discredit or distort my person in any way.

Candidate Information

First Name: _____ MI: _____ Last Name: _____
CTE Program/Course Enrolled: _____
Current Grade: ____ 9 th ____ 10th ____ 11th ____ 12th
Membership Classification: ____ Secondary ____ Post-Secondary ____ Year in College Date of
Street Address: _____
City: _____ State: WY Zip Code: _____

Candidate

Printed Name

Signature

Date

Parent/Guardian:

If the above named candidate is less than 18 years of age, a parent or guardian shall consent to the above authorization and release by signing below.

First Name: _____ MI: _____ Last Name: _____

Relationship to Candidate: ____ Mother ____ Father ____ Legal Guardian

Parent/Guardian

Printed Name

Signature

Date

APPENDIX G

REIMBURSEMENT

Appendix G – Reimbursement Form

The form can be accessed at <https://www.surveymonkey.com/r/WYHOSAReimbursement>.

Wyoming HOSA Reimbursement Form

Please provide the information below to receive reimbursement.

1. Please provide the event or activity you are requesting reimbursement for.

2. Please upload receipts for the requested reimbursement.

Choose File No file chosen

3. If you are requesting mileage reimbursement, please list the departure and destination city as well as total mileage.

Departure City

Destination City

Total Mileage

4. If approved, please list name and address for the reimbursement to be sent.

Name on Check

Complete Mailing
Address

Email

Submit for Reimbursement

Powered by
 **SurveyMonkey**
Create surveys and forms with ease. [Sign up free.](#)

[Privacy & Cookie Notice](#)

APPENDIX H

POLICIES &

PROCEDURES

AMENDMENT

Appendix H – Policies & Procedures Amendment Process

Proposed amendments to the Policies & Procedures must be submitted in writing to the Chair, Chair-Elect and/or Executive Director to be presented at the next Board meeting. Amendment proposals should include the following information:

1. Your name and school
2. Whether you are a student or teacher
3. Where in the Policies & Procedures the proposed amendment would go. For example, Section IV - Leadership Conferences, A. General Policies, a. Refund Policy “No refunds will be made unless the chapter’s school district administration cancels travel due to adverse events or conditions. Refunds for adverse events or conditions with a written request from the school administrator will be 50% of the registration fee..”
4. The proposed amendment. For example, “Strike ‘adverse’ in the first sentence and insert ‘unprecedented’”
5. Why do you believe the Board should consider the amendment? For example, “The Board should consider this amendment because...”

Proposed amendments can be submitted via email to the Chair, Chair-Elect and/or Executive Director.

APPENDIX I

ANNUAL CALENDAR

Appendix I - Annual Calendar Overview

Event	Begin/Open	End/Close
Fiscal Year	September 1st	August 31st
Chapter Affiliation	August 1st	July 31st
Board Member Application Window	March (SLC)	End of April
State Officer Advisor Term	May 1st	April 30th
Board Member Terms	July 1st	June 31st
Executive Director Term	July 1st	June 31st
In-Person BOD Meeting		

APPENDIX J

COMPETITIVE EVENTS INQUIRY PROCESS

Appendix J - Competitive Event Result Inquiry Process Form



Wyoming HOSA Competitive Events Inquiry Process Form

At any time during a competitive event, if a competitor feels a major rule infraction has occurred, the competitor should immediately bring it to the attention of event management. Once an event is completed, the decision of the judges is final. The inquiry process will NOT reverse any decision made by the judges but allows Competitive Events to examine what happened in an event from the competitor's perspective, review how the event ran, and fix that which can be corrected.

This form must be filled out, signed by the Chapter Advisor, and turned in to Competitive Event Headquarters no later than two hours after the conclusion of the event.

Event: _____ Section # _____
Competitor Name: _____ Circle One: SS PS/C MS
Chapter: _____
Advisor Name _____
Contact Phone: _____
E-mail Address: _____
Narrative of Problem (Use the reverse side of the form, if necessary):

Constructive Suggestion:

Competitor Signature: _____

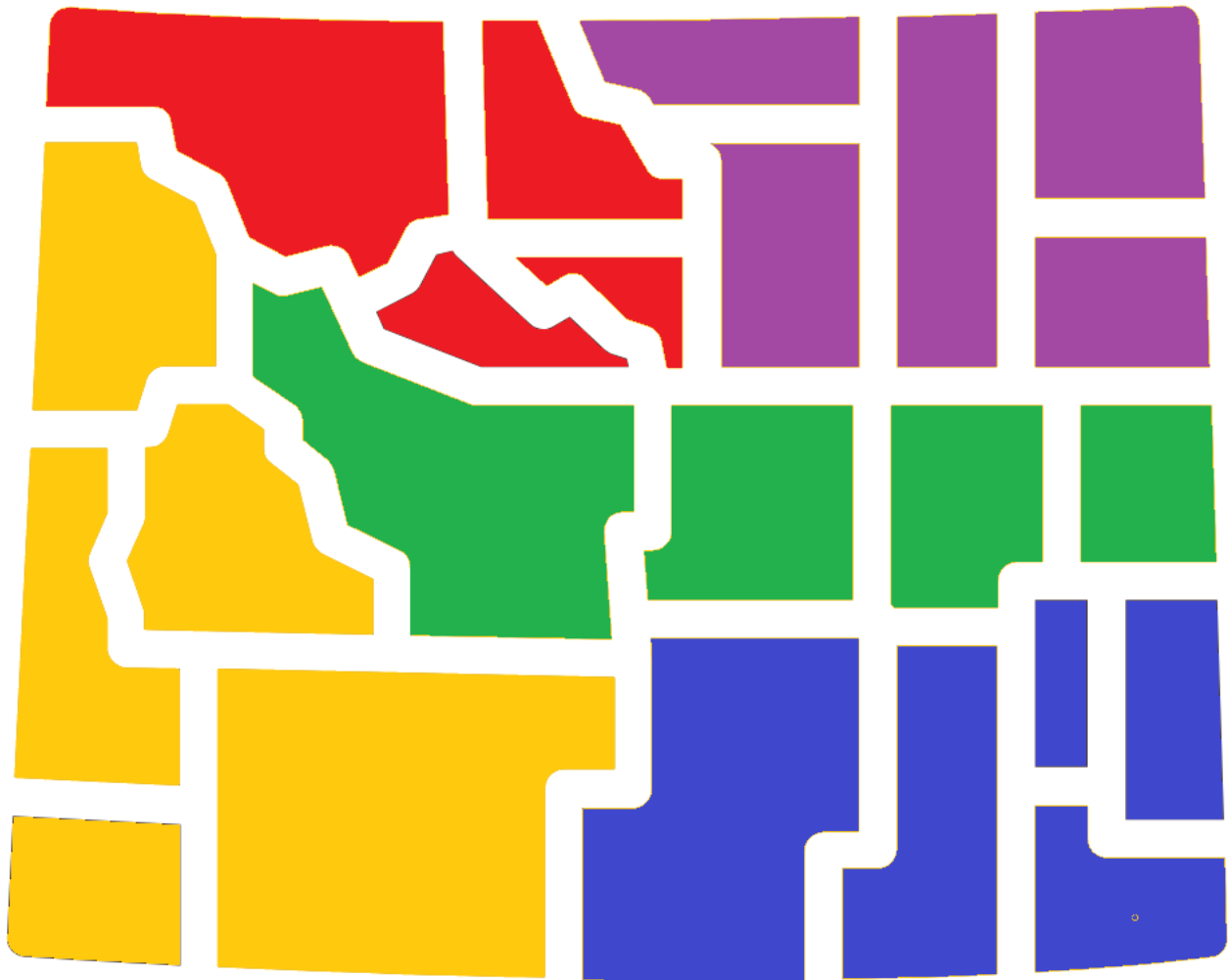
Chapter Advisor's Signature: _____

CE Management Team Action

APPENDIX K

REGIONS MAP

Appendix K - Regions Map (based on school districts)



Northwest Region	Northeast Region	Central Region	Southwest Region	Southeast Region
Park SD	Sheridan SD	Fremont SD	Teton SD	Carbon SD
Big Horn SD	Johnson SD	Natrona SD	Lincoln SD	Albany SD
Hot Springs SD	Crook SD	Converse SD	Uinta SD	Laramie SD
Washakie SD	Weston SD	Niobrara SD	Sublette SD	Goshen SD
	Campbell SD		Sweetwater SD	Platte SD