Colorado HOSA

State Officer Candidate Guide & Application

2027-2028 Term

Completed applications should be submitted electronically by
December 31st, 2026 at 5:00pm

Welcome and Introduction

Congratulations!

Your decision to run and serve as a COHOSA State Officer reflects an exceptional level of dedication, leadership, and commitment to our organization. State Officers are the core of HOSA; they represent COHOSA to healthcare professionals, community partners, education leaders, and most importantly, the membership across Colorado. Being a State Officer is not about being seen in the public eye or about gaining extra recognition, but instead about serving the over 4,000 members of our organization.

This State Officer Candidate Guide contains all the essential information and steps needed to become a COHOSA State Officer. Entering the candidate arena requires determination, preparation, and hard work. Through this process you will gain valuable skills and experiences that will benefit you far beyond this election, whether or not you are ultimately selected.

Being a State Officer requires a great deal of work, effort, and sacrifice. In return, officers will be greatly rewarded by discovering an experience unmatched by any other. Officers have the privilege of receiving many opportunities, training, and relationships that will last a lifetime.

To begin this journey, you will need encouragement and support from several key individuals:

- Your local Chapter Advisor, parents, and school administrator must be informed and supportive of your candidacy.
- Your chapter must be officially affiliated for the current COHOSA year.
- Your chapter officers and members should stand behind you and support your campaign efforts.

Please review this candidate guide carefully to ensure you meet all eligibility requirements and deadlines. All deadlines are firm, and no extensions will be granted. To be eligible to serve as a Colorado HOSA State Officer, candidates must be members in good standing of an officially affiliated Colorado HOSA chapter. Candidates must work with their chapter advisor to ensure their chapter's affiliation is current and in good standing. Candidates are responsible for reviewing and meeting all eligibility requirements, application deadlines, and other expectations outlined in this guide.

We wish you the best of luck in your leadership journey and look forward to seeing the impact you will make.

Sincerely,
COHOSA Leadership Team

Colorado HOSA

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STATE OFFICER POLICIES & PROCEDURES

State Officers serve as ambassadors for Colorado HOSA, and their conduct and demeanor are critical to the reputation, visibility, and success of the state association. State Officers are expected to abide by and follow the Colorado HOSA State Officer Code of Conduct, as well as the HOSA Code of Conduct and Dress Code, which apply to all members of the association. State Officers and candidates should be fully familiar with these codes and should strive not only to meet their standards, but also to serve as role models in their implementation.

STATE OFFICER CODE OF CONDUCT

- The State Officer's behavior at all times should be such that it reflects credit to you, your school/college, your state and HOSA.
- The State Officer's conduct is the responsibility of the Local Chapter Advisor or assigned Colorado State Officer Advisor. Students shall keep their advisors always informed of their activities and whereabouts. Name badges shall be worn at all times at HOSA functions.
- 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 are to report any accidents, injuries, or illnesses to their State Officer Advisor immediately.
- State Officers are expected to observe the designated curfew. (Curfew means that each person must be in their assigned room by the designated hour.)
- State Officers may not purchase, consume or be under the influence of alcohol, tobacco, or illegal substances at any time. Violators will be subject to permanent expulsion from the State Officer Team.
- State Officers who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents/Guardians will be notified.
- Any long-distance phone calls, charges to the room, etc. will be the responsibility of the individual State Officer and/or parents/guardians.
- State Officers are to abide by the dress code and business attire policy at all business sessions, general sessions, competitive events, and other conference activities.
- As a Colorado HOSA State Officer, 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 HOSA, Inc. or Colorado HOSA.

OFFICER ASSIGNMENTS

A crucial responsibility of the State Officer Team is to assist in the efficient running of Colorado HOSA, including coordinating/planning conferences. It is necessary that officers understand the need for assignments to be submitted in a timely fashion. Additionally, State Officers are expected to possess strong written and oral communication skills. Officers must be able to write articles, letters, and other items and proofread them for mistakes.

INTERNET ACCESS, EMAIL, & SOCIAL MEDIA

Each State Officer and their Local Chapter Advisor must have access to internet/email at school and at home. This is essential, because important information concerning HOSA may be sent out daily. It is mandatory that state officers check email and all communication platforms as determined by the State Advisor (such as ClickUp and Discord) daily with a return response or acknowledgement of receipt.

Officers should understand that everything (pictures, comments, surveys, blogs, etc.) presented on social networking sites will reflect on the individual as a State Officer. Even when marked "private", others will associate activities and comments on these sites with HOSA. The saying that "you are judged by the company that you keep" is especially relevant to these sites.

Posts made on personal social networking pages must remain professional in nature throughout the officer's term of office. Accounts will be monitored by the State Advisor and/or State Officer Advisor. If a post is deemed inappropriate or unprofessional, the officer will be asked to remove the post. After two (2) inappropriate posts, the officer may be reprimanded or removed from office. Cyber bullying will not be tolerated and will be grounds for immediate removal from office.

State Officers will often be tagged in social media posts from personal and business pages. By submitting an application, candidates, their parents, administrators, and advisors agree to having their photos posted and tagged on social media on personal and business pages.

DRESS CODE

Colorado HOSA State Officers and candidates are expected to take the utmost pride in their appearance.

- Candidates for state office must wear official HOSA attire or alternate General Session Attire as stated by National HOSA dress code, during all activities at the Colorado HOSA State Leadership Conference, unless otherwise indicated in the conference program. Appropriate dress shoes are required.
- Inappropriate attire includes, for example, denim, tank tops, T-shirts, mini-skirts, spandex, leggings, shorts, or athletic wear.
- "Professional and polished standards" include neat, pressed clothing that fits loosely on the body, attention paid to grooming detail, and proper footwear.
- The Professional and Polished Standards and dress codes are in place from the time the officer/candidate departs for the conference/meeting until the officer arrives home from the conclusion of the conference/meeting.
- When participating in any HOSA activity or wearing HOSA logoed attire, officers are expected to maintain a neat, polished, and professional appearance. The State Advisor and/or State Officer Advisor(s) reserve the right to determine whether hair, makeup, or other appearance styles are unacceptable.
- **Travel Dress Code:** Officers are expected to maintain a professional appearance while traveling. This includes no leggings, no jeans with holes, and clean footwear in good condition. Shorts may be worn, but they must be longer than fingertip length or have a minimum 4-inch inseam. The officer team will decide on attire for travel days, and all officers are expected to adhere to it while representing Colorado HOSA.

STATE OFFICER UNIFORMS

State Officers are expected to convey the image of Colorado HOSA at all times when acting in an official capacity. Accordingly, officers will be expected to wear official HOSA attire when participating in state meetings, attending conferences, representing the state before business or other partners, and at all other times when their appearance and behavior would reflect on the state association, including while traveling.

The State Officer or their Local Chapter will be responsible to purchase all official attire through Awards Unlimited to include an Economy Blazer with a current and approved patch, and slacks or skirt. A white button down dress shirt/tailored blouse and shoes may be purchased separately, and remains the State Officer's financial responsibility. A name badge, tie, polo(s), and other attire deemed necessary by the State Advisor will be provided by Colorado HOSA.

EXPECTATIONS OF STATE OFFICERS

All individuals who serve as State Officers are expected to meet certain requirements.

- State Officers must be members of affiliated, active Local Chapters which participate in Colorado HOSA conferences and projects. Having a State Officer elevates your Local Chapter. Chapters with State Officers are expected to attend the Colorado HOSA conferences with the State Officers. These conferences include, but are not limited to:
  - State Fall Leadership Conference
  - Colorado State Leadership Conference
  - Oklahoma State Leadership Conference
  - Camp Ignite Leadership Conference
- Officers whose Local Chapters do not actively participate in Colorado HOSA conferences and projects will not be allowed to remain an officer. Please note that we do understand that there are limited situations in which a chapter may miss a conference, but it should not become a regular pattern that a State Officer attends a conference without the support and attendance of their Local Chapter.
- State Officers are *REQUIRED* to attend ALL mandatory conferences and meetings. Officers who cannot commit to all of the required meetings during their entire tenure should not apply. Officers who do not attend all of the required meetings will be removed from office. One-time exceptions may be granted by the State Advisor. These mandatory conferences and meetings include, but are not limited to:
  - HOSA State Officer Training Retreat: February 19th-21st 2027
  - Monthly Meetings Virtual/In-Person, from 5-7 pm on the 2nd and 4th Monday of each month beginning in March .
  - Camp Ignite: April 22-25, 2027 - Ponderosa Retreat and Conference Center, Larkspur, CO
  - Oklahoma HOSA State Conference: April 11-14, 2027
  - CTSO State Officer Training Retreat: June 14-15, 2027 - JA Free Enterprise Center Greenwood Village, CO
  - International Leadership Conference: June 20-26, 2027, Philadelphia, PA
  - Washington Leadership Academy: Washington, D.C. (TBA, end of September)
  - State Fall Leadership Conference: (early to mid October 2027)
  - SLC Planning Meeting: December 3-5, 2027 - Gaylord Resort, Denver, CO
  - State Leadership Conference: (mid-February 2028)
  - Executive Committee Board Meeting(s), if applicable (TBA)
  - Local Chapter Visits throughout CO (TBA)
  - Presentation opportunities with business and industry
  - District Representative trainings and meetings
  - Monthly virtual HOSA Student Town Hall meetings (may coincide with virtual meetings on 2nd and 4th Mondays)
  - Any other opportunities as necessary
- If an Officer is unable to attend any meeting, it is the responsibility of the State Officer to communicate schedule conflicts or issues with the State Officer Team Advisors at least 72 hours in advance of a meeting and at least 1 week in advance of an event (without travel accommodations already made). Missing one of the above State Officer monthly meetings will result in a demerit. Three demerits result in being removed from office.
- State Officers are required to complete assignments in a timely fashion. State Officers are expected to submit their assignments to the highest level of quality possible. This requires the officers to make sure all assignments are proofread carefully by another party, are started early enough to exhibit the best effort, and are submitted in the most professional manner and style possible.
- State Officers are expected to exhibit the highest level of character possible at all times. This includes actions in school and outside of school, as well as their presence online.
- State Officers are expected to manage their school work and HOSA responsibilities so that academic grades do not suffer as a result of serving as a State Officer. Advanced planning must be made with teachers, parents, and administrators so

that academic responsibilities are not neglected while serving as an officer. Transcripts must be submitted quarterly, and officers must maintain a 2.5 or above GPA, as well as remain in good standing with their local chapter.

- State Officers are expected to complete other duties and assignments as assigned.

Colorado HOSA Covers the following expenses:

State Officer Training Retreat
- Lodging *(Colorado HOSA)*
- Meals *(Colorado HOSA)*
- *Please note that the State Officer's school or parent/guardian is responsible for transportation to/from this event.*

Oklahoma State Leadership Conference
- Lodging (*Colorado HOSA*)
- Meals (*Colorado HOSA*)
- Airfare (*Colorado HOSA*)

International Leadership Conference
- Lodging *(Colorado HOSA)*
- Registration *(Colorado HOSA)*
- Meals *(Colorado HOSA)*

Washington Leadership Academy
- Registration Fees *(Colorado HOSA)*
- Lodging *(Colorado HOSA)*
- Airfare *(Colorado HOSA)*
- *Please note that the State Officer will be responsible for some meals/snacks/souvenirs and the State Officer's school or parent/guardian will need to coordinate with the State Advisor on scheduling transportation*

State Fall Leadership Conference
- Registration Fees *(Colorado HOSA)*
- Lodging *(Colorado HOSA)*
- Meals during activities *(Colorado HOSA)*

State Leadership Conference
- Registration Fees *(Colorado HOSA*)
- Lodging *(Colorado HOSA)*
- Meals *(Colorado HOSA)*
- *Please note that the State Officer's school or parent/guardian is responsible for transportation costs to the event, and will need to coordinate with the State Advisor on scheduling transportation*

Camp Ignite
- Registration Fees *(Colorado HOSA)*
- Lodging *(Colorado HOSA)*
- Meals during activities *(Colorado HOSA)*

Executive Committee Board Meetings
- *Please note that the State Officer's school or parent/guardian is responsible for all costs associated with this event, and will need to supply transportation for the State Officer or coordinate with the State Advisor on scheduling transportation*

Local Chapter Visits:
- *Please note that the State Officer's school or parent/guardian is responsible for all costs associated with this event, and will need to supply transportation for the State Officer or coordinate with the State Advisor on scheduling transportation*

For all other activities, conferences, or events, Colorado HOSA will not cover expenses, unless approved by the Colorado HOSA State Advisor. The reimbursement and/or coverage of above expenses may be subject to change at the discretion of the State Advisor. In such instances, prior notice will be given.

Officers who are negligent in their duties and/or have been removed from office will be responsible for reimbursing Colorado HOSA for expenses already incurred. The school will be invoiced for expenses and the school will be responsible for requesting reimbursement from the student.

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ELECTION PROCESS

State Officers will be elected in the following manner:

Step 1-State Officer Candidates must submit completed applications no later than December 31st, 2026 @ 5 PM . Please note that if the application is not complete, including a letter of recommendation being received before the deadline, you will not be considered

- Candidates are required to demonstrate their qualification and passion for the role through a completed application, resume, and letter of recommendation from their chapter advisor.
- Candidates will submit a self-made video, less than two minutes in length, introducing themselves and creatively expressing their reason for applying. These videos will be used in the selection process and posted to the Colorado HOSA website for members to view.

Step 2-There will be a State Officer Candidate/Parent Orientation virtual meeting, scheduled on January 14th, 2027, from 6:00-7:00pm.

- **Each candidate must have at least one parent/guardian and their local chapter advisor in attendance**
- State Officer expectations and the candidacy process will be discussed.

Step 3-All eligible State Officer Candidates will be notified of available virtual interview appointment times on January 14th, 2027. These interviews will be held between January 21st and January 29th, 2027.

- Candidates will be asked a series of questions and are expected to dress professionally and provide authentic responses.

Step 4- State Officer Test to be administered at SLC

- The topics covered by the State Officer Test are linked here. It is the responsibility of the candidate to verify that their local advisor has registered them for the State Officer Test by the registration deadline.

Step 5- Campaign Board (*$20 spending limit)*

- State Officer Candidates will create a campaign board to communicate their eligibility, passion, and commitment to HOSA. The board along with receipts will be submitted for approval at SLC Registration and the candidate will stand at the board during the SLC Meet and Greet the Candidates Session on February 12, 2027.
- The State Officer Candidate Campaign Board Guidelines and Expectations should be used by the candidate to assure expectations are met.

Step 6- Each State Officer Candidate is responsible for collecting donated items to contribute to the Colorado HOSA Raffle. Candidates should:

- Secure *donated* items with a combined value of $25 or more to create their themed raffle basket; items may not be self-purchased.
- Ensure all items are new, school-appropriate, and aligned with the basket theme.
- Submit all donations by the stated deadline at SLC check-in (or other designated time).

Donations may include gift cards, merchandise, snacks, décor, or other small themed items. Candidates are encouraged to seek donations from local businesses, family, community partners, or other supporters.

Candidates must achieve a minimum overall score of 70% on the test, interview, campaign board/presentation, and fishbowl question in order to be slated by the State Officer Slating Committee. The test and fishbowl question will each be worth 10% of the score, the interview and campaign board presentation will each be worth 25% and the application and Real Me video will each be worth 15% of the score.

The top seven (7) secondary candidates overall will be elected and slated for the following offices: President, Vice President of Membership, Senior Vice President, Vice President of Media Relations, Vice President of Alumni, Vice President of Outreach, Vice President of Service.

The **President** shall preside at all Colorado HOSA Conferences and Events and at all Colorado HOSA State Officer Meetings, make committee appointments (unless otherwise provided), and develop, with the assistance of the State Officer Team and the Executive Committee, the Annual Program of Work. The President shall serve on the Colorado HOSA Board of Directors.

The **Vice President of Membership** shall promote the growth and development of Colorado HOSA in accordance with the Annual Program of Work. They shall also lead recruitment for all Divisions, except for the Postsecondary/Collegiate Division, which the Postsecondary/Collegiate Vice President shall lead. The Vice President of Membership shall also serve on the Colorado HOSA Board of Directors.

The **Senior Vice President** serves as the primary record-keeper for the HOSA State Officer Team. Key responsibilities include recording minutes for all State Officer Team Meetings, collaborating with the officer team to create meeting agendas, and being prepared to assume presidential duties in the President's absence. They shall file such minutes and all other records and reports with the HOSA State Officer Team, the State Officer Advisor, and the State Advisor within one week (7 days) following the meeting.

The **Vice President of Media Relations** shall assist Colorado HOSA State Staff with the Colorado HOSA Social Media Accounts and official Colorado HOSA website. They will post a minimum of two posts each week on social media sites determined by the State Advisor. They will submit a monthly media plan to the State Officer Team, State Officer Advisor, and the State Advisor.

The **Vice President of Outreach** shall work with officers to build industry connections, gain sponsorship, and gather insight for the future of Colorado HOSA. They will be joining meetings with potential sponsors, and help students receive these opportunities at SLC.

The **Vice President of Alumni** is responsible for the recruitment of graduated students into the alumni program. They are to promote the Alumni program to graduates that they may continue to grow outside of HOSA. They continue to provide support and resources to those who have been in HOSA.

The **Vice President of Service** is responsible for coordinating and promoting service initiatives for Colorado HOSA. This officer will be the bridge connecting chapters within the state to opportunities for service. Additionally, they will also serve as the primary officer in charge of communication with the national service project.

The **Postsecondary/Collegiate Vice President** shall serve as a non-voting ex-officio member on the Colorado HOSA Executive Committee. Postsecondary/Collegiate candidates will be required to meet the same requirements as secondary candidates, but will be slated separately.

Step 7—The Conference Program Platform will offer two opportunities to interact with Colorado HOSA members. An SLC Meet and Greet the Candidates Session will be held from 7:45-pm - 8:45pm, February 12, 2027; all voting delegates will be required to attend this session. Candidates will also be introduced during SLC Opening Session, where they will participate in a Fishbowl Q&A Activity re: HOSA-related questions.

Step 8—The Voting Delegates Session will include a campaign speech of 60 seconds or less by each candidate. Delegates will vote for their selected candidate for each office. The Slating Committee will then utilize these results to slate the top 7 scoring candidates. Election/slating results will be announced at the SLC Recognition Session.
Candidates will be required to attend the following events:

TIMELINE FOR ELECTION PROCESS EVENTS

Applications	Due By 5:00 pm December 31, 2026	Online submission - Google Form
Candidate/Parent Orientation	January 14, 2027; 6:00-7:00pm	Virtual-Zoom
Interview	January 21-29,2027	Virtual 30 minute interview -Zoom
Submission of SLC Campaign Speech	Due by 5:00 pm February 4, 2027	Online submission - Send to teamadvisor@coloradohosa.org
Submission of Campaign Board and raffle basket	February 12, 2027 during SLC chapter registration (by 10am)	State Leadership Conference
2 hour shift at HOSA Store	as assigned	State Leadership Conference
Written Exam	February 12, 2027; 5pm	State Leadership Conference
VIP Reception	February 12, 2027 6:00pm-7:00pm	State Leadership Conference
Campaign Board @ Meet & Greet The Candidates	February 12, 2027, 7:45-pm - 8:45pm	State Leadership Conference
Opening Session - Introduction and Fishbowl Q&A	February, 12, 2027; 9:00 pm-10:30 pm	State Leadership Conference
Voting Delegates Session- brief candidate speech	February 13, 2027 7:00 AM:-8:15 AM	State Leadership Conference
Awards Session 1- 2027-28 CO State Officer Team announced	February 13, 2027 9:00-10:30 PM	State Leadership Conference
Awards Session 2 -2027-28 State Officer Induction Ceremony	February 14, 2027 8:00-10:30 AM	State Leadership Conference

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Colorado HOSA State Officer Candidate and Election Procedures

- The procedures for Colorado HOSA State Officer Candidates are detailed in the sections which follow. Candidates, their advisors, parents, and administrators must be aware of these procedures.

- As a State Officer, you represent Colorado HOSA at your school, in your community, and at state, regional, and international meetings. Election as a state office is an honor that also carries with it responsibilities. The State Officer Team is responsible for the efficient functioning of Colorado HOSA and assuring the purpose of Colorado HOSA is protected. To prepare for these responsibilities you must:
  - Familiarize yourself with HOSA's mission, purpose, goals, and history.
  - Maintain an objective opinion on issues.
  - Develop public speaking skills.
  - Develop professional writing skills.
  - Develop effective interpersonal communication skills and leadership skills.
  - Familiarize yourself with the duties of your office and the responsibilities of a Colorado HOSA State Officer and commit to fulfilling these responsibilities.

I. Eligibility

A. Each local chapter is limited to three (3) state officer candidates.

B. State Officers may not serve more than three consecutive terms as a secondary member but may serve for additional terms as a postsecondary member.

C. Candidates must be enrolled as a full-time 9th-12th grade student that is or has taken a career education course related to Health Science/Careers (secondary positions) or currently enrolled in a career center, college, or university pursuing a health career (postsecondary position).

D. Candidates must have an active membership status in HOSA and meet the enrollment, eligibility, and participation requirements established by their school, district, and local HOSA chapter. They must remain a member in good standing with their local chapter throughout their term.

E. Any student who wants to be considered as a candidate for a Colorado HOSA State Office must:
- Complete the Officer Candidate Application and all forms and by the due date.
- Submit unofficial school transcript with current 2.5 GPA or higher on a 4.0 scale by the due date.
  - Transcripts will also be submitted quarterly to verify this standard is maintained.
- Submit a professional resume by the due date.
- Submit a recent headshot photo of yourself (HOSA attire preferred) by the due date.
- Submit a letter of recommendation from their local advisor by the due date.
  - Postsecondary candidates may also request a letter of recommendation from the Dean of Allied Health and/or Department Head.
- Submit required release forms by the due date.
- Submit the two minute ¨HOSA Why¨ Video by the due date.
- Complete a scheduled interview prior to the Colorado HOSA State Leadership Conference.
- Attend the Candidate Orientation prior to the Colorado HOSA State Leadership Conference.
- Submit a raffle basket and Campaign Board during SLC Registration on Feb 13, 2026
- Complete the scheduled written exam at the Colorado HOSA State Leadership Conference.
- Be available to represent Colorado HOSA through personal appearances during their tenure of office.

F. Each candidate will visit the Exhibit Booths at the State Leadership Conference.

G. Each candidate shall deliver up to a sixty second speech before the voting delegation at the Voting Delegates Session. A copy of the speech should be emailed to teamadvisor@coloradohosa.org by February 5, 2026 by 5 pm.

II. Procedures for Newly Elected Officers

A. Attend new officer training February 19th-21st, 2027.
B. Complete all assigned ClickUp/Canva platform training.
C. Attend all HOSA activities during the upcoming year as outlined in the State Officer Candidate Packet.

The following requirements must be completed and submitted by 5:00 pm on December 31, 2026:

- ✔ Colorado HOSA State Officer Team Candidate Application
- ✔ A Unofficial Transcript
- ✔ B Resume
- ✔ C Current Photograph-headshot
- ✔ D Letter of Recommendation
- ✔ E Video/Recorded Voice/Photography Release Form
- ✔ F State Officer Code of Conduct Agreement
- ✔ G Internet Code of Conduct
- ✔ H Medical Liability Release Form
- ✔ I Travel Policy Form
- ✔ J Colorado HOSA State Officer Memorandum of Understanding Form
- ✔ K Local School District/Local Chapter Advisor Memorandum of Understanding Form

Requirement B: Resume

- Please attach a printed or digital copy of your resume with your application.

Requirement C: Current Photograph

- You **must upload** a digital current photograph (headshot in business attire or official HOSA attire) of yourself on the officer application form.

Requirement D: Letter of Recommendation

- Your local advisor must email a signed letter of recommendation to teamadvisor@coloradohosa.org by 5pm on December 11th, 2025. Your application is not complete until this has been received.

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Requirement E: Video/Recorded Voice/Photography Release Form

I hereby give and grant to Colorado HOSA, Colorado Community College System, Health Science and Public Safety and HOSA-Future Health Professionals as well as local state chapters, the absolute and unconditional right to use, publish, display, electronically distribute and/or reproduce in any manner, video/recorded voice/photographs that positively promote the image and benefits of Career and Technical Education through educational materials, trade materials and/or Colorado HOSA, HOSA-Future Health Professionals, and Colorado Association for Career and Technical Education (CACTE)/Colorado Health Science Education (CHSE).

I hereby 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.

I further release Colorado HOSA and Colorado Community College System 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 Colorado HOSA and the Colorado Community College System 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.

I further 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.

State Officer Candidate's Legal Name: _____

Candidate's Home Address: _____

_____	_____	_____
Signature of State Officer Candidate	Printed Name	Date

Colorado State Officer Candidate Term of Service Membership Status (Check One):

☐ SECONDARY ☐ POSTSECONDARY/COLLEGIATE

If the above-named person is a minor, the parent/guardian shall consent to the above authorization and release by signing below.

_____	_____	_____
Signature of Parent/Guardian	Printed Name	Date

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Requirement F: State Officer Code of Conduct Agreement

As a State Officer, you represent Colorado HOSA at your school, in your community, and at state, regional, and international meetings. Election to state office is an honor that also carries with it responsibilities. The State Officer Team is responsible for efficient function of Colorado HOSA and assuring the purpose of HOSA is protected.

As a Colorado HOSA State Officer, I agree to adhere to the following rules and regulations:

- I will, at all times, follow the rules set forth in my home school and area career center (if applicable) including policies for behavior, attendance, and minimum grade point average for participation in activities.
- I will, at all times, respect all public and private property. I understand that damages to any property or furnishings in hotel rooms, private accommodations and buildings will be paid for by the State Officer at their own expense.
- I will spend each night in the room of the hotel/lodging facility to which I am assigned.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- I will not remain in a sleeping room of the opposite sex unless permission has been granted by the State Advisor, State Officer Advisor, or my Local Chapter Advisor.
- I will refrain from the use of alcoholic beverages, tobacco, and drugs, unless I have been ordered to take certain prescription drugs by a licensed physician, at which time I will always have the orders of the physician on my person.
- I will not leave the hotel to which I am assigned without the express permission of the assigned state staff person. Should I receive such permission, I will leave a written note of where I will be in the group chat platform.
- My conduct will be exemplary at all times. I will treat all members equally. I will avoid places and actions that in any way could raise questions as to moral character or conduct. I will behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the HOSA organization.
- I will forfeit my office if I quit school, become suspended, or expelled.
- I will respect all authority. I will accept state HOSA assignments and follow instructions as directed by those responsible for them. I will communicate to the State Officer Advisor and State Advisor any circumstances in which I am unable to attend the required meetings or conferences.
- I will keep the assigned state staff person informed of my whereabouts at all times.
- I will attend all activities that I am assigned or registered to, and I will be on time.
- I will adhere to the required professional dress code at all times
- I will attend the functions required of a State Officer as listed on the schedule of activities.
- I will forfeit my office if, after the beginning of the school year, I change my residence from the school where I was elected, unless I transfer to a school and enroll in another career education course related to Health Science/Careers.
- I will attend school each day it is in session, unless I am on a HOSA assignment or an approved absence based on local school district policy. I will make up for all work missed in classes.
- As a Colorado HOSA State Officer, I must attend all meetings and activities deemed necessary by the Colorado HOSA State Advisor.

I have read the Code of Conduct for the Colorado HOSA State Officer Team and agree to abide by these rules.

_____	_____	_____
Signature of State Officer Candidate	Printed Name	Date
_____	_____	_____
Signature of Parent/Guardian	Printed Name	Date
_____	_____	_____
Signature of Chapter Advisor	Printed Name	Date
_____	_____	_____
Signature of Career Center Director/Principal	Printed Name	Date

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Requirement G: **State Officer Internet Code of Conduct**

As a Colorado HOSA State Officer, you are a public figure. You represent your school, Colorado HOSA State Association and HOSA, Inc. In order to fulfill your responsibilities as a state officer, it is imperative to have consistent access to various social media and technological sites. As you post content to personal and public web pages, such as Facebook, Instagram, Twitter, YouTube, TikTok, or other websites, please keep in mind that people you do not know (including future employers or admissions officers) have the ability to review and archive your personal, yet public information that you post. These personal sites are now being used as a point of reference to your personal site. Be sure that your personal materials, including comments, photographs, video, or audio files would not embarrass you if they were viewed by a HOSA staff member, business partner, or teachers.

You will be assigned a new email address to utilize for any and all Colorado HOSA correspondences. Part of your responsibility as a State Officer is to make sure that you check your email daily, as many opportunities will often be offered via email.

As a State Officer of Colorado HOSA, you make a promise to represent Colorado HOSA with the utmost respect. This means that during your term of office, any content you post on the World Wide Web where HOSA is mentioned on the site will be reviewed by your Local Chapter Advisor, parent, or State Advisor.

_____
_____

As a Colorado HOSA State Officer, I acknowledge that my email address used for HOSA business may be reviewed by an authorized adult such as my parent, Local Chapter Advisor, and/or State Advisor. I understand that the websites that I use will be monitored and I may be asked to remove any material deemed inappropriate by my parents, Local Chapter Advisor, and/or State Advisor.

If I fail to do so and post inappropriate or unapproved material, I will be placed on probation as a State Officer and subject to the consequences as a State Officer for violating the State Officer Code of Conduct.

I have read and understand the information in this document. I agree to abide by this policy for the duration of the CO HOSA office I have been elected or appointed.

_____	_____	_____
Signature of State Officer Candidate	Printed Name	Date

I have read and I understand the State Officer Internet Code of Conduct. I agree to support the guidelines and the above-named student to the best of my ability.

_____	_____	_____
Signature of Parent/Guardian	Printed Name	Date
_____	_____	_____
Signature of Chapter Advisor	Printed Name	Date
_____	_____	_____
Signature of Career Center Director/Principal	Printed Name	Date

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Requirement H: **Medical Liability Release Form**

PLEASE TYPE OR PRINT ALL INFORMATION

State Officer Candidate's Legal Name: _____

Parent/Guardian's Legal Name: _____

Home Address: _____

Parent/Guardian/Telephone: Home _____ Cell _____

State Officer Candidate's Physician: _____ Phone: _____

Physician's Address: _____

Alternate/Emergency Contact: _____

Alternate/Emergency Contact Telephone: Home _____ Cell _____

Local Chapter Advisor: _____ School Name: _____

State Officer Candidate is covered by group or medical insurance: ☐ Yes ☐ No

If yes, complete the following information:

Name of Insured: _____ Insurance Company: _____

Group # _____ Policy # _____

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

a. Allergies _____ e. Physical Handicap _____

b. Convulsions _____ f. Medicine Reactions _____

c. Blackouts _____ g. Disease of any kind _____

d. Heart/lung problems _____ h. Other (Be specific) _____

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

Name of medication(s) _____ Physician/Phone Number _____

Name of medication(s) _____ Physician/Phone Number _____

LIABILITY RELEASE. *I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for their own insurance coverage during any and all HOSA activities. I hereby release the National HOSA Board of Directors, the National Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my State Officer Candidate/child's participation in or contact with any known element associated with an activity including competitive events.*

PARENT/GUARDIAN: Please check one of the following and sign your name.

☐ I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

☐ I do not give permission for medical treatment until I have been contacted.

_____	_____	_____
Signature of Parent/Guardian	Printed Name	Date
_____	_____	_____
Signature of State Officer Candidate	Printed Name	Date
_____	_____	_____
Signature of Chapter Advisor	Printed Name	Date
_____	_____	_____
Signature of Career Center Director/Principal	Printed Name	Date

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Requirement I: **Colorado HOSA State Officer Travel Policy**

State Officer Candidate's Legal Name: _____

It is the State Officer's responsibility to ensure they have access to reliable transportation to and from all required HOSA events and activities unless alternate transportation arrangements have been announced by the State Advisor. Should you require assistance, it is expected that you reach out to the advisor team well in advance of said event.

Check all that apply:

☐ By marking this box, the Parent/Guardian grants permission for the above-named student to travel independently via commercial airline or Uber to and from HOSA functions as part of their official responsibilities. Travel arrangements, including drop-off, pickup, and appropriate supervision, must be coordinated with a parent/guardian and a representative of Colorado HOSA.

☐ The above-named student may be transported by a representative of Colorado HOSA to or during HOSA functions as part of their official responsibilities.

☐ I/we hereby permit _____ to transport the other Colorado HOSA state officers in their private vehicle to locations approved by the Colorado HOSA state advisors. I understand that the officers riding with my child must have their parents' written permission to ride with my child, and I further understand that we are responsible for ensuring compliance with all state licensing and driving requirements pertaining to our child.
Auto Insurance Policy #: _____
Auto Insurance Carrier: _____

☐ I/we hereby permit_____ to ride in a car driven by another State Officer Student. We understand that the driving state officer must have their parent's written permission to drive other State Officer Students and must provide written proof of liability insurance.

☐ The above-named student may be chaperoned by the State Advisor, Officer Advisor or representative of Colorado HOSA in order to participate in functions required of State Officers as part of their official responsibilities.

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

_____	_____	_____
Signature of State Officer Candidate	Printed Name	Date
_____	_____	_____
Signature of Parent/Guardian	Printed Name	Date
_____	_____	_____
Signature of Chapter Advisor	Printed Name	Date

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

_____	_____	_____
Signature of School Official	Printed Name	Date

_____
School Official Title

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Requirement J: Colorado HOSA State Officer Memorandum of Understanding Form

Please review the following items prior to submitting an application. A signature is required from the State Officer Candidate, Parent/Guardian, Local Chapter Advisor, and local School District Administrator.

EXPECTATIONS OF A COLORADO HOSA STATE OFFICER:

1. Be committed to HOSA and promote HOSA's mission, purpose, goals, and objectives in every way possible.
2. Be enrolled as a full-time 9th-12th grade student that is or has taken a career education course related to Health Science/Careers (secondary positions) or currently enrolled in a career center, college, or university pursuing a health career (postsecondary position) during my term of office.
3. Have an active membership status in HOSA (State Advisor verification required).
4. Attend the current year's Colorado HOSA State Leadership Conference (SLC) as a candidate for election and comply with all election procedures and regulations as defined in the State Officer Candidate Packet.
5. Attend all meetings and assigned activities during the term of office and accept responsibilities as requested by the Colorado HOSA State Advisor and Colorado HOSA State Officer Advisor as defined in the State Officer Candidate Packet.
6. Complete the term of office, accepting this honor as a responsibility to the local program and to Colorado HOSA.
7. Know the duties and functions of the office for which selected and fulfill all responsibilities until the next State Leadership Conference. **If selected for the office of Senior Vice President, the minutes of the meeting must be submitted within one week after each meeting.
8. Accept the role and responsibility as a member of the Colorado HOSA Executive Committee as written in the Colorado HOSA Bylaws.
9. Be in possession of an official HOSA uniform and project a positive and professional image of HOSA all times.
10. Maintain a professional image and good grooming in order to project a desirable image of the organization as defined in the State Officer Candidate Packet.
11. Check email and any other communication platforms (such as Discord and Asana) daily with a response or acknowledgement of receipt sent if applicable. Answer any messages from fellow officers, the State Advisor or State Officer Advisor within 24 hours.
12. Complete all assignments in a timely fashion to the highest level of quality possible.
13. State Officers will refrain from using their name or position on any social media sites, except Colorado HOSA specific sites and tagged social media posts from personal and business pages. Posts made on personal social networking pages must remain professional in nature throughout the officer's term of office.
14. Avoid places and actions that could raise questions regarding moral character or conduct.
15. State Officers may not purchase, consume or be under the influence of alcohol, tobacco, or illegal substances at any time. Violators will be subject to permanent expulsion from the State Officer Team.
16. Be able to work as a team player, avoiding any display of superiority.
17. Treat all members of the organization equally and without discrimination.
18. Be willing to spend the necessary time and travel during my term of office.
19. **Understand that expenses outlined in the State Officer Candidate Packet may be incurred.**
20. **Officers may be held responsible for repayment of expenses incurred if they resign or do not meet expectations and are removed from office. It will be the responsibility of the School/chapter to collect from students/parents and to reimburse Colorado HOSA for said expenses. Chapters will be blocked for any outstanding fees due.**
21. Follow the Code of Conduct at all times.

I understand all of the expectations required of a Colorado HOSA State Officer, and I am committed to this responsibility. I also have the support of my parent/guardian, local chapter advisor, and school district in assisting me with this responsibility.

_____	_____	_____
Signature of State Officer Candidate	Printed Name	Date
_____	_____	_____
Signature of Parent/Guardian	Printed Name	Date
_____	_____	_____
Signature of Chapter Advisor	Printed Name	Date
_____	_____	_____
Signature of Career Center Director/Principal	Printed Name	Date

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Requirement K: Local School District/Local Chapter Advisor Memorandum of Understanding Form

EXPECTATIONS OF THE LOCAL CHAPTER ADVISOR:

1. See to it that the State Officer follows their expectations listed above.
2. Have access to internet/email at school and at home and check email at least two times per week with a return response, if applicable. Follow up to assure that the State Officer also responds as needed.
3. Attend all scheduled activities and/or assist with travel arrangements as noted in the State Officer Packet during the State Officer's term of office and accept responsibilities as requested by the Colorado HOSA State Advisor.
4. Assist the State Officer to manage their school work and HOSA responsibilities so that academic grades do not suffer as a result of serving as a State Officer.
5. Assist the State Officer at school, workshops and conferences as needed.
6. Serve as the State Officer's positive role model with dress, language, habits, assistance, ethics, etc.
7. Understand that there is no extra compensation to serve in this position.
8. Understand that the State Officer reports to the State Officer Advisor and/or the State Advisor during conferences and assigned events and will become the responsibility of the State Officer Advisor and/or State Advisor during those times, unless otherwise specified. Communicate effectively with both the State Officer Advisor and State Advisor as needed.

I understand all of the expectations required of a Colorado HOSA State Officer and my role as their local chapter advisor. I am committed to this responsibility and will do my best to fulfill the expectations listed above.

_____	_____	_____
Signature of Chapter Advisor	Printed Name	Date

EXPECTATIONS OF THE LOCAL SCHOOL DISTRICT:

1. Understand that the expenses of conference registration and travel are the responsibility of the school district as outlined in the State Officer Candidate Packet and that officers who are negligent in their duties and/or have been removed from office will be responsible for reimbursing Colorado HOSA for expenses already incurred. The school will be invoiced for expenses and the school will be responsible for requesting reimbursement from the student.
2. Understand that Colorado HOSA will not reimburse chapter advisors or schools for mileage and/or expenses resulting from having a State Officer.
3. Understand that Colorado HOSA and CCCS will not assume liability for student travel.
4. Understand that State Officers are *REQUIRED* to attend ALL mandatory conferences and meetings.
5. **Officers may be held responsible for repayment of expenses incurred if they resign or do not meet expectations and are removed from office. It will be the responsibility of the school/chapter to collect from students/parents and to reimburse Colorado HOSA for said expenses. Chapters will be blocked for any outstanding fees due.**
6. **Chapters with State Officers are expected to attend the Colorado HOSA conferences with the State Officers. Officers whose chapters do not actively participate in Colorado HOSA conferences and projects will not be allowed to remain an officer. Chapters who do not attend these events may be excluded from future State Officer Candidates.** These conferences include, but are not limited to:
    a. State Fall Leadership Conference
    b. State Leadership Conference
    c. Camp Ignite

I understand all of the expectations required of a Colorado HOSA State Officer and the role of the local chapter advisor. The school district is committed to supporting the State Officer and local chapter advisor and fulfilling the expectations listed above.

_____	_____	_____
Signature of Career Center Director/Principal	Printed Name	Date