



2026-2027

STATE OFFICER

APPLICATION

Questions?

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State Officer Applicants:

1.Required items for eligibility

- (1) Application Form
- (2) Officer/Advisor/School Memorandum of Understanding
- (3) Statement of Support
- (4) Applicant Information Sheet
- (5) Required Dates Form
- (6) Medical Liability Release Form
- (7) Code of Conduct Form
- (8) YouTube Video Link (will be posted to the okhosa website)
- (9) Electronic Copy of Campaign Speech (pdf that will be posted)

Procedure for applying for office:

1. Ensure you are an affiliated HOSA member.
2. All applicants must be registered for Fall Leadership Conference.
3. Submit all required information and documents through the following Google form by **September 3, 2026 at 4:00pm. All documents must be titled beginning with the applicant's Last Name, First Name or points will be deducted. If any section of the application goes over or under requirements, the application may be disqualified.**



Due to limited space and timing, we can no longer interview every candidate. Application entries will be scored and assigned points for application, video, and speech. Advancing applicants will be announced via email.

In-person judged portions for applicants will be held at the Oklahoma Department of Career and Technology Education in Stillwater on **September 11, 2026.**

Appropriate dress for the Interview meeting is solid color slacks (at least ankle length) or solid color skirt (at least knee length) with a solid color polo shirt (no logos except HOSA).

At this Round 2 meeting each applicant will:

1. Take a test
2. Participate in an interview
3. Perform a cold reading
4. Present their "Why", giving a 2-3 minute speech about why they want to run for office.

YouTube Video-The applicant's campaign speech (1-2 minutes in length) will be recorded at the applicant's school/home and submitted via YouTube link. This is an opportunity to introduce themselves and explain why they want to be an Oklahoma HOSA State Officer. The YouTube video must be directed and edited by the applicant. The video will be best viewed if it is filmed horizontally with clear audio, recorded at a high quality volume. The video must be viewable by setting it as "Unlisted". Speeches will be posted on the OKHOSA website. Please do not include the name of your school in your submissions. Program names are permissible. Videos that are over the time limit and mentions of school names may result in a deduction in points.

An **electronic one page speech** must be submitted via Google Form. This is not the same as your video script. It must contain your "Why" (Why HOSA? Why you want this opportunity)

The Nominating Committee and the State Advisor will develop the slate of officers. Scores will be compiled using all judged portions: Round 1 application score (content, YouTube link, speech) and Round 2 interview day score (test, cold reading, interview, why statement, professionalism). Applicants must have an overall average of 75% or better to be slated.

Campaigning

No campaigning for office may take place prior to the Fall Leadership Conference. Verbal campaigning ONLY, may be done at the Fall Leadership Conference. No props, costumes, candy or posters, etc. are to be used at FLC. Any campaigning (including the use of social networking sites) prior to FLC may result in disqualification.

Slated candidates will introduce themselves at the PEAK and Fall Leadership Conferences in official dress and selected officers will be announced and installed at the secondary Fall Leadership Conference. They will assume all responsibilities upon installation.

Officer Test

References for Study Guide:

*www.okhosa.com

*www.hosa.org

*State Officer Application Packet



OFFICER/ADVISOR/SCHOOL MEMORANDUM OF UNDERSTANDING

Expectations of an Oklahoma HOSA State Officer:

1. Be committed to HOSA and promote HOSA's goals and objectives in every way possible.
2. Be enrolled in a regularly scheduled Health Science program, courses, or major during term of office.
3. Maintain "good standings" status at their local school throughout the ENTIRE term.
4. Be a state and international dues paid HOSA member.
5. Attend the current year's PEAK and Fall Leadership Conferences (FLC) as a candidate for election.
6. Complete the term of office- accepting this honor as a responsibility to the local program and to Oklahoma HOSA.
7. Know the duties and functions of the office for which selected and fulfill all responsibilities for the ENTIRE term.
8. Accept the role and responsibility as a member of the Oklahoma HOSA State Officer Team as written in the Oklahoma HOSA Bylaws and Oklahoma Policy and Procedures.
9. Be in possession of an official HOSA uniform and all accompanying state provided attire, and project a positive and professional image of HOSA at all times.
10. Represent the local school, advisor, program, state officer team, State Advisor, and the Oklahoma Department of Career Tech with the decorum required of such a position in every day of their term.
11. Maintain a professional image in attitude and stature in order to project a desirable image of the organization (This applies to all aspects of visibility: in-person, social media, email, phone, etc.)
12. Attend all meetings, trainings, and conferences during the term of office and accept responsibilities as requested by the HOSA State Advisor (calendar is attached).
13. Avoid places and actions that could raise questions regarding moral character or conduct.
14. Use of alcohol or drugs at any school, HOSA or Oklahoma Department of Career Tech sponsored event will result in permanent expulsion from the State Officer team. Smoking/vaping is not allowed.
15. Be able to work as a team player, avoiding any display of superiority.
16. Treat all members of the organization equally and without discrimination.
17. Be willing to spent necessary amounts of time and travel during term of office.

OFFICER/ADVISOR/SCHOOL MEMORANDUM OF UNDERSTANDING (continued)

18. Resign office immediately if, at any time, commitments and expectations are not met-includes, but is not limited to, attendance, professional image (in-person and online), official dress, responsibility, and conduct.
**If the officer does not voluntarily resign, they may be removed from office.*
19. Follow the Code of Conduct at all events.
20. Rehearse and memorize all speaking parts by required deadlines to ensure proper and professional delivery. (Camp Ignite, SLC, FLC, etc.)
21. Act as a Voting Delegate at International Leadership Conference (ILC) which includes attendance at all necessary meetings and full voting support for Oklahoma candidates as a voting caucus. Attend various events and sessions at ILC according to State Office Schedule.
22. State Officers will take one National Geographic Academic test at ILC among other assigned duties. State Officers are not allowed to compete in individual events at the state level, but may compete as a team, recognizing that if the team advances to the ILC they may not be able to compete with the team due to voting delegate obligations.
23. Arrive to each obligation on time with appropriate dress and materials.
24. Understand that the "State Officer term" is defined as Fall Leadership Conference to the next Fall Leadership Conference. The expectations are for the state officer to make whatever arrangements are needed to attend officer interviews and the final Fall Leadership Conference and to fulfill their obligations to Oklahoma HOSA.
25. Understand that a HOSA state officer cannot hold state level office in any other career tech student organization during the same term. (October of the elected year to October of the following year)
26. Understand that the President will act as the State Officer Representative on the Oklahoma HOSA Leadership Advisory Board.
27. Understand that if any major event (FLC, SLC, Camp Ignite, CTU, ILC) is not attended in full, for any reason, the officer will resign or may be dismissed.
28. State Officer HOSA Official Uniforms will not be provided by Oklahoma HOSA. Schools must provide their own new HOSA Official Uniform to the officer that will remain a permanent possession of the officer. This includes Official HOSA Blazer and ascot or tie. Students may need to provide their own white dress shirt, dress shoes, and skirt or slacks in appropriate color unless the school agrees to provide these items.
29. Understand that a state officer candidate must have aspirations to enter the healthcare field and education pursuits must reflect that intention.

Applicant initials _____

OFFICER/ADVISOR/SCHOOL MEMORANDUM OF UNDERSTANDING (continued)

Expectations of the State Officer Advisor and School

1. See to it that the state officer follows his/her expectations listed above.
2. Attend **all** meetings, trainings, and conferences (FLC, state officer training, monthly meetings, SLC, Camp IGNITE, and ILC) with state officer during the term of office and accept responsibilities as requested by the HOSA State Advisor (calendar is attached).
 - * This means you do not drop them off and leave. Secondary and Post-Secondary advisors or advising staff are required to attend and assist in activities.
 - * Local advisors **do not** attend Colorado SLC, CTU or WLA with the officer team unless requested by the state advisor.
3. Assist the state officer at school, workshops and conferences.
4. Accompany and provide transportation for the officer for all required events.
5. Assist the State Advisor as needed.
6. Serve as the state officer's positive role model with dress, language, habits, assistance, and commitment to OKHOSA. Follow through with these expectations during the ENTIRITY of the student's term.
7. Understand that there is no extra compensation to serve in this position.
8. Understand that during the term of office, and while the state officer travels to and from meetings/trainings/conferences, the student is the responsibility of the local school.
9. Understand that because of responsibilities with state officers, it will be necessary to obtain assistance to help with other students at conferences.
10. Oklahoma HOSA does not provide State Officer uniforms. Upon election, it is the responsibility of the respective schools to supply the HOSA Official Uniform to their elected officers. This uniform will remain the permanent property of the officer and includes the Official HOSA Blazer, official skirt for females (with allowances for religious exemptions), official slacks for males, and an ascot or tie, all purchased from the official HOSA Store. Students may choose to provide their own white button-down dress shirt and appropriate color dress shoes (subject to approval by the state advisor) unless the school agrees to supply these items. (Purchase link: <https://hosastore.amercommerce.com/official-attire>)
11. OKHOSA will provide meals for the State Officer at all State Officer meetings, HSE Day at the Capitol, SLC, Camp IGNITE, CTU, WLA and FLC. OKHOSA will provide lodging for the State Officer at the November state officer training, SLC, Camp IGNITE, CTU, WLA (if invited), and FLC. The school must pay student registration fees for SLC and ILC.
12. The Local School accepts financial responsibility for all travel expenses for the Advisor including meals, travel, and hotel costs for all meetings/trainings/conferences including overnight including FLC, Nov. state officer training, regular monthly state officer meetings, SLC, Camp IGNITE, and ILC.

OFFICER/ADVISOR/SCHOOL MEMORANDUM OF UNDERSTANDING (continued)

13. Regarding Colorado HOSA SLC, the school will receive an invoice from Oklahoma HOSA and is responsible for flight expenses. Oklahoma HOSA will book flights and pay for various expenses that occur during the conference. Colorado HOSA will pay for hotel and some meal expenses. Only the officer will attend and will be accompanied by OKHOSA staff. No advisor attendance is required.

14. The Local School Administration understands that the school accepts the financial responsibility for the State Officer and Advisor to attend all (day and overnight) meetings, trainings, and conferences, including the International Leadership Conference (arriving 1-2 days before the day of Opening Session when other students will arrive). The State Officer Local Advisor will act as an Event Manager or Judge Manager for one of the events Oklahoma HOSA is responsible for at ILC. This will require training prior to ILC.

15. State Officers will participate in a state officer leadership training offered at ILC on the day before Opening Session. The local school must pay the additional registration fee for this training.

16. State Officers who serve may be asked to run for International Executive Council for the follow year. Schools will agree to support their student in these pursuits.

I understand all of the expectations required of an Oklahoma HOSA State Officer, the local advisor, and the local school administration and I am committed to this responsibility.

Applicant Signature _____ Date _____

Local Advisor Signature _____ Date _____

School Administrator Signature _____ Date _____
(from chartered supporting HOSA Chapter)

OKHOSA STATEMENT OF SUPPORT

I approve of my son/daughter applying for an Oklahoma HOSA state office and if elected, agree that he/she will be able to spend the time to carry on the duties of the office.

Signature of Parent of Guardian (Applicable for Secondary Student)

The applicant meets the qualifications for office and I recommend him/her as a state officer candidate and agree to support them at all required events.

Signature of Local Chapter Advisor

This school is supportive of

being considered as a candidate for HOSA state officer and

as the candidates local advisor because he/she will fulfill the required duties successfully.

Signature of Principal/Director associated with chartered HOSA Chapter (Technology Center or High School)

Medical Liability Release Form

DIRECTIONS: Due to legal restrictions, it is necessary that all students, parents/guardians, guests and HOSA Advisors complete this form to be eligible to attend and participate in any HOSA activity/conference during the school year. This form should be returned to the OK HOSA Advisor.

PLEASE TYPE OR PRINT ALL INFORMATION

HOSA Member/Attendee _____ Phone # _____

Home Address _____

Parent/Guardian (if member/attendee is a secondary student) _____

Parent/Guardian Phone #: _____

Alternate Emergency Contact: _____

Alternate Emergency Contact Phone #: _____

Local Advisor: _____ School Name: _____

Local Advisor Cell #: _____

Student's Physician: _____ Phone: _____

Physician's Address: _____

Student 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, please provide the following information:

Name of medication: _____

Prescribing 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 his/her own insurance coverage during this trip/activity. 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 student/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.

Parent/Guardian's Signature: _____ Date _____

(Applicable for secondary students)

HOSA Member/Attendee Signature: _____ Date _____

Advisor's Signature: _____ Date _____

Secondary student is defined as a high school student when affiliated as a HOSA member.

CODE OF CONDUCT

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

1. Your behavior at all times should be such that it reflects credit to you, your school, your state and HOSA.
2. State Officer's conduct is the responsibility of the local chapter advisor. State Officers shall keep their advisors informed of their activities and whereabouts at all times.
3. State Officers will wear appropriate name badges and attire at all times.
4. 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.
5. State Officers are to report any accidents or injuries to their local or state advisor immediately.
6. State Officers are expected to observe the designated curfew (curfew means being in your own room by the designated time).
7. State Officers are responsible if vandalism or damages of any kind. State Officer will be expected to pay any and all damages.
8. State Officers attending conferences may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be removed from the state officer team. Immediate removal of officer per hotel policy and legal laws.
9. Smoking/vaping is allowed for postsecondary students (over 21 years old) not in HOSA uniform in designated areas only.
10. State Officers who disregard the rules will be subject to disciplinary action (for example, removal from state officer team) and will be sent home at their own expense. School administration and/or parents will be notified.
11. Any charges to hotel room will be the responsibility of the State Officer.
12. State Officers are to abide by the HOSA Attire Policy at all business sessions, general sessions, competitive events, awards sessions and other conference activities.
13. As an Oklahoma 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 Oklahoma HOSA and National HOSA.
14. Students must remain in "good standings" at their technology center and/or local high school during their term of office.

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

Print Name of Student	Signature of Student	Date
Print Name of Advisor	Signature of Advisor	Date
Print Name of Parent/ Guardian	Signature of Parent/Guardian (Applicable for secondary students)	Date



Oklahoma HOSA State Officer Selection Process

In an effort for all schools to have representation on the Oklahoma HOSA State Officer Team, the following process will take place for the State Officer Selection.

Each applicant will:

1. Submit State Officer Candidate Application
2. Submit YouTube video link of campaign speech
3. Submit electronic script of campaign speech

*These are considered Round One and will be scored to determine who moves forward to Round Two.

At the Round Two selection meeting, each applicant will:

5. Take a test
6. Participate in an interview
7. Perform a cold reading
8. Present their "Why"

The following scores will be included in determining the State Officer Team:

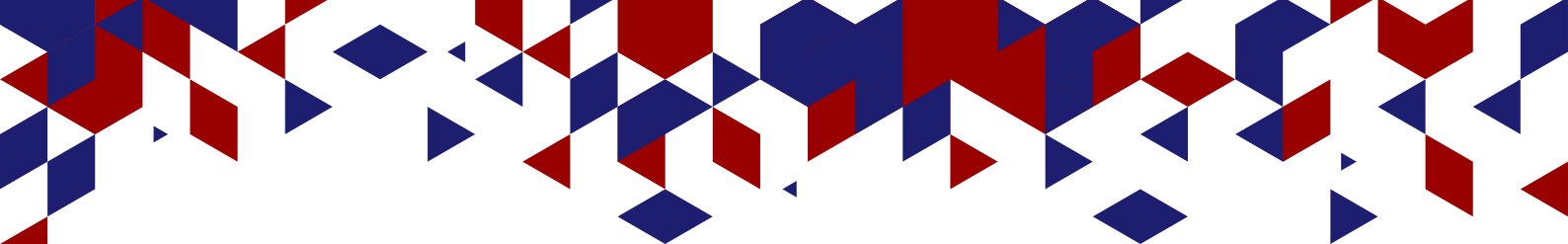
Round One- Application score (including written speech and YouTube video)	40% of the final score
Round Two- Test, Interview, Cold Reading, Why presentation, Professionalism	40% of the final score
Conference- Votes at Fall Leadership Conference	20% of the final score

Applicants who do not achieve a minimum score of 75% in Round One and Round Two may not be selected to move forward to the slate.

In the event that there are no slated applicants from a division, an applicant from another division may be voted into that position.

The office positions will be:

- 2- Secondary Representative (with highest percentage of score from a Small School)
- 2- Secondary Representative (with the highest percentage of score from a Large School)
- 1- Postsecondary Representative (with highest percentage of score from a Small School)
- 1- Postsecondary Representative (with the highest percentage of score from a Large School)
- 4- Representatives (with the highest percentage of total scores of the remaining candidates)



Required Dates

September 11, 2026	State Officer Interviews- Stillwater
October 1, 2026	Post-Secondary Fall Leadership Conference
October 6, 2026	Fall Leadership Conference
November 9-11, 2026	State Officer Training Retreat
December 11, 2026	State Officer Meeting, TBA
January 21, 2027	State Officer Meeting, TBA
Jan/Feb TBD	OKHOSA Day with the Thunder
February 11-14, 2027	Colorado SLC (no advisor required)
February 16, 2027	HSE Day at the Capitol, OKC
March 9, 2027	State Officer Meeting- Career Tech, Stillwater
April 11-14, 2027	State Leadership Conference, Embassy Suites, Norman
May 4, 2027	State Officer Meeting, TBA
May 24-27, 2027	Camp IGNITE- Binger, OK
June 2-4, 2027	Career Tech University (no advisor required)
June 20-26, 2027	International Leadership Conference, Philadelphia, PA
July 7, 2027	State Officer Meeting, Virtual
August 2, 2027	OKACTE Oklahoma Summit (optional)
September TBA, 2027	Washington Leadership Academy (if eligible and invited)
September 10, 2027	Officer Interviews, Career Tech, Stillwater
October TBA, 2027	PEAK Leadership Conference 2027
October TBA, 2027	Fall Leadership Conference 2027

Print Name of Student	Signature of Student	Date
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Print Name of Local Advisor	Signature of Local Advisor	Date
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Print Name of Parent/ Guardian	Signature of Parent/Guardian	Date
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Print Name of H.S Administrator	Signature of H.S. Administrator	Date
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Print Name of Tech Center Administrator	Signature of Tech Center Admin.	Date
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