

STATE OFFICER APPLICATION

Minnesota HOSA
future health professionals
STATE OFFICER TEAM 2023-2024



OPENS
February 1st 2023

CLOSES
March 1st 2023

INTERVIEWS
March 13th-24th

ONLINE TEST
March 29th - March 31st

OPTIONAL IN-PERSON EVENT
February 20th 3:00pm
More info on the google form and Instagram

Contact
Director@minnesotahosa.org
with questions

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SLC SPEAKER PROPOSALS

Minnesota HOSA
future health professionals
SLC APRIL 5th-6th, 2023



OPENING SESSION FORM

[Opening Session Form Link](#)

Form closes March 10th

EDUCATIONAL SESSION FROM

[Educational Session Form Link](#)

Form Closes March 10th

COLLEGE & CAREER FAIR FORM

[College & Career Fair Form Link](#)

Form Closes March 20th

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Letter From Your President

What's up prospective applicants!

I cannot even begin to express my excitement and gratitude that you are taking the next steps to further your experience with Minnesota HOSA. The journey you are about to embark upon will give you invaluable insight into your state association and your ability to direct Minnesota HOSA **beyond all limits**. As you work through this application, I encourage you to determine your **why**. What is your reason for pursuing this opportunity? What is the driving force behind your time spent in HOSA? These questions and many more can be answered only when you become reflective about **why** you are seeking to become a part of the next generation of leaders for our organization.

This entire process itself consists of 3 phases. **Phase I** is completing the online application in its entirety. If you meet all the requirements of Phase I, you will advance to **Phase II**. This phase will allow you to participate in a virtual interview and Candidacy test to learn more about you as a HOSA member! Upon completion of Phase II, if selected, you will then advance to **Phase III** where you will begin to engage with the other applicants. This phase will take place at the State Leadership Conference where you will form connections with hundreds of members across the state while you share your **why** and how you will use that source of motivation to create the HOSA experience that your members deserve.

With all of this being said, none of it will be possible if you do not understand the commitment and responsibility that comes with this opportunity. As a representative of the values this organization holds, you embody HOSA – Future Health Professionals in every aspect possible, including being the voice of over 1,600 members across Minnesota, representing Minnesota at the International Leadership Conference, as well as carrying the image of the organization as in your everyday life. It is imperative that you remain aware of how your daily decisions and actions can impact the HOSA experience - the very same experience that drove you to open this application. Do not let this message discourage you. Instead, use this as encouragement and conceptualize the impact that you may have on your members. Allow this to show you that the heart of leadership lies within advocacy which will aid you in putting the members' best interests at heart. Now, it's time to take on the first step in becoming a State Officer. Do not let me stop you – get started on this application! If you have any questions or concerns, please feel free to contact me via email at Tristenrothrum29@gmail.com.

I can't wait to see all of you at SLC, and best of luck!

Tristen Rothrum
Minnesota HOSA President 2022-2023





Application Outline

Phase I - The Online Application

The online application (found here: <https://forms.gle/L5aMKrdvpWZqXUGt9>) must be completed in its entirety before the **deadline on March 1st, 2023 @11:59pm**. Each chapter shall have **no more than two (2) applicants**

The online application consists of 7 sections:

- **Section 1:** General Information
 - This section provides an outline for the form and asks for an email address. The google form sometimes may not save, so be sure to complete the essay questions in a separate document.
- **Section 2:** Position Rankings
 - In this section, rank your top three preferred positions. Be sure to read the position descriptions found on **page five (5)** to better understand what each position entails. All officers will work collaboratively on a variety of tasks so applying for a certain position won't limit you to those responsibilities alone. Select the positions you believe you would best serve the team in.
- **Section 3:** Recommendations & School Info
 - You are required to request two letters of recommendation, to submit these the writers must email the letter to director@minnesotahosa.org. You may not submit these letters yourself! They **MUST** be sent in by the writer. One of these recommendations must be from a teacher, the other can be from any adult, other than an immediate family member, who can vouch for your leadership abilities. In this section place the contact info for your two references.
- **Section 4:** Essay Responses
 - Complete the essay questions to the best of your ability. Use only **as many words as you feel is necessary** to answer the questions. This is your opportunity to tell the selection committee anything you'd like them to know about you.
- **Section 5:** Upload Required Forms
 - Complete the **seven (7) forms** listed at the end of this document and upload them to **section 5** as a single PDF. Upload your campaign poster and your sample Instagram post as well, along with a high resolution **picture of only you**
- **Section 6:** Additional Comments
 - List any final comments you feel the application committee needs to know here.
- **Section 7:** Review
 - Electronically sign the form certifying all of the information listed is true to the best of your knowledge.

Phase II - Virtual Interviews & HOSA State Officer Test

Minnesota HOSA assumes all candidates have/can get access to a web cam for this part of the candidacy process.

Candidates will be emailed regarding a date and time for their virtual interview during the **weeks of March 13th & March 20th**. Candidates will interview with the Application Committee so the committee can learn more about their HOSA journey and what they hope to accomplish as a State Officer. The Application Committee may consist of a mix of State Staff, current State Officers, and third-party representatives and will determine whether or not the candidate is fit to serve as a Minnesota HOSA State Officer.



Application Outline (Continued)

Phase II - Virtual Interviews & HOSA State Officer Test (Continued)

Minnesota HOSA assumes all candidates have/can get access to internet for this part of the candidacy process.

All candidates must complete the virtual Minnesota HOSA State Officer Test **between March 29th-March 31st**. The Minnesota HOSA State Officer Test will consist of questions based on the Minnesota HOSA and International HOSA websites, as well as the International Handbook for HOSA Chapters (sections A, B, and C). Review the following information below for a complete study guide.

Candidate Study Guide:

As officers, one of your primary goals is to communicate the message of Minnesota HOSA to members, advisors, and industry professionals. Acting as **state ambassadors**, officers represent the state brand and are expected to be the most knowledgeable of the opportunities that HOSA has to offer. In preparation for the Candidate Exam, review the following suggested study references; the following consists of material to help guide you as you study for this exam. The suggested study references below do not encompass all questions that may be asked on the exam. The exam will be multiple choice, true/false, fill in the blank, and short-answer and will consist of general HOSA history, Minnesota HOSA facts and history and competitive event knowledge. Be familiar with the National HOSA and Minnesota HOSA websites.

International HOSA

- Important founding dates and state involvement
- HOSA Identity
 - Staple HOSA Sayings
- International HOSA Locations
- International Service Project
- HOSA Uniform
- HOSA Membership
 - Categories
 - Current National and State Membership
- HOSA Graphics and Emblem
- Starting a HOSA Chapter
- International HOSA Representation
 - Board of Directors
 - International Executive Council
- Important HOSA Resources
 - HOSA Handbook

Competitive Events

- Event Categories
- Number of Events
- Suggested Study References

Minnesota HOSA Website

- Monthly Newsletters
- Events/Conferences

Parliamentary Procedure

- What is Parliamentary Law?
- Parliamentary Procedure Ensures:
 - The Right to the Minority
 - The Rule of the Majority
 - Partiality to None
- Basic Parliamentary Definitions:
 - Main Motion
 - Second
 - Amendment
 - Quorum

Minnesota HOSA

- Founding Dates
- Minnesota HOSA Representation
 - Board of Directors
 - State Officers
- State Events & Locations
 - Location of Minnesota HOSA Headquarters
 - Conference and Events offered throughout the year
- Minnesota HOSA Membership
 - Becoming a Member
- Audience Missions
 - Students, Teachers, Industry Professionals



Application Outline (Continued)

Phase III - State Leadership Conference (SLC) Engagement

All applicants **MUST** attend the entirety of SLC (April 5th-6th). As of now, **Phase III** is undetermined due to being influenced by the number of applicants. Once the application deadline (March 1st) has passed, more information will be sent to your email regarding **Phase III** of State Officer candidacy. You can expect to either give a speech, participate in a speed interview, or a team evaluation activity at SLC. Again, information regarding **Phase III** will be sent out well in advance of SLC.

State Officer Positions Available

President

The President will serve as a liaison between the Minnesota HOSA Board of Directors and the Minnesota HOSA State Officer Team. Primary responsibilities include implementing a program of work, organizing officer meetings, ensuring all officers have a voice on the team, and above all: being **the face of Minnesota HOSA**.

Disclaimer: The President will need to train in the President-Elect. This is an extremely time intensive position.

President-Elect

The President-Elect is responsible for **assisting the president** in planning all state officer team meetings, conferences, and other various HOSA-related tasks. The President-Elect will automatically be elected President the following year.

Vice President of Engagement

The VP of Engagement is responsible for helping existing chapters come up with ideas for activities, volunteering, outreach...etc. Primary responsibilities include **maintaining correspondence** with local officers and keeping a running list of resources that chapters can use.

Vice President of Growth

The VP of Growth is responsible for starting all new secondary (high-school) chapters. Primary responsibilities include recruiting new high-school chapters and ensuring they have all the tools needed to **get things started**.

Vice President of Middle School & Collegiate Affairs

The Vice President of Middle and Collegiate Affairs is responsible for all things **middle school and collegiate related**. Primary responsibilities include recruiting new middle school and collegiate chapters and ensuring existing high school chapters are running smoothly.

Public Relations Officer

The Public Relations Officer is responsible for **all things social media** and advertisement related. Primary responsibilities include posting on Instagram, designing various documents needed by the team, and taking photos/videos when necessary.

Activities Coordinator

The Activities Coordinator is essentially **Minnesota HOSA's cheerleader**. Primary responsibilities include planning brain breaks for events, creating initiatives to keep our members engaged, and lastly, keeping the energy elevated.



State Officer Responsibilities

Common Expectations (further detail found in Code of Conduct)

- Attend all meetings, trainings, and conferences during the term of office
- Be committed to bettering MN HOSA in every way possible
- Project a professional image of yourself at all times by wearing the proper HOSA uniform and posting positively on social media
- Treat all other state officers and members of the organization equally with respect
- Respond to all official communications in a timely manner (within 24 hours)
- Abstain from the use of alcohol, tobacco, or any illegal substances during your term of office
- Avoid all places and actions that could raise questions about your moral character or conduct

Common Responsibilities

- Speak in front of the entire MN HOSA assembly at statewide events
- Work with the state director and board members to plan statewide events such as SLC, FLC, and MRC Camp
 - Planning often includes creating a theme for events, brainstorming educational session ideas, writing scripts, promoting events via social media, taking photos and videos, and anything else necessary to create dynamic conferences for students
- Attend weekly state officer meetings necessary to plan events
- Work on a variety of special projects unrelated to statewide events

Events

State Officers must attend a majority of the following events...

State Officer Training (**Mandatory**) - Summer 2023 - Location TBD

International Leadership Conference (ILC) - June 26th-29th 2023 - Houston, TX

Washington Leadership Academy (WLA) (**HIGHLY RECOMMENDED**) - September 2023 - Washington, D.C.

Fall Leadership Conference (FLC) (**Mandatory**) - November 3rd, 2023 - Brooklyn Center

Health Career Exploration Day - October 2023 - Duluth, MN

Medical Reserve Corps (MRC) Camp (**Mandatory**) - Date TBD - Location TBD

Metro & Rochester Mid-winter Conference (**Mandatory**) - January 2024 - Location TBD

State Conference Planning Meeting - February 2024 - Location TBD

State Officer Day at the Capitol - February 2024 - St. Paul, MN

State Leadership Conference (SLC) (**Mandatory**) - March 25th-26th, 2024 - St. Cloud, MN

...As well as 2 scrub camps to lead a Minnesota HOSA presentation

Augsburg/Metro Scrub Camp - July 10th-13th, 2023

Bethel Scrub Camp - July 18th-20th, 2023

Rochester Scrub Camp - July 18th-19th, 2023

St. Cloud Scrub Camp - July 25th-27th, 2023

St. Paul College Scrub Camp - July 24th-27th, 2023



DISCLAIMER

Minnesota HOSA is a student lead organization and is therefore run by our state officers and executive council. If you are appointed to a position you will be expected to fulfill your duties layed out in this application. If you fail to accomplish the duties layed out for you a warning will be issued and if the behavior is not corrected you will be removed from office.

Message From Your State Officer Advisor

Hello applicant, this is Lauren Trygstad the **MN HOSA State Officer Advisor** and my job it to help select, train, and advise the State Officer team. I have been a HOSA member, local officer, State Officer, and International Executive Council Member and I am nearing my seventh year in this organization. During my time as a State Officer I found my family, my best friends, and my community. If elected you will be thrust into a world of opportunity, community, and friendship; you will be given every opportunity to cultivate your future and be connected to the people who can aid you in securing your goals. I will do my best to help you in this journey and I hope we can call each other friends soon. Please feel free to reach out with any questions, I would be happy to help!

Contact laumentrygstad11@gmail.com and I will do my best to help.





1) Statement of Support

_____ wishes to apply to run for a Minnesota HOSA State Office. Name of Candidate

The candidate's success is closely related to the support he or she receives from his or her family, chapter, and school officials. Please indicate your approval and support of him/her pursuing the goal to be an effective state officer:

.....

“I am in support of this candidate becoming an elected state officer of Minnesota HOSA. I will do whatever I can to support and encourage him/her/them. To the best of my knowledge, all information provided in the application is up-to-date and correct.”

Signature of Parent(s) Date

Signature of Chapter Advisor Date

Signature of Principal OR School Counselor Date



2) Employer Notification

Requirements of the Employee

It is understood that many students are employed. However, in order to be a state officer, your employer must understand that, if elected, you have responsibilities to MN HOSA. These are days that you will need to take off as a requirement for your position.

CANDIDATES PLEASE NOTE: *If you change jobs or become employed during your term as MN HOSA State Officer, you will need to complete this form and submit it to the MN HOSA office prior to accepting the position.*

Employee Information

Employee Name

Employee School

Requirements of the Employer

I understand the responsibilities and time commitment associated with being an MN HOSA State Officer. By signing below, I certify that I understand that the officer will not be able to work on days of MN HOSA events and that the above student has displayed good communication skills, good attendance, and good overall responsibility in the workplace.

Employer Information

Supervisor/Manager Name

Supervisor/Manager Signature

Date



3) Video/Photography Release

I hereby give and grant to the Minnesota Department of Health, the Minnesota Department of Education - Career and Technical Education, Minnesota 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, or on the Minnesota Department of Health, Minnesota Department of Education - Career and Technical Education, Minnesota HOSA, and National HOSA web sites.

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 the Minnesota HOSA and the Minnesota Department of Career and Technical Education 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 MN HOSA, Minnesota Department of Health and the Minnesota Department of Career and Technical Education 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.

Name

Address

Signature Date

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

Signature Date



4) MN HOSA 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/college, your state and HOSA.
2. State Officer's conduct is the responsibility of the local chapter and/or the state HOSA advisor.
3. State Officer' name badges shall be worn at all times.
4. State Officer's should have a cell phone during their year as an officer.
5. State Officer's should have a computer and internet access at home during their year as an officer.
6. State Officers will respond to ALL emails, texts and voicemails from the State Advisor within 24 hours. ALL communication on social media should be positive, appropriate and about HOSA.
7. State Officer's may not purchase, consume or be under the influence of alcohol or drugs at any time during a HOSA event. Violators will be subject to probation/dismissal.
8. State Officer's will be in official HOSA uniform or the official informal uniform whenever representing HOSA.

I have read the Code of Conduct for HOSA conferences and agree to follow the Minnesota HOSA State Officer Code of Conduct from the time that I am a candidate through my term of office. I will resign my office if I fail to follow this code.

Student Name	Student Signature	Date
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Advisor Name	Advisor Signature	Date
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Parent/Guardian Name	Parent/Guardian Signature	Date
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5) Medical Release Form

DIRECTIONS: Due to legal restrictions, it is necessary that all delegates (student members), parents/guardians, guests, chaperones, and HOSA Advisors complete this form to be eligible to attend the 2020-2021 HOSA State/International Leadership Conferences. This form should be returned to the HOSA Local Chapter Advisor who will forward all original forms to the State Advisor. In turn, the HOSA State Advisor will make a copy for his/her files and mail the original forms to National HOSA.

PLEASE TYPE OR PRINT ALL INFORMATION

Candidate Name: _____
Parent/Guardian Name _____
Home Address: _____
Parent/Guardian/Telephone- Home: _____ Work: _____
Candidate's Physician: _____
Phone: _____
Physician's Address: _____
Alternate/Emergency Contact: _____
Emergency Contact/Telephone: _____
School Name: _____
Local Advisor: _____
School/Principal: _____
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 occur or be a factor in medical treatment:

If currently taking medication, please list them here: _____

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. 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.

Student Name Student Signature Date

Parent/Guardian Name Parent/Guardian Signature Date



6) State Officer Travel Policy

Officer Candidate's Name _____

Check all that apply:

____ If approved by the parent/guardian, the above-named student may utilize public transportation/shuttle service by himself/herself to functions as part of his/her official responsibilities if a school official or parent drops the students off and a representative of MN HOSA picks the students up and provides appropriate supervision.

____ The above-named student may be transported by representatives of MN HOSA to or during functions as part of his/her official responsibilities.

____ The above-named student may be chaperoned by a representative of MN HOSA in the event that a school employee, local advisor, or parent is unable 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 MN HOSA student transportation policy.

Student Name _____ Student Signature _____ Date _____

Advisor Name _____ Advisor Signature _____ Date _____

Parent/Guardian Name _____ Parent/Guardian Signature _____ Date _____

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

School Principal OR School Counselor Signature _____ Date _____



7) Parent or Guardian Statement of Support

I _____ (**name**) am the parent or guardian of _____ (**applicant's name**) and I support them in the decision to run for an officer position. I give them permission to attend ALL state events that have been listed in this contract, even those that require them to stay overnight in a hotel (paid for by Minnesota HOSA). I acknowledge that if my applicant gets elected to office, they will have to drive themselves, car pool, or be driven to various events. I also acknowledge that they must attend weekly zoom meetings with their team, if elected, and I will not hinder them from doing so. I accept that if my applicant has an issue it will be their responsibility to bring it up to the executive council, state officer advisor, or state director, not my own. And, I accept that if they have to miss one of the primary state events for any reason, or fail to do their duties, they will be dismissed from the team, if elected.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date