

POLICY AND PROCEDURES MANUAL



Table of Contents

Preface	5
I. Organizational Structure	6-9
a. WV Association HOSA Incorporated.....	6
b. WV HOSA Board of Directors	6
i. Purpose	6
ii. Executive Committee	6
iii. Executive Committee Duties	6
a) Chair	6
b) Vice-Chair	6
c) Secretary	6
d) Treasurer	6-7
iv. Voting Members	7
v. Non-Voting Members	7
vi. Ex Officio Members	7
vii. Term Limits	7
viii. Vacancies	7
ix. Quorum	7
x. Elimination of Biases	7
xi. Meetings	7
xii. Change of Status	7
c. Standing Committees	8
d. State Staff	8
e. Competitive Events (CE) Management Team	8-9
f. WV Department of Education (WVDE), Career & Technical Education (CTE) Division	9
g. WV HOSA Advisory Council	9
II. Organization Structure	9-14
a. WV HOSA	9-10
b. Local Chapters	10-11
c. Affiliation Fees	11
d. The Executive Council	12-14
i. The Executive Council	12
ii. Elected Officers	12
iii. Executive Council Responsibilities	12
iv. Duties	12
v. Candidates	12
vi. Terms of Office	12
vii. Vacancies	12-13
viii. Removal	13
ix. Travel & Expenses	13-14
a) General Guidelines	13
b) Travel Expenses	13-14
c) Meal Expenses	14
d) Incidentals & Gratuities	14
e) Executive Director Travel Expenses	14
III. Professional Activity & Development	14-24
a. General Information	14
b. WV HOSA Fall Leadership Conference (FLC)	14-17
i. Learning Objectives	15

a) Personal	15
b) Classroom	15
c) Workplace	15
d) Leadership	15
e) Technical	15
ii. Finances	15
iii. Attendance Eligibility	15-16
iv. Registration	16
v. Refund Policy	16
vi. Hotel Registration	16
vii. Transportation	16
viii. Medical Liability & Code of Conduct Form	16
ix. Publication Release Form	17
x. Officer Elections	17
xi. Dress Code	17
xii. Scholarship Raffle	17
xiii. Exhibitors	17
xiv. Insurance	17
c. WV HOSA State Leadership Conference (SLC)	17-22
i. Learning Objectives	17-18
a) Personal	17-18
b) Classroom	18
c) Workplace	18
d) Leadership	18
e) Technical	18
ii. Finances	18
iii. Attendance Eligibility	18
iv. Registration	18-19
v. Refund Policy	19
vi. Hotel Registration	19
vii. Transportation	19
viii. Medical Liability & Code of Conduct Form	19
ix. Publication Release Form	19
x. Dress Code	19
xi. Educational Symposiums	20
xii. Competitive Events	20
xiii. Awards & Recognition	20
xiv. Cathy Alexander Scholarship	20
xv. Officer Elections	20-21
xvi. Voting Delegates	21
xvii. Exhibitors	21
xviii. Insurance	21
xix. Advisor/Event Personnel Orientation	21
xx. General Sessions	21
xxi. Design Contest	22
xxii. Advisor of the Year	22
d. HOSA International Leadership Conference (ILC)	22
i. Purpose	22
ii. General Information	22
a) Attendance Eligibility	22
e. HOSA Washington Leadership Academy (WLA)	22
IV. Financial Structure & Related Activities	22-26

a.	Budget Planning & Preparation	22-23
b.	Financial Reporting	23-24
c.	Operational Procedures	24-26
V.	Service to Members	26-29
a.	Emblematic Materials	26-27
b.	Publications	27
c.	Organizational Policies	27-29
i.	Non-discriminatory Policy	27
ii.	Reasonable Accommodation Policy	27-28
iii.	Standards of Supervision & Transportation Policy	28-29
VI.	Appendices	30-101
A.	HOSA's Official Dress Code Policy	31-33
B.	Medical Liability & Code of Conduct Forms	34-36
C.	Publication Release Form	37
D.	Advisor of the Year Application	38-41
E.	Cathy Alexander Scholarship Application	42-45
F.	State Officer Handbook & Application	46-72
G.	T-Shirt Design Guidelines	73
H.	Trading Pin Design Guidelines	74
I.	Student Eligibility & Accommodation Form	75
J.	Student Eligibility & Accommodation Form for Other Events	76
K.	Voting Delegate Proxy Form	77
L.	Conflict of Interest Policy	78-82
M.	Grievance Policy	83-84
N.	Public & Media Relations Policy	85-88
O.	Crisis Response Plan	89-94
P.	Incident Report	95
Q.	Volunteer Screening & Training Form	96-97
R.	Refund Policy	98
S.	International Leadership Conference (ILC) Eligibility Policy	99-101

Preface

This document is one of several publications that a HOSA leader should have in his/her professional library. Other publications which contain organizational information include the WV HOSA Bylaws, the HOSA Handbook, HOSA Bylaws, and the HOSA ILC Guide. It is believed that the policies and procedures manual provides WV Association HOSA Incorporated and HOSA leaders with a better understanding of how the state organization operates. WV Association HOSA Incorporated will hereby be referred to as WV HOSA.

Written policies and procedures are essential to the effective and efficient operations of the organization; therefore, the policies are ever-changing. The WV HOSA, Inc. Executive Committee maintains the WV HOSA Bylaws and makes the necessary changes from time to time in the Policies and Procedures Manual. Any suggestions to improve these policies and procedures should be directed to the Chairman of the WV HOSA, Inc. Board of Directors or to the State Advisor.

On behalf of WV HOSA and its members, we thank you for your hard work and dedication to the WV HOSA organization and HOSA Future Health Professionals. You are commended for your unwavering dedication and support to West Virginia's Future Health Professionals.

Sincerely,

*Loretta Thompson
WV HOSA State Advisor*

I. ORGANIZATIONAL STRUCTURE

a. WV Association HOSA Incorporated

- i. The name of the organization shall be West Virginia Association HOSA, Incorporated. The acronym WV Assoc. HOSA is used to designate the corporation. WV Assoc. HOSA is the legal entity for WV HOSA and is an incorporated non-profit organization chartered in 1995 receiving 501 (c)(3) status by the Internal Revenue Service. The objective of WV Assoc. HOSA shall be to sponsor the student organization WV HOSA and to promote and strengthen the health science education, middle school, and WV HOSA partnership.

b. WV HOSA Board of Directors

i. Purpose

- a) The WV HOSA Board of Directors shall manage all affairs of WV HOSA Future Health Professionals under the guidance of the WV HOSA Board of Directors Executive Committee.

ii. Executive Committee

- a) The WV HOSA Board of Directors Executive Committee shall consist of a Chair, Vice-Chair, Secretary, and Treasurer.

iii. Executive Committee Duties

a) Chair

1. Serve as the chief executive officer of WV Assoc. HOSA.
2. Preside over all meetings of the board and executive committee.
3. Serve in ex officio status on all other committees.
4. Represent WV HOSA as deemed necessary.

b) Vice-Chair

1. Serve in the absence of the chair.
2. Perform any other duties as the chair may direct.
3. Represent WV HOSA as deemed necessary.

c) Secretary

1. Attend all board and executive committee meetings and record all votes and the proceedings of minutes to provide a permanent record of business.
2. Give notice of all meetings and special meetings of the board and executive committee.
3. Perform any other duties as the chair may direct.
4. Represent WV HOSA as deemed necessary.

d) Treasurer

1. Serve as the financial advisor to the board of directors, executive committee, and state advisor.
2. Designate responsibility for and oversee financial transactions in accordance with the approved budget.
3. Document all funds received.
4. Document all expenditures.
5. Reconcile bank, credit card, and QuickBooks statements monthly.

6. Prepare a quarterly financial report and submit it to the board chair and WV Department of Education, CTE Division.
 7. Create a monthly treasurer's report and submit it to the board chair. The report should include, but not be limited to the following:
 - i. Name of the organization
 - ii. Period for which the report covers
 - iii. Cash balance at the beginning of the period
 - iv. Income received during the period
 - v. Expenditures during the period
 - vi. Cash balance at the end of the period
 - vii. Treasurer's signature
- iv. Voting Members
 - a) The voting members of the WV HOSA Board of Directors are specified in Article V, Section 3, WV HOSA Bylaws.
- v. Non-Voting Members
 - a) The non-voting members of the WV HOSA Board of Directors are specified in Article 5, Section 3, WV HOSA Bylaws.
- vi. Ex Officio Member
 - a) The ex officio member shall be designated by the WV Department of Education, Career & Technical Education
- vii. Term Limits
 - a) Terms are indicated in Article 5, Section 3, WV HOSA Bylaws.
- viii. Vacancies
 - a) A vacancy in the board of directors may be filled by majority vote of members then in office.
 - b) An executive committee member may be removed by a majority vote of voting members.
- ix. Quorum
 - a) Thirty percent (30%) of voting board members shall constitute a quorum.
- x. Elimination of Biases
 - a) Board members shall cast votes on association matters that are in the best interest of the state association and shall eliminate chapter views and personal biases. (Refer to the Conflict-of-Interest Policy, Appendix L)
- xi. Meetings
 - a) Guidelines for board meetings are outlined in Article 5, section 4, WV HOSA Bylaws.
- xii. Change of Status
 - a) Board members are elected to represent a specific category relevant to the strength of the WV Assoc. HOSA organization. If a board member's status changes during their term in office, the board member will notify the state advisor and/or board chair. The membership of WV Assoc. HOSA will be asked to determine the status of
 - b) the board member with a changed status. WV Assoc. HOSA, by majority vote, can confirm continuation to serve or ask the board member to resign, and thus, initiate the replacement process.

c. Standing Committees

- i. The standing committee's function and perform those duties as set forth in policies and procedures, or from time to time deemed expedient by the WV Assoc. HOSA board. The board chair, with approval of the executive committee, may appoint a chair, vice chair, and members to the standing committee(s). (Article V, Section 5, WV HOSA Bylaws)
- ii. Standing committees are as follows
 - a) Publications, marketing, and partnerships
 - b) Professional development
 - c) Membership
 - d) Policy and Nominating
 - e) Scholarship
- iii. The state advisor will review all motions from the standing committee(s) and present them to the board chair and executive committee no fewer than seven (7) days prior to the regular meeting of the WV Assoc. HOSA Board of Directors. The board will review and determine if the motions are within the committee's authority. If so determined, the executive committee can:
 - a) Refer the motion back to the originator for clarification or additional work, or
 - b) Place the motion on the agenda for the board members' consideration.
- iv. The board chair shall present the motions placed on the agenda during the board meeting with recommendations regarding the motion. The board may
 - a) Approve
 - b) Disapprove
 - c) Refer the motion back to the standing committee for additional work
 - d) Refer the motion to another committee, or
 - e) Table & place the motion on the agenda for a future board meeting

d. State Staff

- i. The WV Association HOSA, Incorporated/WV HOSA state advisor is appointed by the board of directors.
- ii. The WV Association HOSA, Incorporated/WV HOSA executive director is nominated by the state advisor and appointed by the board of directors.
- iii. The state advisor is responsible for the WV HOSA organization.
- iv. The state advisor and executive director shall serve on the board of directors as non-voting members.
- v. The state advisor and/or executive director shall serve on all standing committees on behalf of the WV HOSA organization.

e. Competitive Events (CE) Management Team

- i. The CE team will operate under the direction of the board of directors.
- ii. The CE team will function under the leadership of the WV HOSA state advisor.
- iii. Members of the CE team shall be appointed by the state advisor, with at least one board member being appointed.
- iv. The director of the CE team shall be the state advisor.
- v. Category chairs shall be assigned by the state advisor.
- vi. Charges of the WV HOSA CE team are as follows:

- a) Implement a program of competitive events to recognize individual and team development in middle school, secondary, postsecondary/collegiate, and associate divisions and for members of special populations.
 - b) Provide a management plan that efficiently and effectively implements the program.
 - c) Appoint category chairs for each of the event categories.
 - d) Provide the management and oversee the facilitation of
 - 1. Contracts/Agreements with off-site competitive event locations
 - 2. Competitive events on-site management.
 - vii. The executive director shall recruit and assign judges to the competitive events.
 - viii. The CE team shall monitor all awards and special recognition activities and actions to the benefit of WV HOSA and its supporters.
 - ix. The CE team will seek new avenues of recognition that will contribute in a positive manner to the growth of WV HOSA.
 - x. The CE team will analyze all recommendations from all sources.
 - xi. The CE team will generate a report to present to the board of directors and advisory council following the annual state leadership conference.
- f. WV Department of Education, Career & Technical Education (CTE) Division
 - i. The WV Department of Education, CTE Division will serve as the support agency for the student organization, WV HOSA, with a designated health science education associate, serving as the ex officio member of the board of directors.
- g. WV HOSA Advisory Council
 - i. The WV HOSA Advisory Council will provide specialized expertise to the WV Assoc. HOSA board of directors and WV HOSA organization so that the needs of the WV HOSA delegation are in line with current healthcare industry standards.
 - ii. There shall be a minimum of two (2) annual meetings.
 - iii. The responsibilities of the advisory council shall include, but not limited to, the following:
 - a) Provide specialized information, skills, and experience to assist the competitive events team, local advisors, and WV HOSA members.
 - b) Provide the board of directors with the latest solutions, trending techniques, and knowledge so that the WV HOSA organization provides its members with the most current industry standard guidelines.
 - c) Promote the WV HOSA organization by advocating for the WV HOSA members within the community it serves, helping the organization connect to a greater constituency.

II. ORGANIZATION STRUCTURE

- a. WV HOSA
 - i. The name of the organization sponsored by WV Association HOSA, Incorporated is WV HOSA Future Health Professionals. The acronym WV HOSA shall be used to designate the organization.
 - ii. WV HOSA is a state affiliate of the International HOSA Future Health Professionals organization, a global student organization that provides a unique program of leadership development, technical skills training and recognition exclusively for middle school, secondary, postsecondary and collegiate students enrolled in health and biomedical

- sciences or for those students who are interested in, planning to pursue or pursuing a career in the health industry.
- iii. The United States Department of Education recognizes the educational programs and philosophies embraced by HOSA Future Health Professionals as being an integral part of the health and biomedical science instructional program.
 - iv. The primary purpose of WV HOSA is to serve the needs of its members and strengthen the Health Science Education-HOSA partnership. (Article II, WV HOSA Bylaws)
- b. Local Chapters
- i. Local HOSA chapters may be chartered by WV HOSA upon approval of the state advisor and the WV Assoc. HOSA Board of Directors after fulfilling the following requirements as indicated in Article III, Section 2 of the WV HOSA bylaws.
 - a) There is a minimum of five (5) active members and an advisor. All members must pay affiliation fees.
 - b) There have been local bylaws adopted by the local chapter and submitted to the state advisor.
 - c) The members of the local chapter must be in good standing with the state and national organizations.
 - d) The local chapters planned activities are in harmony with the ideals and purposes of both the state and national organizations.
 - ii. Once charter approval has been granted, the local advisor shall contact HOSA for their charter number that shall be associated with WV HOSA. They will then notify the state advisor of their charter number. There is no charter fee for affiliating with HOSA.
 - iii. Local chapters shall be a charter of WV HOSA and HOSA Future Health Professionals may be composed of the following divisions (Article III, Section 3, WV HOSA Bylaws):
 - a) Middle school
 - b) Secondary
 - c) Postsecondary/Collegiate
 - d) Members-at-large
 - e) Alumni
 - f) Advisor
 - g) Professional
 - h) Honorary Member
 - i) Lifetime Member
 - iv. WV HOSA is a state organization divided into six (6) regions. (Article III, Section 2C, WV HOSA Bylaws)
 - v. WV HOSA will provide the following support to a new local chapter as they request. The support may include, but is not limited to the following:
 - a) One (1) New Local Advisor Handbook
 - b) Consultation in activating the local chapter and its activities
 - c) On-site visit(s) by a state officer or staff member of WV HOSA, if feasible
 - d) Virtual assistance and guidance via Microsoft Teams or other meeting platforms.
 - e) Other assistance as necessary to ensure a successful launch.
 - vi. Chapters may be established in any public, private, and/or homeschool education facility where there are students interested in pursuing a career in healthcare.

- vii. Members of non-school-based health-related organizations (i.e., Medical Explorers, AHEC Health Clubs, etc.) and students at schools without health or biomedical science by being offered the opportunity to affiliate with HOSA as recognized by WV HOSA.

c. Affiliation Fees

- i. Local chapters in good standing are those who recognize the importance of all health or biomedical science students, students interested in health professions, and local advisors affiliated with the state and national HOSA organization. Unless a student or advisor is affiliated with the local chartered association and international organization, he or she should not be regarded as a HOSA member nor receive any rights or privileges thereof.
- ii. Annual affiliation fees shall be established by the local, state, and national organizations.
- iii. Affiliation applications must be submitted to HOSA no later than January 1 if the student is enrolled in the Fall semester; spring enrollees must affiliate by March 1 or within thirty (30) days of the beginning of a program initiated during the spring semester. Affiliation fees for postsecondary/collegiate students who enroll after January 1 must be received by HOSA on or before March 1 that same year. These students will be members for twelve (12) months. The membership year concludes on December 31 for these students. Chapters will be invoiced upon request; however, full payment must be received within thirty (30) days to be eligible for chartered association and/or international competition.
- iv. Members are not eligible for attendance and/or competitive events if they are not affiliated with the local, state, and national organizations prior to the respective event. Initial and supplemental affiliation applications can be accepted throughout the entire membership year.
- v. Chapters may not substitute names on the chapter affiliation application. Once a chapter submits an affiliation form, the chapter is obligated to pay the appropriate state and national dues for all members submitted.
- vi. Chapter affiliation dues are to be sent directly to HOSA Future Health Professionals not the state organization.
- vii. Affiliation applications must be completed via the online affiliation system at <https://hosa.org>. Chapter affiliation numbers can be requested from the state advisor.
- viii. Each WV HOSA chapter must have one or more local advisors who paid an affiliation fee as an advisor member.
- ix. All delegates in attendance at all HOSA events should be affiliated with HOSA unless they are a guest who has paid the full conference registration fee. An exception may be made for the WV HOSA Fall Leadership Conference attendees, as deemed necessary by the state advisor and/or board of directors.
- x. Annual state affiliation fees shall be recommended by the state advisor and/or executive committee and approved by the board members.

d. The Executive Council (Article VIII, WV HOSA Bylaws)

- i. The Executive Council shall be composed of the WV HOSA State Advisor, the WV HOSA Executive Director, the WV HOSA elected state officers, and the local advisor of the individual elected state officer(s).
- ii. The elected officers are specified in Article VIII, Section 3A of the WV HOSA Bylaws.
- iii. Responsibilities of the executive council

- a) All newly elected officers and their local advisor must attend the “New Executive Council” training that shall be scheduled after the annual state leadership conference and prior to the international leadership conference.
- b) The executive council members are expected to attend and assist with all leadership conferences (Fall, state, and international).

iv. Duties

The duties of the elected officers are specified in Article VIII, Section 4 of the WV HOSA Bylaws. In addition, the state officers shall:

- a) Be an active and involved member of their local chapter.
- b) Provide guidance, leadership, and inspiration and build enthusiasm of all members (students and advisors).
- c) Represent the views of the membership, not those of the individual officer or local chapter.
- d) Handle correspondence in a prompt and professional manner.
- e) Wear the official HOSA uniform when representing WV HOSA.
- f) Work with the state advisor and executive director to create a program of work for their term.
- g) Carry out their responsibilities but shall not let them interfere with continuing their education.
- h) Represent WV HOSA as a voting delegate and/or courtesy Corp member at the International Leadership Conference.
- i) Notify the state advisor and/or executive director of any circumstance that will prohibit them from fulfilling their duties as a WV HOSA state officer.

v. Candidates

- a) Candidates must submit the officer candidate application and a jpeg photo in official HOSA uniform to the state advisor by the deadline as indicated on the application. (Appendix F)
- b) A score of 70% must be achieved on the candidate screening rubric to be slated for an officer position. Point items include a written exam, essay, interview, grade point average, attendance, and professional dress and conduct. (Appendix F)
- c) Once a slate of office candidates has been determined, a plurality shall elect the new state officers.
- d) The post-secondary representative shall be elected at the annual fall leadership conference.
- e) The president, vice-president, secretary, historian, reporter, middle school representative, and secondary representative shall be elected at the annual state leadership conference.

vi. Term of Office

- a) The term of office shall begin with the last gavel tap of the indicated leadership conference at which they were elected and will continue until the last gavel tap of the indicated leadership conference the following year.

vii. Vacancies

- a) A vacancy in the office of president shall be filled by the vice-president for the remainder of their term.

- b) A vacancy in any other position shall be vacated until the election of new officers at the indicated leadership conference.

viii. Removal

- a) Any state officer may be removed from office if they fail to complete their duties of office as outlined in the WV HOSA Executive Council Applications/Handbook and/or the WV HOSA Bylaws.
- b) Additionally, any state officer may be removed from office if:
 - 1. He/she misses two training sessions or conferences.
 - 2. He/she violates the HOSA code of conduct.
 - 3. He/she is lacking sufficient preparation and readiness for meetings, conferences, and events on two (2) separate occasions.
 - 4. Grades fall below the standard as indicated in the application/handbook.
- c) If the decision is to remove the state officer or if the officer resigns, the officer will be required to pay back all expenses incurred during their year of office.
- d) Violations of the code of conduct shall be handled by the WV HOSA state advisor. If the violation is not or cannot be resolved by the state advisor, the WV HOSA Executive Committee and/or board of directors will review the situation and recommend action(s) to be taken to the state advisor.
- e) If the decision is made to remove a state officer from their position, the state officer may appeal the decision in writing to the WV HOSA Board of Directors. A board member will meet with or conduct a conference call with the state officer on behalf of the board of directors and make a full written report and recommendation to the board of directors. A quorum is required to overturn the decision. An email ballot can be used to poll the board members if time is an issue.

ix. Travel and Expenses

- a) General Guidelines
 - 1. All expenses for WV HOSA travel that are to be funded or reimbursed require advance approval by the state advisor or board of directors.
 - 2. Original, itemized receipts are required for reimbursement of any expenses.
 - 3. Any cost for upgrades or airline tickets, rental cars, or hotel rooms are not eligible for reimbursement. Travel shall be in economy/coach class, standard hotel rooms, and economy or mid-size rental cars unless prior approval is received from the state advisor or board of directors.
 - 4. WV HOSA is a non-profit organization, and every effort will be made to minimize any travel costs that are to be reimbursed by the organization.
- b) Travel Expenses
 - 1. All travel expenses must be approved by the state advisor or board of directors. Travel expenses for the state advisor shall be approved by the board of directors.
 - 2. Plane tickets, hotel accommodations, and other public transportation should be booked by the state advisor and should not require reimbursement as WV HOSA should pay these costs directly, when possible, for the state advisor, state officers, and board chair and/or members.

3. Should the local chapter not be able to pay for state officer travel expenses, WV HOSA shall acquire any costs associated with officer travel. This is stipulated in the WV HOSA State Officer Application & Agreement documents.

4. WV HOSA does not reimburse mileage.

c) Meal Expenses

1. Meal expenses for the state advisor, state officers, and board chair shall be covered by WV HOSA per the GSA recommendations for the current fiscal year for fall, state, and international conferences, officer training, WLA, SAM, and any other training, meetings, or conferences deemed necessary by the state advisor and/or board of directors. This should be calculated using the meal & incidental costs breakdown available from the GSA. Limits must include taxes and gratuities, where applicable.

2. Alcohol is not a reimbursable expense.

d) Incidentals & Gratuities

1. Internet access is not a reimbursable expense unless prior approval is received from the state advisor and/or board of directors and is needed solely to conduct business for WV HOSA.

2. In-room movies or entertainment are not eligible for reimbursement.

3. Personal incidental gratuities are not eligible for reimbursement.

e) Travel & Expenses for the Executive Director

If the executive director and/or their employer are unable to provide funding for travel to the necessary conferences & meetings, WV HOSA will provide the following assistance:

a. Lodging and meals for all conferences.

b. When required, airfare assistance to the International Leadership Conference (WV HOSA will pay for ½ of the airfare ticket; additionally, the executive director or their employer will be responsible for luggage and/or additional fees.)

c. WV HOSA does not reimburse mileage.

III. PROFESSIONAL ACTIVITY & DEVELOPMENT

a. General Information

i. WV HOSA will provide leadership and professional development opportunities in the form of leadership conferences, advisor training, in-person and virtual meetings, and any other method that will assist the local advisors and members in growing their membership, leadership skills, and knowledge about HOSA Future Health Professionals.

ii. All policies set forth must be adhered to by advisors and students.

iii. All deadlines must be met as designated. Failure to meet predetermined deadlines may result in forfeiture of the advisor and/or students' participation in the scheduled activities.

iv. All fees must be paid by the posted deadline, or late fees may be incurred.

b. WV HOSA Fall Leadership Conference (FLC)

An annual WV HOSA FLC will be held each fall. The date and place will be designated by the state advisor and approved by the WV Assoc. HOSA Board of Directors. This conference shall focus on personal and professional development through a series of self-awareness

activities. Members will learn the importance of emotional intelligence and will be provided with tools to help them master personal and professional etiquette.

i. Learning Objectives

a) Personal

1. Increased confidence and knowledge
2. To extend beyond their comfort zone
3. Build lifelong contacts and relationships.
4. Applying learning in a realistic setting

b) Classroom

1. Acquire new skills and knowledge in field related subjects.
2. Social networking
3. Share common experiences with peers.
4. Increase understanding of their health science programs.

c) Workplace

1. Develop understanding proper attire
2. Increase awareness of appropriate conduct in a formal environment
3. Time management

d) Leadership

1. Ability to recognize leadership.
2. Opportunity to step forward and lead others.

e) Technical

1. Increase awareness of the competitive events offered at the state and international leadership conferences.

ii. Finances

- a) The WV HOSA FLC should be a self-supporting conference. All income and expenditures related to the FLC should be recorded separately to determine the actual cost of this member service.
- b) A FLC registration fee shall be established by the WV Assoc. HOSA Board of Directors and shall be based upon the proposed budget submitted by the Executive Committee for approval by the WV Assoc. HOSA Board.
- c) Registration fees for the FLC shall be paid to WV HOSA.
- d) Local chapters must pay the full amount owed to WV HOSA no later than thirty (30) days following the event.
- e) If payment is not received before and/or during registration at FLC, conference registration will be “blocked” for all future leadership conferences and trainings.

iii. Attendance Eligibility

- a) All WV HOSA members in good standing are eligible to attend the FLC.
- b) Each HOSA member attending shall:
 1. Be a member in good standing of HOSA (as defined in the HOSA bylaws).
 2. Have approval of a parent and/or guardian, unless the student is of legal age. (Local & School policies must be followed)
 3. Have approval of the local chapter advisor.
 4. Have approval of the local school administrator.
 5. Have approval of their local chapter association.

c) Future WV HOSA Members

1. Due to the lack of consistency with the starting date of the current academic year within the fifty-five WV counties and knowing that FLC registration may close before local chapters have sufficient time for collection of membership affiliation dues, it shall be at the discretion of the state advisor and WV Assoc. HOSA Board of Directors to offer the opportunity to register as “non-members”.

iv. Registration

- a) The local chapter advisor and/or designee is responsible for registering their members and delegation. Deadlines shall be set for registration by the state advisor.
- b) All conference registration must be completed using the HOSA Online Affiliation System.
- c) All registration fees, if mailed to WV HOSA, must be received two weeks prior to the conference’s start date.
- d) Registration fees may be paid during the conference registration.
- e) Each delegate listed on the registration MUST have a completed Medical Liability, Code of Conduct, and Publication Release Form that will be submitted during registration. (Appendix B, Appendix C)
- f) Nonmembers, chaperones, guests, family members, and any other attendees may be required to pay the conference registration fee as set by the board of directors.
- g) The registration fee includes all general sessions, socials, entertainment, speakers, workshops, industry tours, media presentations, rentals, conference insurance, registration information, conference program materials, a conference t-shirt and/or bag, lunch, and any other general conference operating expenses.

v. Refund Policy

- a) Refer to the WV HOSA Refund Policy (Appendix R)

vi. Hotel Registration

- a) There will be a block of rooms acquired by the state advisor. The block of rooms shall be under the name “WV HOSA”.
- b) It is the responsibility of the local chapter to reserve rooms by the deadline as set forth in the agreed upon contract with the facility and state advisor. Failure to comply with the deadline will result in the local chapter paying normal rate and/or not receiving lodging accommodation.
- c) All hotel reservations must follow the process established by the hotel(s) regarding paperwork and payment.
- d) All other issues regarding hotel accommodation will be a correspondence between the hotel and local chapter.

vii. Transportation

- a) For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotel and/or conference location (if not in the hotel).
- b) The local chapter accepts all liability for travel to, during and from the FLC.

viii. Medical Liability & Code of Conduct Form

- a) Each attendee of the FLC must have a completed and signed medical liability and code of conduct form. (See Appendix B)

- ix. Publication Release Form
 - a) Each attendee of the FLC must have a completed and signed publication release form. (See Appendix C)
- x. Officer Elections
 - a) A post-secondary representative shall be elected by the designated voting delegates present at the FLC. The officer candidate handbook/application and a jpeg photo in official HOSA uniform must be submitted to the state advisor by the deadline. (See Appendix F)
- xi. Dress Code
 - a) The dress code will be set by the executive council for conference attendees.
 - b) Conference delegate attire should be proper and appropriate since it reflects directly upon the local chapter and WV HOSA.
 - c) Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions, and other conference activities unless otherwise indicated in the conference agenda. See Appendix A, Official HOSA Dress Code Policy.
- xii. Scholarship Raffle
 - a) During FLC, a basket raffle will be held to raise monies for the Cathy Alexander Scholarship that is awarded at the annual State Leadership Conference. Each local chapter attending will be asked to donate a raffle basket and/or item.
 - b) All monies raised during this raffle will reflect the amount of the awarded scholarship.
- xiii. Exhibitors
 - a) Vendors and exhibitors will be provided with an opportunity to attend the FLC. A vendor/exhibitor registration fee will be set by the board of directors.
- xiv. Insurance
 - a) WV HOSA does provide blanket coverage for all attendees during the FLC.
 - b) Each attendee shall be covered per their school's policy during travel to and from the conference as well as during the conference.
 - c) Should an incident occur while in attendance at FLC, the local advisor and/or designee must notify the parent/guardian, school administrator, and state advisor immediately.
- c. WV HOSA State Leadership Conference (SLC)

An annual WV HOSA SLC shall be held each spring prior to the HOSA International Leadership Conference (ILC). The date and place of the conference shall be determined by the state advisor and approved by the WV Assoc. HOSA Board of Directors. This conference shall focus on competitive & recognition events as well as conducting the necessary annual business of the WV HOSA student organization. Additionally, educational workshops will be provided that promote the development of students and further WV HOSA's purposes.

 - i. Learning Objectives
 - a) Personal
 - 1. Increased confidence and knowledge
 - 2. To extend beyond their comfort zone
 - 3. Build lifelong contacts and relationships.

4. Applying learning in a realistic setting
- b) Classroom
 1. Acquire new skills and knowledge in field related subjects.
 2. Social networking
 3. Share common experiences with peers.
 4. Increase understanding of their health science programs.
- c) Workplace
 1. Develop understanding proper attire
 2. Increase awareness of appropriate conduct in a formal environment
 3. Time management
- d) Leadership
 1. Ability to recognize leadership.
 2. Opportunity to step forward and lead others.
- e) Technical
 1. Apply patient care skills in a competitive setting.
 2. Apply interpersonal skills in a competitive setting.
- ii. Finances
 - a) The WV HOSA SLC should be a self-supporting conference. All income and expenditures related to the SLC should be recorded separately to determine the actual cost of this member service.
 - b) A SLC registration fee shall be established by the WV Assoc. HOSA Board of Directors and shall be based upon the proposed budget submitted by the Executive Committee for approval by the WV Assoc. HOSA Board.
 - c) Registration fees for the SLC shall be paid to WV HOSA.
 - d) Local chapters must pay the full amount owed to WV HOSA no later than fourteen (14) days following the event.
 - e) If payment is not received before and/or during registration at SLC, conference registration will be “blocked” for all future leadership conferences and trainings, including HOSA ILC.
- iii. Attendance Eligibility
 - a) All WV HOSA members in good standing are eligible to attend the SLC.
 - b) Each HOSA member attending shall:
 1. Be a member in good standing of HOSA (as defined in the HOSA bylaws).
 2. Have approval of a parent and/or guardian, unless the student is of legal age. (Local & School policies must be followed)
 3. Have approval of the local chapter advisor.
 4. Have approval of the local school administrator.
 5. Have approval of their local chapter association.
- iv. Registration
 - a) The local chapter advisor and/or designee are responsible for registering their members and delegation. Deadlines shall be set for registration by the state advisor.
 - b) All conference registration must be completed using the HOSA Online Affiliation System.

- c) All registration fees, if mailed to WV HOSA, must be received two weeks prior to the conference start date.
 - d) Registration fees may be paid during the conference registration.
 - e) Each delegate listed on the registration MUST have a completed Medical Liability, Code of Conduct, and Publication Release Form that will be submitted during registration. (Appendix B, Appendix C)
 - f) Chaperones, guests, family members, and any other attendees may be required to pay the conference registration fee as set by the board of directors.
 - g) The registration fee includes all general sessions, socials, entertainment, speakers, workshops, industry tours, media presentations, rentals, conference insurance, registration information, conference program materials, recognition program awards, and any other general conference operating expenses.
- v. Refund Policy
 - a) Refer to the WV HOSA Refund Policy (Appendix R)
- vi. Hotel Registration
 - a) There will be a block of rooms acquired by the state advisor. The block of rooms shall be under the name "WV HOSA".
 - b) It is the responsibility of the local chapter to reserve rooms by the deadline as set forth in the agreed upon contract with the facility and state advisor. Failure to comply with the deadline will result in the local chapter paying normal rate and/or not receiving lodging accommodation.
 - c) All hotel reservations must follow the process established by the hotel(s) regarding paperwork and payment.
 - d) All other issues regarding hotel accommodation will be a correspondence between the hotel and local chapter.
- vii. Transportation
 - a) For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotel and/or conference location (if not in the hotel).
 - b) The local chapter accepts all liability for travel to, during and from the SLC.
- viii. Medical Liability & Code of Conduct Form
 - a) Each attendee of the SLC must have a completed and signed medical liability and code of conduct form. (See Appendix B)
- ix. Publication Release Form
 - a) Each attendee of the SLC must have a completed and signed publication release form. (See Appendix C)
- x. Dress Code
 - a) Conference delegate attire should be proper and appropriate since it reflects directly upon the local chapter and WV HOSA.
 - b) Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions, and other conference activities unless otherwise indicated in the conference agenda. See Appendix A, Official HOSA Dress Code Policy.

xi. Educational Symposiums

- a) WV HOSA will arrange educational symposiums for the students to attend while at SLC that promote the development of students and further WV HOSA Future Health Professional purposes.

xii. Competitive Events

- a) The primary authority for Competitive Events is the current HOSA HANDBOOK, Section B. Policies and procedures for the competitive events program is provided in the current HOSA Handbook. Refer to the HANDBOOK for the following information.

1. Event Preparation
2. Basic Event Regulations
3. General Rules and Regulations
4. Appendices and Resources
5. Competitive Events Inquiry Procedure and Form

**Due to event logistics, some events may run differently than that of ILC.

xiii. Awards & Recognition

- a) The recognition program is presented in Section B of the HOSA HANDBOOK, Recognition Category. Categories include

1. Individual recognition
2. Chapter recognition
3. Chartered association recognition
4. Special recognition

- b) Awards may not be presented if competitor(s) do not meet the established level of competency in the event.

- c) Award winners will not be permitted on stage if they are not in appropriate attire.

xiv. Cathy Alexander Scholarship (Appendix E)

- a) Candidates for this scholarship must submit the required application and documents to the state advisor by the indicated deadline.
- b) A scoring rubric included in the application shall be utilized when determining the recipient(s) of the scholarship.
- c) This scholarship shall be funded by the FLC basket raffle.

xv. Officer Elections

- a) Candidates for office must have at least a tenth-grade classification in high school and be an active member of WV HOSA in their local chapter.
- b) The state officer candidates shall meet criteria as set in the WV HOSA Executive Council Handbook/Application as approved by the board of directors. (Appendix F)
- c) Each active WV HOSA chapter may endorse no more than two (2) state officer candidates. The officer candidate(s) shall attend the SLC to seek election as a state officer.
 1. If a school has more than one active chapter, but the same advisor for the additional active chapters, they may only endorse no more than two (2) state officer candidates for their combined chapters. (Article VIII, Section 2, WV HOSA Bylaws)

- d) Candidates for office shall complete and submit the required WV HOSA State Officer Application and jpeg photo in official HOSA uniform to the state advisor by the indicated deadline on the application.
- e) A score of 70% must be achieved on the candidate screening rubric to be slated for an officer position. Once a slate of candidates has been determined, a voting delegate plurality shall elect the new state officers.
- f) The offices of President, Vice-President, Secretary, Historian, Reporter, Middle School Representative, and Secondary Representative shall be elected at the SLC.

xvi. Voting Delegates

- a) The local chartered associations of WV HOSA shall exercise their student membership voting privileges through voting delegates. Each chartered association shall be allotted the following voting delegates at the annual SLC:

Chapter Membership	Voting Delegates
5-10 members	1
11-20 members	2
21-30 members	3
31-40 members	4
41+ members	5

Chapters must meet the voting delegate requirements as set forth in the WV HOSA Bylaws, Article VIII, Section 3.

- b) Each chapter may designate a proxy during registration of the SLC. A proxy form must be completed and submitted to the state advisor. (See Appendix K)

xvii. Exhibitors

- a) Vendors and exhibitors will be provided with an opportunity to attend the SLC. A vendor/exhibitor registration fee will be set by the board of directors.

xviii. Insurance

- a) WV HOSA does provide blanket coverage for all attendees during the SLC.
- b) Each attendee shall be covered per their school's policy during travel to and from the conference as well as during the conference.
- c) Should an incident occur while in attendance at SLC, the local advisor and/or designee must notify the parent/guardian, school administrator, and state advisor immediately.

xix. Advisor/Event Personnel Orientation

- a) The purpose of the advisor/event personnel orientation scheduled on day 1 of SLC is to provide important updates and information regarding competitive event times and locations. WV HOSA cannot be held responsible for information and processes that are missed by the advisors/event personnel who fail to attend this orientation.

xx. General Sessions

- a) Delegates are expected to attend all General Sessions. Session agendas are subject to change after the conference program is printed. Should the conference program be digital, updates will be updated "live" as they are posted.
- b) WV HOSA will not be held responsible for delegates who miss recognition because they failed to attend the entire session.

- xxi. WV HOSA Design Contest
 - a) Chapter members in good standing may submit a design based on the indicated guidelines.
 - 1. T-Shirt (See Appendix G)
 - 2. Trading Pin (See Appendix H)
- xxii. Advisor of the Year Recognition (See Appendix D)
 - a) An advisor from the middle school, secondary, and postsecondary division may apply by submitting an application to the state advisor by the indicated deadline.
- d. HOSA International Leadership Conference (ILC)
 - i. The purposes of HOSA ILC are to:
 - a) Provide a variety of educational and social learning activities at an international level for HOSA members.
 - b) Provide HOSA members with the opportunity to share common experiences in leadership development, community service and understanding of their health or biomedical science programs.
 - c) Provide information about current health industry issues and concerns at the local, chartered association, and international level in health and biomedical science and the student organization of HOSA Future Health Professionals which fosters attitudes of good ethical practices and respect for the dignity of work.
 - d) Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.
 - e) Conduct the necessary annual business of the career and technical student organization of HOSA by the HOSA voting delegates and HOSA, Inc. Board of Directors.
 - f) Provide educational workshops that promote the development of students and further HOSA Future Health Professionals purposes.
 - ii. In addition to the information found in the HOSA Policy & Procedures Manual regarding ILC, the following information is relevant to the WV HOSA delegation:
 - a) WV HOSA members that place 1st, 2nd, or 3rd in their competitive event at the annual SLC shall be invited to attend the annual ILC so long as the required scores are achieved in their competitive event. (See ILC Eligibility Policy, Appendix S)
- e. HOSA Washington Leadership Academy (WLA)
 - i. The purpose of WLA is to provide leadership training for chartered association officers.

IV. FINANCIAL STRUCTURE & RELATED ACTIVITIES

This section provides guidelines and operational procedures for the financial transactions of WV HOSA. There must be approved financial accountability for each general program and account. These accounts provide for the operational and financial accounting of all WV HOSA accounts.

- a. Budget Planning and Preparation
 - i. Responsibility
 - a) An annual budget should be developed by the end of the fiscal year, submitted, and approved by the WV Assoc. HOSA Board of Directors. The treasurer must use the adopted budget to continually monitor and manage actual revenues and expenditures. The board of directors must approve all line-item adjustments to be

made to the adopted budget prior to the payment of expenditures or added revenue.

- b) The budget should be reviewed periodically to determine whether it may be necessary to amend it during the fiscal year.

ii. Income

- a) Income shall be derived from affiliation fees as recommended by the board of directors.
- b) The state advisor and executive council members shall be charged with the responsibility of soliciting additional income sources: i.e., sponsorships, royalties, advertising, sale of WV HOSA related materials, publications, scholarships, and grants.
- c) All income derived from leadership conferences, meetings, and/or professional development training shall be recorded as reflected in the approved budget.

iii. Expenses

- a) Expenses for the state advisor, executive director, board members, and state officers are outlined in section II of this document.
- b) Receipts must be provided to the treasurer and/or state advisor for all operating expenses.

b. Financial Reporting

- i. The treasurer must reconcile the checking account, credit card account, and QuickBooks account monthly and provide a written statement indicating completion of task(s).
- ii. The treasurer must prepare quarterly financial reports and provide the information to the WV HOSA board of directors. The reports should include the name of the organization, the period for which the report covers the cash balance at the beginning of the period, all income and expenditures during the reporting period, the cash balance at the end of the period, and signature of the treasurer.
- iii. The treasurer and state advisor must ensure that all tax and IRS financial reports are filed in a timely manner. IRS tax filing documents must be maintained for a minimum of three years, but no more than seven years.
- iv. At the end of each fiscal year, an audit and/or a financial review must be completed and approved by the board of directors. An independent certified public accountant is required if WV HOSA meets the following per WV Code 29-19-5:
 - a) Charitable organizations raising more than \$500,000 per year in contributions, excluding grants from governmental agencies or private foundations, shall submit a report of an audit by an independent certified public accountant; and
 - b) Charitable organizations raising more than \$200,000 per year, but less than \$500,000 per year in contributions, excluding grants from governmental agencies or private foundations, shall submit a state of financial review by an independent certified public accountant.
 - c) The review/audit shall be adopted by the board of directors, recorded in the minutes of WV HOSA, and kept on file.
- v. State Funds Reporting shall be conducted as follows:
 - a) If funds received from the state are less than \$50,000 a notarized SWORN STATE OF EXPENDITURES must be completed and contain the following information:

1. Name, address, telephone number
 2. FEIN of grantee
 3. Grant number
 4. Period covered
 5. Total amount of award
 6. Funds received under the grant
 7. Listing of expenditures in detail as contained within eth grant budget grantee's fiscal year
 8. Authorized signature which includes printed name, title, date of signature
- b) If funds received from the state are more than \$50,000, a REPORT must be completed per the following guidelines:
1. Agreed upon procedure (AUP)
*Grantor, Grantee, CPA are required to agree to the procedures performed. Must include grant number, amount of award, receipt of funds, expenditure of funds, and the period being reported on.
 2. Examination
*The CPA makes all judgements on the extent of testing necessary to render on opinion as to whether the state grant funds were spent as intended. Must include grant number, amount of award, receipt of funds, expenditure of funds, and the period being reported on.
 3. Financial Audit that complies with Government Auditing Standards
*Must include a schedule of state grant receipts and expenditures and related auditor's opinion on whether the schedule is fairly stated in relation to the financial statement taken as a whole. Requires notarized sworn statement of expenditures. Cannot extend past two years audit is due.
 4. Single Audit (Uniform Guidance)
Must include a schedule of state grant receipts and expenditures and related auditors' opinion on whether the schedule is fairly stated in relation to the financial statements taken as a whole. Requires notarized sworn statement of expenditures. Cannot extend past two years audit is due.
- c. Operational Procedures
- i. The fiscal year of WV Association HOSA, Incorporated shall be September 1-August 30.
 - ii. The WV Association HOSA/WV HOSA organization must maintain records of all expenditure, deposits, and audits for a minimum of three years. These records are open for inspection by the WV HOSA Board of Directors and the WVDE, and/or the WVDE CTE division. A written request must be submitted to the WV HOSA State Advisor and/or treasurer to provide the financial records. Upon receipt of the written request, the financial records must be provided to the requesting party within ten (10) business days.
 - iii. The WV HOSA organization must maintain accounting records using QuickBooks or other accounting platform as determined by the board of directors.
 - iv. Checks from the account should neither be written to individuals that have the authority to sign the checks nor written to cash.
 - v. All checks must have the appropriate budget code, expenditure purpose, and/or invoice number written in the memo line.

- vi. Checks are to have two (2) signatures. One must be the designated Treasurer. The other signature must be either the state advisor or a person identified by the board of directors.
 - vii. All invoices must be approved by the state advisor.
 - viii. All invoices must be kept on file to document expenditures.
 - ix. All purchases must have a documented record/receipt. If a receipt exceeding \$100 is lost, the state advisor and/or treasurer must provide a memorandum of such to the board of directors. The memorandum must include the date and time of purchase, the vendor's name and address, and an itemized list of items purchased, including price for each item that should have been included on the receipt.
 - x. For any purchase that is \$5000 or more, the WV HOSA organization must obtain three quotes and receive vendor approval from the board of directors.
 - xi. All WV HOSA funds shall be disbursed by check, EFT's or credit card, consistent with the policies established by the board of directors.
 - xii. All WV HOSA funds shall be procured by cash, check, EFT's, or credit card, consistent with the policies established by the board of directors.
 - xiii. All funds received must be documented by written and/or electronic receipts. Receipts must be consecutively numbered and have the appropriate budget code, expenditure purpose, and/or invoice number identified.
 - xiv. All checks received must receive immediate restrictive endorsement of "For deposit only, WV HOSA".
 - xv. All funds received should be deposited within ten (10) business days of receipt, with NO cash back.
 - xvi. The WV HOSA accounts must not be used to receive or expend funds for anything other than direct WV HOSA organization activities.
 - xvii. Debit cards cannot be utilized by the WV HOSA organization.
 - xviii. The WV HOSA state advisor shall be the designated owner of the WV Association HOSA/WV HOSA credit card. The credit card cannot be utilized for any personal gain and/or purchases. All purchases must be for the benefit of the WV HOSA organization.
 - xix. Any fraudulent activity/use of the WV HOSA accounts must immediately be reported to the board of directors and the WVDE CTE department. A financial audit must be conducted immediately in accordance with WV HOSA and WVDE financial policies.
 - xx. All donors must be sent prompt thank you letters that include what donors need for tax purposes. This can be written or electronic. Essential information to include is the date, name and address of the WV Association HOSA organization per the IRS form 990, donor name and address, and purpose of donation.
 - xxi. A 1099 shall be provided to any employee and/or contractor who makes more than \$600 during the current fiscal year.
 - xxii. Funds may not be transferred to another organization or entity for use without expressed written approval by the WVDE, WVDE CTE Division, WV HOSA board of directors, and/or the WV HOSA Advisory Committee, and in such case, that entity must be a HOSA entity with the same HOSA purposes. In such cases, a "combines" report of the multiple entities will be submitted to HOSA headquarters.
- d. The treasurer and/or state advisor, upon consultation with the board chair, may determine a knowledgeable consultant to assist as a financial advisor to the state organization.

- e. If ILC travel monies are awarded through grant funding and or obtained from other sources, the board of directors shall determine how those monies are disbursed to the WV HOSA delegation attending ILC.
- f. At the end of the fiscal year, any WV local chapter that has an outstanding balance for affiliation dues and/or conference registration fees shall be “blocked” from membership affiliation and/or conference registration for the new fiscal year until the outstanding balance(s) is/are paid.

V. SERVICE TO MEMBERS

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

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

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

The guidelines below represent the WV HOSA emblematic materials. Please refer to the HOSA-Future Health Professionals policy and procedures manual for guidance on use of the HOSA logo and emblem.

a. Emblematic Materials

i. Purpose

- a) WV HOSA emblematic materials shall be used by the WV HOSA membership to display the character of the organization.
- b) The emblematic materials shall be in the possession of WV HOSA.

ii. Purchase

- a) All emblematic materials are copyrighted and can be purchased only from WV HOSA. This includes but is not limited to the annual state conference t-shirt, the annual state trading pin, and other promotional items containing the WV HOSA logo.
- b) Legal counsel will be used to halt illegal use of the WV HOSA logo and/or copyrighted materials.

iii. Manufacture of WV HOSA Logo

- a) All arrangements for the manufacture and sale of articles bearing the insignia, name or motto of WV HOSA shall be made by the state advisor and/or board of directors.
- b) Any company interested in planning for the manufacture of articles using the insignia, name or motto of WV HOSA shall submit in advance to the state advisor for consideration: samples, price lists, and plans for royalties.

iv. Use of emblematic materials by local chapters

- a) If the WV HOSA logo is reproduced, it shall be an exact replica.
- b) Members and advisors in good standing may use the WV HOSA logo.
- c) Local chapters may use the WV HOSA logo on materials which have public relations value. Chapters may give permission to civic groups and organizations to reproduce

and use the WV HOSA logo when they are helping to interpret WV HOSA through non-competitive activities.

- d) The WV HOSA name and logo may be used for fundraising projects which are sponsored by local chapters. The name of the local chapter shall be spelled out on the above materials so that it will not give the impression that the fundraising project or programs for which they are used are sponsored by WV HOSA.

b. Publications

- i. A variety of publications and audio-visual materials are available through HOSA-Future Health Professionals and WV HOSA. All resources are evaluated periodically, updated and revised to meet the needs of HOSA/

WV HOSA members and advisors. Publications include:

- a) HOSA HANDBOOK
 - 1. Section A—HOSA-The Organization
 - 2. Section B—Competitive Events Program
 - 3. Section C—Chapter Management Guide
- b) WV HOSA BYLAWS
- c) AFFILIATION DIRECTORY
- d) POLICIES & PROCEDURES MANUAL (HOSA and WV HOSA)
- e) BROCHURES
- f) HOSA-FUTURE HEALTH PROFESSIONALS WEBSITE (www.hosa.org)
- g) WV HOSA WEBSITE
- h) AUDIOVISUALS, HOSA E-MAGAZINE, ADVISOR HANDBOOKS, HOSA RESOURCE LIBRARY, CROSSWALKS TO CURRICULUM, THE COMPETITIVE EVENTS REPORT (published annually), and ADDITIONAL HOSA RESOURCES MAY BE FOUND ON THE HOSA WEBSITE.

c. Organizational Policies

- i. Non-Discrimination Policy
 - a) Activities and procedures within WV HOSA-Future Health Professionals are governed by the philosophy of simple fairness to all. Therefore, the policy of WV HOSA-Future Health Professionals is that all operations will be performed without regard to age, race, gender, color, national origin, religious beliefs, or socioeconomic status, as well as reasonable accommodations with disabilities and accessibility requirements on public accommodations. Therefore, WV HOSA is in compliance with the Americans with Disabilities Act.
- ii. Reasonable Accommodation Policy
 - a) WV HOSA shall operate according to the West Virginia Department of Education (WVDE) policy to ensure that student modifications and accommodations are made.
 - 1. Policy 2419 Regulations for the Education of Students with Exceptionalities
 - i. https://wvde.state.wv.us/osp/Policy2419_2017.pdf
 - ii. https://wvde.us/wp-content/uploads/2021/04/Process_Forms_with_Instruction-Sept-2017.pdf
 - iii. https://wvde.state.wv.us/osp/iep_504resource-12-4-14.pdf

- b) The student eligibility and accommodation form (Appendix I) must be submitted to the WV HOSA State Advisor prior to the State Leadership Conference deadline via Tallo for the following events:
 - 1. Personal Care
 - 2. Life Support Skills
 - 3. Interviewing Skills
 - 4. Speaking Skills
- c) Competitors will be provided with accommodations and modifications for any event pursuant that the local advisor provide the state advisor with supporting documentation by the deadline (deadline will be two weeks prior to online testing for state leadership conference). If accommodations and modifications are granted at the State Leadership Conference, the state advisor shall provide the competitive events committee with the appropriate documentation by the deadline as set by HOSA Future Health Professionals for the International Leadership Conference. (Appendix J)

iii. Standards of Supervision & Transportation Policy

- a) Student involvement in competitive events and conferences often requires students to travel throughout the state with overnight stays at facilities. They may also travel out-of-state to national or international student leadership conferences. Students must be properly supervised during these events.
- b) Each district must retain responsibility for its student delegation at CTSO events. Individual school district policies, procedures, and regulations regarding student travel must be followed.
- c) There must be a clear written understanding with parents, school districts, and chaperones regarding the rights and responsibilities of chaperones during this travel period.
- d) A chaperone must be provided for each gender group when attending overnight conferences and out-of-state meetings.
- e) If an individual district cannot provide chaperones for both gender groups, an arrangement with another participating community is recommended.
- f) The number of students per advisor/chaperone must adhere to district guidelines.
- g) It is strongly recommended that one adult advisor/chaperone be provided for every seven students in attendance.
- h) When traveling to national conferences, it is recommended that there be one local advisor/chaperone for every seven students.
- i) Students and parents must agree to a code of conduct and be responsible for the consequences of each student's actions. Each CTSO must develop a written code of conduct to be signed by both the student and parent prior to attending any overnight events.
- j) Districts must obtain written parental/guardian permission, including complete medical information for participating students.
- k) Districts retain full responsibility for adhering to their own district policies and procedures regarding administering medications and/or medical treatments for students throughout their participation in CTSO activities.

- l) Advisor/chaperone conduct must be clearly delineated to ensure proper supervision of students during CTSO events. Advisors must set an example of demonstrating good sportsmanship when conferences involve competitive events.
- m) The advisor/chaperone is responsible for always knowing all students' whereabouts and reviewing the code of conduct with students. If the advisor/chaperone cannot provide proper supervision or cannot be located in an emergency, the local principal and/or administrator must be contacted.
- n) In the event of any major conduct or disciplinary infraction, the local chapter advisor/chaperone, after consultation with the state advisor, will contact the school principal and the district school superintendent or designee and may send the student home at the expense of the parents/guardians.
- o) Neither the state advisor nor the WVDE can intervene in a local board of education and/or superintendent's decision regarding CTSO travel, events, etc.
- p) The state advisor does not serve as the lone chaperone for any student member at any local, state, or out-of-state conference or event. The home school, where the chapter originates, must provide an appropriate chaperone to ensure student members are adequately supervised at all times.



APPENDICIES

A. HOSA's Official Dress Code Policy	31-33
B. Medical Liability & Code of Conduct Forms	34-36
C. Publication Release Form	37
D. Advisor of the Year Application	38-41
E. Cathy Alexander Scholarship Application	42-45
F. State Officer Handbook & Application	46-72
G. T-Shirt Design Guidelines	73
H. Trading Pin Design Guidelines	74
I. Student Eligibility & Accommodation Form	75
J. Student Eligibility & Accommodation Form for Other Events	76
K. Voting Delegate Proxy Form	77
L. Conflict of Interest Policy	78-82
M. Grievance Policy	83-84
N. Public & Media Relations Policy	85-88
O. Crisis Response Plan	99-94
P. Incident Report	95
Q. Volunteer Screening & Training Form	96-97
R. Refund Policy	98
S. International Leadership Conference (ILC) Eligibility Policy	99-101

HOSA's OFFICIAL DRESS CODE POLICY

For all ILC Activities, Including GENERAL SESSIONS

For HOSA competitors, see competitive event guidelines for proper attire for each competitive event.

Required:

HOSA's Official Uniform Policy

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

OR, Business Dress Policy

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

LC General Conference Dress Policy:

Fennis Shoe / Sneaker Policy: HOSA members may wear business casual footwear, including sneakers, if clean and in good condition throughout the conference. If you wear sneakers to the general sessions, remember they must be blue, black, or brown to be allowed to walk across the stage! Athletic soles are acceptable.

Reminder: Official functions, including the HOSA Expo, workshops, and HOSA universities, are held in conjunction with the ILC (unless the Expo or workshop has special requirements like exercise, meditation, etc., which are noted in the ILC Program). The official norm or appropriate business attire is required for official functions.

Social Activities Dress: The dress code for social activities includes everything EXCEPT athletic clothing, swimwear, sheer or mesh clothing, tank tops, muscle shirts, crop tops, and clothing with obscene or suggestive printing. Shirt straps must be two inches wide, and shorts and skirts must be at least to the fingertip.

COMPETITIVE EVENT DRESS:

For HOSA competitors, see competitive event guidelines for proper attire for each competitive event.

Definition of CE Business Attire:

For Business Attire, competitors can wear the Official HOSA Uniform or Business Dress described above OR any of the following acceptable business dress (shoes and clothing can be of ANY color):

- Suit
- Sports Jackets
- Pants
- Dresses
- Jackets
- Shoes (closed-toe; open-toe; heeled sandals; and tennis shoes / sneakers are permitted, and can be of any color)
- Shirts
- Skirts

Definition of CE Clinical Uniform or Attire Appropriate to the Occupational Area:

The following dress is acceptable (can be of any color/design, with or without the HOSA emblem):

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

Process for Awarding Competitive Event Dress Bonus Points:

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

Competitive Events Dress Tips:

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

Unacceptable clothing for competition (but not limited to):

- Casual tank, crop, or tube tops
- T-shirts (T-shirts with logos for profession acceptable)
- Sweat or pajama pants/shirts
- Torn, dirty, or frayed clothing
- Revealing clothing (i.e., excessive cleavage, back, chest, stomach, undergarments, etc.)
- Denim clothing of any color or style
- Canvas shoes
- "Shorts," "capri pants," and other short pants (Dress pants are acceptable)
- Beach wear, athletic clothing, swimwear, sheer or mesh clothing
- Clothing that has obscene or suggestive printing or pictures that may be offensive



- Flip flops and thong sandals. *The definition is "shoes that are flat, backless, made of rubber or leather, plain or embellished, etc..... consisting of a flat sole held loosely on foot by a 'Y' shaped strap, like a thin thong, that passes between the first and second toes and around either side of the foot."*

Note about HOSA's Dress Code Policy:

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



Medical Liability Release Form

DIRECTIONS: Due to legal restrictions, it is necessary that all delegates, parent/guardians, guests and HOSA advisors complete this form to be eligible to attend any WV HOSA event. This form should be returned to the HOSA Chapter Advisor who will make a copy for his/her records and forward all forms to WV HOSA. Please make sure this form is turned in by the appropriate conference deadline.

PLEASE TYPE OR PRINT ALL INFORMATION

Delegate Parent/Guardian

Student Name _____ Parent Name _____

Home Address _____

Parent/Guardian: Home#: _____ Work#: _____

Student's Physician: _____ Phone: _____

Physician's Address: _____

Alternate Contact: _____

Telephone #: Home: _____ Work: _____

Local Advisor: _____ School Name: _____

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 issues: _____ 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 on page 1 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 WV Association HOSA Board of Directors, 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 contact with any known element competitive events.

student/child's participation in or associated with an activity including

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 delegates under the age of 18 and must be signed by the parent or legal guardian.)

Delegate's Signature: _____ Date _____

Advisor's Signature: _____ Date _____



WV HOSA Conduct Code

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

1. Your behavior at all times should be such that it reflects credit to you, your school/college, your state and HOSA.
2. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all times. (HOSA Conference name badges shall be worn at all times at HOSA functions)
3. You are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
4. Members are to report any accidents, injuries or illnesses to their local or state advisor immediately.
5. Members are expected to observe the designated curfew. (Curfew means that each person must be in own room by the designated hour.)
6. If a student is responsible for stealing or vandalism, the student and his/her parents will be expected to pay any and all damages.
7. Members/participants attending the WV HOSA Conferences may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to stringent disciplinary action.
8. The use of tobacco or alcohol is prohibited at ANYTIME. Violation of this regulation WILL result in expulsion from the conference and the violator will be sent home at his/her own expense.
9. Students who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified.
10. Any long distance phone calls, charges to the room, etc. will be the responsibility of the individual student and/or parents.
11. Members are to abide by the official HOSA uniform policy at all business sessions, competitive events, and other conference activities.
12. As a delegate to the Leadership Conference, 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 WV HOSA.

I have read the Code of Conduct for WV HOSA and agree to abide by these rules.

Print Name of Parent/Guardian

Parent/Guardian Signature

Date

Print Name of Student

Student Signature

Date



PUBLICATION RELEASE FORM

During participation in WV HOSA and HOSA Future Health Professionals conferences, meetings, trainings, and activities, members and advisors are often photographed and/or videoed. The purpose of these materials is to showcase HOSA members' work and participation. They may be published to WV HOSA and/or HOSA Future Health Professionals social media platforms or websites. They may also be published on the members school or county social media platforms or websites as well as the WV Department of Education social media platforms or website. These publications are to inform the community, advisory council, industry representatives, and other interested parties about WV HOSA and/or HOSA activities and events. The goal is to positively recognize members and advisors and to share their HOSA experience(s).

In consideration for the privilege of participating in educational, recruiting, and development related activities of WV HOSA and/or HOSA Future Health Professionals, please select from the following options:

1. I hereby give my consent for _____, from _____'s HOSA chapter to be photographed and/or videotaped and shared to social media platforms and/or websites associated with WV HOSA and/or HOSA Future Health Professionals. **OR**
2. I hereby withhold my consent for _____, from _____'s HOSA chapter to be photographed and/or videotaped and shared to social media platforms and/or websites associated with WV HOSA and/or HOSA Future Health Professionals.

This form will remain on file with the local advisor and will be in effect for the duration of student's membership with WV HOSA and HOSA Future Health Professionals. Should permission, once given, wish to be revoked, a new form must be completed and filed accordingly.

HOSA Member Name

HOSA Member Signature

If HOSA member is under the age of 18:

Parent/Guardian Name

Parent/Guardian Signature

Effective Date of Agreement to be photographed and/or videotaped: _____

WV HOSA Outstanding Advisor Nomination

West Virginia HOSA will give special recognition to one (1) Secondary HOSA Advisor and one (1) Postsecondary/Collegiate HOSA Advisor representing the state. This is a means of recognizing advisors for the time and effort they expend to provide successful HOSA Chapter activities for their members. Please utilize this form to nominate the advisor you feel should represent West Virginia as our Outstanding HOSA Advisor.

1. The nominee must be a member in good standing with the HOSA-Future Health Professional and currently serving as a local advisor to a nationally affiliated HOSA chapter, and may not have received this award in the previous five years.
2. One (1) letter of recommendation (see below) should be submitted with this nomination form. A HOSA advisor, HOSA student or school administrator may prepare letters of recommendation.
3. Completed nomination forms will be reviewed by at least two members of the Board of Directors during the State Leadership Conference. No reviewers may be a candidate for this award. If no nominations are received, the recipient will be selected by the WV HOSA Board of Directors.
4. The recipient of this honor will be recognized at the State Leadership Conference and the International Leadership Conference.
5. Travel expenses will be the responsibility of the recipient.
6. Submit completed forms and recommendations to Loretta Thompson, State Advisor, by the established deadline, at the address listed below:

Loretta Thompson, WV HOSA State Advisor
PO Box 71
Foster, WV 25081

WV HOSA Outstanding Advisor Nomination

Nominator:

Name _____
School _____
Address _____
City _____
Zip _____
Work Phone _____ Area _____

Nominee:

Name _____
School _____
Address _____
City _____
Zip _____
Work Phone _____ Area _____

Nominee has:

1. been an advisor of a nationally chartered HOSA chapter for _____ years.
2. chaired a Fall Leadership conference session _____ times.
3. chaired a State Leadership Conference event _____ times.
4. been an advisor to a Chapter Officer _____ times.
5. been an advisor to a State Officer _____ times.
6. served on HOSA Board of Directors, Governing Council or Coordinating Board for ____ years.
7. averaged approximately _____ community service projects each year.

WV HOSA Outstanding Advisor RECOMMENDATION LETTER

Name of Nominee: _____

For your convenience, listed below are descriptive words or phrases that are frequently used to describe outstanding advisors. Please rank the advisor by circling the most appropriate number from 1 to 5: 1 = average; 2 = above average; 3 = superior; 4 = within the top 10% of advisors known; 5 = within the top few advisors ever known

DEPENDABILITY 1 2 3 4 5

LEADERSHIP 1 2 3 4 5

HONESTY 1 2 3 4 5

RESPECT FROM PEERS 1 2 3 4 5

MOTIVATION 1 2 3 4 5

FLEXIBILITY 1 2 3 4 5

ENTHUSIASM 1 2 3 4 5

PROFESSIONALISM 1 2 3 4 5

INITIATIVE 1 2 3 4 5

COMMENTS:

(May continue on a separate sheet of paper as needed.)

This letter of recommendation is being prepared by (circle one): HOSA Advisor
Co-worker
Administrator
HOSA Student

Signature

Date

WV HOSA Outstanding Advisor - RATING SHEET

Name of Nominee: _____

CRITERIA	POINTS POSSIBLE	POINTS EARNED
1. Years of service as a HOSA advisor (20 points max) 1-4 years 5-8 years 9-10 years 11 or more years	5 points 10 points 15 points 20 points	
2. Fall Leadership Conference (20 points max) 1 leadership conference 2 leadership conferences 3 leadership conferences 4+ leadership conferences	5 points 10 points 15 points 20 points	
3. Washington Leadership Academy (20 points max) 1 WLA 2 or more	10 points 20 points	
5. State Officer Advisor Service (15 points max) 1-2 State Officers 3-5 State Officers 6 or more Area Officers	5 points 10 points 15 points	
6. Board of Directors Service (15 points max) 2-4 years 5-8 years 9 or more years.	5 points 10 points 15 points	
7. Community Service Projects (20 points max) 1-2 projects 3-5 projects 6-10 projects 11 or more projects	5 points 10 points 15 points 20 points	
8. Letters of Recommendation (Possible 45 points each)	45 points	
MAXIMUM POINTS = 155	TOTAL =	

Evaluator's Signature/Date _____

Catherine Alexander Memorial Scholarship

IN LOVING MEMORY OF



Cathy

Must be emailed to lmthompson@k12.wv.us by
the established deadline

APPLICATION

CATHY ALEXANDER MEMORIAL SCHOLARSHIP

West Virginia HOSA: Future Health Professionals

(Please complete the following application. Email the application and essay to lmthompson@k12.wv.us) RETURN
BY DEADLINE

Personal Data

NAME: _____

HOME ADDRESS: _____

HOME PHONE: _____ E-MAIL: _____

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

CITY _____ STATE _____ ZIP _____

CAREER GOAL (Be specific as to health care area – nurse, doctor, physical therapist, etc.)

HAVE YOU BEEN ACCEPTED TO A POSTSECONDARY OR COLLEGIATE PROGRAM
TO PURSUE YOUR EDUCATION AS OF THIS SUBMISSION? ____ YES ____ NO

IF YES, PLEASE PROVIDE INSTITUTION NAME. _____

I, _____, local advisor, verify that _____

has been accepted into the above-mentioned institution. _____

Signature

LIST OVERALL GPA in your Health Science Education Courses: _____

LIST OVERALL GPA (**must be converted to a 4.0 scale**): _____

[If you are in an Honors program, please convert your GPA to a 4.0 scale.]

List any offices you have held in HOSA (local and/or state). Please include the academic school year and the position you held. **Please include SLC or ILC voting delegate (VD) and SLC Courtesy Corp (CC) here.**

List any awards or honors you have won because of your participation in HOSA

(SLC top 3 or ILC top 10, INCLUDING THE YEAR)

List community service projects you have participated in while enrolled in your Health Science Education Program. **YOU MUST LIST DATES & HOURS FOR EACH PROJECT.** (Attach additional sheet if needed)

List any other school or community organizations that you have been involved in other than HOSA. **Please include academic school year of involvement.**

Applicant Name: _____

RATING SHEET

(Please do NOT complete or send as part of the application.)

	10	8	6	4	2	TOTAL POINTS
OVERALL GPA	4.0 or higher	3.7-3.99	3.5-3.69	3.3-3.49	3.0-3.29	
HSE Program GPA	4.0 or higher	3.9-3.99	3.8-3.89	3.7-3.79	3.5-3.69	
APPLICATION	Typed, 2 or less errors	Neat, less than 3 errors	Neat, less than 5 errors	Legible, 5-10 errors	Legible, more than 10 errors	
ESSAY	Typed, no errors. Relevant to question posed	Typed, less than 3 errors. Relevant to question posed.	Typed, less than 5 errors. Relevant to question posed.	Typed, more than 5 errors. Relevant to question posed.	No Essay turned in	
HOSA Offices Held	State Officer	Local President	Local Vice President	Other Office held, including VD or CC	No office held	
Awards	Top 10 at ILC	SLC 1 st Place	SLC 2 nd Place	SLC Third Place	No awards	
Community Service Projects	100 or more hours	75 or more hours	50 or more hours	25 or more hours	No Community Service	
Other Organizations	Participant in 4 or more	Participant in 3	Participant in 2	Participant in 1	No other organization involvement	
Total Points						

Comments: _____

Scored by: _____

WVHOSA STATE OFFICER HANDBOOK

(Application is included)



WV HOSA STATE OFFICER HANDBOOK

TABLE OF CONTENTS

Checklist for State Officer Application.....	3
Procedure for Becoming a Member of the Executive Council.....	4
Study Guide for Officer Test.....	6
Duties of the Executive Council (State Officers).....	8
Directions for the State Officer Candidate Application.....	10
State Officer Candidate Application.....	11
Advisor/Officer Candidate Memorandum of Understanding.....	13
Justification of Officer Advisor's Participation.....	16
State Officer Permission Form.....	17
WV HOSA State Officer Code of Conduct.....	18
WV HOSA State Officer Medical Liability Release Form.....	19
WV HOSA Overnight Rooming Form.....	21

APPENDICES

Appendix A: WV HOSA State Officers Schedule for indicated year.....	22
Appendix B: State Officer Candidate Qualifying Form.....	23
Appendix C: State Officer Candidate Qualifying Rubrics	24-27

CHECKLIST for STATE OFFICER APPLICATION

This state officer application packet contains some very important information. Carefully read it prior to completing the forms. Once you have thoroughly reviewed the packet, complete all the forms listed below and return them by **indicated deadline** to:

Mrs. Loretta Thompson
WV HOSA State Advisor
P.O. Box 71,
Foster, WV 25801

This checklist is to accompany the completed state officer application:

- Check off items as you assemble them for the application.
- Place the checklist in front of the completed application papers prior to mailing.
- Make copies of all forms for candidate and advisor.
- Mrs. Thompson will review all applications for completeness. Missing requirements will result in deduction of points from the grading rubric. Rubric is found at the end of this application.
- **Applicant's Advisor:** email Loretta Thompson @ lmthompson@k12.wv.us as notification that an application was mailed to her attention. Include the applicant's name, school, chapter number.

Candidate's Name _____
School _____
Chapter _____
Advisor _____

The following items **MUST** be included as part of the officer application and postmarked prior to indicated deadline:

1. _____ Checklist for State Officer Application (page 3)
2. _____ State Officer Candidate Application (pages 11-12)
3. _____ Advisor/Officer Candidate Memorandum of Understanding & Signature Page (pages 13-15)
4. _____ State Officer Permission Form (page 17)
5. _____ WV HOSA State Officer Code of Conduct (page 18)
6. _____ WV HOSA State Officer Medical Liability Release Form (pages 19-20)
7. _____ WV HOSA State Officer Overnight Rooming Form (Page 21)
8. _____ Picture of candidate in Official HOSA uniform, emailed to Mrs. Thompson in **jpeg format**.
lmthompson@k12.wv.us

DO NOT SEND TRANSCRIPTS. THERE IS A VERIFICATION SECTION OF THE APPLICATION TO BE COMPLETED BY AN ADMINISTRATOR OR COUNSELOR.

PROCEDURE FOR BECOMING A MEMBER OF THE WV HOSA EXECUTIVE COUNCIL (STATE OFFICERS)

OFFICER CANDIDATE GUIDELINES

1. Two (2) secondary student members in a local chapter may run for office. If an advisor has more than one chapter, they may only submit two candidates total (Article VII, Section 2-C WV HOSA Bylaws)
2. Candidates must have a GPA of 3.0 or better on a 4.0 scale.
3. It is to the candidate's advantage to have had local officer experience, although it is not required.
4. Any secondary student member who wants to be considered as a candidate for a WV HOSA state office must:
 - a. Complete and sign the State Officer Candidate Application.
 - b. Sign and obtain required signatures for the Memorandum of Understanding form.
 - c. Return the completed Permission Form, Code of Conduct Form, Medical Liability Release Form, & Overnight Rooming Form.
 - d. Meet the required imposed deadline, to have all required information to the State Advisor.
 - e. Be present on the Friday of the State Conference by 8:30 am to participate in the state officer screening. During this time, you will complete a state officer candidate exam, essay, & interview. (Depending on the number of candidates, testing may be completed during the week on CE online testing)
 - f. Give a candidate speech at the Voting Delegate Orientation on the Friday of the state conference.
5. Based on the submitted application, interview, essay, and written test results, a slate for officer candidates will be prepared for presentation to the WV HOSA voting delegates.
6. The offices available for candidacy are:
 - a. President
 - b. Vice-president
 - c. Secretary
 - d. Historian
 - e. Reporter
 - f. Secondary Representative
 - g. Middle School Representative
 - h. Post-Secondary Representative (elected at the annual FLC)
7. Competition:
 - a. **As an officer candidate**, competing in an individual or team competitive event is optional.
 - b. **As an officer**, competing in an individual or team competitive event is optional unless you are representing WV HOSA as a voting delegate at ILC. If so, you will not be permitted to compete at ILC.
8. Candidate Speech:
 - a. Each candidate will be asked to present a three-minute speech at the Voting Delegate Orientation of SLC. Each candidate will be stopped at the end of three minutes.

- i. The speech should:
 1. Be biographical.
 2. Share your leadership qualities and experiences
 3. Include a commitment to serve WV HOSA as a State officer.
 4. Not include props, posters, or costumes.

9. Campaigning at SLC:

- a. Campaigning for office may only take place on DAY 1 of SLC.
- b. Campaign materials may be distributed but not displayed.
- c. Verbal campaigning is encouraged.
- d. Cost of campaigning materials is not to exceed \$25.00.
- e. Campaigning materials distributed must be cleaned up at the end of Opening Ceremonies.

10. Election:

- a. Voting delegates will elect the officers by ballot on day 2 of SLC. Once votes are tallied by the Officer Screening Panel, the candidates receiving the majority vote will be awarded the position of office based upon their grading rubric as scored on day 1, during the screening process.

11. Installation of Officers:

- a. Officers will be installed at the Awards and Closing Session of the WV HOSA SLC and will assume all responsibilities upon the conclusion of the SLC.
- b. **All officers *and* their advisors MUST attend the State Officer Training scheduled for The spring (April, May). Failure to attend this training will result in forfeiture of elected office. Secondary students must be transported by their advisors to all WVHOSA events.**

OFFICER

An official HOSA Uniform is required of all State Officers. State Officer Candidates MUST be in Official HOSA dress. Refer to the HOSA website at www.hosa.org for additional information on official HOSA dress. Official HOSA dress may be purchased at <https://hosastore.amercommerce.com/>

1. **Officer Candidate: MUST** be in official HOSA dress which consists of a navy-blue suit when participating in the officer screening (test, essay, & interview), delegate sessions, and general sessions at the WV HOSA SLC.
 - a. Since a knee length skirt is part of the official HOSA uniform, it is recommended that female candidates consider this when preparing for candidacy.
 - b. All candidates are required to:
 - i. Wear an oxford style shirt.
 - ii. Have an official HOSA patch loosely stitched to their navy-blue suit; patch may not be pinned to suit jacket.
 - iii. Wear an official gender appropriate HOSA tie.
 - c. Noncompliance with stated acceptable attire will make the candidate ineligible for state office.

Knowing information about the listed areas will help the officer candidate prepare for the written test to be taken as part of the candidacy process at the WV HOSA SLC. By no means is it an all-inclusive list of questions that could be on the test. WV HOSA-Future Health Professionals wishes you the best as you prepare for the test!

References for Study Guide:

Robert's Rules of Order
The HOSA website
The WV HOSA website
The WV HOSA Facebook Page

Major Divisions of Study:

1. INTERNATIONAL HOSA
 - a. Location of the International HOSA office
 - b. Names and titles of the International Executive Council
 - c. HOSA creed
 - d. HOSA motto
 - e. HOSA Competitive event categories and events
2. WV HOSA
 - a. Names and titles of the Executive Council members (state officers)
 - b. Names and titles of the WV Association HOSA Board members
 - c. Date WV HOSA was chartered
 - d. Date of first WV HOSA Leadership Conference
 - e. Responsibilities of the offices
3. PARLIAMENTARY PROCEDURES
 - a. Commonly used motions
 - b. Title of formal rules used for meetings
 - c. Names of official committees for WVHOSA
 - d. Definition of minutes
 - e. Duties of delegates
 - f. Parliamentary terms
 - i. Adjourn
 - ii. Convene
 - iii. Move
 - iv. Question
 - v. Lay on the table

Sample test questions are included on the following page for your reference. The answers are not provided so this will really test your knowledge!

SAMPLE TEST QUESTIONS:

1. In which state is International HOSA headquarters located?
 - a. Florida
 - b. California
 - c. Tennessee
 - d. Texas
2. What body represents the local chapter members in balloting on questions of business or selection of officers?
 - a. Voting Delegates
 - b. Local Advisors
 - c. State Advisors
 - d. State Officers
3. The minimum affirmative vote necessary to adopt or amend special rules of order that are separate from the bylaws is
 - a. a majority of those present.
 - b. a majority of the entire membership with notice.
 - c. two-thirds without previous notice.
 - d. two-thirds with previous notice.
4. Motions that relate in different ways to the pending business or to business otherwise at hand are called
 - a. main motions.
 - b. privileged motions.
 - c. incidental motions.
 - d. subsidiary motions.
5. Which of the following is a team competitive event?
 - a. Barbara James Service Award
 - b. Medical Assisting
 - c. Sports Medicine
 - d. Health Career Display
6. WV HOSA received it's HOSA charter in:
 - a. January, 1995
 - b. May, 1995
 - c. September, 1995
 - d. December, 1995
7. After members make motions, they should:
 - a. debate the motion.
 - b. remain standing and wait for permission to debate.
 - c. resume their seats.
 - d. sit and wait for another member to ask a question so that debate may proceed.
8. The WV HOSA State Advisor is:
 - a. Kellie Cyrus
 - b. Ashley Torres
 - c. Loretta Thompson.
 - d. Christina Holston

DUTIES OF THE EXECUTIVE COUNCIL (STATE OFFICERS)

West Virginia HOSA officers shall make themselves available, as necessary, in promoting the general welfare of the organization and in assisting to increase membership.

A. **PRESIDENT:** It shall be the duty of the president to:

1. Preside at the State Conference and all WV HOSA-Future Health Professionals officer meetings.
2. Serve as an ex-officio member of all standing committees.
3. Serve as a Delegate-At-Large at the State Leadership Conference.
4. Serve on the WV Association HOSA Board of Directors.
5. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor and/or Director.

B. **VICE-PRESIDENT:** It shall be the duty of the vice-president to:

1. Preside in the president's absence.
2. Succeed the president if the office of president is vacated.
3. Serve on committees as assigned.
4. Serve as a Delegate-At-Large at the State Leadership Conference.
5. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor and/or Director.

C. **SECRETARY:** It shall be the duty of the secretary to:

1. Take roll call at all business meetings and report quorum status.
2. Record the proceedings of all meetings and file all such records with the WV HOSA State Advisor, Director, and Board of Directors Secretary within **ten (10) days**.
3. Assist the president in planning agendas for meetings if called upon to do so.
4. Serve on committees as assigned.
5. Serve as Delegate-At-Large at the State Leadership Conference.
6. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor and/or Director.

D. **HISTORIAN:** It shall be the duty of the historian to:

1. Be responsible for the keeping of records and other materials of historic importance to WV HOSA.
2. Prepare a report of all activities and conference summaries & submit to the WV HOSA State Advisor, Director, and/or Board of Directors Secretary within ten (10) days of the activity and/or conference conclusion.
3. Prepare a report of all activities and conference summaries & submit to the WV HOSA Reporter so that he/she can prepare publication articles.
4. Coordinate with the WV HOSA Reporter to ensure that the WV HOSA social media

platforms are updated with WV HOSA activities and announcements.

5. Prepare a scrapbook of HOSA activities and conferences.
6. Serve on committees as assigned.
7. Serve as Delegate-At-Large at the State Leadership Conference.
8. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor and/or Director.

E. **REPORTER:** It shall be the duty of the reporter

1. Prepare articles for publication in state and national newspapers or newsletters.
2. Contact the editors of school and local newspapers with the aims & purposes of WV HOSA.
3. Prepare news and feature articles and send to the WV HOSA Historian for the scrapbook.
4. Coordinate with the WV HOSA Historian to ensure that the WV HOSA social media platforms are updated with WV HOSA activities and announcements.
5. Assist in planning, collection, preparing, & arranging materials for WV HOSA exhibits to be used for publicity.
6. Assist Historian in collection of printed articles to be saved & included in WV HOSA scrapbook.
7. Serve on committees as assigned.
8. Serve as Delegate-At-Large at the State Leadership Conference.
9. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor and/or Director.

F. **Post-Secondary Representative, Secondary Representative & Middle School**

Representative: It shall be the duty of the post-secondary representative, the secondary representative, and the middle school representative:

1. Promote growth and development of WV HOSA within their region.
2. Serve on committees as assigned.
3. Serve as Delegate-At-Large at the State Leadership Conference.
4. Serve WV HOSA-Future Health Professionals in any capacity as requested by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor and/or Director.



**DIRECTIONS for the
STATE OFFICER CANDIDATE
APPLICATION**

APPLICATION DEADLINE MUST BE MET

1. Thoroughly read each question on the application before answering it.
2. Print the application. Neatly and clearly print your responses in BLACK ink only. You may also utilize a PDF conversion tool so that answers can be typed.
3. Print and photocopy the original application if an additional one is needed.
4. Accurately and thoroughly complete all parts of the application process. This demonstrates your ability to follow directions and your responsibility at meeting deadlines. ***Make copies of all papers for your personal records.**
5. Proofread your application before submitting it.
6. Remember to check your application for completeness by using the checklist with this application.
7. Mail the **ORIGINAL**, completed application to the address listed on the checklist with this application.

STATE OFFICER CANDIDATE APPLICATION

Student Information		
Name:	Grade:	
Street Address:		
City:	State:	Zip Code:
Home Phone #:	Cell Phone #:	
Birth Date:	Email:	
Parent/Guardian Information		
Name of Parent(s)/Legal Guardian(s):		
Street Address:		
City:	State:	Zip Code:
Home Phone #:	Cell Phone #:	
Emergency Contact:	Emergency Contact #:	
School Information		
School Name <i>(where CTE courses are taught)</i> :		
County Name <i>(where CTE courses are taught)</i> :		
School Street Address:		
City:	State:	Zip Code:
HSE Program of Study:	HOSA Chapter #:	
Advisor's Name:	Advisors Phone #:	
Student GPA & Attendance Verification (Must be verified by school official)		
GPA (cumulative 9-12):		
GPA (HSE Program):		
Attendance for current academic year	Total Excused Absences:	
	Total Unexcused Absences:	
	Total Absences:	
	Total # of days school has been in session:	
School Official's Name:		
School Official's Position:		
School Official's Signature:		

Local offices and year held: (examples may include NTHS, HOSA, Simulated Workplace, Student Council, etc.)

List major activities and organizations in which you are a member or have actively participated:

State three realistic goals which, if elected, you feel you can accomplish for WV HOSA:

I submit that the information in this application is factual and that I have completed this application to the best of my ability. If elected to a position on the WV HOSA Executive Council, I will diligently strive to meet my proposed goals.

Printed Candidate's Name

Candidate's Signature

Date

ADVISOR and OFFICER CANDIDATE MEMORANDUM OF UNDERSTANDING

Please review the following items prior to submitting this form along with other required materials to the State Advisor. A signature is **REQUIRED** from the **student**, the **parent/guardian**, the **advisor**, the **principal** and an **administrator**.

Serving as a HOSA-Future Health Professionals Officer demands a commitment to the organization. Therefore, it is vital that all members who aspire to become HOSA officers are highly qualified, able and willing to assume the responsibilities required of all HOSA officers.

EXPECTATIONS OF A WV HOSA STATE OFFICER:

1. Be committed to HOSA-Future Health Professionals and promote HOSA's goals and objectives in every way possible.
2. Be enrolled in a regularly scheduled health related program/course of study during my term of office.
3. Be a paid state and national HOSA member.
4. Attend the current year's State Leadership Conference (SLC) as a candidate for election and prepare a speech for the Nominating Committee Session.
5. Complete the term of office, accepting this honor as a responsibility to the local program and to WV HOSA-Future Health Professionals.
6. 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 secretary, the minutes of the meetings must be submitted within 2 weeks after each meeting. This is a combined responsibility of both the officer and his/her local advisor.
7. Accept the role and responsibility as a member of the WV HOSA Executive Council as written in the WV HOSA Bylaws.
8. Understand the official HOSA dress will be required for candidacy. Female officer: blazer, skirt and female accent. Male officer: blazer, slacks and male tie. The required two (2) Oxford style shirts for each officer may be purchased locally. The official Uniform will be required to be purchased at the expense of either the student or the local chapter prior to Executive Council training.
9. Project a positive and professional image of HOSA-Future Health Professionals at all times.
10. Meet established deadlines for all assignments and Advisor edited communications to local chapters, the state advisor, director, and/or state officer coordinator.
11. Represent WV HOSA, the WV Association HOSA Board of Directors, the WV HOSA Executive Council, WV Department of Education-CTE Division, and your local chapter with the decorum required of such a position.
12. Maintain a professional image and good grooming to project a desirable image of the HOSA organization.
13. Attend all meetings, trainings, workshops and conferences during the term of office including and accept responsibilities as requested by the WV HOSA State Advisor and/or Director.
14. Understand that *Any officer not attending the WV HOSA State Executive Council training will forfeit the office. Crisis situations will be handled individually by the Executive Committee of WV Association HOSA Board of Directors and/or the State Advisor.*
15. Understand that WV HOSA-Future Health Professionals will support lodging when necessary.
16. Attend and assist with the HOSA International Leadership Conference (ILC), WV HOSA Fall Leadership Conference, the WV HOSA State Leadership conference, and any other trainings

deemed necessary by the WV Association HOSA Board of Directors and/or the WV HOSA State Advisor.

17. Travel to all meetings, trainings, workshops, and conferences during the term of office with his/her local HOSA Advisor or assigned alternate school personnel. Coordination of travel arrangements becomes the full responsibility of the officer and local HOSA Advisor. Secondary students are NOT allowed to travel alone. THE OFFICER MAY NOT DRIVE THEMSELVES TO ANY CONFERENCE AND/OR TRAININGS. There will be no reimbursement for travel expenses incurred when an officer travels alone.
18. Avoid places and actions that could raise questions regarding moral character or conduct.
19. Use of alcohol, tobacco or illegal substances at any school, HOSA or West Virginia Department of Career and Technical Education sponsored event will result in expulsion from the Executive Council.
20. Have a commitment to work as a team player.
21. Treat all members of the organization equally and without discrimination.
22. Resign office immediately if at any time commitments and expectations are not met (includes attendance, professional image, official dress, responsibility and conduct).
23. Follow the HOSA Code of Conduct at all events.

EXPECTATIONS OF THE LOCAL HOSA ADVISOR:

1. Ensure that the state officer follows his/her expectations listed above.
2. Assist and assure that by SLC DAY 1 the candidate will have official HOSA Dress. The candidate, if elected to office, must have an official HOSA Uniform by the first day of State Officer training. This must be paid for by either the officer or his/her chapter.
3. Accept responsibilities for your officer as requested by the WV HOSA State Advisor and/or Director.
4. Always travel with the state officer unless arrangements are made to be accompanied by a member of your school personnel or an approved alternate/parent per your county and/or local school policy. Coordination of travel arrangements becomes the full responsibility of the officer, local HOSA Advisor and WV HOSA Advisor and/or Director. WVHOSA is not responsible for making travel or lodging arrangements for the local advisor. If financial assistance is needed, the local advisor will consult with the WV HOSA State advisor, who will then consult with the WV HOSA Board of Directors.
5. Assist your officer with required reports to the WV HOSA State Advisor and/or Director by assuring that editing of the communications has been done and making certain that imposed deadlines are met.
6. Attend pre-scheduled virtual and/or in-person meetings, trainings, workshops, conferences and the mandatory Executive Council Leadership Training Workshop scheduled in the spring immediately following the state leadership conference.
7. Assist the state officer at school, workshops and conferences and work with the other local state officer advisors, the WV Association HOSA Board of Directors, and/or the WV HOSA Executive Council.
8. Attending the State Officer Leadership Training Workshop with your officer.
9. Complete duties at the HOSA International Leadership Conference and the WV HOSA Fall and State Leadership Conferences as assigned by the State Advisor.
10. Understand that because of extensive responsibilities with state officers at the HOSA ILC, the WV HOSA FLC and SLC, it will be necessary to obtain a chaperone(s) to help with other local chapter members attending these conferences.
11. Serve as the state officer's positive role model with dress, language, habits, assistance, ethics, etc.
12. Understand that there is no extra compensation to serve in this position. That all expenses incurred by the local advisors become the local chapter, school, or your personal

responsibility.

13. Assist the WV HOSA State Advisor and/or Director as needed throughout the officer's term.

Officer Candidate Statement of Commitment

I understand all the expectations required of a WVHOSA State Executive Council Member and I am committed to this responsibility.

Officer Candidate Signature

Date

Local Advisor Statement of Commitment

It is my belief that this candidate will fulfill the responsibilities of a HOSA officer. I highly recommend this applicant. If he/she is elected, I shall assist in any assigned duties. I shall be present at all virtual and/or in-person meetings/workshops/conferences, including an Executive Council Leadership training in the spring after state leadership conference. I understand the expectations required of a WV HOSA State Executive Council Member and local Advisor and I am committed to this responsibility.

Local Advisor Signature

Date

Parent/Guardian Statement of Support

I approve of my son/daughter applying for a HOSA office and if elected, agree that he/she will be able to spend the time necessary to carry out the duties of a WV HOSA officer.

Parent (Guardian) Signature

Date

Administrative Statement of Support

As a representative official of the school, I understand that if the candidate is elected to serve as an officer on the WV HOSA Executive Council, we will support and assist him/her and his/her HOSA local Advisor in successfully fulfilling the obligations in the Memorandum of Agreement including but not limited to travel and financial support as the need arises. As a school representative, I understand all of the expectations required of a WV HOSA State Executive Council Member and the local advisor and I am committed to this responsibility.

School Administrator Signature Date

CTE Administrator Signature Date

NOTE: If an officer candidate attends a home school **and** a career and technical school (CTC) a signature from both administrators **MUST** be obtained.

JUSTIFICATION OF OFFICER ADVISOR'S PARTICIPATION

To: Advisors of WV HOSA State Officers

From: Loretta Thompson, WV HOSA State Advisor

Subject: Justification Executive Council Leadership Training workshop

As stated in the Memorandum of Understanding 1) the WV HOSA Executive Council Member's local advisor is to attend the State Officer Leadership Training Workshop which is scheduled for the spring after state leadership conference. Because of extensive responsibilities with state officers at the WV HOSA SLC, HOSA ILC, and WV HOSA FLC, it will be necessary to obtain a chaperone to help with other local chapter members attending these conferences. The officer must travel with his/her HOSA local Advisor or school appointed representative. Parents/Guardians and your school Administrative official representatives received and signed the Memorandum of Understanding form offering support to the student candidate and his/her local chapter advisor.

During these three (3) trainings days your assistance will be needed to work with your officer in helping to prepare him/her for his/her role at the International Leadership Conference, Washington Leadership Academy, Fall Leadership Conference and State Leadership Conference. Some of the agenda items that you will be assisting your officers to practice include:

- ❖ Public Speaking
- ❖ Evening General Sessions and the Grand Awards Session
- ❖ Committee Meetings (Bylaws, Leadership Skills, Public Relations, Nominating, and Ceremonial)
- ❖ House of Delegates Assembly
- ❖ Recognition Program
- ❖ Installation of New Officers
- ❖ Workshop for Voting Delegates
- ❖ Officers' Reports at House of Delegates
- ❖ Interviewing candidates for Office
- ❖ Conducting candidate tests
- ❖ Greeting conference attendees and Judges

You may also be assigned other duties related to the conference operations by the WV HOSA State Advisor and/or Director. Your officer(s) will be practicing the above-mentioned duties during the days prior to the actual conference dates, and we are asking that you assist where needed and work with your officer to insure he/she is prepared for and comfortable with his/her duties. It is a lot of work, but together we can accomplish all of it. Make certain your officer(s) follow the dress code established by the HOSA and that in he/she has a minimum of two (2) white oxford style shirts and two pairs of black dress pants for casual conference duties during the term of office.

WV HOSA will financially support the officers as indicated in the memorandum of understanding. As the officer's advisor, you are responsible for your own expenses incurred during this time. Thank you for your continuing support of your officer and WV HOSA!

STATE OFFICER PERMISSION FORM

The duties and responsibilities of serving as a WVHOSA State Officer involve attendance at Executive Council meetings, workshops and conferences as well as travel to those activities. Each officer is responsible for making his or her own travel arrangements in conjunction with their local chapter advisor and the State Advisor.

PLEASE READ THIS INFORMATION CAREFULLY, OBTAIN THE APPROPRIATE SIGNATURES, AND RETURN BY THE PUBLISHED DATE TO LORETTA THOMPSON, WV HOSA STATE ADVISOR.

I understand that this permission form is effective from the time I am elected to a state office at the WVHOSA State Leadership Conference until my term ends at the following year's WVHOSA State Leadership Conference.

I understand that each individual is responsible for his or her insurance coverage during any trip that involves WV HOSA-Future Health Professionals.

I hereby release the National HOSA Board of Directors, the State HOSA Board of Directors, the national and state HOSA staff, the state and local HOSA organizations, 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 student's/child's participation in or contact with any known element associated with a HOSA activity.

I understand that the possession and/or use of any drugs, alcohol, or tobacco products, or failure to follow instructions from the WVHOSA State Officer Coordinator and/or the HOSA Executive Director/State Advisor, or any behavior that causes any risk to the safety of others, is cause for immediate removal from office.

I grant permission for the taking of photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, to be available for reproduction for educational and promotional purposes by WVHOSA.

Parent or Guardian Signature

Candidate Signature

WV HOSA STATE OFFICER

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 always should be such that it reflects credit to you, your school, your state and HOSA-Future Health Professionals. State Officers are expected to always behave in a professional manner in all situations.
2. State Officer’s conduct is the responsibility of the local chapter and/or the WV HOSA State Advisor and/or Director. State Officers shall keep their advisors always informed of their activities and whereabouts.
3. The State Officer’s Social Media presence should always be positive and reflect a professional image. State Officers shall not have anything pertaining to controversial subjects or containing profanity, nudity, anything vulgar, or that could be considered in poor taste.
4. State Officer’s name badges shall be always worn.
5. 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.
6. State Officers will respond to ALL emails, texts and voice mails from the WV HOSA State Advisor and/or Director within 24 hours.
7. State Officers are expected to observe the designated curfew (curfew means being in your own room by the designated hour).
8. State Officers may not purchase, consume or be under the influence of alcohol, tobacco or drugs at any time. Violators will be subject to dismissal.
9. State Officers will be in official HOSA uniform or the official informal uniform whenever representing HOSA-Future Health Professionals.

I have read the Code of Conduct for HOSA conferences and agree to abide by these rules. I understand that any violation of the Code of Conduct will result in dismissal from the Executive Council.

Print Name of Candidate	Signature of Candidate	Date

Print Name of Advisor	Signature of Advisor	Date

Print Name of Parent/ Guardian	Signature of Parent/Guardian	Date

WV HOSA STATE OFFICER MEDICAL LIABILITY RELEASE FORM

Candidate's Full Legal Name: _____ Date Of Birth: ____ / ____ / ____

Parent's/Guardian's Name _____

Parent/Guardian Emergency Contact: (____) _____ (____) _____ (____) _____
Home Work Cell

Home Address _____

Alternate Contact: _____
Name and Relationship to Applicant Emergency Contact Phone Numbers

Candidate's Physician: _____ Phone : (____) _____

Physician's Address: _____

Local Advisor Name: _____
Advisor's Name, Phone Number and Email

School: _____
Name
Address
(____) _____
Phone Number

Administrator's Name Emergency Contact Phone Number and Email _____

Candidate is covered by group or medical insurance: _____ Yes _____ No

If yes, complete the following information and provide a photocopy of the insurance card to be kept on file for emergencies.

Name of insured: _____ Insurance Company: _____
Group #: _____ Policy #: _____

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

a. Allergy: _____

b. Physical Handicap: _____

c. Convulsions: _____

d. Medicine Reactions: _____

e. Blackouts: _____

f. Disease of Any Kind: _____

g. Heart & Lung Problems: _____

h. Other (Be specific): _____

If currently taking any prescription medication, on a separate sheet of paper, please provide the following information:

- Name of Medication(s) and Directions
- Prescribing Physician and 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. I hereby release the WVHOSA Board of Directors, the State Advisor, WVHOSA, Inc., National HOSA Staff, and Local HOSA advisors, local school staff, and any designated individual or group 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 _____

Candidate's Signature: _____ Date _____

Advisor's Signature: _____ Date _____

WV HOSA Executive Director: _____ Date _____

WVHOSA State Advisor: _____ Date _____



**WV HOSA STATE OFFICER
OVERNIGHT ROOMING
FORM**

Dear Parent/Guardian:

Thank you for allowing your child to represent WV HOSA as a state officer. To help with your child's comfort and safety while attending trainings and conferences that require an overnight stay, we are asking that the parent/guardian indicate how they wish for their student to be roomed during their hotel stay. Females will room with females, males with males. Please indicate below how you wish for your student to be roomed during these trainings and/or conferences.

My son/daughter _____, a student at _____, has my permission to room as follows:

- ☐ My son/daughter may room with other WV HOSA officers that may or may not be from the same school-this is for WV Officer Training and any conference that students from the same school may not be attending.
 - ☐ My son/daughter may room with three additional students from the same school.
 - ☐ My son/daughter may room with two additional students from the same school.
 - ☐ My son/daughter should have a single room
- (WV HOSA will cover ½ of the room fees; student is responsible for the remaining ½ of the room fees.)
- ☐ Student requires special accommodations due to medical problems.

Parent/Guardian Signature

Local Advisor Signature

WV HOSA Executive Director Signature

WV HOSA State Advisor Signature



WV HOSA State Officer Schedule EXAMPLE

(The official schedule is in the current year's application found on the website, www.wvhosa.com)

Date	Event	Location
April 23-26, 2025	New State Officer Training	The Resort at Glade Springs, Daniels, WV
June 18-21, 2025	HOSA International Leadership Conference (Officers should plan to arrive by 8pm on June 16th & plan to depart on June 22nd)	Gaylord Opryland Convention Center, Nashville, TN
September 27-30 2024	Washington Leadership Academy	Crystal Gateway Marriott, Arlington, VA
November 10-11, 2024 (Days 1 & 2; plan to arrive on day 1 in the evening)	WV HOSA FLC Prep	Days Inn Conference Center, Flatwoods, WV
November 12, 2024 (Day 3)	WV HOSA FLC	Days Inn Conference Center, Flatwoods, WV
October/November 2024	WV HOSA Board Meeting/WV HOSA Advisory Council Meeting	TBD
March 13, 2025 (Day 1) Plan to arrive the evening of March 12, 2025	WV HOSA SLC Prep	Marshall University, Huntington, WV
March 14-15, 2025 (Day 2-3)	WV HOSA SLC	Marshall University, Huntington, WV
April/May 2025	WV HOSA Board Meeting/WV HOSA Advisory Council Meeting	TBD

Please have the **Official HOSA Uniform** by the first day of State Officer Training. Officers' pictures will be taken at the April State Officer Training. Officers or their chapters will need to purchase two (2) white oxford button-down shirts, and for the female, 1 burgundy accent and the male, the burgundy tie. Each Officer will also need 2 pairs of black dress pants. HOSA Attire is required for all meetings and training sessions. HOSA casual: Black dress pants and HOSA polo shirt are required. WV HOSA will purchase the polo shirt.

Contact information for:

Loretta Thompson, WV HOSA State Advisor
Christina Holston, WV HOSA Executive Director

email: lmthompson@k12.wv.us
email: Christina.holston@k12.wv.us



STATE OFFICER CANDIDATE QUALIFYING FORM

Total Points Possible = 100

CANDIDATES	INTERVIEW QUESTIONS (25)					CANDIDATE SPEECH (5)	OBSERVATIONS (15)	APPLICATION FORM (15)	ESSAY (15)	EXAM (25)	TOTAL POINTS (100)
	1	2	3	4	5						
							Dress ____ Grooming ____ Attitude ____	GPA ____ Attendance ____ Neatness ____	Thoughts ____ Organization ____ Grammar ____		
							Dress ____ Grooming ____ Attitude ____	GPA ____ Attendance ____ Neatness ____	Thoughts ____ Organization ____ Grammar ____		
							Dress ____ Grooming ____ Attitude ____	GPA ____ Attendance ____ Neatness ____	Thoughts ____ Organization ____ Grammar ____		
							Dress ____ Grooming ____ Attitude ____	GPA ____ Attendance ____ Neatness ____	Thoughts ____ Organization ____ Grammar ____		
							Dress ____ Grooming ____ Attitude ____	GPA ____ Attendance ____ Neatness ____	Thoughts ____ Organization ____ Grammar ____		
							Dress ____ Grooming ____ Attitude ____	GPA ____ Attendance ____ Neatness ____	Thoughts ____ Organization ____ Grammar ____		
							Dress ____ Grooming ____ Attitude ____	GPA ____ Attendance ____ Neatness ____	Thoughts ____ Organization ____ Grammar ____		

To be slated for an office, the officer candidate must score a minimum of 70%.

Rating Scale & Points

	5 Points (Excellent)	4 Points (Good)	3 Points (Average)	2 Points (Poor)	1 Point (Very Poor)
Interview Questions	Shows confidence, no distracting gestures, makes eye contact, no filler words (uhm, like), answer is relevant to question being asked	Shows confidence, less than 5 distracting gestures, makes eye contact most of the time, uses filler words less than 5 times, answer is relevant to question being asked	Shows some confidence, more than 5 distracting gestures, makes some eye contact, uses filler words more than 5 times, answer is relevant to question being asked	Shows some confidence, distracting gestures throughout interview, limited eye contact, frequent filler words, answer is somewhat relevant to question being asked	Lacks confidence, makes distracting gestures throughout interview, no eye contact, frequent filler words, answer is NOT relevant to question being asked
Speech	Presents in logical, interesting sequence which the audience can follow, holds attention of audience throughout speech, makes good eye contact, clear voice, correct pronunciation, confident, no distracting movements or gestures	Presents in logical sequence which the audience can follow, keeps audience attention throughout most of the speech, eye contact is good, voice is clear, but shaky at times, correct pronunciation most of the time, shows some confidence, minimal distracting gestures or movements	Keeps the audience attention throughout most of the speech, eye contact is good, voice is clear with minimal changes in tone, pronunciation of words is average, lacks confidence, distracting gestures or movements	Keeps the audience attention for less than ½ of the speech, eye contact is average, voice is clear and shaky, with minimal changes in tone, pronunciation of words is average, lacks confidence, distracting gestures or movements	Loses the audience attention, minimal or no eye contact, voice is shaky with no changes in tone, pronunciation of words is poor, shows little to no confidence, distracting gestures or movements throughout speech

	5 Points (Excellent)	4 Points (Good)	3 Points (Average)	2 Points (Poor)	1 Point (Very Poor)
Dress	Official HOSA Uniform per HOSA Dress Code Policy	Navy blue suit, may be slacks or knee-length skirt (males) white, closed- neck, tailored dress shirt & tie (females) white blouse, appropriate for businesslike dress Closed toe, blue dress shoes	Black suit, may be slacks or knee-length skirt (males) white, closed- neck, tailored dress shirt & tie (females) white blouse, appropriate for businesslike dress Closed toe, black dress shoes	Black or navy-blue suit, appropriate shirt, closed toe blue or black shoes, colors do not coordinate	Clothing not appropriate for the type of interview being conducted
Grooming	Overall appearance is very neat, choice in clothing is official HOSA uniform, very well groomed (hair, make- up, clothes pressed, etc.), overall appearance is businesslike	Overall appearance is very neat, choice in clothing is appropriate for any job interview, very well groomed (hair, make-up, clothes pressed, etc.), overall appearance is businesslike	Overall neat appearance, choice in clothing is acceptable for the type of interview, well groomed (ex. shirt tucked in, jewelry blends with clothing, minimal wrinkles)	Appearance is somewhat untidy, choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.), grooming attempt is evident	Overall appearance is untidy, choice in clothing is inappropriate for any job interview (torn unclean, wrinkled), poor grooming
Attitude	Demonstrates a strong, positive, enthusiastic feeling throughout the interview	Demonstrates a strong, positive feeling throughout the interview process, but lacks enthusiasm	Demonstrates a positive feeling throughout most of the interview with some enthusiasm	Demonstrates a positive feeling throughout most of the interview, but lacks enthusiasm	No positive feelings or enthusiasm displayed during the interview process

	5 Points (Excellent)	4 Points (Good)	3 Points (Average)	2 Points (Poor)	1 Point (Very Poor)
Application Neatness	Application is typed, no grammatical or spelling errors	Application is typed, 1-5 grammatical or spelling errors	Application is typed, 6-10 grammatical or spelling errors	Application is written in blue or black ink with some grammatical or spelling errors	Application is written, not in blue or black ink, with or without grammatical errors
Attendance (Total Days Absent)	0-5 days	6-10 days	11-15 days	16-20 days	21+ days

GPA is scored based on cumulative and HSE Program grades. Points will be awarded for each area based on the rubric below.

	2.5 Points	2 Points	1.5 Points	1 Points	0.5 Points
Cumulative GPA	4.0 or higher	3.75-3.99	3.5-3.74	3.25-3.49	3.0-3.24
HSE Program GPA	4.0 or higher	3.75-3.99	3.5-3.74	3.25-3.49	3.0-3.24

Cumulative GPA Total Points =	HSE Program GPA Total Points=	Total Points Awarded for GPA =
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ESSAY	5 Points (Excellent)	4 Points (Good)	3 Points (Average)	2 Points (Poor)
Thoughts	The essay is focused, purposeful, and reflects clear insight & ideas. Persuasively supports main point with well-developed reasons and/or examples. Applies higher order thinking and creative skills to relay complex ideas.	The essay is focused on the topic and includes relevant ideas. Supports main point with developed reasons and/or examples. Applies basic creative skills to relay ideas.	The essay is focused on the topic and includes a few loosely related ideas. Supports main point with some underdeveloped reasons and/or examples. Does not exhibit creativity.	The essay poorly addresses the topic and includes irrelevant ideas. Provides little or no support for the main point. No adherence to the topic.
Organization	The introduction is inviting, states the main topic, and provides an overview of the paper. Information is relevant and presented in a logical order. The conclusion is strong.	The introduction states the main topic and provides an overview of the paper. Information is relevant, but not presented in a logical order. A conclusion is included.	The introduction states the main topic. Information is somewhat relevant to the topic. A conclusion is included.	There is no clear introduction, structure, or conclusion.
Spelling, Grammar, & Mechanics	All sentences are well constructed and have varied structure and length. There are no errors in grammar, mechanics, and/or spelling.	Most sentences are well constructed and have varied structure and length. The essay has a few errors in grammar, mechanics, and/or spelling, but they do not interfere with understanding.	Most sentences are well constructed, but they have a similar structure and/or length. There are several errors in grammar, mechanics, and/or spelling that interfere with understanding.	Sentences sound awkward, are distractingly repetitive, or are difficult to understand. There are numerous errors in grammar, mechanics, and/or spelling that interfere with understanding.

Exam points will be earned on the total number of questions answered correctly on a 25-question exam.



West Virginia HOSA ANNUAL T-Shirt Design Contest

Deadline: AS ESTABLISHED EACH YEAR

West Virginia HOSA members are encouraged to submit a T-Shirt design for the annual WV HOSA State Leadership Conference. Students who submit a design will be permitted to participate in competitive event. This is not a nationally recognized event.

The WV HOSA Board of Directors will review submissions and determine the top 5 designs. The top 5 designs will be available for advisors and members to vote for the final winner. The winner will be announced at the WV HOSA State Leadership Conference.

Guidelines:

***Review the guidelines below. If they are not followed, the design will be disqualified!!!!**

1. The design must be on sheet of white copy paper. 8" x 10" Provide a black and white version of the design with specific color location and a full color version on a separate sheet of white copy paper. DESIGN VERSIONS MUST BE IN A FOLDER. On the back of each submission include name, school, chapter, and Advisor.
2. The detail of the design must be compatible to a finished product of an adult-size large t-shirt.
3. Maximum use of three colors. (Black and white are considered colors. Varying shades and tints will be counted as one color. Example: light green, dark green, and blue are three colors.)
4. Be creative, entry must include the words: "West Virginia" and "HOSA", but is not necessarily tied to a specific theme.
5. Clipart already done on computer software is not acceptable for this contest. Computer usage in the design of the entry is encouraged, but the artwork must be the original work of the designer.
6. Deadline: Entries must be postmarked by the established deadline. All entries will become the property of West Virginia HOSA.
7. No group entries permitted. Each entry must be submitted by an individual, with only one entry per individual. However, a chapter may have more than one member submit an entry.
8. All persons submitting entries must be official HOSA members, in good standing with their chapter and HOSA Future Health Professionals.
9. The winning design will be printed on an adult-sized, cotton/polyester blend t-shirt that will be worn by West Virginia HOSA members. Recognition will be given to the winning entrant during the opening session of the HOSA State Leadership Conference.

**MAIL ENTRIES TO:
WV HOSA
PO Box 71
FOSTER, WV 25081**

***Use white copy paper and label back of each submission with name, school, chapter, and Advisor. If guidelines are not followed, the design will be disqualified!!!**



West Virginia HOSA ANNUAL State Pin Design Contest

Deadline: AS ESTABLISHED EACH YEAR

West Virginia HOSA members are encouraged to submit a WV HOSA State Pin design for the annual WV HOSA State Leadership Conference. Students who submit a design will be permitted to participate in a competitive event. This is not a nationally recognized event.

The WV HOSA Board of Directors will review submissions and determine the top 5 designs. The top 5 designs will be available for advisors and members to vote for the final winner. The winner will be announced at the WV HOSA State Leadership Conference.

Guidelines:

***Review the guidelines below. If they are not followed, the design will be disqualified!!!!**

1. The design must be on sheet of white copy paper. 8" x 10" Provide a black and white version of the design with specific color location and a full color version on a separate sheet of white copy paper. DESIGN VERSIONS MUST BE IN A FOLDER. On the back of each submission include name, school, chapter, and Advisor.
2. The pin can be any shape (round, square, state-shaped, rectangle, etc.).
3. The pin must use no more than three colors.
4. The detail of the design must be compatible to a maximum finished product of approximately one square inch surface area. A copy specifying colors and color locations must be submitted in a folder.
5. The design should depict both West Virginia and HOSA, but should not include a year.
6. Although computers are recommended in the layout and design of the pin, the actual artwork must be original. Use of typical "clipart" is not recognized as original work and ineligible for entry.
7. Deadline: Entries must be postmarked on or before the established deadline.
8. No group entries are permitted. Each entry must be submitted by an individual, with only one entry per individual. However, a chapter may have more than one member submit an entry.
9. All persons submitting entries must be "dues paid" HOSA members.
10. All entries become the property of WV HOSA.
11. Recognition will be given at the opening session of the HOSA State Leadership Conference. A finished pin will be given to the contest winner at the WV HOSA SLC.

MAIL ENTRIES TO:
WV HOSA
PO Box 71
FOSTER, WV 25081

***Use white copy paper and label back of each submission with name, school, chapter, and Advisor. If guidelines are not followed, the design will be disqualified!!!!**

STUDENT ELIGIBILITY and ACCOMMODATION FORM

for the following events:

LIFE SUPPORT SKILLS, PERSONAL CARE, INTERVIEWING SKILLS, SPEAKING SKILLS

This form **MUST** be completed to provide student eligibility and accommodations for competition. Please read this document in its entirety for instructions.

The purpose of this form is as follows:

1. To confirm a student's eligibility
2. To allow the student to request accommodation(s)

Student Name: _____

Event: _____

Advisor: _____ School: _____ Chapter: _____

SECTION 1: STUDENT ELIGIBILITY

- A school official and chapter advisor **MUST** sign below to verify the named student on this form is classified under the provision of the 2004 reauthorized Individuals with Disabilities Education Act (IDEA). **(Students classified under Section 504 are NOT eligible to compete in this event.)**
- **DO NOT** send the actual IEP or other documentation. For purposes of this competition, only this completed form is needed as verification of eligibility for the indicated event.

School Official* Signature: _____ Title _____

*Exceptional children (special education) teacher, guidance counselor, or principal

Chapter Advisor Signature: _____

SECTION 2: ACCOMMODATION(S) REQUESTED

- A School Official or Chapter Advisor completes this section
- Based on the student's IEP, what, if any, accommodation(s) is/are being requested for the student to compete in the indicated event? If none, please write NONE.
(As indicated by industry, additional time is NOT considered a reasonable accommodation for Life Support Skills and/or Personal Care due to the life-saving standards of the skills; Additional time is NOT considered a reasonable accommodation for Interviewing Skills and Speaking Skills)

Email completed form to lmthompson@k12.wv.us by **established deadline**

STUDENT ELIGIBILITY and ACCOMMODATION FORM

This form **MUST** be completed to provide student eligibility and accommodations for competitions. Please read this document in its entirety for instructions.

The purpose of this form is as follows:

3. To confirm a student's eligibility
4. To allow the student to request accommodation(s)

Student Name: _____

Event: _____

Advisor: _____ School: _____ Chapter: _____

SECTION 1: STUDENT ELIGIBILITY

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- **DO NO** send the actual IEP or other documentation. For purposes of this competition, only this completed form is needed as verification of eligibility for the indicated event.

School Official* Signature: _____ Title _____

*Exceptional children (special education) teacher, guidance counselor, or principal

Chapter Advisor Signature: _____

SECTION 2: ACCOMMODATION(S) REQUESTED

- A School Official or Chapter Advisor completes this section
- Based on the student's IEP, what, if any, accommodation(s) is/are being requested for the student to compete in the indicated event? If none, please write NONE.
(Additional time may be requested for all testing events so long as the IEP indicates the amount of time tests may be extended; As indicated by industry, additional time is NOT considered a reasonable accommodation for Health Science Events and/or Emergency Preparedness Events due to the life-saving standards of the skills)

Email completed form to lmthompson@k12.wv.us by **established deadline**

VOTING DELEGATE PROXY FORM

I _____ hereby authorize _____ to serve as

Chapter Number _____ proxy and to vote on behalf of Voting Delegate

_____ in the WV HOSA State Officer elections.

This proxy is valid for: _____

List the conference being attended

Date(s) of Conference: _____

Advisor's Name: _____

Signature: _____

Date: _____

WV HOSA CONFLICT-OF-INTEREST POLICY

Article I: Purpose

The purpose of the conflict-of-interest policy is to protect WV Association HOSA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of WV HOSA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II: Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board–delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which WV HOSA has a transaction or arrangement,
- b. A compensation arrangement with WV HOSA or with any entity or individual with which WV HOSA has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which WV HOSA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate board or executive committee decides that a conflict of interest exists.

3. Independent Director

A director shall be considered "independent" for the purposes of this policy if he/she is "independent" as defined in the instructions for the IRS 990 form, or until such definition is available, the director:

- a. Is not and has not been for a period of at least three years, an employee of WV HOSA or any entity in which WV HOSA has a financial interest.

- b. Does not directly or indirectly have a significant business relationship with WV HOSA, which might affect independence in decision making.
- c. Is not employed as an executive of another corporation where any of WV HOSA's executive officers or employees serve on that corporation's compensation committee; and
- d. Does not have an immediate family member who is an executive officer or employee of WV HOSA or who holds a position that has a significant financial relationship with WV HOSA.

4. Nonfinancial Interest

A nonfinancial interest that might influence an officer's, directors, or committee member's participation or vote in an action of the officers, directors, or committee member's duties is:

- a. The individual's relationship as an unpaid volunteer, officer or director of an organization that may be affected directly or indirectly by action to be taken or not taken by WV HOSA.
- b. The individual's personal, political, religious, friendship, or personal relationships which may be affected by an action to be taken or not taken by WV HOSA.

Article III: Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of any financial interest and be given the opportunity to disclose all material facts to Board or Executive Committee.

2. Recusal of Self

Any director or member may recuse his/herself at any time from involvement in any decision or discussion in which they believe he/she has or may have a conflict of interest, without going through the process of determining whether a conflict of interest exists.

3. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the board or executive committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or executive committee members shall decide if a conflict of interest exists.

4. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the board or executive committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chair of the board or executive committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- c. After exercising due diligence, the board or executive committee shall determine whether the WV HOSA can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board or executive committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in WV HOSA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. Violations of the Conflicts-of-Interest Policy

- a. If the board or executive committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board or executive committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV: Records of Proceedings

The minutes of the board and all committees with board-delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the boards or committee's decision as to whether a conflict of interest in fact existed
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V: Compensation

- a. A voting member of the board who receives compensation, directly or indirectly, from WV HOSA for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from WV HOSA for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from WV HOSA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI: Annual Statements

Each director, principal officer, and member of a committee with board–delegated powers shall annually sign a statement that affirms such person:

- a. Has received a copy of the conflict-of-interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands WV HOSA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Article VII: Periodic Reviews

To ensure WV HOSA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to WV HOSA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Article VIII: Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, WV HOSA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

CONFLICT-OF-INTEREST DISCLOSURE QUESTIONNAIRE

1. Name _____ Date _____

2. Are you a member in good standing?

YES NO

3. What's your position with WV HOSA?

4. Disclosures

- a. Have you ever or do you currently have a financial interest, including a compensation arrangement, as defined in the conflict-of-interest policy with WV HOSA?

YES NO

If yes, please explain: _____

5. I affirm the following (check all that apply):

_____ I have received a copy of the WV HOSA conflict of interest policy.

_____ I have read, understand, & agree to comply with the WV HOSA conflict of interest policy.

_____ I understand that WV HOSA is a charitable organization and to maintain its federal tax exemption status it must engage primarily in activities which accomplish one or more tax-exempt purposes.

Signature

Date

Grievance Policy

Informal

For students, teachers and community members who wish to grieve informally it is recommended that they first document the situation in writing and then contact the disputant, should they choose to do so. The individual holds a greater amount of control and ability to solve the problem on their own.

Individuals who pursue the informal grievance policy reserve the right to pursue the formal grievance policy. The grievant should note that there are no timelines on the informal grievance policy but there are timelines in the formal grievance policy as listed below.

If the individual does not choose to approach the disputant in an informal grievance procedure, they are recommended to contact the administrator of the respective chapter. If the issue is with the administrator, they are recommended to contact the state advisor and if the grievance is with the state advisor, they are directed to go to the board of directors.

Formal

Any grievance should be filed within thirty (30) days of when the grievant knew or should have reasonably known of the alleged conduct. Formal complaints of discrimination or harassment must be filed within ninety (90) days from when the grievant knew or should have known of the alleged discrimination or harassment act.

Any competitive events grievance should be filed within five (5) days of the state leadership conference with the competitive events chair and/or the state advisor.

All grievances will be brought to the attention of the board of directors by the state advisor. The grievant may be required to appear before the board of directors. Written notice of the date, time and location to appear will be given ten (10) days prior to the hearing. No board of directors' members shall intentionally try to stall, prolong or delay proceedings of the grievance. Everyone who appears may have one advocate join them at the hearing.

Disputants in the grievance process are asked to submit all written documentation and evidence to the board of directors no later than five (5) days before the hearing. The complainant shall have the responsibility of producing satisfactory evidence of the respondent's noncompliance. Both the complainant and the respondent shall have the right to appear and to participate in the hearing, to present relevant evidence, to cross-examine witnesses and to submit rebuttal evidence. A summation may be given by each party at the conclusion of testimony.

The board of directors shall compile a fact-based report and make recommendations for resolution to the state advisor. All parties are presented in writing the outcome of the grievance and the actions taken.

Dispute Resolution

The local chapter advisor should initially report disputes to the state advisor either orally or in writing, following the individual CTSO guidelines on such matters. CTSO's must have specific appeal processes for competitive event disputes. All information must be made available before a decision can be made. Procedures and documentation related to the dispute resolution process must be posted on the CTSO's website.

GREIVANCE FORM

Name of Grievant: _____

Address of Grievant: _____

Phone: _____ Email: _____

Statement of Grievance: (Attach documentation if needed)

Signature of Grievant

Date

Signature of State Advisor

Date Received by State Advisor

Signature of Board Chair

Date Received by Board Chair

Mail to WV HOSA PO Box 71 Foster, WV 25081 or email to lmthompson@k12.wv.us

Public & Media Relations Policy

Public relations are the task of informing, creating awareness and understanding, and promoting a favorable attitude toward the WV HOSA organization. Each chapter, therefore, will need assistance from outside sources in presenting a positive image of its program. This means that each member must “sell” the school and community on the value and importance of WV HOSA. Each WV HOSA chapter should consider good public relations as part of its program.

Social Media

Social media should be broadly understood as any sites and services that permit users to share information with others in a digital manner. Social media platforms approved for WV HOSA use include Facebook, Instagram, Twitter, and YouTube. Online threads and blogs may be used with prior approval from the WV HOSA state advisor, executive director, and/or the board of directors. When publishing to social media, the following principles shall apply:

1. Uphold Professionalism Online
 - a. Others associate you, and any opinions or personal information you disclose, with West Virginia (WV) HOSA Future Health Professionals. Please ensure that all your social media profiles and activities are consistent with WV HOSA’s high standards of professional conduct.
 - b. Post in such a way that is representative of WV HOSA
 - c. Post in such a way that is representative of more than 260,000 HOSA Future Health Professional members and 54 states, territories, and country associations
 - d. Post in such a way that is representative of the WV Department of Education
 - e. Post in such a way that is representative of your school and local HOSA chapter
2. Champion HOSA
 - a. Content posted or topics discussed should be relevant to supporting the mission of HOSA Future Health Professionals.
 - i. HOSA’s Mission: “To empower HOSA Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.”
3. Ask
 - a. When in doubt about a post, tweet or other action on social networks, enlist a second pair of eyes, even at the cost of some delay. If you are about to publish something that makes you even the slightest bit uncomfortable, review. Consult with your fellow officers and/or the executive council members before you hit the send or post button if unsure.
4. Act with Discretion
 - a. Confidential information from internal meetings should never be published on a social media platform.
5. Be Present
 - a. While serving as the public voice and face of WV HOSA, you are setting an example for other HOSA members and displaying HOSA to the world. WV HOSA sites should not “like”, “follow”, “join”, or “tag” sites or individuals outside of our organization.

6. Unity

- a. WV HOSA chapters and members who post to social media platforms should reflect unified posts supporting decisions and statements as put forth by the International HOSA Headquarters.

7. Personal Accounts

- a. Disclose your affiliation
- b. Use official statements
 - i. When you see posts or receive messages on topics that require subject matter expertise, avoid the temptation to respond to these directly. You should seek guidance from your chapter advisor and/or the WV HOSA Executive Council.
- c. Gain permission
 - i. Before posting someone else's work, please check with the owner first to get their permission for publication.
- d. Share and link content
 - i. Share all relevant and interesting WV HOSA information and news. This applies to your local chapter activities, community service events and fundraising opportunities, as well as WV HOSA leadership conferences.
 - ii. If the post is made public and there are no privacy blocks in regards to sharing, you may share the post as long as you credit and tag the original owner.
- e. Respect exclusive material
 - i. WV HOSA must have the opportunity to publish text, photo, and video materials officially before it appears on personal social media platforms. Once published by WV HOSA, you may share on your personal platforms.
- f. Engage thoughtfully
 - i. You are encouraged to like and share all materials posted by official WV HOSA and HOSA Future Health Professionals accounts.
 - ii. Be thoughtful and engaging with followers in your comments on official HOSA branded posts.
- g. Strive for accuracy
 - i. Take a moment to think about what you are posting (both personally & professionally) before you hit the post/publish button.
 - ii. Is the content relevant and does it promote WV HOSA and/or HOSA in a positive manner.
 - iii. Proofread for spelling and grammar.
 - iv. Be aware of what you say and your connections on any social media platform.
 - v. Ensure you are reviewing and maintaining the content you publish on any social media platform. Immediately delete any negative or unprofessional comments from your post.

8. WV HOSA State Officer Interactions

- a. Accept, but don't initiate

- i. WV HOSA Officers should not issue friend requests to HOSA members. Should a WV HOSA and/or HOSA member initiate the “friend” process on a social media platform, only accept requests from those you know and feel comfortable with.
- b. Nothing is private, Everything is public
 - i. Emails, chats, and messages may feel like private communications but may easily find their way to the public.
- c. Reach out
 - i. Should a question or issue arise, refer to your state advisor, executive director, and/or the board of directors for guidance.
- d. Add your fellow officers and advisors
- e. Should the WV HOSA state advisor, executive director, and/or board of directors deem any post as unprofessional or a violation of this policy, you will be required to remove the posts from any social media platform that the post should appear on.

News Releases

News may be defined as a daily chronicle of what has happened, what is happening and what may happen. The news must be current and of important interest to many people. News work requires complete, accurate, and timely information. The facts submitted for publication should be checked carefully and all names should be spelled correctly. When a news release is written, the information should be brief, to the point, and be limited to a maximum of two pages. The information should be typed, double-spaced, and should answer the questions: What, Who, When, Where, Why, and How.

What should be included in a news release?

What Business meeting, social activity, speaker, competitive events, or other activity.

Who Names of organizations and people involved, such as committee chairmen, elected officers, speakers, winners, etc.

When Exact date and time of meeting or activity.

Why Purpose of activity or meeting if not clear in description.

How Details of how the activity was carried out.

The lead (the first sentence or two) should answer these questions. The lead is designed to give the reader information quickly and in such a manner that he/she will want to read the rest of the story. After the lead, the details are written in declining order of importance. This permits the story to be cut from the bottom, if need be, without having to rewrite the article or leave out important facts. Be sure to stick to the facts! Be brief, accurate, and neat! Use short words, sentences, and paragraphs!

Mechanics of Preparing News Releases

- News releases should always be typed on one side of paper only and double-spaced, on 8 1/2” by 11” plain white, medium-weight paper.
- Allow ample margins (1 1/2”) for the editor to make notes. Leave about 2 1/2” for the first page blank at the top for the editor’s use.

- Identify your organization and/or school in the upper left-hand corner of the first page. Give the date the release is sent, the name of the person to contact for further information, and the address and the phone number.

Photographs and/or Videos

As a member of WV HOSA and HOSA Future Health Professionals, you may be photographed or videoed during conferences, meetings, trainings, and activities. A publication release form should be signed and kept on file with your local advisor. It is the local advisor's responsibility to inform the WV HOSA state advisor, executive director, and/or board of directors if a HOSA member is not to be photographed and/or videoed. It is the responsibility of the WV HOSA state advisor to relay this information to HOSA Future Health Professionals.



WEST VIRGINIA HOSA CRISIS RESPONSE PLAN

For Leadership Conferences, Trainings, & Activities

DEVELOPED BY: WV HOSA BOARD OF DIRECTORS

WV HOSA

PO BOX 71 | FOSTER, WV | 25081

Mission and goals

The Crisis response plan for West Virginia HOSA was developed to enhance the protection of lives and property through the effective uses of rescues, while maintaining continuation of academics and training purposes of West Virginia and National HOSA. This plan is designed to assist West Virginia HOSA regarding coping with emergency situations. The Crisis management plan addresses various situations which may threaten the physical or personal safety of students, advisors, and the public.

West Virginia HOSA maintains a plan specifying the policies and procedures to be used in crisis/emergency situations which constitute significant disruptions to the general operations of West Virginia HOSA events. Examples of potential crisis/emergency situations include but are not limited to: Natural disasters (tornadoes, floods, etc.), industrial accidents, fires, medical emergencies involving illnesses and/or injuries, outbreaks of disease or infections, violent crimes, or behaviors, criminal activities, acts of terror, political situations, bomb threats, deaths and all other similar situations that require orderly management of resources and processes to protect life.

Plan Objectives

Objectives for Emergencies and Disasters shall:

- Protect and preserve human life and health with the utmost importance.
- Protect and preserve College property and other resources whenever possible consistent with the primacy of human health and safety.
- Coordinate with and in cooperation with Federal, State, or local emergency management and law enforcement agencies.
- Specify functional response protocols needed for staff and/or faculty to respond to emergency situations including medical emergencies.
- Specify incident procedures for “Lockout, Lockdown, Evacuate, Shelter.”
- Coordinate efforts of appropriate campus/center personnel, department, and/or resources as available and needed.
- Utilize the Occupational Health and Safety Association’s (OSHA) regulations.
- Provide counseling/supportive services to those affected by any such crisis and aid in family reunification.

Types of Crises/Emergencies Identified

1. **Medical Emergency** – epidemic, poisoning, etc.
2. **Terroristic Threat** – active shooter, etc. (imminent threat to life safety for WVHOSA members).
3. **Violent Crime or Behavior** – robbery, criminal, shooting, fights, assaults, personal injury (existing or potential), etc. – in progress.
4. **Discovery of Violent Crimes** (post occurrence).
5. **Political Situations** – riots, demonstrations, etc.
6. **Off-campus Incidents/Accidents Involving Students, Advisors and/or Staff.**
7. **Environmental/Natural Disasters** – fires, flood, tornadoes, earthquakes, explosions, etc.
8. **Bomb Threats or any terroristic threat received by phone, etc.**
9. **Loss of Life or any Medical-Related Death Threat** – Heart Attacks, Suicides (including suicide attempts or thoughts), Homicides (Intentional or Unintentional), Accidental Overdoses, Significant Life Threatening Injuries, Unattended Deaths, etc.
10. **Industrial/Hazardous materials spills/leaks**

Crises Management Team

The Crisis Management Team is created under the authority of the WVHOSA Board of Directors and the WV HOSA State Advisor. The Authority to activate the Crisis Management Team is delegated and granted to each team member. The Crisis Management Team must be available to respond and react as a team in emergency or crisis situations. The Team for each WVHOSA activity will be updated based on the advisors available.

The Crisis management team may consist of the following roles and responsibilities (depending upon the nature of crisis)

- **Incident Commander** - WVHOSA State Advisor or their designee; Establish immediate priorities and stabilize the incident by ensuring life safety of HOSA members. Establish and monitor incident organization and approve written and oral emergency procedures plan
- **Information Officer** – Develop and release information about the incident to media, incident personnel, family members, and other appropriate agencies
- **Liaison Officer**- Serves as a point of contact for responding agencies (will meet with venue administrators to determine evacuation and lockdown response plans) (if no plan is in place WVHOSA State Advisor or their designee will create a plan)
- **Operational Personnel** – Responsible for all care of WVHOSA members till responding agencies arrive; will continue providing care as needed after.

General Plan

ASSUMPTIONS

In any situation where the police, emergency medical services or fire departments are involved, it is understood that they will secure the situation and assume the responsibilities as the Incident Commander of all emergency activities.

Each WVHOSA member is advised to not release information as it may cause a miscommunication during a crisis; an exception would be allowed when the safety of others would be clearly impacted if information was not immediately released.

EMERGENCY SHELTER

The Crisis Management Team shall provide or plan for emergency shelters when advised to do so.

ACCIDENTS/INCIDENTS

MINOR - - Level I

- Administer first aid by utilizing trained allied health personnel.
- Follow emergency procedures as indicated by nature of accident.
- Fill out accident report form

MINOR – Level II

- If life threatening, call 911.
- Apply first aid utilizing trained staff.
- Fill out accident report form

BUS AND AUTO ACCIDENTS

- Call emergency vehicles/services: police, fire, ambulance, or DPS.
- If threat of fire exits, move to a safe place.
- Contact county Transportation office
- Prepare a list of students, parents, and phone numbers

ASSAULT/MANAGING ALLEGED ASSAILANT

ASSAULT

- If life threatening, call 911
- Administer first aid utilizing trained staff.
- If rape, ensure victim stays with Advisor until police arrive
- Document all activities and decisions, and provide a fact sheet
- Information Officer will notify victim's emergency contact person

FIRE OR EXPLOSION

IN CASE OF FIRE:

- Activate nearest fire alarm.
- Contact emergency service (911)
- Attempt to extinguish the fire if small or confined (i.e., trash can).
- Initiate evacuation plan. Instructors keep class list and go to designated areas.
- Confine fire by closing the door to the area involved
- Assist emergency personnel in locating and assisting injured persons.
- Follow instructions of police and fire departments.
- Keep students and staff away from building until area is declared safe.

RIOT/POLITICAL OR COMMUNITY DEMONSTRATION

- If life threatening, call 911
- Provide first aid utilizing trained allied health staff.
- Identify group and purpose.
- Do not allow disruptive persons to enter property or request they vacate immediately. Assign Advisors to all building entrances to prevent further disturbance
- Document events and facts.
- Advise instructors to keep classroom doors closed and locked.
- Once order is restored, remain alert for further disruptions.

BOMB THREATS

Do not attempt to touch, move, or investigate any suspicious or unusual objects. Report any suspicious packages, bags or boxes.

PHONE THREATS

- Start evacuation procedures and notify Police.
- Re-enter building only after advised to do so by police

When threatening call is received, attempt to learn the following:

- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where in the building is it?
- Did you place the bomb?
- Why was it set?
- Where are you calling from?
- What is your name?
- What does the voice sound like (man, woman, child, accents, etc.)?
- Were there any identifiable sounds in the background?
- Exact wording of threat.

ACTIVE SHOOTER AND OR OTHER WEAPON

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. **RUN:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind.
 - Evacuate regardless of whether others agree to follow.
 - Leave your belongings behind.
 - Help others escape, if possible.
 - Prevent individuals from entering an area where the active shooter may be.
 - Keep your hands visible.
 - Follow the instructions of any police officer.
 - Do not attempt to move wounded people.
 - Call 911 when you are safe.
2. **HIDE LOCKDOWN:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed, locked, and barricaded door)
 - Do not trap yourself or restrict your options for movement
 - To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Barricade the door with heavy furniture
3. **FIGHT:** Take action against the active shooter/killer. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter/killer by:
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions

TORNADO/NATURAL DISASTERS

After being alerted by the weather alert, civil defense, and/or the telephone relay system, do the following:

- Advisors should take attendance and accompany their students to the designated shelter area if a tornado is being predicted for the area. Remain at the shelter area until instructed to leave.
- Assist special needs students.
- Once at the shelter area, everyone should sit facing the interior wall with knees and head down, hands covering face and head.
- Group should remain calm, stay together, and listen for instructions.

WV HOSA INCIDENT REPORT

INCIDENT TYPE: _____ DATE: _____

REPORTED BY: _____ SCHOOL: _____

RESPONDING AGENCIES	
Police	
Fire	
EMS	
School official	
Other	

STUDENT INCIDENT INFORMATION

NUMBER OF STUDENTS INVOLVED: _____ START TIME OF INCIDENT: _____

LOCATION INCIDENT OCCURRED: _____

SCHOOLS INVOLVED: _____

INCIDENT DESCRIPTION

ACTIONS EXECUTED OR PLANNED

INCIDENT COMMANDER: _____ DATE: _____

STATE ADVISOR: _____ DATE: _____

WV HOSA Volunteer Screening and Training Form

Fall Leadership Conference

1. WV HOSA Alumni volunteer their time to assist with Fall Conference activities.
2. Former WV HOSA officer volunteers their time to “guest speak” to the attendees regarding the benefits of HOSA and running for state officer.

State Leadership Conference

1. Judges are organized and trained by the Executive Director.
 - a. Judges sign up for their event preference through volunteersignup.com.
 - b. Judges shall receive email correspondences from the Executive Director that contain the event guidelines, the time to report to their event and the location of the event.
2. Judges may attend virtual training orientation with Executive Director to answer questions and/or concerns regarding competitive events. If they are unable to attend, they will need to attend the advisors and judges’ luncheon on day one of the conference.
3. Advisors and Judges luncheon on day one of the conferences for orientation and to answer questions and/or concerns regarding competitive events. If there are any changes to event locations/times, this is provided during the luncheon.
4. Who are our judges?
 - a. WV HOSA Alumni
 - b. Industry representatives, both current and retired.
 - c. CTE Administration, teachers, resource personnel
 - d. WVDE CTE Department Employees
 - e. Former HOSA Advisors/HSE Teachers

WV HOSA VOLUNTEER TRAINING

DATE OF TRAINING: _____ IN-PERSON or VIRTUAL: _____

If in person, LOCATION OF TRAINING: _____

PERSON CONDUCTING THE TRAINING: _____

[illegible]

WV HOSA Refund Policy

WV HOSA requires all affiliation and conference registration fees to be submitted by the published deadline as set by HOSA and/or WV HOSA. Once the respective conference registration deadline has passed, **all conference registration fees are non-refundable. Per HOSA, Inc Bylaws and Policies, affiliation application fees are non-refundable.**

WV HOSA is responsible for submitting payment to HOSA Future Health Professionals for all registered International Leadership Conference (ILC) attendees. Once the ILC registration deadline has closed, these fees cannot be reimbursed. (See *HOSA, Inc., Bylaws and Policies.*)

Effective August 28, 2025:

All payments to WV HOSA for affiliation and/or conference fees must be submitted to WV HOSA via check or credit card by their school and/or county board of education. Payments for affiliation and conference registration fees will not be accepted from individual students, family members, and/or conference guests. In counties where advisors are required to pay their individual registration fees, payment will be accepted from said advisors via check and/or credit card. WV HOSA will no longer accept cash payments from chapters and/or advisors for conference registration.

****Affiliation fees should be paid to:**
HOSA Future Health Professionals
548 Silicon Drive, Suite 101
Southlake, TX 76092.

Affiliation fees should only be sent to WV HOSA if the chapter's school or county board of education does not have HOSA Future Health Professionals as an approved vendor.

As the chapter advisor, I will ensure that all payments made to HOSA and/or WV HOSA for affiliation fees or conference registration fees will be in the form of a school check, county board of education check, and/or school or county board of education credit card. I understand that if my county requires me to pay my individual conference registration fee that payment must be submitted in the form of a check or credit card and that a cash payment will not be accepted for my conference registration fee.

I _____ have received, read, and understand this refund policy as set
ADVISOR NAME

by WV HOSA Board of Directors.

ADVISOR SIGNATURE

DATE

WV HOSA International Leadership Conference (ILC) Eligibility Policy

Effective Date: August 28, 2025

Purpose

To maintain a standard of academic and professional excellence, WV HOSA has established a minimum test score requirement for students participating in competitive events. This policy ensures that representatives of WV HOSA at the International Leadership Conference (ILC) demonstrate foundational competency in their chosen events.

Policy Statement

To be eligible to attend the HOSA International Leadership Conference (ILC) as a competitor in any event that includes a written test, a minimum written exam score of 50% must be achieved. Additionally, for any event that has a round one written exam and a round two skill portion, the minimum skill rubric score per the event guidelines must also be achieved.

Scope

This policy applies to all WV HOSA student members who:

- Compete in events that include a written test as part of the competition at the annual WV HOSA State Leadership Conference (SLC) and
- Plan to attend ILC as a WV HOSA competitor.

Guidelines

1. Minimum Test Score Requirement

- a) Individual competitors must achieve a minimum score of **50%** (based on the raw or adjusted score as determined by HOSA Future Health Professionals scoring standards) on the written test portion of any competitive event
- b) In team events, the team must achieve a minimum score of **50%** (based on the raw or adjusted score as determined by HOSA Future Health Professionals scoring standards) on the written test portion of any competitive event

2. WV HOSA Ranking Requirements for the State Leadership Conference

- a) Health Science Events, Epidemiology, and Middle School Events with written exams
 1. First place will only be awarded if a minimum score of 50% has been scored on the written exam. Final ranking for any competitor who meets the minimum 50% exam requirement will be determined per the HOSA event guidelines,
 2. Second and third place will be awarded even if the 50% minimum score is not achieved on the written exam. Final ranking will be determined per the HOSA event guidelines.
 3. If there are no competitors who score a minimum 50% on the written exam, first place will not be awarded and there will not be an ILC competitor in said event.
 4. All first-place winners will be granted the opportunity to attend the annual ILC
 5. Second and third place winners will be granted the opportunity to attend the annual ILC only if the minimum 50% exam requirement is met.

b) Health Professions Events and Middle School Events with written exams and round two skills

1. First place will only be awarded if a minimum score of 50% has been scored on the written exam and a minimum score of 70% has been scored on the round two skill rubric(s). Final ranking for any competitor who meets the minimum 50% exam requirement and the minimum 70% skill requirement will be determined per the HOSA event guidelines,
2. Second and third place will be awarded even if the 50% minimum score is not achieved on the written exam, but the minimum score of 70% is achieved on the round two skill rubric(s). Final ranking will be determined per the HOSA event guidelines.
3. If there are no competitors who score a minimum 50% on the written exam and a minimum 70% on the round two skills portion, first place will not be awarded and there will not be an ILC competitor in said event.
4. All first-place winners will be granted the opportunity to attend the annual ILC
5. Second and third place winners will be granted the opportunity to attend the annual ILC only if the minimum 50% exam requirement and minimum 70% skill requirement is met.

c) Emergency Preparedness Team Events and Middle School Team Events with written exams and round two skills

1. First place will only be awarded if a minimum team score of 50% has been scored on the written exam and a minimum team score of 70% has been scored on the round two skill rubric(s). Final ranking for any team who meets the minimum 50% exam requirement and the minimum 70% skill requirement will be determined per the HOSA event guidelines,
2. Second and third place will be awarded even if the 50% minimum score is not achieved on the written exam, but the minimum score of 70% is achieved on the round two skill rubric(s). Final ranking will be determined per the HOSA event guidelines.
3. If there are no teams who score a minimum 50% on the written exam and a minimum 70% on the round two skills portion, first place will not be awarded and there will not be an ILC team in said event.
4. All first-place winners will be granted the opportunity to attend the annual ILC
5. Second and third place winners will be granted the opportunity to attend the annual ILC only if the minimum 50% exam requirement and minimum 70% skill requirement is met.

3. **Healthy Living, Forensic Science, Creative Problem Solving, Parliamentary Procedure and any Middle School Event that has a round 1 exam and round 2 display, case study, or presentation**

a) Because these events included a display, case study, or presentation,

1. First place will only be awarded if a minimum score of 50% has been scored on the written exam (individual or team average). Final ranking for any competitor or team who meets the minimum 50% exam requirement will be determined per the HOSA event guidelines,
2. Second and third place will be awarded even if the 50% minimum score is not achieved on the written exam. Final ranking will be determined per the HOSA event guidelines.
3. If there are no competitors or teams who score a minimum 50% on the written exam, first place will not be awarded and there will not be an ILC competitor in said event.
4. First, Second, and Third place winners will be granted the opportunity to attend the annual ILC only if the minimum 50% exam requirement is met.
5. If an event has a digital upload requirement and the submission deadline was not met for SLC, the competitor will not be considered for ranking but will be given the opportunity to complete his/her live presentation.

4. **HOSA Bowl, Biomedical Debate, Medical Spelling and any Middle School Event that has a round 1 exam and round 2 live, in person head-to-head competition**

a) Because these events include live, in-person head-to-head competition,

1. Written test scores will be used solely for **seeding and placement** into the second round.
2. Advancement to ILC will be based on demonstrated competency during the in-person competition, requiring teams to correctly answer multiple questions in head-to-head rounds.

5. **Non-Tested Events**

- a) This policy does **not** apply to events that do not include a written test component.

6. **Appeals**

- a) Appeals to this policy must be submitted in writing to the WV HOSA State Advisor within **five (5) business days** of SLC results being posted.
- b) Appeals will be reviewed by the WV HOSA Board, and all decisions are final.

Rationale

This policy promotes academic integrity and ensures that W VHOSA representatives at ILC demonstrate a baseline level of knowledge in their competitive events. It aligns with W VHOSA's mission to prepare future health professionals with competence, confidence, and professionalism.

I _____ have received, read, and understand this WV

HOSA ILC eligibility policy. I understand that if I do not sign and submit this signature form to the state

advisor by December 31 that my chapter(s) will not be eligible to register for the WV HOSA State Leadership

Conference.

ADVISOR SIGNATURE

DATE

