

***Please have your parent/guardian and Local Advisor review the following information and sign/initial where indicated. You will also need to sign and initial as well. All signatures/initials must be handwritten. No electronic signatures. Submit the last page (signature page) in pdf format with the State Officer Application***

### **Code of Conduct**

A good reputation enables you to take pride in your organization. HOSA Members have an excellent reputation of standards to uphold. Your conduct at any HOSA function should enhance the reputation that is being established.

- State Officer conduct is the responsibility of the Officer and monitored by the Local Chapter Advisor, the Executive Director/State Advisor, and the State Officer Coach.
- State Officers must keep the State Officer Coach and/or Executive Director informed of their activities and whereabouts at all times.
- State Officers are expected to attend all Workshop Sessions, be on time, and show respect to all presenters.
- State Officers are to report any accidents, injuries, or illnesses to their Local Advisors and State Officer Coach as soon as they or their immediate family is able to.
- If a State Officer is responsible for stealing, vandalism, or improper behavior, the student and his/her parent/guardian will be expected to pay any damages. Violators will be removed from the on site location at their parents/guardian's expense and be removed from Office.
- State Officers may NOT use or have in their possession any drugs, alcohol, tobacco, vapes or electronic cigarettes at any time. Violators will be removed from the conference at their parent's/guardian's expense and be removed from Office.
- State Officers are expected to follow the policies of their School, Local Board of Education, North Carolina Department of Public Instruction, North Carolina HOSA, and HOSA Inc. at all times.
- Students who violate the Code of Conduct at any Regional, State or International HOSA function OR any additional functions attended throughout their term, will forfeit any rewards/recognition earned at the function where the violation occurred and could be sent home at their parent's/guardian's expense.
- No students/guests of the opposite sex are allowed in a hotel room together without chaperone approval and if chaperone approval, the door must be open at all times. Approval must be obtained prior to guest arrival and for each guest entering the room.
- State Officers should have a cell phone during their term of office.
- State Officers should have access to a computer and reliable internet during their term of office.
- State Officers will have a professional email account. They are expected to check it at least twice daily.
- State Officers will respond to all emails, texts, and voicemails from the Executive Director, State Officer Coach, and others in a timely manner.
- All communication on social media should be positive and appropriate. State Officers who violate social media guidelines will be subject to disciplinary action and removal of Office.

- State Officers will be in Official HOSA Uniform or the Official Causal Uniform whenever representing North Carolina HOSA.
- State Officers should conduct themselves in a professional manner at all times.

### **Local Advisor Expectations**

- See to it that the State Officer follows his/her expectations as listed in the State Officer Application.
- The State Officers are supported by North Carolina HOSA.
- The State Officers are under the direction of the North Carolina HOSA Executive Director/State Officer Coach. They will travel with North Carolina HOSA. If time allows, they may be permitted to enjoy time with their Local Chapter, but please do not expect them to be with the Local Chapter during events.
- Accept responsibilities for their State Officer as requested by the NC HOSA Executive Director/State Officer Coach.
- Assist the State Officer at school, workshops, and Conferences if requested.
- Assist the Executive Director/State Officer Coach as needed.
- Serve as the State Officer's positive role model with dress, language, habits, assistance, ethics, etc.
- Understand that there is no extra compensation to serve in this position.
- Understand that because of responsibilities with State Officers, event travel may need to be adjusted to meet arrival/departure requirements of the State Officer. This includes travel to and from Regional Leadership Conferences and NC State Leadership Conference.

### **Dance Dress and Conduct**

Attending the HOSA dance is a privilege. At the discretion of the HOSA Advisors, chaperones, and/or security, any student failing to abide by the dance guidelines or showing disrespect will be asked to leave the dance. Any Advisor can ask the student to leave. Advisors MUST have a chaperone present if any of their students are at the dance. Students must be in HOSA Dance attire, as outlined in the North Carolina HOSA Dance Code. No inappropriate or provocative dancing will be tolerated. Students are not allowed to sit on another student's shoulders or body surf. This will also apply at any other dances State Officers may attend, ex: International Leadership Conference.

### **Photo, Video, and Audio Release**

By attending all HOSA events, the student consents to North Carolina HOSA taking photos, video, and audio of the student during the events. North Carolina HOSA is authorized to use and publish these photographs/videos/audio recording in print and/or electronically and may use these photos/videos/audio recordings for any lawful purpose, including for example: publicity, illustration, advertising, and website content with no expectation of compensation.

## State Officer Travel Policies

- NC HOSA Officers must dress in Official Uniform when representing NC HOSA.
- The NC HOSA Executive Director must approve all State Officer travel and other expenditures pertaining to NC HOSA prior to their occurrence. Expenditures will be based on the NC HOSA budget for the year.
- Any Local Chapter requesting a State Officer to visit their school for any reason will need prior approval from the Executive Director and/or State Officer Coach and will assume responsibility and expenses for the Officer's travel, expenditures, etc.
- After election, the State Officers' Leadership Training, Executive Council Meetings, and Conference expenses (meals, lodging, and travel) will be assumed by NC HOSA as specified in the NC HOSA Budget, Policy and Procedure.
- Officers must submit mileage amounts to the Executive Director **within 1 week** of the occurrence in order to receive reimbursement. One round trip will be reimbursed for Conference travel.
- NC HOSA, International HOSA, and employees thereof, cannot be held responsible for injuries to an Officer when traveling on HOSA business.
- **It is the State Officer's responsibility to secure his/her transportation to and from required meetings, conferences, and airports.** Officers are reimbursed for mileage at the state rate per mile for one round trip per required meeting.
- Officers may choose alternate forms of transportation with prior approval **at least 72 hours** before by the NC HOSA Executive Director and/or State Officer Coach, provided the cost does not exceed the anticipated mileage cost based on their Slated Super Region school location **OR** they will be held responsible to pay for travel expenses that exceed the cost that would be expected for travel from their school of election.
- **If a State Officer knowingly attends school outside of their Slated Super Region post-election they may forfeit their position.**
- NC HOSA Officers are expected to participate in all State Officer activities as outlined by the NC HOSA Executive Director. It is the Officer's responsibility to obtain the appropriate permission from parents, Local HOSA Advisor, and principal to attend State Officer meetings/functions. Failure to attend a required meeting/function could result in probation or removal from office.
- NC HOSA State Officers may be transported in personal vehicles of the NC HOSA Executive Director and NC HOSA State Officer Coach. They may also be transported via public/private transportation with the NC HOSA Executive Director and/or the NC HOSA State Officer Coach.
- Any State Officer that does not attend a conference for which NC HOSA has paid the associated fees will be expected to repay NC HOSA for all associated expenses.
- State Officers who go to college out of state will be required to fulfill the duties of their office, regardless of distance, and will be held responsible to pay for travel expenses that exceed the cost that would be expected for travel from their school of election.

## LIABILITY RELEASE

I certify that the information contained in the student's State Officer Application is accurate and complete to the best of my knowledge.

I understand that each individual is responsible for his/her own insurance coverage and medical expenses during any HOSA related trip.

I understand the permission form/release is effective May 1st, 2025 through April 30th, 2026.

I hereby release the International HOSA Board of Directors, the State and International HOSA Staff, NC HOSA Board of Directors, North Carolina Department of Public Instruction, State and Local HOSA Associations, and any individual/chaperone in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student's/child's participation in or contact with any known element associated with an activity/event.

By signing this form, you are verifying that you have read and understand the State Officer Expectations outlined in the Application Information Booklet, Code of Conduct, Local Advisor Expectations, Dance Dress and Conduct, Photo/Video/Audio Release, and State Officer Travel Policies sections – one signature applies to all sections of the form.

Candidate, Parent/Guardian, Local Advisor, and Principal, please initial each category below stating that you have read and understand each of the following.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Code of Conduct  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Local Advisor Expectations  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Dance/Dress and Conduct  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Photo, Video, and Audio Release  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ State Officer Travel Policies  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ State Officer Expectations (Application Information Booklet)

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Candidate Printed Name	Candidate Signature	Date
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Parent/Guardian Printed Name	Parent/Guardian Signature	Date
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Local Advisor Printed Name	Local Advisor Signature	Date
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Principal Printed Name	Principal Signature	Date
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