



State Executive Council Application



Arkansas HOSA Future Health Professionals State Officer Election Policies and Procedures

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HOSA’s Mission:

The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.



Letter From Your State President

Dear Prospective Candidate,

Congratulations on your decision to run for state office and further your leadership within Arkansas HOSA! It is inspiring to see members like you stepping forward to contribute to our HOSA mission and community. Leadership within HOSA is more than just a position—it's an opportunity to shape the future, power other people, and leave a legacy to generations of future health professionals. This journey you're embarking on is one of growth, resilience, and discovery. As you move forward, showcase your passions and highlight your visions for Arkansas HOSA. Reflect on how your experiences, knowledge, and skills can contribute to the growth of Arkansas HOSA.



Please do not let this guide intimidate you. It serves as a tool to navigate through this extensive process. Approach it with patience and thoughtfulness. Show your genuine self! The five phase process is as follows:

- Phase I:** Candidate Meeting (Advisor and parent/guardian must attend) – Aimed to familiarize your advisor, parent/guardian, and yourself with the process and State Officer expectations.
- Phase II:** Application – Do not simply express what you think we want to hear. Express your authentic self!
- Phase III:** State Officer Exam – Be prepared to know about the organization you wish to lead!
- Phase IV:** Campaign & Networking – Don't be afraid to put yourself out there!
- Phase V:** Voting Delegate Meet & Greet and Speech – Be confident! You are full of potential and talent!

My biggest piece of advice for you is to be authentic. Authenticity is powerful. Being yourself will truly showcase your passion for both this organization and healthcare as a whole. I urge you to take advantage of every opportunity that comes your way. You are committing to serving others, leading members who look up to you, and learning more about yourself each day. This is a responsibility that asks you to act with integrity and purpose. Believe in your potential, stay true to your values, and trust that your voice has power. Your journey is only beginning, and the future of healthcare needs leaders like you. So take that step forward with confidence, knowing that you have the ability to leave a lasting mark on Arkansas HOSA. I am so incredibly excited to see how each of you will embark on this journey and I am rooting for you!

If you have any questions, please feel free to reach out to me via email: noorhiba626@gmail.com

I wish you all the best!

Noor Hiba



Application Components

Candidates must complete the following application forms, including necessary signatures, to be uploaded and emailed to the State Advisor (all forms are included in this guide and may be completed electronically unless indicated below):

- a. [Basic Information, Eligibility, Short Answer Questions](#)
- b. [Travel and Cost Expectations](#)
- c. [Code of Conduct](#)
- d. [Social Media Agreement](#)
- e. [Assurances](#) (Must be printed and signed by hand)
- f. [DCTE Photo Release Form](#) (Must be printed and signed by hand)

To be eligible to run for a State Officer position, each candidate must submit the electronic application in its entirety by the state deadline. Any missing components could result in disqualification from the candidacy process. Candidates must be in attendance for ALL phases of the candidacy process.

Deadline

- January 24, 2025 - Entire electronic application must be submitted by 8pm CST on this date. Mailed, faxed, or late applications will NOT be considered. The application will no longer accept responses after the deadline. It is recommended to submit your application multiple days before the deadline. Applications submitted outside the deadline due to technical difficulties will not be considered.

Eligibility

- Current Freshman, Sophomore, or Junior at the secondary level and in good standing with Arkansas HOSA
- Satisfactorily pass a State Officer qualifying exam with a minimum score of 70%
- The candidate must have a 3.0 or greater GPA on a 4.0 scale
- If a candidate has resigned or been removed from a previous officer team, they are not eligible to run for office
- State Officers are limited to a number of two terms in office
- Must be endorsed by your Chapter Advisor, School Principal, and parent/guardian.
- Must be available to attend all required meetings
- Each chapter may submit up to **three** candidates for state officer

Registration

- Chapter Advisors must register you as a State Officer Candidate for the State Leadership Conference
- State Officer Candidates should all be registered to take the AR State Officer Exam
 - The exam will take place in the same window of State Testing. (Jan 27 - 31, 2025) If a school has more than one candidate, all candidates must test at the same time.



- Failure to register for the exam, test within the window, or not test simultaneously (if more than one candidate from your chapter), may result in disqualification from the candidacy process.

Required Meetings and Events

As a State Officer, you are required to attend the below meetings and events. If you have an unexcused absence from a required meeting, you will be subject to probation or dismissal from office. Officers and Officer Advisors are responsible for transportation and other costs. An advisor, parent, or other designated adult must accompany Officers for the duration of their duties. Dates/times are subject to change, but will be communicated in advance. Additional non-required/optional opportunities may arise throughout the year.

Note: None of the required events listed below are optional or flexible (unless noted). Only apply if you are willing to make attending and preparing for the HOSA events a priority.

Before the Election

Phase	Event	Format	Date(s)
Phase I	Candidate Meeting (Advisor and parent/guardian must attend)	Zoom Link	January 14, 2025 6:00pm - 6:30pm
Phase II	Application Due	PDFs sent to Cathy Gunter	January 24, 2025 8PM CST
Phase III	State Officer Exam	Online with Proctor at Candidate's School	January 27 - 31, 2025
Phase IV	Campaign & Networking	Poster at State Leadership Convention	February 24, 2025 all day @ SLC
Phase V	Voting Delegate Meet & Greet; Speech (2 min max)	In-Person	February 24, 2025 4:30 PM in Horner Hall @ SLC

If Elected

Event	Location	Date(s)
First Meeting	SLC Award Session	February 25, 2025 immediately after Award Session for photos & greetings
Executive Council Meetings	Virtual	Every other Saturday @ 2PM beginning in March

State Officer Leadership Academy (SOLA)	ATU Russellville, AR	June 3 - June 6, 2025
International HOSA Conference 2025	Nashville, TN	June 18 - June 21, 2025
Washington Leadership Academy <i>*Optional</i> <i>*Arkansas HOSA will pay for registration fee but all other fees (hotel, airfare, meals, etc. are the responsibility of the officer)</i>	Washington, D.C.	September 19-22 2025 Crystal Gateway Marriott Arlington, VA
AR HOSA Officer Training	Little Rock, AR	October 2025, TBD
AR HOSA Fall Leadership Conference	TBD	November 2025, TBD
CTE Day at the Capitol	Little Rock, AR	February 2026, date TBD
State Leadership Conference	Hot Springs, AR	February 23-25, 2025

School-Excused Absences

If you are elected as a State Officer, you will miss some school. In addition to the dates above, you should expect to be available for chapter visits about once a month, but you will be alerted at least two weeks in advance. All of your absences for Arkansas HOSA State Officer duties should be considered school-excused absences as this is an intra-curricular organization activity. Please follow individual school attendance procedures when absent due to a HOSA required event.



State Officer Responsibilities

While State Officers are elected to an officer team, and will be slated into a particular officer role, much of the work completed by State Officers does not vary based on specific positions. The general duties of State Officers include:

- Lead and represent the student membership of Arkansas HOSA.
- Communicate regularly and respond promptly to all inquiries for information. Arkansas HOSA Staff must approve of all external communication and be included on all correspondence.
- Officers must check their email at least once daily.
- Complete all assigned projects and responsibilities to the best of your ability and by assigned deadlines.
- Attend all required meetings, events, and conference calls, in their entirety, for their term of office.
- Represent Arkansas HOSA with excellent standards of professionalism, etiquette, and public relations to promote Arkansas HOSA.
- State officers must be active and involved members in their local HOSA chapter.
- Aid chapters throughout their term to ensure that all new initiatives are skillfully developed and organized
- Have rehearsed and be ready to deliver all remarks, speeches, and scripts to the best of their ability. This includes prior practice to ensure the best possible presentation
- Keep a clean, powerful, and positive social media presence. Officers will need to ensure their social media pages are of the utmost professionalism as they will represent the state organization, as well as the entire state of Arkansas.



Arkansas HOSA State Officers

Candidates will be running to be a member of the state officer team. All offices will be assigned after candidates have a chance to work with one another and the state advisor.

President

- Conduct meetings according to state bylaws and standing rules
- Take the leadership role when working with officers and members
- Develop Program of Work and coordinate activities with state advisor
- Keep state meetings and activities on task

Vice-President

- Assist the president in all leadership functions
- Preside over state activities in the absence of the president

- Assume the duties of president should the office be vacated
- Coordinate all committee work

Secretary

- Prepare the minutes of meetings, state correspondence and reports
- Help develop meeting agendas with the president
- Record the roll at all chapter meetings
- Work with the treasurer in maintaining membership data
- Read minutes and communications at state meetings



Treasurer

- Maintain efficient management and documentation of state HOSA funds
- Keep financial records neat and accurate
- Assist chapters in fundraising activities

Historian

- Maintains a history of Arkansas HOSA activities throughout the year
- Prepares articles, ads, and graphics for publication
- Maintains the Arkansas HOSA social media accounts
- Takes quality photos at all events
- Creates and posts professional social media content

Parliamentarian

- Assists the President in conducting parliamentary procedures as set forth in *Robert's Rules of Order, Newly Revised*
- Maintains the flow of meetings, keeping the timing and agenda forefront

Secondary Representative

- Acts as the voice of secondary school members on the Executive Board, working closely with the President and Vice President to communicate their needs and ideas to the state association.
- Leads or assists with projects and initiatives for members, promoting leadership and skill-building opportunities.



Candidacy Phases

Candidates must advance from each phase in order to be an eligible candidate. Only candidates who advance to Phase III will be eligible for election. The five phases include:

- [Phase I - Candidate Zoom Meeting](#)
- [Phase II - ApplicationCandidate Exam](#)
- [Phase III - State Officer Exam](#)
- [Phase IV - Networking](#)
- [Phase V - Elections](#)

Note: Candidates will only advance through each phase if they meet criteria.

General Guidelines

- [Dress Code](#)
 - All candidates must be in Official HOSA Uniform or navy blue or black suit throughout the opening, networking, business and closing sessions at the State Leadership Conference; failure to do so will result in immediate disqualification from the candidacy process.
- Speech/Networking
 - Inappropriate language, bullying, or negative comments of others will result in immediate disqualification.
- Promises
 - During the course of networking and speeches, candidates will likely make statements of promises as part of their platform. Please understand that if elected, there are no guarantees that these promises will be approved as part of the state plan of work for the state officer team.

Procedures

Phase I - Candidate Zoom Meeting

- Attend the Candidate Zoom Meeting - [Zoom Link](#)
 - January 14, 2025 6:00 - 6:30 PM
 - Candidate, Parent/Guardian, and Advisor must be in attendance

Phase II - Application

- The application starts on [page 13](#). It can be printed and filled by hand or it can be typed. If it is printed, it must be submitted as a single PDF file that includes multiple pages. It is suggested that candidates use a copy machine, printer, or scanner for this and avoid using a phone camera as a scanner.
- **Applications** must be sent as a single PDF attachment to [Cathy Gunter](#) (Cathy.Gunter@ade.arkansas.gov) and received by 8:00 PM on Friday, January 24, 2025.

- **Photo**

- With your application, you are required to provide a color digital photo of yourself in professional attire.
- The photo should be a PNG or JPG, at least 1200 pixels by 1800 pixels in size, from the chest up with a solid-color background.
- This photo will be used in the Voting Delegate Packet, Conference program and on the AR HOSA website.

Phase III - State Officer Exam

- Online HOSA State Officer Exam proctored at school
 - *The exam will take place in the same window of State Testing. (Jan 27 - 31, 2025) If a school has more than one candidate, all candidates must test at the same time.*
- Test questions will be based on the Arkansas HOSA and International HOSA websites. Including but not limited to:
 - AR HOSA History
 - International HOSA History
 - Parliamentary Procedures
 - HOSA Graphics and Emblems
 - HOSA Mission and Creed
 - Membership



- **Candidates will be notified by email on or before February 7th, 2025 if your application and state officer exam scores qualify you to proceed to the next steps as a state officer candidate.**

Phase IV - Networking

- Each candidate that has successfully moved into step 4 of the candidacy phases, will be allowed to display a campaign poster.
 - Each candidate will be provided an easel within the industry hall in which to display their poster. (Max size 2ft. X 3ft.)
- The State Officer Candidates are encouraged to be at their posters or networking with members any time they are not actively competing in an event.
 - No handouts or giveaways may be distributed at any time, including candy, gum, buttons, stickers, etc..
- During the opening ceremony, candidates will be called up to state their name and school
- Voting Delegates and Candidates are invited to attend a specific networking session at 4:30 PM on February 24, 2025 in Horner hall before the business session.



Phase V - Elections

- During the business session, each candidate will be given 2 minutes to address the voting delegates and members in attendance.
 - Speeches should not be geared towards a specific office, as the candidate is running to be a member of the officer team and will be slated into a particular office in the future
- Each voting delegate will be allowed to cast votes as their chapter representatives
- Newly elected State Officers will be announced and inducted during Awards Session on February 25, 2025

Next Steps

- Elected officers will meet immediately after the Award Session for Pictures and to schedule our first Zoom meeting with the current officers



State Officer Application

Basic Information

Member Name: _____ School Name: _____

Member Personal Email: _____

Advisor Name: _____ Advisor Email: _____

Parent/Guardian Name: _____ Parent/Guardian Email: _____

Eligibility

Including the 2024-2025 school year, how many years have you been active in HOSA? _____

What is your current grade level? _____ GPA of your last two semesters on a 4.0 scale: _____

What HOSA events have you attended? _____

What position do you think you would be the best fit for? _____

Short Answer Questions

How will you balance the responsibilities of being a HOSA state officer with your other academic and extracurricular commitments?



What leadership qualities do you possess, and how have you demonstrated them in your school, HOSA chapter, or community?

Why do you want to be a HOSA State Officer?



Describe the qualities you believe a good leader should possess and explain why you feel this way?

Please rate your abilities in the following areas. Be honest and realistic. This information will be kept confidential. Place a check mark in the box that represents your personal ability/comfort level.

	Excellent	Good	Fair	Poor
Public Speaking				
Writing Skills				
Teamwork				
Competitive Events				
Parliamentary Procedure (Robert's Rules of Order)				
Leadership Skills				
Computer/Technical Skills				
Professional Manner				
Self Esteem				



Travel And Cost Expectations

Please sign below to acknowledge that advisors or a school-approved adult **must** attend all events with their state officer and remain on-site for the duration of the event. DCTE, AR HOSA, and employees thereof cannot assume responsibility for students. AR HOSA does not cover the cost of advisor expenses unless otherwise noted.

Parent Advisor Other

Who will be primarily responsible for chaperoning the student?

If "other," who will this person be? _____

The following is a list of expected event expenses associated with becoming an AR HOSA State Officer for the upcoming term. As with any organization, there will be unexpected costs that are not listed below. AR HOSA will attempt to minimize any other out-of-pocket expenses. In the tables below, please mark who will be covering each expense. The party responsible for the payment should initial the last column to denote the assumption of responsibility.

State Officer Leadership Academy (SOLA)

Purpose: To prepare state officers from across Arkansas to successfully assume their positions and duties. Through participation in various activities, the officers develop leadership skills and practice how to carry out their new responsibilities.

Expense	Who is financially responsible?	Notes	Initials
Transport		Location: ATU in Russellville, AR	
Incidentals			
Lodging	Other: <u>DCTE/AR HOSA</u>	Located in Dorms on ATU Campus	CG
Meals	Other: <u>DCTE/AR HOSA</u>	Provided in ATU Cafeteria	CG

International Leadership Conference

Purpose: Competitive event winners from the US and affiliated countries gather to compete for national recognition within their competitive event categories. There are also multiple structured opportunities for State Officers from Arkansas to network with Officers from other states.

Expense	Who is financially responsible?	Notes	Initials
Conference Registration	Other: <u>AR HOSA - \$125 fee</u>		CG
Transport		Nashville, TN	



Incidentals			
Lodging			
Meals			
Stipend		AR HOSA will provide a stipend of \$600 to deter cost to State Officer	CG

Washington Leadership Academy

Purpose: WLA features dynamic workshops and interactive activities to teach HOSA leaders to be better advocates of HOSA’s mission and vision. This action-packed experience is the highest level of leadership development for HOSA-Future Health Professionals. **(Officers are encouraged to attend however, this is optional due to cost)**

Expense	Who is financially responsible?	Notes	Initials
Conference Registration	Other: <u>AR HOSA - \$600</u>	Includes most meals: see note below	CG
Transport			
Meals		Most meals will be provided within the conference registration however, meals during travel dates will need to be covered.	
Lodging			

AR HOSA - Fall Leadership Conference

Purpose: AR HOSA is the Fall Leadership Conference where the State Officers conduct workshops designed to teach chapter officers to lead their local chapters. Arriving the evening before allows State Officers to get acquainted with the physical space as well as practice their sessions.

Expense	Who is financially responsible?	Notes	Initials
Transport			
Incidentals			
Meals	Other: <u>AR HOSA</u>	Lunch only	CG



State Officer Training at DCTE

Purpose: To bring state officers together for a work day to finalize scripts and workshops for all Leadership Conferences

Expense	Who is financially responsible?	Notes	Initials
Transport			
Meals	Other: <u>AR HOSA</u>	Lunch only	CG

CTE Day at the Capitol

Purpose: To bring awareness to Arkansas's government officials and citizens about the importance and impact of Career and Technical Education across Arkansas.

Expense	Who is financially responsible?	Notes	Initials
Transport			
Meals	Other: <u>AR HOSA</u>	Lunch only	CG

2026 AR HOSA State Leadership Conference

Purpose: AR HOSA State Conference will offer competitions, leadership workshops, scholarship information sessions, and other breakout sessions related to career readiness.

Expense	Who is financially responsible?	Notes	Initials
Transport			
Incidentals			
Lodging	Other: <u>AR HOSA</u>	All rooms will be provided in Hotel Hot Springs unless the officer would prefer to room with their local chapter at their own expense	CG
Meals	Other: <u>AR HOSA</u>	Breakfast and lunch on day of conference	CG

Stipends

- It is the sole responsibility of the school/chapter advisor to invoice AR HOSA for any stipend due to the student.
- All invoices must be sent 1 month prior to the conference.



Code Of Conduct

It is the responsibility of all Arkansas HOSA State Officers to conduct themselves in a proper, businesslike manner at all times. All officers are expected to:

1. Attend, be on time, and be engaged in all meetings and events throughout the year
2. Meet deadlines, communicate effectively, and work independently
3. Give advanced notice of any absences or tardies to the State Advisor
4. *Check your email daily, and respond to communications within **24 hours***
5. Make the State Officer Team a priority while balancing school and extracurricular activities
6. Follow the appropriate dress code set by the State Advisor
7. Keep the State Advisor informed of your activities and whereabouts at events **AT ALL TIMES** (Accidents, injuries or illnesses must be reported to the State Advisor when they occur)
8. Be in your own rooms by the designated curfew and do not leave the room after curfew
9. Represent yourselves, the State Officer Team, the State Advisor, and the entire State Delegation well by behaving in a courteous, respectful manner and refraining from language and actions that might reflect poorly (*This is expected in all situations, whether it is in person or online*)

Arkansas HOSA State Officers may be placed on probation, be suspended, or be removed from office for one or more of the following reasons:

1. Failure to adhere to the Code of Conduct
2. Failure to represent Arkansas HOSA in a professional manner
3. Failure to perform the duties of their office
4. Failure to meet all reasonable requests and deadlines
5. Failure to respond to communications
6. Failure to attend and be punctual to required meetings
7. Failure to follow rules, regulations, and responsibilities to act in a professional manner
8. Failure to adhere to the Social Media Agreement

Immediate removal from office will result from the following:

1. Possession of alcohol, tobacco, or narcotics of any form
2. Violation of venue safety codes or criminal laws
3. Suspension or expulsion from school
4. Bullying of others

Any state officer at any time can be removed from office immediately at the discretion of the State Advisor.

The purpose of the Code of Conduct is to hold our State Officer Team to high standards as they represent our State Delegation. Although State Officers are held to high standards, we also understand that not everyone is perfect. The goal is for each student to learn from poor decisions and equip themselves with the skills to make better decisions in the future.



Social Media Agreement

Explanation

“Social media” refers to all websites and applications that enable users to create and share content or to participate in social networking, whether or not it is associated or affiliated with the association, as well as any other form of electronic communication. These include, but are not limited to Facebook, Instagram, Twitter, Snapchat, TikTok, YouTube, LinkedIn, Discord, blogs, vlogs, and other online threads.

Social media can be a useful tool to communicate with members, peers, and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, post, or “like” that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during your time in office, applying for a scholarship or new job, or other important areas of your life.

Recognizing the above:

- I am aware that I represent Arkansas HOSA, my school, my family, and my community at all times, even when posting to personal accounts, and will do so in a positive, powerful, and professional manner.
- I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
- I will consider *Is this the me I want you to see?* before I post anything online.
- I will publish, post, share, or release content containing or involving commentary, content, or images that are appropriate and void of defamation, harassment, libel, volatility, or vulgar/inappropriate language.
- If I need to voice disagreement, I will do so in a respectful way.



Assurances

State Officer Candidate Statement

I understand the Arkansas HOSA State Officer [Travel and Cost Expectations](#), [Code of Conduct](#), and [Social Media Agreement](#). If elected to office, I agree to adhere to all expectations outlined in this packet.

State Officer Candidate Name

State Officer Candidate Signature

Date

Parent/Guardian Statement

We are supportive of our student running to be a State Officer for the Arkansas HOSA - Future Health Professionals organization. We realize not only that additional time and effort will be required of our student in this position, but also that travel in and out of state during the year may be required, as will missing a certain number of days of school. We will cooperate with our student, their chapter advisor, and Arkansas HOSA in fulfilling their responsibilities. We understand that our student may be required to miss other events relating to school including, sports, performing arts events, and family time to meet Arkansas HOSA requirements. We have read and understand the [Arkansas HOSA State Officer Code of Conduct](#) and the [Travel and Cost Expectations](#). We understand that our student must be able to work independently and meet deadlines throughout the year. We understand that this position is not only about presenting at events, but also about planning, organizing, execution, and handling all the details of those events, including setup and cleanup.

Parent/Guardian Name

Parent/Guardian Signature

Date

Chapter Advisor Statement

I agree to assist the student in any way required by their office. I agree to oversee the student’s responsibilities and make sure the student is meeting deadlines and other requirements. I will communicate regularly with the State Advisor as to how best to support the student as well as assist the student with regular officer reports. I also agree to support this student in growing their leadership skills as a representative of Arkansas HOSA and our local chapter. I have read and understand the [Arkansas HOSA State Officer Code of Conduct](#) and the [Travel and Cost Expectations](#), including the statement that I (or a designated adult) will travel with my officer and remain on-site with them at all events.

State Officer Advisor Name

State Officer Advisor Signature

Date

School District Administrator (or Representative) Statement

I understand this student is applying to run for a position as a State Officer for the Arkansas HOSA - Future Health Professionals organization. I verify that this student is in academic good standing with no failing grades, no disciplinary issues, and good attendance. I believe they are capable of maintaining their academic work while fulfilling the responsibilities of this position. I understand that the State Officer position requires missing a certain number of days of school and will work to ensure these dates are excused per school procedures and policies. I have read and understand the [Arkansas HOSA State Officer Code of Conduct](#) and the [Travel and Cost Expectations](#).

State Officer Administrator Name

State Officer Administrator Signature

Date

Must be printed, signed, and returned by January 24, 2025 to Cathy.Gunter@ade.arkansas.gov



DCTE CTSO Release Form

I, _____, hereby agree and consent to allow the Arkansas Division of Career and Technical Education (DCTE), Arkansas Career and Technical Student Organizations (CTSOs), and anyone authorized by DCTE, to use the name, school district, and hometown and to reproduce, edit, alter, or publish photographs, audio, and video recordings of my child, children, or myself and their/my work products (“my/child’s information”) without payment or any other consideration.

I understand that the DCTE and the respective CTSO owns a copyright and all other media distribution rights for any publication in which my/child’s information appears and may exclusively use this in any manner, in whole or in part, including print, broadcast, digital media, or online. I understand that publications containing my/child’s information will become property of DCTE and the respective CTSO and will not be returned.

Furthermore, I, on behalf of myself, my child or children, and any person acting on our behalf, hereby consent and agree to release any and all claims or causes of action against DCTE or their respective CTSO and any of its associates, employees, or agents associated with the release of my/child’s information that is in the possession or control of DCTE or their respective CTSO and is used or released as part of the normal course of business of the DCTE and the respective CTSO.

Child’s Name or Children’s Names (Please Print)

Parents Name or Adult (Please Print)

Signature of Parent or Adult (Please Sign in Cursive)

Date



Must be printed, signed, and returned by January 24, 2025 to Cathy.Gunter@ade.arkansas.gov