

# HOSA OFFICER DRESS CODE and TRAVEL POLICY

Officer candidates should read the Dress Code/Travel Policy carefully. **This form must be signed by the officer candidate and his/her parent/guardian and returned to the State Officer Advisor.**

**When uploading this document into your application, please upload all three pages**

➤ South Carolina HOSA officers must dress in **official HOSA uniform** when representing HOSA.

HOSA Uniform Policy:

1. Tailored navy blazer with emblem affixed over the heart.
2. Shirt/blouse for females (white tailored or short-sleeve white jewel neck shell.
3. Shirt for males-white closed-neck, man-tailored dress shirt, suitable for use with a tie.
4. Accent for female members - maroon HOSA scarf or tie is optional but not required.
5. Accent for male officers - navy or maroon long tie.
6. Matching navy slacks for males and matching navy slacks or skirts for females.
7. Closed-toe blue or black shoes (hose optional).

- Awards Unlimited Supply Service is the official supplier for the blazer. SC HOSA has an inventory of blazers and will attempt to supply officers with blazers.
- The Board of Directors **prior** to occurrence must approve all state officer travel and other expenditures pertaining to South Carolina HOSA. Expenditures will be based on the SC HOSA budget for the year.
- Any chapter requesting a state officer to visit their school for any reason will assume responsibility and expenses for the officer’s travel or SC HOSA will reimburse these expenses.
- After election, the state officer’s International HOSA registration and HOSA Leadership University fees, meals, lodging, and travel may be partially assumed by SC HOSA, Inc., as specified in the budget for that year. The state officer will be notified in advance of these amounts. Travel expenses to the annual national leadership conference will be the responsibility of the state officer or the local chapter.
- Officers must submit receipts and a completed reimbursement form from approved travel within two weeks after the event in order to receive reimbursement. Meals and lodging will not be reimbursed without receipt.
- South Carolina HOSA, National HOSA, and employees thereof cannot be held responsible for injuries to an officer when traveling on HOSA business.
- It is the officer’s responsibility to secure his/her transportation to and from required meetings. Officers are reimbursed for mileage at the current [GSA mileage rate](#) for one round trip per required meeting.  
Officers may choose alternate forms of transportation with prior approval by the HOSA Board, provided the cost does not exceed 10% above the anticipated mileage cost.
- When using air transportation, fully or partially paid for by SC HOSA, it will be the officer’s responsibility to secure his/ her own ground transportation to and from the designated airport.

Student Signature: \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**NO ELECTRONIC SIGNATURES WILL BE ACCEPTED**

- SC HOSA officers are expected to participate in **all** state officer activities. It is the officer's responsibility to obtain the appropriate completed permission forms from parent/guardian, HOSA advisor, and principal to attend officer meetings and other functions.
- Failure of State Officers to attend required meetings may result in removal from office
- Behavior unbecoming of a State Officer may result in removal of office
- Social Media professional etiquette will be observed at all times or this may result in removal from office.

***This will include but not limited to political, religious, and racial references.***

**I have read and understand the above South Carolina HOSA Dress Code and Travel Policies.**

Signature of Candidate	PRINT Candidate Name	Date
Signature of Parents/Guardians	PRINT Parents/Guardians Name	Date
Signature of Advisor	PRINT Advisor Name	Date

**NO ELECTRONIC SIGNATURES WILL BE ACCEPTED**

# SC HOSA OFFICERS ATTENDANCE AND TRAVEL RUBRIC

The Board of Directors prior to occurrence must approve all state officer travel and other expenditures pertaining to SC HOSA. Expenditures will be based on the SC HOSA budget for the year.

It is the officer's responsibility to secure his/her transportation to and from required meetings. Officers are reimbursed for mileage at the current [GSA mileage rate](#) for one round trip per meeting. Officers may choose alternate forms of transportation with prior approval by the SC HOSA Board, provided the cost does not exceed 10% above the anticipated mileage cost.

<b>Fall Leadership Conference</b>	✓	<ul style="list-style-type: none"> <li>• HOSA <i>currently</i> pays for registration</li> <li>• 1 night lodging</li> <li>• Evening meal</li> </ul> (Officer is responsible for any other expenses)
<b>State Leadership Conference</b>	✓	<ul style="list-style-type: none"> <li>• HOSA <i>currently</i> pays for registration</li> <li>• 2 night lodging</li> <li>• 1 group meal</li> </ul> (Officer is responsible for any other expenses, including transportation)
<b>National Leadership Conference</b>	✓	<ul style="list-style-type: none"> <li>• HOSA <i>currently</i> pays for registration</li> <li>• State officer University fee</li> <li>• 1 night lodging</li> </ul> (Officer is responsible for any other expenses, including transportation)
<b>2 Officer Meetings at: Location TBD</b>	✓	<ul style="list-style-type: none"> <li>• HOSA <i>currently</i> pays for mileage reimbursement</li> </ul>
<b>Summer Planning meeting with Board Members</b>	*	<ul style="list-style-type: none"> <li>• HOSA will pay for mileage reimbursement &amp; provide breakfast and lunch</li> </ul>
<b>Fall Planning meeting with Board Members</b>	*	<ul style="list-style-type: none"> <li>• HOSA will pay for mileage reimbursement &amp; provide breakfast and lunch</li> </ul>
<b>Washington Leadership Academy</b>	*	<ul style="list-style-type: none"> <li>• HOSA currently pays for registration</li> <li>• Air Transportation</li> <li>• 2 Meals (all other meals are included in registration)</li> <li>• Lodging</li> <li>• Ground transportation is the responsibility of the officer to and from the airport</li> </ul>

**Required Attendance** ✓      **Strongly Recommended** \*

*Please sign with your initials, by doing so you understand and agree to the Attendance and Travel Rubric.*

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Parent Signature

**NO ELECTRONIC SIGNATURES WILL BE ACCEPTED**