



2025 - 2026 STATE OFFICER CANDIDATE GUIDE



CONGRATULATIONS!

The decision to run and serve as a Maryland HOSA State Officer is one that sets a person apart as one of the most dedicated and driven leaders in our organization. State officers serve as the leaders of Maryland HOSA and represent the organization to industry professionals, community leaders, education officials, community partners and most importantly the state membership.



Running for office and serving as a State Officer will be a positive, life-shaping opportunity. The *Maryland HOSA Candidate Guide* details the important issues of State Officers and provides the specific election process, procedures, and applications.

All applications for Maryland HOSA State Office are due to the Maryland HOSA State Office by June 2, 2025.

Michael Korda, famous writer/novelist, once said, "In order to succeed we must first believe we can." Maryland HOSA believes in you, and we are eager to assist you in running for state office. Please contact us with any questions. Our best wishes for great success!

Jane Shovlin
State Advisor
stateadvisor@marylandhosa.org



The Maryland HOSA State Officers

The Maryland State Officers may consist of the following state officer positions. Although applicants for state office may state their interest in a state officer position, all applicants will be appointed by the MDHOSA Advisory Board:



State President

- Serves as the student leader and key representative of the State Officers
- Leads the State Officer projects, activities, and meetings.
- Serves as student representative on the Maryland HOSA Advisory Board
- Leads and represents all student members of Maryland HOSA

Vice President

- Serves as student representative on the Maryland HOSA Advisory Board
- In the absence of the President, the Vice President assumes the duties and responsibilities of State President
- Leads and represents all student members of Maryland HOSA

Secretary

- Records all minutes of state officer meetings and the annual business meeting.
- Serves as key leader for communications to the entire Maryland HOSA State Charter
- Receives all official correspondence to the State Officers.
- Leads and represents all student members of Maryland HOSA

Reporter

- Serves as key leader for keeping the history of Maryland HOSA and its involvement and achievements. This includes working with state staff to develop and capture all events and items at the state and local level.
- Serve as the coordinator of all social media postings - Facebook posts, Twitter messages, blog updates, etc.
- Leads and represents all student members of Maryland HOSA



The State Officers are governed by the Maryland HOSA Bylaws and Policies and Procedures developed by the Advisory Board. All officers serve as an extension of the state and national organization with the distinct purpose of advancing the mission of HOSA by providing dynamic leadership, services, communication, and support to local chapters.

State officers are student ambassadors, leaders, and role models for Maryland HOSA. In order to fulfill the important responsibility of serving members and advancing Maryland HOSA, state officers are required to attend meetings and perform specific leadership duties.

General Duties of State Executive Council

- Lead the general student membership of Maryland HOSA.
- Use voting privileges at all Maryland HOSA State Officers meetings and on designated committees.
- Communicate regularly and respond promptly to all inquiries for information. All correspondence must be reviewed by the State Advisor/Coach.
- Represent Maryland HOSA with excellent standards of professionalism, etiquette, and public relations to promote HOSA.
- Submit articles for the Maryland HOSA Online Newsletter.
- Complete all the required reporting documents and keep the State Advisor updated on progress.
- Contribute to the planning, preparation, and implementation of Maryland HOSA conferences.
- Work with the Advisory Board and Management Team to deliver leadership to Maryland HOSA membership through social media, chapter visits, and other Maryland HOSA sponsored events and activities.
- Fulfill the duties of appointed office, including attendance at all meetings, events, and conferences.
- Complete all assignments and projects in a timely manner.
- Commit to one year of service as a Maryland HOSA State Officer.



Candidate Qualifications

All candidates must:

- Be an active Maryland HOSA member in good standing in a Maryland HOSA local chapter at the school/district in which they are enrolled.
- Be committed to living in Maryland for the entire duration of term in office.
- Have not already served two (2) terms.
- Have a cumulative 3.0 GPA and maintain that GPA throughout term in office.
- Have taken or currently enrolled in a health science education course, completed a sequence in a health science education program or be interested in a career in healthcare.
- Be recommended by the local chapter advisor and endorsed by their chapter.
- File a completed State Officer Application by the Maryland HOSA deadline.
- Be able to attend the state officer orientation meeting in August (TBD).

Qualifications and Procedures





Election Procedures for State Office

1. Applicants for state office must submit the completed State Officer Application by **June 2, 2025. This is a receipt deadline.**
2. All applicants will take an exam based on HOSA facts and basic parliamentary procedure.
3. All applicants will participate in a video interview with the Nominating Committee in **July 2025.** (Appointment times will be emailed out after June 30, 2025.)
4. The Advisory Board considers the applications, exam scores, and interview and appoints approved applicants as candidates for state office. The Advisory Board will appoint the candidates for a position to serve for that year.
5. Candidates for State Office will each give a 2-minute speech, the link to the speech to be included in their application.
6. For the first few years, state officers will be appointed by the MDHOSA Advisory Board.
7. In the case of a tie, a run-off election will be held.
8. The newly elected state officers will be announced by email and social media.
9. Newly elected state officers assume the year of service at the beginning of August in the year they were appointed as soon as the officers are announced.



Procedure for Virtual Interviews

Qualifications and Procedures

Once you submit your application will receive notification that your application was complete. Approved candidates will participate in a virtual interview. The interview representatives may consist of the current or past state officers, chapter advisors, board members, and/or Maryland HOSA staff. The interviews will be approximately 15 minutes in length.

Interviews will take place in **July 2025**. You will receive an appointment time and link for an interview. Failure to attend the interview may result in immediate disqualification. In the case that you are not able to make your interview, please contact the State Advisor at stateadvisor@Marylandhosa.org.



Campaign Questions & Eligibility

Questions regarding campaign procedures or candidate eligibility may be directed to stateadvisor@marylandhosa.org or Jane Shovlin, State Advisor, at (520-820-5840)

It is never too early to start planning! To be successful, please take note of the following rules and tips to help you prepare for the campaign.

Rules

1. Campaign speeches will not exceed two (2) minutes.
2. **Social media may not be used for campaigning.**

Campaign Speech Tips

1. Campaign speeches should include your qualifications for state office as well as your platform. The candidate platform should include goals, ideas, and initiatives that will advance the mission of Maryland HOSA.
2. Campaign speeches should exhibit a thorough understanding of how Maryland HOSA works. It should be aimed at what is best for all members of Maryland HOSA, not simply the needs of any particular local chapter.
3. Practice, practice, practice! Effective campaign speeches should not be read or delivered impromptu. Do not “wing” the campaign speech! Campaign speeches are the time to inspire. Be creative! Think of an appropriate theme, slogan, or acronym that helps the board remember you.
4. Deliver with purpose and power! The way the campaign speech is presented is just as important as the words spoken. Use good eye contact. Smile. Use appropriate hand gestures. Speak with conviction and enthusiasm. Vary speaking tone, rate, pace, and volume. Speak clearly and enunciate!





5. Know the issues and the organization! Following the campaign speech, members have the opportunity to ask questions of each of the candidates. Questions will be related to HOSA, leadership experiences and what you intend to do if elected to state office. You should practice answering questions with your advisor and chapter to prepare.



STUDENT INFORMATION

Full Student Legal Name as appears on government ID (First, Middle, Last):	Check One Secondary _____ Post-Secondary _____
Student Name as should be listed in official publications, name badges, etc.	Years as HOSA Member (inc. current):
Date of Birth (Necessary for booking flights per TSA Regulations):	Student Cell #:
Student's Email Address:	Year in School:

PARENT/GUARDIAN INFORMATION

(Complete the Parent/Guardian Information if under the age of 18 years old)

Parent/Guardian's (First and Last Name):	Parent/Guardian's Cell #:
Parent/Guardian's (First and Last Name):	Parent/Guardian's Cell #:
Home Address:	
Parent/Guardian's Email Address:	Home Phone #:

Maryland HOSA will mail meeting memos, invitations, and other correspondence to your parents. Please designate which best fits you:

- ☐ I live with both parents at the home address listed above. Please address mailings to both my parents and send them to my home address.
- ☐ I live with one of my parents/guardians. Please address mailing to _____ and send to my home address.
- ☐ I live with one of my parents/guardians but would appreciate you sending correspondence to both. Here is the information for the additional mailing:



Name _____

Relation to me _____

Mailing Address



ADVISOR / SCHOOL / CHAPTER INFORMATION

State Officer Candidate Information

Maryland HOSA Chapter Name:	School Name:
Advisor Name (First and Last Name):	Advisor Office #:
Advisor Email Address:	Advisor Cell #:
School Address:	
School Phone:	School Fax:

STATE OFFICER APPLICATION INFORMATION

- A. State Executive Council Position of choice
*****This is for informational purposes only. The Nominating Committee will slate and appoint candidates into positions*****
- ☐ President ☐ Vice President
☐ Secretary ☐ Reporter
- B. Name of Health Science/Careers Courses/Program you are enrolled in (or previously enrolled in) at school
-
- C. Please list any HOSA awards or recognition received:
-



State Officer Candidate Information Sheet

- D. On a separate attachment (double spaced and 12-point font), please write a brief essay (maximum of 250 words) about your qualifications and why you would like to be an Maryland HOSA State Officer.



Advisor Checklist for Meeting with State Officer Candidates & Parents/Guardians

The Chapter Advisor should schedule a meeting with the State Officer Candidate and their parent/guardian and carefully review this checklist and the rest of the State Officer Candidate Guide. Once the advisor has held this meeting and reviewed the checklist it should be completed, signed, and dated, and submitted to Maryland HOSA along with the required forms in this packet.

✓	ITEMS TO DISCUSS AND REVIEW WITH YOUR STATE OFFICER CANDIDATE
	Have a frank conversation with the state officer candidate to ensure that they understand the commitments required of state officers. Be sure that they understand that at times they will have to miss out on sporting events or other personal activities in order to fulfill their state officer responsibilities. Officers must recognize that HOSA conferences and events come before other social functions, including athletics and dances.
	Ensure that state officer candidates understand that being a state officer is a privilege and will require their very best effort. If elected, the candidate will be required to devote several hours each week to their state officer responsibilities and will not be allowed to fall behind on state officer duties and responsibilities.
	Talk to the candidate about their involvement in other activities like sports, clubs, work, etc. Be sure that they have fully calculated the time commitment and are prepared to make HOSA a priority if they are elected.
	Set up a plan for the officer to keep the advisor regularly updated about their projects, upcoming responsibilities, and duties of office.
	Discuss and create a time management plan for when and how the officer will complete their HOSA work each day. Officers should plan to spend about 30 minutes a day (sometimes more) on HOSA work.
	Ensure the officer has access to internet on a daily basis either at home or through the school. Officers will need access to Gmail for official state officer communications.
	Carefully review this packet with the candidate and be familiar with the rules and guidelines for state officer candidates.
	Ensure that all forms from this packet have been completed.
	Be sure that the candidate understands that while being a HOSA State Officer is an invaluable experience and will be a great accomplishment to highlight on their resume and college applications, which being a state officer should be about their passion for HOSA and desire to



	be a part of making Maryland HOSA great. This is a real commitment that will require time, effort, initiative, and commitment throughout their term of office.
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Chapter Advisor Name (Printed)

Chapter Advisor Signature

Date



Candidate Agreement

Purpose

Becoming an Maryland HOSA State Officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility to this leadership training experience. In order for a candidate to be eligible for office, all parties indicated *must* sign this agreement.

State officer candidates should understand that, if elected, attendance at all state officer meetings and activities is mandatory and that failure to attend any of these meetings will result in their removal from office, with the exception of emergencies/unsafe traveling conditions. They should also understand that they may be removed from the office if they fail to comply with State Officer responsibilities/assignments or participate in activities/conduct which would reflect negatively on Maryland HOSA or the State Executive Council.

If elected, the candidate agrees to

1. Attend and participate in all meetings (including, but not limited to, state officer meetings, state officer training's, conferences) and attest that; "I fully understand the responsibilities and obligations of the position I seek and, if elected, will carry them out to the very best of my ability. I further understand that if, in the opinion of the majority of the Management Team, State Advisor, or the State Director, I fail to fulfill my responsibilities and obligations of office, and/or I violate the Maryland HOSA Student Code of Conduct, I can be removed from office."
2. Perform to the best of his/her ability the duties of the elected office.
3. Maintain an unweighted GPA of 3.0 or better based on a 4.0 scale during their term of office.
4. Participate in ALL activities scheduled by Maryland HOSA.
5. Maintain active membership in a Secondary or Post-Secondary chapter by signing up for membership and state dues.
6. Attend the newly elected state officer orientation meeting.



The Parent(s)/Guardian(s) Listed Below Agree To:

1. If elected, authorize the candidate's cell phone number to be printed on his/her official business cards, if applicable, unless alternative arrangements are requested in writing to the State Management Team.
2. Grant permission to Maryland HOSA and its staff/contractors and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Maryland HOSA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.
3. Permit the candidate to participate in all scheduled Maryland HOSA activities, State Officer meetings, chapter visits, and other official officer duties.
4. If the student is elected, permit, and in the case of parents, authorize the student to visit Maryland schools and participate in Maryland HOSA chapter activities for the purpose of conducting official HOSA state officer business.
5. Encourage the candidate to take full benefit of the leadership development experience.

The Advisor(s) and All School Officials Listed Below Agree To:

1. Recommend for state office only those candidates who are qualified.
2. Ensure the candidate's attendance at all Maryland HOSA activities.
3. Permit the candidate to visit Maryland schools and participate in HOSA chapter activities for the purpose of conducting official HOSA state officer business.
4. Certify that the candidate has earned a GPA of 3.0 (4.0 base) or better for the term preceding the appointment and that the officer maintains this during their term of office.
5. Read the Candidate Agreement and Maryland HOSA Student Code of Conduct and discuss it with the student.



I have read and understand the Maryland HOSA Candidate Agreement.

Candidate Name (Printed)

Candidate Signature

Date

Chapter Advisor Name (Printed)

Chapter Advisor Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

High School Administrator Name (Printed)

High School Administrator Signature

Date



Maryland HOSA Student Code of Conduct

The following conduct policies apply to all state officers and will be in effect for the full duration of their term of office. Official conferences and activities begin when the officer leaves home for the event and ends when they return home, therefore this code is in effect throughout this entire period of time.

"I agree to follow the Maryland HOSA Code of Conduct while I am representing Maryland HOSA as a member of the State Executive Council. I will resign my office if I fail to follow this code"

The following shall be regarded as severe violations of the Maryland HOSA Code of Conduct:

Should a conduct code violation occur for item 1 through 7 below, regardless of when exposed, the violating student(s) will be sent home and will not be eligible to attend any other state, regional, or national conference during that school year. If the violation warrants it, law enforcement may also be notified. Determination of penalties for violations will be at the discretion of the State Management Team or the Advisory Board.

1. Alcohol, Drugs and Tobacco: a student shall not possess, use, transmit, be under the influence of, or show evidence of having used an alcoholic beverage, other drugs, substances or tobacco products capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment; other than properly used, over-the-counter pain relievers and medications prescribed by a physician for an individual student and must be on record with the advisor. Nor shall the student possess, use, sell or transmit paraphernalia associated with drugs, alcohol, or chemical substance in any form (including tobacco), at any time, or under any circumstances, on public or private properties.
2. Curfew: Committing serious violations of curfew regulations as outlined in item 9 below.
3. Willful Companionship: Being in the willful companionship of someone who violates any portion of the conduct code, or failing to report any direct knowledge (other than hearsay) of the conduct code violations



4. Personal Conduct: Cheating, dishonesty, or taking unfair advantage of others; participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life, defacing or stealing any public or private property (for which financial responsibility will rest solely with offending individuals or their chapter); breaking the law; other serious violations of personal conduct regulations.
5. Serious Violations of the student conduct code of the school district or school that the student represents.
6. Private Transportation: Driving or riding in a private automobile during a conference, unless accompanied by an authorized advisor. (Delegates are to be housed at the conference site) Occasionally a chapter advisor, under special circumstances, may allow a student to drive or ride in a private automobile to a conference. These students are required to complete a "Permission to use Private Transportation" form to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the student named on the form and only to and from the conference site. Once a driving/riding delegate has arrived at the conference site, he/she shall not be in a private automobile again until leaving the site at the end of the conference.
7. Abusive Behavior and Lewd Conduct: A student shall not engage in any lewd, indecent, sexual, or obscene act or expression or possess such materials. A student shall not engage in verbal, physical or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

The following shall be other violations of the Maryland HOSA Code of Conduct:

Should a conduct code violation occur for items 8-12 below, regardless of when exposed, the violating student(s) may be sent home and may not be eligible to attend any other state, regional or national conference during that school year. Determination of penalties for violations will be at the discretion of the State Management Team or the Advisory Board or local Advisor.

8. Conference Conduct: Failing to wear the supplied conference ID badge and wristband (when provided) at all times from arrival at the conference until departure at the end of



the conference; leaving sessions prior to their conclusion (except in the case of emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a delegate is registered (unless engaged in a specific assignment taking place at the same time); not abiding by the rules and regulations of HOSA or school/district policies from the time he/she leaves his/her home or school for any activity and the time he/she returns to the same home or school following the activity.

9. Curfew: Failing to be in your assigned hotel room from the curfew time designated in the conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after designated curfew time; ordering any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time.
10. Dress: Failing to abide by the dress regulations established for the conference, as outlined in the Dress Code.
11. Personal Conduct: Failing to report accidents, injuries or illnesses immediately to the local HOSA Advisor; failing to keep adult advisors informed of activities and whereabouts at all times; failure to comply with established grievance process for disputes about competitive event results/processes (including personally confronting judges or event administrators); using tobacco products outside of local school district policies and state law; having a member of the opposite sex in a room if no adult chaperone is present and the room door is not visibly open (e.g., the door may be propped wide open), having a delegate or advisor of the opposite sex in a room without a third person present and the door visibly open.
12. Hotel Conduct: Failing to meet the professional standards of housing facilities; accruing incidental room charges (i.e. phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out; throwing objects out the window or into the hallway; moving hotel furniture from rooms (e.g., onto the balcony); failing to follow hotel rules and regulations.

Note: Individual School District Policies may supersede the code of conduct.



I Have Read and Understand the Maryland HOSA Student Code of Conduct as Stated Above:

_____	_____
Candidate Signature	Date

_____	_____
Chapter Advisor Signature	Date

_____	_____
Parent/Guardian Signature (If under 18 years)	Date



School Administration Statement of Support

Candidates need to secure the official endorsement of their HOSA chapter advisor and school administrator as an officially supported state officer candidate.

I understand that HOSA is a national and state organization officially endorsed by the U.S. Department of Education.

I understand that _____ (candidate name) has been officially endorsed by our school's HOSA chapter, our HOSA chapter advisor, and his/her parents/guardians to seek Maryland HOSA State Office.

I understand that if the above-named student is successfully selected to serve as a State Officer that he/she will be required to attend meetings, leadership conferences, and education activities that on occasion may occur during the regular instructional period.

Our school agrees to maintain an active local HOSA chapter and chapter advisor during the above-named student's term of service as a Maryland HOSA State Officer.

Our school agrees to support the above-named student's duties and responsibilities as an Maryland HOSA State Officer including approval of absences or providing chaperones for Maryland HOSA official functions. We also understand that it is the local chapter's responsibility to comply with any school district policies and practices regarding a state officer's participation in Maryland HOSA official functions.



I understand that serving as a Maryland HOSA State Officer is a position of high honor and important responsibility to our school, community, and the citizens of Maryland. Our school pledges to work in partnership with Maryland HOSA to ensure the success of the above-named student's leadership, academic, and career pursuits while serving as a State Officer.

AUTHORIZED BY:

Print Name of Administrator

Print Name of Advisor

Print Title of Administrator

Print Title of Advisor

Signature of Administrator

Signature of Advisor



Uniform Information Form

State Officers are responsible for purchasing the components of the state officer uniform. Please measure yourself and review the chart below. Maryland HOSA will purchase 1 casual MDHOSA shirt, name badge, member pin and swing chain, business cards and thank you notecards for the elected officers. To ensure the best fitting, most comfortable and best-looking attire, **please have your measurements done by a professional** to prevent delays in ordering your shirts.

STATE OFFICER CANDIDATE NAME

LADIES	GENTLEMEN																																																																																																												
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Small Medium Large XL XXL		
<u>SHOE</u>		<u>SHOE</u>
Indicate your size (#) _____		Indicate your size (#) _____

You can order your uniform from Awards Unlimited
<https://hosastore.amercommerce.com/official-attire>

- You will need:
1. An economy blazer
 2. Slacks
 3. Neck ascot or tie

You may purchase the white oxford shirt anywhere and you will need navy or black shoes