



New for 2023 – 2024

The focus of this event has changed to Health Policy Writing instead of an essay about a HOSA/health topic. The secret topic received at competition will be about an item related to health policy. Competitors will be required to write a letter of support or opposition to the given topic which would be shared with the relevant policy maker(s). Competitors are encouraged to bring personal devices so firewalls on school issued devices do not create barriers for competitors.

These guidelines are written for ILC. States may modify events or have different event processes and deadlines. Be sure to check with your Local/State Advisor (or state website) to determine how the event is implemented for the regional/area or state conference.

Event Summary

Extemporaneous Writing – Health Policy provides HOSA members with the opportunity to gain knowledge and skills required for writing an effective letter to a policy maker. Competitors in this event will receive a secret topic on the day-of competition that outlines a relevant health policy or issue, with supporting details. Competitors will draft their letter in 60 minutes to submit for judges. This event aims to inspire members to learn more about current health policy and feel empowered to make a difference by voicing their opinions on important health topics to applicable decision makers to effect change.

Dress Code

Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for [proper dress](#).

Competitor Must Bring:

- ☐ [Photo ID](#)
- ☐ Electronic device on battery power containing a typing program of the competitor's choosing AND internet accessibility
- ☐ Two #2 lead pencils (not mechanical) to complete evaluation

General Rules

1. Competitors in this event must be active members of HOSA and in good standing
2. **Eligible Divisions:** Secondary and Postsecondary / Collegiate divisions are eligible to compete in this event.
3. Competitors must be familiar with and adhere to the "[General Rules and Regulations of the HOSA Competitive Events Program \(GRR\)](#)."
 - A. Per the [GRRs](#) and [Appendix H](#), HOSA members may request accommodation in any competitive event. To learn the definition of an accommodation, please read [Appendix H](#). To request accommodation for the International Leadership Conference, [submit the request form here](#) by May 15 at midnight EST.

- B. To request accommodation for any regional/area or state level conferences, submit the request form [here](#) by your state published deadline. Accommodations must first be done at state in order to be considered for ILC.
- 4. All competitors shall report to the site of the event at the time designated for each round of competition. At ILC, competitor's [photo ID](#) must be presented prior to ALL competition rounds.

The Letter

- 5. Competitors will write a letter to an assigned health policy maker in support or opposition of a given secret topic. The secret topic will be distributed to competitors at the beginning of competition.
- 6. The topic shall relate to a current health policy issue. All competitors shall write on the same topic.
- 7. The topic is a secret topic that is not disclosed until the event begins. Professional ethics demand that competitors DO NOT discuss or reveal the secret topic for ANY event until after the event has concluded. Violation of the ethics rules will be severely penalized per [the GRRs](#).
- 8. The letter will include the below key items. Competitors must memorize these key points to include in their letter.
 - a. Name and address of addressee (this information will be listed in the secret topic)
 - b. Appropriate salutation to addressee
 - c. Subject Line
 - d. Constituent (competitor who is writing the letter) with address and email so you may be contacted with a response
 - e. Statement of why you support or oppose the given bill/health policy issue
 - i. with three points that support your position
 - f. Include reasoning and evidence about why this issue is important to you and/or how it affects you, your family, or members of the community
 - g. A strong conclusion restating your position
 - i. and indicating you would like a response back

Competitive Process

- 9. Competitors will be given sixty (60) minutes to write the letter.
- 10. A laptop or tablet will be brought to the event:
 - a. on battery power,
 - b. containing a typing program (Microsoft Word, Text, Google Docs, etc.),
 - c. with internet accessibility,
 - d. with a USB port,
 - e. Competitors are encouraged to bring personal devices so firewalls on school issued devices do not create barriers for competitors.
- 11. Electricity is NOT provided and CANNOT be used. Electronic device must operate on battery power.
- 12. Competitors will type their letter into the typing program of their choice (Microsoft Word, Text, Google Docs, etc.). Competitors should check with event staff prior to the event to determine if internet access will be provided to support an online typing program like Google Docs.

Submission Process:

- 13. At the end of sixty (60) minutes, competitors will then be given five (5) additional minutes to submit their letter to event staff.
- 14. **Option A:** If internet access is provided to competitors:
 - a. Competitors will access their online typing program if needed (i.e.: Google Docs),
 - b. Competitors will submit their letter via a digital online form such as google forms or other online collection method determined by event staff.

- c. Competitors are only allowed on the selected website provided by HOSA. Competitors are NOT allowed to search the internet for content to help write their letters. The letters will be developed with evidence and ideas the competitor can speak to either from memory/personal experience and/or from facts provided in the secret topic. The internet will NOT be used to research data to support the letter development and competitors will not be scored on accuracy of facts included.
15. **Option B:** If internet access will NOT be provided to competitors:
a. Competitors will save their letter on a USB drive provided by HOSA.
16. **Option C:** Other process determined and communicated by state or ILC event staff.
17. Check your state and ILC websites for the process that will be used to submit the letter during competition.
18. **Time Remaining Announcements:** There will be an announcement when 30 minutes, 5 minutes, and 1 minute remains of the 60 minute letter-writing portion of the event. An additional five (5) minutes will then be given to submit the letter to event staff; there will be no additional time remaining announcements. The timekeeper will stop competitors once five (5) additional minutes have passed and they will be excused. State and ILC event staff have the discretion to adjust this 5 minute time frame to account for the submission process used.
19. No plagiarism is allowed and work must be that of the competitors per the [GRRs](#).
20. No printed materials or prepared notes shall be allowed at the event location.

Final Scoring

21. In the event of a tie, a tiebreaker will be determined by the areas on the rating sheet section(s) with the highest point value in descending order.

Sample Topic:

You are a HOSA student in Montana. The current legislative session is hearing HB-300: Revise Education Laws Related to Career and Technology Student Organizations.

HB-300 expands funding for seven CTSOs (Career and Technology Student Organizations) in the state, including HOSA. The bill would give \$500,000 total to the CTSOs in the state. Proponents of the bill argue that the funding is vital to assisting CTSOs in their work with students and that investing in education is always a good decision. Opponents of the bill argue evidence is lacking for the effectiveness of CTSOs and that the money would be better spent and managed elsewhere.

*You are to write a letter of support or opposition to HB-300 addressed to:
Senator Marie Wilson
PO Box 1234
Cricket, MT, 55555*

EXTEMPORANEOUS WRITING –Health Policy Judge’s Rating Sheet

Competitor # _____ Judge’s Signature _____
 Section # _____ Division: _____ SS _____ PS/Collegiate

| A. Adherence to Guidelines | Excellent 5 points | Good 4 points | Average 3 points | Fair 2 points | Poor 0 points | JUDGE SCORE |
|--|--|---|--|---|---|------------------------|
| 1. Name, Address and appropriate salutation of Addressee | Letter contains: 1. name of addressee 2. Address 3. appropriate salutation | - | Letter contains 2 of the 3 items. | - | Letter contains 0-1 of the 3 items. | |
| 2. Subject Line | Subject line is included. | - | - | - | Subject line is not included. | |
| 3. Identification of Constituent with address | Constituent is identified with address and email included. | - | - | - | Constituent is not identified and/or information missing | |
| B. Content | Excellent 15 points | Good 12 points | Average 8 points | Fair 5 points | Poor 0 points | JUDGE SCORE |
| 1. Statement of Support or Opposition to Given Bill/Health Policy | The statement of support or opposition catches the reader's attention, provides background on the topic, and is the central point of the letter. | The statement of support or opposition catches the reader's attention, provides some background on the topic, and is the central point of the letter. | The statement of support or opposition fails to catch the reader's attention, provides some background on the topic, and is the central point of the letter. | The statement of support or opposition does not catch the reader's attention, provides little background on the topic, and fails to be the central point of the letter. | The statement of support or opposition does not catch the reader's attention, provides no background on the topic, and fails to be the central point of the letter. | |
| B. Content | Excellent 10 points | Good 12 points | Average 8 points | Fair 4 points | Poor 0 points | JUDGE SCORE |
| 2. Supporting Point #1 | Writing includes strong pieces of evidence that effectively supports or refutes the secret topic/main idea. Uses many sensory/concrete words and details that support the competitor's view. | Writing includes evidence that mostly supports or refutes the topic/main idea. Uses some sensory/concrete words and details that support the competitor's view. | Writing includes evidence that partially supports or refutes the topic/main idea. Uses minimal sensory or concrete words/details that support the competitor's view. | Writing includes minimal evidence to support or refute the topic/main idea. There is a lack of sensory or concrete words/details that support competitor's view. | Writing does not include evidence to support or refute the topic/main idea. Does not use sensory or concrete words/details that support the competitor's view. | |
| 3. Supporting Point #2 | Writing includes strong pieces of evidence that effectively supports or refutes the secret topic/main idea. Uses many sensory/concrete words and details that support the competitor's view. | Writing includes evidence that mostly supports or refutes the topic/main idea. Uses some sensory/concrete words and details that support the competitor's view. | Writing includes evidence that partially supports or refutes the topic/main idea. Uses minimal sensory or concrete words/details that support the competitor's view. | Writing includes minimal evidence to support or refute the topic/main idea. There is a lack of sensory or concrete words/details that support competitor's view. | Writing does not include evidence to support or refute the topic/main idea. Does not use sensory or concrete words/details that support the competitor's view. | |

| B. Content | Excellent 10 points | Good 12 points | Average 8 points | Fair 4 points | Poor 0 points | JUDGE SCORE |
|--|---|---|--|--|--|------------------------|
| 4. Supporting Point #3 | Writing includes strong pieces of evidence that effectively supports or refutes the secret topic/main idea. Uses many sensory/concrete words and details that support the competitor's view. | Writing includes evidence that mostly supports or refutes the topic/main idea. Uses some sensory/concrete words and details that support the competitor's view. | Writing includes evidence that partially supports or refutes the topic/main idea. Uses minimal sensory or concrete words/details that support the competitor's view. | Writing includes minimal evidence to support or refute the topic/main idea. There is a lack of sensory or concrete words/details that support competitor's view. | Writing does not include evidence to support or refute the topic/main idea. Does not use sensory or concrete words/details that support the competitor's view. | |
| B. Content | Excellent 15 points | Good 12 points | Average 8 points | Fair 5 points | Poor 0 points | JUDGE SCORE |
| 5. Personal Story | Demonstrates command of the topic throughout the letter. Discusses the topic and its significance to competitor and/or community. Uses the topic as a path for the letter. Competitor offers explanations & insights that enhance the understanding of the topic. | Mentions topic and its significance to competitor and/or community. Uses the topic as a path for the letter. Competitor offers explanations and insights that link back to the topic. | Mentions topic and briefly explains its significance to competitor and/or community. | Briefly mentions topic but does not provide any analysis or reasoning behind significance of the topic to competitor and/or community. | Did not include much in the way of significance to competitor and/or community. | |
| C. Conclusion | Excellent 10 points | Good 8 points | Average 6 points | Fair 4 points | Poor 0 points | JUDGE SCORE |
| 1. Conclusion | Conclusion is concise and summarizes supporting points; restates the competitor's position in a new way. The judge is satisfied with the conclusion and is left with something to think about. | Conclusion is mostly concise and summarizes the supporting points. The judge is indifferent with the conclusion of the letter. | Conclusion provides a summary of supporting points; it does not restate the competitor's position. | Conclusion may be attempted but does not summarize or restate competitor's position. | No conclusion is apparent in the letter. | |
| C. Conclusion | Excellent 5 points | Good 4 points | Average 3 points | Fair 2 points | Poor 0 points | JUDGE SCORE |
| 2. Indication of Request for Response | The competitor clearly requests a response | - | - | - | Request for a response is missing. | |
| D. Organization | Excellent 5 points | Good 4 points | Average 3 points | Fair 2 points | Poor 0 points | JUDGE SCORE |
| 1. Grammar | Zero (0) grammatical errors found in this letter. | 1-2 grammatical errors were found in this letter. They do not detract from the general flow of the letter. | 3-4 errors were found in the letter, and they detract from the overall flow of the letter. | There are 5-6 grammatical errors present which detract from the meaning and flow of the letter. | More than 6 errors were found. The errors are glaring, and the letter is difficult to read. | |
| 2. Spelling & Punctuation | Zero (0) errors in spelling and punctuation were found in this letter. | 1-2 errors in spelling or punctuation were found in this letter. | 3-4 errors in spelling or punctuation in this letter. | 5 errors in spelling or punctuation were found in this letter. | 5 or more errors in spelling or punctuation were documented within the letter. | |
| Total Points (100): | | | | | | |