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# Oregon HOSA/FCCLA State Leadership Conference Conference Overview

Oregon HOSA, in partnership with Oregon FCCLA, is excited to invite your HOSA Chapter to the 2015 State Leadership Conference from April 16-18, 2015 at the DoubleTree by Hilton Portland. During the State Leadership Conference (SLC), join fellow Oregon HOSA members and FCCLA members and experience the opportunity to:

- Showcase health career knowledge and skills competitive events!
- Compete for the opportunity to advance to the National Leadership Conference (NLC) in Anaheim, California!
- Earn recognition and attend stimulating leadership sessions!
- Network, lead, study, compete, and experience leadership!
- Campaign for State Office!
- Meet and network with fellow members, advisors, and healthcare community leaders!
- Earn honors and recognition as one of the best future health professionals!

#### Conference Location

Oregon HOSA is excited to invite your HOSA Chapter to the 2015 State Leadership Conference from April 16 - 18, 2015 at the **DoubleTree by Hilton Portland.** 

Conveniently located in the center of the metro Portland area, the conference venue is in walking distance to the Rose Garden, Portland Memorial Coliseum, and the Portland MAX light rail. Also, the hotel provides easy access to Oregon's largest shopping mall, the Lloyd Center Mall.





# 2014–2015 Oregon HOSA State Officer Team



William (Billy) James | State President Portland State University president@oregonhosa.org

Evangeline Matley | President-Elect Benson High School pres-elect@oregonhosa.org

Kayla Kero | Vice President of Membership Sandy High School vpmembership@oregonhosa.org

Gabbi Damrill | Vice President of Communication Sandy High School vpcommunication@oregonhosa.org



\$40.00

# Registration

## Registration Fees

## Early Registration for HOSA Members and Advisors \$85.00 (Received by March 1, 2015)

Must be a paid student member, advisor, or professional member through the National HOSA affiliation system. Registration includes General Sessions, Competitive Events, Oregon HOSA T-Shirt and conference social activity.

## Registration for HOSA Members and Advisors \$95.00 (Received after March 1, 2015)

Must be a paid student member, advisor, or professional member through the National HOSA affiliation system. Registration includes General Sessions, Competitive Events, Oregon HOSA T-Shirt and conference social activity.

#### Guests & Chaperones

Registration includes general sessions and conference social activity.

#### Special Registration for Advisors \$40.00

(\$35.00 discount) Complete chapter affiliation by January 25th and one (1) advisor will receive this special registration rate. Registration includes General Sessions, Competitive Events, Oregon HOSA T-Shirt and conference social activity.

\*\*Chapter affiliation = 5 paid members and 1 paid advisor through the HOSA online registration system\*\*

### **Payment Information**

Payment should be made to Oregon HOSA.

Payment and a copy of the invoice must be received by March 16, 2015 at the Oregon HOSA Finance Office, PO Box 912, Jacksonville, OR 97530. Please check with your school's finance department to ensure payment will be postmarked by the correct date.



# Conference Lodging

The DoubleTree by Hilton Portland is the official conference hotel for the State Leadership Conference.

Lloyd Center Doubletree 1000 NE Multnomah Portland, OR 97232 (800) 996-0510

### Special Room Rate

Special Room Rate - \$133.00 per night

Rates available until March 1, 2015
All rooms are subject to room tax which is currently 14.5%
Rooms are based on availability. Make your hotel reservations today!

Deadline: Friday, March 1, 2015

Group code: HOSA-Future Health Professionals

### **Parking**

Hotel provides complimentary parking for vehicles. Bus parking is \$9.00.

### Important Notes

- Only advisors may contact the DoubleTree by Hilton Portland to reserve hotel rooms.
- Mention "HOSA-Future Health Professionals" for the special room rate.
- A copy of the purchase order form must be included with the housing form.



# Important Deadlines

### State Leadership Conference

#### Now

- Affiliate chapter members in the National HOSA Online System
- Pay affiliation fees in order to be eligible for competitive events
- Continue preparations for competitive events

#### January 25

• Chapter affiliation deadline to be eligible for special conference registration rate of \$40.00 for one (1) advisor

#### February 15 - March 2

- Online Registration Window for Early Registration (\$85 per person)
- Members must affiliate in order to register online
- Members must affiliate to be eligible for competitive events

#### March 2

- Online Conference Registration Deadline (\$85 per person)
- Membership affiliation deadline to be eligible for competitive events
- Final day to make Hotel Reservations with Hilton DoubleTree for special rate (based on availability)

#### March 6

- All proctors receive Logins for Online Testing via email
- Chapters notified which competitions will have a Round Two performance/skill on-site at the conference

#### March 3 - March 16

Online Registration Window for Regular Registration (\$95 per person)

#### March 9 - March 27

Online Testing Window

#### March 16 - Deadline Day!

- Online Conference Registration Deadline (Regular Registration Fee \$95)
- Advisor Statement of Assurance Form RECEIVED Deadline
- Conference Registration Payment RECEIVED Deadline
- State Officer Candidate Applications RECEIVED Deadline
- Recognition Event Entries RECEIVED Deadline
- National Health Science Honor Roll Application RECEIVED Deadline



# Important Deadlines State Leadership Conference

#### **April 16 - 18**

• Oregon HOSA/FCCLA State Leadership Conference 2015!

### **National Leadership Conference**

It's never too early to plan for the National Leadership Conference in Anaheim, California!

#### April 1

National HOSA Scholarship Deadline

#### April 23

• National Leadership Conference Intent to Compete Deadline

#### April 30

National Leadership Conference Competitor Notification to chapters by Oregon HOSA

#### May 8

National Leadership Conference Registration Deadline

#### June 23 - 28

• 39<sup>th</sup> Annual National Leadership Conference!



# Where to submit materials/direct questions

SUBMISSION ITEM	SEND/DIRECT TO
✓ Online Membership Affiliation	HOSA Online Affiliation System www.oregonhosa.org/membership
<ul><li>✓ Online Conference Registration</li><li>✓ Online Testing</li></ul>	HOSA Online Conference Registration System www.oregonhosa.org/SLC
✓ Membership Affiliation Fees Payment	Send printed invoice and check to National HOSA 548 Silicon Drive, Suite 101 Southlake, TX 76092
✓ Conference Registration Payment	Send printed invoice and check to Oregon HOSA PO Box 912, Jacksonville, OR 97530
<ul> <li>✓ Advisor Statement of Assurance</li> <li>✓ State Officer/National Officer Materials         <i>Candidate Guide available for download at www.oregeonhosa.org/stateofficers</i></li> <li>✓ HOSA Health Science Honor Roll         Application</li> </ul>	Email to stateadvisor@oregonhosa.org Fax to (971) 404-0903 Mail to Oregon HOSA PO Box 912, Jacksonville, OR 97530
GENERAL QUESTIONS? Danielle Tolentino Tuason, State Advisor	Email stateadvisor@oregonhosa.org Office (541) 633-4287 Direct (562) 682-8531
ONLINE TESTING QUESTIONS?	Email onlinetesting@oregonhosa.org Office (541) 633-4287



## Conference Policies and Information

### Student Attendance Criteria and Eligibility

To be eligible to participate in the Oregon HOSA State Leadership Conference, students must meet the following basic criteria:

- Be an active member of Oregon and National HOSA
- Be approved by his/her HOSA chapter advisor
- Have the approval of his/her school administration
- Have the approval of his/her parent(s) or guardian(s)

### Chaperones

An adult advisor(s) must accompany and be responsible for the students attending from their school. In addition, all chapters must follow district policies for chaperones. Adult advisors may be an adult named by the chapter advisor to serve in this capacity. All advisors must register for the conference, pay the registration fee, and be in attendance for the entire time of the conference. There is no limit to the number of adult advisors who may attend.

Suggestion: Invite "key" administrators or community movers and shakers, who might also serve as judges. They will be impressed by your chapter and by HOSA!

### Special Needs

If you have students with special needs (physical, dietary, etc.), please contact the State Office at <a href="mailto:stateadvisor@oregonhosa.org">stateadvisor@oregonhosa.org</a>. We will make every attempt possible to accommodate any needs in order to make this conference an enjoyable experience for all.



# Competitive Events

## Competitive Event Advising

Be active in advising your students. It is the advisor's responsibility to ensure that students' competitive events do not conflict and that they are adequately prepared for their event. Make them aware of the SLC schedule, all guidelines and judging criteria. All competitive event information is available at www.oregonhosa.org/CE

Note: Oregon HOSA will not offer 100% of the events available at the National Level.

### Eligibility

Students must be affiliated and paid members to compete at the State Leadership Conference. Oregon HOSA provides the following competition opportunities in each of the categories:

- Category I Competitors may register for an unlimited number of events in this category
- Category II, III, IV, & V Competitors may register for a maximum of two (2) events in all of these categories combined
- Category VI Competitors may register for an unlimited number of events in this category
- Oregon HOSA State Events Competitors may register for an unlimited number of events in this category. These events do not qualify for National HOSA competition

If students qualify for more than one event for National HOSA competition, students must choose only one (1) competitive event for the National Leadership Conference, with the exception of Category VI – Recognition Events. Students may compete in an unlimited number of Recognition Events at the national level.

### Euent Finalists (Round Two performance/skills)

Each event must reach the minimum number of competitors in order to be offered at the State Leadership Conference. If a minimum number of registered competitors are not reached by the registration deadline, the Round Two performance skill may be cancelled and winners of the event will be determined by scores in Round One.



# Competitive Events Online Testing (Round One)

HOSA provides students with the opportunity to test their knowledge and skills by participating in competitive events during the annual State Leadership Conference. The skill events include a written online test which students take prior to the conference through Online Testing.

All tests – Knowledge Tests and all tests associated with the skill events – will be offered online and must be taken prior to the conference. **On-site testing will not be offered.** If you are unsure if a test is associated with your event, please review the guidelines at www.oregonhosa.org/CE for more information.

National HOSA uses these tests as a qualifying round and students must have a minimum score of 70% or better to move on to the skill round. Oregon does not use the test as a qualifying round. The test score is added to the student's score from the skill portion of the event to determine the final ranking.

**Dates.** Please take note of the following important dates for Online Testing:

February 15<sup>th</sup> – March 2<sup>nd</sup> Early Registration Window
March 3<sup>rd</sup> – March 16<sup>th</sup> Regular Registration Window
March 6<sup>th</sup> Logins sent to Proctors
March 9<sup>th</sup> – March 27<sup>th</sup> Online Testing Window

**Registration.** Online testing is managed through Online Conference Registration. Students who are registered for the conference and their competitions will automatically be registered for online testing. *Detailed instructions about Online Conference Registration are provided within this Conference Registration Guide.* 

Advisors and proctors will receive confirmation emails and online testing logins by March 6<sup>th</sup>, 2015. Proctor confirmation emails will provide login information to access all information needed to proctor tests. If advisors/proctors do not receive confirmation emails by this date, please request assistance at <a href="mailto:onlinetesting@nevadahosa.org">onlinetesting@nevadahosa.org</a>.

To prepare for competitive events, review the Oregon HOSA Competitive Events resources page at www.oregonhosa.org/CE



# Competitive Events

## Competitive Events Overview

Oregon HOSA members may compete in the following:

Members may register for an unlimited number of Category I events.	CATEGORY I: Health Science Events • Round One: Online Testing before conference	<ul> <li>Dental Terminology</li> <li>Knowledge Tests         <ul> <li>Medical Law &amp; Ethics</li> <li>Human Growth and Development</li> <li>Nutrition</li> <li>Pathophysiology</li> <li>Pharmacology</li> <li>Transcultural Health Care</li> </ul> </li> <li>Medical Spelling</li> <li>Medical Terminology</li> <li>Medical Math</li> </ul>
Members may register for a maximum of two (2) events combined in Category II, III, IV, and V	CATEGORY II: Health Professions Events  • Round One: Online testing before the conference  • Round Two: Performance of Skills	<ul> <li>Biomedical Laboratory Science</li> <li>Dental Science</li> <li>Medical Assisting</li> <li>Nursing Assisting</li> <li>*Personal Care</li> <li>Sports Medicine</li> </ul>
(Exception: HOSA Bowl does not count towards the 2 event maximum)	CATEGORY III: Emergency Preparedness Events  • Round One: Online testing before the conference • Round Two: Perform skills at conference	<ul> <li>CPR/First Aid</li> <li>*Life Support Skills</li> <li>MRC Partnership</li> </ul>
number of registered competitors are not reached, the Round Two performance skill may be	CATEGORY IV: Leadership Events	<ul> <li>Extemporaneous Health Poster</li> <li>Medical Photography</li> <li>*Interviewing Skills</li> <li>Extemporaneous Writing</li> <li>Job Seeking Skills</li> <li>Prepared Speaking</li> <li>*Speaking Skills</li> </ul>
cancelled and winners will be determined by scores in Round One.	CATEGORY V: Teamwork Events	<ul> <li>Creative Problem Solving</li> <li>HOSA Bowl</li> <li>Health Career Display</li> <li>Forensic Medicine</li> </ul>



### Eligibility for Competitive Events continued...

Oregon HOSA members may compete in the following:

Members may register for an unlimited number of Category VI events.	CATEGORY VI: Recognition Events	<ul> <li>Barbara James Service Award</li> <li>Outstanding HOSA Chapter</li> <li>Health Care Issues Exam</li> <li>HOSA Happenings</li> <li>National Service Project</li> <li>MRC Volunteer Recognition</li> </ul>
Members may register for an unlimited number of Oregon HOSA State events.	Oregon HOSA State Events	<ul> <li>Muscle ID</li> <li>Skeletal ID</li> <li>National Health Science Honor Roll</li> </ul>

### **Recognition Events**

HOSA's Recognition Events are designed to recognize members and chapters for outstanding work in HOSA and HOSA related projects. All recognition event submissions/materials are due by March 16, 2015.

Event guidelines and details for all Recognition Events are available on the state or national web sites on the Competitive Events page. For any Recognition Events that require materials to be submitted to the state office, these materials must be received by March 16, 2015 at the Oregon HOSA State Office, PO Box 912, Jacksonville, OR 97530.

#### Other Reminders

- The official HOSA uniform or a black or blue suit is required for the Opening and Awards Sessions.
- Competitors should read the Competitive Event Guidelines carefully for their event. Some events require competitors to bring supplies to their event. Students must bring the event guidelines with them to their competitive event (same process as Nationals).



## **Chapter Affiliation Process**

Before registering for the conference, your chapter and members must be affiliated with HOSA.

To become an affiliated Oregon HOSA chapter, just follow these simple steps.

Step 1: Contact the Oregon HOSA state office to request your chapter number and

password for the online affiliation system. Please direct all inquiries to

stateadvisor@oregonhosa.org or call (541) 633-4287.

Step 2: Go to www.oregonhosa.org/membership to access the Online Chapter Affiliation

System by clicking on Online Chapter Affiliation System. Using the provided

chapter number and password, log in under "Chapter Advisor"

Step 3: After successfully logging in, you should reach the main menu. To access

instructions for online affiliation, please click on the first link in the main menu. It is recommended that you review the instructions if you are unfamiliar with the

online affiliation system.

Questions? Please contact the Oregon HOSA State Office:

Danielle Tolentino Tuason, State Advisor

stateadvisor@oregonhosa.org

(541) 633-4287



## Registration Instructions

All chapters register for the State Leadership Conference via HOSA's online registration system. The system is tied directly to HOSA's affiliation system, so make sure all students, advisors, and professional members are affiliated with National HOSA before you begin to register for the State Leadership Conference.

### Before you begin

Before you begin the online registration process, be sure you have the following information available:

- All student names and competitive event selections
- T-shirt sizes for all members and advisors

### **Payment**

Payment should be made out to Oregon HOSA.

Payment and a copy of the invoice must be received by March 16, 2015 at the Oregon HOSA State Office, PO Box 912, Jacksonville, Oregon 97530. Please check with your school's finance department to ensure payment will be postmarked by the correct date.

#### Forms

The following forms must be completed as part of the State Leadership Conference:

- Medical Release Form: to be completed by every student attendee and collected by the local advisor. The local advisor must keep these forms in their possession during the conference.
- Code of Conduct: to be completed by every student attendee and collected by the local advisor. The local advisor must keep these forms in their possession during the conference.
- Advisor Statement of Assurance: to be completed by each chapter's advisor and submitted to Oregon HOSA by the advisor by March 16, 2015.



## Registration Instructions

## How to register online

To register for the SLC online, please follow these steps:

- 1. Point your web browser to <a href="http://www.oregonhosa.com/SLC">http://www.oregonhosa.com/SLC</a>
- 2. Select Conference Registration System from the left-hand navigation menu bar.
- 3. Log In as a Local Chapter Advisor using your login and password that you used for affiliation. If you have lost your login or password, please contact stateadvisor@oregonhosa.org.
- 4. Select **Conference Registration**. You may be asked for your login and password.
- 5. On the drop down menu, select **Oregon HOSA State Leadership Conference 2015** and then click **Begin Registration**.
- 6. Locate the name of your first participant and select **Register**. Double check the spelling of student names and ensure that they are entered in capital and lower case letters. Names you type into the system are used for name tags, competitive events, and certificates. If they are entered incorrectly, they will incorrect in a number of places.
- 7. Go to Events and select the competitive events the student will be participating in.
- 8. In the Team Number section, please indicate the team number for team events. (*Note:* Team numbers apply only to the specific event so you may have a Team 1 in CPR/First Aid and a Team 1 in HOSA Bowl)
- 9. After the registration for this student is complete, click submit.
- 10. Continue to register all SLC participants in the same manner.
- 11. Be sure to register advisors, chaperones, and guests.
- 12. After completing registration, be sure to print your invoice.

**Instructions for Making Changes, Substitutions, or Additions to Online Registration** You may make any changes to online registration until the March 16, 2015 deadline. After this date, please contact <a href="mailto:stateadvisor@oregonhosa.org">stateadvisor@oregonhosa.org</a>.



# Online Testing System Instructions Instructions for Local Advisors and Proctors

- 1. The chapter advisor must designate a proctor for the testing process. Local chapter advisors are eligible to serve as proctors.
- 2. Login as the chapter advisor and select the Identify Proctor for Online Testing from the Conference Registration menu options.
- 3. You will need the first and last name for the proctor as well as their e-mail address.
- 4. Enter the proctor information and click submit.
- 5. You can enter multiple proctors if there will be different individuals administering the exams.
- 6. After you submit the proctor(s) information they should appear in the update proctor information section of the screen. If the information is correct then click save changes.
- 7. Please let the proctor know that they should be looking for an e-mail from National HOSA with their User ID, Password and a link to access the HOSA Online Testing System.

### **Proctor Instructions**

- 1. The proctor will receive an e-mail with their User ID, Password and a link to access the HOSA Online Testing System.
- 2. Prior to the scheduled testing time the proctor should test their User ID and Password and make sure they have access to the HOSA Online Testing System.
- 3. Once they have logged-in they will see a screen that says
- 4. HOSA Online Testing System -- Thank you for acting as a proctor for HOSA's Online Testing System. You should have received an e-mail that included detailed instructions on the process. Please review that information prior to continuing.
- 5. At the bottom of the message above their will be a link that says proctor an exam. Please click the link to proceed.
- 6. The next screen is the Proctor Test Administration screen. There should be a drop down menu that says select a test. Please select all tests from the list and click GO.
- 7. Once all of the test have loaded it is recommended that you print the screen with the instructions, script and a list of the student ID's and Passwords.
- 8. On the day of testing once all of the students have logged in successfully the proctor will click Begin Test for all of the participants that are testing. Then the proctor will instruct the students to click begin test.



# Online Testing System Instructions

### Student Process

- 1. If possible prior to the test beginning please have all computers on and pointed to the following web address http://www.hosa.org/hosaconf/ If not when the students arrive have them access the address
- 2. The first item on the web page accessed above is Take a Test. The student will click the link that says take my test and enter the ID and password provided for them on your proctor administration site.
- 3. Once logged in they will see a link to begin test. The proctor will click begin test on their computer then the students will click begin test and testing will commence.



# Conference Activities and Opportunities

### Registration

Advisors will need to pick up registration packets and finalize skill event schedules. Emergency changes, substitutions, or deletions of competitors may be made at this time, however no refunds will be made.

### Guests/Alumni Registration

We encourage you to invite guests to attend part or all of the conference. Guests you may want to include are parents, school administrators, school board members, advisory committee members, the supervisors of your clinical experience work students and HOSA alumni. Guest registration is \$40.00 and includes an admission to General Sessions and the social event.

### Courtesy Corps

We are asking chapters to train and bring dependable and courteous members who will serve as courtesy corps for the events for which you are responsible. The courtesy corps will assist with events and other needs during the conference. It is an excellent opportunity for new members to learn about HOSA.

#### State Officer Candidates

Being a HOSA State Officer is an excellent opportunity to gain valuable leadership skills. Please encourage outstanding student leaders to apply. See the State Officer Candidate Guide for more information, available at <a href="https://www.oregonhosa.org/stateofficers">www.oregonhosa.org/stateofficers</a>.

### Judges and Volunteers

The conference activities are made possible through help from judges and volunteers. If you or anyone you know is interested in being a judge, please share this link: <a href="https://www.oregonhosa.org/judges">www.oregonhosa.org/judges</a> where they can sign up to get involved.



# Conference Activities and Opportunities

### **Opening Session**

Delegates will enjoy a high energy session and be welcomed to the State Leadership Conference. This will also serve as the Annual Business Meeting and State Officer Candidates will give their speeches.

#### Grand Achieuement Awards and HOSA Awards Session

The Grand Achievement Awards is the culminating celebration at the end of the conference. Competitive event winners will be announced at the HOSA Awards Session and we will find out who will represent Oregon HOSA at the National Leadership Conference this summer.

Oregon HOSA recognizes 1<sup>st</sup> place through 5<sup>th</sup> place in each event. Each winner will be presented with a Certificate and the top three (3) winners will receive medallions.

### Other Activities

Oregon HOSA in partnership with Oregon FCCLA will have other activities available including a social event and fundraisers for our charities. Oregon HOSA will be supporting HOSA's National Service Partner, the Leukemia & Lymphoma Society. To learn more about how you can support the Leukemia & Lymphoma Society, please visit their website <a href="www.lls.org">www.lls.org</a> and/or check with your state officers for details.



## Tentative Schedule

Tentative and subject to change without notification. Attire is HOSA Dress for all events, unless otherwise specified. See HOSA Dress code for additional details.

### Thursday, April 16, 2015

All Day	HOSA/FCCLA Conference Headquarters
3:00 - 5:00 PM	HOSA Conference Registration
4:00 - 5:00 PM	Mandatory Advisor Meeting
4:00 - 5:00 PM	State Officer Candidate / Voting Delegate Orientation
6:00 - 8:00 PM	Joint HOSA/FCCLA Opening Session
8:15 - 9:00 PM	HOSA Session and Campaign Speeches
9:15 PM - 10:00 PM	HOSA Competitive Event Orientation Mandatory for all competitors
11:00 PM	Curfew

### Friday, April 17, 2015

HOSA/FCCLA Conference Headquarters
Judges Orientation and Breakfast
Competitive Events
1 Leadership Sessions
Lunch, on your own
Leadership Sessions
Competitive Event Showcase
Business Meeting Mandatory for voting delegates and candidates
Dinner, on your own
HOSA/FCCLA Social Event & HOSA/FCCLA Charity Fundraiser
Curfew

## Saturday, April 18, 2015

 $8:00\ AM-12:00\ PM$  Health Symposiums & Professional Demonstrations  $12:00-1:00\ PM$  Lunch, on your own

1:00 – 2:00 PM HOSA Grand Awards Sessions

Have a safe trip home!



## Conference Dress Code

The Oregon HOSA Conference Dress Code aligns with the National HOSA Dress Code.

This dress code applies to all conference attendees, including students, advisors, volunteers, and chaperones.

#### **HOSA Dress**

Conference attendees are expected to wear:

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

#### - OR -

- Professional Attire
  - Black or navy blue suit with a white shirt (the white shirt can be the member's choice)
  - Closed-toe blue or black shoes (hose optional)
  - Male members MUST wear a tie.
  - Female members may choose to wear knee-length skirt or slacks.

#### **HOSA Casual**

Students must dress appropriately following school dress code guidelines. HOSA Casual includes longer-length shorts (no short-shorts), neat jeans (no holes showing skin), polo shirts, sweatshirts, HOSA or appropriate T-shirt and causal footwear.

Remember, conference delegate attire should be proper and appropriate since it reflects directly upon the State Association and National HOSA.



## Forms

The following forms must be completed as part of the State Leadership Conference registration process!

- ✓ Medical Release Form: to be completed by every student attendee and collected by the local advisor. The local advisor must keep these forms in their possession during the conference.
- ✓ Code of Conduct: to be completed by every student attendee and collected by the local advisor. The local advisor must keep these forms in their possession during the conference.
- ✓ Advisor Statement of Assurance: to be completed by each chapter's advisor and submitted to Nevada HOSA by the advisor on-site at registration.

Please have originals and copies of all forms and correspondence for your records and bring them with you to the State Leadership Conference (SLC). The forms are available at the end of this Registration Guide.



### **Advisor Statement of Assurance**

Advisors attending Oregon HOSA events must review, sign, and return this statement of assurance along with their registration materials for each Oregon HOSA conference/event.

Event: Oregon HOSA/FCCLA State Leadership Conference

Date: April 16-18, 2015

As the advisor responsible for the students attending this event I confirm that:

- I have reviewed the permission/medical release form with my students and I will have a completed copy of the permission/medical release form for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that Oregon HOSA will not collect the individual student forms for this event and that they are to be kept in my possession.
- I understand that students attending the above event may have the opportunity to participate in activities outside of the conference facility, thus requiring walking or further public transportation. I have discussed this with the students and their parents/guardians and have also informed them of proper etiquette and safety precautions while traveling in/around metropolitan areas.
- I understand that proper completion of the permission/medical release form provides the best protection for my students' needs and my liability during a Oregon HOSA event.
- I have checked with my administrator and have secured authorization for my chapter to travel to this event and have reviewed all school/district policies regarding supervision of students on trips and will abide by them.
- The responsibility for the safety of the delegates from this chapter rests with people signing this Statement of Assurance.
- I will participate in all general sessions during the conference and fulfill my assigned responsibilities during the conference.
- I will patrol the halls, stay up until students and/or halls are quiet, enforce the conference Code of Conduct and Dress Code, and regularly check-in with my students.
- I will ensure that myself and chaperones assisting me will:
  - Follow the conference Code of Conduct and Dress Code
  - o Act responsibly and interact appropriately with students

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated on the Permission Forms as indicated by my signature appearing below.

Advisor Signature	Date
-	
Chapter	

\*\*Please submit this completed form to the Oregon HOSA State Office\*\*
Fax: (971) 404-0903 | Email: <a href="mailto:stateadvisor@oregonhosa.org">stateadvisor@oregonhosa.org</a>



## Oregon HOSA Delegate Permission/Medical Release Form

Release of Claim for Damages/Emergency Medical Treatment Authorization:

(Students and Alumni are collectively referred to as "Delegates" in this document)

Conduct Code Endorsement, Permissions to Attend Oregon HOSA Sponsored Activities, and authorization to use pictures or student name in publications.

Name of Delegate	Date
Home Address	Phone
	Date of Birth
Name of High School	Phone
Parent Name	Advisor
This is to certify that <i>the above named delegate</i> has my permifor the 2014-2015 School Year. I also do hereby, on the beha Oregon HOSA, the school officials, the HOSA chapter advisors, claims for personal injuries/damages which might be sustained HOSA sponsored activity.	of the above named delegate absolve and release conference staff, and Oregon HOSA staff from any
I authorize the above named advisor or the Oregon HOSA staf above named delegate. I will incur the expenses for necessar provide for the payment of these costs.	
I grant permission to Oregon HOSA and its staff/contractors, S sponsors/supporters to use the above delegate's name and lik silhouettes, and audio clips) in publications, productions, promand other related purposes without further consideration, and edit, or otherwise modify the photographs, video footage, silho	keness (including photographs, video footage, notions and on websites for informational, promotional acknowledge the right of Oregon HOSA to crop, treat,
I also understand that the chapter advisor determines the crite to attend and participate at all HOSA activities.	eria at the local site, for individual students and alumni
We have read and agree to abide by the supplied Oregon HOS occur, law enforcement personnel and or security may be called a called with the ultimate punishment being that the student may expense and/or be removed from office if in an officer status. exercised to ensure a safe, expedient, and financially feasible the delegate involved. We are aware of the consequences the guidelines.	ed to assist, and a conduct code committee may be by be disqualified and sent home at their/their family's If the delegate is sent home reasonable care shall be mode of transportation back to the home community of
Student Signature	Date
Parent/Guardian Signature	
Chapter Advisor Signature	Date
School/ROP Official Signature	Date



## Oregon HOSA Delegate Permission/Medical Release Form (page 2)

#### **MEDICAL INFORMATION**

Known allergies (drug or natural)
Special medication being taken
Date of last tetanus shot
History of heart condition, diabetes, asthma, epilepsy or rheumatic fever
Any physical restrictions
Other conditions
Family doctor
,
Phone
INSURANCE INFORMATION
Company Name
Policy Number



### Code of Conduct

## Students and Supervisory Adults for All Oregon HOSA Conferences and Activities 2014-2015

Health sciences programs and HOSA provide training for students with career objectives in health. As individual conduct and appearance is a part of this training, it becomes the responsibility of all persons to see to it that proper conduct is adhered to at all times. The following guidelines have been established to provide all participants information regarding expected behavior.

- 1. All participants will be expected to attend all conference sessions, activities, and competitive events for which they have registered. Failure to attend an event may result in disqualification from all events.
- 2. All participants are expected to behave in a courteous and respectful manner and to refrain from using language or actions that might bring discredit upon themselves, their school, their home, their friends, or the HOSA organization.
- 3. Intoxicants or drugs of any nature will be prohibited. We again ask students to police themselves for the time we are together. If outsiders approach anyone, it should be reported to any advisor at hand. Students caught using any intoxicant, drug, prescription drug not prescribed to them, or other illegal substances will be disqualified from all events and forfeit any awards already received.
- 4. With regard to Oregon law and out of consideration for others, the use of tobacco during conference events will not be permitted. Smoking or other use of tobacco while in public, or while dressed in official dress, also will not be permitted.
- 5. Cell phones and other electronic devices are not permitted during the testing and skill events. Competitors caught with these items or suspected of using these items during the competition, will be disqualified from the event. Students may listen to personal music devices (i.e. iPods) during Extemporaneous Health Poster.
- 5. Because participants are guests using public facilities, and the reputation of the organization is being created, each person should take special care not to deface or destroy any property. Any damages to any property or furnishings in buildings or hotel rooms must be paid for by the individual(s) or chapter(s) involved.
- 6. Conference curfew will be observed. All students should be in their rooms and quiet so as not to disturb other guests. Commuting students must be off property at curfew.
- 7. Conference participants are not permitted to be in the hotel rooms with members of the opposite sex. Exceptions to this rule can be made by the State HOSA Advisor or the chapter advisor for special meetings.



### Code of Conduct (continued)

- 8. No student shall leave the immediate conference area without advisor/chaperone permission.
- 9. Official HOSA dress will be encouraged, but we recognize the circumstances preventing official dress. We would ask each chapter to require all persons attending to wear appropriate professional attire. Blue jeans/denim and flip flops are <u>not</u> appropriate dress.
- 10. Identification badges (i.e., name tags) are to be worn at all times.
- 11. Rules and regulations such as those above are common, and do not cover all the specifics. We ask each person attending to set a good example, not only to impress the visitors who will be on location, but for the most important person represented, YOU.

It is agreed that, upon violation of the Code of Conduct, the violators may be asked to vacate their hotel rooms and withdraw from the conference activities by the proper HOSA authorities.

Parents Be Aware: If your student is asked to withdraw from the conference, you will be notified that your child is being sent home. Under such circumstances, parents will be responsible for expenses and travel plans of their son/daughter.

Misconduct shall be reported, if applicable, to the principal or other proper authorities. Anyone being in the willful companionship of another person violating the HOSA Code of Conduct will also be subject to disciplinary action.

Student's Signature	Date
Parent's Signature <sup>1</sup>	Date
School Official's Signature	 Date

<sup>&</sup>lt;sup>1</sup> Not applicable for supervisory adults.