



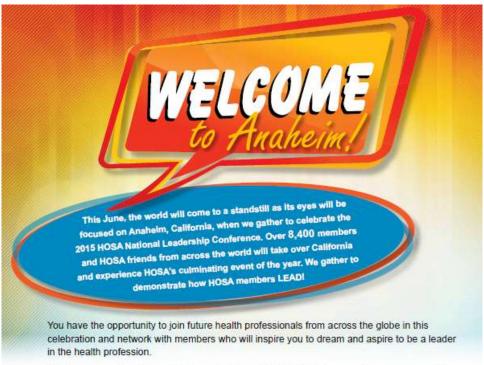


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## 38<sup>th</sup> Annual National Leadership Conference A Message From Your HOSA National President



It has been a year of exciting growth and new developments for HOSA; there has never been a more appealing time to be a member of HOSA-Future Health Professionals. At the 38th annual National Leadership Conference, we look forward to seeing you continue in your journey – after all, YOU are a pioneer, the one who will tackle the hardships and will LEAD us through the health challenges of the 21st century and beyond.

The National Executive Council cannot wait to meet you and applaud your successes at the NLC. This is a time to focus on you, your chapters and our organization's accomplishments. This year, you have served others more than ever, prepared more than anyone; and now, it is your time to be recognized. This year marks yet again great strides for our organization: it will be HOSA's 31st year of continuous growth and we will surpass the 180,000 membership mark!

California greets HOSA with open arms and plentiful entertainment, whether it is Disneyland, the happiest place on earth, Disney's California Adventure, the beautiful beaches of the golden coast, a stroll down Hollywood's Walk of Fame or simply the California sunshine – California has it all.

There are many ways to LEAD and the ultimate way is to join the celebration of our members' talents and efforts and be part of their everlasting learning. Throughout this year, you have demonstrated that there are many ways to LEAD – now we have the opportunity to see you shine and show the world how HOSA-Future Health Professionals truly LEADs.

The only question that remains:

Hugo Quezada National HOSA President "Will you join us in this adventure?"

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#### Conference Location

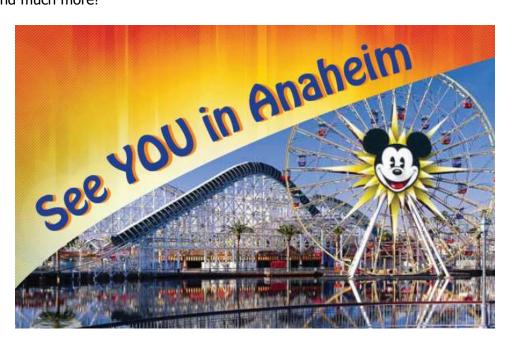
HOSA is excited to invite your HOSA Chapter to the 2015 National Leadership Conference from June 23 - 28, 2015 at the **Hilton Anaheim** near the Disneyland Anaheim Resort!

The Oregon HOSA delegation has lodging reserved at the following locations (6 minute walk from the main conference hotel). Lodging is available on a first-come, first serve basis and should be reserved through the Oregon HOSA state office at <a href="mailto:nlc@oregonhosa.org">nlc@oregonhosa.org</a>.

Cortona Inn & Suites Anaheim Resort 2029 S. Harbor Boulevard Anaheim, CA 92802 Hyatt Place at Anaheim Resort 2035 S. Harbor Boulevard Anaheim, CA 92802

Conveniently located in the center of the Anaheim Resort District area, Oregon HOSA's reserved lodging is in walking distance to:

- Hilton Anaheim Official HOSA Conference Hotel
- Anaheim Convention Center Official HOSA General Sessions
- Anaheim Gardenwalk A local attraction with shopping, eating, and entertainment
- Downtown Disney District Disney's lively walking promenade featuring shopping, dining, and entertainment at the Disneyland Resort
- Disneyland Resort With two theme parks, Disneyland and California Adventure Park, spend your free time at the happiest place on earth!
- And much more!





### 2015 HOSA NLC App

At the 2015 National Leadership Conference, HOSA-Future Health Professionals will have an app to help "LEAD" you to experience a better conference. The app will feature:

- NLC Agenda
- Social Networking Feed
- Schedule Building
- Maps
- Exhibitor Information
- Educational Symposium Information and Evaluations
- Surveys
- Scavenger Hunt

Watch for an announcement through Facebook and Twitter for when the app will become available!

www.facebook.com/NationalHOSA www.twitter.com/NationalHOSA

### Oregon HOSA Key Contacts

**General Information, Registration, & Pre-Conference Questions** 

nlc@oregonhosa.org (541) 633-4287

#### **NLC On-Site Contacts**

Kayla Loomis, Assistant State Advisor <a href="mailto:stateadvisor@oregonhosa.org">stateadvisor@oregonhosa.org</a>

Office: (541) 633-4287 Cell: (520) 471-0444

Anne Marie Sketch, Oregon HOSA Staff

Cell: (541) 921-2209



## Conference and Hotel Registration Information

Please read all registration information very carefully to avoid any difficulty when registering your delegation for this conference. Please note that the Oregon HOSA Registration guide is your main resource. If any information that conflicts with National HOSA conference information, please follow the Oregon HOSA guide, as information has been adjusted to meet the needs of our state association.

For questions, please contact nlc@oregonhosa.org or call (541) 633-4287.

### Conference Registration Fees

#### Student Members \$115.00

Must be a paid student member through the National HOSA affiliation system. Registration includes access to conference activities, General Sessions, competitive events, conference program, and Oregon HOSA state spirit items.

#### **Professional Members & Advisors**

\$115.00

Must be a paid advisor or professional member through the National HOSA affiliation system. Registration includes access to conference activities, General Sessions, conference program, and Oregon HOSA state spirit items.

#### **Nonmembers (Guests & Family)**

\$115.00

Registration includes access to conference activities, General Sessions, conference program, and Oregon HOSA state spirit items.

#### **Additional Options – HOSA University**

Leadership development held in conjunction with the National Leadership Conference. There is an additional fee to participate in these opportunities.

HOSA 101 for Members	\$25.00
HOSA 201 for Local Chapter Officers	\$25.00
HOSA 301 for State Officers	\$25.00
HOSA 401 for New Chapter Advisors	\$50.00
HOSA 501 for Advanced Chapter Advisors	\$50.00



### Hotel Fees (Estimates)

Hotel reservations / fees are based on a first-come, first serve basis. Any chapters not able to reserve their lodging with Oregon HOSA will be responsible for following National HOSA's policies to stay in a conference approved hotel, otherwise risk being disqualified from competitive events.

The following hotel rates are estimates/ranges – the final cost is dependent upon how many students Oregon HOSA is able to fit into a room. There are a number of factors that weigh into this include female/male ratios and room requests by members attending from Oregon. We will make our best effort to match roommates to provide cost savings, but we do not guarantee specific rates, rather we can ensure the total amount will be within these ranges.

Once Oregon HOSA has collected lodging interests from all chapters, proposed rooming lists and new price estimates will be present to the chapters by April 30<sup>th</sup>. Chapters will need to make final decisions about their hotel options by May 8<sup>th</sup>.

Oregon HOSA lodging options are "SUITES" with complimentary Wi-Fi and breakfast included.

If you reserve your lodging with Oregon HOSA, you must stay for five (5) nights
Check in June 23 / Check Out June 28

## CORTONA INN & RESORT | Check In June 23 / Check Out June 28 RANGE: \$291 - \$1164 per person, all inclusive

Quad Occupancy \$291.00 per person for five nights Triple Occupancy \$388.00 per person for five nights Double Occupancy \$582.00 per person for five nights Single Occupancy \$1162.00 per person for five nights

## HYATT PLACE | Check In June 23 / Check Out June 28 RANGE: \$342 - \$1365 per person, all inclusive

Quad Occupancy \$342.00 per person for five nights Triple Occupancy \$455.00 per person for five nights Double Occupancy \$682.00 per person for five nights Single Occupancy \$1365.00 per person for five nights

#### Other – Book On Your Own Dates Flexible

Ranges

Should your chapter choose to reserve your own lodging, it must be within an approved HOSA hotel and the rooming list must be submitted to <a href="mailto:nlc@oregonhosa.org">nlc@oregonhosa.org</a> by May 8, 2015. Official HOSA lodging information is available at <a href="http://nlc.hosa.org/node/2">http://nlc.hosa.org/node/2</a>.



### Policies and Details

- For liability reasons, all registered delegates MUST stay in an approved conference hotel. Delegates who are NOT staying in an approved conference hotel will be disqualified from all HOSA activities and events.
- Anyone who stays in a hotel room in the HOSA room block must be a registered NLC delegate.
- **No refunds will be paid.** Substitutions are allowable until June 16<sup>th</sup>, 2015 and must be communicated through Oregon HOSA at <a href="nlc@oregonhosa.org">nlc@oregonhosa.org</a> or (541) 633-4287.
- Wondering what makes up the registration fee? Many elements, including General Sessions, Entertainment, Speakers, Educational Symposiums, Industry Tours, Media Productions, Rentals, Recognition Program Awards, Transportation to and from competitive events (when necessary), Registration Information, Conference Program, Awards, Meeting Room Rental, Other General Conference Operating Expenses, and more.
- To be eligible to participate at the National 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)
- 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, but they must all be registered conference participants.
- 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!



## Conference and Hotel Registration Process

### Registration Step 1: Intent to Compete

**DEADLINE: APRIL 27, 2015** 

Go to <a href="www.oregonhosa.org/NLC">www.oregonhosa.org/NLC</a> to complete the Intent to Compete form (ONLINE). All competitors placing  $1^{st} - 5^{th}$  in any HOSA competition at the State Conference needs to complete this form, even if they will NOT be attending the National Leadership Conference. Any intent forms not received by April  $27^{th}$  will be assumed to NOT attend the conference and will not have a competition slot held for them. In this case, any members placing  $4^{th}$  or  $5^{th}$  in their competition will move up for the opportunity to compete and represent Oregon at the National competition.

### Registration Step 2: Intent for Hotel Reservations

**DEADLINE: APRIL 27, 2015** 

Download the Intent for Hotel Reservations form (XLS) from the Oregon HOSA website <a href="https://www.oregonhosa.org/NLC">www.oregonhosa.org/NLC</a>. Complete the form and send by email to <a href="mailto:nlc@oregonhosa.org">nlc@oregonhosa.org</a>.

# Registration Step 3: Competitor Notification & Hotel Rooming List Review

**AVAILABLE: APRIL 30, 2015** 

Once the Oregon HOSA state office processes all intent forms, an updated competitor list and hotel rooming list will be posted on the Oregon HOSA website by April 30<sup>th</sup>. Chapters should review this information carefully and make their final commitment to attend the National Leadership Conference by May 8, 2015 by completing the online registration process (step 4).

### Registration Step 4: Online Registration

**DEADLINE: MAY 8, 2015** 

NOTE: Any registrations through this system is a commitment and chapters will be held financially responsible for all registrations submitted online. There are no refunds, only substitutions permitted.

- 1. Go to www.hosa.org/hosaconf
- 2. Select the link that says access local chapter advisor
- 3. Enter your Charter Number and Password and login.
- 4. Select Conference Registration from the menu.
- 5. The screen will have a set of instructions for you to read. On the upper left-hand corner, there is a drop down box where you can select the conference "NLC 2015" and then click "Begin Registration:



- 6. A complete list of your students will appear. Beside each student's name, there is a link to register that student for the conference. Click registration for the person/student you want to enter and a screen with all the options will come up.
- 7. You will need to do the following for each person:
  - a. Specify Male or Female
  - b. Select classification
  - c. Select the event(s) or activities the person will participate
  - d. To assure team members are placed on the correct team for competition, you must include a team number (PLEASE USE THE PLACE (1st, 2nd, 3rd, 4th, etc.) ON YOW THE TEAM FINISHED IN STATE COMPETITION AT THE TEAM NUMBER.)
- 8. Once you have made all of the above selections, you will click submit at the bottom of the page.
- 9. If you need to register a guest, family member, or chaperone that is not a member, there is a box to click to add that information on the main registration page where all of the names can be viewed.

### Registration Step 5: Payment & Forms

**DEADLINE: MAY 8, 2015** 

Postmark deadline for registration payment, hotel payment, and forms to Oregon HOSA: PO Box 912, Jacksonville OR 97530. Forms include:

- ✓ Medical Liability Release Form
- ✓ National HOSA Conduct Code
- ✓ Statement of Assurance

### Registration Step 6: Final Deadline for Substitutions

**DEADLINE: JUNE 16, 2015** 

There are no refunds granted. If a chapter has someone who is no longer able to attend the conference, and they would like to send in a substitute, the deadline to substitute is June 16, 2015. Substitutions must be emailed to <a href="mailto:nlc@oregonhosa.org">nlc@oregonhosa.org</a>.

### Registration Step 7: On-Site Check In at Conference

DATE: JUNE 23, 2015 @ 10 a.m. at the Hilton Anaheim Hotel

Registration Materials will be available for pick up during the Oregon HOSA State Meeting on June 23, 2015 from 10:00 a.m. to 11:00 a.m. in the Redondo Room (Hilton Anaheim Hotel). All Oregon registered delegates should attend this meeting. On-site staff will be available to answer questions, provide name badges, conference programs, spirit items and more!

Attire for this meeting is HOSA casual (Appropriate casual attire with Oregon HOSA LEAD T-shirt from the State Leadership Conference).



## Transportation Information

### Oregon HOSA Trauel

Oregon HOSA conference attendees are responsible for their own transportation to and from Anaheim. The official travel dates for Oregon HOSA are ARRIVAL June 23 to DEPARTURE JUNE 28.

### Transportation to/from Conference

If traveling by air, it is highly recommended to book your flights at your first opportunity to obtain the best prices.

If traveling by bus or car and you are interested in combining with other schools, please contact <a href="nlc@oregonhosa.org">nlc@oregonhosa.org</a> and we will connect schools together who are looking to carpool/buspool.

### Airport Transportation | Super Shuttle

Super Shuttle is offering discount transfer from either Los Angeles International Airport or John Wayne Airport. Visit this link for details: <a href="http://nlc.hosa.org/node/2">http://nlc.hosa.org/node/2</a>



## Important Dates & Deadlines

#### Now

- Ensure affiliation fees are paid in order to be eligible for competitive events
- Continue preparations for competitive events

#### **April 27 (Deadline extended!)**

- Intent to Compete Deadline (Complete form at www.oregonhosa.org/NLC)
- Intent for Hotel Reservations Deadline (Send to nlc@oregonhosa.org)

#### April 30

- Competitor Notification to chapters by Oregon HOSA (Will be posted at www.oregonhosa.org/NLC)
- Proposed Hotel Rooming List to chapters by Oregon HOSA (Will be sent to local chapter advisors)

#### May 8

- Online Registration Deadline (<u>www.hosa.org/hosaconf</u>)
- Postmark payment deadline for: (Oregon HOSA, PO Box 912, Jacksonville OR 97530)
  - Payment for Conference registration
  - Payment for hotel reservations
  - Forms (Medical Liability, Conduct, Statement of Assurance Forms)

#### June 16

Substitution Deadline (<u>nlc@oregonhosa.org</u>)
 There are no refunds, but substitutions can be submitted to <u>nlc@oregonhosa.org</u>

#### June 23 @ 10 a.m.

 Oregon HOSA State Meeting where registration materials will be distributed (Redondo Room at Hilton Anaheim Hotel)

#### June 23 @ 9 p.m.

 Disneyland Discount Ticket store closes (https://disneytickets.disney.go.com/store/ZM2F15C/welcome.html)

#### June 23 - 28

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



## Competitive Events

### Eligibility

HOSA members may enter only one competitive event at the HOSA National Leadership Conference. In addition, competitors may participate in as many Recognition Events as they wish if they qualified at the State Conference.

### **National Competitive Events Program**

HOSA members are encouraged to take full advantage of the National HOSA Competitive Events Program, a constantly expanding and improving series of healthcare-related competitive events. At the 2015 NLC, HOSA is sponsoring 47 REGULAR Events, 7 Recognition opportunities and 1 Pilot Event.

Code designations for event registration are listed below. These codes should be displayed on your registration summary after you have registered students for their events. Please verify that the correct code is listed next to the event/competitor on your registration. If you have any questions about the event code, please contact a member of the Oregon HOSA state staff.

#### **Health Science Events**

Dental Terminology DT Medical Spelling MS Medical Terminology MT Medical Math MM

- **Knowledge Tests:** 
  - Human Growth & Development KG
  - Medical Law and Ethics KM
  - Nutrition KN
  - Pathophysiology KP
  - Pharmacology KH
  - Transcultural Health Care KT

#### **Health Professions Events**

Biomedical Laboratory Science BT **Dental Science DS** Medical Assisting MA Nursing Assisting NA Personal Care\* PC Sports Medicine SM

#### **Emergency Preparedness Events**

CPR/First Aid CP



Life Support Skills\* LS

#### **Leadership Events**

Extemporaneous Health Poster EH Extemporaneous Writing EW Interviewing Skills\* IS Job Seeking Skills JS Prepared Speaking PS

#### **Teamwork Events**

Creative Problem Solving CS Forensic Medicine FM Health Career Display HD HOSA Bowl HB

#### Recognition

Healthcare Issues Exam HC Outstanding State Leader OL

### **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 schedule, all guidelines and judging criteria.

#### **IMPORTANT NOTES**

- The guidelines for National HOSA could be different from the guidelines for Oregon HOSA. For competitive event guidelines specific to the national competition, visit: <a href="http://www.hosa.org/node/117">http://www.hosa.org/node/117</a>
- Teams may not compete with fewer than the minimum number of team members.
- For selected events that permit the use of notecards, students may now use electronic notecards (smart phone, tablet, etc.)
- All events, except skill events, written tests, Extemporaneous Health Poster and Extemporaneous Writing will now have a 1-minute time warning.
- NLC Showcases Showcase element have been removed as a component for Extemporaneous Health Poster. Optional project display time has been set aside for Health Career Display.



### Tips for Success in Competitive Events

By Laura Fink, Director, HOSA Competitive Events

Preparation and understanding are the keys to success in HOSA competitive events. Our goal is for every competitor, at all levels, to have a positive event experience, and we believe that happens when competitors know what to expect and prepare to the best of their ability.

#### **Study the Guidelines**

In order to be successful, you must follow the rules! Read your guidelines at least 3 different times. We all miss things the first time we read the directions, and in HOSA competitive events, you don't want to miss a thing. And be sure to bring your copy of the guidelines to the event orientation.

#### **Keep Track of Your Time**

Invest in a wristwatch, or a stopwatch, and keep track of your own event time. You can find a wristwatch with a stopwatch online for under \$6.00. Many competitors complain about not seeing the timekeeper during their event, or running out of time. We recommend you practice by keeping track of your own time, and in skill events, be sure you can perform the skill in the amount of time allowed, as written in the guidelines.

#### **Equipment, Supplies and Skills**

It is a bad experience for the competitors and the judges when a HOSA member arrives at an event without the necessary equipment. It is even worse when the competitor walks into a room to perform a skill, and has no idea how to demonstrate the skill. The "Gotta-Have-It Chart" has been created as a double-check for the equipment needed to perform an event. And, as always, the guidelines list what the competitor needs to bring. At the NLC, any of the skills in the guidelines can be part of the national event scenario. BE SURE you have mastered EVERY SKILL in the guidelines.

#### **Scantrons and Pencils**

Many HOSA events include a Round 1 test and the use of Scantron forms. Hotel tables are not smooth and will be covered with a tablecloth. You will need to place the Scantron ON THE TEST when you bubble. Don't forget to bring two #2 pencils!

#### **Team Numbers and Online Registration**

The single biggest mistake that advisors make during online registration is failing to include the correct team number with the event registration. It's very simple really. Your team number for national registration is the place you finished in state competition. If your team wins 4th in state competition and you were bumped up to fill one of your state's three NLC slots, your team number for registration purposes is 4!

#### **Adapting to Change**



When you compare state and national HOSA conferences, you are going to notice some differences. Hotel space is different, the number of competitors is different, and the materials/ resources available are different. You may have had a prep room all to yourself in state competition, only to find two or more teams sharing the same prep room for national competition. Here is what you need to remember. 1) We are doing the best that we can do given the space and time in which we have to work, and 2) All the other competitors in your event are having a similar experience.

#### Be cool, be prepared, and focus on doing your best!

### **HOSA Competitive Event Topic Updates**

#### **Health Science and Recognition Events**

 KT Human Growth & Development: 2014 -2015 will be the last year with the resource Dacey's Human Development Across the Lifespan. A new resource has been added: Growth & Development Across the Lifespan by Leifer & Hartston. The test plan is revised.

#### **Health Professions Events**

- Biomedical Laboratory Science: Biotechnology Event name changed to Biomedical Laboratory Science. Items added to the equipment list for the equipment ID skill. A new skill has been added called: Preparing a Laboratory Solution.
- Personal Care: Personal Care Competitor is now responsible for submitting eligibility form and receives 5 bonus points for doing so correctly.
- Medical Assisting: This event has been completely revised. All the skills are new except for Sterile Gloving. The 8 skills are as follows:
  - Perform a Telephone Screening
  - o Receive a New Patient and Create an Electronic chart
  - Obtain and Record a Patient Health History
  - Measure Height and Weight
  - Prepare/Assist with a Routine Physical Exam
  - Screen for Visual Acuity
  - Test Urine with Reagent Strip
  - Put on Sterile Gloves

#### **Emergency Preparedness Events**

• Life Support Skills: Competitor is now responsible for submitting eligibility form and receives 5 bonus points for doing so correctly.

#### **Leadership Events**

- Prepared Speaking: 2014-2015 Topic: HOSA: Lead!
- Speaking Skills: 2014-2015 Topic: HOSA: Lead! Competitor is now responsible for submitting eligibility form and receives 5 bonus points for doing so correctly.



- Interview Skills: The judge interview has been reduced to 4 minutes. Competitor is now responsible for submitting eligibility form and receives 5 bonus points for doing so correctly.
- Job Seeking Skills: The judge interview has been reduced to 5 minutes.
- Extemporaneous Health Poster: Competitor can now wear medical scrubs or polo and khakis for event.
- Extemporaneous Writing: Competitors will bring their own laptop computers with Microsoft Word and essays will be word processed, submitted on a HOSA provided flash drive, may be checked for plagiarism, and printed for the judges.

#### **Teamwork Events**

- Health Career Display: Round 1 rubric has been added for the display, with the top scoring teams advancing to round 2, and all competitors participating in the Showcase. No sharps may be used in the displays. National HOSA no longer provides the tri-fold displays.
- Creative Problem Solving: The presentation by teams has been reduced to 8 minutes.
   The time for judges to complete the rating sheet has been increased to 2 minutes. The Dombroski resource has been deleted.
- Forensic Medicine: Competitor can now wear medical scrubs or polo and khakis for event.



## HOSA Day In Anaheim!

The Anaheim area is a vacation paradise, with world famous theme parks just minutes from the conference hotels. Conference delegates are encouraged to enjoy area attractions as a part of the National Leadership Conference experience -- before and after the NLC, as well as on Saturday, June 27.

The best way to enjoy Anaheim is to plan carefully. Spend some time checking out attraction pricing and options. Check with our conference hotels to see if they have special ticket pricing, as well as on an attraction's website, and through other ticket outlets.

### Disneyland

For advance purchase of specially-priced Disneyland® Resort Tickets for HOSA, please visit this site: <a href="https://disneytickets.disney.go.com/store/ZM2F15C/welcome.html">https://disneytickets.disney.go.com/store/ZM2F15C/welcome.html</a>

### Knott's Berry Farm

(www.knotts.com) is a theme park in the city of Buena Park located a few miles from the Anaheim hotels. The park skyline is dominated by the adrenaline pumping roller coasters, indulging eateries, exciting games, and an abundance of entertainment. The park now encloses six themed areas: Ghost Town; Fiesta Village; The Boardwalk; Camp Snoopy; Wild Water Wilderness; and Indian Trails.

### Universal Studios

(<u>www.universalstudioshollywood.com</u>) is the number one movie and TV based theme park in the world. At this real, working film and TV production facility you'll find an amazing array of rides, shows

### **Newport Beach**

(approximately 15 miles from Anaheim hotels) 'The O.C.' Experience from Anaheim -- and famous for its fabulous harbor, incredible beachfront mansions and world class shopping. Newport Beach serves as the "on location" site for the Fox Television hit series - The OC.

### Angels Baseball

During the week of June 22-28, the Angels will be playing the Houston Astros June 22-24 and the Seattle Mariners June 26-28. For ticket information please use the following link <a href="http://losangeles.angels.mlb.com/ticketing/index.jsp?c\_id=ana">http://losangeles.angels.mlb.com/ticketing/index.jsp?c\_id=ana</a>



## Tentatiue Schedule

The schedule of events for NLC 2015 has NOT been finalized, therefore, this agenda MUST be considered as tentative. As soon as all activities and events are finalized, a detailed agenda will be published at <a href="https://www.hosa.org">www.hosa.org</a>.

Educational Symposium Workshops are not shown and will be scheduled throughout the day on Thursday and Friday.

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

To view the Tentative Schedule, visit nlc.hosa.org

Click on NLC INFO Download the 2015 National Leadership Conference Guide



## Conference Dress Code

**National HOSA strictly adheres to the conference dress code.** Not following the dress code can result in not being able to participate in HOSA events, sessions, and competitions. This is different than how the dress code is followed at the Oregon state conference, so please make note!

#### Official HOSA Uniform and Dress Code for General Sessions

The following official dress code for the student members for ALL general sessions at the NLC will be strictly enforced:

#### **HOSA Uniform:**

- Tailored navy blazer with emblem affixed over the heart
- 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
- Accent for male officers navy or maroon long tie
- Matching navy slacks for males and matching navy slacks or skirts for females
- Closed-toe blue or black shoes (hose optional for women; men must wear socks) OR 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 and socks
- Female members may choose to wear knee-length skirt or slacks.

Student delegates not adhering to the dress policy for all general sessions at the NLC will not be admitted.

#### Official HOSA Casual Dress Code

Appropriate dress for official social functions in conjunction with the NLC will include everything EXCEPT tank tops, halter tops, extremely short shorts or skirts and cut-offs. (Shirt straps must be two inches wide and the length of shorts and skirts must be at minimum to the fingertip.)

### Official HOSA Competitive Event Dress Code

HOSA members should follow the event guidelines in determining appropriate competitive event attire to be in compliance for the dress code for each event. Please review HOSA Handbook, Section B - Appendix F for the description of "Proper Business Attire" for competition purposes only.



### Forms

Due to legal restrictions, it is necessary that all delegates, parents/guardians, guests and HOSA Advisors complete this form to be eligible to attend the 2015 HOSA National Leadership Conference. This form should be returned to the HOSA Chapter Advisor who will forward all forms to the State Office. In turn, the Oregon HOSA State Office will make a copy for his/her files and mail the original forms to National HOSA.

Deadline to submit forms: Postmark May 8, 2015 to --

#### Oregon HOSA PO Box 912, Jacksonville OR 97530

- ✓ Medical Liability 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.
- ✓ Conduct Code 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.
- ✓ Advisor Statement of Assurance: to be completed by each chapter's advisor and submitted to Oregon HOSA by mail

Please have originals and copies of all forms and correspondence for your records and bring them with you to the National Leadership Conference (NLC).



### **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: HOSA National Leadership Conference

Date: June 23 - 28, 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\*\*
PO Box 912, Jacksonville OR 97530



WI School

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## Medical Liability Release Form

#### PLEASE TYPE OR PRINT ALL INFORMATION

Delegate Information	
Name	School
Home Address	
City, State, Zip	<del>_</del>
Parent/Guardian/Telephone: Home:	Work:
Student's Physician:	Phone:
Physician's Address:	
Alternate Contact:	
Telephone Number: Home:	Work:
Local Advisor:	School Name:
Student is covered by group or medical insur	ance: Yes No
If yes, complete the following information:	
Name of insured:	Insurance Company:
Group #:	Policy#:
Please completely describe any medical con-	dition which may recur or be a factor in medical treatment:
a. Allergies:	e. Physical Handicap:
b. Convulsions:	f. Medicine Reactions:
c. Blackouts:	g. Disease of any kind:
d. Heart/lung problems:	h. Other (Be specific):
If currently taking medication, please provide	the following information:
Name of medication:	Prescribing Physician/Phone Number:
knowledge. I understand that each individual hereby release the National HOSA Board of I any designated individual in charge of the HO	nation described above is accurate and complete to the best of my is responsible for his/her own insurance coverage during this trip. I Directors, the National Staff, State and Local HOSA Associations, and DSA group or specific activity from any legal or financial responsibility ild's participation in or contact with any known element associated
PARENT/GUARDIAN: Please check one of t	the following and sign your name.
attending physician. Notify me an	te medical treatment as required in the judgment of the id/or any persons listed above as soon as possible.
I do not give permission for medic	cal treatment until I have been contacted.
Parent/Guardian's Signature:	nd must be signed by the parent or legal guardian.)
Delegate's Signature:	Date
Advisor's Signature:	Date



#### National HOSA Conduct Code

A good reputation enables members to take pride in their organization. HOSA members have an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

- Your behavior at all times should be such that it reflects credit to you, your school/college, your state and HOSA.
- Member conduct is the responsibility of the local chapter advisor. Members shall keep their advisors informed of their activities and whereabouts at all times. (HOSA Conference name badges shall be worn at all times at HOSA functions).
- You are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
- 4. Members are to report any accidents, injuries or illnesses to their local or state advisor immediately.
- Members are expected to observe the designated curfew. (Curfew means that each person must be in own room by the designated hour.)
- If a member is responsible for stealing or vandalism, the student and his/her parents will be expected to pay any and all damages.
- Members/participants attending the National Conference may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to stringent disciplinary action.
- The National HOSA Conference is a non-smoking conference.
- Members who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified.
- Any long distance phone calls, charges to the room, etc. will be the responsibility of the individual member and/or parents.
- Members are to abide by the NLC Attire Policy at all business sessions, general sessions, competitive events and other Conference activities.
- As a delegate to the National Leadership Conference, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by National HOSA.

GENERAL SESSION PROTOCOL: The general sessions should be enthusiastic but delegates must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session. States that do not adhere to general session protocol will be asked to send a representative to a special meeting of the National Executive Council.

I understand and will adhere to HOSA's Dress Code Policy for all general sessions and for social activities of the NLC Conference Guide. I have read the Code of Conduct for HOSA conferences and agree to abide by these rules.

Print Name of Parent/Guardian	Parent/Guardian Signature	Date
Print Name of Member	Member Signature	Date

State: