

## Professional Activity & Development

### NC HOSA STATE LEADERSHIP CONFERENCE

#### 1. PURPOSE

The purposes of the NC HOSA State Leadership Conference (SLC) are to:

- a. Provide a variety of educational and social learning activities at a state level for HOSA members.
- b. Provide HOSA members the opportunity to share common experiences in leadership development, community service, and understanding of their health science programs.
- c. Provide information about current health care issues and concerns at the local, state, and national level in health science programs and in HOSA – Future Health Professionals which fosters attitudes of good ethical practices and respect for the dignity of work.
- d. Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.
- e. Conduct the necessary annual business of NC HOSA.
- f. Provide educational workshops that promote the development of students and further NC HOSA purposes.

#### 2. FINANCES

- a. The NC HOSA State Leadership Conference (SLC) should be a self-supporting conference. All income and expenses relating to the SLC should be recorded separately to determine the actual cost of the member service.
- b. A SLC registration fee shall be established by the NC HOSA Board of Directors and shall be based upon the proposed budget submitted by the Executive Director.
- c. Registration fees for SLC shall be received by the published deadline or a late fee may be assessed.

#### 3. ATTENDANCE ELIGIBILITY AND REGISTRATION

- a. All NC HOSA members in good standing are eligible to attend the State Leadership Conference (SLC).
- b. Each HOSA member attending shall:
  - i. Be a member in good standing of HOSA as defined in the Bylaws.
  - ii. Have approval of a parent or guardian unless the student is of legal age.
  - iii. Have approval of the local chapter advisor.
  - iv. Have approval of school administration.

- c. The local advisor is responsible for registering their local chapter delegation by the deadline as stated in the Advisor Guide each year.
- d. Each delegate listed on the registration form must have a completed Code of Conduct and Medical Liability Release Form attached with appropriate signatures.
- e. Non-members (family, guest, chaperones, etc.) are required to pay the registration fee as approved by the Board of Directors.
- f. Anyone staying at the NC HOSA conference hotel in the HOSA conference room block must be a registered delegate. All registered delegates must stay at the conference hotel.
- g. Chapters are asked to provide at least a 1:15 adult-to-student ratio (or adhere to the school ratio if lower) to assure that students are properly chaperoned.
- h. Each chapter is allowed one school administrator to attend without paying the registration fee.

#### 4. REFUND POLICY

No refunds will be given for the NC HOSA State Leadership Conference after the registration deadline for any reason. Substitutions are allowed.

#### 5. HOTEL REGISTRATION

- a. The Chapter Advisor or designee must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms at the HOSA block rate.
- b. All reservations must be in writing and submitted electronically to the State Office by the room preference deadline. Chapter advisors will finalize hotel payments once hotel confirmations are finalized and received from the state office. Instructions will be provided by the state office regarding invoices and payment with confirmation.
- c. Delegates to the NC HOSA State Leadership Conference must reside in approved conference housing or they will not be eligible to compete in competitive events or seek state office.
- d. If for some reason the Chapter Advisor will not be accompanying his/her chapter at the time of arrival, a chapter advisor designee should be selected and NC HOSA should be notified.
- e. Upon arrival at the hotel only the HOSA advisor should approach the hotel reservation desk to register his/her delegation.
- f. NC HOSA is not responsible for what is shown on the hotel TV, or the presence of other guests in the hotel.

- g. All HOSA delegates are responsible for additional charges incurred by use of the phone, movie service, damage to the room and/or removal of items from the room.

## 6. CODE OF CONDUCT/MEDICAL LIABILITY RELEASE

- a. Each delegate to the SLC must have a completed and signed Code of Conduct/Medical Liability Release Form. Chapter advisors must have these forms with them at the conference. A copy of these forms must be turned in prior to, or during, conference registration.
- b. The conference curfew is to be strictly observed by all students. Only advisors and chaperones may leave their rooms after curfew.

## 7. ADVISORS CODE OF CONDUCT

The NC HOSA Board of Directors in conjunction with the HOSA, Inc. Board of Directors adopted an Advisors Code of Conduct and the consequences for violation. The Advisors Code of Conduct can be found in the NC HOSA Advisor Guide.

## 8. COMPETITIVE EVENTS

- a. The primary authority for Competitive Events is the current National HOSA Handbook, Section B. The policies and procedures for the National Competitive Events Program is provided in the current HOSA Handbook. Refer to the Handbook and/or the national HOSA website at [www.hosa.org/guidelines](http://www.hosa.org/guidelines) for the following information:
  - i. Event Preparation
  - ii. Basic Event Regulations
  - iii. General Rules and Regulations
  - iv. Method for Determining Finalists in Competitive Events Requiring Multiple Sections
  - v. Competitive Events Inquiry Procedure and Form
- b. No event at the State Conference will be canceled due to lack of involvement/participation of competitors. However, awards will not be presented if the competitor(s) do not meet the established level of competency in the event.

## 9. OFFICER ELECTIONS

The guidelines/requirements for running for office are provided in the current NC HOSA Advisor Guide and include:

- a. State Officer Election Process
- b. State Officer Application
- c. Nomination Form for NC HOSA Officer Candidate
- d. NC HOSA State Officer Travel Policies
- e. NC HOSA State Officer Screening Tool
- f. Interview Rating Sheet
- g. Oral Presentation Rating Sheet

### 10. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon NC HOSA. Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire to business sessions, general sessions and other conference activities. Some activities require official HOSA uniforms. See NC HOSA Advisor Guide for the official HOSA uniform policy. It is the chapter advisor's responsibility to assure that students adhere to dress code policies.

### 11. VOTING DELEGATES

Voting delegates at the State Leadership Conference are apportioned for each chapter based on the current year's membership by division as follows:

| Membership | Voting Delegates |
|------------|------------------|
| 5-25       | 1                |
| 26-50      | 2                |
| 51-75      | 3                |
| 76-100     | 4                |
| 101-125    | 5                |
| 126-150    | 6                |
| 151+       | 7                |

### 12. SESSION PROTOCOL

- a. It is the responsibility of the chapter advisor to monitor student dress and behavior at the conference, and particularly during the general sessions. Advisors are asked to sit with their chapter members during general sessions and provide an adult-to-student ratio of 1:15 (or less if required by local school policy).
- b. During general sessions, paraphernalia is not to be taken on stage. Beach balls are not allowed to be brought to any conference activity. Noise makers and confetti are not allowed during the sessions.

## 13. ADVISOR RESPONSIBILITIES

All advisors who attend the NC HOSA State Conference will contribute to the success of the conference and the safety of student delegates by serving in one of the following roles:

- a. Competitive events
- b. Session seating coordination
- c. Activities chaperone
- d. Health Career Expo and/or Educational Symposiums
- e. HOSA Store
- f. State conference management team
- g. Other responsibilities as needed

## 14. ADVISOR ORIENTATION

The purpose of the advisor orientation scheduled for the first day of the State Leadership Conference is to provide important updates and information regarding competition and scheduled conference activities. NC HOSA cannot be held responsible for information and processes that are missed by the advisors who fail to attend the advisor orientation.

## HOSA INTERNATIONAL LEADERSHIP CONFERENCE

### 1. PURPOSE

The purposes of the HOSA International Leadership Conference are to:

- a. Provide a variety of educational and social learning activities at an international level for HOSA members.
- b. Provide HOSA members the opportunity to share common experiences in leadership development, community service, and understanding of their health science education programs.
- c. Provide information about current healthcare issues and concerns at the local, state, and international level in health sciences and HOSA – Future Health Professionals, which foster attitudes of good ethical practices and respect for the dignity of work.
- d. Provide the opportunity for participation in and recognition of leadership and skill development through competitive learning activities.
- e. Conduct the necessary annual business of HOSA – Future Health Professionals.
- f. Provide educational workshops that promote the development of students and further National HOSA purposes.

### 2. FINANCES

- a. The HOSA International Leadership Conference should be a self-supporting conference. All income and expenses relating to the ILC should be recorded separately to determine the actual cost of the member service.
- b. An ILC registration fee shall be established by the HOSA, Inc., Board of Directors and shall be based upon the proposed budget submitted by the Executive Committee for approval by the HOSA, Inc., Board.
- c. North Carolina HOSA may add an additional NC HOSA fee to the international registration to help cover the costs of spirit gifts, state staff, and officer expenses.
- d. All registration fees for the ILC must be received by the published deadline or a late fee may be assessed.
- e. Local chapters must pay the full amount owed to NC-HOSA prior to attending the International Leadership Conference.

### 3. ATTENDANCE ELIGIBILITY

- a. All HOSA members in good standing are eligible to attend the ILC.
- b. Each HOSA member attending shall:
  - i. Be a member in good standing of HOSA as defined in the Bylaws.
  - ii. Have approval of a parent or guardian unless the student is of legal age.
  - iii. Have approval of the chapter advisor.
  - iv. Have approval of school administration.
  - v. Have approval of the state association.

### 4. REGISTRATION

- a. The Executive Director and/or designee is responsible for validating the registration of the state delegation. The local chapters must register their members and meet the state registration deadline, so the state deadline of May 15 can be met.
- b. Chapters complete the on-line chapter conference registration and submit a copy of the on-line registration as well as the completed NC HOSA registration form to NC HOSA by the deadline date established. The full amount of the delegation's registration must be received before it is finalized.
- c. All registration fees must be received no later than June 1 to avoid jeopardizing participation in the HOSA International Leadership Conference.
- d. Each delegate listed on the registration form must have a completed Code of Conduct and Medical Liability Release Form attached with appropriate signatures.
- e. Family members and guest are required to pay the same registration fee as set by National HOSA.

- f. Anyone staying at any HOSA conference hotel in the HOSA conference room block must be a registered delegate.

## 5. REFUND POLICY

No refunds will be paid after the registration deadline. Substitutions are allowable until ILC official registration closes at 10:00 PM on Tuesday of the conference prior to Wednesday registration.

## 6. HOTEL REGISTRATION

- a. The local advisors must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms at the block rate.
- b. Instructions will be provided each year regarding the method of reservations, either in writing or on-line.
- c. Delegates to the HOSA International Leadership Conference must reside in approved conference housing or they will not be eligible to compete in competitive events or seek international office.
- d. If for some reason the local advisor will not be accompanying his/her delegation, NC HOSA should be notified with the name and contact information of the responsible party. Students are not allowed to travel alone in the middle school and high school divisions.

## 7. TRANSPORTATION

For arrival and departure purposes, each delegation is responsible for its own transportation to and from the hotels. Contact the National HOSA Travel Service (if provided) or your travel agent for assistance. The local chapters accept all liability for travel to, during, and from state and national meetings.

## 8. CODE OF CONDUCT FORM

- a. Each delegate to the ILC must have a completed and signed Code of Conduct Form. Refer to the ILC GUIDE for a copy. The form must be signed by all requested persons and a copy sent to NC HOSA to be forwarded to National HOSA. The local advisor should keep the original.
- b. Members 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.

## 9. MEDICAL LIABILITY RELEASE FORM

Each delegate to the ILC must have a completed and signed Medical Liability Release Form. A copy of the form must be sent to NC HOSA to be forwarded to National HOSA. The local advisor should keep the original in case it is needed.

## 10. ADVISORS CODE OF ETHICS

The HOSA, Inc. Board of Directors has adopted an Advisors Code of Conduct and the consequences for violation. Advisors are expected to follow the Advisor Code of Conduct even if not signed and submitted.

## 11. COMPETITIVE EVENTS

- a. The primary authority for Competitive Events is the current National HOSA Handbook, Section B. The policies and procedures for the National Competitive Events Program is provided in the current HOSA Handbook. Refer to the Handbook and/or the national HOSA website at [www.hosa.org/guidelines](http://www.hosa.org/guidelines) for the following information:
  - i. Event Preparation
  - ii. Basic Event Regulations
  - iii. General Rules and Regulations
  - iv. Method for Determining Finalists in Competitive Events Requiring Multiple Sections
  - v. Competitive Events Inquiry Procedure and Form
- b. No event at the International Conference will be canceled due to lack of involvement/participation of competitors. However, awards will not be presented if the competitor(s) do not meet the established level of competency in the event.

## 12. AWARDS AND RECOGNITION

The National Recognition Program is presented in Section B of the National HOSA Handbook.

- a. Individual Recognition
- b. Chapter Recognition
- c. State Association Recognition
- d. Special Recognition



### 13. OFFICER ELECTIONS

The guidelines/requirements for running for office are provided in the current ILC Guide and include:

- a. Candidate Nominating Procedure
- b. Nomination Form for International Officers
- c. Travel Policies
- d. Statement of Support
- e. Candidate Information Resume
- f. Study Guide for Written Exam
- g. Photograph for Program Book

### 14. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon the state association and National HOSA. The official dress code for the student members for all general sessions at the ILC will be either of the following: HOSA uniform OR Black or navy-blue suit with a white shirt (the white shirt can be the member's choice) and closed-toed blue or black shoes (hose optional). Male members must wear a tie and female members may choose to wear knee-length skirt or slacks. Some activities require official HOSA uniforms. See the ILC Guide for the official HOSA Uniform Policy and proper attire for the conference.

### 15. INSURANCE

- a. Conference insurance shall be provided for all delegates.
- b. Each local and state advisor, for his/her protection, should secure insurance against accident and/or liability claims while traveling with students.
- c. Each advisor should inform his/her delegates about the availability of insurance and the advisability of adequate insurance.

### 16. VOTING DELEGATES

Voting delegates at the International Leadership Conference are apportioned for each division (Secondary and Postsecondary/Collegiate) based on the current years membership by division as follows:



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| Membership      | Voting Delegates |
|-----------------|------------------|
| 0 - 25          | 0                |
| 26 - 100        | 1                |
| 101 - 1,000     | 2                |
| 1,001 - 3,000   | 3                |
| 3,001 - 5,000   | 4                |
| 5,001 - 7,000   | 5                |
| 7,001 - 9,000   | 6                |
| 9,001 - 11,000  | 7                |
| 11,001 - 13,000 | 8                |
| 13,001 - 15,000 | 9                |
| 15,001 - 17,000 | 10               |

The North Carolina State Officers and/or designees are the voting delegates for North Carolina.

### 17. ADVISOR ORIENTATION

The purpose of the advisor orientation scheduled for the first day of the International Leadership Conference is to provide important updates and information regarding competition and scheduled conference activities. HOSA cannot be held responsible for information and processes that are missed by the advisors who fail to attend the advisor orientation.

### 18. GENERAL SESSIONS

- a. Delegates are expected to attend all General Sessions. Session agendas are subject to change after the conference program is printed. HOSA cannot be held responsible for delegates who miss recognition because they failed to attend a general session.
- b. During general sessions, paraphernalia is not to be taken on stage. Beach balls are not allowed to be brought to any conference activity. Noise makers and confetti are not allowed during the sessions.

## CHAPTER JUMPSTART

### 1. PURPOSE

The purpose of the Chapter JumpStart is to provide leadership training for the local officers within a region/district, elect region/district officers, and prepare for the Regional/District Leadership Conference.

### 2. RESPONSIBILITY

- a. It shall be the responsibility of the region/district board representative or assigned coordinator(s) within the district holding the Chapter JumpStart to select the site, set the date, and be the on-site coordinator.
- b. The State Officers will plan the program and conduct the training.
- c. The Chapter JumpStart should be self-supporting with expenses paid from registration fees. All income and expenses relating to the Chapter JumpStart should be recorded separately to determine the actual cost of the member service.

### 3. OFFICER ELECTIONS

The guidelines/requirements for running for office are provided in the current NC HOSA Advisor Guide and include:

- a. District Officer Election Process
- b. District Officer Candidate Application
- c. Nomination Form for NC HOSA District Officer Candidate
- d. District Officer Screening Tool

### 4. VOTING DELEGATES

Each chapter attending the Chapter JumpStart will be allotted three (3) voting delegates.

### 5. ADVISOR RESPONSIBILITIES

All advisors who attend the Chapter JumpStart will contribute to the success of the conference and the safety of student delegates by being involved. Each advisor is expected to attend the scheduled advisor session to prepare for additional events throughout the year. Potential Board Representative Nominees should be identified and encouraged to either self-nominate or be ready to accept nomination.

## 6. CODE OF CONDUCT/MEDICAL LIABILITY RELEASE FORMS

Each delegate to the Chapter JumpStart must have a completed and signed Conduct Code and Medical Liability Release Form.

## 7. DRESS CODE

Chapter JumpStart dress code is dependent on the location of the event. Please see the NC HOSA website for additional information.

## REGIONAL/DISTRICT LEADERSHIP CONFERENCE

### 1. PURPOSE

The purpose of the Regional/District Leadership Conference is to provide an opportunity for region/district competitive events and leadership/career activities.

### 2. RESPONSIBILITY

- a. It shall be the responsibility of the region/district board representative or assigned coordinator(s) within the region/district holding the conference to select the site, set the date, and plan the program.
- b. The conference should be self-supporting with expenses paid from registration fees. All income and expenses relating to the Regional/District Leadership Conference should be recorded separately to determine the actual cost of the member service.

### 3. COMPETITIVE EVENTS

- a. The primary authority for Competitive Events is the current National HOSA Handbook, Section B. The policies and procedures for the National Competitive Events Program is provided in the current HOSA Handbook. Refer to the Handbook and/or the national HOSA website at [www.hosa.org/guidelines](http://www.hosa.org/guidelines) for the following information:
  - i. Event Preparation
  - ii. Basic Event Regulations
  - iii. General Rules and Regulations
  - iv. Method for Determining Finalists in Competitive Events Requiring Multiple Sections
  - v. Competitive Events Inquiry Procedure and Form

- b. Events offered at the Regional/District Leadership Conference may change based on the number of competitors at the state conference. Events offered will be reviewed each year and changes made accordingly. Events offered at the regional/district level will be published in the Advisor Guide.

#### **4. ADVISOR RESPONSIBILITIES**

All advisors who attend the Regional/District Conference will contribute to the success of the conference and the safety of student delegates by being involved. Each advisor is expected to assist in the management of events, the sessions, judging, etc.

#### **5. CODE OF CONDUCT/MEDICAL LIABILITY RELEASE FORMS**

Each delegate to the regional/district leadership conference must have a completed and signed Code of Conduct and Medical Liability Release Forms.

#### **6. DRESS CODE**

Conference delegates are strongly encouraged to wear official HOSA uniforms or appropriate business attire. Some activities require official HOSA uniforms. The official HOSA uniform policy can be found in the Advisor Guide. It is the chapter advisor's responsibility to assure that students adhere to dress code policies.