

Professional Activity & Development

This Policy is to address training, programs and conferences related to the HOSA Framework. Conferences include those within North Carolina and sponsored internationally by HOSA, Inc. For purposes of this policy conferences sponsored in North Carolina are included as NC HOSA Leadership Conference(s) and those sponsored by HOSA, Inc are referred to as HOSA International Leadership Conference.

NC HOSA LEADERSHIP CONFERENCE(S)

1. PURPOSE

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

- a. Provide a variety of educational and social learning activities 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 international level. Foster positive attitudes of good ethical practices and respect for the dignity of work within the healthcare profession.
- 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. All NC HOSA Leadership Conferences should be self-supporting All income and expenses relating to conferences should be recorded separately to determine the actual cost
- b. Conference registration fees 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 conferences shall be received by the published deadline.

3. ATTENDANCE ELIGIBILITY AND REGISTRATION

- a. All NC HOSA members in good standing are eligible to attend all conferences hosted by NC HOSA.
- b. Each NC HOSA member attending shall meet the following requirements:
 - i. Be a member in good standing of HOSA as defined in the Bylaws.
 - ii. Have approval of the local chapter advisor and school administration, with the exception of postsecondary and collegiate members.
- c. The chapter advisor is responsible for registering their chapter delegation by the deadline as stated in the Advisor Handbook annually.
- d. Each registered delegate must have a completed Student Member Participation Form which includes Student Code of Conduct and Medical Liability Release with appropriate signatures.
- e. Non-members (family, guest, chaperones, etc.) are required to pay the registration fee as approved by the Board of Directors and complete all required documentation.
- f. NC HOSA secures a hotel(s) for the State Leadership Conference (SLC). All persons attending must be a registered member. All registered members must stay at a conference hotel.
- g. It is recommended that chapters provide an adult-to-student ratio of 1:15 to ensure students are properly supervised or follow local school district policies in the event those policies are more stringent.
- h. Each chapter is allowed one school administrator to attend SLC without paying the registration fee.

4. REFUND POLICY

No refunds will be given for the NC HOSA Conferences for any reason. Once conference registration closes, registrations cannot be deleted or cancelled.

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 pricing. The hotels will release 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 made in accordance with the published instructions by the appointed deadline. Chapter advisors will finalize hotel payments once hotel confirmations are finalized and received.
- 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.
- h. NC HOSA does not purchase liability insurance for students, advisors, chaperones or guests to utilize conference pools. Therefore, during conference events in North Carolina the use of the pool and fitness center is prohibited.

6. TRANSPORTATION

For arrival and departure purposes, each chartered association is responsible for its own transportation to and from the conference hotels. NC HOSA may contract with a service to provide transportation during conferences that require the use of overflow hotels or for programs that may be conducted away from the primary event venue. The local chapters accept all liability for travel to, during, and from conferences.

7. MEMBER CODE OF CONDUCT

- a. The Student Member Participation form must be complete prior to attending all conferences held by either NC HOSA or HOSA, Inc. By signing this form, members agree to follow the Code of Conduct as described in the form.
- b. The Code of Conduct and published conference curfew is strictly enforced.

8. ADVISORS CODE OF CONDUCT

Each Advisor and Chaperone is required to adhere to the Advisor responsibilities and code of conduct as stated in the Advisor Participation Form. Consequences for non-adherence are addressed in the Advisor Participation Form.

Advisors are also required to maintain a copy of all completed student, advisor, and guest participation forms. Each Advisor and Chaperone is responsible for enforcing the curfew as designated by the NC HOSA Executive Director.

9. CHAPERONE AND GUEST CODE OF CONDUCT

Each chaperone / guest is required to adhere to the guest responsibilities and code of conduct as stated in the Guest Participation Form. Consequences for non-adherence are addressed in the Guest Participation Form.

10. COMPETITIVE EVENTS

- a. The primary authority for Competitive Events (CE) can be found in the current HOSA Handbook. The policies and procedures for the Competitive Events Program is provided in the current HOSA Handbook. Refer to the Handbook and/or the HOSA website at 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. COMPETITIVE EVENTS OFFERED AT NC HOSA CONFERENCES
 - i. Events offered will be reviewed annually and changed accordingly.
 - ii. Events offered will be published in the Competitive Event Information document provided by the NC HOSA Executive Director.
 - iii. Events may be canceled at the discretion of the NC HOSA Executive Director or designee.
 - iv. Students may only compete in one competitive event except for recognition events at all leadership conference events.

11. OFFICER ELECTIONS

The guidelines/requirements for running for office are provided within the NC-HOSA Handbook on the NC HOSA website and include:

- a. State Officer Election Process
- b. State Officer Application Information Booklet
- c. Nomination Form for NC HOSA Officer Candidate
- d. NC HOSA State Officer Code of Conduct
- e. NC HOSA State Officer Travel Policies
- f. NC HOSA State Officer Screening Tool

- g. Application Rating Sheet
- h. Essay Rating Sheet
- i. Resume Rating Sheet
- j. Interview Rating Sheet
- k. Oral Presentation Rating Sheet

12. DRESS CODE

Conference attendees attire should be proper and appropriate since it reflects directly upon NC HOSA. Conference student attendees must follow the HOSA Dress Code Policy. The HOSA Dress Code policy can be found on the International HOSA website. It is the chapter advisor's responsibility to assure that students adhere to dress code policies.

13. 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 |

14. SESSION PROTOCOL

- a. It is the responsibility of the chapter advisor or chaperone designee to monitor student dress and behavior at the conference, and particularly during the general sessions. Advisors must 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.

15. 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

16. ADVISOR ORIENTATION

The purpose of the advisor orientation is to provide important updates and information regarding competition and scheduled conference activities. Advisor orientation is scheduled for the first full day of the conference, typically a breakfast session. Advisors will be notified of the time and location of the Advisor Orientation. 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 or biomedical science programs.
- c. Provide information about current health industry issues and concerns at the local, chartered association, and international level in health and biomedical science and the student organization of 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 the career and technical student organization of HOSA - Future Health Professionals by the HOSA voting delegates and HOSA, Inc. Board of Directors.
- f. Provide educational workshops that promote the development of students and further HOSA-Future Health Professional 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. NC HOSA may add an additional fee to the international registration fee 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 as provided by the Executive Director of NC HOSA.
- 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 by the deadline date established by the Executive Director of NC HOSA 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 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.

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 International 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 international 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 International 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 International 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 HOSA Handbook, Section B. The policies and procedures for the Competitive Events Program is provided in the current HOSA Handbook. Refer to the Handbook and/or the HOSA website at 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.
- c. Students may only compete in one competitive event except for recognition events at all leadership conference events

12. AWARDS AND RECOGNITION

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

- a. Individual Recognition
- b. Chapter Recognition

- c. Chartered (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 International HOSA. Conference student attendees must follow the wear official HOSA uniforms or an alternative option as permitted in the HOSA Dress Code Policy. Conference Advisors, Chaperones and guests shall wear appropriate business attire to business sessions, general sessions, and other conference activities. It is the chapter advisor's responsibility to assure that students adhere to dress code policies

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 specified by International HOSA.

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.