



# OREGON HOSA SLC REGISTRATION GUIDE 2020

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## Oregon HOSA State Leadership Conference

### Conference Overview

Oregon HOSA is excited to invite your HOSA Chapter to the 2020 State Leadership Conference from March 4 – 6, 2020 at the DoubleTree by Hilton Portland. During the State Leadership Conference (SLC), join fellow Oregon HOSA members and experience the opportunity to:

- Showcase health career knowledge and skills competitive events!
- Compete for the opportunity to advance to the International Leadership Conference (ILC) in Houston, TX!
- Earn recognition and attend stimulating leadership sessions!
- Network, lead, study, compete, and experience leadership!
- Run 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 2019 State Leadership Conference from March 4 – 6, 2020 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.



## 2019–2020 Oregon HOSA State Officer Team



Rushi Surampudi | State President  
Westview High School  
[president@oregonhosa.org](mailto:president@oregonhosa.org)

Laasya Yenduri | President-Elect  
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Kaitlin Jenson | Vice President of Communication  
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Michael Musangu | Vice President of Membership  
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Sarah He | Vice President of Leadership  
Westview High School  
[vpleadership@oregonhosa.org](mailto:vpleadership@oregonhosa.org)

## Registration

### Registration Fees

**Registration for HOSA Members and Advisors                      \$95.00**  
**(Received by February 14, 2020)**

*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 activity on Thursday evening.*

### Payment Information

Payment for conference registration should be made to Oregon HOSA.

Regardless of when registration is made online, final payment/purchase order, and a copy of the invoice, **must be received by February 14, 2020** at the Oregon HOSA Finance Office:

PO Box 1440  
Owasso, OK 74055

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 - \$156.00 per night**

Rates available until February 10, 2020

All rooms are subject to room tax which is currently 15.3%

Rooms are based on availability. Make your hotel reservations today!

Deadline: Wednesday, February 10, 2020

Group code: HOSA 2020 State Leadership Conference

## Parking

Hotel provides complimentary parking for vehicles overnight. Bus parking is \$15.00.

## Important Notes

- Only advisors may contact the DoubleTree by Hilton Portland to reserve hotel rooms.
- Mention "HOSA 2020 State Leadership Conference" for the special room rate.
- A copy of the purchase order form must be included with the housing form.
- The housing form will be available on the Oregon HOSA website and emailed to advisors.
- To reserve rooms:
  - Call 1-800-996-0510
  - Mention that you want rooms in the HOSA 2020 State Leadership Conference room block.

## 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
- Book hotel reservations at the DoubleTree  
(Hotel is based on availability – Please book early!)

#### January 20 – February 7

- Online Registration Window for Registration (\$95 per person)
- Members must affiliate in order to register online
- Members must affiliate to be eligible for competitive events

#### February 10 – February 21

- Online Testing Window

#### February 7 – Deadline Day!

- Payment or Purchase Orders Deadline
- 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

#### March 4 – 6

- Oregon HOSA State Leadership Conference 2020!



## International Leadership Conference

*It's never too early to plan for the International Leadership Conference at the Coronado Springs Resort in Orlando, Florida!*

### **March 15**

- National HOSA Scholarship Deadline

### **April 10**

- International Leadership Conference Intent to Compete Deadline

### **April 17**

- International Leadership Conference Competitor Notification to chapters by Oregon HOSA

### **May 10**

- International Leadership Conference Registration Deadline

### **June 24 – 27**

- 43<sup>rd</sup> Annual International Leadership Conference!

## Where to submit materials/direct questions

SUBMISSION ITEM	SEND/DIRECT TO
<ul style="list-style-type: none"> <li>✓ Online Membership Affiliation</li> </ul>	<p><b>HOSA Online Affiliation System</b> <a href="http://apps.hosa.org/hosaconf/">http://apps.hosa.org/hosaconf/</a></p>
<ul style="list-style-type: none"> <li>✓ Online Conference Registration</li> <li>✓ Online Testing</li> </ul>	<p><b>HOSA Online Conference Registration System</b> <a href="http://apps.hosa.org/hosaconf/">http://apps.hosa.org/hosaconf/</a></p>
<ul style="list-style-type: none"> <li>✓ Membership Affiliation Fees Payment</li> </ul>	<p><b>Send printed invoice and check to</b> National HOSA 548 Silicon Drive, Suite 101 Southlake, TX 76092</p>
<ul style="list-style-type: none"> <li>✓ Conference Registration Payment</li> </ul>	<p><b>Send printed invoice and check/purchase order to</b> Oregon HOSA PO Box 1440, Owasso, OK 74055</p>
<ul style="list-style-type: none"> <li>✓ Advisor Statement of Assurance</li> <li>✓ State Officer/National Officer Materials <i>Candidate Guide available for download at <a href="http://oregonhosa.org/">http://oregonhosa.org/</a></i></li> </ul>	<p><b>Email to</b> <a href="mailto:stateadvisor@oregonhosa.org">stateadvisor@oregonhosa.org</a> <b>Fax to</b> (971) 404-0903 <b>Mail to</b> Oregon HOSA PO Box 1440, Owasso, OK 74055</p>
<p>GENERAL QUESTIONS? Contact Oregon HOSA</p>	<p><b>Email</b> <a href="mailto:stateadvisor@oregonhosa.org">stateadvisor@oregonhosa.org</a> <b>Office</b> (541) 633-4287</p>
<p>ONLINE TESTING QUESTIONS?</p>	<p><b>Email</b> <a href="mailto:onlinetesting@oregonhosa.org">onlinetesting@oregonhosa.org</a> <b>Office</b> (541) 633-4287</p>

## 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, please contact the State Office at [stateadvisor@oregonhosa.org](mailto:stateadvisor@oregonhosa.org). 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 <http://www.hosa.org/guidelines>

*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. For the 2019-2020 membership year Oregon HOSA will continue to follow the competitive events policy adopted by the Oregon HOSA Board of Trustees. The following is the eligibility policy adopted by the Oregon HOSA Board of trustees:

- Each Oregon HOSA member is eligible to compete in a maximum of three (3) Oregon HOSA Competitions in Category I, II, III, IV, and V combined.
- Category I – Competitors may register for a maximum of three (3) events in this category
- Category II, III, IV, & V – Competitors may register for a maximum of one (1) event in all of these categories combined.

*Exception: HOSA Bowl and Category VI events do not count towards the event maximum limit*

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

### Event 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 <http://www.hosa.org/guidelines> 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:

January 20 – February 7	Registration Window
February 10 – February 21	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.*

Proctors will receive confirmation emails and online testing logins within 48 hours of receiving registration. Proctor confirmation emails will provide login information to access all information needed to proctor tests. If proctors do not receive confirmation emails by this date, please request assistance at [stateadvisor@oregonhosa.org](mailto:stateadvisor@oregonhosa.org).

**To prepare for competitive events, review the Oregon HOSA Competitive Events resources page at <http://oregonhosa.org/competitive-events>**



## Competitive Events

### Competitive Events Overview

Oregon HOSA members may compete in the following:

<p><i>Members may register for a maximum of three (3) Category I events.</i></p>	<p><b>CATEGORY I: Health Science Events</b></p> <ul style="list-style-type: none"> <li>• <i>Round One: Online Testing before conference</i></li> </ul>	<ul style="list-style-type: none"> <li>• Dental Terminology</li> <li>• Knowledge Tests             <ul style="list-style-type: none"> <li>○ Medical Law &amp; Ethics</li> <li>○ Human Growth and Development</li> <li>○ Nutrition</li> <li>○ Pathophysiology</li> <li>○ Pharmacology</li> <li>○ Cultural Diversities and Disparities in Healthcare</li> </ul> </li> <li>• Medical Spelling</li> <li>• Medical Terminology</li> <li>• Medical Math</li> </ul>
<p><i>Members may register for a maximum of one (1) events combined in Category II, III, IV, and V</i></p> <p><i>(Exception: HOSA Bowl does not count towards the 1 event maximum)</i></p> <p><i>If a minimum number of registered competitors are not reached, the Round Two performance skill may be cancelled and winners will be determined by scores in Round One.</i></p>	<p><b>CATEGORY II: Health Professions Events</b></p> <ul style="list-style-type: none"> <li>• <i>Round One: Online testing before the conference</i></li> <li>• <i>Round Two: Performance of Skills</i></li> </ul>	<ul style="list-style-type: none"> <li>• Biomedical Laboratory Science</li> <li>• Dental Science</li> <li>• Medical Assisting</li> <li>• Nursing Assisting</li> <li>• *Personal Care</li> <li>• Pharmacy Science (<b>NEW</b> for OR HOSA)</li> <li>• Physical Therapy (<b>NEW</b> for OR HOSA)</li> <li>• Sports Medicine</li> <li>• Veterinary Science (<b>NEW</b> for OR HOSA)</li> </ul>
	<p><b>CATEGORY III: Emergency Preparedness Events</b></p> <ul style="list-style-type: none"> <li>• <i>Round One: Online testing before the conference</i></li> <li>• <i>Round Two: Perform skills at conference</i></li> </ul>	<ul style="list-style-type: none"> <li>• CPR/First Aid</li> <li>• Emergency Medical Technician</li> <li>• Epidemiology (<b>NEW</b> for OR HOSA)</li> <li>• *Life Support Skills</li> <li>• MRC Partnership</li> <li>• Public Health (<b>NEW</b> for OR HOSA)</li> </ul>
	<p><b>CATEGORY IV: Leadership Events</b></p>	<ul style="list-style-type: none"> <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>
	<p><b>CATEGORY V: Teamwork Events</b></p>	<ul style="list-style-type: none"> <li>• Biomedical Debate (<b>NEW</b> for OR HOSA)</li> <li>• Creative Problem Solving</li> <li>• HOSA Bowl</li> <li>• Health Career Display</li> <li>• Health Education (<b>NEW</b> for OR HOSA)</li> <li>• Forensic Science</li> <li>• Public Service Announcement (<b>NEW</b> for OR HOSA)</li> </ul>

## Eligibility for Competitive Events continued...

Oregon HOSA members may compete in the following:

<p><i>Members may register for an unlimited number of Category VI events.</i></p>	<p><b>CATEGORY VI: Recognition Events</b></p>	<ul style="list-style-type: none"> <li>• Barbara James Service Award</li> <li>• Health Care Issues Exam</li> <li>• HOSA Happenings</li> <li>• National Service Project</li> </ul>
<p><i>Members may register for an unlimited number of Oregon HOSA State events.</i></p>	<p><b>Oregon HOSA State Events</b></p>	<ul style="list-style-type: none"> <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 February 7, 2020.

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 uploaded to Tallo (see event guidelines) by February 7, 2020.

## 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](mailto:stateadvisor@oregonhosa.org) or call (541) 633-4287.
- Step 2: Go to [apps.hosa.org/hosaconf](https://apps.hosa.org/hosaconf) 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:  
[stateadvisor@oregonhosa.org](mailto: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 February 14, 2020 at the Oregon HOSA State Office, PO Box 1440, Owasso, OK, 74055. 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 February 7, 2020.

## Registration Instructions

### How to register online

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

1. Point your web browser to [hosa.org/hosaconf](https://hosa.org/hosaconf)
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](mailto: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 2020** 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 February 7, 2020 deadline. After this date, please contact [stateadvisor@oregonhosa.org](mailto:stateadvisor@oregonhosa.org). After February 7, 2020, **ONLY** substitutions will be allowed to registration.



## 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 NOT eligible to serve as proctors. This policy was created by National HOSA and we must adhere to this policy at the state level.
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:  
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.
4. At the bottom of the message there will be a link that says proctor an exam. Please click the link to proceed.
5. 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.
6. 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.
7. 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://apps.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.

### 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 on the Oregon HOSA website.

### 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: <http://oregonhosa.org/judge> 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 Achievement 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.

### Board Game Night

Come one, come all to this exciting event! Join Oregon HOSA chapters as we get together and play board games on the evening of Thursday March 5, 2020. Each chapter is asked to bring one board game with them to share in the fun.

## 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.*

### Wednesday March 4, 2020

All Day	Conference Headquarters
1:00 – 3:00 PM	Conference Registration
3:00 – 6:30 PM	Competitive Events
4:00 – 5:00 PM	Mandatory Advisor Meeting
4:00 – 5:00 PM	State Officer Candidate / Voting Delegate Orientation
6:30 – 8:30 PM	Opening Session
11:00 PM	Curfew

### Thursday March 5, 2020

All Day	Conference Headquarters
7:30 – 8:00 AM	Judges Orientation and Breakfast
8:00 AM – 5:00 PM	Competitive Events
12:00 – 12:30 PM	Judges Orientation
12:00 – 1:00 PM	Lunch, on your own
2:00 – 3:00 PM	Competitive Event Showcase
5:00 PM	Dinner, on your own
7:00 PM	Board Games!
11:00 PM	Curfew

### Friday March 6, 2020

8:00 AM – 11:30 AM	Competitive Events
11:30 AM – 1:00 PM	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.

It is a goal of Oregon HOSA to have the most professional members, which is why dress code during general sessions will be enforced this year at SLC. Please make sure members are prepared for this change. Feel free to reach out to [stateadvisor@oregonhosa.org](mailto:stateadvisor@oregonhosa.org) with any questions.

### **HOSA Dress Code**

Conference attendees are expected to wear:

- HOSA Official 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)

**- 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 State Leadership Conference

Date: March 4 – 6, 2020

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
  - 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: [stateadvisor@oregonhosa.org](mailto:stateadvisor@oregonhosa.org)

## Oregon HOSA Delegate Permission/Medical Release Form

*(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.

Release of Claim for Damages/Emergency Medical Treatment Authorization:

Name of Delegate \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of High School \_\_\_\_\_ Phone \_\_\_\_\_

Parent Name \_\_\_\_\_ Advisor \_\_\_\_\_

This is to certify that *the above named delegate* has my permission to attend all Oregon HOSA sponsored activities for the 2019-2020 School Year. I also do hereby, on the behalf of *the above named delegate* absolve and release Oregon HOSA, the school officials, the HOSA chapter advisors, conference staff, and Oregon HOSA staff from any claims for personal injuries/damages which might be sustained while he/she is en route to and from or during the HOSA sponsored activity.

I authorize the above named advisor or the Oregon HOSA staff to secure the services of a doctor or hospital for *the above named delegate*. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

I grant permission to Oregon HOSA and its staff/contractors, State Department of Education, and sponsors/supporters to use the above delegate's name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of Oregon HOSA to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion.

I also understand that the chapter advisor determines the criteria at the local site, for individual students and alumni to attend and participate at all HOSA activities.

We have read and agree to abide by the supplied Oregon HOSA Code of Conduct. Should a code of conduct violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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 2019-2020

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 not 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date