



**OREGON HOSA SLC  
REGISTRATION GUIDE  
2024**

# Oregon HOSA State Leadership Conference

## Conference Overview

Oregon HOSA is excited to invite your HOSA Chapter to the 2024 State Leadership Conference from April 1-3, 2024, at the Hyatt Regency Portland at the Oregon Convention Center. 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 2024 State Leadership Conference from April 1-3, 2024, at the **Hyatt Regency Portland at The Oregon Convention Center.**

Hyatt Regency Portland  
375 NE Holladay Street  
Portland, OR, 97232



## Registration

### Registration Fees

**Registration for HOSA Members and Advisors**                      **\$125.00**  
**(Received by February 3, 2024)**

*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 Tuesday evening.*

### Payment Information

Payment for conference registration should be made to Oregon HOSA. **Please wait to pay conference registration until you receive an invoice from Oregon HOSA after registration closes.**

Regardless of when registration is made online, final payment/purchase order, and a copy of the ORHOSA invoice, **must be received by March 1, 2024**, at the Oregon HOSA Finance Office:

PO Box 1440  
Owasso, OK 74055

## Conference Lodging

The Hyatt Regency Portland at The Oregon Convention Center is the official conference hotel of the 2024 State Leadership Conference.

Hyatt Regency Portland at The Oregon Convention Center  
375 NE Holladay Street  
Portland, OR 97232  
(971) 222-1234

## Special Room Rate

**Special Room Rate - \$169.00 ++ per night up to quad occupancy**

Rates available until March 6, 2024

All rooms are subject to room tax which is currently 16%

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

Deadline: Wednesday March 6, 2024  
Group code: HOSA 2024 State Leadership Conference

## Parking

The Hotel has valet and self-park options with daily parking fee that is the responsibility of chapter. The onsite parking is not for buses, there are offsite parking lots nearby for large vehicles.

## Important Notes

Only advisors may contact the Hyatt Regency Portland to reserve hotel rooms.

- Mention "**HOSA 2024 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 your rooms:**
  - Call (971) 222-1234
  - Mention that you want rooms in the **HOSA 2024 State Leadership Conference** room block.
  - Online reservation option

## 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 Hyatt Regency Portland at the Oregon Convention Center
- Hotel Reservations are based on availability.  
As a reminder there are no refunds for registration after February 3, 2024. Contact the hotel for room cancellations per their policy.

#### January 15 – February 3, 2024

- SLC Online Registration Window (\$125 per person). In order to register, you need to log in to your chapter.
- Members must affiliate in order to register online
- Members must affiliate to be eligible for competitive events

#### February 3–SLC Registration Deadline Day!

- DO NOT PAY until you receive an invoice from Oregon HOSA
- Advisor Statement of Assurance Form RECEIVED Deadline
- State Officer Candidate Applications RECEIVED Deadline
- Recognition Event Entries RECEIVED Deadline
- National Health Science Honor Roll Application RECEIVED Deadline

#### February 5- February 16, 2024

- Online Testing Window

#### March 1, 2024

- Conference Registration Payment RECEIVED Deadline

#### March 4, 2024

- Digital Upload Deadline

#### March 6, 2024

- Hotel Reservation Deadline

**April 1-3, 2024**

- Oregon HOSA State Leadership Conference 2024!

International Leadership Conference

*It's never too early to plan for the International Leadership Conference at the George R. Brown Convention Center, Houston TX!*

**April (TBD)**

- National HOSA Scholarship Deadline

**April 15, 2024**

- International Leadership Conference Intent to Compete Deadline

**April 19, 2024**

- International Leadership Conference Competitor Notification to chapters by Oregon HOSA

**May 10, 2024**

- International Leadership Conference Registration Deadline

**June 26-29**

- 47<sup>th</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 Oregon HOSA 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>Upload all forms through the link on the Oregon HOSA website</p>
<p>GENERAL QUESTIONS? Contact Oregon HOSA</p>	<p><b>Email</b> <a href="mailto:hello@oregonhosa.org">hello@oregonhosa.org</a> <b>Office</b> (520) 820-5840</p>
<p>ONLINE TESTING QUESTIONS?</p>	<p><b>Email</b> <a href="mailto:hello@oregonhosa.org">hello@oregonhosa.org</a> <b>Office</b> (520) 820-5840</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 and PAID 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 register, 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 and chaperones 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 Accommodations

If you have students with special accommodations, please contact the State Office at [hq@oregonhosa.org](mailto:hq@oregonhosa.org) by March 1, 2024. We will make every attempt possible to accommodate any needs 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 2023-2024 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 Health Science, Health Professions, Emergency Preparedness, Leadership, and Teamwork categories combined.
- Health Science Events – Competitors may register for a maximum of three (3) events in this category.
- Health Professions, Emergency Preparedness, Leadership, and Teamwork – Competitors may register for a maximum of one (1) event in all of these categories combined.

*Exception: HOSA Bowl and Recognition 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 Recognition Events. Students may compete in an unlimited number of Recognition Events at the international level.

## Event Digital Uploads

All digital uploads will be made to HOSA's new Digital Upload System, NOT TALLO. Once a competitor is registered for an event with a digital upload requirement, that upload must be made by March 4<sup>th</sup>, 2024,

## Event Finalists (Round Two performance/skills)

Each event must reach the minimum number of competitors 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, must be taken prior to the conference and be proctored. **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 15 – February 9	Registration Window
February 12 – February 23	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.*

These tests will be proctored and cannot be proctored by the Advisor. 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 [hello@oregonhosa.org](mailto:hello@oregonhosa.org) or call (520) 820-5840.

**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) Health Science events.</i></p>	<p><b>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>• Behavioral Health</li> <li>• Cultural Diversities and Disparities in Healthcare</li> <li>• Dental Terminology</li> <li>• Health Informatics</li> <li>• Human Growth and Development</li> <li>• Medical Law &amp; Ethics</li> <li>• Medical Math</li> <li>• Medical Spelling</li> <li>• Medical Terminology</li> <li>• Nutrition</li> <li>• Pathophysiology</li> <li>• Pharmacology</li> </ul>
<p><i>Members may register for a maximum of one (1) event combined Health Professions, Emergency Preparedness, Leadership, and Teamwork (Exception: HOSA Bowl does not count towards the 1 event maximum)</i></p>	<p><b>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>• Biotechnology</li> <li>• Clinical Laboratory Science</li> <li>• Clinical Nursing</li> <li>• Dental Science</li> <li>• Family Medicine Physician</li> <li>• Home Health Aide</li> <li>• Medical Assisting</li> <li>• Nursing Assisting</li> <li>• *Personal Care</li> <li>• Pharmacy Science</li> <li>• Physical Therapy</li> <li>• Sports Medicine</li> <li>• Veterinary Science</li> </ul>
	<p><b>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>• CERT Skills</li> <li>• CPR/First Aid</li> <li>• Emergency Medical Technician</li> <li>• Epidemiology</li> <li>• *Life Support Skills</li> <li>• Mental Health Promotion</li> <li>• Public Health</li> </ul>
	<p><b>Leadership Events</b></p>	<ul style="list-style-type: none"> <li>• Extemporaneous Writing-Health Policy</li> <li>• Health Career Photography</li> <li>• Healthy Living</li> <li>• *Interviewing Skills</li> <li>• Job Seeking Skills</li> <li>• Prepared Speaking</li> <li>• Research Poster</li> <li>• *Speaking Skills</li> </ul>
	<p><b>Teamwork Events</b></p>	<ul style="list-style-type: none"> <li>• Biomedical Debate</li> <li>• Creative Problem Solving</li> <li>• HOSA Bowl</li> <li>• Health Career Display</li> <li>• Health Education</li> <li>• Forensic Science</li> <li>• Public Service Announcement</li> </ul>

## Eligibility for Competitive Events continued...

Oregon HOSA members may compete in the following:

<p><i>Middle School members may register for a maximum of (3) Health Science events.</i></p>	<p><b>Middle School Events</b></p>	<ul style="list-style-type: none"> <li>• Foundations of Medical Terminology</li> <li>• Health Career Exploration</li> <li>• Math for Health Careers</li> <li>• Foundations of Medical Reading</li> <li>• Foundations of Nutrition</li> </ul>
<p><i>Round One: Online Testing before conference Members may register for a maximum of one (1) combined Event Exception: HOSA Bowl does not count towards the 1 event maximum)</i></p>	<p><b>Combined Events</b></p>	<ul style="list-style-type: none"> <li>• Foundations of Veterinary Science <b>**New**</b></li> <li>• Health Career Preparation</li> <li>• Dynamic Decisions</li> <li>• Exploring Medical Innovation</li> <li>• Healthy Living</li> <li>• Prepared Speaking</li> <li>• Speaking Skills</li> <li>• Public Health</li> <li>• Life Threatening Situations</li> <li>• Extemporaneous Health Poster</li> <li>• Foundations of HOSA Bowl</li> <li>• Health Career Display</li> <li>• Health Education</li> </ul>
<p><i>Members may register for an unlimited number of Recognition events.</i></p>	<p><b>Recognition Events</b></p>	<ul style="list-style-type: none"> <li>• American Blood Centers – HOSA Blood Drive</li> <li>• Barbara James Service Award</li> <li>• Emotional Well-Being Challenge</li> <li>• HOSA Happenings</li> <li>• National Service Project</li> </ul>

## Recognition Events

HOSA's Recognition Events are designed to recognize members and chapters for outstanding work in HOSA and HOSA related projects. All recognition event submissions/materials are due by March 4, 2024.

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 HOSA's new digital upload system by March 4, 2024.

## 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. These are listed in a box at the beginning of the guidelines for that event.

## 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
- All team members names
- T-shirt sizes for all members and advisors

## Payment

Payment should be made out to Oregon HOSA after you receive an invoice from Oregon HOSA.

Payment and a copy of the invoice must be received by March 1, 2024, 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 chaperones 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 through the link on the Oregon HOSA website by the advisor by February 9, 2024

## Registration Instructions

### How to register online

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

1. Point your web browser to <https://apps.hosa.org>
2. 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 [hello@oregonhosa.org](mailto:hello@oregonhosa.org).
3. Scroll to the Conference area of the HOSA online system and select "2024 OR HOSA SLC."
4. Click on red plus (+) sign on the right side of page.
5. Locate the name of your first participant and select **Register** on the left side of the page. Double check the spelling of student names. Names you type into the system are used for name tags, competitive events, and certificates. If they are entered incorrectly, they will be incorrect in several places. Email [hello@oregonhosa.org](mailto:hello@oregonhosa.org) to make any corrections.
6. Complete the competitor's information on the page, then scroll down to Options/Activities and choose their t-shirt size.
7. Go to Events and select the competitive events the student will be participating in.
8. In the Team Number section, please indicate the other team members names for team events. This joins the teams together in the system. (*Note: Team numbers apply only to the specific event – so you may have a Team for CPR/First Aid and a team 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 and include t-shirt size.
12. After completing registration, be sure to print a copy of your registration. Remember, you do not pay this amount until you receive an invoice from Oregon HOSA.



**Instructions for Making Changes, Substitutions, or Additions to Online Registration**

You may make any changes to online registration until the February 9, 2024, deadline. After this date, please contact [hello@oregonhosa.org](mailto:hello@oregonhosa.org). After February 9, 2024, **ONLY** substitutions will be allowed to registration.

## 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 <https://testing.hosa.org/> If not when the students arrive have them access the address.
2. The student will enter the Login ID and password provided for them by their advisor.
3. Once logged in they will see a link to begin the test. Click on that link to begin testing.
4. There is a clock at the top of the test screen that the students are responsible for keeping track of. When they are finished be sure they **CLICK SUBMIT**.

\*\*The test time will begin the moment the student logs into the HOSA testing system. \*\*

## 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 International 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.

### ACTIVITY

Hypnosis Show

## 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.*

### Monday April 1, 2024

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

### Tuesday April 2, 2024

All Day	Conference Headquarters
7:30 – 8:30 AM	Judges Orientation and Breakfast
8:30 AM – 5:00 PM	Competitive Events
12:00 – 1:00 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	Activity
11:00 PM	Curfew

### Wednesday April 3, 2024

8:00 AM – 11:30 AM	Competitive Events (Tentative)
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 casual 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 Oregon 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: April 1-3, 2024

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 an 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\*\*

Email: [hello@oregonhosa.org](mailto:hello@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 2023-2024 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 in 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 2023-2024

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 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 damage 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 their advisor/chaperone's 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