



KENTUCKY

2020 STATE LEADERSHIP CONFERENCE
REGISTRATION PACKET



MARCH 19- 21, 2020

CROWNE PLAZA - LOUISVILLE AIRPORT

**KENTUCKY HOSA STATE CONFERENCE
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National Service Project: National Pediatric Cancer Foundation



<https://nationalpcf.org/>

Remember to register your donations in HOSA Activity Tracking System (HATS) on HOSA's web page by the state deadline to be eligible for state recognition and by May 15th to be eligible for ILC.

SPECIAL NOTE TO LOCAL ADVISORS

***Check Agenda For Arrival Times. Some events are Thursday night!!!**

TO: HOSA Chapter Advisors
FROM: Elizabeth Bullock
Kim Williams
DATE: November 26, 2019
SUBJECT: 2019 Kentucky HOSA State Conference

It is time once again for Kentucky HOSA members to begin preparation to participate in one of the year's most meaningful leadership activities -- the Annual State Leadership Conference.

The enclosed packet of material includes important information to assist you in preparing for HOSA Conference activities.

Competitive Events:

Please have students' review the current National HOSA guidelines for their competitive event. Competitive events guidelines are posted at <http://www.hosa.org>. Remember to read the guidelines.

The 42st Annual State Conference will be held March 91-21, 2020, at the Crowne Plaza Airport, Louisville, Kentucky.

You must register online first and then submit registration packets to:

**Vicki Weaver, 300 Sower Blvd, 5th floor SW 3
Frankfort, KY 40601.**

Online registration opens January 11.

YOUR CHAPTER MUST REGISTER ON LINE BY Monday February 3rd

Once the registration system is closed you cannot make additions or changes. There will be no refunds after registration closes. Your chapter is liable for all monies due regardless of attendance. Registration will not be considered complete until you receive a confirmation email.

Advisors, please register your test proctors during this time. Make sure the email address is correct.

Remember all tests are taken online during the open testing window

You must have your charter number and your password to log into the HOSA affiliation system. Once you are logged in you will need to pick the correct conference. To start registration you need a list of all your attendees, their competitive event if applicable.....

T-shirt size (* unisex or female cut), meal restrictions, courtesy corps, HOSA intern information. Please mark the following if applicable, Ronald McDonald, and national service project if your school participated. Please mark your meal preference time. (REMEMBER THERE ARE TWO CHOICES)

<http://www.hosa.org>

(* unisex or female cut, the unisex cut is fuller and longer, while the female cut is a trim cut. It is shorter in length and width; hence you need to go up one or two sizes)

If you need assistance with your on-line registration, please contact

Elizabeth Bullock @ 502 - 564 - 4286 ext. 4253
elizabeth.bullock@education.ky.gov

OR

Vicki Weaver @ 502 - 564 - 4286 ext.4245
vicki.weaver@education.ky.gov

- The banquet meal is the only meal provided. All other meals are on your own.
- There will be TWO seating for this meal. PLEASE register for your preferred time.
- We will try to schedule your seating accordingly.
 - Encourage attendance to the exhibitors in the exhibit area on Friday. The fees paid by the exhibitors go directly to fund HOSA scholarships.
 - Please plan for your members to attend educational symposium on Friday and Saturday.
 - Please note: National HOSA has additional scholarship opportunities on their website.

DEADLINE DATES

<u>Item</u>	<u>Note</u>	<u>Deadline Date</u>
State Officer Candidate Nomination Forms RECEIVED	Elizabeth Bullock's Attention	Wednesday, February 5 th
Online Registration OPENS	www.hosa.org You will need your HOSA login Remember to register: *Students *Test Proctors *Advisors, Guests, Family etc. *Food/Latex Allergies *Need For Interpreters *Meal Time Preference *T-Shirt Sizes	Saturday, January 11 th
Online Registration CLOSES		Monday, February 3 rd
Hotel Reservations OPENS	*Make sure to get your rooms early or you may end up at a different hotel and we do not provide transportation. *Email your hotel reservation directly to the hotel. You must use the excel sheet to reserve	Wednesday, January 1 st

	your rooms. You will receive a confirmation.	
Hotel Reservations CLOSES	*If you have an extra room, check with KY HOSA to see if it is needed before you release it.	Wednesday, February 12 th
Registration Packets	*If your packet is receive late or missing ANY paperwork, you will receive a late fee.	Wednesday, February 5 th
KY HOSA Scholarship Applications: Ann Vescio & Bailey Holt	*Only 1 per school *Elizabeth Bullock's Attention	Wednesday, February 5 th
Online Submissions of Recognition Events (HATS)	*HOSA Activity Tracker Barbara James, National Service Project	Friday, February 21 st
Submission of Outstanding Advisor Nomination		Wednesday, February 5 th
Submission of Outstanding HOSA Achievement Nomination		Wednesday, February 5 th
HOSA Happenings	*Upload in Tallo	March 1
Tallo	*Advisor and competitors must register with Tallo and upload all CE materials	March 1
Online Testing Window OPENS	*No exceptions will be made. Please schedule early to accommodate inclement weather or sickness. We advise you not to wait until the last day to test. *Remember that advisors are not allowed to proctor the tests	Monday, February 10 th
Online Testing Window CLOSES		Friday, February 21 st
Competitive Event Scheduling Conflicts	Email Kim Williams	Friday, February 21 st
Competitive Event Changes	*Turn into HOSA HQ – CE Desk *These can only be substitutions or deletions *NO CHANGES ACCEPTED AFTER 3/19 AT 8:00PM	Thursday, March 19 th

2020 KY Conference Registration Cost

\$60.00 per participant

Items to be returned included in Registration Packet

Advisors are submitting registration on line and then mailing us the hard copies **SEE DUE DATE**. Once we close the registration, the system cannot accept additional information.

- * Registration Invoice from National HOSA Website – Please Print
- * Medical Release Forms - make sure doctor's name and phone number are present on forms as well as the advisor's cell phone number
- * **Front and Back of medical insurance card for all attendees or letter from school district indicating student is covered during conference period. Dates of coverage required.**
- * Code of Conduct for all attendees
- * Student Eligibility Form if required for event. These must be uploaded to Tallo this year.
- * Check payable to: *KY HOSA*
 - * **Local Advisors** Follow your school's policy. NOTE: Receipts are only issued to check issuers.
 - * KY TECH teachers and staff **CANNOT** write a check for their registration. Vicki will do a DPR. ** see note below
- * **** KY TECH-OCTEST Advisors:** We will initiate a DPR for your registration once KY HOSA SLC Registration closes. Please forward Vicki Weaver the accounting template that your registration fees should be charged to. However, if you do not supply a template to Vicki by the HOSA registration deadline, then the money will be taken out of the ATC's general fund account.
 - * ALL persons attending the conference must register. ALL persons registered must pay the registration fee, except current KY HOSA State Officers.
 - * This does not include local chapter officers.
- * **HOTEL RESERVATIONS FORM (pg.8-11)**
- * **Please arrange all the Forms in the same order as names are listed on the HOSA Registration Form (invoice from online registration) (ALPHABETICALLY – by last name) Doing this will save a tremendous amount of time during the registration process**

***MAKE SURE to include a medical release, code of conduct and insurance cards for EVERYONE registered. Also include your registration paper, invoice and check. Failure to do so will cause you to be unable to attend the conference.**

Advisors,

Please remember that we will be collecting your Ronald McDonald House pop tabs at the state leadership conference in March. We asked that your tabs are inside a plastic bag and then placed inside a box. This will help us weighing the tabs. Also, please make sure that your school name is written on the box in a dark colored marker so we can easily identify your tabs. If they are not labeled, we will not know who to give credit to. All pop tabs must be turned in to **HOSA HQ by 8:00am on Friday, March 20th. You may turn your tabs into a local recycling center and bring a check made out to the Ronald McDonald House. We LIKE THIS Option!**

Also, a reminder that we will be collecting your donations for International Service Project for the National Pediatric Cancer Foundation as you come through the registration line. This is a great cause and we encourage everyone to donate. Please register your donation in HATS too.

Both the Ronald McDonald House and NPCF are listed on the online registration. Please make sure that you mark those boxes if your school will be donating money, items or pop tabs. It is **not** necessary to mark it on **all /each of** your attendees, but please mark it on the advisor so we have record and know who to recognize.

Best Practice

Arrive Thursday night.....A MUST!

Register, Credential your delegate, Attend orientation meetings **AND competitive events**

Turn in competitive event changes by Thursday's deadline <u>IMPORTANT LITTLE DETAILS</u>

- Individual appointment times will be given to the competitor at their event orientation. Event orientation times are listed in the program. Many of them are now on Thursday night.
- There will be **open seating at the banquet. There are two meal sessions, please sign up your members during the online registration process. We will TRY to give your chapter their preference.**
- **The banquet meal is the only meal provided. All other meals are on your own.**
- Voting delegates and alternates are to report the exhibit hall for credentialing on Thursday night or Friday morning. Please refer to your program for times. **YOU MUST REGISTER YOUR DELEGATES.** Everyone has at least two.
- **FYI – Remember we are using the membership roster dated January 31, 2020 to verify voting delegate eligibility.** We have several new HOSA chapters, welcome.
- Please keep a copy of all forms, the medical release form, code of conduct form, and the front and back of the medical insurance coverage card.

Registration Process

Please follow these procedures:

1. Advisor reports to **HOSA HQ Section 1** Collect your colored registration sheet
2. Advisor moves to **HOSA HQ Section 2** Turn in any paperwork or money, including donations and collect school packet
3. Advisor moves to **HOSA HQ Section 3** Collect your T-shirts and sign off. Then step aside to look at your shirts and make sure you have the correct sizes.
4. Return to **CE HQ Line 1** Turn in the colored registration paper showing any changes. You will also need to sign off that you have all the correct T-shirt sizes **that you registered for.**
5. Advisor moves to **CE HQ Line 2** Collect your name tags, remove any that are not in attendance and give them to the CE staff.

President and Advisor Recognition - We want to recognize the local chapter presidents at the Opening Session at Conference. Local Presidents are asked to meet for practice. (See agenda)

State officer candidates: Example of ballot will be posted at HOSA HQ after interviews are completed.

Delegates: There are two delegate session your delegates must attend both sessions

Thank You!

KENTUCKY HOSA STATE CONFERENCE RULES FOR DELEGATES BUSINESS SESSION* (OFFICIAL HOSA DRESS ATTIRE MUST BE WORN)

1. Immediately following the call to order, the Credentials Committee shall report the number of delegates and alternates registered as present with the proper credentials and the total number of persons registered for the conference. Each chapter shall report the number of delegates and say something about their chapter when recognized.
2. Immediately following the Credentials Committee report, the Chairperson of the Conference Rules Committee, or the designee will ask for a vote to adopt the conference proposed rules in their entirety, regardless of any previous distribution.
3. A quorum shall be constituted by representative delegates from a majority of the chartered local chapters.
4. Persons entitled to attend the Assembly of Delegates shall be delegates selected by local HOSA chapters. Identification badges (ribbon) will be provided for official delegates upon registration. Delegate badges must be worn for admittance to all sessions.
5. If an alternate is to replace a registered delegate, proper evidence of that delegate's withdrawal from such status must be approved by the Credentials Committee and the alternate pre-registered, with issuance of a delegate identification badge as a new delegate, before that person can sit or vote as a member of the Assembly of Delegates. No alternate or other person can substitute for a delegate who remains registered.
6. Only Official delegates shall be entitled to make motions, debate and vote.
7. All local association members and guests wearing a conference name badge may observe proceedings, without vote, from a specified area adjacent to the business area. They may not enter the voting delegates' section at any time during a business session.

8. Any person who is a guest or observer at the business sessions will have no voting privilege. The chair has the power to request these persons to leave the hall or to order their removal at any time during the meeting. A non-delegate has no right to appeal such an order from the chair.
9. Each motion and/or amendment must be submitted in writing to the secretary immediately after presentation.
10. No delegate shall speak in debate more than twice to a question, without the consent of the Assembly of Delegates.
11. No delegates who wish to speak can speak the second time until all who wish to speak have spoken once to the same question.
12. Debate shall be limited to two (2) minutes per person. Extension of time may be granted by a two-thirds vote of the Assembly of Delegates present and voting.
13. Each delegate at the conference will be expected to respect fellow delegates while they are in debate over a particular question or while they have the floor.
14. Notices for announcement(s) to the conference shall be in writing; signed by the person (or proper representative of the person) under whose authority the announcement is issued, and shall be sent to the desk of the secretary.
15. All persons attending the conference shall conduct themselves in such a manner as to be a credit to the HOSA organization. Any person not displaying exemplary behavior shall be subject to removal by order of the presiding officer.
16. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this conference in all cases to which they are applicable and in which they are not inconsistent with these Conference Rules.
17. If it is necessary to take a vote to amend or rescind an individual conference rule after its adoption, the vote for its adoption will require a two-thirds vote by the Assembly of Delegates present and voting.

ARTICLE VI MEETING

SECTION 1 ANNUAL MEETING

The annual state meeting site, dates, and the time shall be determined by the State Executive Council in consultation with the recommendations from the state advisor. The Annual State Conference is open to all active members; only credentialed delegates may vote.

SECTION 2 REPRESENTATIONS

Members shall be represented in the state organization through selected delegates of local chapters.

SECTION 3 VOTING DELEGATES

Each local chapter shall select voting delegates as determined by the number of active members within the local chapter according to the following scale.

- A. Two (2) delegates for the first 30 members or less; an additional delegate for each additional (50) members or major fraction thereof (more than one half).
- B. In no case may any local chapter have more than five (5) voting delegates.
- C. Each local chapter may select an alternate for each delegate.

SECTION 4 Ten (10) days prior to the Annual State Conference, the determination of the adoption of the additional voting delegates will be made according to the reported membership by the state advisor.

SECTION 5 Each delegate shall have one vote and shall be present and seated vote.

SECTION 6 QUORUM

A quorum for any meeting shall be constituted by representative delegates from a majority of the local chapters.

- If a delegate or his/her alternate is absent from State Conference, no substitution is allowed
- All delegates and alternates shall be credentialed only at the designated time. Competitors and Courtesy corps members shall be credentialed first.
- Credentialing Committee shall verify membership rosters and the official conference delegate registration sheet at the time of credentialing.
- Please designate voting delegates on conference registration form.
- Voting Delegates will be seated by chapters in a designated area. Chapters will be recognized at roll call.
- Candidates for office may not serve as delegates or alternates. Voting Delegates may enter competition as long as competition does not interfere with Delegate/Business Sessions.

OFFICIAL HOSA UNIFORM POLICY

The official dress code for the **student members** for all general sessions at the KY SLC/ILC will be either of the following:

 **HOSA uniform** (see below)

OR HOSA business attire

OFFICIAL HOSA CASUAL DRESS ATTIRE:

Please refer to national dress code.

COMPETITIVE EVENT'S DRESS ATTIRE:

Delegates must adhere to **the Dress Code** as specified in the individual competitive event guidelines for the **orientation and event** in which they are competing. Bonus points may be given according to the individual guidelines. See appendix E in the competitive event guidelines.

RESPONSIBILITIES OF CONFERENCE PARTICIPANTS

⇒ **Adhere to the HOSA Code of Conduct.**

⇒ **Wear official HOSA uniform or appropriate business attire at conference activities.**

Exceptions: Recreation activities

⇒ **Be prompt in attending sessions. Respect courtesy corps members**

⇒ **Be a mature HOSA member. Loud talk, boasting and horseplay are not becoming to a HOSA member.**

⇒ **Smoking is not permitted in THE HOTEL or during school activities. Hence, our business and general sessions, banquet, competitive events etc. are none smoking venues.**

⇒ **Periodically check the bulletin board in the conference registration area in the hotel for messages and program information**

⇒ **HOSA members need advisor permission and/or chaperone to leave the hotel. Please follow your school's policy for travel.**

⇒ **It is your responsibility to attend and be prompt for the activities assigned to you. Read your program carefully. If you do not know - ASK SOMEONE!**

CONFERENCE ATTENDANCE CRITERIA

STUDENT ELIGIBILITY

Only chapter members who are to be active participants are eligible to attend the conference. The chapter advisor or designee must accompany his/her delegation. It is recommended that one advisor supervise no more than eight (8) students. If your student delegation is more than eight (8), you may want to consider enlisting the assistance of a school staff member or parent to accompany your delegation.

Eligibility for each HOSA member attending the state conference on the criteria listed below:

1. Be an active member of HOSA.
2. Have the approval of the school administration.
3. Have the approval of the chapter advisor.
4. Have the approval of the parents (or guardian) if a minor.
5. **Have paid HOSA membership dues by December 31.**

ACTIVE PARTICIPANTS ARE:

Adults: Chapter Advisors
Judges and Officials
Appropriate Chaperones (Parent and/or Local School Personnel)
Special Guests
State Staff

Students: Official Voting Delegates and Alternates
State Officer Candidates
National Officer Candidates
Current State and Chapter Officers
Courtesy Corps Members
HOSA Interns & ambassadors
Competitors Entered in Competitive Events
Others as designated by the State Advisor

Special Note: Participants must attend the state conference to be recognized for 1st – 5th place. This includes online testers, middle school and post-secondary students. No exceptions.

OFFICIAL VOTING DELEGATES:

** Chapter members shall exercise their voting privileges through voting delegates at the State Conference. Each local chapter shall be allowed two (2) voting delegates for the first 30 paid members or less, and an additional delegate for each additional 50 members or major fraction thereof (more than one half). The current membership lists shall verify membership. **(December 31)**

Please utilize this opportunity for naming the maximum number of voting delegates and alternates your chapter is allowed. **KY HOSA Bylaws (Must be in official dress)

KENTUCKY HOSA REGISTRATION FORM

CHAPTER NAME _____

Chapter Fax # _____

ADVISOR Name(s) _____

Years as a HOSA Advisor (S) _____

Our chapter will participate in the Presidents recognition on Friday Yes _____ No _____

Names of Presidents:

Additional Banquet Tickets- THERE ARE NO ASSIGNED SEATS

(* for nonregistered attendees)

Quantity x \$45.00 = Total Amount

Name(s) for Additional Banquet Tickets

If you have a student that needs interpretative services or other accommodations YOU MUST let us KNOW. Please check the appropriate box and e-mail Elizabeth using interpreter in the subject line.

Yes _____ No _____

If you have a student or guest that needs has special dietary needs YOU MUST let us KNOW.

Explain:

Are there any latex allergies? Yes _____ No _____

HOTEL INFORMATION

HOTEL RESERVATION

1. Chapter Advisor will make all hotel reservations directly to the Crowne Plaza- Louisville Airport, 830 Phillips Lane, Louisville, KY 40209. Reservation requests are to be made on the **HOTEL ROOM RESERVATION FORM**. The Crown Plaza must receive on or before **Wednesday, February 12**, your reservation forms in order to reserve your rooms. Please email the completed forms to:
2. reservations@cplouisville.com and CC Vicki @ Vicki.weaver@education.ky.gov (CC)
3. **Reservations are not considered secured until you receive your confirmation numbers from the hotel.**

YOU MUST provide the hotel with an e-mail address to send the confirmation for your room(s) back to you.

HOSA Example -
Room List Format.xlsx

YOU MUST COMPLETE THIS FORM AND E MAIL IT TO THE HOTEL

To ensure reservations, a one-night deposit (including state and local taxes) using a check, money order or a major credit card with expiration date and signature is required.

All participants requiring overnight lodging are to stay at convention hotel.

Registration

1. Plan your arrival for ample time for check-in and registration.
2. Check your delegation into the hotel BEFORE registering for the conference, if possible. In some instances, your hotel rooms may not have been vacated or cleaned upon your arrival, however, the hotel will make every effort to have the rooms available when you arrive. **(Official check in time is 3:00 p.m.)**
3. Be prepared to list all students' and advisors' room numbers on the enclosed HOTEL ROOM LIST. This list must be turned in **at the HOSA registration desk** when you register your delegation for the conference. You may want to note on your hotel reservation form that the advisor's room must be located on the same floor and in close proximity to your students. **(OR you can print the excel sheet and add the room numbers)**
4. Notify the Crowne Plaza within 3 – 4 days before the conference of any hotel room changes.

HOTEL ACCOUNTING OFFICE

Checks must be approved by hotel's business office.

HOTEL CHECK OUT

1. As with checking in, the advisors are responsible for checking their students out of the hotel.
2. Check hotel room conditions prior to checkout and departure. The hotel will also be checking room conditions prior to checkout.

3. Each student and/or chapter is responsible for any damage to hotel property.
4. No room service and/or phone calls are to be charged to room during conference. Miscellaneous charges must be paid prior to checkout.
5. The hotel requests that all luggage be placed in the advisor's room or in the Crown A on Saturday to facilitate the room checks and cleaning. All rooms will be checked by the hotel staff before the end of the closing session.

(1) HOTEL RESERVATIONS FORM

**YOU MUST E-MAIL (1) THE HOTEL RESERVATION FORM AND
(2) SCHOOL INFORMATION (MUST COMPLETE & EMAIL TO THE
HOTEL**

SEND TO per e-mail:

**Reservations Office Crowne Plaza –
Louisville Airport** Please email the
completed forms to

1. reservations@cplouisville.com
and CC

Vicki.weaver@education.ky.gov .

HOSA Example -
Room List Format.xlsx

(2)

SCHOOL INFORMATION FORM

Kentucky HOSA SLC 2020

Please EMAIL your reservation directly to The Crowne Plaza on these forms. The hotel must receive reservations no later than **Wednesday, February 12.**

ROOM RESERVATION RATES without taxes

Room per night: \$114.00 + 9.50% = \$124.83

ROOM RESERVATION RATES with taxes

Room per night. \$114.00 + 16.0790% = \$132.32

ROOM RESERVATION RATES without taxes

**** (If a school is tax exempt, it is \$124.83 per room per night. (This is only true if you use a school check, HOSA check or use a school credit card and get those taxes removed, but the hotel has to get a copy of the credit card to verify that the name of the school is on that card.**

SCHOOL INFORMATION (MUST COMPLETE)

Chapter Number Advisor Name _____

Advisor's Email _____ Advisor's Cell #() _____

School/College

Address

City State

Zip Code

School Phone

School Fax

Check One: Secondary Postsecondary/Adult Middle School

Check One: HOSA Check School Check Credit Card Cash

Other, explain (Purchase Order)

SALES TAX EXEMPTION

If your school is tax exempt, write the exemption number in the space provided below and either attach or bring with you a Purchase Exemption Certificate (Form 51A126).

_____ Sales Tax Exemption Number

We will arrive: Date _____ Time _____

We will depart: Date _____ Time _____

****TAX EXEMPTION FORM CAN ONLY BE USED WITH A SCHOOL OR HOSA CHECK****

Hotel telephone number 502-367-2251

ROOM ASSIGNMENT FORM (3)
RETURN TO HOSA HQ BY 8:00 PM THURSDAY

School/College: _____

Room Assignment	Room Type	Complete Name for Each Room Occupant	(M) Male (F) Female (A) Advisor (G) Guest	Daily Rate for Room	Lodging Tax Per Night	Total
	___ Single	1. _____	M F A G	\$_____	\$_____	\$_____
	___ Double	2. _____	M F A G	\$_____	\$_____	\$_____
	___ Triple	3. _____	M F A G	\$_____	\$_____	\$_____
	___ Quad	4. _____	M F A G	\$_____	\$_____	\$_____
	___ Single	1. _____	M F A G	\$_____	\$_____	\$_____
	___ Double	2. _____	M F A G	\$_____	\$_____	\$_____
	___ Triple	3. _____	M F A G	\$_____	\$_____	\$_____
	___ Quad	4. _____	M F A G	\$_____	\$_____	\$_____
	___ Single	1. _____	M F A G	\$_____	\$_____	\$_____
	___ Double	2. _____	M F A G	\$_____	\$_____	\$_____
	___ Triple	3. _____	M F A G	\$_____	\$_____	\$_____
	___ Quad	4. _____	M F A G	\$_____	\$_____	\$_____
	___ Single	1. _____	M F A G	\$_____	\$_____	\$_____
	___ Double	2. _____	M F A G	\$_____	\$_____	\$_____
	___ Triple	3. _____	M F A G	\$_____	\$_____	\$_____
	___ Quad	4. _____	M F A G	\$_____	\$_____	\$_____
					Total	\$_____

Advisor: _____

Please type or clearly print complete names of room occupants below, as they should be grouped in the rooms. Check whether single, double, triple or quad at the left of the form and circle the information at the right side of the form. **HOSA ONLY needs the highlighted areas completed.** Feel free to copy the form as needed.

Summary of Rooms: _____ Singles _____ Doubles _____ Triples _____ Quads

T-Shirt Size: _____

Medical Liability Release Form

DIRECTIONS: Due to legal restrictions, it is necessary that **all** delegates, parents/guardians, guests and HOSA Advisors complete this form to be eligible to attend **any** 2019-2020 HOSA Meetings / Conferences. This form should be submitted to the State Advisor.

PLEASE TYPE OR PRINT ALL INFORMATION

Delegate Name *Parent/Guardian Name*

Name Name

Home Address

Parent/Guardian/Telephone: Home: Work:

Student's Physician: Phone:

Physician's Address:

Alternate Contact:

Telephone Number: Home: Work:

Local Advisor: School Name:

Local Advisor Cell Phone #

Student is covered by group or medical insurance: Yes No

If yes, complete the following information:

Name of insured: Insurance Company:

Group #: Policy #:

Please completely describe any medical condition which may recur or be a factor in medical treatment:

- | | |
|-------------------------|-------------------------|
| a. Allergies: | e. Physical Handicap: |
| b. Convulsions | f. Medicine Reactions: |
| c. Blackouts: | g. Disease of any kind: |
| d. Heart/lung problems: | h. Other (Be specific): |

If currently taking medication, please provide the following information:

Name of medication:

Prescribing Physician/Phone Number:

LIABILITY RELEASE. I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during this trip. I hereby release the National/State HOSA Board of Directors, the National/State Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity including competitive events.

PARENT/GUARDIAN: Please check one of the following and sign your name.

- I give my permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.
- I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's Signature: Date

(Delegates under the age of 18 and must be signed by the parent or legal guardian.)

Delegate's Signature: Date

Advisor's Signature: Date

Advisor needs to keep a copy of this form. Send originals with registration package

2019-2020 State / National HOSA Conduct Code

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

1. Your behavior at all times should be such that it reflects credit to you, your School / college, your state, your local chapter, and HOSA.
2. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all times. (HOSA Conference name badges shall be worn at all times at HOSA functions)
3. You are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
4. Members are to report any accidents, injuries or illnesses to their local or state advisor immediately.
5. Members are expected to observe the designated curfew. (Curfew means that each person must be in own room by the designated hour.)
6. If a student is responsible for stealing or vandalism, the student and his/her parents will be expected to pay any and all damages.
7. Members/participants attending the HOSA Leadership Activity may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to stringent disciplinary action.
8. HOSA would like to become a smoke-free conference; however, smoking is allowed only in designated areas provided by the hotel.. Please show respect to non-smokers, and roommates by adhering to school policy.
9. Students who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified.
10. Any long distance phone calls, charges to the room, etc. will be the responsibility of the individual student and/or parents.
11. Members are to abide by the National HOSA attire policy at all sessions, tours and other academy activities.
12. As a delegate to any State / National HOSA Conference, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by State / National HOSA.
13. No illegal drugs or narcotics can be purchased, sold or used during any HOSA activity.

I have read the above Code of Conduct for ALL HOSA conferences and agree to abide by these rules.

Print Name of Parent/Guardian

Parent/Guardian Signature

Date

Print Name of Student

Student Signature

Date

KENTUCKY HOSA COURTESY CORPS, AMBASSADOR AND HOSA INTERN INFORMATION

Any student may be signed up to participate as a Courtesy Corps member, but KY HOSA Interns are limited to students that have completed a written test in a Category I event that are designed for a written test only or interns that participated in KLTI.

Interns are limited to one per school unless permission from Elizabeth Bullock to have an additional member has been granted. Interns work with conference set up. They cannot be in a competitive event.

Ambassadors are limited to one per school unless permission from Kim Nealis-Williams to have an additional member has been granted. Ambassadors work with the competitive event program.

HOSA Intern and ambassadors who do not meet the criteria will be moved to CC. **Courtesy Corps members are limited to 3 per school. Courtesy Corps members may sign up for more than one time frame.**

The three groups are vital and needed to assist with conference activities. All groups have to attend the scheduled orientation sessions

Courtesy Corps Information

Orientation – mandatory –

Thursday, March 19th – 9:00 pm – 10:00 pm – Crowne A

Shifts

1a – Friday, March 20th – 7:30 am – 1:00 pm

1b – Friday, March 20th – 11:45 pm – 4:30 pm

2a – Saturday, March 21th – 8:00 am – 12:00 pm

HOSA Intern Information

Orientation – Mandatory – Thursday, March 19th – 7:00 pm – 8:00 pm – HOSA HQ w/ Elizabeth

Courtesy Corps Members:

Once you attend the orientation on Thursday you are ready for Friday and Saturday, report to the Kentucky HOSA Courtesy Corps Headquarters located in the Exhibit Hall fifteen (15) minutes before assigned time to check in for Courtesy Corps (CC). Then report to the Event Chairperson at your assigned location. Greet participants entering a program or session.

Wear your name badge and Courtesy Corps Ribbon throughout the duration of your assignment.

After your assignment is finished, please return your Courtesy Corps button to Courtesy Corps Headquarters and pick-up your Courtesy Corps pin. Courtesy Corps Chairpersons (Advisors) will make rounds to assist courtesy corps members.

Notify the Courtesy Corps Chairperson at Exhibit Hall immediately if you encounter any problems.

CC should allow HOSA Staff members to enter any activity. State staff will be identified with specific ribbon on their name badge

INTERNATIONAL COMPETITIVE EVENTS PROGRAM

HOSA members are encouraged to take full advantage of the Kentucky and National HOSA Competitive Events Program, a constantly expanding and improving series of healthcare-related competitive events. At the 2020 SLC, HOSA is sponsoring 50 REGULAR Events and 6 Recognition Opportunities in addition to middle school events.

HOSA members may enter only one competitive event at the KY HOSA State Leadership Conference and ILC.

In addition, competitors may participate in as many Recognition Events as they wish.

Gotta-Have-It Chart: **FOR COMPETITORS**

http://www.hosa.org/sites/default/files/19-20%20Gotta%20Have%20It%20Chart%20Sept10_0.pdf#overlay-context=CEUsefulTools

EVENT CODE (For registration)	One area of heartbreak at state and international HOSA competitive events is a failure to bring the needed supplies/materials to an event for orientation or competition. Every year competitors work very hard, only to lose points because they were not prepared.	
Health Science Events	Health Science Events	
Dental Terminology DT	ONLINE TEST ONLY	
Medical Spelling MS	online testing and onsite event	
Medical Terminology MT	ONLINE TEST ONLY	
Medical Math MM	ONLINE TEST ONLY	
Medical Reading^ MR	ONLINE TEST ONLY	
Knowledge Tests:	Knowledge Tests:	
Behavioral Health BH	ONLINE TEST ONLY	
Health Career Exploration^ M-HCE (MS only)	ONLINE TEST ONLY	
Human Growth & Development HGD	ONLINE TEST ONLY	
Medical Law and Ethics MLE	ONLINE TEST ONLY	
Nutrition^ NUT	ONLINE TEST ONLY	
Pathophysiology PAT	ONLINE TEST ONLY	
Pharmacology PHA	ONLINE TEST ONLY	
Cultural Diversity & disparities in Healthcare CDD	ONLINE TEST ONLY	
Health Professions Events	Health Professions Events	
Biomedical Laboratory Science BT	online testing and offsite event	
Clinical Nursing CN	online testing and offsite event	
Clinical Specialty CS		upload to Tallo
Dental Science DS	online testing and offsite event	
Home Health Aide HHA	online testing and onsite event	
Medical Assisting MA	online testing and offsite event	
Nursing Assisting NA	online testing and offsite event	

Personal Care* PC		upload to Tallo
Pharmacy Science RX	online testing and offsite event	
Physical Therapy PT	online testing and offsite event	
Sports Medicine SM	online testing and onsite event	
Veterinary Science VS	online testing and onsite event	
Emergency Preparedness Events		
CERT Skills CERT	online testing and onsite event	
CPR/First Aid CPR	online testing and offsite event	
Epidemiology EP	online	
Life Support Skills* LSS		upload to Tallo
MRC Partnership MRC	Limited to 2 Teams per chapter	upload to Tallo
Public Health^ PH		upload to Tallo/Not for middle school
EVENT CODE (For registration) Leadership Events	Leadership Events	
Extemporaneous Health Poster^ EHP		
Extemporaneous Writing EW		
Health Career Photography HCP		
Healthy Lifestyle^ HL	online testing and onsite event	upload to Tallo/Not for middle school
Interviewing Skills* IS		upload to Tallo
Job Seeking Skills JSS		upload to Tallo
Prepared Speaking^ PS		
Researched Persuasive Writing and Speaking RPS		upload to Tallo
Speaking Skills*^ SS		upload to Tallo
Teamwork Events	Teamwork Events	
Biomedical Debate BD	online testing and onsite event	
Community Awareness CA		upload to Tallo
Creative Problem Solving CPS	online testing and onsite event	
Forensic Medicine FS	online testing and onsite event	
Health Career Display^ HCD		upload to Tallo/Not for middle school
Health Education^ HE		upload to Tallo
HOSA Bowl HB	online testing and onsite event	

Medical Innovation - MI		upload to Tallo
Parliamentary Procedure PP	online testing and onsite event	
Public Service Announcement PSA		upload to Tallo
Recognition	Recognition	
Barbara James Service Award^ BJSA	HOSA activity tracking system	
Healthcare Issues Exam HCIE	online testing	
HOSA Happenings HH		upload to Tallo/Not for middle school
HOSA Service Project ^ HSP	HOSA activity tracking system	
Outstanding HOSA Achievement OHA		
Talent Show (State Only)		
- Solo (TS)		
- Group (TG)		
-Ann Vescio& BH Scholarship (State Only)		

*Only for students classified under the federal regulations, Individuals with Disabilities Education Act of 1997 – Amended (IDEA).

^Events open to Middle School students (Health Career Exploration is only open to middle school).

Remember:

Competitors that place 1st, 2nd, or 3rd in their events are eligible to compete @ International Leadership Conference (ILC).

The Health Care Issues Exam will recognize all that reach mastery level. Any student being recognized in Health Care Issues Exam is eligible to attend and compete @ ILC.

Middle School Events Vicki can you past middle school here?????

Health Career Exploration	Foundations of Medical Terminology	Math for Health Careers	Medical Reading
Nutrition	Life Threatening Situations	Public Health	Extemporaneous Health Po
Health Career Preparation	Healthy Lifestyle	Prepared Speaking	Speaking Skills*

Dynamic Decisions	Exploring Medical Innovation	Health Career Display	Health Education
Barbara James Service Award	HOSA Happenings	HOSA Service Project	

COMPETITIVE EVENTS

UPDATE 2019-2020

OCTOBER 6, 2019

THIS UPDATE SUMMARIZES MOST MAJOR CHANGES TO THE EVENT GUIDELINES, BUT IS **NOT** AN ALL-INCLUSIVE LIST. CHANGES TO BOTH THE RATING SHEETS AND RULES ARE MADE EVERY YEAR FOR CONSISTENCY AND CLARITY. FULL EVENT GUIDELINES SHOULD BE PRINTED FROM HOSA.ORG EVERY YEAR TO ENSURE THE MOST UP-TO-DATE VERSIONS ARE BEING USED.

Event	Update
GENERAL EVENT UPDATES	
Time Remaining Announcements	Time remaining announcements have been added to all applicable event guidelines at 30 minutes, 15 minutes, 5 minutes, and 1 minute.
Calculators & Scratch Paper	The use of basic handheld calculators and scratch paper have been added to Medical Math, Pharmacology, Epidemiology, and Pharmacy Science.
Tallo	The new name for STEM Premier is Tallo. Requirements for a Reference Page Tallo upload have been added in Healthy Lifestyle, Public Health, and Public Service Announcement
Rubric Revisions	In many event guidelines, updated rubrics have been added to better define each subjective score possibility. Rubrics will look different with the 2019-2020 guideline release.
Showing Guidelines	Beginning with ILC 2020, event guidelines will no longer need to be shown at the event orientation.
MIDDLE SCHOOL EVENTS	
Foundations of Medical Terminology	New name for the existing MT event for Middle School students
Math for Health Careers	New testing only event – 35 questions with 5 tiebreakers
Life Threatening Situations	New skill event – 35 question test with 3 skills: Call 911, Stop the Bleed, and Position the Injured using https://community.fema.gov/until-help-arrives as the resource
Health Careers Preparation	New leadership interviewing event – Includes a Statement of Interest that asks competitors to explain why they want to pursue a health care career, what their interests are in the field, how they got intrigued, why HOSA and how HOSA can play a role in their future. The event also has an interview with a panel of judges that will include similar questions.
Dynamic Decisions	New teamwork event – similar to the existing Creative Problem Solving event for the SS/PSC divisions. 3-5 member team – 35 question test for round 1 – secret topic given in round 2 where teams will have 20 minutes to develop a 5 minute presentation solution.
CHANGES FOR ALL DIVISIONS - 2 EVENTS	

Extemporaneous Health Poster	Update 8/27/19: The 2019-2020 membership year will be the last year that Extemporaneous Health Poster is offered for all three membership divisions. Beginning in 2020-2021, the event will move to the Middle School division only, and a replacement event will be introduced for the SS/PSC divisions.
Exploring Medical Innovation	The current Existing Medical Innovation will be renamed "Exploring Medical Innovation" and moved to a Middle School only event. The requirement to create a replica will be removed.
Medical Innovation	The current Original Medical Innovation will be renamed "Medical Innovation" and will only be open to SS and PSC divisions.
HEALTH SCIENCE & RECOGNITION EVENTS	
Medical Reading (SS & PSC divisions)	<p><i>Spark: The Revolutionary New Science of Exercise and the Brain</i> by John J Ratey</p> <p><i>The Radium Girls: The Dark Story of America's Shining Women</i> by Kate Moore</p> <p><i>Becoming Dr. Q: My Journey from Migrant Farm Worker to Brain Surgeon</i> by Alfredo Quinones-Hinojosa MD</p> <p><i>The Poison Squad: One Chemist's Single-Minded Crusade for Food Safety at the Turn of the Twentieth Century</i> by Deborah Blum</p> <p><i>Grit: The Power of Passion and Perseverance</i> by Angela Duckworth</p>
Medical Reading (Middle School division)	<ul style="list-style-type: none"> ● <i>Josie's Story: A Mother's Inspiring Crusade to Make Medical Care Safe</i> by Sorrel King ● <i>Don't Kill the Birthday Girl: Tales from an Allergic Life</i> by Sandra Beasley ● <i>Small Steps: The Year I Got Polio</i> by Peg Kehret

HEALTH SCIENCE & RECOGNITION EVENTS (CONTINUED)	
HOSA Happenings	New platforms such as social media, blogs, etc. are now allowed in addition to websites and print newsletters.
MRC Volunteer Recognition	This event is being retired.
Outstanding HOSA Chapter	This event is being retired.
Transcultural Healthcare	New name: Cultural Diversity & Disparities in Healthcare. The Purnell text has been deleted and two new web resources have been added.
Dental Terminology	Mosby's Dental Dictionary has been removed as a resource.
Knowledge Test Designation	The "Knowledge Test" portion of the event names has been removed. All event names now stand alone without the KT designation.
HEALTH PROFESSIONS EVENTS	
Veterinary Science	The "Restraining a Cat for Jugular Venipuncture" skill has been changed to "Preparing a Feline to Obtain Temperature" in conjunction with the American Association of Feline Practitioners.
Physical Therapy	Changes made in partnership with the American Physical Therapy Association. The new text is Principles and Techniques of Patient Care" by Fairchild, O'Shea & Washington. New Skills are 1) Transfer from Supine to Sitting Position and 2) Donning & Removing Transmission-Based Isolation Garments
Sports Medicine	Changes made in partnership with the National Athletic Trainer's Association. The existing Clover and Prentice texts have been removed. The new texts are: 1) Prentice, William E. The Role of the Athletic Trainer in Sports Medicine: An Introduction for the Secondary School Student. 2) Beam, Joel. Orthopedic Taping, Wrapping, Bracing and Padding. 3) France, Bob. Introduction to Sports Medicine and Athletic Training. Cengage. The new skills are - Skill 1: Anatomical Landmark Identification - Skill 2: Joint Action Potential and Normal Range of Motion Identification - Skill 3: Taping & Wrapping: Ankle taping, Achilles Tendon taping, Wrist/Hand taping, and Shoulder Spica
Clinical Nursing	The Timby text has been deleted. The new text is "Textbook of Basic Nursing" by Rosdahl and Kowalski. The following skills have been removed: 1) Measuring Oxygen Saturation 2) Discontinuing Peripheral IV Access 3) Applying Nasal Cannula or Oxygen Mask. The new skills are: 1) Administer Medication Intradermal 2) Inserting A Nasogastric Tube 3) Performing a Sterile Wound Irrigation 4) Postmortem Care of the Body and 5) Assisting the Patient with Postoperative Exercises.
EMERGENCY PREPAREDNESS EVENTS	
CERT	The Triage Skill has been deleted.
Public Health	2019 -2020 Topic: <i>Know the Signs: Stop Opioids Before They Stop You!</i>
LEADERSHIP EVENTS	
Researched Persuasive Writing and Speaking	Only one annual topic will be used starting with 2019-2020. 2019-2020 Topic: <i>Big Pharmaceuticals: Creating More Cures or Clients?</i>
Prepared Speaking and Speaking Skills	2019-2020 Topic: <i>Towards Tomorrow!</i>
Organizational Leadership	The new Leadership event for Voting Delegates is called Organizational Leadership.
TEAMWORK EVENTS	
Biomedical Debate	2019-2020 Topic: <i>Mandatory Vaccinations Will Eradicate Global Disease</i>
Forensic Science	Optional resources have been added to help competitors better prepare for the Medical Terminology and Anatomy and Physiology background needed to be successful in the round two case study analysis.
Public Service Announcement	2019-2020 Topic: <i>Stop the Bleed!</i>
HOSA Bowl and Parliamentary Procedure	HOSA Bowl = The resource for parliamentary questions has been changed from "Robert's Rules of Order" to "Robert's Rules of Rules of Order In Brief". Parliamentary Procedure = This same resource has been added to the Parliamentary Procedure event as an additional resource for test question development.

Remember to bring

- Parade of Presidents - chapter banner/flag
- All starred items listed on the competitive event guidelines for your students event
- Pencils
- Bingo Prizes
- Pull tabs – in a box lined with plastic or a check
- Banquet centerpiece(s) if you want to
- Hotel Confirmation Documentation. You should get an e-mail from the hotel.
- Medical Release Forms – including front and back of health insurance card
- Code of Conduct
- Room Assignment Form

SEE YOU SOON!

