



Advisor Code of Conduct

The following Code of Conduct applies to all Advisors attending HOSA events. Your conduct at any HOSA function is critical to setting the conduct standards for the organization and students.

Advisors who violate the Code of Conduct at any HOSA function will forfeit any awards/recognition earned at the function where the violation occurred. The Executive Council Committee Advisor Code of Conduct will initially handle violations. An entire HOSA chapter may be sent home early at their own expense and disqualified from event activities for violations of the Codes of Conduct. Violations of the Code of Conduct will be reported to the administration of the school system.

Responsibilities

1. Be knowledgeable about HOSA, including: goals, mission, structure, conferences, deadlines, bylaws, and policies.
2. Be held to the standards of the Kentucky Code of Ethics for Educators and follow the policies of their school and local Board of Education at all times.
3. Promote the goals and objectives of HOSA as a positive student experience; therefore, will act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
4. Be appropriately dressed at all HOSA activities in accordance with the Kentucky HOSA Dress Code.
5. Be aware of their student's activities and whereabouts at all times.
6. Be immediately available in the event of an emergency and are to report any accidents, injuries, or significant illnesses to the conference staff.
7. Be responsible for the resolution of all damages incurred by their students.
8. May NOT use or have in their possession any illegal substances, alcohol, or tobacco products at any time.
9. Ensure that no students/guests of the opposite sex are allowed in a hotel room together after curfew review.
10. Be sure to navigate to www.hosa.org for new guidelines related to meetings, conferences, competitions and other HOSA related events.



Roles

1. Attending advisors are expected to work a competitive event at the State Leadership Conference and International Leadership Conference (ILC) if requested.
2. Be knowledgeable of education initiatives and how HOSA fits the needs and opportunities provided by those initiatives.
3. Carefully read all emails and information from the Kentucky and ILC offices.
4. Closely follow all State and National HOSA deadlines and directions. Set your chapter deadlines early to allow time for changes and corrections.
5. Collect membership dues and forms promptly at the beginning of the year to ensure members will be able to take advantage of all opportunities HOSA affords its members. Oversee the keeping of records and finances for all activities.
6. Keep the school board, school administration, local businesses, community, local media, and parents informed of chapter activities.
7. Work with students and other chapter advisors to host events and ensure the accuracy of all conference registration.
8. Establish basic ground rules and high expectations that help students lead themselves.
9. Provide leadership development for chapter officers. Clearly define officer responsibilities and expectations by developing a Program of Work and a Calendar of Events.
10. Enjoy your role of mentor. Show enthusiasm for chapter activities. You provide opportunities for students to develop positive self-images and become productive citizens.

Advisor Name (Print)

School (Print the entire name)

Signature

Date

❖ *This form must be signed and submitted in order to participate in any HOSA Conference or Events during the school year.*