



**STATE LEADERSHIP
CONFERENCE**

Spokane, WA

March 15-17, 2018

2018 WASHINGTON HOSA STATE LEADERSHIP CONFERENCE

Conference Overview

The Washington State HOSA Board of Directors, state staff, and state officers invite you to the Washington HOSA State Leadership Conference!

This year's conference is March 15-17, 2018, and will be held in Spokane, WA. The national officers have selected the theme **"Create Your Future"** for this year's event. During the conference, members will have the opportunity to:

- Test their knowledge, skills, and abilities in a variety of health and leadership competitive events!
- Compete for the opportunity to advance to the 41st Annual National Leadership Conference in Dallas, TX!
- Attend symposiums on leadership, college/career readiness, and health care!
- Earn recognition in HOSA's recognition events!
- Attend exciting general sessions and hear from professional speakers!
- Run for state office and elect state leaders!
- Meet and network with fellow members, advisors, and industry leaders!

Conference Locations

The Hotel RL Spokane at the Park features a restaurant and coffee stand. The hotel is located on the banks of the Spokane River, is your key to downtown Spokane. The guest rooms and suites lie steps away from Riverfront Park and local attractions like the Spokane Convention Center and some of the city's best restaurants and cafes. They have all the features you need, like complimentary Wi-Fi and craft amenities. The registration form and directions are located on the Washington HOSA website.

Hotel RL Spokane at the Park
303 W. North River Drive Spokane WA 99201
Reservations Link at www.wahosa.org

Washington State University/Eastern Washington University - Riverpoint Campus will serve as the host venue for our competitive events. Chapters are responsible for their own transportation to/from EWU Riverpoint. However, the campus is a short five minute walk from the hotel. Washington HOSA thanks the Eastern Washington Area Health Education Center and the EWU College of Health Science and Public Health for their support of HOSA and building Washington's Future Health Professionals!



REGISTRATION FEES & PAYMENT

Registration Fees

All participants of the conference register through HOSA's conference management system and pay the registration fee to Washington HOSA.

All Participants Students & Advisors	\$65 per person
Chaperones/Guests	\$65 per person

No refunds will be granted after February 4, 2018.

Payment Information

Payment should be made out to Washington HOSA. Payment and a copy of the invoice should be received by March 1, 2018.

Send payments to:

**Washington State HOSA
PO Box 2733
Redmond, WA 98073**

Please check with your school's finance department to ensure payment will be received by the correct date.

CONFERENCE LODGING

Requirements

The Hotel RL Spokane at the Park is the official conference hotel for the State Leadership Conference. Our hotel registrations result in a significant reduction in our conference room expenses. Please use the conference hotel to help offset conference costs.

Room Rate

Room Rates (2 queen beds; tax not included):

Single \$119.00	Triple \$129.00
Double \$119.00	Quad \$129.00

To reserve your rooms, fill out the excel spreadsheet on the Washington HOSA website and email it to Hotel RL Spokane Inn at the Park, MaryJean Jacob at maryjean.jacob@hotel-rl.com or fax the form to her at 509-777-6313.

Important Notes

- The cut-off date for making reservations is February 8, 2018. Reservation requests received after this date may be accepted on a space available basis and may not be at the Washington HOSA rate.

IMPORTANT DATES

Now

- Affiliate chapter members in the National HOSA online system and submit fees in order to be eligible for the State Leadership Conference!
- Continue preparations for competitive events!

Now - January 31, 2018

- State Leadership Conference Registration Window is open
- All attendees must be paid HOSA members to register
- Registration Link: <http://www.hosa.org/hosaconf/>

January 31 - Conference Registration Closes

January 31 - Online Test Proctor Forms Due

February 5 - 16, 2018

- Online Testing Window
- STEM Premier Upload Window

February 8

- Deadline to make room reservations for the Doubletree – Spokane City Center
 - o Reservation link at www.wahosa.org

February 16- Deadline Day!

- Last day of Online testing
- State Officer Candidate Applications RECEIVED Deadline
- Uploading of materials for events using STEM Premier

March 1 - Deadline Day!

- Conference Registration Payment RECEIVED Deadline

March 10

- Event Finalists Announced

March 15-17

- Washington HOSA State Leadership Conference!
- HOSA Chapter Reflections must be turned in at registration

And it's never too early to plan for the International Leadership Conference in Dallas, TX!

March 30

- International Leadership Conference Intent to Compete Deadline

May 1

- International Leadership Conference Registration Deadline

June 27-30

- International Leadership Conference, Dallas, TX

REMEMBER: All membership and conference invoices MUST be paid prior to registering for International Leadership Conference.

WHERE TO SUBMIT MATERIALS/DIRECT QUESTIONS

SUBMIT MATERIALS	SEND TO
<ul style="list-style-type: none"> ✓ Conference Registration Payment 	<p style="text-align: center;">Washington State HOSA PO Box 2733 Redmond, WA 98073</p>
<ul style="list-style-type: none"> ✓ State Officer Candidate Application 	<p style="text-align: center;">Submit via Stem Premier</p>
<ul style="list-style-type: none"> ✓ Membership for State and National Affiliation 	<p style="text-align: center;">National HOSA 548 Silicon Drive, Suite 101 Southlake, TX 76092</p>
<p><i>Recognition materials must be uploaded by the published deadline</i></p> <ul style="list-style-type: none"> ✓ Barbara James Service Award (online) ✓ HOSA Happenings ✓ National HOSA Week ✓ National Service Project 	
<ul style="list-style-type: none"> ✓ HOSA Chapter Reflections 	<p style="text-align: center;">Turn in ON SITE at SLC Registration</p>
<p style="text-align: center;">General Questions</p>	<p>Karen Hay khay@wahosa.org</p>

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 and advisors are affiliated with National HOSA before you begin to register for the State Leadership Conference

Registration Window: Now - January 31, 2018

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
- The names of two (2) voting delegates. Each chapter, regardless of size, is eligible for the same number of voting delegates.

Payment

Payment should be made out to Washington HOSA.

Payment and a copy of the invoice should be received by March 1, 2018, at the following address:

Washington HOSA
P.O. Box 2733
Redmond, WA 98073

Please check with your school's finance department to ensure payment will be received by the correct date.

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 Washington HOSA by the advisor on-site at registration.

The forms mentioned above are included at the end of this registration packet.

REGISTRATION INSTRUCTIONS

How to register

To register for the SLC, please follow these steps:

- Point your web browser to www.hosa.org/hosaconf/

- Log In as a Local Chapter Advisor using your affiliation login and password.
 - If you do not know your login or password, please contact the national office.
- Select Conference Registration.
 - You may be asked for your login and password again.
- Read the conference registration instructions carefully.
- On the top left hand side of the screen:
 - Select the dropdown “Select a Conference”
 - Chose the conference “2018 State Leadership Conference”
 - Click “Begin Registration”
- Select the name of your first participant and select register:
 - Indicate whether the participant is Male/Female.
 - Indicate whether the participant is Middle School/Secondary/Post-Secondary/Advisor.
- Advance to activities/options and select the activities for that student.
- Go to events and select the competitive events the student will participate in:
 - Students may compete in three (3) competitive event and all recognition events.
- Students may participate in as many recognition events they wish.
- In the team number please indicate the team number for team events:
 - Team numbers apply only to the specific event—so you may have a Team #1 in CPR/First Aid and another Team #1 in CERT Skills.
- After the registration for this student is complete, click submit.
- Continue to register all SLC participants in the same manner.
- Also register advisors, chaperones, and guests.
- **After completing registration, be sure to print your invoice.**

Advisors need to make sure student names are spelled correctly in the online system

COMPETITIVE EVENTS

Eligibility

Students must be affiliated and paid members to compete at the State Leadership Conference. Students can compete in three (3) competitive events at the State Leadership Conference. Students can participate in as many Recognition Events as they can.

Event Finalists Process

Certain competitive events consist of two rounds. Round One is an online, multiple choice test of knowledge and understanding, and Round Two is a performance/skill. Depending on the number of competitors, the Washington HOSA testing process may lead to only the top scoring competitors proceeding to Round Two. Competitors are encouraged to be prepared for both rounds, even though they may not participate in Round Two.

Recognition Events

HOSA's Recognition Events are designed to recognize members and chapters for outstanding work in HOSA and HOSA related projects. There are eight Recognition Events that HOSA offers, with recognition on both the state and national level. The Recognition Events are:

- Outstanding HOSA Chapter
- Health Care Issues Exam (no pre-judged components to be submitted)
- National Service Project
- Barbara James Service Award
- HOSA Happenings

All Recognition Event materials are due by March 1, 2018 except Outstanding HOSA Chapter. Event guidelines and details for all Recognition Events are available on the state or national web sites on the Competitive Events page. Recognition will be given at the state level and the state determines national qualification.

Outstanding HOSA Chapter: Scrapbooks are to be turned in at registration for SLC. **DO NOT MAIL THESE TO WASHINGTON HOSA.** Chapters not receiving the minimum requirement to qualify for the International Leadership Conference will have until April 1, 2018, to resubmit the scrapbook for International qualification. April 1 is a receipt deadline.

COMPETITIVE EVENTS

WA HOSA 2018 SLC		
<p align="center">ONLINE Testing: February 5-16</p> <p>NOTICE: All students competing in events that consist of a <i>Written Test only</i> OR a <i>Round 1 written test</i> must complete their test ONLINE during the testing window. All students in your chapter competing in the SAME event are required to test on the same day, preferably at the same time.</p> <p>Advisors need to identify another adult to proctor the online exam and submit their name and email through the HOSA.org website and email the completed Confidentiality Forms to khay@wahosa.org at least 3 days prior to testing.</p>		<p align="center">STEM Premier Upload:</p> <p>Deadline: February 16th</p> <p>The events listed below require submissions to be uploaded to STEM Premier by February 16th. If listed below see event guidelines for the requirements.</p>
<p align="center">Event with a Written Test Only to be completed online.</p>	<p align="center">Events with a Round 1, Written Test to be completed online. Top competitors will advance to Round 2 which will take place at SLC</p>	<p align="center">Events that require STEM Premier upload</p>
<ul style="list-style-type: none"> • Knowledge Tests: <ul style="list-style-type: none"> ○ Behavioral Health ○ Human Growth and Development ○ Medical Law and Ethics ○ Nutrition ○ Pathophysiology ○ Pharmacology ○ Transcultural Health Care • Dental Terminology • Medical Math • Medical Reading • Medical Terminology • Healthcare Issues Exam • Epidemiology (including case study) 	<ul style="list-style-type: none"> • Biomedical Debate • Biomedical Laboratory Science • CERT Skills • CPR/First Aid • Creative Problem Solving • Dental Science • EMT • Forensic Medicine • Healthy Lifestyle • Home Health Aide • HOSA Bowl • Medical Assisting • Medical Spelling • Nursing Assisting • Parliamentary Procedure • Physical Therapy • Sports Medicine • Veterinary Science 	<ul style="list-style-type: none"> • Clinical Specialty • Health Career Photography • Job Seeking Skills • Public Service Announcement • Researched Persuasive Writing and Speaking

Dates. Take note of the following important dates for Online Testing

January 31	Registration Closes
February 5	Logins sent to Proctors
February 5-16	Online Testing Window
March 1	Student Eligibility Forms Due
March 10	Finalists Announced

Proctors. Advisors cannot serve as proctors. During the registration process you will need to select a proctor who will administer the tests to your students. Proctors will receive confirmation emails by February 5, 2018. Proctor confirmation emails will provide login information to access all information needed to proctor tests. If advisors/proctors do not receive confirmation emails by this date, please request assistance at khay@wahosa.org. A response will be provided within 24 hours of the request. **Advisors may not serve as proctors for online testing.**

Other Reminders

- 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 at Internationals).**

Be sure to read for any updates made to HOSA's competitive events this year as well as the event topics for 2017-2018. Both are available on the Washington HOSA web site, www.wahosa.org, on the Competitive Events page.

SLC OPPORTUNITIES

Running for State Office

During the State Leadership Conference, members will have the opportunity to run for an office on the 2018-2019 State Officer Team. All members that are dedicated to HOSA, have a passion for leadership, and enjoy working with others to improve the organization are encouraged to run for office. Being a State Officer for the Washington HOSA is an incredible honor. Each candidate must complete the 2018-2019 State Officer Candidate Application. The State Officer Candidate Application is due by February 16, 2018.

Judges Needed

The Washington HOSA competitive events program requires an extraordinary amount of time, effort, and volunteer spirit to be successful. If you know of individuals who would make excellent judges for our competitive events program, please direct them to Karen Hay at khay@wahosa.org for more information.

Voting Delegates

Each year student delegates elect the new team of state officers to serve the organization. When registering your chapter please register two (2) voting delegates. The voting delegates elect the new State Officers.

Courtesy Corps

HOSA relies on our members to volunteer and help run a successful conference. The Courtesy Corps members assist with the competitive events and other aspects of the conference. Please register at least two members of your chapter to be Courtesy Corps members.

SLC OPPORTUNITIES

Symposiums and Leadership Workshops

Washington HOSA members are encouraged to attend symposiums and leadership workshops. Through these sessions, students will hear interesting speakers and engage in hands-on activities with professionals in the areas of leadership, college/career readiness, and health care!

FINAL REMINDERS

As leaders and teachers of young professionals, it is important that we prepare our students for this upcoming event. The following information will help you to plan for the State Leadership Conference (SLC) and prepare your students with important information about the conference.

Code of Conduct/Curfew

Chapter advisors are responsible for the conduct of their chapter members. Unfortunately, simply checking to make sure your students are in their rooms at curfew does little to ensure they will stay there. Therefore, advisors should be visible in each hall for at least one hour past the published curfew. **State Conference Curfew is 11:00 PM.**

Onsite Chaperoning

Having your students check in with you at least three times per day is recommended. Let your students know of your whereabouts so they can easily do this. Use your room door as a message center. Have your students work together to remind each other of the times and locations for their events and activities. When you are busy assisting with an activity, make sure you let your students know where your assignment will be and have them write it down in their programs.

Remind students to thank the event staff, judges, and volunteers. They appreciate knowing their hard work has benefited the students. If you plan to use parent chaperones, encourage your officers to plan a special way to thank them at the conference or upon returning home.

Publicity

Your chapter and Washington HOSA, in general, welcome positive publicity. Use participation for the SLC to generate some positive publicity. It is always nice for the public to know you have participated before you have to earn dollars for the international competition.

Students with Disabilities

Our office makes every attempt to accommodate students with disabilities at the conference. If you contact us prior to the conference, we can make the conference and competition as barrier free as possible. Please inform us about people with disabilities and any special accommodations that may be needed, such as wheelchair accessible sleeping rooms. Please inform Washington HOSA by March 1, 2018, of any special requirements that may be needed for competitions and sessions.

Event Managers

All advisors will be required to sign up to assist in the management of a competitive event. The sign-up form will be out soon.

Avoid common registration frustrations!

- Read this registration guide in detail. Assign it for extra credit homework for chapter officers so multiple members of your chapter are familiar with State Leadership Conference (SLC) requirements and procedures.
- Read the HOSA Competitive Event Guidelines. Assign your competitor extra credit for reading this and appointing a fellow chapter member to be their “buddy,” in order to have multiple members familiar with their event.
- Follow-up with the district and school business office to make sure the fees will be paid on time.
- Photocopy all forms and correspondence for your records and bring them with you to the State Leadership Conference (SLC)
- Make registration checks payable to: Washington HOSA. Checks must be mailed to Washington HOSA, P. O. Box 2733, Redmond, WA 98073.
- Carefully review HOSA Dress Code Policy and Student Conduct Code standards with your students before you arrive for the State Leadership Conference (SLC) to ensure students bring appropriate clothing.
- E-mail questions to khay@wahosa.org

CONFERENCE ATTIRE

Official Dress Code

Refer to Appendix E on the national website at www.hosa.org

Select “Competitive Events” then “Appendices.”

CONFERENCE 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 and turn in copies at registration.
- ✓ 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 and turn in copies at registration.
- ✓ Advisor Statement of Assurance: to be completed by each chapter's advisor and submitted to Washington 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

Medical Release and Code of Conduct Forms

HOSA STATE AND NATIONAL MEDICAL LIABILITY RELEASE FORM

(PAGE 1 OF 2)

SCHOOL: _____

ADVISOR: _____

SECONDARY: _____ POST SECONDARY: _____

DIRECTIONS: Due to legal restrictions, it is necessary that all delegates, parents/guardians, guests, and advisors complete this form to be eligible to attend the 2016-2018 HOSA activities starting August 1, 2016 and ending July 30, 2018. This form should be returned to your HOSA Chapter Advisor before the first conference that you will be attending.

PLEASE TYPE OR PRINT, LEGIBLY, ALL INFORMATION

Delegate _____ Parent/Guardian _____

Home Address _____

Parent/Guardian/Telephone: Home: _____ Work: _____

Student's Physician: _____ Phone: _____

Physician's Address _____

Alternate Contact: _____

Alternate's Telephone: Home: _____ Work: _____

Local Advisor: _____ School Name: _____

Student is covered by group or medical insurance: _____ Yes _____ No

If yes, complete the following information:

Name of insured: _____ Insurance Co. _____

Group #: _____ Policy #: _____

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

a. Allergy: _____ 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: _____

Physician's Phone #: _____

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 HOSA Board of Directors, the National Staff, State and Local HOSA Associations, their Staff, 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 my permission for medical treatment until I have been contacted.

Parent/Guardian's Signature: _____ Date: _____

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

Delegate's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

HOSA STATE AND NATIONAL CODE OF CONDUCT

(PAGE 2 OF 2)

SCHOOL: _____

CONTACT ADVISOR: _____

SECONDARY: _____ POST SECONDARY: _____

GENERAL SESSIONS PROTOCOL

The general sessions should be enthusiastic but we must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session. Chapters at the State Conferences (or States at the National Conference) that do not adhere to general session protocol will be asked to send a representative to a special meeting of the State Executive Board or the National Executive Council.

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. Your behavior at all times should be such that it reflects credit to you, your school/college, your state, and HOSA.

1. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all time. (HOSA conference name badges shall be worn at all times.)
2. Members and Advisors are expected to attend all general sessions and other scheduled conference activities.
3. Chapters should not depart any session before it is closed.
4. Members and Advisors images and names may be used in electronic or printed publications.
5. Members are to report any accidents, injuries, or illnesses to their local or state advisor immediately.
6. Members are expected to observe the designated curfew. (Curfew means being in your own room by the designated hour.) Students are not to be in the sleeping room with a member of the opposite sex unless the door is completely open at all times.
7. If a student is responsible for stealing or vandalism, the student and his/her parents will be expected to pay any and all damages.
8. Members participating in any HOSA activities at Local, State, or National Conferences will avoid alcoholic beverages (for those under 21 years of age) and will not purchase, consume, or be under the influence of controlled or illegal substances of any form at any time.
Violators will be subject to disciplinary action.
9. Any long distance phone calls, charges to the room, missing linens, etc. will be the responsibility of the individual student and/or parents.
10. Members are to abide by the State and National HOSA Attire Policy (as stated in memos to Chapter Advisors or addressed in the National Conference Guide) at all business sessions, general sessions, competitive events, and other conference activities.
11. Students who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified.

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

Print Name of Parent/Guardian (if under 18)

Date

Parent/Guardian Signature

Print Name of Student

Date

Student Signature

Statement of Assurance Form

Advisors attending Washington HOSA events must review, sign, and return this statement of assurance along with their registration materials for each Washington HOSA conference/event.

Washington HOSA State Leadership Conference March 15-17, 2018

As the advisor responsible for the students attending this event, I confirm that:

- I have reviewed the Medical Release Form and the Code of Conduct with my students. I will have a completed copy of the Code of Conduct for each student attending in my possession for the duration of the above event, including travel to and from this event.
- I understand that Washington HOSA will not collect the individual Code of Conduct forms for this event and that they are to be kept in my possession.
- I understand that students attending the above event will 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 Medical Release and Code of Conduct forms provides the best protection for my students' needs and my liability during a Washington 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 (even during the day, if necessary), 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:
 - Be 21 or older
 - 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 Medical Release and Code of Conduct forms as indicated by my signature appearing below.

Advisor Signature:	
Chapter Name:	
Date:	