

**California HOSA:
Future Health Professionals**



Registration Guide

TABLE OF CONTENTS

Conference Overview.....	1
2018 SLC Program	1
Conference Fee Schedule	1
Important Dates and Information	1
Forms and Applications	3
2018 SLC Features	3
Registration	5
SLC Online Registration Instructions.....	5
Instructions for Making Changes, Substitutions, and/or Additions to Online Registration	6
Conference Housing Information	6
Competitive Events Program Information	7
Contact Information	10
General Conference Information.....	10
Accommodations	10
Conference Dress Code	10
HOSA Uniform	10
Competitive Event’s Dress Attire	11
General Session Chapter Signs	11
Judging Events	11
Cal-HOSA, Inc. Meeting	11
Cal-HOSA Business Meeting.....	11
Voting Delegates	12
Courtesy Corps Volunteers–New Process this Year!	12
Recognition Opportunities	12
Special Recognition.....	12
Scholarship Basket Drawing.....	12
Scholarships	13
Chapter Vendor Tables.....	13
SLC Grams	13
State Officer Candidates.....	13
National Officer Candidates.....	13
Avoid Common Registration Frustrations	14

2018 STATE LEADERSHIP CONFERENCE

CONFERENCE OVERVIEW

The California HOSA: Future Health Professionals (Cal-HOSA) State Officers along with the Board of Directors and the California Department of Education invite you to attend the 2018 Cal-HOSA State Leadership Conference (SLC) at the Anaheim Marriott, April 5-8, 2018. This conference will bring together over 2,900 future health professionals from across California to experience HOSA at its absolute best. This year's theme is **Create Your Future.**

Throughout the conference, attendees will have the opportunity to meet many fellow Cal-HOSA members who share dreams of changing the world by becoming a health professional. Stand proudly and cheer for your chapter, represent your school's hard work at the state meetings, experience educational workshops, and for many attendees, showcase talents in the Cal-HOSA Competitive Events Program. Get ready, prepare well, do your best, and take away an experience of a lifetime.

2018 SLC PROGRAM

The SLC Program can be found on the Cal-HOSA App. The 2018 Cal-HOSA App is available on Android and Apple technologies as well as on the web. The Cal-HOSA App is used for all Cal-HOSA events. Download the new Cal-HOSA App at iTunes, Amazon or Google Play; search Cal-HOSA and download the App. A PDF version of the program will be available for download prior to the SLC and a limited number of printed schedules will be available at this year's SLC. There will be an information station with the web app version available for attendees to view online.

Conference Fee Schedule

Conference fees for the 2018 SLC are as follows:

\$105.00	Member Registrations
\$105.00	Advisors and Chaperones
\$ 25.00	Junior Upcoming Medical Professionals (JUMP) Members and JUMP Advisors (Saturday only)

For registration of alumni and special guests, please contact headquarters.calhosa@gmail.com.

Students and advisors are required to attend the entire conference, Thursday–Sunday, April 5-8, 2018.

Important Dates and Information

December 1, 2017	SLC Conference Registration and Hotel Reservations Register at cal-hosa.org/	
January 30, 2018	Affiliation Deadline (All chapters must complete Affiliation Application and have a zero balance to affiliate)	
February 18, 2018	Affiliation and all Outstanding Debt Payment Deadline	
February 22, 2018	National Anthem/Patriotic Song Submission AND Talent/No Talent YouTube Audition YouTube Submission Deadline	
February 23, 2018	Registration closes at 5:00 pm, February 23! <u>NO refunds issued after February 27th</u>	

February 24-26

Incomplete registration notifications will be sent **as necessary**

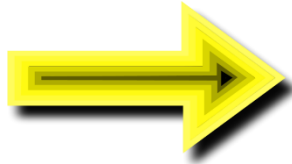
February 24-27

Correction of incomplete registration as per Cal-HOSA notification will be considered until February 27

February 28, 2018

SLC Competitive Event (CE) Online Testing Proctor Selection and Submission

March 5 – March 16, 2018



SLC Competitive Event (CE) Online Testing

Each chapter must schedule during this timeframe. It is best to take the tests early in the testing window to avoid technical glitches!

NO EXTENSIONS will be granted for testing timelines.

SLC online testing must be administered by a designated proctor **NOT** an advisor.

March 9, 2018

STEM Premier Required Submissions
 State Officer Candidate Application Submission Deadline
 Scholarship Submission Deadline
 Board of Director Application Submission Deadline
 All Applications, Nominations, and Required Forms Submission Deadline

March 13, 2018

HOTEL RESERVATION DEADLINE! Reservations made after March 13 **will not** be available at the SLC negotiated lodging rates. Chapters will be subject to increased lodging costs.

March 29, 2018

SLC Payment Submission Deadline
 (Check, cash or Purchase Orders **WILL NOT** will be accepted at the SLC)

April 5-8, 2018

2018 SLC HOSA: *Create Your Future*
Anaheim Marriott

April 17, 2018

ILC Letter of Intent Submission Deadline

May 11, 2018

ILC Registration Submission

June 8, 2018

ILC Payment Submission Deadline

June 27-30, 2018

ILC – Dallas Convention Center, Dallas, Texas



- **Official chapter advisor is required to attend the entire conference.** Students without official chapter advisor will be sent home at the expense of the chapter with no SLC refund granted and the school administrator notified.
- **All accrued Chapter Fees must be paid in full prior to February 23** to register for the 2018 SLC.
- There will be **NO Competitive Events revisions after the close of registration or at SLC!** Changes will **NOT** be accepted unless there is a proven emergency that has occurred, and you petition the State Advisor **PRIOR TO** the SLC for consideration.

Online Forms and Applications

All forms and applications can be found on the Cal-HOSA Website at cal-hosa.org/.

The following forms and applications must be completed online by **March 9** as part of the registration packet:

- Advisor Statement of Assurance Form – **Mandatory**
- **ALL** Competitive Events that require STEM Premier submission
- Barbara James Service Award Receipt (Tracked on the National Website – Activity Tracking System)
- Board of Directors Application
- Cal-HOSA Administrator of the Year
- Cal-HOSA Advisor of the Year
- Cal-HOSA Outstanding Alumni
- Cal-HOSA Postsecondary Advisor of the Year
- Chapter Vendor Table Request
- Delegate Permission/Medical Release Form - **Mandatory**
- HOSA Happenings: Multimedia Chapter Communication Event
- National Service Project Receipt (Tracked on the National Website – Activity Tracking System)
- Outstanding HOSA Chapter (previously HOSA Chapter Reflection)
- Scholarship Applications
- SLC Program Gram
- State/National Officer Candidate Materials
- Student Social Agreement - **Mandatory**

The above applications and forms must be completed online by **March 9, 2018**.

2018 SLC FEATURES

Continuing this Year:

All written tests, including ALL round one written tests and JUMP written tests, will be done online during the SLC Competitive Events ONLINE Testing. Absolutely NO EXCEPTIONS or EXTENSIONS.

STEM Premier (Required for some events)

HOSA is proud to partner with [STEM Premier](#) to provide our members with the opportunity to connect with colleges, universities and employers. STEM Premier assists all levels of STEM talent in identifying career pathways, educators in recruiting top talent to their schools, and employers in developing a stable, continuous talent pipeline.

Required for the following Competitive Events and National Scholarship Opportunities.

Competitive Events

Job Seeking Skills
 Researched Persuasive Writing and Speaking
 Public Service Announcement
 Health Career Photography
 MRC Partnership



Students not using STEM Premier will be automatically disqualified.

Scholarships and Opportunities

National HOSA Scholarship application and the Public Health Leadership Scholars

Make sure to refer to [STEM Premier and Competitive Event Instructions](#) for both SLC and ILC.

JUMP – Health Science Events

Nutrition and Medical Terminology

Leadership Event

Extemporaneous Health Poster and Prepared Speech

Teamwork Event

Health Career Display and Health Education

Officer Candidate Speeches

All state officer candidate speeches must be submitted as a YouTube video. Officer candidate videos will be placed online on the Cal-HOSA YouTube link for member access. **No officer candidate speeches will be given at the SLC.**

All members will have the opportunity to meet the officer candidates at a question and answer session immediately prior to the regional meetings before Opening Session. Check the Cal-HOSA SLC App for time and location.

SLC Chapter Recognition

The student officers and the Board of Directors will award two recognitions to the chapters during the SLC. Selection will be made during the SLC. The student officers and Board members will be observing chapters for the following:

Most Professional Chapter

- Elevator Etiquette
- First Impression (eye contact, good handshake, smiles)
- Professional HOSA Dress (takes pride in appearance)
- Language
- Courtesy Towards Others

Most Enthusiastic Chapter

- Chapter Unity
- Support and Cheers for Their Chapter and for other Members
- Smiles When Speaking to People
- Conference Excitement for All Activities
- Workshop Attendance



JUMP Awards Ceremony will be included in the Grand Awards Ceremony

The Grand Awards Ceremony will be held on Saturday, April 7, 2018, at 8:00 pm in the Exhibit Hall A.

All conference attendees are required to attend in HOSA dress.

HOSA Village

SLC will once again feature an exciting area for members to participate in leadership activities in our HOSA Village.

Workshops

The SLC Committee is working hard to develop an outstanding array of leadership opportunities for Cal-HOSA members. If you know someone who would like to present a workshop, please have them complete the Workshop Presenter forms by March 1, 2018 at cal-hosa.org.

Social Event

The student officers have planned a fun and exciting social event. The **Cal-HOSA Talent Show Event** will showcase the exceptionally talented students or those who may think they have talent. Potential participants must submit a YouTube video of their individual or group Talent performance online at cal-hosa.org by February 22. All potential performance submissions will be notified of acceptance prior to the SLC.

For more information about how your chapter can participate in this great event, watch for updates on the Cal-HOSA Website at cal-hosa.org, Twitter, Instagram, and Facebook.

The final deadline for conference registration receipt is **February 23, 2018 at 5:00 pm.**

- **ALL** accrued HOSA fees **must be paid in full prior to February 18, 2018** to register for SLC.
- **NO** changes will be accepted by email after the close of registration **or at the SLC.**
- **ALL** changes, IF notified, will be made to the SLC Registration online by February 27.
- A \$5.00 fee is required for lost or misspelled name badges at SLC.

Cal-HOSA Store

The Cal-HOSA Store will be open Friday, April 6 through Saturday, April 7 during 2018 SLC. There will be many items for sale including the Cal-HOSA 30th Anniversary Celebration pin which will be one of the NAMI fundraising activities, merchandise such as, notebooks, binders and chapter sign materials. Bring your money to help support our scholarships and NAMI!

REGISTRATION



SLC Online Registration Instructions

December 1, 2017 through February 23, 2018

Information Required for Registration

- Student names and competitive event selections, including team numbers
- Accurate t-shirt sizes for all registered members, advisors, and guests
- The number of voting delegate(s) for the Student Business Meeting

To register online for the SLC follow these steps:

Conference registration is completed on the National HOSA Website at www.hosa.org.

1. Point your Web browser to www.hosa.org.
2. Select **Login** from the top right navigation bar.
3. Under Local Chapter Advisors, select **Access Chapter Advisor Services**.
4. 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 headquarters.calhosa@gmail.org.
5. **Select Conference Registration** (You may be asked for your login and password again.)
6. Select the 2018 State Leadership Conference box, then click the red square on the Registration bar.
7. **Select the name of your first participant and click on register.** Make sure to double-check the spelling of student names and ensure that they are entered in capital and lower-case letters. Names you type into the system are used for name tags and competitive events. If they are entered incorrectly, they will possibly be incorrect in several places, so please be cautious. *(Reminder: If you require name spelling corrections onsite at the SLC, there is a \$5 charge for each name spelling correction. Please double-check spellings to avoid these fees.)*
8. Select appropriate **Registration Type**. Next, select **Add Options/ Activities** on the Options/Activities bar for that student. **You will NOT be checking students for Courtesy Corps this year.** This will be assigned per chapter sponsorship and you will receive notification as to how many students we need from your chapter to participate as Courtesy Corps for the other areas that are not covered under chapter sponsorships.
9. Go to **Register for Competitive Events** on the Competitive Events bar. **See chart below as to which events to select.**

10. Please indicate the appropriate name(s) for each team when registering for team events. (Note: The system will assign team number.)
11. After the registration for this student is completed click **Save**.
12. Continue to register all SLC participants in the same manner.
13. Be sure to register advisors, chaperones, and guests.
14. **PRINT YOUR INVOICE** (found under **Reports** at the bottom left in the black bar) and **submit to your district for payment**.
15. Payment to Cal-HOSA Headquarters is due **no later than** March 29, 2018.

Instructions for Making Changes, Substitutions, and/or Additions to Online Registration

Changes to online registration can be made until the system closes on **February 23, 2018 at 5:00 pm**. If the Tabulation Manager notices an incomplete **online competitive event registration**, the chapter advisor will receive an email informing the advisor to make necessary changes online. That advisor will then have until **5:00 pm on February 27** to make **ALL** corrections.

There are no registration cancellations or registration refunds after 5:00 pm on February 23.

NO changes will be accepted by email after the close of registration on February 23 or for those who have received emails of notification after February 27. **VERIFIED emergencies** will be considered on a case-by-case basis.

CONFERENCE HOUSING INFORMATION

The primary conference hotel is the Anaheim Marriott, 700 West Convention Way, Anaheim. Reservations for the 2018 SLC will be online at [AnaheimMarriott2018SLC](#) .

All conference attendees must stay at the negotiated conference hotel(s) for the duration of the SLC. For hotel questions contact headquarters.calhosa@gmail.com **Monday – Friday 8:00 am – 4:00 p.m.**

Reservations must be made by **Friday, March 13, 2018**. If the primary SLC hotel sells out prior to that date, then an **official SLC** overflow hotel(s) will immediately become available. All attendees **must stay** at an official SLC hotel.

Hotel Information:

Conference Room Rates

Guest Room Rate: \$167.00 for Single/Double/Triple/Quad rooms

Taxes & Fees: \$29.47 per room per night – **estimate only**

Total Room Rate: \$196.47 per room per night – **estimate only**

Parking

Self-Parking: \$20 per night overnight self-parking

Bus/RV Parking (estimate only): \$30 + \$30 for each extra space

Check In/Out

Check in Time: 4 pm

Check Out Time: 12 noon, late check outs may be available with 24-hour advance request

Luggage Storage

Provided by the Conference hotels.



COMPETITIVE EVENTS (CE) PROGRAM INFORMATION

Cal-HOSA follows National HOSA Guidelines for CE. For detailed information about each event, please see Section B of the HOSA Handbook at hosa.org/guidelines.

Cal-HOSA CE Program

Note: Online tests for ALL written tests, including **round one written tests**, are completed at your school **prior to** the SLC and will **NOT** be offered at the SLC. Members participating in the online testing events and the onsite events **must attend** the **entire** SLC and the Grand Awards Ceremony to be awarded recognition.

SLC CE Online Testing Proctor Selection and Submission February 28, 2018

SLC CE Online Testing Window is March 5 – March 16, 2018 - **THERE ARE NO EXTENSIONS!**

STUDENTS CAN CHOOSE ONLY ONE EVENT FROM ONE OF THE THREE EVENT CATEGORIES LISTED BELOW: HEALTH SCIENCE OR HEALTH PROFESSIONS OR EMERGENCY PREPAREDNESS

Health Science Events

Dental Terminology - Competitors take a written test identifying terms as related to the occupation. **Online**

Knowledge Tests - Competitors take a written test based on the following: Behavioral Health, Human Growth & Development, Medical Law and Ethics, Pathophysiology, Pharmacology, Transcultural Health Care or Nutrition**. **Online**

Medical Math - Competitors take a written math test based on medical situations. The metric system is part of the test. **Online**

Medical Reading - Competitors will read five designated medical books and take a written 50 question exam with 1 tie breaker essay question. **Online**

Medical Spelling - Competitors orally spell word related to the occupation, similar to a spelling bee, must take a written test to qualify. **Round one test online; second round at the SLC.**

Medical Terminology** - Competitors take a written test identifying terms as related to the occupation. **Online**

Health Professions Events

Biomedical Laboratory Science - Students take a 50-question multiple choice test and demonstrate two or three skills related to Biotechnology. Scenarios include: Identifying lab instruments, Infection Control, Inoculate and streak an agar plate, using a microscope, ABO grouping, Gram Stain, and Fecal Occult Blood.

Round one test online; second round at the SLC.

Clinical Nursing - Students take a test and demonstrate two or three skills related to VN. Scenarios include administration of IM/SC injection, sterile dressing, urethral catheterization, irrigation of an NG tube.

Round one test online; second round at the SLC.

Dental Science - Students take a test and demonstrate two or three skills related to Dental Science. Scenarios include preparing the dental treatment room, seating the dental patient, dismissing the dental patient, patient education, preparing for an alginate impression, or pouring an alginate impression and identification of instruments. **Round one test online; second round at the SLC.**

Medical Assisting - Students take a test and demonstrate two or three skills related to Medical Assisting. Scenarios include telephone techniques, complete insurance form, alphabetical filing, wrap items for autoclave, obtain medical history, position/drape in horizontal recumbent/Sims/Fowlers/Prone position, or put on sterile gloves. **Round one test online; second round at the SLC.**

Nurse Assistant - Students take a test and demonstrate two or three skills, related to NA. Scenarios include hand washing, making an occupied/unoccupied bed, positioning the patient, transferring the patient, vital signs or intake and output. **Round one test online; second round at the SLC.**

Sports Medicine - Students take a test and demonstrate two or three skills related to SM. Scenarios include Flexibility exercises, Assessment, Assess ROM and Strength Testing of Shoulder, Assess ROM and Strength Testing of Ankle and Foot, Taping of ankles, arch, elbow and thumb. **Round one test online; second round at the SLC.**



Emergency Preparedness

CERT SKILLS - This event will consist of two rounds of competition for a 2-person team. Round One is a written, multiple-choice test of knowledge and understanding. The top scoring teams will advance to Round Two for the performance of selected skill procedure(s) identified in a written scenario. The scenario will require the use of critical thinking skills. The performance will be timed and evaluated according to the event guidelines. conditions, triage, head-to-toe assessment, or lifts and carries. **Round one test online; second round at the SLC.**

CPR/First Aid - The 2-member team takes a test and demonstrates 2 to 3 skills related to CPR/First Aid. Scenarios include severe bleeding and shock, choking, compound fracture and splinting, severe burns, heat-related emergency, adult BLS/CPR, or adult BLS with AED. **Round one test online; second round at the SLC.**

EMT - Students take a 50-question multiple choice test and demonstrate two or three skills related to EMT. Scenarios include: Patient Assessment, Trauma or Medical, BVM Ventilation, Immobilization/Splinting, Bleeding Control/Shock Management, Cardiac Arrest Management/AED. **Round one test online; second round at the SLC.**

Epidemiology – This event encourages students to study the effects of health and disease in populations. Students take a 50-question multiple choice test and a case study consisting of between 5-20 short answer questions worth 50% of the final total score. **Online. NEW Event!**

MRC Partnership - A team of 2-6 competitors will initiate and maintain a partnership with their local MRC. The students will participate in activities that strengthen public health, improving local preparedness, response and recovery capabilities and build community resilience. The students will document activities in a portfolio. **NEW - STEM Premier requirement.**

Public Health - A team of 2-6 members select a topic of public health concern and create an **effective, dynamic and creative** public health presentation. **2017-2018 TOPIC: Preventing Teen Dating Violence**

**STUDENTS MAY CHOOSE ONLY ONE EVENT BETWEEN THE TWO CATEGORIES LISTED:
LEADERSHIP OR TEAMWORK**

Leadership Events

Extemporaneous Health Poster** - Competitors create a poster related to HOSA or Health Science Education curriculum competencies. A secret topic will be revealed at the event.

Extemporaneous Writing – Students write an essay based on any topic related to Health Science Education or HOSA. A secret topic will be revealed at the event.

Healthy Lifestyles - Students will take a multiple-choice test that will assess content knowledge of health literacy topics. Each competitor will set a personal goal and maintain a Healthy Lifestyle Notebook. Student should then be prepared for a six-minute interview with judges to review their personal goal and progress towards reaching this goal. **Round one test online; second round at the SLC.**

Job Seeking Skills - Competitors submit a resume and complete an appropriate application form. A receptionist screens the applicants and judges interview the competitor. **STEM Premier requirement.**

******Interviewing Skills** - *Submit* a completed form from the appropriate school official stating that the competitor is classified under the provisions of IDEA 2004. This competition will be conducted following JSS with judges interviewing the competitor.

Health Career Photography - Students analyze health careers with digital photography and use technology in editing and presenting digital pictures. **STEM Premier requirement.**

Prepared Speech** - Competitors develop and present a five-minute speech related to the **2017-2018 Topic: Create Your Future**

******Speaking Skills**- *Submit* a completed form from the appropriate school official stating that the competitor is classified under the provisions of *The Individuals with Disabilities Education Act Amendments of Public Law 105-17, 2004*. Competitor will follow the guidelines and prepare a 5-minute speech. This competition will be judged along with competitors in PS.

Research Persuasive Writing and Speaking – Students write a paper and develop a speech in which they either must take a stand, in favor or opposed to a health-related issue. **2017-2018 TOPICS:**

Peanut Allergies: Is our world too clean for our children?
Gene Editing: Cures or Scary Science?

Teamwork Events

Biomedical Debate – Each member of a 3 – 4-member team will take a written test in Round One. During Round Two the team will debate another team in either the affirmative or negative, based on random selection.

2017-2018 TOPIC: *Teen Use of Social Media Should be Limited*

Round one test online; second round at the SLC.

Health Career Display **– A team of 2 competitors develop a visual display of a specific career or cluster of careers in health. They will be judged on their ability to present themselves and communicate the career information to others.

Community Awareness – A team of 3 – 4 students select a service project designed to raise community awareness of health-related issues of local, state, and/or national interest. A notebook that documents and explains the project/activities is presented.

Creative Problem Solving – A team of 3 – 4 members are given a potential problem related to health care or HOSA issue. The team has 30 minutes to analyze the problem and 10 minutes to present their solution

Round one test online; second round at the SLC.

Forensic Medicine – This event will involve two rounds of competition. Round One will consist of a written test to evaluate the team’s understanding of forensic medicine. The top scoring teams will advance to Round Two and will be given a case study related to forensic medicine. Encourages Health Science students to analyze careers in forensic medicine and to work as a team to apply their knowledge and skills in creating a solution to a forensic medicine-related problem. **Round one test online; second round at the SLC.**

Health Education** – A team of 2-4 members select a health-related concept or instructional objective, then prepare a lesson, provide instruction, and evaluate results.

HOSA Bowl – Each member of a team of 3 - 4 students will take a 50-question multiple-choice written test as Round One, in subsequent rounds the team competes against another team giving appropriate responses to item presented by a moderator. The questions are related to medical terminology, HOSA facts, Parliamentary Procedure, & medical history. **Round one test online; second round at the SLC.**

Medical Innovations- A team of 2-4 members develop a visual display or demonstration of a medical innovations to be presented to the judges. Competitors are judged on their understanding and insight into the use and value of the medical innovation, as well as their ability to present themselves and communicate the use of a medical innovation. Two Separate Events: Medical Innovation – Original and Medical Innovation – Existing

STEMPremier requirement

Public Service Announcement -Encourages health science students to analyze the public’s understanding of a healthcare issue, and to use technology to produce a public service announcement that informs the community about an important healthcare issue, **2017-2018 Topic: Pre-Diabetes: Stopping a Runaway Train**
STEM Premier requirement

STUDENTS MAY CHOOSE AS MANY EVENTS AS ARE APPLICABLE FROM THE RECOGNITION EVENTS LIST BELOW.

Recognition Events

Barbara James Award – This award seeks to recognize individual HOSA members with a commitment to community service.

HOSA Happenings: Multimedia Chapter Communication Event – Encourages HOSA chapters to share their activities and professional learning through chapter print or electronic media.

Health Care Issues Exam – The HOSA member take a 50-question exam on the health care issues during the last year. Resources provided. **Online**

National Service Project – The chapter provides evidence of participation in the national service project for that year. This year the service project is: (NAMI) National Alliance on Mental Illness. The chapter must use the HOSA activity tracking system.

Outstanding HOSA Chapter – Students create a book to record and preserve their chapter’s achievements during a single year. A representative is present and available for consultation. HOSA week has been included in the guidelines. (Formerly HOSA Reflections)

****JUMP Events (Middle School Students)**



All written tests are conducted and completed ONLINE PRIOR to the SLC date.

Students must attend the SLC for Round Two qualification notification.

Please carefully read the STEM Premier requirements as indicated in the descriptions above!

CONTACT INFORMATION

If you need assistance with SLC questions regarding lodging, schedule, activities, officer candidates, registration, or competitive events, please contact the following:

General SLC Questions

Cal-HOSA Headquarters – Carla Cherry, Cal-HOSA Headquarters Coordinator
headquarters.calhosa@gmail.com

Online Registration Questions

Diane Bartosch
Registration/Tabulations Manager
dbartosch21@gmail.com

Competitive Events Questions

Dee Niedringhaus
Competitive Events Director
dniedringhaus925@gmail.com



GENERAL CONFERENCE INFORMATION

Accommodations

Cal-HOSA SLC attendees with disabilities will be reasonably accommodated. If a need exists for accommodations, please contact Headquarters at headquarters.calhosa@gmail.com by **March 5, 2018**. If you do not contact Cal-HOSA by **March 5, 2018** to request accommodations, every effort will be made to assist your chapter onsite, but no guarantees can be made.

Conference Dress Code

All members must wear the Official HOSA uniform for **ALL** general sessions, workshops, meetings, and competitive events. Members in violation of the dress code will not be allowed onstage. Advisors and guests also need to be in professional dress for conference activities to set a positive example for students and to maintain the professional image of HOSA.

Students not in appropriate HOSA uniform will not be allowed to go on stage to represent their chapter or to accept awards. This includes clothing, hair, and shoes. No exceptions will be made.

HOSA Uniform

- Tailored navy blazer with emblem affixed over the heart; left breast pocket
- Shirt/blouse for females: white tailored or short-sleeve white jewel neck shell
- Shirt for males: white closed-neck, tailored dress shirt, suitable for use with a tie
- Accent for female delegates: maroon HOSA scarf or tie is encouraged but not required
- Accent for male delegates: navy or maroon long tie (a tie is required; maroon tie preferred)
- Matching navy slacks for males, and matching navy slacks or knee-length skirts for females (jeggings, leggings, navy blue tinted jeans, khakis, or tight pants; short or excessively tight skirts with split **do not** qualify as appropriate HOSA Uniform)
- Closed-toe blue or black shoes (hose optional)
- Hair is to be neat and off the collar – male and female hair is to be up neatly off the collar

For Health Professions and Emergency Preparedness Events 2nd Round, the following dress codes apply:

- School uniform
- Name tags and school name tags are to be removed or covered
- Professional shoes
- Hair is to be neat and off the collar – male and female hair is to be up neatly off the collar
- Jewelry must be kept to a minimum
- Nails must be neat and clean

Under no circumstances will blue jeans, shorts, or other casual attire be accepted at the SLC functions, except where special dress codes are noted. Delegates dressed in such casual attire will not be permitted to participate in official HOSA SLC meetings.

CE Dress Attire

Delegates must adhere to **the Dress Code** as specified in the individual CE guidelines for the **orientation and event** in which they are competing. Bonus points will be given according to the individual guidelines.

The HOSA emblem should be affixed over the heart. It is not acceptable to place the HOSA emblem on lower pockets of the blazer or the right side of the blazer.

General Session Chapter Signs

Show your HOSA chapter spirit! Chapters are encouraged to bring a chapter sign for SLC general sessions. The signs should identify the chapter and show HOSA creativity and enthusiasm.

Signs must be adhered to a pole or stick **no longer than** three feet. The sign **must not be** larger than **24" x 24"**, must identify the chapter's name and region, and integrate the HOSA logo. Chapters not adhering to these guidelines **will not** be allowed on-stage.

Judging Events

The Cal-HOSA Health Careers and Leadership CE Program requires an extraordinary amount of effort, work, and volunteer spirit to be successful and truly prepare students for career achievement. The more volunteers available, the easier, less time consuming, and more efficient it is for everyone.

If you have chaperones, industry partners, or colleagues that can judge events, Cal-HOSA would like to get them involved. Please go to the Conference Tab at cal-hosa.org for details.

Cal-HOSA, Inc. Meeting



The Cal-HOSA, Inc. meeting will be held **Thursday, April 5 from 4:30–6:00 pm**. Each chapter must have one representative in attendance.

Cal-HOSA, Inc. is the corporate body of Cal-HOSA. All chapters in good standing must appoint one representative. **This meeting is mandatory**. One of the primary duties of Cal-HOSA, Inc. is to elect our Board of Directors. The Board of Directors then serves as the governing and policymaking body for the corporation.

If you are interested in serving on the Cal-HOSA Board of Directors, complete and submit the Board of Directors application online at cal-hosa.org. The positions available are: Northern California Healthcare Industry Representative, Postsecondary Representative, Healthcare Pathway Representative, Region 1 Representative, Region 3 Representative and Region 4 Representative. Each Director serves for two consecutive years beginning in September 2017, unless you are elected to serve as the Board Chair Elect. The Board Chair Elect term of service would move from Chair Elect to Board Chair and complete as Past Chair.

Cal-HOSA Business Meeting

The Cal-HOSA Business Meeting Registration, Orientation, and Voting Session will be Saturday, April 7 starting at 2:30 pm.



Voting delegates and alternate voting delegates are registered online during chapter registration. Each chapter receives voting delegates in accordance with the table below. Voting delegates are required to attend the Opening Session, Recognition Awards, Region Meetings, and attend the Business Meeting and Voting Session.

Voting Delegates

Number of Chapter Members	Number of Chapter Voting Delegates
5 – 35 Members	2 Delegates
36 – 63 Members	3 Delegates
64 – 88 Members	4 Delegates
89 – 113 Members	5 Delegates
114 – 138 Members	6 Delegates
139+ Members	7 Delegates

Please be sure to schedule delegates who do not have a conflict with the timing of the required Business Meeting Registration, Orientation, and Voting Session.

Courtesy Corps Volunteers – Same Process as Last Year!

Each chapter at the SLC will be responsible for the Courtesy Corps for their chapter’s sponsored event where applicable. If your chapter has not signed-up to sponsor or co-sponsor an event, then the students from your chapter will help with the workshops and extra courtesy corps duties.

Additional Courtesy Corps volunteers will assist with competitive events, serve as patients in skill events, host workshops, greet judges, and much more for their own chapters who will be sponsoring an event. To be an additional Courtesy Corps volunteer go online to cal-hosa.org.

Recognition Opportunities

In addition to competitive events and leadership opportunities outlined in this guide, Cal-HOSA provides many other recognitions that will be awarded at the SLC. Those receiving recognition at the state level may be recognized at the International Leadership Conference. To learn more about these programs, visit Cal-HOSA at cal-hosa.org.

Special Recognition

HOSA is made possible through the generosity and commitment of thousands of leaders including school administrators, alumni, advisors, and outstanding teachers. Nominate these leaders for recognition listed in the 2017–18 Chapter Information Guide, available at the Cal-HOSA Website cal-hosa.org.

- Cal-HOSA Secondary Administrator of the Year
- Cal-HOSA Postsecondary Administrator of the Year
- HOSA Outstanding Alumni
- Cal-HOSA Secondary Advisor of the Year
- Cal-HOSA Postsecondary Advisor of the Year

Scholarship Basket Drawing

Each chapter is encouraged to bring a basket for the basket drawing. All proceeds from the basket drawing will support Cal-HOSA scholarships. Baskets should be turned in at Courtesy Corps Headquarters. Tickets may be purchased during the SLC. **Winners must be present to win.**

Scholarships

Details and requirements for the following HOSA scholarships are found online in the Chapter Success Guide. Please read the forms carefully as there have been changes in the criteria.

- Cal-HOSA Board of Directors' Leadership Scholarship
- Cal-HOSA Merit Scholarship
- Inez Tenzer Nursing Scholarship
- Jacob Hefter Memorial Scholarship
- Kaiser Permanente Scholarship



Chapter Vendor Tables

Chapter Vendor Tables are a great fundraising opportunity to sell HOSA related items on Friday and Saturday during the conference. Please complete and submit a Vendor Table Request form at cal-hosa.org with **payment by the March 9 deadline to secure a table. If you do not pay by the deadline then there will be no table available.**

SLC Grams

Are you looking for a great way to give recognition to someone? Want to send a message of good luck? Looking for a great way to thank your advisor, school, chapter officers, seniors, or administration? SLC Grams are a great way to acknowledge that special person. Purchase SLC Grams for \$5 each to be included in the Cal-HOSA App. Please submit the completed SLC Grams form at cal-hosa.org and **mail payment to Cal-HOSA Headquarters, P.O. Box 12259, Bakersfield, CA 93389 by March 9, 2018.**

There will be an opportunity for onsite purchases for the SLC grams at registration. These will be placed on the Big Screen during General Sessions.

State Officer Candidates

Run for Cal-HOSA state office. Open state officer positions include: State President, Vice President, Secretary/Treasurer, Parliamentarian, Postsecondary Representative, and Regional Vice Presidents. Term of office will be from SLC to SLC.

To learn more about running for state office, the State Officer Candidate Guide is available at cal-hosa.org.

Regional officers will run for their specific Region and will be elected by their individual regional voting delegates.

Students interested in any Cal-HOSA state office must complete and submit an online application, take the online examination, interview and be prepared with an interview speech. Candidates will be required to develop a YouTube video campaign speech to be put online by March 9, 2018. No officer candidate speeches will be given at the SLC.

State Officer Candidate Eligibility

Students interested in running for state office must have served in a leadership capacity as a local chapter officer and have been previously or currently enrolled in a Career Technical Education course or will be enrolled during their term of office. Postsecondary candidates must be enrolled in a health science career major through a postsecondary institution.

National Officer Candidates

National Candidate information and application is available from Cindy Beck, Cal-HOSA State Advisor, by email at cbeck@cde.ca.gov or from Cal-HOSA Headquarters at headquarters.calhosa@gmail.com.

AVOID COMMON REGISTRATION FRUSTRATIONS

1. Read this registration packet in detail! Assign it for extra credit homework for chapter officers so multiple members of your chapter are familiar with SLC requirements and procedures.
2. Read section B of the HOSA Handbook for each event in which each of your students are competing. Encourage students to own their competitive event preparation by reading and keeping their own personal copy of competition guidelines. All guidelines are available online at hosa.org/guidelines.
3. Follow-up with the district or business office to make sure that your fees will be paid on-time and that you have satisfied all district requirements for travel.
4. Scan all mandatory forms and upload online. Bring original copies of these forms with you to the SLC.
5. **Make ALL checks payable to: Cal-HOSA, Inc., P.O. Box 12259, Bakersfield, CA 93389**
6. Carefully review Dress Code Policy and Code of Conduct standards with your students before you arrive for the SLC. There is no reason for competitors to be disqualified from competition and the SLC if they prepare correctly.



To Do List: (Keep track of your thoughts as you plan.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

