

Call to Conference



2021 Virtual
State Leadership Conference

April 18-19, 2021

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General Conference Information

Each year, Iowa HOSA holds an annual statewide conference which brings student members together with industry, post-secondary, and community leaders in a competitive showcase that recognizes both technical skill and leadership development. The conference includes competitive events, election of officers, and a recognition ceremony. This year's State Leadership Conference will be held **April 18-19, 2021**.

Important Dates and Deadlines

Item	Date
Registration Open	March 1, 2021
Registration Deadline	March 25, 2021
Accommodation Requests	March 25, 2021
Executive Council Candidate Application	March 25, 2021
Outstanding Advisor of the Year Application	March 25, 2021
Barbara James Service Award - Track in HOSA Activity Tracking System	March 25, 2021
National Service Project - Track in HOSA Activity Tracking System	March 25, 2021
Outstanding HOSA Leader	March 25 - Summary Page emailed to director@iowahosa.org
Outstanding HOSA Achievement	March 25 - Event Submission Requirements emailed to director@iowahosa.org
Online Testing Window	April 4-10, 2021
Competition Upload to Tallo	April 11, 2021
Live Skill Events	April 12-15, 2021

Conference Prep Checklist

- Follow important dates and deadlines outlined in the Call to Conference
- Submit school district “field trip” paperwork
- Determine the cost to attend with your chapter
- Set up money collection with your school’s bookkeeper
- Set chapter deadlines for registration and payment
- Put together permission slips with conference information including cost and code of conducts
- Collect member payment before the registration deadline
- Select your chapter’s voting delegates
- Register all members, advisors, and support staff by the registration deadline
- Print the emailed invoice and check, double-check, and triple-check for accuracy
- Submit invoice to your school’s bookkeeper for payment
- Pay via credit card or mail check payment to Iowa HOSA by the payment deadline
- Review the Important Dates and Deadlines with attending members
- Host a chapter meeting with parents to discuss expectations and responsibilities in a virtual format
- Ensure each attendee has signed the multiple release form and code of conduct, which is to be kept with the chapter advisor
- Have all members follow and like Iowa HOSA on social media sites (@iowahosa)
- Discuss the HOSA International Leadership Conference with members, so they are prepared if they qualify

Conference Calendar - Tentative Schedule

Date	What’s Happening?
April 18	<p>3:00 pm - Opening Session</p> <p>3:30 pm - Concurrent Workshops, Competitive Event Feedback Sessions, Exhibit Booths, and Networking</p> <p>4:00 pm - Concurrent Workshops, Competitive Event Feedback Sessions, Exhibit Booths, and Networking</p> <p>4:30 pm - Concurrent Workshops, Competitive Event Feedback Sessions, Exhibit Booths, and Networking</p> <p>5:00 pm - Concurrent Workshops, Competitive Event Feedback Sessions, Exhibit Booths, and Networking</p> <p>5:30 pm - General Session</p>
April 19	<p>3:30 pm - Closing Session</p>

Conference Registration

Registration

Registration - [HOSA Conference Management System](#)
Step-by-Step Guide - [YouTube Registration Tutorial](#)

Date: April 18-19, 2021

Location: Virtual/Online

Registration Cost:

- Member - \$60 per member
- Guests - \$30 per guest
- Local Advisors - complimentary registration
- Executive Council - complimentary registration
- Board of Directors - complimentary registration

Included in Registration Cost

- Conference Registration
- Conference Platform Access
- Competitive Event Participation
- State Leadership Conference T-Shirt

Optional Conference Registration Add-Ons

Due to the ongoing COVID-19 pandemic, Iowa HOSA is offering a service to directly mail pre-conference materials and post-conference materials, including recognition and awards directly to competitors' home address and bypassing the school. This is an optional service for \$10 per competitor and the competitors' home address must be entered into the registration system by the deadline.

- Direct Mail Service - \$10 per member

Conference Registration Payment Information

- The \$60 event fee is non-refundable
- Members completing online testing only will pay the above fee
- The number of participants registered by the registration deadline is the amount that the chapter will be expected to pay
- **Check:** Check must be payable to Iowa HOSA and turned in during conference registration or mailed to: **Iowa HOSA, % Kent Seufferer, 723 Curtis Ave, Chariton, IA 50049 - [NEW W-9](#)**
- **Credit Card:** If interested in paying by credit card, email director@iowahosa.org - a 3% transaction fee will apply

Registration Deadlines

- Registration Opens: March 1, 2021
- Registration Deadline: March 25, 2021 – 11:59 pm
- Payment Postmark Deadline: April 12, 2021

Registration Eligibility

Only affiliated chapters and members will be able to register for competitive events at the State Leadership Conference. Chapter advisors, parents, alumni, local administrators, teacher educators or others are eligible to attend. Every event attendee at the State Leadership Conference **MUST** be registered and paid by the registration deadline.

Information Needed to Register

- Charter Number and Password to log into the HOSA registration system
- Competitive Event Selections for Participants
- Member contact information including email and shirt size
- Chapter's Executive Council Candidates
- Chapter's Voting Delegates and their email addresses

Registration Refunds, Changes, and Edits

Please note that after you have submitted your state conference registration, you will need to contact the State Advisor to make any changes or edits. If you need to make any changes or edits after you have submitted your registration, you will be invoiced \$10 per change or edit. This includes, but is not limited to, adding competitive events to members registration, editing competitive event teams, and substituting new members for those who are already registered and unable to attend. If you want to drop a student from an event or from your roster after the March 25 deadline, there will not be a \$10 charge for notifying the State Advisor; however, no refunds will be granted. Notifying Iowa HOSA of no-shows is courteous and helpful for conference and volunteer planning.

Required Registration Forms

Comprehensive Release Form – completed form from each member (advisor keeps – can be completed electronically)

Americans with Disabilities Act (ADA) and 2004 reauthorized Individuals with Disabilities Education Act (IDEA)

Iowa HOSA will make all reasonable accommodations necessary for all students to compete. During the registration process, please indicate any accommodations by emailing director@iowahosa.org. A representative from Iowa HOSA will reach out to confirm the accommodation request after the close of registration. Note: The Student Eligibility Form for students classified under IDEA act is required to be uploaded to Tallo by March 25, 2021.

Conference Platforms

Hosting a virtual conference comes with its pros and cons. One of the positive aspects is that more members can participate in SLC who may not have been able to make it to the Des Moines metro area before! We hope to see representation from all corners of the state.

A virtual conference also allows us to utilize the entire month of April for competitions and other conference content. It is our hope that this format allows members and advisors to participate in the conference while being mindful of your work/school schedule. Please see the [Conference Calendar](#) and [Important Dates and Deadlines](#) section for more details.

Pictures Needed

Deadline: April 11, 2021

Here's an opportunity for your chapter to make an appearance on the big screen during general sessions at the State Leadership Conference. Share medium sized jpeg picture files with director@iowahosa.org.

Dress Code

Iowa HOSA will follow HOSA's Official Dress Code Policy for General Sessions, workshops and competitive events. [View the Dress Code Policy by clicking here.](#)

Occasion	Appropriate Attire
General Sessions	Smart Casual Attire
Breakout Sessions	Official HOSA Uniform Business Attire
Social Activities	Smart Casual Attire
Competitive Events	Official HOSA Uniform Business Attire Attire appropriate to the occupational area



Competitive Events

Guidelines

Each competition has its own set of guidelines. Refer to the [International HOSA Competitive Events Guidelines page](#) for information. Students should have a copy of the guidelines. Make sure to review all materials needed for each competition so students are prepared.

Judges

Iowa HOSA relies on volunteers to run and support many activities and programs within Iowa HOSA. If you know of an individual who would be interested in volunteering to serve as a judge, please email director@iowahosa.org.

Judges can include parents, chaperones, business and industry representatives, supporters of the local HOSA chapter, and any other individual who supports HOSA's mission. At this time, advisers and members of HOSA are ineligible to judge events at the State Leadership Conference.

Number of Entries

Each HOSA member may register for the following competitions:

- Maximum one event in [Health Science category](#)
- Maximum one event in [Health Professions/Emergency Preparedness category](#)
- Maximum one event in [Leadership category](#)
- Maximum one event in [Teamwork category](#)
- No maximum in [Recognition category](#)

Competitive Events Offered at SLC

Due to the ongoing COVID-19 pandemic, not all events are able to be offered in an online format. For the 2021 State Leadership Conference, the following events will be offered. For a full list of competitive events, please visit the HOSA Competitive Events [webpage](#). If you are interested in competing in an event not listed below, please contact director@iowahosa.org.

Health Science Events

- Behavioral Health
- Cultural Diversities & Disparities
- Dental Terminology
- Health Informatics
- Human Growth & Development
- Medical Law and Ethics
- Medical Math
- Medical Spelling
- Medical Terminology
- Nutrition
- Pathophysiology
- Pharmacology

Health Professions Events

- Clinical Nursing
- Home Health Aide
- Nursing Assisting
- Physical Therapy
- Sports Medicine
- Veterinary Science

Emergency Preparedness Events

- CPR/First Aid
- Epidemiology
- Public Health

Leadership Events

- Extemporaneous Writing
- Health Career Photography
- Healthy Lifestyle
- Interviewing Skills*
- Job Seeking Skills
- Prepared Speaking
- Researched Persuasive Writing & Speaking
- Research Poster
- Speaking Skills*

Teamwork Events

- Community Awareness
- Creative Problem Solving
- Forensic Science
- Health Career Display
- Health Education
- HOSA Bowl
- Public Service Announcement

Recognition Events

- Barbara James Service Award
- Healthcare Issues Exam
- HOSA Happenings
- HOSA Service Project
- Outstanding HOSA Achievement
- Outstanding HOSA Leader

*Members must be classified under the provision of the 2004 reauthorized *Individuals with Disabilities Education Act (IDEA)* to participate.

Competitive Event Modifications at SLC

Due to the ongoing COVID-19 pandemic, competitive events have been modified from previous formats and may differ from HOSA, Inc. Please review the Competitive Events Matrix below for additional information about each event

Competitive Event Matrix

Event	Format	Deadline
Health Science Events		
Behavioral Health	Online Test Only	April 4-10, 2021
Cultural Diversities & Disparities	Online Test Only	April 4-10, 2021
Dental Terminology	Online Test Only + Online Essay	April 4-10, 2021
Health Informatics	Online Test Only	April 4-10, 2021

Human Growth & Development	Online Test Only	April 4-10, 2021
Medical Law and Ethics	Online Test Only	April 4-10, 2021
Medical Math	Online Test Only	April 4-10, 2021
Medical Spelling	Online Test Only + Online Essay	April 4-10, 2021
Medical Terminology	Online Test Only + Online Essay	April 4-10, 2021
Nutrition	Online Test Only	April 4-10, 2021
Pathophysiology	Online Test Only	April 4-10, 2021
Pharmacology	Online Test Only	April 4-10, 2021
Health Professions Events		
Clinical Nursing	Online Test + Online Essay	April 4-10, 2021
Home Health Aide	Online Test + Online Essay	April 4-10, 2021
Nursing Assisting	Online Test + Online Essay	April 4-10, 2021
Physical Therapy	Online Test + Online Essay	April 4-10, 2021
Sports Medicine	Online Test + Online Essay	April 4-10, 2021
Veterinary Science	Online Test + Online Essay	April 4-10, 2021
Emergency Preparedness Events		
CPR/First Aid (team of 2)	Online Test + Online Essay	April 4-10, 2021
Epidemiology	Online Test + Online Essay	April 4-10, 2021
Public Health	Pre-recorded Full Presentation	April 11, 2021
Leadership Events		
Extemporaneous Writing	Online Essay (Using testing system)	April 4-10, 2021
Health Career Photography	Submitted Documents Pre-recorded Presentation	April 11, 2021
Healthy Lifestyle	Online Test Only	April 4-10, 2021
Interviewing Skills*	Submitted Documents Live Interview	April 11, 2021 April 12-15, 2021
Job Seeking Skills	Submitted Documents Live Interview	April 11, 2021 April 12-15, 2021
Prepared Speaking	Live Performance	April 12-15, 2021

Researched Persuasive Writing & Speaking	Submitted Documents Live Performance	April 11, 2021 April 12-15, 2021
Research Poster	Submitted Documents	April 11, 2021
Speaking Skills*	Live Performance	April 12-15, 2021
Teamwork Events		
Community Awareness	Submitted Documents Pre-recorded Presentation	April 11, 2021
Creative Problem Solving	Online Test Only	April 4-10, 2021
Forensic Science	Online Test Only	April 4-10, 2021
Health Career Display	Submitted Documents Pre-recorded Presentation	April 11, 2021
Health Education	Submitted Documents Pre-recorded Presentation	April 11, 2021
HOSA Bowl	Online Test Live Performance	April 4-10, 2021 April 12-15, 2021
Public Service Announcement	Submitted Video Pre-recorded Presentation	April 11, 2021

Online Testing

All events with a test will be taken during the Online Testing Window: April 4-10, 2021

- Check the event guidelines to see if a test is a portion of the competitive event
- For team events, each member of a team must take the online test independently, but at the same time.
- If a member does not take the required online test, the member/team will be eliminated from advancing to Round 2 of the competition.
- Due to the ongoing COVID-19 pandemic, proctoring is not required.

Tallo

Several events have a requirement to upload documents to the Competitive Event Tallo profile. The deadline is April 11 for this upload. Refer to the event guidelines on Tallo requirements and instructions.

Events with a Tallo component:

- Community Awareness
- Health Career Display
- Health Career Photography
- Health Education
- Interviewing Skills
- Job Seeking Skills
- Public Health
- Public Service Announcement
- Research Poster
- Researched Persuasive Writing and Speaking
- Speaking Skills

Recognition Events

See below for the requirements of each event:

- Barbara James Service Award: Information in HOSA Activity Tracking System by March 25 for recognition at SLC
- Healthcare Issues Exam: Online test given during the online testing window
- HOSA Service Project: Information in HOSA Activity Tracking System by March 25 for recognition at SLC
- Outstanding HOSA Achievement: [Event Submission Requirements](#) emailed to director@iowahosa.org by March 25
- [Outstanding HOSA Leader](#): Outstanding HOSA Leader Summary Page emailed to director@iowahosa.org by March 25

Chapter Delegates

HOSA is a student-run organization with representation from each local chapter. Each chapter is allocated a certain number of voting delegates to represent their chapter on all business brought before the organization. Voting delegates are indicated during the online registration process and should attend the conference to be aware of all business and voting matters.

Chapter Allotment of Voting Delegates:

- 1-30 chapter members: 2 voting delegates
- 31-45 chapter members: 3 voting delegates
- 46-70 chapter members: 4 voting delegates
- 71+ chapter members: 4 voting delegates + 1 delegate for every 30 members

Bylaw Amendment

When a bylaw amendment has been properly submitted to and approved by the Board of Directors, the amendment will be provided to local chapters 30 days before the next regular business meeting. The amendment will be placed on the agenda for that meeting. Bylaw amendments require a 2/3 vote of all registered voting delegates at that meeting. The Regular Business Meeting is held during the General Session at a conference.

A bylaws amendment was properly submitted and approved by the Board of Directors. Please review [Appendix B: Bylaw Amendment](#) for more information about the bylaw amendment.

Executive Council Candidates

Thank you for considering the possibility of being an officer candidate for the Iowa HOSA - Future Health Professionals student organization. Applications are due by March 25, 2021. Please read the following information very carefully.

Eligibility

- Must be an active member of local HOSA chapter, in good standing
- Must be registered and attend the State Leadership Conference, including the awards session on Monday
- No more than two HOSA members from each chapter may apply each year
- Only those completing the candidate application before the conference are eligible for Executive Council at the State Leadership Conference.
- All positions are open for members in grades 9-11 with the exception of the Postsecondary Vice President which can be a member in grade 12 or a postsecondary student.

- If a position is vacant, applications will be accepted by the Board of Directors post-conference.

Positions Available

- President
- Postsecondary Vice President
- Vice President of Community Service
- Vice President of Marketing
- Vice President of Fundraising
- Secretary
- Reporter
- Parliamentarian

State Officer Responsibilities

- President
 - To preside over all regular, Executive Committee meetings and special meetings and functions
 - To develop an agenda for each meeting,
 - To serve as a board member in the Board of Directors
 - To be aware of the order of business and prepare an agenda for all meetings
- Postsecondary Vice President
 - To promote the growth of the postsecondary division of HOSA
 - To develop the postsecondary division of HOSA
 - Attending a postsecondary program the year they are serving as a state officer
- Vice President of Community Service
 - To coordinate community service activities
 - To promote participation through community service
 - To promote the HOSA Service Project
 - To preside in the absence of the president (2022-23 year only)
- Vice President of Marketing
 - Design promotional material for all HOSA initiatives and events, including merchandise, posters, Facebook, Instagram
 - Conceptualizes, organizes and films and editing promotional videos for Iowa HOSA
 - Creates the newsletter visual in collaboration with the reporter/historian
 - To preside in the absence of the president (2023-24 year only)
- Vice President of Fundraising
 - To coordinate and conduct fundraising events
 - To be responsible for overseeing the organization's overall fundraising activities
 - To preside in the absence of the president (2021-22 year only)
- Secretary
 - To record the minutes of all regular, Executive Committee and special meetings
 - To keep an updated file of the membership of HOSA and create and maintain an up-to-date membership list
 - To record attendance of all regular, Executive Committee meetings and special meetings
 - To preside in the absence of the President and Vice Presidents
- Historian/Reporter
 - Maintain written records of chapter successes and achievements
 - Submit articles to local newspapers, state and national HOSA
 - Coordinate the publication of chapter newsletter

- Submit chapter newsletter in the National HOSA Chapter Newsletter event
- **Parliamentarian**
 - Become knowledgeable about basic parliamentary procedure
 - Brings copy of Robert's Rules of Order, Newly Revised, to all chapter meetings
 - Provides recommendations to the presiding officer regarding the conduct of chapter meetings
 - Advises chapter members about the use of parliamentary procedure

2021-22 State Officer Dates

- International Leadership Conference - June 23-26, 2021 - Virtual (recommended)
- Iowa Career and Technical Student Organizations Joint State Officer Training - June 10-12, 2021 - Des Moines area **(required)**
- Washington Leadership Academy - September 2021 - Washington, DC (recommended)
- Monthly state officer meetings via Zoom - Sunday evening(s) **(required)**
- Various planning meeting for upcoming conferences via Zoom - Irregular meetings **(required)**
- Fall Leadership Conference - October 2021 **(required)**
- State Leadership Conference - March 2022 **(required)**

Application Process

The following items must be completed and uploaded within the online application by March 25:

- [Candidate Application](#)
- [Statement of Support](#) (emailed after application is submitted, do NOT complete manually)
- Awards & Activities
- Academic Performance

Candidate Process

The candidate process includes multiple steps after a submitted application. The process identified below includes all steps from the application process through the transition meeting after the conference concludes.

1. Application Submitted
2. Complete Officer Exam
3. Provide Campaign Speech
4. Share Resume and Cover Letter
5. Pre-Conference Officer Meeting
6. Conference Elections
7. Officer Transition Meeting

Policies & Consent Forms

Online Integrity Policy

Iowa HOSA is committed to providing a safe, productive, and welcoming environment for all meeting participants and Iowa HOSA staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, Iowa HOSA staff members, service providers, and all others are expected to abide by this Online Integrity Policy. This Policy applies to all Iowa HOSA meeting-related events, including those sponsored by organizations other than Iowa HOSA but held in conjunction with Iowa HOSA events, on public or private platforms.

Iowa HOSA has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, Iowa HOSA asks that you inform either a local adviser, Kent Seuferer, Executive Director (director@iowahosa.org), or Chris Dzurick, State Advisor (chris.dzurick@iowa.gov) so that appropriate action can be taken.

Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Verbal abuse of any attendee, speaker, volunteer, exhibitor, Iowa HOSA staff member, service provider, or other meeting guest.
 - Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, Iowa HOSA staff member, service provider, or other meeting guest.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by Iowa HOSA throughout the virtual meeting. All participants must comply with the instructions of the moderator and any Iowa HOSA virtual event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. Iowa HOSA reserves the right to remove such messages and potentially ban sources of those solicitations.
- Participants should not copy or take screenshots of Q&A or any chat room activity that takes place in the virtual space.

Iowa HOSA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and Iowa HOSA reserves the right to prohibit attendance at any future meeting, virtually or in person.

Iowa HOSA Personal Liability

I hereby agree to release HOSA, Inc., and Iowa HOSA, its representatives, agents, servants and employees from liability for any injury to the named person, resulting from any cause whatsoever occurring to the named person at any time while attending the Iowa HOSA Leadership Conference indicated on the other side of this page, including travel to and from the conference, excepting only such injury or damage resulting from willful acts of representatives, agents, servants, and employees.

Having read and understood completely the “Code of Conduct” of Iowa HOSA, I do hereby agree to follow the procedures and practices described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold at all times the finest qualities of a person representing Iowa HOSA.

Code of Conduct Agreement

The Iowa HOSA Leadership Conferences are designed to be educational functions and all plans are made with that objective. The Conferences represent Iowa HOSA's most significant meetings of the year. Iowa HOSA wants every person to have an enjoyable experience with every attention paid to safety and comfort. All participants will be expected to conduct themselves in a manner best representing the nation's greatest student organization.

In order that everyone may receive the maximum benefits from their participation, the "Code of Conduct," as established by Iowa HOSA, must be followed at all times.

Note that attendance is not mandatory. By voluntarily participating, you agree to follow the official conference rules and regulations or forfeit your personal rights to participate. We are proud of our students and know that by signing this "Code of Conduct" you are simply reaffirming your dedication to be the best possible representative of your school and chapter.

1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will not be in the sleeping room of the opposite sex.
5. I will not use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will not leave the hotel or motel without the express permission of my local chapter adviser.
7. My conduct shall be exemplary at all times.
8. I will keep my adviser informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect the official HOSA dress.
11. I will attend, and be on time for, all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times.
13. If my parents/guardian did not approve of my swimming, I will not swim or be near open water.

Violations and Penalties

I agree that if, for any reason, I am in violation of any of the rules of the conference I am attending, I may be brought before the appropriate discipline committee for an analysis of the violation. I also agree to accept the penalty imposed on me. I understand that any penalty and reasons for it will be explained to me before it is carried out. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being immediately sent home at my own expense.

1. Violations of Items 1 through 6 of the "Code of Conduct" will be grounds for disqualification, immediate removal from competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's local school district and parents/guardians. The participant's entire voting delegation could be unseated, and the candidates or competitors from the participant's local chapter could be disqualified as well.
2. Violations of Items 7 through 13 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

Photography, Video, and Sound Release

I hereby grant the Iowa HOSA permission to make still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by the Iowa HOSA permission to use the finished silent or sound pictures, and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to the Iowa HOSA all rights, title, interest in, and income from the finished sound or silent motion pictures, still pictures, and/or sound recordings, negatives, prints, reproductions, and copies of the originals, negatives, recording duplicates and prints, and further grant the Iowa HOSA the right to give, sell, transfer, and/or exhibit the same to any individual, business firm, publication, television station, radio station or network, or governmental agency, or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting, and stated conditions is voluntary and I do hereby waive all personal claims, causes of action, or damages against the Iowa HOSA and the employees thereof, arising from a performance or appearance. I hereby authorize Iowa HOSA to display my name, picture, school information (school, address, and telephone number) and e-mail address on the Iowa HOSA website.

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Iowa Health Occupation Students of America (Does business as: Iowa HOSA - Future Health Professionals)**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, **Iowa HOSA** may disclose appropriately designated “directory information” without written consent, unless you have advised the **Iowa HOSA** to the contrary in accordance with **Iowa HOSA** procedures. The primary purpose of directory information is to allow the **Iowa HOSA** to include information from your child’s education records to higher education institutions, the military, and Iowa HOSA partners.

Who may receive directory information?	Purpose for which directory information may be used?
Higher Education Institutions	Scholarship opportunities, open house events, HOSA post-secondary communications, admissions contact
Military Recruiters	Military opportunities, scholarship opportunities, ROTC programs
Additional Iowa HOSA Partners	Internship, apprenticeship, and job opportunities

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that partner with **Iowa HOSA** for the promotion of college and career readiness. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want **Iowa HOSA** to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the **Iowa HOSA** in writing 30 days before the Leadership Conference. **Iowa HOSA** has designated the following information as directory information:

- **Student's name**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Dates of participation**
- **Grade level**
- **The most recent educational agency or institution attended**
- **Student membership number used to communicate in electronic systems**

Comprehensive Consent Form

This is to certify the named **Member/Participant** listed below has my permission to attend all Iowa HOSA sponsored State Leadership Conference activities. I also release Iowa HOSA, the school officials, the chapter advisers, conference staff, and Iowa HOSA staff and volunteers from any claims for personal injuries/damages which might be sustained while (s)he is traveling to and from an event or during an Iowa HOSA sponsored activity.

I authorize the below named **Educator/Adviser** or Iowa HOSA staff to secure the services of a doctor or hospital for the named **Member/Participant**. I will pay the expenses for necessary services in the event of an accident or illness.

Member/Participant Name	Name:
Local Chapter (School) Name	Name:
Name of Educator/Adviser Supervising Member	Name:
Parent(s)/Guardian Name(s) & Phone	Name: Phone Number: Name: Phone Number:
Emergency Contact Name/Phone Number	Name: Phone Number:
Member/Participant Home Address	Address: City, State Zip:
Member/Participant Age/DOB/Gender	Age: DOB: Gender:
Swimming Permission	<input type="radio"/> Yes, my child can/may swim <input type="radio"/> No, my child cannot swim/isn't permitted to swim
Medical Information	Known Allergies: Current Medication: Chronic Conditions: Physical Restrictions:

I have read and completely understand the **Personal Liability**, the **Code of Conduct**, **FERPA Directory Information**, and the **Photography, Video, and Sound Release** agreements, and by signing, do hereby agree to abide by these in their entirety, accept the conditions of the agreements, and completely release Iowa HOSA's national, state, regional, and local associations.

Member/Participant Signature

Parent/Guardian Signature (if under 18)

NOTE: All persons under legal age must have a parent or guardian sign this form (see other side). Otherwise, this form will be returned for a parent or guardian signature. All participants must sign this form.

Frequently Asked Questions

Registration Questions

Q: Where do I go to register?

A: Registration for State Leadership Conference can be accessed from www.hosa.org and clicking ‘login’ in the upper right.

Q: What is my login information and how do I reset my password?

A: The username is your chapter number.. You can use the self-service tool by clicking “Forgot Password” on the login page to reset your password via email. Please note, it can take up to 15 minutes for the email to arrive.

Q: Where do I submit a student that needs accommodations?

A: Please list these accommodations to director@iowahosa.org. Please note, documents may need to be uploaded to Tallo for IDEA accommodations. A state staff member will confirm after the close of registration.

Q: How do I know that my registration has been received?

A: Make sure to click SUBMIT at the end of the registration process. If you receive an email confirmation, you are officially registered.

Q: Why am I not seeing all my chapter members during conference registration?

A: The member must first be registered and paid to register for the State Leadership Conference. Please confirm that the attendee is registered as a HOSA member.

Competitive Event Questions

Q: Where is the information on taking tests?

A: Tests will all take place online, prior to the State Leadership Conference. Information about logging in to take tests will be sent out via email after the close of registration.

Q: Can members start the test on one day and finish it on another?

A: No. Members must take the test in one sitting. For team tests, members should test within one hour of each other.

Q: In how many events can a member participate? How many entries can my chapter submit?

A: Each member can compete in one event per category. There are no limits on the number of entries per chapter. Please review the [Competitive Events](#) and [Number of Entries](#) section of this document.

Q: Will Competitive Events take place on April 18-19, 2021 during SLC?

A: Competitive Events will be submitted before the conference or be held live before the conference. Please review the [Competitive Events Matrix](#) for more information.

Additional Conference Questions

Contact Kent Seuferer, Iowa HOSA Executive Director

Email: director@iowahosa.org

Phone: (515) 523-0514

Appendix A: State Officer Candidate Study Guide

This information will help members become more familiar with HOSA, Inc. as well as Iowa HOSA, a national student organization endorsed by the United States Department of Education and the Health Science Education Division of the Association of Career and Technical Education.

1. The mission of HOSA is “to enhance the delivery of quality health care to all Americans.”
2. The 2020-21 National Theme: "Unlock Your Potential”
3. The Executive Director is Dr. Jim Koeninger. The mailing address is :
National HOSA Headquarters
548 Silicon Drive, Suite 101
Southlake, TX 76092
(800) 321-HOSA
4. There are three regions in HOSA. Eastern, Central, and Western regions.
5. The 2020-21 National Executive Council:
President – Jake Kelly
President Elect – Sricharan Pusala
Eastern Region Vice President – LJ Pasion
Central Region Vice President – Addison Soerensen
Western Region Vice President – Shreya Shrestha
Secondary Board Representative – Jennifer Okolo
Postsecondary/Collegiate Board Representative – Aaron Castillo
Postsecondary/Collegiate Vice President – Emily Hathcock
6. The official HOSA emblem is the circle which represents the continuity of health care, the triangle which represents the three aspects of humankind well-being-social, physical and mental, and the hands which signify the caring of each HOSA member.
7. The colors of HOSA are maroon, medical white and navy blue.
8. The three HOSA, Inc. divisions of membership: Secondary, Post-secondary/Collegiate, Alumni & Professional
9. **MEMBERSHIP**
Over 245,000 active members in 54 chartered associations, including American Samoa, Canada, China, District of Columbia, Germany, Italy, and Puerto Rico, are affiliated with HOSA. Iowa had 343 members in the 2019-20 school year.
10. **PUBLICATIONS**
HOSA eMAGAZINE: an online student member magazine featuring articles that are relevant to HOSA members and future health care professionals.

HOSA HANDBOOK: the source official guidelines in managing the HOSA chapter and participating in the National Competitive Events Program. Section A - HOSA History, Section B - Competitive Events, Section C – Chapter Management.
12. HOSA is referred to as a “chapter” -- not a “club.”
13. HOSA offers a “competitive events program” -- not “contests.”
14. Texas is the largest state association of HOSA.
15. Awards Unlimited is the official supplier for HOSA.
16. HOSA was founded in 1976. Iowa HOSA was chartered in 1979.

17. South Carolina HOSA was the state that submitted the HOSA Creed.
18. The first National Leadership Conference was held in Oklahoma City, Oklahoma.
19. The first constitutional convention...establishing HOSA and seeking a charter from the US Department of Education...was held in Arlington, Texas.
20. The three (3) levels of HOSA are: local, chartered association and international.
21. Iowa HOSA is endorsed by the Iowa Department of Education.
22. The 2020-21 Iowa HOSA State Officer Team is:
 - President – Braden Mohr
 - Secretary – Ondrea Li
 - Parliamentarian - Dorothy Junginger
 - Vice President of Marketing - Shandhan Sureshbabu
 - Vice President of Community Service - Karshana Kalyanaraman
 - Vice President of Fundraising - Youla Tricia Onayan
23. Chris Dzurick is the Iowa HOSA State Advisor.
24. Jane Bradley is the Iowa Health Science Program Consultant.
25. Kent Seuferer is the Iowa HOSA Executive Director.
26. Dawn Fichter is the Iowa HOSA Board of Directors President.

Appendix B: Bylaw Amendment

The Executive Committee recommended to the Iowa HOSA Board of Directors a bylaw amendment to the state dues structure. During the February 2021 meeting, the Board of Directors approved the following bylaw amendment for membership approval.

ARTICLE IV - DUES AND FINANCE:

Current: Annual dues will be comprised of international, state and local assessments. Each chapter will determine their local fees. Changes in Iowa association fees will be determined and approved by the House of Delegates at the annual State Conference, with the approval of Iowa HOSA Board of Directors and Executive Committee.

Proposed: Annual dues will be comprised of international, state and local assessments. Each chapter will determine their local fees. State dues are \$14.00 per year or the associated rate of the Program Affiliation Model as approved by the Board of Directors. Changes in Iowa association fees will be determined and approved by the House of Delegates at the annual State Conference, with the approval of Iowa HOSA Board of Directors and Executive Committee.

ARTICLE VII – AMENDMENTS:

Amendments of the Iowa HOSA State Constitution may be offered in writing by any chapter, official delegate, or officer of the state Association to the Executive Committee at least ninety days prior to the Iowa HOSA State Conference. Proposed amendments must be reviewed by the Iowa HOSA Board of Directors, which shall publish them to the delegates of the Iowa HOSA State Conference with recommendations at least fifteen days prior to the conference. A two-third vote is required to amend the Association’s Constitution.

Process

Each local chapter can identify voting delegates during the registration process for the State Leadership Conference. Voting delegates and advisers will receive information on how to electronically vote for the business meeting held during the State Leadership Conference.

FAQs

Q: Why is this change happening?

A: Due to the current pandemic and Perkins V, the change in the dues structure allows local chapters the ability to take advantage of Perkins funds to pay for membership dues through the Program Affiliation Model and reduce the financial burden of individual members.

Q: What is the Program Affiliation Model?

A: The Program Affiliation Model allows a chapter to pay a flat rate fee through Perkins funds or other local funds (fundraisers, donations, booster club, etc.) rather than each individual member paying state and national dues.

Q: Are other Iowa CTSOs doing this?

A: Yes, Iowa FFA, Iowa FCCLA, SkillsUSA Iowa, and Iowa TSA offer a Program Affiliation Model.

Q: How does this impact the member?

A: If approved, and the local chapter chooses the Program Affiliation Model, members would not have to individually pay state and national membership dues. This allows members to save money for Iowa HOSA conferences, programs, and events.

Q: How does this impact the adviser or local chapter?

A: If approved, local advisers would choose between the two membership structures at the beginning of the year. Advisers may need to consult with their Perkins Consortium contact to determine if Perkins funds can be allocated to Iowa HOSA state and national membership dues.

Q: What's the impact if the proposed amendment is approved?

A: The bylaw amendment will allow more members the ability to join Iowa HOSA through the Program Affiliation model and make Iowa HOSA state and national membership dues an approved allowable expense under Perkins V. This would reduce the financial burden placed on individual members and potential members of Iowa HOSA.

Q: What's the impact if this is NOT approved?

A: Chapters will NOT be able to use Perkins funds to pay for ALL membership dues. This could impact Iowa HOSA's budget and programming for future years. This could negatively impact members with a financial burden of paying ALL membership dues.

Q: If the amendment is approved, does my chapter have to use the Program Affiliation Model?

A: No, local advisers will receive more information on how to select the Program Affiliation Model to make an informed decision at the beginning of the membership year. A chapter can still choose to stay on the individual dues structure model and pay the state and national membership dues per member.

Q: How does a chapter switch to the Program Affiliation Model?

A: More information will be provided at the beginning of the membership year, including how to switch, submit members, deadlines, and payment processing for the Program Affiliation Model.

Q: What do Advisers need to know about the Program Affiliation Model?

A: The Program Affiliation Model has proven successful in other Iowa CTSOs and other HOSA states. More information about the Program Affiliation Model will be available at the start of the membership year allowing advisers to make an informed decision on their preferred choice of membership dues. The Iowa Department of Education provides a guidance memo for CTSOs that offer a Program Affiliation Model to outline the invoice needs and claims process.

Q: May my chapter still charge local dues if we use the Program Affiliation Model?

A: Yes, your chapter may still charge a local dues rate so long as those local dues are not used to offset or replace the Program Affiliation Model expense claimed for Perkins V reimbursement.

Q: Can I still charge members a state and national membership dues fee if the chapter paid for the Program Affiliation Model with Perkins funds?

A: No if a school claims reimbursement for the Program Affiliation Model, billing the expense of state and national membership dues to individuals is **prohibited**.