



POLICY & PROCEDURE MANUAL

IDAHO HOSA
650 W STATE STREET SUITE 324
BOISE, IDAHO. 83720

Idaho State Office Contact Information

For questions or inquiries about Idaho HOSA, please contact one of the following:

- ❖ Kevin Brinegar – Health & Public Safety Quality Manager
208.429.5507 ~ kevin.brinegar@cte.idaho.gov
- ❖ Gina Lyman ~ HOSA State Advisor/Student Leadership Manager,
208.429.5553 ~ gina.lyman@cte.idaho.gov
- ❖ Marilyn Trippe, Administrative Assistant, 208.429.5534 ~
Marilyn.trippe@cte.idaho.gov

Idaho HOSA Website

[IdaHOSA – FUTURE HEALTH PROFESSIONALS \(idahohosa.org\)](http://idahohosa.org)

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Preface

This document is one of several publications an Idaho Health Science-HOSA leader should have in his/her professional library. Other publications which contain organizational information include the NATIONAL HOSA HANDBOOK, Idaho HOSA Advisor Handbook, National HOSA Bylaws, Idaho HOSA Bylaws, and the ILC GUIDE. It is believed the Idaho POLICY AND PROCEDURES MANUAL provides Idaho HOSA leaders with a better understanding of how the organization operates.

The State Advisor and the Idaho HOSA Board of Directors maintain the Bylaws and make the necessary changes as needed in the POLICY AND PROCEDURE MANUAL. Any suggestions to improve these policies and procedures should be directed to the State Advisor, or Board of Directors members.

I. National Organization Structure

A. HOSA, INC.

HOSA, Inc., the legal entity for HOSA, is an incorporated non-profit organization chartered in Idaho receiving 501 (c) (3) tax-exempt status from the Internal Revenue Service. The object of HOSA, Inc. shall be to sponsor the student organization HOSA - Future Health Professionals. The primary documents for the organization are HOSA, Inc., Articles of Incorporation; HOSA, Inc., Bylaws; HOSA Bylaws; Policies and Procedures; ILC Guide; and National HOSA Handbook.

Idaho HOSA exists as a chartered affiliate of the Global/National Organization and is recognized as the official career technical student organization (CTSO) for Health Science Education students in Idaho by the Idaho Division of Career Technical Education (IDCTE).

1. MEMBERSHIP

Qualifications for membership in HOSA, Inc., are specified in Article III, HOSA, Inc. Idaho is represented on HOSA, Inc. by the Idaho HOSA State Advisor. Local chapters may be composed of the following divisions: Middle School, Secondary, Postsecondary/Collegiate, Alumni, Professional, and Honorary Members. Interested local chapters must contact the Idaho HOSA State Advisor and express interest in forming a new chapter. To qualify for a HOSA chapter, at least five (5) members and a chapter advisor are needed. All members and advisors must pay affiliation fees. All members of Idaho HOSA shall be members of local chapters in good standing with the chartered association and HOSA, Inc. This means that HOSA members must be members of both Idaho HOSA and HOSA, Inc. HOSA-Future Health Professionals defines a health or sciences program as an in-school program designed to prepare the student to pursue a health career, as recognized by a HOSA chartered association. Members of non- school-based health relations (e.g., AHEC Health Programs, etc.) and students at schools without a Career Technical Education (CTE) approved health professions program may be offered the opportunity to affiliate with HOSA as, a middle school, secondary or postsecondary/collegiate chapter members, as recognized by their HOSA Association. These programs will identify and document a plan for integrative HOSA standards and activities. The Idaho HOSA State Staff will assist with and monitor these activities.

B. IDAHO HOSA BOARD OF DIRECTORS

The Board of Directors shall manage all affairs of Idaho HOSA. The Board is responsible for decisions made regarding the operation and growth of the state association, and for management of the organization, and is accountable to the Idaho Division of Career and Technical Education. The Idaho HOSA Board of Directors meets a minimum of two times annually to be held face to face or virtual.

1. MEMBERSHIP

Idaho HOSA, Inc.'s Board of Directors will include:

- a. Four (4) Secondary Advisors - must be a current advisor at a secondary level school, with all 4 advisors representing different regions around the state of Idaho.
- b. One (1) Post-Secondary representative - must be a current Post-Secondary advisor, faculty, staff member, with current or previous experience in the healthcare industry.
- c. One (1) HOSA Alumni - must be a registered HOSA alumni.
- d. Two (2) Industry Partners - must currently work in the healthcare industry; cannot be an advisor for Idaho HOSA.
- e. Two (2) At-Large Members - must be a person who wants to be involved in furthering the mission and vision of Idaho HOSA.
- f. One (1) Area Health Education Center Representative - must be an employee of Idaho AHEC. All representatives of AHEC are welcome, only 1 member will be allowed to vote.
- g. Idaho HOSA State President, and Idaho HOSA Post-Secondary President, or designated student officers.
- h. The State Advisor and Program Quality Manager shall be perpetual ex-officio staff members of the Board if he/she holds such an appointment by Idaho Career & Technical Education (IDCTE).

The Executive Board shall be responsible for assisting in planning and conducting the State Leadership Conference program and business sessions, as well as supporting the annual Idaho HOSA Program of Work.

The Chairperson shall:

- Serve as Chairperson of the Idaho HOSA Board of Directors, with all legal responsibilities assigned to a not-for-profit corporation. The chairperson will be engaged and collaborative ensuring a good working relationship between Idaho HOSA and the Idaho Division of Career & Technical Education.
- Preside over all meetings of the Board and serve in ex-officio status on all other committees.
- It is the Chairperson's responsibility to set the tone for all members and serve as counsel for the Board as the occasion may require.
- Represent Idaho HOSA as deemed necessary.
- Work with State Advisor to oversee governance and policy setting with the focus on mission, direction, and priorities.

The Vice Chair shall:

- Preside over meetings and serve in the role of Chair in the absence of the Chairperson.
- The Vice Chair shall serve Idaho HOSA in any capacity as directed by the Chairperson.
- The Vice Chair will be responsible for preparing and disseminating the Agenda prior to each

Board meeting.

- Represent Idaho HOSA as deemed necessary.

The Secretary shall:

- Attend all Board and Executive Board meetings, record all votes and the proceedings of the meetings to provide a permanent record of the business.
- A copy of the minutes will be distributed to the Idaho HOSA Board of Directors and be available to anyone upon request.
- Represent Idaho HOSA as deemed necessary.

The Treasurer shall:

- Serve as financial advisor.
- Oversee financial transactions and designate responsibility in accordance with the approved budget.
- Request a statement of accounts for the annual Idaho HOSA Board meeting.
- Represent Idaho HOSA as deemed necessary.

All Board Members shall:

- Attend 75% of Board meetings each year.
- Assist or preside on committees.
- Represent Idaho HOSA as deemed necessary.
- Use @Idahohosa.org email for all Idaho HOSA communication.
- Advocate for the mission and vision of Idaho HOSA.
- Maintain confidentiality in regards to all Idaho HOSA information.
- Communicate in a professional and timely manner.

2. QUORUM

Board Meetings: Any general matter, except amendments to the Bylaws, may be adopted by a vote of a majority present (fifty percent plus one) at a meeting.

3. VACANCIES

Executive Board members shall be nominated and voted to the Board by a majority vote of the current members.

General members may apply to the Board by:

1. Complete the application and send it to the current Chairperson.
2. The application will be sent to all current Board members prior to the next Board meeting from the current Chairperson.
3. During the Board meeting, the Board will review applicants and vote in new members based on open slots.
4. After the Board meeting, the Chairperson will notify new members of their acceptance.

General Board members can serve 2 consecutive (3) year terms before rotating off the Board for a minimum of (1) year.

4. DISMISSAL OF A BOARD MEMBER

Any member of the board may be dismissed at any time by a majority vote of the Executive Directors in office if they are no longer in Good Standing. Removal from office shall not prejudice any contract rights of the person removed. Staying in Good Standing means fulfilling the following duties listed above.

5. ELIMINATION OF BIASES

Board members shall cast votes on association matters which are in the best interest of Idaho HOSA and shall eliminate particular regional association views and personal biases.

C. STATE OFFICE STAFF

1. STATE ADVISOR

The State Advisor shall be hired by the Idaho Division of Career Technical Education and will serve as the Operating Officer of Idaho HOSA and is responsible for the daily operation of the state office.

2. IDAHO HOSA STATE OFFICE STAFF

The Idaho HOSA State Office staff and Program Quality Manager are hired by the Idaho Division of Career Technical Education.

The State Advisor and Program Quality Manager shall also serve as ex-officio members of committees.

II. State Organization Structure

A. IDAHO HOSA

The name of the organization is Idaho HOSA – Future Health Professionals. HOSA is a global/national organization of, by, and for students who are, or were enrolled in, middle school, secondary, postsecondary, and collegiate health science education classes and/or are interested, planning to pursue, or pursuing a career in the health professions.

The United States Department of Education recognizes the educational programs and philosophies embraced by HOSA as being an integral part of the Health Science Education instructional program.

B. REGIONS

1. Idaho HOSA is divided into regions, which in turn are composed of local chapters.

The regions of Idaho HOSA are:

- Northern Idaho (Region 1)
 - Southwest Region (Region 2)
 - West Ada Region (Region 3)
 - Boise / Kuna Region (Region 4)
 - Southeast Region (Region 5)
 - East / Central Idaho Region (Region 6)
- See Appendix for map & Chapter distribution*

2. All members of the region shall be members of local chapters in good standing with the state and international organizations. This means that HOSA members must be members of both state and international organizations as well as their local chapters.

3. Regional conferences are not required. Each region may choose to hold a non qualifying event prior to the state leadership conference. The Board encourages regional involvement and collaboration of all chapter advisors to make these events happen.

C. AFFILIATION FEES

Local chapters in good standing are those that recognize the importance of all health science education students. Local advisors and members should be affiliated with the local, state and national organizations. Unless a student or advisor is affiliated with the local, state, and national organization, he or she should not be regarded as an Idaho HOSA member, nor receive any rights or privileges thereof.

1. Annual state affiliation fees are \$10/member and global/national affiliation fees are \$10/member. The chapter advisor must be a dues-paying member of HOSA. Local chapters may charge additional chapter fees aligning with their school/district policy.

- 2.** Affiliation for state and national levels must be submitted to HOSA inc. no later than January 1 or before if registration for a program requires.
 - Additional affiliation fees may be assessed by local chapters. Affiliation fees for fall semester students must be received by National HOSA on or before January 1 of the membership year.
 - Affiliation fees for students who enroll after January 1 must be received by National HOSA on or before March 1 of that same year.
 - Affiliation fees for postsecondary/collegiate students who enroll after January 1 must be received by National HOSA on or before March 1 of that same year.
 - Students who do not affiliate by the appropriate date shall be ineligible to participate in the State Leadership Conference or seek State Office positions. Members are not eligible for competition if they are not affiliated with the state and national organization before the registration deadline for conferences.
 - Initial and supplemental affiliations can be made throughout the entire membership year. Affiliation deadlines relate to competition eligibility and the start of member/chapter services.
- 3.** Chapters may not substitute names on the Chapter Affiliation. Once a chapter submits the affiliation process, the chapter is obligated to pay the appropriate state and national dues for all members submitted.
- 4.** Chapter affiliation monies (for state and national dues) should be sent directly to National HOSA. Chapters are required to affiliate using the HOSA affiliation system on the Internet at www.HOSA.org.
- 5.** Each HOSA chapter must have one or more local advisors who pay an affiliation fee.
- 6.** All state staff will affiliate with the state and national associations.
- 7.** All delegates in attendance at the Idaho HOSA State Leadership Conference and HOSA International Leadership Conference should be affiliated with HOSA unless they are a guest who has paid the full conference registration fee as designated for guest and family.
- 8.** An affiliated member who leaves the sponsoring educational setting, either voluntarily or by removal, automatically forfeits their membership in HOSA.

D. STATE OFFICERS

All-State Officers will be elected by the Voting Delegates, at the State Leadership Conference shall be held each year at the time and place designated by the Idaho HOSA Board of Directors. Local chapters of Idaho HOSA shall exercise their membership voting privileges through Voting Delegates. Two Voting Delegates shall be allowed per chapter.

1. ELECTION OF OFFICERS

The elected officer positions are:

- President - must be secondary
- Post-Secondary President - must be postsecondary/collegiate
- Four (4) Secondary Vice Presidents
- One (1) Postsecondary Vice President

2. DUTIES OF STATE OFFICERS

State Officers will act in a mature, responsible manner at all times, respecting the Idaho HOSA Code of Conduct and local Board of Education policies at all times. Failure to adhere to HOSA and local school policies could result in removal from office. The duties of the elected officers are specified in the *State Officer Handbook*. In addition, the state officers shall:

- a. HOSA Officers shall make themselves available, as necessary, in promoting the general welfare of Idaho HOSA
- b. The Executive Council shall be composed of the State Officers of Idaho HOSA, Inc., and the State Advisor.
- c. The President shall preside at the Idaho HOSA State Leadership Conference and all HOSA officer meetings, make committee appointments (unless otherwise provided), and develop an Annual Program of Work, with the assistance of the Executive Council and the Idaho HOSA, Inc. Board of Directors. The President shall serve the Idaho HOSA, Inc. Board of Directors and Executive Council.
- d. The Post-Secondary President shall serve HOSA in any capacity, as directed by the President, and shall assume the duties of the President in his/her absence. The Post-Secondary President shall serve on the Idaho HOSA, Inc. Board of Directors and Executive Council.
- e. One Vice-President shall serve as a member of the Interview Committee and in any other capacity as directed by the President.
- f. One Vice President shall be designated as Secretary by the Executive Council to record the minutes of all Division or Officer meetings. They shall file such minutes and all other records and reports with the Idaho HOSA CTSO Manager/State Advisor following their presentation, and in any other capacity as directed by the President.
- g. One Vice President shall be designated as the Historian by the Executive Council to keep records and other materials of historic importance to the Division. They will compile these materials, add them to the Idaho HOSA website or contribute to social media, prepare a narrative account of HOSA activities during her term of office, and be responsible for the publication, correspondence, and public

- h. relations between the member associations and in any other capacity as directed by the President
- i. One Secondary and the Postsecondary Vice President shall be designated Communications Liaisons for their respective division, and in any other capacity as directed by the President.
- j. The President and the Post-Secondary President shall participate in the Idaho HOSA, Inc. Board of Directors committees, carry out any other responsibilities as appointed or requested by the Chairperson of the Board, and report action to the HOSA Executive Council and membership.

3. CANDIDATES

Officer candidates must be current members of HOSA in good standing. Candidates for each office shall submit the required information to the State Advisor before the annual State Leadership Conference by a date designated by the Idaho HOSA, Inc.

Board of Directors. The required application information shall include:

- A verified statement of academic performance for the current school year.
- A statement of support with the signature of the school principal, Career and Technical Director, or Dean; the signature of the local chapter Advisor, and the signature of a parent or guardian if the candidate is a secondary member.
- Must have a GPA of 3.0 or higher

A state chapter shall submit no more than two applications per office. Chapter advisors are expected to support the candidate if elected as a state officer until the officer has completed his/her duties in the office.

4. STATE OFFICER INTERVIEWS, ELECTION TERMS, AND OFFICE VACANCIES

An Interview Committee is composed of no less than one member of the Idaho HOSA, Inc. Board of Directors, the President, Post-Secondary President, and one Industry partner. The interviewing committee shall be appointed by the State Advisor.

Student Officers shall be elected by ballot at the annual State Leadership Conference to serve one year and until their successors are selected. In the event a majority vote is not secured by any candidate, a run-off shall begin immediately during the Business Session. State Officers may seek re-election to the same or any other office within the same division for one year.

In the event of a vacancy in the office of President, the Post-Secondary President shall succeed to that office. In consultation with the Executive Council, other vacancies in state offices may be filled by appointment of the Board of Directors from the list of nominees for that office. When no previous candidate for that office is available, the Board may select another qualified candidate.

5. TERM OF OFFICE

Student officers shall be elected by voting delegates at the annual Idaho HOSA State Leadership Conference. Terms of office shall begin immediately after the annual conference at which officers are elected. Until the following annual Idaho HOSA State Leadership Conference.

6. REMOVAL

Any State Officer may be removed from office if they fail to complete their duties of the office as outlined in the State Officer Handbook. Removal must receive a 2/3 vote from the Board of Directors. Violations of the code of conduct will initially be handled by the State Advisor who may recommend action or refer the violation to the Idaho HOSA Board of Directors. If the violation is not resolved by the State Advisor, the HOSA Board Chairperson will review the situation and recommend action.

If the officer is placed on probation, any future violations of the code of conduct will be immediately referred to the Idaho HOSA Board of Directors or Executive Council for evaluation and action.

7. FINANCES

- All state officer travel must be approved by the State Advisor and based on the travel budget for the year.
- State officers will be reimbursed for their round-trip travel, lodging, and meal expenses according to the Idaho HOSA Reimbursement guidelines. Listed in the CTSO Fiscal guidelines.

E. HOSA DIVISIONS -

Idaho HOSA is a State Association chartered by the Board of Directors of HOSA, Inc. Idaho HOSA is composed of the following divisions: Middle School, Secondary, Postsecondary/Collegiate, Alumni and Professional.

The Middle School Division shall be composed of middle school students that are in grades 6-8 and are interested in or planning to pursue a career in the health professions. The official definition for middle school members of HOSA for the purposes of Competitive Events is a middle school student who: a) is enrolled in a state-approved health science program or is planning to pursue a career in the health professions; and b) has not been promoted to a secondary institution (grades 9-12) prior to the state's annual conference.

The Secondary Division shall be composed of secondary students who are or have been enrolled in a health profession or an organized health career awareness program, or are interested, planning to pursue, or pursuing a career in the health professions.

The Postsecondary/Collegiate Division shall be composed of students who are not enrolled in high school, have received a high school diploma and/or are pursuing GED, and are enrolled in a healthcare related field at the undergraduate level, or are interested or planning to pursue a career in the health professions.

The Alumni Division shall be composed of persons who have been a member of HOSA. Alumni Division members shall not pay affiliation fees, alumni members may not vote, make motions, hold office, or compete in events. 5 Idaho HOSA BYLAWS (Adopted at the 2005, 2008, Idaho State Leadership Conference) (Revised 2008, 2010, 2011, 2014, 2017, 2019, 2024)

The Professional Division shall be composed of persons who are associated with or

participating in health professions education in professional capacities. These may include health professionals, alumni, or other adult members of the community who wish to assist and support the HOSA program and its growth and development. Professional Division members shall pay affiliation fees, may not vote, make motions, hold office, or compete in events.

Members-at-large shall be those persons otherwise qualified for membership where active HOSA chapters are not yet established. Members-at-large shall affiliate directly with Idaho State Associations, or by geographic region as determined by the CTSO Manager/State Advisor, or where no active state association is established directly with International HOSA. Members-at-large are not eligible to serve as voting delegates to the National Conference or seek elected office but are allowed to be a state voting delegate or seek a state officer position.

Honorary members shall be persons who have made significant contributions to the development of HOSA and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a three-fourths vote of the Idaho HOSA Board of Directors. Honorary members shall have none of the obligations and all the privileges of membership except voting, making motions, holding office, and competing in events.

Lifetime Membership shall be available for persons who are or have been active members and who are or have participated in Idaho HOSA in a professional capacity. Lifetime membership affiliation fees shall be \$150. Lifetime members may not vote, make motions or hold office by virtue of this membership alone. Lifetime members will have all privileges accorded if serving in other roles for Idaho HOSA: e.g. Association member, Idaho HOSA Board of Directors.

III. Professional Activity and Development

A. IDAHO HOSA STATE LEADERSHIP CONFERENCE

1. PURPOSE

The purposes of the Idaho HOSA State Leadership Conference (SLC) are to:

- a. Ensure the expansion of knowledge regarding the healthcare industry and its occupations.
- b. Afford the recognition of competency through demonstrated proficiency of skills.
- c. Nurture a commitment to professional HOSA organizations. Afford opportunities for leadership development.
- d. Ensure the democratic process.
- e. Afford the unity of membership and fellowship.
- f. Ensure the democratic process.
- g. Afford the unity of membership and fellowship.

2. IDAHO HOSA SLC MANAGEMENT TEAM

The Idaho HOSA SLC Management Team is appointed by the Idaho HOSA State Advisor and Board of Directors and serves to direct specified operations at the Idaho HOSA State Leadership Conference. Members of the Management Team may include:

- a. *Director of Competitive Events*: Direct the Idaho HOSA Competitive Event policies.
- b. *Conference Headquarters Chair*: Responsible for scheduling assistance in Conference HQ and helping advisors and members during the conference.
- c. *Conference Headquarters Staff*: Assist in conference operations.
- d. *Judge Coordinator*: Responsible for coordinating judging of competitive events.
- e. *General Session Coordinator*: Works with state officers, technicians, and announcers to ensure the quality of the general sessions.
- f. *Production Assistant*: Enters winners' names into PowerPoint for Awards Sessions, as well as controls the PowerPoint presentations during other general sessions.
- g. *Expo & Career Fair Coordinator*: Contacts and coordinates potential exhibitors and directs the expo.
- h. *Courtesy Corps Coordinator*: Assigns and supervises members of the Courtesy Corps.
- i. *Past State Officers*: Former state officers who are invited back to help with general conference management.
- j. *Tabulations Director*: Compiles results of Competitive Events and prepares script.
- k. *App Manager*: Works closely with Tabulations to push second-round competitor notifications

3. FINANCES

- The Idaho HOSA State Leadership Conference (SLC) should be self-supporting. All income and expenses relating to the SLC should be recorded separately to determine the actual cost of this member service.
- An SLC registration fee shall be established by the Idaho HOSA Board of Directors and shall be based upon the proposed budget submitted by the State Advisor.
- Registration fees for the SLC shall be in the Idaho HOSA State Office by the published deadline or the registration may be canceled

4. ATTENDANCE ELIGIBILITY AND REGISTRATION

- a. Those eligible to attend the Annual State Leadership Conference are Local Chapter Advisors; Affiliated Members; State Officers; State Officer Candidates; students with assigned specific responsibilities; Supervisors, Idaho Department of Education Staff; HOSA State Advisor and State Office Staff; Director, participants and invited guests.
- b. Each HOSA member attending shall:
 - Be a member in good standing of HOSA. This means that HOSA members must be members of both Idaho HOSA and HOSA, Inc.
 - Have the approval of a parent or guardian if a middle school or secondary member.
 - Have the approval of the local chapter advisor.
 - Have the approval of the school administration.
- c. The local advisor is responsible for registering their local chapter delegation by the published deadline.
- d. Each delegate listed on the registration form MUST have a completed Code of Conduct and Medical Liability Release Form attached with appropriate signatures.
- e. The registration fee includes all general sessions, speakers, educational symposiums, media presentations, rentals, competitive events, Awards Ceremony, registration information, conference program materials, recognition program awards, and other general conference operating expenses.
- f. If applicable, anyone staying at the Idaho HOSA conference hotel in the HOSA conference room block must be a registered delegate and must stay at the conference hotel.
- g. Chapters are asked to provide at least a 1:15 adult-to-student ratio (or adhere to the school ratio(if lower)) to assure that students are properly chaperoned. Chapters are encouraged to bring a school administrator as a chaperone.

5. REFUND POLICY

- a. Requests for refunds will be handled on a one-on-one basis by the Idaho HOSA State Advisor.

6. HOTEL REGISTRATION (If applicable)

- a. The Chapter Advisor or designee must submit the hotel reservation by the deadline date to take advantage of the room block. The hotels will release the rooms after the deadline date. Those chapters not complying with the deadline date may not be provided rooms.
- b. Delegates to the Idaho HOSA State Leadership Conference must reside in approved conference housing or they will not be eligible to compete in competitive events or seek state office.
- c. If the Chapter Advisor will not be accompanying his/her chapter at the SLC, a chaperone must be designated and properly registered for the conference.
- d. Idaho **HOSA is NOT** responsible for what is shown on the hotel TV, or the presence of other guests in the hotel.
- e. All HOSA delegates are responsible for additional charges incurred by use of the phone, movie service, damage to the room, and/or removal of items from the room.

7. CODE OF CONDUCT/MEDICAL LIABILITY RELEASE FORM

Each delegate to the SLC must have a completed and signed "*Code of Conduct/Medical Liability Release Form*." Chapter advisors must have these forms with them at the conference. Advisors will turn in _____ form prior to conference registration closing.

8. ADVISORS CODE OF ETHICS

Each advisor and chaperone attending the SLC must complete the Advisor's Code of Ethics and submit it to the Idaho HOSA State Office before the conclusion of conference registration.

10. CONFERENCE STUDENT CURFEW

The conference curfew is to be strictly observed by all students. Only advisors and chaperones may leave their rooms after curfew. Local advisors should not enable their students to be out after curfew.

11. COMPETITIVE EVENTS

Idaho HOSA follows the authority for Competitive Events as directed in the current National HOSA Handbook, unless otherwise noted in this handbook in Section III.A.12. Policies and procedures for the HOSA Competitive Events Program are provided in the current [General Rules and Regulations \(GRR\) HOSA Handbook](#). Refer to the HOSA Handbook for the following information.:

- a. Event Preparation
- b. Basic Event Regulations
- c. General Rules and Regulations
- d. Method for Determining Finalists in Competitive Events Requiring Multiple Sections
- e. Competitive Events Inquiry Procedure and Form.
- f. Awards will not be presented if the competitor(s) do not meet the established level of competency in the event
- g. Code of Conduct - Any competitor who violates the HOSA Code of Conduct

during Idaho HOSA's State Leadership Conference may forfeit any award won during the conference.

12. IDAHO HOSA SLC COMPETITIVE EVENT REGISTRATION GUIDELINES

- a.** The SLC Event list is updated annually and is the primary source of active event listings
- b.** Competitors may participate in one (1) ONLINE ONLY event and one (1) IN PERSON event only at SLC.
- c.** Competitors may participate in as many National Geographic Learning Academic Testing Center (ATC) events at SLC as they wish, at no additional cost.
- d.** Competitors may participate in as many Recognition Category Events as they wish.
- e.** HOSA Bowl: Limit of two (2) teams per chapter.
- f.** Events must have a minimum of (3) competitors registered.
- g.** Competitors that do not upload digital materials are NOT eligible for the presentation portion of the competition and will NOT be given a competition appointment time at SLC.

13. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon Idaho HOSA. The official Idaho HOSA dress policy is posted on the state website. It is the chapter advisor's responsibility to assure that students adhere to dress code policies. Refer to appendix C for further details.

14. VOTING DELEGATES

Voting delegates at the State Leadership Conference allow for 2 delegates per affiliated chapter.

15. SESSION PROTOCOL

It is the responsibility of the chapter advisor to monitor student dress, behavior and language at the conference, particularly during the general sessions. Advisors are asked to sit with their chapter members during general sessions. During general sessions, paraphernalia is **NOT** to be taken on stage. Beach balls are **NOT** allowed to be brought to any conference activity. Noisemakers and confetti are **NOT** allowed during the sessions. The general sessions should be enthusiastic, but attendees should not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of each session. Assigned seating may be used during the general sessions.

16. ADVISOR RESPONSIBILITIES

The Idaho HOSA Board of Directors has made it mandatory for all advisors attending the Idaho HOSA SLC as well as ILC to contribute to the success of the conference and the safety of student delegates by serving in competitive events as Event Coordinator, Event Manager, or Section Leader.

17. ADVISOR ORIENTATION

The purpose of the Advisor Orientation prior to State Leadership Conference is to provide important updates and information regarding the competition and scheduled conference activities. Idaho HOSA cannot be held responsible for information and processes that are missed by the advisors who fail to attend the Advisor Orientation.

B. REGIONAL LEADERSHIP CONFERENCE

1. PURPOSE

The purpose of the Regional Leadership Conference(RLC) is to provide an opportunity for regional competitive events and leadership/career activities. RLC is not currently a State Leadership Conference qualifier.

2. RESPONSIBILITY

- a. It shall be the responsibility of the Advisors and/or assigned coordinators(s) within the region holding the conference to select the site, set the date, and plan the program.
- b. The conference should be self-supporting with expenses paid from regional funds supported by regional dues and/or fees.

3. ADVISOR RESPONSIBILITIES

All advisors who attend the Regional Leadership Conferences will contribute to the success of the safety of student delegates by being involved. The Idaho HOSA Board of Directors has made it mandatory for each local/chapter advisor to assist in the management of events, sessions, judging, etc.

Each advisor and chaperone attending the Regional Leadership Conference must complete the Advisor's Code of Ethics.

4. CONDUCT CODE/MEDICAL LIABILITY RELEASE FORM

Each delegate to the regional conference must have a completed and signed "Code of Conduct/Medical Liability Release Form.

5. DRESS CODE

Conference delegate attire should be proper and appropriate since it reflects directly upon Idaho HOSA. The official Idaho HOSA dress policy is posted on the state website. It is the chapter advisor's responsibility to assure that students adhere to dress code policies. Refer to appendix C for further details.

IV. Financial Structure and Related Activities

A. BUDGET PLANNING AND PREPARATION

1. RESPONSIBILITY AND PROCEDURE

It shall be the responsibility of the State Advisor and Idaho HOSA Board Treasurer to prepare an annual budget and other financial resumes and reports as requested by the IDAHO HOSA Board of Directors. The proposed fiscal year budget shall be presented to the members of the Idaho HOSA Board of Directors at the meeting prior to August 1st for approval before the fiscal year begins August 1.

2.. INCOME

- a. Income shall be derived from state affiliation dues and state conference registration fees as recommended by the Idaho HOSA Board of Directors.

3. EXPENSES

- a. Idaho HOSA Board Members are entitled to reimbursement for reasonable expenses incurred in attending meetings as affixed by the Board of Directors and approved in advance by the Board chair and State Advisor.
- b. State officer expenses incurred while traveling at the request of the state association shall be reimbursed in accordance with the current fiscal guide.

B. OPERATIONAL PROCEDURES

1. HANDLING OF MONIES

The Idaho HOSA Office shall receive and disburse all monies of the state association.

2. FINANCIAL REPORTING

It shall be the responsibility of the Idaho HOSA State Advisor and Idaho HOSA Board Treasurer to prepare an income and expense summary, including a comparison of budget and actual income and expenses.

3. FINANCIAL AUDIT/REVIEW

The Idaho HOSA State Advisor shall arrange for a financial audit/review every three years.

APPENDIX A
RECOMMENDED CHANGE TO IDAHO HOSA POLICY
AND PROCEDURES MANUAL

TO: _____ Chairman, Policy and Nomination Committee

FROM: _____ Title: _____ State: _____

Policy as present stated POLICY AND PROCEDURES MANUAL (Specify section and page):

Policy as proposed:

Reason for change:

Signature: _____
Approval _____

Committee

Signature: _____
Approval _____

Committee

HOSA APPENDIX B

HOSA Competitive Events Inquiry Procedure

At any time during a competitive event, if a competitor feels a major rule infraction has occurred, the competitor should immediately bring it to the attention of event management. Once an event is completed, the decision of the judges is final. The inquiry process will NOT reverse any decision made by judges but allows Competitive Events to examine what happened in an event from the competitor's perspective, review how the event ran, and fix that which can be corrected.

THIS FORM MUST BE FILLED OUT, SIGNED BY THE ADVISOR, AND TURNED IN TO COMPETITIVE EVENT HEADQUARTERS NO LATER THAN TWO HOURS AFTER THE CONCLUSION OF THE EVENT.

Event: _____

Competitor Name: _____

SS PS/C MS: _____

Chapter: _____

Name (Person submitting): _____

Competitor Advisor Contact Phone: _____

E-mail Address: _____

Narrative of Problem (Use the reverse side of the form, if necessary):

Constructive Suggestion:

Competitor Signature: _____

Advisor's Signature: _____

APPENDIX C

OFFICIAL HOSA UNIFORM POLICY

For all RLS, SLC & ILC Activities, Including GENERAL SESSIONS

For HOSA competitors, see competitive event guidelines for proper attire for each competitive event.

Required:

HOSA's Official Uniform Policy

- Tailored navy blazer with emblem affixed over the heart
- Matching navy slacks or navy knee-length skirt
- White, closed-neck, tailored dress shirt suitable for tie or scarf
- Accents: maroon HOSA scarf or maroon or navy long tie
- Closed-toe blue, black, or brown business shoes or blue, black, or brown sneakers
- Belt (blue, black, or brown)
- Head covers required for religious purposes or to honor cultural traditions are allowed.

OR, Business Dress Policy:

- Black or navy-blue suit
- White, closed-neck, tailored dress shirt (maroon or navy long tie)
- White blouse (can be member's choice) or Accent: maroon HOSA scarf (optional)
- Members may choose to wear knee-length skirts or slacks
- Closed-toe blue, black, or brown business shoes or blue, black, or brown sneakers
- Belt (blue, black, or brown)
- Head covers required for religious purposes or to honor cultural traditions are allowed.

ILC General Conference Dress Policy:

Tennis Shoe / Sneaker Policy: HOSA members may wear business casual footwear, including sneakers, if clean and in good condition throughout the conference. If you wear sneakers to the general sessions, remember they must be blue, black, or brown to be allowed to walk across the stage! Athletic soles are acceptable.

As a Reminder: Official functions, including the HOSA Expo, workshops, and HOSA Universities, are held in conjunction with the ILC (unless the Expo or workshop has special dress requirements like exercise, meditation, etc., which are noted in the ILC Program). The official uniform or appropriate business attire is required for official functions.

Social Activities Dress: The dress code for social activities includes everything EXCEPT athletic clothing, swimwear, sheer or mesh clothing, tank tops, muscle shirts, crop tops, and clothing with obscene or suggestive printing. Shirt straps must be two inches wide, and shorts and skirts must be at least to the fingertip.

COMPETITIVE EVENT DRESS:

For HOSA competitors, see competitive event guidelines for proper attire for each competitive event.

Definition of CE Business Attire:

For Business Attire, competitors can wear the Official HOSA Uniform or Business Dress described above OR any of the following acceptable business dress (shoes and clothing can be of ANY color):

- Suit
- Dresses
- Shirts
- Sports Jackets
- Jackets
- Skirts
- Pants
- Shoes (closed-toe; open-toe; heeled sandals; and tennis shoes/sneakers are permitted, and can be of any color)

Definition of CE Clinical Uniform or Attire Appropriate to the Occupational Area:

The following dress is acceptable (can be of any color/design, with or without the HOSA emblem):

- Scrubs, EMS attire, CERT attire
- Khaki-style pants with Polo-style top
- Clinical shoes or tennis shoes / sneakers ARE REQUIRED (MUST be closed toe, no open toe shoes allowed as part of the clinical uniform)
- Lab coat, worn over scrubs or over appropriate business attire (optional)

Process for Awarding Competitive Event Dress Bonus Points:

- Five (5) bonus points will be added in Tabulations once per competitor and/or team for appropriate dress for all competitive events. ALL team members must be appropriately dressed to receive the bonus points in team events.
- At the ILC, dress bonus points are awarded unless the Event Manager and a member of the HOSA CE staff agree upon a dress violation. The Event Manager must notify the Event Lieutenant or Category Chair. When dress points are not awarded, they must be indicated on the HOSA Event Section Summary forms and signed by a member of the CE Program staff.
- Judges are NOT responsible for awarding dress bonus points.

Competitive Events Dress Tips:

No policy can cover all contingencies, so HOSA members must exercise some judgment in their choice of clothing for HOSA competition. Members who experience uncertainty about acceptable HOSA attire should ask their HOSA local or state advisor.

Unacceptable clothing for competition (but not limited to):

- Casual tank, crop, or tube tops
- T-shirts (T-shirts with logos for profession acceptable)
- Sweat or pajama pants/shirts
- Torn, dirty, or frayed clothing
- Revealing clothing (i.e., excessive cleavage, back, chest, stomach, undergarments, etc.)
- Denim clothing of any color or style
- Canvas shoes
- "Shorts," "capri pants," and other short pants (Dress pants are acceptable)
- Beach wear, athletic clothing, swimwear, sheer or mesh clothing
- Clothing that has obscene or suggestive printing or pictures that may be offensive
- Flip flops and thong sandals. The definition is "shoes that are flat, backless, made of rubber or leather, plain or embellished, etc..... consisting of a flat sole held loosely on foot by a 'Y' shaped strap, like a thin thong, that passes between the first and second toes and around either side of the foot."

Note about HOSA's Dress Code Policy:

- Head covers required for religious purposes or to honor cultural traditions are allowed.
- A competitor should dress appropriately based on the dress standards outlined for the gender to which they identify.