

# HOSA Area III CONFERENCE INFORMATION

TO: Area 3  
FROM: Stacey Pierce & Kathy Lewis  
DATE: December 4, 2009  
SUBJECT: HOSA Spring Leadership Conference, February 26-27, 2010.

The HOSA Area 3 Spring Leadership Conference will be held at Richardson High School, 1250 West Belt Line Road, Richardson, Texas, beginning Friday, February 26, 2010, with officer candidate interviews at Crowne Plaza Suites at 8:00 a.m. and ending Saturday, February 27, 2010 at approximately 3:00 p.m. at the close of the awards ceremony at Richardson High School.

## **REGISTRATION**

All participants (students, advisors, and chaperones) must be registered. Advisors **MUST** be registered as advisors. Follow the directions on the "How to complete the Online Registration" document to register your participants found at the end of this document.

Only HOSA members whose membership was entered using the online affiliation program may be registered as conference participants. Use the online conference registration program to register your Participants. Be sure to print 2 copies of your completed registration, one to keep for your records, one to send with your registration fees. Please direct your business department to include a copy of your registration with the payment for your fees. Complete your registration using the following link:

<http://www.registermychapter.com/hosa/tx/ac/>

Fees for this conference are:

Advisor \$25.00  
Secondary Student \$25.00  
Chaperone \$0

**Registration deadline is Wednesday, February 3, 2010**

**Registration Fees Due by Wednesday, February 17, 2010**

Make all registration fees checks payable to HOSA, TA.  
No PO's will be accepted. Send registration fees to  
Wanda Senning, CPA  
P. O. Box 65364  
Lubbock Texas 79464

**You are required to pay a registration fee for every student and advisor on your online registration. No deletions or refunds will be made after the conference registration deadline.**

**ONSITE CHECK-IN**

Onsite check-in will be from 11:00 a.m. to 12:00 p.m. on Friday February 26, 2010 at Crowne Plaza Suites 7800 Alpha Road Dallas, Texas 75240. Each advisor will be issued their conference registration printout, nametags, programs, maps, etc. Team substitutions may be made **only** during onsite check-in. During onsite check-in the following items will be collected:

- Career Health Posters
- Student Eligibility forms
- Copies of Student Code of Conduct forms
- Copies of Medical Liability Release forms
- List of "No Shows" & substitutions

**PARKING**

School buses may park at the North end of the stadium parking lot on the West side of Richardson High School. Entrance to this parking lot is located on Dogwood Drive.

**HOTEL RESERVATIONS**

Crowne Plaza Suites  
DALLAS-PARK CENTRAL  
7800 Alpha Road  
Dallas, Texas 75240  
972-233-7600  
[www.cpdallas.com](http://www.cpdallas.com)

FAX: 972-788-0947  
email: Elyse Cardona at [elyse.cardona@ihg.com](mailto:elyse.cardona@ihg.com)

Each advisor is to make his/her own room reservation with the Hotel. The Hotel will accept reservations by faxing or emailing your rooming list; no phone reservations will be accepted.

**Please be reminded that all Delegates must be housed in approved conference housing to be eligible for competition. If you encounter problems with your rooming please contact Janet Villarreal at 1-877-728-0150.**

When making hotel reservations please identify your group as being part of Health Occupations Students of America and the name of your school and city. Check in time is 3 p.m. This is an all suite property. Room rate is \$85.00 plus 9% city tax.. State tax is an additional 6%, unless you present a state tax exempt form at the time of check-in. **Breakfast vouchers are available at time of check-in for \$7.00 per person.**

Reservations must be made by **February 11, 2010** to get the conference rate. After the deadline date, any uncommitted rooms on the HOSA block will be released and additional reservations will be honored on a rate and space available basis, as would be for the case of early arrivals and late departures.

Each school will pay for their own block of rooms and any incidental charges upon check-in if paying in cash or upon departure if secured with a credit card.

Miscellaneous Room Information: Reservations are held until 6:00PM on the day of arrival, unless accompanied by a deposit or an individual's credit card. Check-in time is 3 p.m. and check-out time is 12:00 p.m. Upon request, the hotel will be happy to arrange for baggage storage for luggage until actual departure from the hotel.

Do not unload luggage until you have obtained room keys. This will avoid overcrowding in the lobby. Please remind your students of the following:

1. No phone calls from the rooms.
2. No room service/meals charged to the room.
3. No movies unless an advisor prepays at the front desk.
4. There will be other guests in the hotel - be courteous.

**No students are to be left at the hotel without a designated advisor/chaperone.**

**FOOD:** Restaurants within walking distance of the hotel are:

Subway Restaurant	McDonalds
Starbucks	Quiznos
Burger Bueno	"Donuts"

The following restaurants within walking distance of Richardson High School and are at the corner of Coit Road and Belt Line Road:

McDonalds	Jason's Deli
Dos Rios	Starbucks
Black Eyed Pea	Taco Bell/KFC
Big Shucks	

## **SOCIAL**

The Area 3 Officers have planned a fun-filled evening for Friday night, February 26, 2010. Please plan to join us in the RHS Eagles Nest for this event. DJ from 7:00 pm – 10:00 pm. Concessions will be available.

## **NAME TAGS**

Conference nametags must be worn at all times during all HOSA activities.

## **VOTING DELEGATES**

Each chapter may register two voting delegates for the area conference. It is best to select students that will not be competing. Voting delegates must wear their ribbon and sit in the reserved section during the business session.

## **COMPETITIVE EVENTS**

Read carefully the HOSA, TA Advisor Handbook regarding competitive events. Please prepare students to have a positive attitude. They should understand that the true benefit of competition is in the preparation, participation, and networking - and not only winning.

## **COURTESY CORPS**

Each advisor may but is not required to register two students to serve as courtesy corps. These students will be given an assignment. Courtesy Corp students will receive their assignment 2 weeks prior to the conference date via their advisor. Courtesy Corp students should not be involved in competitive events.

## **ADVISOR RESPONSIBILITY**

**All Advisors must participate in conference management by sharing in conference duties.**

## **CODE OF CONDUCT AND MEDICAL LIABILITY RELEASE FORMS**

Advisors are responsible for having their students complete the HOSA Code of Conduct form and Medical Liability Release form. A parent or guardian's signature is required on both forms. Advisors should sign the Advisor's Code of Ethics form. Please have all of these forms in your possession during the conference.

## **SPECIAL NEEDS STUDENT EVENTS**

Student Eligibility Forms for students participating in First Aid/Rescue Breathing, Personal Skills, Speaking Skills and Interviewing Skills must be turned in during onsite packet pickup. **If special accommodations need to be made for your special needs student, please email these needs to Janet Villarreal at [texashosa@stx.rr.com](mailto:texashosa@stx.rr.com) .**

## **SCHOLARSHIPS**

All scholarship applications must be **mailed** to the State Advisor Belinda Mahone, 155 Hunter's Glen, Waxahachie, Texas 75167. Applications **MUST** be post marked on or before the Conference Deadline

## **OFFICER PACKETS**

All officer applications and forms **MUST** be mailed State Advisor Belinda Mahone, 155 Hunter's Glen, Waxahachie, Texas 75167. All applications **MUST** be posted marked on or before the Conference Deadline. All officer candidates must be registered for the conference.

## **AWARD PRESENTATION**

All participants should plan to attend the closing ceremony. If a competitor is unable to attend the awards ceremony to receive his/her medal, the advisor should designate someone to receive the medal for the student.

## **CHAPERONES**

The **required** ratio for adult supervision of students is **1 adult sponsor** (who is not a HOSA Board of Directors member) **per 10 students** for all HOSA activities.

## **LOST & FOUND**

Any items (notebooks, purses, money, etc.) found should be taken to the Tabulation Room. Individuals having lost an item may claim said item from the Tabulation Room. Any items not claimed prior to the start of the closing ceremony will be discarded.

## **POSTER & NOTEBOOK PICK-UP**

All Health Careers Posters, Extemporaneous Health Posters, Outstanding HOSA Chapter scrapbooks, must be picked up from the Tabulation Room **at least one hour prior** to the start of the closing ceremony. Any unclaimed posters or notebooks will be discarded.

### **CONTACT NUMBERS:**

Conference Co-Chair: Stacey Pierce

Email: [stacey.pierce@risd.org](mailto:stacey.pierce@risd.org)

School Phone Number: 469-593-3179

Conference Co-Chair: Kathy Lewis

Email: [kathleen.lewis@risd.org](mailto:kathleen.lewis@risd.org)

School Phone Number: 469-593-3206

Executive Director Janet Villarreal

[texashosa@stx.rr.com](mailto:texashosa@stx.rr.com)

956-728-0150

1-877-728-0150 (toll free)

## HOSA Area III Conference Tentative Schedule

### Friday February 26<sup>th</sup>

<u>Time</u>	<u>Event</u>	<u>Location</u>
7:30am	Officer Breakfast	Crown Plaza Suites
8:00am	Area Officer Candidate Credentialing	Crown Plaza Suites
11:00am – 12:00pm	Onsite Check-In	Crown Plaza Suites
12:00pm – 3:00pm	Lunch on your own	
3:00pm – 4:00pm	Opening Ceremonies	Richardson HS Auditorium
4:00pm – 4:45pm	<b>Doors open at 2:30 pm</b> Voting Delegate Meeting	Richardson HS Auditorium
4:00 – 4:30pm	Advisor Orientation	Richardson HS – TBA
4:30pm	<b>All Advisors who are event managers and event assistants for 5:30 pm events report to tabulations in the RHS Library.</b>	
5:15pm	<b>Event Managers and Event Assistants have rooms ready for event, Judges in place.</b>	
5:30pm	<b>All Advisors who are event managers and event assistants for 6:30 pm events report to tabulations in the RHS Library.</b>	
6:15 pm	<b>Event Managers and Event Assistants have rooms ready for event, Judges in place.</b>	
6:00pm	Concessions Open	RHS Cafeteria

<b>5:30pm</b>	<b>Richardson HS</b>	<b>6:30pm</b>	<b>Richardson HS</b>
<b>Health Professions Events</b> Biotechnology Clinical Nursing Clinical Specialty Dental Assisting Home Health Aide <b>Teamwork Events</b> Medical Reading Test Career Health Display HOSA Bowl Creative Problem Solving PSA <b>Leadership Events</b> Extemporaneous Health Poster <b>Emergency Preparedness Events</b> Epidemiology		<b>Health Professions Events</b> Medical Assisting Medical Lab Nurse Assisting Personal Care Physical Therapy Sports Medicine Veterinary Assisting <b>Emergency Preparedness Events</b> CPR/First Aid EMT First Aid	

7:00pm – 10:00pm	Social	RHS Eagle's Nest
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**Saturday February 27<sup>th</sup>**

<u>Time</u>	<u>Event</u>	<u>Location</u>
7:00am	Hospitality & Tabulation Opens	Richardson HS
7:30am	<b>All Advisors who are event managers and event assistants for 8:30 am events report to tabulations in the RHS Library.</b>	
8:15am	<b>Event Managers and Event Assistants have rooms ready for event, Judges in place.</b>	
8:30am	<b>All Advisors who are event managers and event assistants for 9:30 am events report to tabulations in the RHS Library.</b>	
9:15am	<b>Event Managers and Event Assistants have rooms ready for event, Judges in place.</b>	

<b>8:30am HS</b>	<b>Richardson</b>	<b>9:30am</b>	<b>Richardson HS</b>
<b>Leadership Events</b> Extemporaneous Writing Medical Photography Job Seeking Skills Interviewing Speaking Skills <b>Teamwork Events</b> Medical Reading (round 2) Community Awareness Forensic Medicine Health Education		<b>Emergency Preparedness Events</b> Public Health Emergency Preparedness MRC Partnership CERT <b>Teamwork Events</b> Parliamentary Procedure Biomedical Debate <b>Health Science Events</b> Medical Spelling Dental Spelling <b>Leadership Events</b> Extemporaneous Speaking Prepared Speaking Researched Persuasive Speaking  <b>Outstanding HOSA Chapter                      Career Health Poster (judging only)</b>	

12:00pm – 1:30                      Lunch on your own – Concessions available in the Cafeteria

2:00pm – 3:00pm                      Closing Ceremonies                      Richardson HS Auditorium

## **AREA 3 SPRING LEADERSHIP CONFERENCE DIRECTIONS**

### **To the Hotel (from the east):**

**From either I-30 or I-20, take I-635 north/west. Follow I635 north/west to the Coit Road exit. Take the Coit Road exit; turn right (north) on to Coit Road. Continue to the first stoplight – Alpha Road – turn left on Alpha Road, hotel will be on the left.**

### **To Richardson High School from the Hotel:**

**Turn right (east) out of the hotel parking lot on to Alpha Road. Continue to the first stop light – Coit Road. Turn left (north) on to Coit Road. Follow Coit Road for 1.7 miles to Belt Line Road. Turn right (east) on Belt Line Road. Continue on Belt Line Road for 0 .5 miles to Richardson High School.**

**NOTE for Buses: Buses may turn in to the drive in front of the school and drop students in front of the Auditorium. Bus parking is at the north end of the Stadium/student parking lot which can be accessed from Dogwood Drive on the west side of the school.**

**Parking is available on the west side of the school at the North end of the Stadium/student parking lot (off of Dogwood drive).**



## *Area Spring Conference Registration Check List*

	<p><b>1.</b> Completed the online registration process by Wednesday, February 3, 2010.</p> <ul style="list-style-type: none"><li>a. choose correct events for each participant</li><li>b. Emailed any accommodations your special needs event competitor will need.</li><li>c. <b>Confirmed 1 adult chaperone for every 10 students</b></li></ul>
	<p><b>2.</b> Made two Printouts of your online registration</p>
	<p><b>3.</b> Mail printout of your online registration to Wanda Senning, CPA with a check made payable to HOSA TA by Wednesday, February 17, 2010.</p> <p style="text-align: center;">Wanda Senning, CPA P. O. Box 65364 :Lubbock, Texas 79464</p>
	<p><b>4.</b> Make Hotel Reservations by: Thursday, February 11, 2010 Make a copy of rooming list and tax exempt form for Hotel to help expedite Hotel check in</p>
	<p><b>5.</b> Sign Advisor Code of Ethics and Medical Liability form</p>
	<p><b>6.</b> Have students sign Code of Conduct, and Medical Liability make sure that forms are completely filled out (make sure to have a copy of these forms to turn in at registration table, Advisor must be in possession of the original forms while at the conference) <b>Place forms in an envelope and write the name of your school and chapter number on the front.</b></p>
	<p><b>8.</b> Mail Scholarship Applications to the State Advisor Belinda Mahone 155 Hunter's Glen Waxahachie, Texas 75167, on or before conference registration deadline. Make sure that applicants are registered for conference.</p>
	<p><b>9.</b> Mail officer applications to the State Advisor Belinda Mahone 155 Hunter's Glen Waxahachie, Texas 75167, on or before conference registration deadline. Make sure that applicants are registered for conference.</p>

**ON-SITE CHECK IN**

√ To expedite On-Site Check in please make sure that you have the following ready to turn in

	Student Code of Conduct and Medical Liability Forms (Place copies inside an envelope with your school name and chapter number on the front of envelope)
	Student Eligibility forms for Special Needs students
	Health Career Poster
	List of “No Shows”
	List of Substitutes

# HOSA CODE OF CONDUCT

A good reputation enables members to take pride in their organization. HOSA members have an excellent reputation. Your conduct at any HOSA function should make a positive contribution to the reputation that has been established.

## **HOSA Conference participants are AWARE THAT:**

1. HOSA follows the UIL rules and regulations established for secondary high schools.
2. STUDENTS, your behavior should at all times be a positive reflection of your school, state and HOSA, Texas.
3. Student conduct is the responsibility of the student in the local chapter and their advisor.
4. STUDENTS will abide by the HOSA Conference Attire Policy at all business sessions, general sessions, competitive events, and other conference activities. HOSA conference name badges shall be worn at all times.
5. STUDENTS are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience and on stage.
6. STUDENTS shall keep their advisors informed of their activities and whereabouts at all times.
7. STUDENTS who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified. The Board of Directors will determine the disciplinary action to be taken according to the disregarded rules.
8. STUDENTS may not purchase, consume, or be under the influence of alcohol or drugs; smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property is prohibited at any time.
9. STUDENTS are to report any incidents, injuries or illness to their local or state advisor immediately.
10. STUDENTS are expected to observe the designated curfew. (Curfew is defined as being quietly in your own assigned room by the designated hour.)
11. The student and his/her parents will be expected to pay for any and all damage relating to student behavior that results in loss or damage to property.
12. Any long distance phone calls, charges to the room, etc., will be the responsibility of the individual student and/or their parents.
13. **I have read the above Code of Conduct for HOSA Conferences and agree to abide by the rules.**

I, \_\_\_\_\_, hereby grant Texas HOSA permission to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, of me and permission to use the said photographs, videotapes, broadcasts, and/or sound recordings for educational and promotional purposes on any delivery system.

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Printed Name of Parent /      Guardian Parent / Guardian Signature      Date

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Printed Name of Student      Student's Signature      Date

# HOSA, TA

## Advisor's and Chaperone's CODE OF ETHICS

**HOSA ADVISORS ARE EXPECTED TO:**

1. Project a positive and professional image of Texas HOSA to all those with whom they interact.
2. Promote HOSA as a positive student experience; therefore, will act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
3. Be accountable to and for their students in all HOSA-related activities.
4. Understand and follow established processes within the HOSA organization that protect the rights of all members.
5. PERFORM all assigned duties. Failure of an advisor to perform their duties may result in their chapter being disqualified from conference activities by the Board of Directors.

HOSA advisors are proud of the standard of excellence they maintain for themselves and their students. Attendance at any HOSA function implies acceptance and practice of these standards.

*I have read the above Code of Ethics for HOSA Advisors and agree to accept and practice these standards.*

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Advisor Signature

Chapter number

Date

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Plan of Action: For failure to follow the Advisor's Code of Ethics.

- Conference with the Board of Directors.
- Consequences to be determined by the Board of Directors, up to notification sent to the appropriate administrators.

I, \_\_\_\_\_, hereby grant Texas HOSA permission to make photographs, videotapes, broadcasts, and/or sound recording, separately or in combination, of me and permission to use the said photographs, videotapes, broadcasts, and /or sound recordings for educational and promotional purposes on any delivery system

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Advisor signature/date







