



2010 State Leadership Conference Registration Guide



S.C. HEALTH OCCUPATIONS
STUDENTS OF AMERICA

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SC HOSA
2010 State Leadership Conference
March 10-12 • Charleston Convention Center

SC HOSA STATE LEADERSHIP CONFERENCE GUIDE

Make your plans to attend the SC HOSA State Leadership Conference in North Charleston. To help you and your members prepare, you will find the information you need to register your delegation in this Guide. Please pay particular attention to the conference deadlines, which are highlighted in yellow.

TENTATIVE CONFERENCE SCHEDULE

Wednesday, March 10

Hotel Registration begins	3:00 PM
Conference Registration, Convention Center	6:00 PM - 9:00 PM
State Officer Meeting with Officer Advisors	4:00 PM - 7:00 PM
Student Activity	7:00 PM - 10:00 PM
Kaiser Permanente Healthcare Issues Exam	7:00 PM
New Advisors Meeting (first-time advisors encouraged to attend)	8:00 PM - 9:00 PM
Advisors Meeting (all advisors asked to attend)	9:00 PM - 10:00 PM

Thursday, March 11

Exhibits	8:00 AM - 4:00 PM
Competitive Events	8:30 AM - 5:30 PM
Educational Symposiums	10:00 AM - 4:30 PM
Kaiser Permanente Healthcare Issues Exam	9:00 AM, 11:00 AM, 1:00 PM & 3:00 PM
Opening Session & Banquet	6:30 PM - 9:30 PM

Friday, March 12

Competitive Events & Educational Symposiums	8:00 AM - 1:00 PM
SC HOSA Annual Business Meeting for Voting Delegates	10:30 AM
Awards Ceremony & State Officers Induction	3:00 PM - 5:00 PM

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CONFERENCE INFORMATION

Who should attend?

- ❖ Students and advisors who are members of HOSA for the 2009-10 school year
- ❖ Chaperones and school personnel
- ❖ Healthcare and business partners

Who may compete?

- ❖ Any HOSA member in good standing
- ❖ Students may compete in only one event in the following event categories: Health Science, Health Professions, Emergency Preparedness, Leadership, and Teamwork. In addition to the previous five event categories, students may compete in one or more of the Recognition Events.

Registration:

- ❖ Deadline: **Monday, February 22.**
- ❖ Registration fee is \$75 for students, advisors, and guests.
- ❖ On-line registration instructions are outlined in these materials.
- ❖ Mail, e-mail, or fax your completed on-line registration printout, check for registration fees, checklist, hotel reservation form, and national service project information by **Monday, February 22**, to:

SC HOSA, P O Box 866, Lexington, SC 29071
E-mail: schosa@sc.rr.com Fax: 803.532.5114

- ❖ Make checks payable to SC HOSA, Inc. Registration fees **MUST** be received by **Friday, March 5.**
- ❖ No refunds will be given.
- ❖ SC HOSA polo shirts are included in registration fee.
- ❖ State officers' registration fees and rooms on Wednesday and Thursday nights will be paid by SC HOSA.

Hotel Reservations:

- ❖ Deadline for reservations at the Embassy Suites is **Monday, February 8.** After this date, reservations will be taken at the hotel's prevailing rate. Reservations will be booked at the Embassy Suites on a first-come, first-served basis.
- ❖ **All HOSA students and advisors registered for the leadership conference MUST stay at the Embassy Suites or approved overflow hotels in order for SC HOSA to use the hotel's meeting space for conference events without additional charges.**
- ❖ Rooming list reservation form for Embassy Suites is attached. Rooming list reservation forms for overflow hotels will be sent out before December 31. When the Embassy Suites block is filled, you will be notified and the appropriate form should be faxed to the hotel of your choice. Fax the rooming list form, which **must** include a student name for each room reserved in order to receive a confirmation, to the hotel. A deposit should be mailed OR credit card information included on the rooming list form to guarantee the rooms. **NO PHONE CALL RESERVATIONS WILL BE ACCEPTED.**
- ❖ Embassy Suites offers two-room suites (parlor area with fold-out sleeper sofa and bedroom with either two double beds or a king bed), microwave and small refrigerator. www.airportconventioncenter.embassysuites.com Residence Inn offers rooms with with one king bed or two double beds and sleeper sofa and kitchen.
There may be some smoking rooms assigned due to the depletion of inventory of non-smoking rooms. If there is anyone in your group who is allergic to smoke, please note this on your rooming list.
- ❖ Check-in time is 3:00 PM at the Embassy Suites and all of the overflow hotels except the Holiday Inn which time is 4:00 PM.
- ❖ Advisors and local chapters are responsible for all charges incurred by their delegation, as well as for any damages to hotel property.
- ❖ Be sure to include your school's name or confirmation number from hotel on the check or include information with the check that will identify you as a HOSA chapter and the name of your school.

NEW FOR THIS YEAR: The following required forms should be mailed to P O Box 866, Lexington, SC 29071 and are due by Monday, February 22: (Copies of forms which must be submitted by students, advisors, and guests are posted on the SC HOSA Web site, www.schosa.org at the State Leadership Conference link.)

- ⇒ Code of Conduct form for each student and guest.
- ⇒ Advisor Code of Conduct form for each advisor.
- ⇒ Permission forms for each student.
- ⇒ Medical Liability forms for each advisor, student, and guest.

THIS IS A CHANGE FROM LAST YEAR WHEN YOU WERE ASKED TO BRING THESE FORMS WITH YOU AND TURN THEM IN AT REGISTRATION. MAINTAIN COPIES OF ALL FORMS.

Meals:

- ❖ Daily breakfast buffet is included in the room rate at the Embassy Suites and overflow hotels.
- ❖ A lunch buffet for \$13.50 (including tax) is available for HOSA at the Embassy Suites.
- ❖ The Embassy Suites provides an afternoon reception with soft drinks and snacks.
- ❖ The Thursday evening banquet is included in the registration fee.

Conference attire:

- ❖ The following is the attire for all SC HOSA functions and conference activities: FEMALES - Official HOSA uniform or business attire (nice dress of appropriate length, dark or khaki dress pants and appropriate dress top)
MALES - Official HOSA uniform or business attire (nice dark or khaki pants with dress shirt and tie) No jeans or flip flops allowed at any HOSA sponsored activities.
- ❖ Students may wear modest casual clothing to non-conference activities. (Pants should fit to the waistline, shirts/tops must cover the abdomen and lower back when sitting or arms are raised. No tank tops or low cut shirts.)
- ❖ Pajamas are not allowed in the hotel lobby, restaurant, outside rooms, and in hallways.
- ❖ HOSA members are requested to wear conference polo shirts to the awards ceremony on Friday, March 12.

National Service Project:

- ❖ In order to receive recognition for your chapter's participation in the HOSA National Service Project, Autism Speaks, a copy of the HOSA National Service Project form (www.hosa.org) **and** a copy of your receipt or a copy of your check must be submitted with your registration by **Monday, February 22**. Chapters will be allowed to update information prior to the HOSA National Leadership Conference. The top three fund-raising chapters will receive special recognition.

Entry for 2010-2011 National HOSA Theme:

- ❖ Each chapter may submit one theme entry.
- ❖ Write your chapter's theme on the Registration Checklist. Submit with your registration form.
- ❖ On Friday, March 12, voting delegates will choose South Carolina's entry for the 2010-11 National HOSA theme contest.

Voting Delegates:

- ❖ Each chapter is required to submit names of voting delegates on registration form and complete the Voting Delegate form in the forms section on the SC HOSA Web site, www.schosa.org at the State Leadership Conference link.
- ❖ **How many delegates does my chapter have? In the SC HOSA Bylaws, each chapter is entitled to send two voting delegates for the first ten members or less, plus one delegate for each additional ten members or major fraction thereof, except that in no case shall any chapter have more than five voting delegates.**
- ❖ Voting delegates must be dressed in HOSA uniform or business attire. They are expected to attend the business meeting on Friday, March 12, at 10:30 AM in uniform or business attire.

Courtesy Corps:

- ❖ Each chapter is asked to designate up to four members to serve as courtesy corps members.
- ❖ List courtesy corps members and note the competitive event(s) in which they are competing on the Registration Checklist.
- ❖ Courtesy corps members will be asked to assist judges, run errands, work at the information desk, and help in other ways; therefore, members should be dressed in HOSA uniform or business attire.
- ❖ Some will be asked to serve as victims and patients. Courtesy corps members should wear comfortable clothes for these assignments.
- ❖ Assignment list will be posted on bulletin board outside of Competitive Events Headquarters.

Parade of Prestige for Outstanding HOSA Students:

- ❖ Each chapter should submit the name of one outstanding HOSA student on the registration form. This student will be recognized with a t-shirt and certificate at the opening session.
- ❖ The outstanding HOSA student is the student who contributes to his/her school, community, and HOSA chapter through service, involvement, and development of skills, abilities, and attitudes necessary to pursue a career in healthcare.
- ❖ E-mail photo in jpeg or PDF format to schosa@sc.rr.com

Scholarships:

- ❖ Deadline for scholarship applications is **Monday, February 22**.
- ❖ Mail scholarship applications to: SC HOSA, PO Box 866, Lexington, SC 29071. All applications and supporting documentation must be received by this date. Information received after this date will **NOT** be evaluated.
- ❖ Faxed information will **NOT** be accepted.
- ❖ Scholarship applications are posted at www.schosa.org at the Forms link.

State Officer Candidates:

- ❖ Students interested in state officer elections for the 2009-10 year must complete the application posted on www.schosa.org at the State Leadership Conference link.
- ❖ **Mail applications to:** SC HOSA, PO Box 866, Lexington, SC 29071 to be received by **Monday, February 22.**
- ❖ Faxed information will **NOT** be accepted.
- ❖ Officer candidate interviews will be held on March 3, 2009, at the SC Department of Education in Columbia. Officer candidates and advisors will be contacted regarding interview time and room location.
- ❖ Candidate speeches and practices are mandatory.
- ❖ Read the requirements carefully and recommend qualified students. Requirements are posted on www.schosa.org at the Forms link.

Opening Session & Banquet:

- ❖ The banquet will begin at 6:30 PM, Thursday, March 11.
- ❖ One banquet ticket is included with each paid registration fee.
- ❖ No banquet tickets will be sold separately.

Awards Ceremony:

- ❖ Awards ceremony will be Friday, March 12, at 3:00 PM
- ❖ Invite family, friends, and other interested individuals to show support for your HOSA students.
- ❖ There is no charge for the awards ceremony.

Items for Sale at the Conference:

- ❖ South Carolina state pins will be sold in the exhibitor area throughout the conference.
- ❖ SC HOSA 2010 SLC souvenir t-shirts will be sold in the exhibitor area throughout the conference.
- ❖ SC HOSA SLC DVDs will be available shortly after the conference.
- ❖ SC HOSA folders (\$1.00) and notecards (\$.50) will be sold in the exhibitor area throughout the conference.
- ❖ Polos and t-shirts from previous conferences will be sold at discounted prices
- ❖ Order form for the items listed above will be posted on the SC HOSA's Web site

Reminders:

- ❖ Visit www.hosa.org for current event guidelines and updates.
- ❖ For all written tests, competitors must bring a pencil.
- ❖ Competitors must bring all items noted with *** in the materials section of the guidelines for each event.
- ❖ No study material is allowed in the holding rooms.
- ❖ The HOSA Code of Conduct must be followed at all times by advisors and students.

SPECIAL REQUIREMENTS:

- ❖ List any competitors with special accommodations on the Registration Checklist form. First Aid/Rescue Breathing, Personal Care, Speaking Skills, and Interviewing Skills are for students classified under the provision of Public Law 102/119 entitled: Individuals with Disabilities Education Act of 1992. In the guidelines for each of these competitive events is the Student Eligibility form. (www.hosa.org)
- ❖ The Student Eligibility form must be mailed with registration materials by **Monday, February 22.**

Competitive Events Guidelines:

Support materials should be turned in at the scheduled time of the Competitive Event for the following:

- ❖ **Job-Seeking Skills/Interviewing Skills** - Cover letter & resume **DOES NOT** need to be e-mailed. **THIS IS A CHANGE FROM LAST YEAR WHEN YOU WERE ASKED TO EMAIL COVER LETTER & RESUME.** Competitors should bring two copies of the cover letter and resume to the competition.
- ❖ **Researched Persuasive Speaking** – Two copies of the written research paper
- ❖ **Community Awareness** – Documentation of a project (portfolio)
- ❖ **Health Education** – Notebook or DVD
- ❖ **Outstanding HOSA Chapter** – Scrapbook
- ❖ **Clinical Specialty** – Portfolio (two copies), skill checklist (two copies) and DVD of selected skill. Should bring a laptop or DVD player.

SEE PAGE 6 FOR A COMPLETE LIST OF CHANGES TO COMPETITIVE EVENTS.

Questions regarding 2010 State Leadership Conference, contact:

Nancy Allen, SC HOSA State Advisor, nallen@ed.sc.gov, phone 803.734.0372

Tracy Harris, SC HOSA Board Chairman, tlharris@greenville.k12.sc.us

Questions regarding registration, contact:

Marie Stiles, CMP, SC HOSA Meeting Coordinator, schosa@sc.rr.com

803.604.9141 or 803.463.9706

Questions regarding sponsorships, scholarship donations, and exhibits, contact:

Marie Stiles, CMP, schosa@sc.rr.com, phone 803.604.9141 or 803.463.9706

WHAT'S NEW IN 2010

Competitive Events Update:

NEW EVENT! A new Emergency Preparedness event has been added. MRC Partnership - Competitors work as a team to plan and create a partnership with the Medical Reserve Corps.

CLINICAL SPECIALTY - During the actual event, the judging process will be combined so that the judges sit with the competitor, watch the skill demonstration on DVD, and conduct the interview. The competitor will control the start and stop of the DVD, and may show a maximum of 5 minutes of the skill demonstration, and may talk/explain to the judges during the skill demonstration. Competitors will bring their own laptop or DVD player.

MEDICAL ASSISTING - Administrative Medical Assisting and Medical Assisting Clinical have been combined into one event.

JOB SEEKING SKILLS AND INTERVIEWING SKILLS - The two rating sheets in this event will be combined, and interview judges will evaluate the interview, application, and cover letter and resume. The competitor will bring the cover letter and resume to the event orientation, and the application will be completed by hand during the event orientation.

CAREER HEALTH DISPLAY - The question and answer portion of the event has been deleted. Competitors will still construct and set up their displays, and will still deliver a five minute oral presentation.

MEDICAL PHOTOGRAPHY - Competitor requirements will remain the same, but the judging process will change. Competitors will bring their printed photos, CD, and all required materials listed in the guidelines to judging. Competitors will sit across from judges and will have a total of 3 minutes to explain all three pictures in print. The competitor will then leave the room, and judges will judge the photos. The difference in the current process will be that the electronic copy will not be judged – but rather the print copy of each photo will be judged. And, competitors are asked to write up a Display Card to be used with their photo during the photo gallery display at the NLC. Read the event guidelines for complete details.

RESEARCHED PERSUASIVE SPEAKING - The same set of judges will evaluate both the speech and paper. Since the paper and the speech contain essentially the same information, the same judges will judge the content of the speech and the composition of the written paper. The competitor requirements will remain the same with the exception of decreasing the maximum length of the speech from 5 minutes to 4 minutes.

HEALTH EDUCATION - The videotaping portion of the event and DVD requirements have been deleted. Instead, 4 pages have been added to the notebook in the form of a Presentation Outline with photos that will illustrate the lesson.

COMMUNITY AWARENESS - The notebook and interview judging is combined under one set of judges, and the judge questions have been deleted.

PUBLIC HEALTH EMERGENCY PREPAREDNESS - The event has been divided into Round One and Round Two. Round One will be a five minute presentation. The twelve top scoring Secondary and top twelve Postsecondary/Collegiate teams will advance to Round Two and will do their entire presentation in front of the judges and an audience.

ADDITIONAL CHANGES

- Nursing Assisting and Personal Care – Competitors will bring their own bed linens. HOSA will provide blankets/spreads for use by competitors.
- CERT Skills – Event title change. Teams who compete at the NLC are encouraged to complete a CERT classroom course.
- Epidemiology – The test plan and website links were updated.
- Public Service Announcement – Competitors will bring their own laptops or DVD players for showing the PSA to the judges.
- Creative Problem Solving – Revised test plan and the addition of a new book.
- EMT – Bleeding Control skill aligned to the revised NREMT skill sheet.

REMINDERS

- Be sure to read the General Rules and Regulations in the HOSA Handbook, Section B, for important information that applies to all HOSA competitive events.
- Any guideline updates made during the year are posted on HOSA's website at <http://www.hosa.org/natorg/sectb/index.html> on the top of the page.

EVENT CODES

HOSA members are encouraged to take full advantage of the National HOSA Competitive Events Program, a constantly expanding and improving series of healthcare related competitive events. At the 2009 State Leadership Conference, HOSA is sponsoring 57 REGULAR Events and Recognition Opportunities.

Code designations for event registration are listed below. Make sure that you are using the appropriate code to enter your student into the correct event. The wrong code will enter your competitor into the wrong event, causing great confusion at registration. If you have any questions about the event code, please contact Nancy Allen, state advisor.

Competitors may register for only one event in each category, with the exception of Recognition Events. For details, refer to the HOSA Handbook, Section B: <http://www.hosa.org/natorg/sectb/index.html>

EVENT	EVENT CODE (For registration)	EVENT	EVENT CODE (For registration)
Health Science Events		Leadership Events	
Dental Spelling	DS	Extemporaneous Health Poster	EH
Dental Terminology	DT	Extemporaneous Speaking	ES
Medical Spelling	MS	Extemporaneous Writing	EW
Medical Terminology	MT	Interviewing Skills*	IS
Medical Math	MM	Job Seeking Skills	JS
Knowledge Tests:		Medical Photography	MP
Human Growth & Development	KG	Prepared Speaking	PS
Nutrition	KN	Researched Persuasive Speaking	RS
Pharmacology	KH	Speaking Skills*	SS
Pathophysiology	KP		
Concepts of Healthcare	KB	Teamwork Events	
Health Professions Events		Biomedical Debate	BD
Biotechnology	BT	Career Health Display	CD
Clinical Nursing	CN	Community Awareness	CA
Clinical Specialty	CL	Creative Problem Solving	CS
Dental Assisting	DA	Forensic Medicine	FM
Home Health Aide	HH	Health Education	HE
Medical Assisting	MA	HOSA Bowl	HB
Medical Laboratory Assisting	ML	Medical Reading	MR
Nursing Assisting	NA	Parliamentary Procedure	PP
Personal Care*	PC	Public Service Announcement	PA
Physical Therapy	PT		
Sports Medicine	SM	Recognition Events	
Veterinary Assisting	VA	Barbara James Service Award	BJ
		Chapter Newsletter	NL
		HOSA Week	HW
		Kaiser Permanente Healthcare Issues Exam	HC
Emergency Preparedness Events		National Recognition Program	NR
CERT Skills	CT	National Service Project	NS
CPR/First Aid	CP	Outstanding Alumni Member	AL
Emergency Medical Technician	EM	Outstanding HOSA Chapter	OC
Epidemiology	EP	Outstanding State Leader	OL
First Aid/Rescue Breathing*	RB		
MRC Partnership	MC		
Public Health Emergency Preparedness	PH		

*Only for students classified under the federal regulations, Individuals with Disabilities Education Act of 1997—Amended (IDEA).

2010 SC HOSA SLC REGISTRATION CHECKLIST

Enclose this form with other required Registration materials.

SCHOOL: _____

PHONE: _____ E-MAIL: _____

ADVISOR(S) _____

- Copy of on-line registration form to be sent by **Monday, February 22.**
- Copies of Code of Conduct, Permission, Medical Liability forms mailed to PO Box 866, Lexington, SC 29071
- Entry for National Theme: _____
- List up to four (4) Courtesy Corps members, the day he or she will be available to serve, and the Competitive Event in which he or she is competing:

NAME: _____ THURS FRI COMPETITIVE EVENT CODE _____

NAME: _____ THURS FRI COMPETITIVE EVENT CODE _____

NAME: _____ THURS FRI COMPETITIVE EVENT CODE _____

NAME: _____ THURS FRI COMPETITIVE EVENT CODE _____

Outstanding HOSA Member

- Name and t-shirt size should be designated on on-line conference registration form.
- JPEG Photo of student be emailed to schosa@sc.rr.com.

Recognition Events: Documentation should be sent to SC HOSA, P O Box 866, Lexington, SC 29071, with copy of on-line registration form, for the following:

- ❖ HOSA Week
- ❖ Chapter Newsletter
- ❖ Barbara James Service Award - Proof of community service and application; hours may be added prior to the National Leadership Conference registration.
- ❖ National Recognition Program
- ❖ National Service Project - Total Amount Donated: _____ Enclose copy of receipt or check(s).

Registration Fees:

- Check for Registration Fees enclosed.
- Check will be sent under separate cover by **Friday, March 5.**
- Check here if you need SC HOSA to invoice your school.

Room Reservations Form:

- Copy of Room Reservations Form is enclosed for: _____
(Name of hotel)

- State Officer Applications** have been mailed to PO Box 866, Lexington SC 29071. (MAY NOT BE FAXED)
- Scholarship Applications** have been mailed to PO Box 866, Lexington SC 29071. (MAY NOT BE FAXED)

Special Accommodations:

Name(s): _____

Event(s): _____

Request(s): _____

Please list chaperones, guests, and/or family members who would be willing to help with conference activities:

Name: _____ Phone: _____

Talent/Skill: _____

ONLINE CONFERENCE REGISTRATION INSTRUCTIONS

1. Go to the HOSA web site at www.hosa.org.
2. Select Advisor Services from the menu on the left.
3. Click the Chapter Advisor link listed under National Affiliation in the middle of the screen.
4. Find the link that says "[Click Here](#) to proceed to Chapter Affiliation."
5. Enter your Charter Number and Password and login.
6. Select Conference Registration from the menu.
7. You will be prompted to enter your Charter Number and Password again.
8. The screen will have a set of instructions for you to read. On the upper right-hand corner, there is a drop down box where you can select the conference "SC HOSA STATE LEADERSHIP CONFERENCE" and then click Begin Registration.
9. A complete list of your students will appear. Beside each student's name, there is a link to register that student for the conference. Click Register for the person/student you want to enter and a screen with all of the options will come up.
10. You will need to do the following for each person:
 - Specify Male or Female
 - Select classification (i.e. Secondary, Professional, Alumni or Postsecondary)
 - Select the event(s) or activities in which the student will participate
 - Select the polo shirt size
 - Designate the Outstanding HOSA member and indicate t-shirt size
11. Once you have made all of the above selections, you will click Submit at the bottom of the page.
12. If you need to register a guest, family member or chaperone that is not a member, there is a box to click to add that information on the main registration page where all of the names can be viewed.

Contact Marie Stiles, 803.604.9141 or 803.463.9706 (mobile) or mstiles@sc.rr.com for assistance.

DIRECTIONS TO

**Embassy Suites North Charleston – Airport/Hotel & Convention Center
5055 International Boulevard
North Charleston, SC**

From Greenville-Columbia:

Go I-26 East towards Charleston and take Exit 213A
Exit ramp brings you to Montague Avenue
Follow Montague one-half mile to International Boulevard
Turn right onto International Boulevard
Embassy Suites in on the left

From Charleston:

Take I-26 West towards Columbia
Exit at Exit 213 to Montague Avenue
Turn left at traffic light onto Montague
Follow Montague three-quarters of a mile to International Boulevard
Turn right onto International Boulevard
Embassy Suites in on the left

From Hilton Head:

Take I-95 North to Exit 33
This brings you to Highway 17
Travel until you reach the interchange for I-526 to North Charleston-West
Follow I-526 to Montague Avenue
Exit onto Montague and turn right
Follow to International Boulevard
Turn left onto International
Embassy Suites in on the left

For additional directions and driving maps see www.airportconventioncenter.embassysuites.com