



VT HOSA-FHP 2024 STATE LEADERSHIP CONFERENCE GUIDE

Competitive Events- February 12th-14th

Conference & Awards Ceremony- March 11th 9:00am-4:00pm

DISCLOSURE

While this conference guide offers a wealth of information, please understand it is subject to change. Advisors are encouraged to monitor their email for updates and/or reminders regarding the conference. We ask for members' continued patience and flexibility. Please send questions to VermontHOSA@gmail.com

Conference Venue

The March 11th Conference & Awards Ceremony will be held at the UVM Davis Center, 590 Main St, Burlington, VT!

GENERAL INFORMATION

Conference Overview

The Vermont State HOSA-FHP advisors and state officers invite you to the 4th Annual Vermont HOSA-FHP State Leadership Conference!

During the conference, members will have the opportunity to:

- Test their knowledge, skills, and abilities in a variety of health and leadership competitive events
- Compete for the opportunity to advance to the International Leadership Conference
- Earn recognition in HOSA-FHP's recognition events
- Attend exciting workshops and hear from professional speakers
- Run for state office
- Network with other VT HOSA-FHP members

Conference Tips and Suggestions

- Read the HOSA-FHP Competitive Event Guidelines available at <https://hosa.org/guidelines/>. Assign your competitor extra credit for reading this and appointing a fellow chapter member to be their "buddy," in order to have multiple members familiar with their event. Round 1 & 2 components for SLC are all completed virtually (tests, uploads).
- Review new upload information- <https://hosa.org/competitive-event-digital-uploads/>
- Follow-up with your district and school business office personnel to make sure the fees will be paid on time.
- Photocopy all forms and correspondence for your records and bring them with you to the conference.
- Registration payment for State Leadership Conference should be made and sent to VT HOSA-FHP, NOT National HOSA:
Robin Dunican-VT HOSA
Randolph Technical Career Center
17 Forest St, Randolph, VT 05060
- Carefully review HOSA-FHP Dress Code Policy and Student Conduct Code standards with your students before you arrive at the conference to ensure students wear appropriate clothing and conduct themselves professionally.
- E-mail questions to VermontHOSA@gmail.com

Important Dates

Friday January 26th Registration CLOSES

Friday February 2nd Conference Payment Due

- Payment should be made to: Robin Dunican-VT HOSA-FHP, RTCC, 17 Forest St, Randolph, VT 05060
- Advisor Statement of Assurance form due (pg. 6)

Week of February 12th VT HOSA-FHP SLC Competitive Events Week!

Monday February 12th

- Online testing window opens-should complete all tests Monday & Tuesday if possible
- HOSA Digital Upload System upload window opens

Wednesday February 14th

- Online testing closes
- HOSA Digital Upload System window closes (for all skill videos and upload documents/links)

Thursday February 15th

- State Officer local advisor nominations due (see pg. 3 for details)

Friday February 16th

- Makeup day if arranged by Local Advisor with State Advisor ahead of time
- Do something fun as a HOSA-FHP chapter to celebrate your accomplishments this week!

Monday March 11th- VT HOSA-FHP LIVE SLC at UVM Davis Center! 9am-4pm

Friday April 26th

- International Leadership Conference [ILC Intent to Attend From](#) deadline

May 10th

- International Leadership Conference registration deadline. All membership and state conference invoices MUST be paid prior to registering for the ILC.

June 26-29th, 2024

- International Leadership Conference—Houston, TX

REGISTRATION INFORMATION

All chapters register for the SLC via HOSA's online registration system. Registration is open from December 8, 2023- January 26, 2024. The cost is \$55.00 per participant (student, advisor, chaperone, etc.). The system is tied directly to HOSA's affiliation system, so make sure all students and advisors are affiliated with National HOSA before you begin to register for the SLC. A SLC Logo T-shirt is included in registration- please choose sizes carefully in CMS under options/activities when you register each participant.

- **No refunds will be granted.**
- **There will be absolutely NO changes for competitive events during the conference.**

Registering for Conferences and using the viewing the new Digital Upload Information:

- [Video Tutorial Link](#)
- [Quick Glance Handout](#)

Payment Information

Payment should be made to VT HOSA-FHP and must be postmarked by February 2, 2024. Send payments with printed invoice to: Robin Dunican-VT HOSA-FHP, RTCC, 17 Forest St, Randolph, VT 05060. Please communicate with your school's accounting department to ensure payment will be sent on time. No refunds will be granted.

COMPETITIVE AND RECOGNITION EVENT INFORMATION

Eligibility

Students must be affiliated and paid members to compete at the SLC. Students can compete in one Competitive Event for SLC. Students can participate in as many recognition events as they would like.

Recognition Events

HOSA FHP's Recognition Events are designed to recognize members and chapters for outstanding work in HOSA-FHP and HOSA-FHP related projects.

The Recognition Events for VT HOSA-FHP SLC are:

- Barbara James Service Award
- HOSA Happenings
- HOSA Service Project

Event guidelines and details for all Recognition Events are available on the national website on the Competitive Events page. Recognition will be given at the state level and the state determines national qualification.

Competitive Events This Year

Please see the **2024 Vermont HOSA SLC Competitive Event List** that was shared with Advisors for details about specific Competitive Events. Each registered student is allowed to compete in one Competitive Event. Please carefully select the correct event for each student via HOSA FHP's online registration system, Conference Management System (CMS), when registering for the SLC.

For the 2023 – 2024 membership year, a new system, the HOSA Digital Upload System, will be used. Tallo is no longer being used for HOSA purposes. This integrates with the existing HOSA Conference Management System (CMS) so the uploads will be very user-friendly for members and advisors.

Detailed instructions for uploading materials can be found at:

<https://hosa.org/competitive-event-digital-uploads/>

OTHER EVENTS AND OPPORTUNITIES AT THE CONFERENCE

A detailed agenda for the March 11th Live Conference will be emailed to Advisors as we get closer to the event. However, some of the offerings will include:

Educational Workshops

Through these sessions, students will hear interesting speakers and engage in hands-on activities with professionals in the areas of leadership, college/career readiness, and health care!

Nomination For State Office

During SLC, members will have the opportunity to be nominated for an office on the 2024-2025 State Officer Team. All members that are dedicated to HOSA-FHP, have a passion for leadership, and enjoy working with others to improve the organization are encouraged to run for office. Being a State Officer for VT HOSA-FHP is an incredible honor. Each candidate must complete the [2024 State Officer Candidate Application](#) after being nominated by their local advisor. The local advisor nominations and application are due by Thursday February 15th to your State Advisor, Jessica Enright, VermontHOSA@gmail.com. Only one applicant per chapter will be accepted.

CONFERENCE PROCEDURES

Participant Forms

The following forms must be completed as part of the SLC registration process (forms located at the end of this guide):

- Code of Conduct Form—To be completed from every student attendee and collected by the local advisor. The local advisor must keep these forms in their possession during the conference.
- Advisor Statement of Assurance Form—To be completed by each chapter's advisor and submitted to VT HOSA by the advisor to VermontHOSA@gmail.com by February 2nd.

The forms mentioned above are included at the end of this guide.

Conference Dress Code

VT HOSA-FHP follows the National HOSA Dress Code. Refer to [Official HOSA Dress Code](#). We ask each chapter advisor to require the **business attire or general session dress code** on Monday March 11th and for any "live" events. We would like to include a picture of your chapter in proper dress attending SLC on our website! Please, send a picture to VermontHOSA@gmail.com.

GENERAL REMINDERS

As leaders and teachers of young professionals, it is important that we prepare our students for this upcoming event. The following information will help you to plan for the SLC and prepare your students with important information about the conference.

Code of Conduct

Chapter advisors are responsible for the conduct of their chapter members.

Appreciation for SLC Staff, Judges and Volunteers

Remind students to thank the event staff, judges, presenters and volunteers. They appreciate knowing their hard work has benefited the students.

Publicity

Your chapter and VT HOSA-FHP, in general, welcome positive publicity. Use participation at the SLC to generate some positive publicity.

Students with Disabilities

VT HOSA-FHP makes every attempt to accommodate students with disabilities. If you contact us prior to the conference, we can make the conference and competition as barrier free as possible. Please inform us about people with disabilities and any special accommodations that may be needed. Please inform VT HOSA-FHP by January 26th of any special requirements that may be needed.

INTERNATIONAL LEADERSHIP CONFERENCE

Members placing first, second and/or third in a competitive event at the SLC are eligible to compete in that one event at the ILC. Advisors are to fill out the [ILC Intent to Attend Form](#) on behalf of their qualifying member(s). The form is due by April 26, 2024.

Student Delegate Code of Conduct

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

1. Your behavior at all times should be such that it reflects credit to you, your school, your state and HOSA-FHP.
2. Student conduct is the responsibility of the local chapter advisor.
3. You are expected to attend all scheduled conference activities and appropriate competitive events. Please be prompt and show respect to those in attendance.
4. Members/participants attending the VT HOSA-FHP SLC may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to stringent disciplinary action.
5. Substance abuse (i.e. drugs, alcohol, smoking/vaping, etc.) is not permitted.
6. Students who disregard the rules will be subject to disciplinary action and parents/guardians will be notified.
7. Members are to abide by the VT HOSA-FHP dress code policy at all sessions and workshops.

In signing below, I indicate having read the Code of Conduct and agree to abide by these rules.

Printed Name of Student Delegate

Student Delegate Signature

Date

Printed Parent/Guardian Name

Parent/Guardian Signature (if student delegate is under the age of 18)

Date

Parent/Guardian or Student Delegate (if 18+ years of age) Initials

Initialing signifies permission for VT HOSA-FHP to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, of student delegates available for reproduction for educational and promotional purposes by International HOSA-FHP or VT HOSA-FHP.

Vermont HOSA-FHP Statement of Assurance

VT HOSA-FHP SLC 2024

Advisors attending VT HOSA-FHP events must review and sign this statement of assurance.

The completed form should be sent to VermontHOSA@gmail.com

As the advisor responsible for the students attending this event, I confirm that:

- I have reviewed the Code of Conduct with my students. I will have a completed copy of the Code of Conduct for each student attending in my possession for the duration of the above event.
- I understand that VT HOSA-FHP will not collect the individual Code of Conduct forms for this event and that they are to be kept in my possession.
- I understand that proper completion of the Code of Conduct form provides the best protection for my students' needs and my liability during a VT HOSA-FHP event.
- The responsibility for the safety of the delegates from this chapter rests with people signing this Statement of Assurance.
- I will enforce the conference Code of Conduct and Dress Code and regularly check-in with my students.
- I will ensure that myself and anyone assisting me will:
 - o Be 21 or older
 - o Follow the conference Code of Conduct and Dress Code
 - o Act responsibly and interact appropriately with students

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated in the Code of Conduct forms as indicated by my signature appearing below.

Printed Name: _____

Advisor Signature: _____

School/Chapter Name: _____

Date: _____