



MMACHS MEMBER HANDBOOK

www.meridianmedicalartscharter.org

<http://www.idahohosa.org/>

www.hosa.org

TABLE OF CONTENTS

The HOSA Creed	2
Why HOSA?	3
HOSA Mission Statement	4
HOSA Program Goals	4
MMACHS HOSA Member Responsibilities	4
Conference Timeline	5
MMACHS HOSA Annual Events	5
Travel Tips	7
Dress Code	7
Requirements for HOSA Buy-In 2022-2023	8
MMACHS HOSA Registration Form	9
HOSA-Future Health Professionals Code of Conduct	10
HOSA-Future Health Professionals Medical Liability Release Form	11

(Pages 9-11 must be signed and returned to HOSA advisor by deadline.)

The HOSA Creed

I **recognize** the universal need for quality, compassionate healthcare.

I **understand** the importance of academic excellence, skills training, and leadership development in my career pathway.

I **believe** through service to my community and to the world, I will make the best use of my knowledge and talents.

I **accept** the responsibility of a health professional and seek to find my place on a team equally committed to the well-being of others.

Therefore, I will **dedicate** myself to promoting health and advancing healthcare as a student, a leader, an educator, and a member of HOSA-Future Health Professionals.

Why HOSA?

Leadership skills, through HOSA, are an integral part of every Health Science Education curriculum. Being an integral part means HOSA activities can be a method of instruction that reinforces what the student learns in the classroom and on the job. Integrated Chapter activities improve the effectiveness of every health science program and help students become more employable.

HOSA is a student organization that is 100% health care and offers opportunities for all students who plan to pursue a career in health or medicine. Students with leadership ability and social maturity, who can handle the spirit of competitiveness, will be more community oriented and will seek involvement and participation in citizenship activities as a result of their involvement in HOSA.

This handbook is designed to give you, the MMACHS HOSA member, a basic understanding of the expectations that you will be held to when representing yourself, your family, and your school/state at HOSA events.

As a HOSA member, you are responsible for reading and understanding the contents of this handbook. You are expected to work within the goals and policies provided herein. The success of our HOSA team depends upon the punctuality, discipline, and responsibility of every MMACHS HOSA member. An organization is only as strong as its membership. We are a student leadership and service organization intended to prepare to become the best possible future health professionals we can be.

It is essential to remember why you are here at MMACHS. First, **YOU ARE HERE TO GET AN EDUCATION!** Never let your HOSA duties interfere with your studies. *Learn to budget your time* in order to stay on top of all of your class work. **No more than one WIP will be allowed to remain an active member of MMACHS HOSA.** To be an effective member of this program, you must also keep participation in HOSA activities among your top priorities! That means attending monthly meetings, scheduled study group sessions, fundraisers, social activities, as well as preparing for Regional and State Leadership Conference (SLC). If your intention is to be involved with HOSA for any reason other than to learn about your future health profession and what it has to offer, please reconsider your choice to become a HOSA member.

If you choose to dedicate yourself to HOSA, make yourself familiar with this handbook and its contents. Keep and use this handbook and the information provided in it to improve your understanding of the HOSA program at [Meridian Medical Arts Charter High School](#) (MMACHS) for the duration of your participation. Additional information may also be found on the [HOSA-Future Health Professionals](#) website or the [Idaho HOSA](#) webpage.

Even if you choose to pursue a career outside of healthcare, the skills and knowledge gained from your participation in HOSA will be priceless! Your advisors wish you a fun and successful year!

HOSA Mission Statement

The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science education students, therefore, helping the student meet the needs of the health care community.

HOSA Program Goals

The goals that HOSA believes are vital to each member are:

- To promote physical, mental and social well-being.
- To develop effective leadership qualities and skills.
- To develop the ability to communicate more effectively with people.
- To develop character.
- To develop responsible citizenship traits.
- To understand the importance of pleasing oneself as well as being of service to others.
- To build self-confidence and pride in one's work.
- To make realistic career choices and seek successful employment in the health care field.
- To develop an understanding of the importance in interacting and cooperating with other students and organizations.
- To encourage individual and group achievement.
- To develop an understanding of current health care issues, environmental concerns, and survival needs of the community, the nation and the world.
- To encourage involvement in local, state and national health care and education projects.
- To support Health Science Education instructional objectives.
- To promote career opportunities in health care.

MMACHS HOSA Member Responsibilities

- Turn in Registration form, Medical Liability, & Code of Conduct, and ISU AOS with HOSA membership dues (\$40, includes tee shirt) no later than **Nov. 3rd**. Turn in Event Selection Sheet by **December 2nd**
- Be present at HOSA meetings and events as much as possible (Two Buy-In Events by **February 23rd**)
- Dress appropriately for HOSA activities and events.
- Stay in the 'know' ("I didn't know" is NOT an acceptable response; when in doubt, ask! If you don't know that you don't know, ASK anyway!).
- Read [HOSA GRRs](#) & [event guidelines](#) for your chosen events.
- Maintain passing grades (only 1 WIP allowed to participate in HOSA events).
- Study for HOSA competitions (15 signed hours required by **February 23rd**).
- Check out equipment needed for HOSA events and practice skills.
- Compete at Regionals (**TBD**). Qualify for SLC & ILC.
- Make friends and have fun!
- Promote *HOSA-Future Health Professionals* everywhere you go!
- **ANTICIPATE!** ----- **COMMUNICATE!** ----- **PROBLEM-SOLVE!**

CONFERENCE TIMELINE

- Regionals/State Leadership Conference (SLC) Parent meeting **(Jan TBD)**.
- Regionals **(Jan/Feb TBD)**
- Pay SLC fees (TBD) by Wed, **March 1st**.
- Attend SLC **(March 8-10, Idaho State University, Pocatello)**.
 - bring guidelines, event equipment, HOSA uniform, pencils, photo ID and other items as needed for your success
 - attend Opening and Closing sessions in proper HOSA uniform
 - attend 2 conference workshops-minimum (more are encouraged!)
 - attend chapter/state meeting
 - keep hotel rooms clean (allow cleaning staff in room daily!)
 - avoid mixed genders in hotel rooms
 - check-in with chaperones as requested
 - adhere to MMACHS curfew
- International Leadership Conference (ILC) Parent meeting **(TBD)**.
- Pay ILC deposit (\$100) by **TBD** with remainder (TBD) by last day of school.
- Attend ILC (Optional- **June 20-25, Dallas, TX**). Same expectations as SLC.
- Act respectful, lawful and professional at all times (or be sent home *at parent's expense*).

DO WHAT YOU CAN TO MAKE YOUR MMACHS HOSA TEAM FUN AND SUCCESSFUL!

MMACHS HOSA Annual Events

Now that you have decided to become a part of the MMACHS HOSA program, you should know that you will also be involved in several very important events to our school. They include fundraising activities, social activities, our annual Regional Competition, the HOSA State Leadership Conference (SLC), and the HOSA International Leadership Conference (ILC).

MMACHS HOSA requires each member to accumulate 350 points, plus 20 hours of study time with MMACHS staff members or adults who witnesses study time, before attending STATE LEADERSHIP CONFERENCE. Each member will have fundraisers and activities to choose from plus points for GPA for fall semester and Regional Competition. Members may only have one WIP during the fall semester and must be passing all classes prior to spring break.

- **Regional Competition** – This **mandatory event** is held on a Saturday in January or February. All HOSA members come in official HOSA uniform ready to take a test for the events of your choice. Should your chosen event include a skills section or presentation, those will be judged by experts/alumni who have previously participated in those events, or adults with experience in those fields, after a written exam. Appointment times for second rounds will be announced after the completion of Round One. Students will need to be prepared to present or demonstrate any information/skills required for their event. Student scores will be ranked and posted so students get a sense of how they fared. Any events with limited space will have cut offs determined, at which time students not scoring high enough will be asked to choose a different competitive event or may not qualify to go to SLC. Be prepared! Competitive Event information may be found at <http://www.hosa.org/guidelines>.

- **State Leadership Conference (SLC)** – This **required event** is held in Pocatello in March. Students will have the opportunity to attend workshops involving a variety of health professionals in addition to competing in their events with students from all over Idaho. Students are **required** to stay in the hotel with our chapter for the duration of this conference and will need parents to pick you up and check you in/out for sanctioned and pre-approved events as needed. Please notify the principal, in writing, of any schedule conflicts as soon as you can so arrangements can be made. Parents may not attend SLC events, but may volunteer to assist during SLC, which gives you an inside view of this student leadership organization. Parents should notify MMACHS HOSA advisors if they are interested in volunteering. Failure to attend closing ceremonies may result in a forfeiture of your award. Top 3 places at State earn medals and qualify to attend ILC in June. Cost varies for SLC, but may be around \$150.00 which includes hotel, registration, transportation, conference shirt, fun day and some food. Students registered for SLC but unable to attend, for any reason, will be required to reimburse MMACHS for any non-refundable expenses. More information will follow during chapter meetings.
- **International Leadership Conference (ILC)** – This **optional event** is held in varying states during late June. Travel usually happens on Tuesday, with the conference being held Wed-Sat, and return travel scheduled for Sunday. Students who qualify will have the opportunity to attend workshops involving a variety of health professionals and subjects, while competing in their event with students from all over the United States, Canada, China, and Puerto Rico. Students are expected to be prepared to compete at this higher level and will be under the supervision of MMACHS staff for the duration of this conference. Should families have travel plans for their student before or after conference, please notify advisors as soon as possible so arrangements may be made. Your commitment in writing to attend ILC will be required within one week of the SLC award ceremony. Cost for ILC varies by state, but is typically around \$1300.00 which includes hotel, registration, transportation, and fun day activity in another state. Food is not included in this estimate. This cost validates the need for fundraising throughout the year. Students registered for ILC but unable to attend, for any reason, will be required to reimburse MMACHS for any non-refundable expenses.
- **Social Activities** – HOSA Officers determine these activities with input from the general membership. They may include dances, movie nights, casino nights, game nights, etc... and may or may not involve admission fees to cover necessary costs, or donations to support HOSA sponsored charities.
- **Fundraising Activities** – HOSA Officers determine these activities with input from the general membership. Our annual events include the Fall Potato Spudraiser, Winter Bazaar and Spring Giftcard Raffle, but may also include other fundraising efforts as agreed upon by the HOSA advisors and officers. Please let officers know if you would like to chair an event for this purpose or have any suggestions or questions regarding fundraising. When allowed, individual student fundraising is deducted from the cost of your HOSA participation in SLC or ILC. Some activities are not conducive to individual credit and any monies earned from these activities will go into the MMACHS HOSA general fund to be used for group activities or meals. Should you raise more money than you need for you own personal expenses, additional funding will go into the MMACHS HOSA general fund for group use or may be applied toward MMACHS HOSA scholarships, at the discretion of the HOSA advisors and MMACHS administration. Any monies received by MMACHS after the last day of school will automatically go into the MMACHS HOSA general fund, regardless of who brings that money in. *Please notify your sponsors of important deadlines so you get credit for your fundraising efforts!*

Travel Tips

- Remember that you are representing MMACHS HOSA, your family and yourself when we travel for HOSA activities. Remember that while traveling, we are impressing everyone we come in contact with at all times, including our administrators, advisors, teammates and future potential employers. Put your best foot forward, and be your best self at all times!
- Just like in school, PROMPTNESS IS VERY IMPORTANT. Traveling is based on very organized and thorough schedules. **ALWAYS BE 10 MINUTES EARLY** and everything will run smoothly. Find out which room your events will be held in as soon as you can. Pay attention to group meeting times and don't miss any!
- Road trips are not vacations. Keep in mind the exact purpose for which we are traveling. We are taking our knowledge and capabilities on the road to assist our futures. Being on the road requires much more concentration and determination to succeed.
- Members choosing not to adhere to these agreements and the HOSA Code of Conduct may be sent home *at their parent's expense*. Make healthy choices!!

Dress Code

HOSA members should follow their event guidelines in determining appropriate competitive event attire. Competitors (teams) who are appropriately dressed will earn bonus points for proper dress. See HOSA's [Appendix E](#) for more information on dress code during conference.

- Casual attire that is school appropriate may be worn while not in conference.
- **Official HOSA uniform:**
 - *HOSA uniform requirements:* solid navy/black blazer with corresponding colored pants or knee-length skirt, closed toed navy or black dress shoes, white shirt/blouse with collar, & maroon or navy tie for boys.
 - Must be worn during MMACHS Regionals, Opening and Closing Ceremonies for SLC & ILC, and as instructed by HOSA guidelines & advisors.
 - Check second hand stores for good deals and shop early. This uniform will be needed by September for HOSA officers and by February for general members.

Requirements for HOSA “Buy In” 2022-2023

- MMACHS HOSA requires each member to be **bought in** AND log 15 hours of study time with any adult or MMACHS staff member who witnesses that study time, before attending STATE LEADERSHIP CONFERENCE (SLC). Throughout the year multiple **buy in** events will be available to members, including but not limited to:
 - Demonstrating an event at HOSA Info Night
 - Volunteering during the Spudraiser
 - Volunteering at the MMACHS Haunted House / Trunk or Treat
 - Volunteering at the HOSA Bazaar
- In order to be considered **bought in**, a member needs to help out and/or participate in at least two of these events. There will be approximately one **buy-in** opportunity every month that will be heavily advertised by the organization’s leadership team.

Remember:

- You MUST attend the Regional Competition!
- Students are only allowed one WIP to qualify for State Leadership Conference (SLC). Must be passing classes prior to spring break or online testing in March.
- Zero WIPs allowed for International Leadership Conference (ILC) (summer school is at same time as conference).
- 15 hours of prep/study time required. Must be signed off by MMACHS staff or another adult that witnesses study time.
- ASK questions if you are unsure!!

MMACHS HOSA Registration Form 2022-2023

(Please print legibly)

Name of Student: _____
(from birth certificate, for travel purposes).

Name (as requested on Conference badge): _____

Date of Birth (for travel purposes): _____

Race (Req'd for HOSA Chapter affiliation): *please circle*
Asian/ Black/ Hispanic/ Native American/ White/ Other

Student school email (req'd): _____@westada.org

Student phone (optional): _____

Parent/Guardian email address (print legibly): _____

Student Tee Shirt Size: _____

**Email is our primary method of communication and MUST be kept up to date. Update Powerschool with parental email changes as soon as possible to stay informed, thank you!*

As a MMACHS HOSA member:

- I have **completely** READ and UNDERSTAND the information outlined in this MMACHS HOSA Handbook.
- I agree to pay my MMACHS HOSA dues of \$40 by the deadline (NO refunds once paid).
- I agree to attend HOSA Regionals.
- I agree to pay for and attend HOSA State Leadership Conference.
- I understand that if I choose to no longer be a HOSA member at any time: I must notify my advisor *in writing*, my dues are non-refundable and I may owe MMACHS any monies that have already been paid on my behalf for this participation.

I, (print name) _____, AGREE TO ABIDE by the MMACHS HOSA Handbook agreements and Code of Conduct. My parents and I have read the MMACHS HOSA Handbook and understand that my failure to abide by it may result in a suspension or termination of my HOSA membership and/or a trip home from HOSA activities at my parent's expense.

Student Signature

_____/_____/_____
Date

Parent Signature

_____/_____/_____
Date

(Please sign and return this copy to your HOSA advisor by the published deadline)

HOSA-Future Health Professionals 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 already established.

1. Your behavior at all times should be such that it reflects credit to you, your school/college, your state and HOSA. Members shall refrain from using inappropriate or profane language at all times. Members shall refrain from verbal, physical or sexual harassment, hazing or name-calling.
2. Members conduct is the responsibility of the local chapter advisor or chaperone. Members shall keep their advisors informed of their activities and whereabouts at all times.
3. HOSA Conference name badges shall be worn at all times at HOSA functions. You 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.
4. Members are to report any accidents, injuries or illnesses to their local chapter or state advisor immediately.
5. Members are expected to observe the designated curfew. (Curfew means that each person must be in their room by the designated hour.)
6. If a member is responsible for stealing or vandalism, the member and his/her parents will be expected to pay any and all damages.
7. Members/participants attending the International Leadership Conference may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to stringent disciplinary action.
8. The International Leadership Conference is a non-smoking conference.
9. Members who disregard the rules will be subject to disciplinary action and will be sent home at their own expense. Parents will be notified.
10. Any long distance phone calls, charges to the room, etc. will be the responsibility of the individual member and/or parents.
11. Members are to abide by the ILC Attire Policy at all business sessions, general sessions, competitive events and other conference activities.
12. As a delegate to the State & International Leadership Conferences, permission is granted to make photographs, videotapes, broadcasts, and/or sound recordings, separately or in combination, available for reproduction for educational and promotional purposes by HOSA, Inc.

GENERAL SESSION PROTOCOL: The general sessions should be enthusiastic but delegates must not be rude or obnoxious to those in the audience or on stage. It is important to remain seated until the end of the session. States that do not adhere to general session protocol will be asked to send a representative to a special meeting of the HOSA Executive Council. Please occupy ALL seats at the Opening Session. Leave no empty seats as this means other members of HOSA will not be able to enjoy the Opening Session. Your cooperation is appreciated and essential due to limited seating.

I understand and will adhere to HOSA's Dress Code Policy for all general sessions and for social activities of the SLC/ILC Conference Guide. I have read the Code of Conduct for HOSA conferences and agree to abide by these rules.

Print Name of Parent/Guardian	Parent/Guardian Signature	Date
-------------------------------	---------------------------	------

Print Name of HOSA Member	Member Signature	Date
---------------------------	------------------	------

School: Meridian Medical Arts Charter HS (MMACHS) State: Idaho

HOSA-Future Health Professionals Medical Liability Release Form

DIRECTIONS: Due to legal restrictions, it is necessary that all delegates (members), parents/guardians, guests and HOSA Advisors complete this form to be eligible to attend the 2021 HOSA State & International Leadership Conferences. This form should be returned to the HOSA Chapter Advisor who will forward all forms to the State Advisor. In turn, the HOSA State Advisor will make a copy for her files and mail the original forms to HOSA-Future Health Professionals.

PLEASE TYPE OR PRINT ALL INFORMATION: *Delegate (HOSA Member) Information:*

Name _____ School MMACHS

Home Address _____

City, State, Zip _____

Parent/Guardian/Telephone: Home: _____ Work: _____

Student's Physician: _____ Phone: _____

Physician's Address: _____

Alternate Contact: _____

Telephone Number: Home: _____ Work: _____

Local Advisor: Blake Gaudet School Name: MMACHS

Student is covered by group or medical insurance: _____ Yes _____ No

If yes, complete the following information:

Name of insured: _____ Insurance Company: _____

Group #: _____ Policy #: _____

Please completely describe any medical condition which may recur or be a factor in medical treatment:

- a. Allergies: _____
- b. Convulsions: _____
- c. Blackouts: _____
- d. Heart/lung problems: _____
- e. Physical Handicap: _____
- f. Medicine Reactions: _____
- g. Disease of any kind: _____
- h. Other (Be specific): _____

If currently taking medication, please provide the following information:

Name of medication: _____ Prescribing Physician/Phone Number: _____

LIABILITY RELEASE. I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage during these trips. I hereby release the HOSA-Future Health Professionals Board of Directors, the National Staff, State and Local HOSA Associations, and any designated individual in charge of the HOSA group or specific activity from any legal or financial responsibility with respect to my personal or my student/child's participation in or contact with any known element associated with an activity, including competitive events.

PARENT/GUARDIAN: Please check one of the following and sign your name.

_____ I give my permission for immediate medical treatment as required in the judgment of the attending physician.

Notify me and/or any persons listed above as soon as possible.

_____ I do not give permission for medical treatment until I have been contacted.

Parent/Guardian's Signature: _____ Date _____

(Applicable for delegates/members under the age of 18 and must be signed by the parent or legal guardian.)

Member's Signature: _____ Date _____

Advisor's Signature: _____ Date _____

School Meridian Medical Arts Charter HS (MMACHS)

State: Idaho

