



MMACHS MEMBER HANDBOOK

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(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 **Oct. 3rd**. Turn in Event Selection Sheet by **November 1st**
- Be present at HOSA meetings and events as much as possible (One Buy-In Event by **February 15th**)
- 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).
- 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 **(Dec TBD)**.
- Regionals **(Dec TBD)**
- Pay \$125 SLC fees (TBD) by Thursday, **February 28th**.
- Attend SLC **(March 11th – 13th, Boise, ID)**.
 - 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 18-21, Indianapolis, IN**). 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 Boise 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” 2025-2026

- MMACHS HOSA requires each member to be **bought in** before attending STATE LEADERSHIP CONFERENCE (SLC). Throughout the year multiple **buy-in** events will be available to members, including but not limited to:
 - 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 one 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).
- ASK questions if you are unsure!!

MMACHS HOSA Registration Form 2025-2026

(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)

Medical Liability

Due to legal restrictions, all student delegates, parent/guardians, guests and IDAHO HOSA Advisors must complete this form to be eligible to attend any Idaho HOSA State Leadership Conference. This form should be completed, and a copy submitted to the advisor. Medical release forms must always be kept with the advisor during the conference.

PARTICIPANT/GUARDIAN INFORMATION

PARTICIPANT NAME		GUARDIAN NAME	
ADDRESS		CITY	STATE ZIP
PARENT/GUARDIAN CELLPHONE	PARENT/GUARDIAN WORK PHONE	PARENT/GUARDIAN HOME PHONE	
ALTERNATE CONTACT NAME		ALTERNATE CONTACT PHONE	
Please check and describe any medical condition which may recur or be a factor in medical treatment:			
☐ Allergies: ☐ Heart/lung problems: ☐ Blackouts: ☐ Medicine reactions: ☐ Convulsions: ☐ Physical handicap: ☐ Disease of any kind: ☐ Other: Please list any medications you are currently taking:			
PHYSICIAN NAME		PHYSICIAN PHONE	
PHYSICIAN ADDRESS		CITY	STATE ZIP
DOES THE STUDENT HAVE MEDICAL INSURANCE? ☐ Yes ☐ No			
NAME OF INSURED		INSURANCE COMPANY	
GROUP NUMBER		POLICY NUMBER	
Liability release: I certify that the information described above is accurate and complete to the best of my knowledge. I understand that everyone is responsible for their insurance coverage during this conference. I hereby release IDAHO HOSA Board of Directors, State and Local Chapter Advisors, the Idaho Division of Career Technical Education, and any designated individual in charge of the HOSA chapter group or specific activity from any legal or financial responsibility concerning my personal or my child's participation in or contact with any known element associated with an activity including competitive events.			
Parent/Guardian/Participant: Please check one of the following and sign your name: ☐ I permit immediate medical treatment as required in the attending physician's judgment. ☐ I do NOT permit medical treatment until I have been contacted.			
PARENT/GUARDIAN'S SIGNATURE*			DATE
STUDENT'S SIGNATURE			DATE
ADVISOR'S SIGNATURE			DATE

* Required for student delegates under the age of 18.

Student Code of Conduct

Complete this form and give it to your chapter advisor. Advisors must always keep a copy on hand during the conference.

Idaho HOSA members have an excellent reputation. A good reputation enables members to take pride in their organization. Your conduct at any Idaho HOSA function should make a positive contribution to the reputation that has been established and always reflect positively on you, your school/college, your state and Idaho HOSA.

1. During general sessions, be courteous to those in the audience or on stage. Remain seated and in attendance until the end of the session. Students who do not adhere to general session protocol will be asked to leave the conference.
2. Attend all general sessions and other scheduled conference activities. Please be prompt and show respect to the audience and those on stage.
3. Abide by the SLC Attire Policy at all business sessions, general sessions, competitive events and other conference activities. Please refer to Dress Code Policy on p. X. Student delegates not adhering to the dress policy during the conference will NOT be admitted.
4. School tags, state badges or IDs must be removed or completely covered during competition.
5. Immediately report any accidents, injuries or illnesses to your local or State Advisor.
6. Always keep your advisor informed of your activities and whereabouts.
7. Always wear your Idaho HOSA conference name badge.
8. Observe the designated curfew. Curfew means being in your assigned hotel room by the designated hour.
9. If you are responsible for stealing, damaging property or vandalism, you and your parents will be expected to pay all damage costs.
10. Any participants at the HOSA State Leadership Conference may not purchase, consume or be under the influence of alcohol or drugs at any time. Violators will be subject to disciplinary action.
11. No weapons of any sort will be allowed in your possession, room, transportation or luggage.
12. Smoking is prohibited at the conference and offsite, conference-related activities.
13. Any long-distance phone call or other charges to rooms are the responsibility of you or your parents.

By signing below, you confirm that you have read the above code of conduct and agree to abide by these rules.

Student delegates who disregard the rules will be subject to disciplinary action and sent home at their own expense.

Parents will be notified.

Student's printed name

Student's signature

Date

Parent/guardian's printed name

Parent/guardian's signature

Date

Advisor Code of Conduct

1. Project a positive and professional image of health professions education and Idaho HOSA to all those with whom they interact.
2. Promote Idaho HOSA as a positive student experience by acting as a role model in your dress, tone of voice, attitude, actions, and demeanor.
3. Ensure your student delegates are dressed in appropriate HOSA attire (see p. 9) and practice professional etiquette and behavior.
4. Be accountable to and for your students during all Idaho HOSA-related activities.
5. Notify the State CTSO Manager, or the State Advisor, of any accidents or injuries to student delegates, advisors, chaperones, or guests during Idaho HOSA activities or conferences.
6. Understand and follow established processes within the organization that protect the rights of all members.

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

- ☐ **I have read the above code of ethics for Idaho HOSA advisors and agree to accept and practice these standards.**

Advisor's printed name

Advisor's signature

Date

High school/HOSA chapter



Image and Parent Consent Form

Student name

Student's school name

Emergency contact name

Emergency contact phone

Career technical student organization

- ☐ Business Professionals of America
- ☐ DECA
- ☐ Family, Career, and Community Leaders of America
- ☐ FFA
- ☐ HOSA
- ☐ SkillsUSA
- ☐ Technology Student Association

I give the above-named attendee permission to attend the state-approved event.

My student agrees to abide by all rules and safety precautions. I am aware that during these events certain risks are inherent. I understand that these events may involve certain conditions, hazards and potential dangers including those associated with traveling or those associated with the facilities or property where the events will occur or whether the dangers are open and obvious or concealed. Any questions which have occurred to me have been answered to my satisfaction.

I hereby grant the Idaho Division of Career Technical Education (IDCTE) and its representatives the irrevocable and unrestricted right to use and publish my image and video captured of me in its promotional materials and publicity efforts. I understand that the photographs and video may be used in publications, print ads, direct-mail pieces, electronic media (e.g., videos, social media or websites) or other promotion forms.) I hereby release and discharge IDCTE, its offices, employees, agents and designees, and the photographer/videographer from liability for any violation of any personal or proprietary right I may have in connection with such use.

I authorize IDCTE to send my student a post-event survey for feedback and evaluation purposes.

By signing below, I hereby release and agree to hold harmless IDCTE, Idaho BPA, Idaho DECA, Idaho FCCLA, Idaho FFA, Idaho HOSA, Idaho SkillsUSA, and Idaho TSA from any and all liability, claims or demands for personal injury, sickness or death, as well as property damages and expenses, of any nature whatsoever which may be incurred while my student is participating in the conference.

- I am 18 years of age or older.
- I am under 18 years of age. If checked, please have a parent or guardian complete the following:

Parent/legal guardian signature

Phone

Date

Parent/legal guardian printed name