



**A Kean University Program  
Funded by the NJ Department of Education**

**2022-2023**

**STUDENT LEADERSHIP**

**MANUAL**

# New Jersey HOSA

An association of  
HOSA – Future Health Professionals

A New Jersey Career and Technical Student Organization

New Jersey HOSA is funded under the  
auspices of the  
CTE Partnership Grant: Enhancing Teaching and Student Leadership in the  
Career Cluster of Health Science  
of the  
NJ Department of Education  
Awarded to Kean University

Student Activities  
are funded through state membership monies in  
cooperation with the  
New Jersey Department of Education

Mrs. Amy Berkemeyer  
State Advisor / Project Director

Dr. Jeffrey Victor  
Executive Director  
Managed by Kean University



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**ACTIVITIES AND PROCEDURES WITHIN NEW JERSEY HOSA –  
FUTURE HEALTH PROFESSIONALS (NJ HOSA) ARE GOVERNED BY  
THE PHILOSOPHY OF SIMPLE FAIRNESS TO ALL.  
THEREFORE, THE POLICY OF NJ HOSA IS THAT ALL OPERATIONS WILL  
BE PERFORMED WITHOUT REGARD TO RACE, SEX, COLOR, NATIONAL  
ORIGIN OR HANDICAP.**



## – Table of Contents –

### **SECTION 1: HOSA Information**

- Letter from NJ HOSA State Advisor/Director
- NJ HOSA Contact Information
- HOSA Creed
- NJ HOSA State Executive Council

### **SECTION 2: NJ HOSA 2022-2023 Calendar**

- Inclement Weather Policy
- 2022-2023 Calendar

### **SECTION 3: Competitive Events Overview**

- NJ HOSA Dress Code
- NJ HOSA Complete Competitive Events List
- Competitive Event Update and Event Topics 2022-2023
- National HOSA Section B - General Conference rules & regulations

### **SECTION 4: Regional & State Competitive Events**

- Regional School Assignments
- Regional Competitive Events
- Regional Conference Guidelines
- State Conference Competitive Events Schedule
- State Competitive Events
- State Conference Guidelines

### **SECTION 5: Scholarship Application and General Forms**

- NJ HOSA Scholarship Application
- State Officer Application Packet
- State Officer Campaign Guidelines
- NJ HOSA Code of Conduct/Photo Release Form
- NJ HOSA Medical Release Form
- NJ HOSA COVID -19 Liability Form
- NJ HOSA Anti Bullying Policy
- NJ HOSA Program Responsibilities for Conducting Off-Campus Event Form
- NJ HOSA Honorary Life Member Nomination Form

**SECTION 6: NJ HOSA Bylaws and History of HOSA**

NJ HOSA Bylaws

History of HOSA

**SECTION 7: The HOSA Program of Work**

Chapter Activities

Leadership

HOSA Chapter Meetings

Conducting a HOSA Committee Meeting

Public Relations for HOSA Chapters

Financial Management for HOSA Chapters



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# **INTRODUCTION**



Dear NJ HOSA Advisors:

It is a new day for us all in New Jersey HOSA as we join the Kean University group of CTSO's as noted in the document sent out by Kean University College of Business and Public Management. We are honored to join with this amazing group and know that the future is bright for us all.

It is a huge honor for me to be slated to join Kean as the new NJ HOSA State Advisor. Having been involved with HOSA since becoming a teacher in 1992, I have learned to love what HOSA, Future Health Professionals stands for and know that we will continue to do our best for the membership. My time as a chapter advisor and then a consultant with NJ HOSA will help me to move to the next level of leadership and I look forward to working with you all to grow NJ HOSA. Being able to work with Dr. Jeffrey Victor, our Executive Director, is a blessing not only for me, but for the entire New Jersey HOSA family. His experiences and expertise will help us move forward in so many ways.

The team that has been working together to serve you in the past 5 years is all in the onboard process of moving to Kean and we are all excited to continue serving you, our members. The word TEAM means so much to us as Together Everyone Achieves More is our mantra. We are here to serve YOU and want to continue to do so along with our new and wonderful Kean team of CTSO leaders. We can only grow stronger as we work together.

We hope to lead you all to grow your chapters, to help you all be your best selves. HOSA has SO MUCH to offer and we want to be your tour guide to success. Please know that we are here to help so ask questions, offer suggestions, attend conferences and always keep in touch. We urge all to utilize the wonderful [hosa.org](http://hosa.org) website as it is a treasure trove of information. We will keep you updated on what we do and do not do as far as competitive events as the year progresses. The calendar of events has been sent out but updates will be sent as needed and also, keep checking the [hosa.org](http://hosa.org) website as they make changes throughout the year. We ask that you continue to extend your grace and flexibility as we are in the process of transferring systems, processes, and staff, as dates and details may change, based on that. Your patience is greatly appreciated, as you know institutions may move slowly, and as we do our best to adapt, change, and establish ourselves at our new home.

Until we meet in person, please know that the entire NJ HOSA team is here, we are dedicated to you, our members and hope that together, we can lead you to go BEYOND ALL LIMITS, this year's National HOSA theme.

Sincerely yours,

Amy Berkemeyer  
NJ HOSA State Advisor



## **NJ HOSA Executive Director**

Dr. Jeffrey Victor  
Kean University  
Hynes Hall, Suite 303  
1000 Morris Avenue  
Union, NJ 07083  
[jvictor@njhosa.org](mailto:jvictor@njhosa.org)

## **NJ HOSA State Advisor/Director**

Mrs. Amy Berkemeyer  
Kean University  
Hynes Hall, Suite 303  
1000 Morris Avenue  
Union, NJ 08854  
[aberkemeyer@njhosa.org](mailto:aberkemeyer@njhosa.org)

## **NJ HOSA Assistant State Advisor/Director**

Jessica Seth  
Kean University  
Hynes Hall, Suite 303  
1000 Morris Avenue  
Union, NJ 07083  
Phone:  
[jseth@njhosa.org](mailto:jseth@njhosa.org)

## **NJ HOSA Website**

[www.njhosa.org](http://www.njhosa.org)

## **International HOSA**

HOSA-Future Health Professionals  
548 Silicon Drive, Suite 101  
Southlake, TX 76092  
(800) 321-HOSA  
[hosa@hosa.org](mailto:hosa@hosa.org)  
[www.hosa.org](http://www.hosa.org)





## 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.

# Executive Council 2022-2023

<u>OFFICE</u>	<u>SCHOOL</u>	<u>ADVISOR</u>
President Ahdaf Zaman	Middlesex County Academy for Allied Health & Bio 1 Convery Blvd Woodbridge, NJ 07095 609-716-5100	Christina Wiamer
President-Elect Monica Manescu	Union County Academy for Allied Health Sciences 1776 Raritan Rd. Scotch Plains, NJ 07076 973-790-6000	Wendy Larsen Nicole LiVecchi Elliot Platt
Secretary Prisha Oza	West Windsor Plainsboro High School North 90 Grovers Mills Rd Plainsboro, NJ 08536 609-716-5100	Nicolette Hankh
Parliamentarian Brian Shi	Union County Academy for Allied Health Sciences 1176 Raritan Rd Scotch Plains, NJ 07076 973-790-6000	Wendy Larsen Nicole LiVecchi Elliot Platt
Northern Regional VP Kathleen Zhang	Livingston High School 30 Robert H Harp Drive Livingston, NJ 07039 973-535-8000	Mary Kaspriskie Bobbi Bremmer
Southern Regional VP Zayd Elhedoudy	Mercer County Technical Schools 1085 Old Trenton Rd Hamilton Twp, NJ 08690 609-586-5144	Amanda McCobb Laura Wurtzel
Historian Reporter Deepa Subramanya	Middlesex County Academy for Allied Health & Bio 1 Convery Blvd. Woodbridge, NJ 07095 732-634-5858	Christine Wiamer
Member-at-Large Kayla Han	Union County Academy for Allied Health Sciences 1176 Raritan Rd Scotch Plains, NJ 07076 973-790-6000	Wendy Larsen Nicole LiVecchi Elliot Platt

# **NJ HOSA INCLEMENT WEATHER POLICY**

In the event of inclement weather, the decision to postpone the event will be made the Friday prior to the conference by 5 p.m. In addition to an e-mail notification, the cancellation notice will be posted on [www.hosaofnj.org](http://www.hosaofnj.org) by 10 p.m.

*Please refer to the NJ HOSA calendar for scheduled snow dates.*



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**2022-2023  
CALENDAR**

## 2022-2023 Year Calendar

<u>MONTH</u>	<u>DATE</u>	<u>EVENT</u>	<u>LOCATION</u>
<b>September</b>	16	Executive Council Meeting 10:00 am to 1:00pm	MCTS
	24-27	Washington Leadership Academy	Washington, DC
	26-29	State Advisors Management Conference	Washington, DC
<b>October</b>	3	Consultants Meeting 7:00 pm – 8:00 pm	Virtual
	7	<b>Deadlines for</b> <ul style="list-style-type: none"> <li>• <b>Registration for the Virtual Fall Leadership Conference</b></li> <li>• <b>Nominations for Postsecondary/ Collegiate Vice President</b></li> </ul>	
	13	Executive Council Meeting 10:00 am to 1:00pm	MCTS
	15	<b>CHAPTER ADVISOR MEETING - ALL Advisors urged to Attend</b> <b>12:00 pm to 1:30 pm</b>	<b>Virtual</b>
	21	<b>Fall Leadership Conference</b> <b>9:00 am – 2:00 pm</b>	<b>Brookdale CC</b>
	<b>November</b>	9	NJ HOSA Advisory Committee Meeting <i>*Business/Industry and State President only</i> 10:30 am to 12:30 p.m.
	18	<b>Executive Council Meeting</b> 10:00 am to 1:00 pm	MCTS

MONTH	DATE	EVENT	LOCATION
December	2	Executive Council Meeting 10:00 a.m. to 1:00 p.m.	MCTS
	9	<b>FINAL Deadline for</b> i. <b>Online Affiliation Deadline- ALL MEMBERS MUST BE AFFILIATED by this date including advisors and professionals.</b> ii. <b>Deadline for Medical Release/Code of Conduct/Photo Release form for all chapter members</b>	
	12	<b>Online Registration Deadline for Northern and Southern Regionals NO REFUND, CHANGES, ALTERATIONS AND/OR SUBSTITUTIONS</b>	
	19	Deadline for State & National Membership Dues to <b>National HOSA</b>	
	22	NJ HOSA Competitive Events Meeting *Consultants Only- 10:00 AM to 2:00 PM	Virtual
January	5	Deadline to submit State Officer Applications to NJ HOSA Office	
	6	Executive Council Meeting 10:00 a.m. to 1:00 p.m.	KEAN
	14	Online State Officer Applicant Exam 9:00 am to 2:00pm	
	21	<b>Northern Regional Conference (NRC)</b> 9:00 am to 5:00 p.m.	TBD
	28	<b>Northern Regional Conference (NRC)* SNOW DAY</b> 9:00 am to 5:00 p.m.	TBD
February	4	<b>Southern Regional Conference</b> 9:00 am to 5:00 pm	CCTEC
	10	<b>Executive Council Meeting &amp;</b> <b>Candidates Shadowing/Interviews -ALL OFFICER CANDIDATES MUST ATTEND (ONLY if in person)</b> 10:00 am to 2:00 pm	KEAN

<b>MONTH</b>	<b>DATE</b>	<b>EVENT</b>	<b>LOCATION</b>
<b>February</b>	<b>11</b>	<b>Snow date for Southern Regional Conference</b>	<b>CCTEC</b>
	<b>12</b>	<b>Candidate Interviews (IF VIRTUAL)</b>	
	<b>18</b>	<b>Executive Council Meeting &amp; Candidates Shadowing (If virtual)</b>	<b>Virtual</b>
		<b><u>ALL OFFICER CANDIDATES MUST ATTEND</u></b>	
		<b>2:00 p.m. to 5:00 p.m.</b>	
	<b>24</b>	<b>Deadline for</b>	
		<ul style="list-style-type: none"> <li>• <b>Online Registration for NJ HOSA State Leadership Conference</b></li> <li>• <b>NJ HOSA Scholarship Applications</b></li> </ul>	
		<b>NO CHANGES, ALTERATIONS AND/OR SUBSTITUTIONS</b>	
	<b>28</b>	<b>NJ HOSA Competitive Event Meeting</b>	<b>Virtual</b>
		<b>(Consultants only) 9:30 am to 2 p.m.</b>	
<b>March</b>	<b>3</b>	<b>Executive Council Meeting</b>	<b>Kean</b>
		<b>10:00 a.m. to 1:00 p.m.</b>	
	<b>15</b>	<b>Deadline for International HOSA scholarship applications</b>	
	<b>18-19</b>	<b>NJ HOSA State Leadership Conference (SLC)</b>	<b>TBD</b>
		<b>BOTH DAYS - 9:00 am to 5:00 pm</b>	
<b>April</b>	<b>1</b>	<b>Deadline to submit International Officer Applications to NJ HOSA office</b>	
	<b>2</b>	<b>Chapter Advisors Meeting</b>	<b>Virtual</b>
		<b>12:00 pm to 1:30 pm</b>	
	<b>21</b>	<b>Executive Council Meeting</b>	<b>Kean</b>
		<b>10:00 a.m. to 1:00 p.m</b>	

<b>MONTH</b>	<b>DATE</b>	<b>EVENT</b>	<b>LOCATION</b>
<b>May</b>	5	Online Registration Deadline for International HOSA Leadership Conference	
	<b>12</b>	<b>Executive Council Meeting</b>  <b><u>ALL INCOMING AND CURRENT officers must attend</u></b>  10:00 a.m. to 3:00 p.m.  <b>NO CHANGES, ALTERATIONS and/or SUBSTITUTIONS</b>	Kean
	22	NJ HOSA Advisory Committee Meeting  <i>*Business/Industry and State President only*</i>  10:30 am to 12:30 p.m.	Virtual
<b>June</b>	<b>21-24</b>	<b>HOSA International Leadership Conference 2023</b>	Dallas, TX
<b>July</b>		Reports due from State Officers on HOSA International Leadership Conference.	





**A Middlesex County Vocational and Technical Schools Program  
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# **COMPETITIVE EVENTS OVERVIEW**

## DRESS CODE FOR ALL NJ HOSA EVENTS AND CONFERENCES

For the NJ HOSA Events and Conferences, students must follow the dress code.

There are three categories of proper attire:

1. **Official HOSA Uniform (outlined below)**
2. **Business Attire (outlined below)**
3. **Scrubs (*ONLY* if this attire is required by member's competitive event)**

### **HOSA Uniform Policy:** *(reference photos shown below)*

- Tailored navy blazer with emblem affixed over the heart
- Shirt/blouse for females (white tailored or short-sleeve white jewel neckline shell)
- Shirt for males—white closed-neck, man-tailored dress shirt, suitable for use with a tie
  - (**white oxford shirt** is recommended for both the males and females - *shown below*)
- Accent for female members - maroon HOSA scarf or tie is optional but not required
- Accent for male officers - navy or maroon long tie
- Matching navy slacks for males and matching navy slacks or skirts for females
- Closed-toe navy blue or black shoes with no more that 2-inch heel (hose optional). **No colored tights.**
- It is recommended jewelry should be kept to a minimum and no dangling earrings. Small hoops are acceptable as long as they are not beyond  $\frac{3}{4}$  inch.

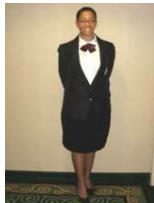
White Oxford Shirt



Official Male HOSA Uniform



Official Female HOSA Uniform with knee-length skirt



### **BUSINESS ATTIRE**

**Females** – Navy blue/black business suit or navy blue/black blazer with matching skirt/slacks with tailored **white** blouse (white tailored or short-sleeve white jewel neckline shell), and **closed-toe** navy blue/black dress shoes (no more than a 2-inch heel).

**Males** – Navy blue/black business suit or navy blue/black sport coat with matching slacks with **white** dress shirt with tie and black dress shoes.

#### **CLARIFICATION OF “PROPER BUSINESS ATTIRE”**

- No denim clothing will be acceptable. Blue jean skirts and dresses are NOT acceptable.
- Jewelry should be kept to a minimum.
- Skirts must be **knee-length**. **No miniskirts.**
- Casual tank or tube tops, t-shirts, sweat pants/shirts, or tennis shoes are **never** acceptable.
- Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for HOSA members.

NJ HOSA members **MUST** dress in proper attire for the award ceremonies.

**Students must remove all sweatshirts/non-professional items before going on stage.**

**NJ HOSA MEMBERS NOT ADHERING TO THE DRESS CODE WILL NOT BE PERMITTED ON STAGE.**



## Complete List of Competitive Events & Codes Offered at Regional & State Conferences

**PLEASE CHECK COMPETITIVE EVENT CODES CAREFULLY.** All events and codes are in accordance with National HOSA’s 2022-2023 New Competitive Events Handbook Section B. These codes must be used for registration for the Regional, State, and National competitive events. Please refer to the Regional and State Conference Guidelines for additional information. ***NJ HOSA does not offer every competitive event offered by National HOSA.***

Remember, each student can enter only one event at regional level.

If a student enters an event in Health Science, Health Professions, Emergency Preparedness or Leadership and is not a top 5 winner at the Regional Conference, the student may enter a Recognition Event and/or Teamwork Event (HB, PP, CS, CD, BD, PA *only*) at the state level.

Secondary and Post-secondary members may compete in a competitive event in addition to a Recognition Event at the state level.

For team events, one team per chapter, per event.

### COMPETITIVE EVENT

### EVENT CODE

#### HEALTH SCIENCE EVENTS

1.	Dental Terminology	DT
2.	Medical Spelling	MS
3.	Medical Terminology	MT
4.	Medical Math	MM
5.	Medical Reading*	MR
6.	Knowledge Tests	
	a. Behavioral Health	BH
	b. Human Growth and Development	HGD
	c. Medical Law and Ethics	MLE
	d. Nutrition	NUT
	e. Pathophysiology	PAT
	f. Pharmacology	PHA
	g. Cultural Disparities & Diversity	CDD

#### HEALTH PROFESSIONS EVENTS

7.	Clinical Nursing * ( <b>Postsecondary ONLY</b> )	CN
8.	Dental Science	DS
9.	Home Health Aide	HHA
10.	Medical Assisting	MA
11.	Nursing Assisting	NA
12.	Personal Care ( <b>Level 2</b> )	PC
13.	Sports Medicine	SM

## **EMERGENCY PREPAREDNESS EVENTS**

- |     |   |     |
|-----|---|-----|
| 14. | CPR/First Aid (only (1) team per chapter) | CPR |
| 15. | EMT (only (1) team per chapter)           | EMT |
| 16. | Life Support Skills <b>(Level 2)</b>      | LSS |

## **LEADERSHIP EVENTS**

- |    |   |     |
|----|---|-----|
| 1. | Extemporaneous Writing                    | EW  |
| 2. | Health Career Photography*                | HCP |
| 3. | Healthy Lifestyle*                        | HL  |
| 4. | Interviewing Skills <b>(Level 2)</b>      | IS  |
| 5. | Job Seeking Skills                        | JSS |
| 6. | Prepared Speaking                         | PS  |
| 7. | Researched Persuasive Writing & Speaking* | RPS |
| 8. | Speaking Skills <b>(Level 2)</b>          | SS  |

## **TEAMWORK EVENTS – ONLY (1) TEAM PER CHAPTER PER EVENT**

- |     |                               |     |
|-----|-------------------------------|-----|
| 9.  | Biomedical Debate *           | BD  |
| 10. | Creative Problem Solving *    | CPS |
| 11. | Health Career Display *       | HCD |
| 12. | HOSA Bowl *                   | HB  |
| 13. | Medical Innovation*           | MI  |
| 14. | Parliamentary Procedure *     | PP  |
| 15. | Public Service Announcement * | PSA |

## **RECOGNITION**

- |     |   |      |
|-----|---|------|
| 16. | Barbara James Service Award *                   | BJSA |
| 17. | Health Care Issues Exam **                      | HCIE |
| 18. | HOSA Happenings (Formally Chapter Newsletter) * | HH   |
| 19. | National Service Project *                      | NS   |
| 20. | Outstanding State Leader **                     | OHL  |
| 21. | Outstanding HOSA Achievement**                  | OHA  |

**Post-Secondary & Middle School Members - No Post-Secondary or Middle School events are held at Regional Conferences.**

\* These events are held at State and International Conferences only

\*\* These events are held at the International National Conference only



## COMPETITIVE EVENTS UPDATES

\*PLEASE VISIT [HTTPS://HOSA.ORG/CEUSEFULTOOLS/](https://hosa.org/ceusefultools/)

# SECTION B



**\*\*PLEASE VISIT**

**[https://hosa.org/hosa-  
handbook/](https://hosa.org/hosa-handbook/)**



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# **GENERAL RULES & REGULATIONS**

**\*PLEASE VISIT  
<https://hosa.org/grr/>**



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# **REGIONAL AND STATE COMPETITIVE EVENTS**





## **Regional Assignments by County**

### **Counties assigned to Northern Regional Conference**

- Bergen County
- Essex County
- Hudson County
- Hunterdon County
- Morris County
- Passaic County
- Somerset County
- Sussex County
- Union County
- Warren County

### **Counties assigned to Southern Regional Conference**

- Atlantic County
- Burlington County
- Camden County
- Cape May County
- Cumberland County
- Gloucester County
- Mercer County
- Middlesex County
- Monmouth County
- Ocean County
- Salem County



## Regional Conference Competitive Events

**PLEASE CHECK COMPETITIVE EVENT CODES CAREFULLY.** The events and codes are in accordance with National HOSA's 2022-2023 New Competitive Events Handbook Section B. These codes must be used for registration for the Regional, State and National competitive events.

### **COMPETITIVE EVENT**

### **EVENT CODE**

#### **HEALTH SCIENCE EVENTS**

Dental Terminology	DT
Medical Spelling (written test only at regional level)	MS
Medical Terminology	MT
Medical Math	MM
Knowledge Tests	
Behavioral Health	BH
Human Growth and Development	HGD
Medical Law and Ethics	MLE
Nutrition	NUT
Pathophysiology	PAT
Pharmacology	PHA
Cultural Disparities & Diversity	CDD

#### **HEALTH PROFESSIONS EVENTS**

Dental Science	DS
Home Health Aide	HHA
Medical Assisting	MA
Nursing Assisting	NA
*Personal Care ( <b>Level 2</b> )	PC
Sports Medicine	SM

#### **EMERGENCY PREPAREDNESS EVENTS**

CPR/First Aid (only (1) team per chapter)	CPR
EMT (only (1) team per chapter)	EMT
*Life Support Skills ( <b>Level 2</b> )	LSS

#### **LEADERSHIP EVENTS**

Extemporaneous Writing	EW
*Interviewing Skills ( <b>Level 2</b> )	IS
Job Seeking Skills	JS
Prepared Speaking	PS
*Speaking Skills ( <b>Level 2</b> )	SS

**\*All Level 2 events require a Student Eligibility form which can be found in the event guidelines.**

**Please note that NJ HOSA does not offer every competitive event offered by National**

**HOSA.** Information for each competitive event can be found on the National HOSA web site:

<http://www.hosa.org/natorg/sectb/index.html>.



## State Leadership Conference Competitive Events

**PLEASE CHECK COMPETITIVE EVENT CODES CAREFULLY.** The events and codes are in accordance with National HOSA's 2022-2023 New Competitive Events Handbook Section B. These codes must be used for registration for the Regional, State, and National competitive events.

### COMPETITIVE EVENT

### EVENT CODE

#### HEALTH SCIENCE EVENTS

Dental Terminology	DT
Medical Spelling	MS
Medical Terminology	MT
Medical Math	MM
Medical Reading	MR
Knowledge Tests	
Behavioral Health	BH
Human Growth and Development	HGD
Medical Law and Ethics	MLE
Nutrition	NUT
Pathophysiology	PAT
Pharmacology	PHA
Cultural Disparities & Diversity	CDD

#### HEALTH PROFESSIONS EVENTS

Clinical Nursing <b>*Postsecondary students ONLY</b>	CN
Dental Science	DS
Home Health Aide	HHA
Medical Assisting	MA
Nursing Assisting	NA
Personal Care <b>(Level 2)</b>	PC
Sports Medicine	SM

#### EMERGENCY PREPAREDNESS EVENTS

CPR/First Aid (only (1) team per chapter)	CPR
EMT (only (1) team per chapter)	EMT
Life Support Skills <b>(Level 2)</b>	LSS

## COMPETITIVE EVENT

## EVENT CODE

### **LEADERSHIP EVENTS**

Extemporaneous Writing	EW
Health Career Photography	HP
Healthy Lifestyle	HL
Interviewing Skills <b>(Level 2)</b>	IS
Job Seeking Skills	JS
Prepared Speaking	PS
Researched Persuasive Writing & Speaking	RPS
Speaking Skills <b>(Level 2)</b>	SS

### **TEAMWORK EVENTS – ONLY (1) TEAM PER CHAPTER PER EVENT**

Biomedical Debate	BD
Creative Problem Solving	CPS
Health Career Display	HCD
HOSA Bowl	HB
Medical Innovation	MI
Parliamentary Procedure	PP
Public Service Announcement	PSA

### **RECOGNITION**

Barbara James Service Award	BJSA
HOSA Happenings	HH
National Service Project	NS
Outstanding State Leader	OHL

### **NJ HOSA Scholarships**

The application is included in this Manual and it will also be emailed to advisors.

### **Please note that NJ HOSA does not offer every competitive event offered by National HOSA.**

Information for each competitive event can be found on the National HOSA web site:

<http://www.hosa.org/natorg/sectb/index.html>.



## State Conference Guidelines

1. **Secondary and Post-Secondary students may compete at the State Conference.**
2. In order to compete in Health Science, Health Professions, Emergency Preparedness and Leadership Events at the State Conference, a secondary student must place in the top 5 in those categories at the Regional Conference.
3. The top 5 winners at the Regional Conference in Health Science, Health Professions, Emergency Preparedness and Leadership Events will compete in the same event at the state level. They cannot change events.
4. If a secondary student enters an event in Health Science, Health Professions, Emergency Preparedness or Leadership and does not place in the top 5 at the Regional Conference, the student may enter a Recognition Event and/or Teamwork Event at the State Conference.
5. Secondary and Post-secondary students may compete in a **Recognition Event** in addition to their competitive event.
6. Post-secondary students may only enter one event at the NJ HOSA State Conference in Health Science, Health Professions, Emergency Preparedness, Leadership or Teamwork Events, in addition to the previously stated Recognition Event.
7. Chapters may have a maximum of 5 students per event.
8. Students must achieve a combined total score of 70% in order to be recognized in the top 5 at the State Conference.
9. Only the top 3 winners from the State Conference are eligible to compete at the National Conference. However, winners must comply with their individual school's rules regarding eligibility to attend the National Leadership Conference.
10. Students who place 4<sup>th</sup> or 5<sup>th</sup> may not take the place of any of the top 3 winners for Regional and State
11. Only one team, per chapter, per event may compete at the State Conference. This includes Emergency Preparedness and Teamwork Events.
12. HOSA Bowl – the written test will determine the top 6 teams who will proceed to the second round.
13. No alternates or substitutes will be permitted at the State Conference. Remember this when planning your team assignments. *(It is beneficial to register the maximum number of members in a team to allow them to still compete in the case one team member cannot attend the day of the conference.)*

14. All prejudged materials **MUST** be received by the date on the calendar for State Conference - no exceptions **SEND TO NJ HOSA OFFICE ONLY.**
15. Regional winners **must resubmit** their materials at the State Conference. Materials become the property of NJ HOSA. Competitors must keep copies of their submissions in the event they advance to nationals.
16. The NJ HOSA State Conference is held on two days. The State Advisor will determine the location and dates. For each competitive event, the written test and skill will be held on the same day. A ceremony will conclude each day with the awards being given for the events held during that day.
17. NJ HOSA uses the National HOSA's Online Conference Management System. To register for all NJ HOSA Conferences—you must register online. Please recheck the spelling of all students' names and event assignments before submitting. Printed materials will be based on the registration
18. All competitors must be members of New Jersey HOSA and National HOSA. All NJ HOSA members must follow the dress code in order to participate in the conference. Advisors are responsible to ensure that students adhere to the dress code and HOSA Code of Conduct.
19. Evidence of plagiarism will result in disqualification. All work must be original work done by the competitor. Please make sure that competitors include Statement of Original Work and Release Form when required by competitive event.
20. NO ELECTRONIC DEVICES ARE PERMITTED IN HOLDING ROOMS OR EVENT ROOMS!! **NO EXCEPTIONS.** Students who compete in job seeking skills/interviewing skills may not use cell phones to reference phone numbers for applications.
21. No study materials are allowed in any holding rooms. *Please refer to individual event guidelines for permissible & required items that competitors are responsible for.*
22. Students are required to bring & present photo ID as per Appendix G. Failure to do so will result in a 35 point deduction. Please see the Appendix for acceptable forms of ID.
23. At their request, all students may receive accommodations for their event as per Appendix H. Accommodations must be requested no later than 2 weeks prior to the conference.
24. All submitted competitive event materials become property of NJ HOSA and will not be returned, except for Career Health Display and Outstanding HOSA Chapter. Students must make copies of all items prior to submission.



**A Kean University Program  
Funded by the NJ Department of Education**

# **SCHOLARSHIP APPLICATIONS AND GENERAL FORMS**



The State Association of New Jersey HOSA has instituted educational scholarships. The purpose is to help further the education of worthy members of New Jersey HOSA. Applications and supporting materials will be reviewed and rated by a committee established by the NJ HOSA State Advisor.

**Please see NJ HOSA Calendar Application Deadline Date. Applications can be emailed to Jessica Seth, Assistant State Advisor, at [jseth@njhosa.org](mailto:jseth@njhosa.org)**

NOTE: It is the responsibility of the scholarship winner to complete the form given to them at the awards ceremony and return it to the NJ HOSA State Advisor.

The number of scholarships and amount awarded may vary each year depending on available funds.



## CRITERIA

The following criteria are the same for all scholarships:

1. Secondary students should be completing their senior year in high school and contemplating post-secondary education.
2. Post-secondary students should be completing their program and contemplating further education.
3. Be an active member of New Jersey and National HOSA.
4. Be involved in community service.
5. Demonstrate outstanding qualities of character and leadership.
6. Continuing education in a health related field.
7. Submit an official transcript and verification of grades from the school's guidance department.
8. Submit an essay that covers the following points:
  - a. Why you chose or are choosing a health care field.
  - b. An indication of your need for this scholarship.
  - c. Your interests, hobbies, abilities, etc.
  - d. How you feel HOSA activities have helped you.
  - e. Community service activities.
  - f. Anything else of interest about yourself that may support your application.
9. Submit three (3) recommendations:  
One (1) from your advisor  
Two (2) from other sources  
i.e. Guidance counselor, Teacher ( other than your advisor ), Principal, Employer, or Other  
***No references may be from family members.***
10. Provide proof of application to or acceptance into an appropriate program.
11. Participate in a scholarship interview.
12. The scholarship committee relies on the application and materials provided in the application packet, as well as the interview.
13. A parent or guardian must sign the application (if student is under 18 years of age).

**STUDENT WORKSHEET**  
**FOR STUDENT USE ONLY**  
*(Do not include worksheet in application submission)*

All the information listed must be included in your application packet:

	<u>Check off</u>
Scholarship Data Sheet	_____
Application	_____
Personal Essay	_____
Official Transcript & Grade Verification	_____
(3) Letters of Recommendation	_____
Proof of Application or Acceptance	_____
Proper Signatures	_____
Participation in Scholarship Interviews (Saturday at State Leadership Conference)	_____

\*If your application packet is incomplete, you will not be considered for a scholarship award.

**Please read the application carefully and answer all questions. All the information given in the application, including academic performance records, are kept strictly confidential. Application must be signed and completed in its entirety to be considered for award by NJHOSA.**

---

**TYPE THE FOLLOWING INFORMATION:**

Academic Year: \_\_\_\_\_ to \_\_\_\_\_ Date of Application: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street Address/Apt #)

\_\_\_\_\_  
(City) (State) (Zip)

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Program in which you are enrolled: \_\_\_\_\_

**College or Institutions applied to:**

1st choice: \_\_\_\_\_ Accepted \_\_\_\_\_ Rejected \_\_\_\_\_ Have not heard \_\_\_\_\_

2nd choice: \_\_\_\_\_ Accepted \_\_\_\_\_ Rejected \_\_\_\_\_ Have not heard \_\_\_\_\_

3rd choice: \_\_\_\_\_ Accepted \_\_\_\_\_ Rejected \_\_\_\_\_ Have not heard \_\_\_\_\_

If you have been accepted, complete the information for the school that you will be attending in the coming year.

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip)

Prospective Major: \_\_\_\_\_

Career Choice: \_\_\_\_\_

**SCHOLARSHIP AND FINANCIAL AID APPLIED FOR:**

List all other scholarships/financial aid applied for and indicate if received below:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**HOSA INFORMATION**

- Name of Local Chapter: \_\_\_\_\_
- Number of years in HOSA: \_\_\_\_\_
- Offices held in HOSA: \_\_\_\_\_

**List the HOSA activities in which you have been involved:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

(You may give more details on a separate sheet)

**HOSA Competitions:**

List the competitive events you have entered

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**HOSA Awards and Honors:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**Other Activities (School, Community or Social)**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**Offices held in other organizations**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Employment or positions held while enrolled in the Health Occupations Education Program:**

Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates: \_\_\_\_\_

I attest that all the information in this application is true to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



## STATE OFFICER CANDIDATE PROCEDURES

***There is a maximum of 5 students from each school district permitted to run for office.***

***The selection process of the 5 candidates will be determined by the chapter school. The chapter advisor will be responsible for submitting the selected application to the NJ HOSA Office by the application deadline on the NJ HOSA calendar.***

1. Students are to complete the state officer application and an agreement with the required signatures.
2. Submit your application for one of the following offices. *(The Bylaws and a description of each office's duties and responsibilities can be found on page 4 of this application.)*

**President-Elect (Serve 2<sup>nd</sup> year as President)  
Historian/Reporter  
Northern Regional Vice President  
Southern Regional Vice President  
Postsecondary/Collegiate Vice President**

**Parliamentarian  
Secretary/Treasurer  
Member-at-Large**

3. Students are to type the following. **These items are to be uploaded to Tallo:**
  - a) A two hundred word essay on the topic: *"HOSA – What it means to me and what contributions I expect to make to the state organization."*
  - b) Ten (10) brief facts about the HOSA organization.
  - c) Identify and define five (5) parliamentary terms.
  - d) State and define five (5) motions as described in Roberts Rules of Order, Newly Revised Edition.

4. Completed application and Items 3 (a), (b), (c) and (d) are to be submitted to the NJ HOSA office by the deadline date on the calendar.

5. All nominees will be **required** to take a multiple choice exam in January.

6. Those candidates with a passing score will be interviewed and are required to attend the February Executive Council Meeting. If a candidate is not in attendance at the screening session, he/she will be disqualified unless the committee feels the individual has a reasonable cause.

### UNACCEPTABLE REASONS ARE:

- (a) conflicts with sports events
- (b) could not find location
- (c) forgot to check schedule

7. The Nominations Committee will slate the candidates based on the interviews, the examination, the application and the essay, providing that all other qualifications have been met. All applicants must understand that the office for which they applied to run may not be the office to

which they are assigned by the Nominations Committee. Only candidates interviewed by the Nominations Committee will be qualified for state office.

8. If you have any questions, please call the NJ HOSA office.
9. Each candidate will be required to attend both days at the State Conference and follow the NJ HOSA State Officer campaign guidelines. The financial responsibility for attending and running their campaign is solely that of the candidate.
10. Each candidate will give a 1 minute campaign speech during the NJ State Conference. Voting will follow.
11. Campaign materials cannot be posted at the election site. Hand-outs and flyers may be given to voting delegates attending the conference, but may not be found throughout the area. If you have any questions, contact the NJ HOSA office.



Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Candidacy Position: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Chapter Number: \_\_\_\_\_

## 2023-2024 State Officer Candidate Application

(Please Type All Information)

Home Address \_\_\_\_\_

School Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Grade Point Average \_\_\_\_\_

E-mail \_\_\_\_\_

HOSA Offices Held (State and Local): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HOSA Honor or Awards: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Membership in Other Organizations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Office's Held in other organizations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other Activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Special Skills: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_





## OFFICER CANDIDATE AGREEMENT

**Name** \_\_\_\_\_ **Candidacy Position:** \_\_\_\_\_

**Date** \_\_\_\_\_

**School** \_\_\_\_\_ **Chapter #** \_\_\_\_\_

Being a HOSA State Officer is both an honor and a working commitment. Each year only eight people are elected by the student members to represent them on the state level. The primary role of a HOSA State Officer is to be an ambassador for the organization.

- 1) State Officers must represent thousands of New Jersey HOSA members, not solely the members of his/her chapter and/or region. They must serve in any capacity as directed by New Jersey HOSA staff, serve to promote the growth and development of New Jersey HOSA in accordance with the Program of Work during his/her term of office; and to make him/herself available, as necessary, in promoting the general welfare of HOSA, Inc. and New Jersey HOSA.
- 2) HOSA State Officer Candidates must always conduct themselves in a mature, businesslike manner. State Officers represent New Jersey HOSA and are expected to wear proper HOSA attire at all functions.
- 3) Great care should be taken in the selection of State Officers. An officer must be neat, honest, intelligent and responsible, with a well-developed sense of right and wrong and the willingness to maintain the integrity of HOSA and their office. They must have the fortitude to carry out all obligations even when alone.
- 4) A State Officer is expected to dedicate their social media networking outlets (Facebook, Twitter, LinkedIn, Instagram, etc.) to communicating messages to their constituents during his/her term in office. Considering this, you must provide New Jersey HOSA and the New Jersey HOSA State Advisor visibility into your social media pages, even if they are marked private. This includes, but is not limited to, Twitter, Facebook, Instagram, LinkedIn, Google+, Pinterest, Flickr, and Tumblr. You need to provide your usernames or links to your profiles to the State Advisor by the State Officer Candidate Interview Session. You also must accept the friend/follow request from the State Advisor or their designee to be declared an eligible candidate. We do not ask for passwords or other access, but need to be able to ensure your activity is representative of your office. If it is discovered that a candidate has a non-disclosed account (secret accounts, rant accounts, fake accounts, "finsta" accounts, etc), they will be dismissed as a candidate immediately.
- 5) State officers must maintain at least a 2.5 out of 4.0 cumulative unweighted average during their term. Keep in mind that HOSA does not take preference over your education. However, HOSA activities shall take precedence over any other athletic or extra-curricular activity. Requests for adjustments in other activities shall be made to accommodate HOSA activities, not the other way around.
- 6) If elected, the student officer candidate must exhibit professional behavior and abide by the HOSA Code of Conduct.

- 7) It is imperative that all candidates be on time for all appointments and will participate in all activities and commitments.
- 8) A New Jersey HOSA State Officer sets an example for others. They must act in such a way as to bring credit to HOSA, the chapter and advisor that they represent. This applies to the use of alcohol and drugs; their use is strictly forbidden.
- 9) Behavior of state officers is crucial to the success of New Jersey HOSA. Behavior which is unbecoming a New Jersey HOSA State Officer as determined by a committee of the NJ HOSA management team will not be tolerated. Failure to comply with these principles/behaviors will result in the disqualification of candidates and forced resignation or dismissal of the State Officer by the State Advisor.
- 10) State Officers must attend all planned activities. Each Chapter advisor or (in an emergency) a qualified representative will chaperone their student (State Officer) to all activities. The state officers **MUST** attend the State Officer Leadership Training Session, ALL executive council meetings, and ALL regional and state conferences. (Advisor initials \_\_\_\_\_)
  - a. State Executive Council Meetings - scheduled one day every month. Officers are only permitted to miss one executive meeting during their term and must provide written documentation as to the extenuating circumstances of their absence. The school administration is responsible to ensure that the candidate(s) has a means of transportation for all Executive Council Meetings.  
(Advisor initials \_\_\_\_\_, Principal/Superintendent initials \_\_\_\_\_)
  - b. State Officer Leadership Training - held at the **May Executive Council Meeting. No student will be permitted to serve as an officer if they do not attend this training.**  
(Advisor initials \_\_\_\_\_)
- 11) The school administration must be made aware of the State Officer Candidate's interest in running for a position and be supportive of the student's activities and required travel. **The school administration is responsible to ensure that the candidate(s) has a means of transportation for all Executive Council Meetings and a chaperone.**  
(Principal/Superintendent initials \_\_\_\_\_)
- 12) **We agree to hold New Jersey HOSA, Kean University, the State of New Jersey, HOSA, Inc., and any of the entities staff, affiliates, consultants, and any other associated entities harmless for any and all actions arising from this agreement, or any other past, present, or future interaction with the organization and we waive our rights to any legal action as a result of same.**

If you are willing to abide by the above statements and believe in the goals of HOSA, sign below indicating your agreement to conduct yourself as described above. Please secure the required signatures as indicated below.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Chapter Advisor** (Please initial #10,10a & 10b)

\_\_\_\_\_  
**Parent/Guardian Signature**  
**Signature**  
**(If under age 18)**

\_\_\_\_\_  
**School Principal or Superintendent**  
 (Please initial #10a & 11)

# STATE OFFICER CODE OF PROFESSIONAL CONDUCT

As the elected representatives of the student members of HOSA – Future Health Professionals, State Officers assume and accept a high degree of responsibility to conduct themselves as good ambassadors for NJ HOSA, and to represent all of the members of NJ HOSA in a professional and up-standing manner at all times.

By signing the State Officer Code of Professional Conduct, individual officers abide by the policies described below and to assume responsibility for their conduct while serving as a State Officer. The specific areas of violation are listed to provide guidance to the officer, and are not to be considered as all-inclusive.

## Category 1. Professional Responsibilities and Standards

**As a State Officer, I will:**

- A. Abide by the State Officer Dress Code while representing the association.
- B. Complete and Submit all reports and assignments on time and correctly formatted.
- C. Attend and participate in all called meetings and conferences.
- D. Comply with all conference rules and regulations including curfews, dress codes, etc.
- E. Follow instructions given by the State Advisor or his/her designee.
- F. Not use tobacco products while in the presence of student members or advisors.
- G. Not use profanity or other vulgar or inappropriate language or behavior.
- H. Not lie, cheat or steal (that is not a Category 2 offense)
- I. Not engage in any activity that may be perceived as violating the rules of conduct for the function I am attending as a State Officer (follow the higher standard of conduct of either the function or the State Officer Code of Conduct).
- J. Obtain advance approval from the state officer liaison for all activities where the officer is representing HOSA. Officers may not independently solicit invitations to meetings or conferences.
- K. Ensure my social media accounts are maintained in a professional manner.

## Category 2. Conduct Unbecoming a State Officer

**As a State Officer, I will not:**

- A. Violate the Law, including but not limited to:
  - 1. Consuming or possessing alcoholic beverages or other controlled substance.
  - 2. Theft or other felony crimes
- B. Represent someone else's work as my own.
- C. Engage in any manner of sexual conduct/harassment or other activities that may discredit the organization (includes) written or verbal comments and all forms of physical contact).
- D. Discriminate against others.
- E. Violate one or more of the Professional Responsibilities and Standards

Violations of the State Officer Code of Professional Conduct may result in removal from office. A violation does not necessarily have to be associated with the officer's representation of HOSA. Commission of a Category 2 offense will result in the automatic and immediate resignation of the officer or removal by the State Advisor.

The State Officer and their chapter advisor will be notified in writing of any violation when the penalty is assessed by the State Advisor.

I \_\_\_\_\_, understand and agree to this Code of Conduct:

\_\_\_\_\_

**Officer Signature**

\_\_\_\_\_

**Date**

I have read the above and understand this code of conduct as it pertains to the state officer candidate and agree to hold New Jersey HOSA, Kean University, the State of New Jersey, HOSA, Inc., and any of the entities staff, affiliates, consultants, and any other associated entities harmless for any and all actions arising from this agreement, or any other past, present, or future interaction with the organization and we waive our rights to any legal action as a result of same.

---

**Officer Signature**

---

**Date**

---

**Parent Signature**

---

**Date**

---

**Chapter Advisor Signature**

---

**Date**

---

**School Administrator Signature**

---

**Date**

**Note: This form is to be signed by all officer candidates, their advisor, and parent and school official as part of their application for state office.**



**STATE OFFICER CANDIDATE SOCIAL MEDIA DISCLOSURE**

A State Officer is expected to dedicate their social media networking outlets (Facebook, Twitter, LinkedIn, Instagram, etc.) to communicating messages to their constituents during his/her term in office. Considering this, you must provide NJ HOSA and the New Jersey HOSA State Advisor visibility into your social media pages, even if they are marked private. This includes, but is not limited to, Twitter, Facebook, Instagram, LinkedIn, Google+, Pinterest, Flickr, Vine and Tumblr. You need to provide your usernames or links to your profiles to the State Advisor by the State Officer Candidate Interview Session. You also must accept the friend/follow request from the State Advisor or their designee to be declared an eligible candidate.

Candidate Name: \_\_\_\_\_

School Email: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Cell Number (if any): \_\_\_\_\_

Please provide your usernames or links to your Social Media profiles below. If you have more than one account, please list all usernames:

Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_

Facebook: \_\_\_\_\_

Snapchat: \_\_\_\_\_

Pinterest: \_\_\_\_\_

Tumblr: \_\_\_\_\_

Flickr: \_\_\_\_\_

TikTok: \_\_\_\_\_

Linkedin: \_\_\_\_\_

Sarahah: \_\_\_\_\_

Other: \_\_\_\_\_



## STATE OFFICER Travel Permission Form

Considering insurance and liability issues, and in order to maintain a controlled and safe environment for all HOSA members while traveling and participating in HOSA activities, a signed copy of this form must be on file for each NJ HOS State Officer.

NJ HOSA Officers often attend HOSA meetings and events which are an extension of the school day. Thus, the NJ State HOSA office and Kean University recognize that extenuating circumstances may sometimes occur when the chapter advisor is not able to chaperone their student officer.

**In the event that the chapter advisor or parent cannot chaperone, the building principal or approved school administrator will allow the following adult individuals listed below to accompany that student to all NJ HOSA sponsored events. One form of Identification MUST be presented to NJ HOSA Staff by the approved adult BEFORE the officer can attend the meeting.**

A sign-in sheet will be filled out by attendees at each meeting. Please sign below. The original is to be kept at the school and a copy at the NJ HOSA State office.

Furthermore, in the event that a State Officer is permitted to drive a personal vehicle, the school, the district, the parent / guardian, and the student agree to release and hold harmless New Jersey HOSA, Kean University, HOSA, Inc. and their representatives and affiliates from any claim for injuries, damage, and any other incident resulting from travelling to this activity. However, if a student drives themselves to an event, a chaperone, parent, or guardian STILL MUST BE PRESENT to chaperone the student, as the NJ HOSA Office may not do so in their stead.

SCHOOL \_\_\_\_\_ ADVISOR \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Approved Transportation List**

<b><u>Name (Please print)</u></b>	<b><u>Relationship</u></b>	<b><u>Signature</u></b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**We approve this student to drive a personal vehicle to events:    YES    NO**

**School Administrator's Name (Print) \_\_\_\_\_**

**Title \_\_\_\_\_ Signature \_\_\_\_\_ DATE \_\_\_\_\_**



Dear Parent:

Your child is considering undertaking an amazing journey. Being a State Officer is a highlight of any high school career and will open doors for your students that can only be imagined beforehand. Being one of only eight out of 4,500 students in New Jersey each year to hold state office is a unique experience that will be rewarded by experience, monetary support, and in most cases, college admissions and scholarships.

As with all great experiences, holding state office comes with great responsibilities. New Jersey HOSA Officers must put HOSA commitments above all other non-academic commitments. This includes sports, part-time jobs and other extra-curricular activities. Notwithstanding academic and family obligations, the expectation is that HOSA will be first. This means that your student may need to make choices in regards to their participation in other areas.

However, this responsibility does not only reside with the student, it also rests with the Chapter Advisor and yourself as the parent. There are required events that officers must attend, and the State of New Jersey, Kean University and New Jersey HOSA requires that all students be chaperoned, which is a capacity that I cannot serve in under Department of Education rules. In the instances where your student's advisor cannot attend, a parent/guardian or designated adult over 21 years of age must chaperone the student. **This may result in some financial expense that will not be covered by New Jersey HOSA, so you should discuss with your student's advisor which events they can attend and which ones they cannot before allowing your child to run for office. This is especially relevant for events which will be held outside of the school year and will require overnight supervision and possible out-of-state travel.**

**It is also important that you do not schedule any trips, vacations, camps, or other events that will make your student unavailable at any point during the month of May for the officer training date. A student must attend the May officer training to serve as an officer. I understand that if the officer does not attend the training on the dates provided, they will be removed from their position.**

I want to make sure that you have a full understanding of the above items. If you would like to discuss this in detail, or have any questions, please feel free to contact me at [aberkemeyer@njhosa.org](mailto:aberkemeyer@njhosa.org) or [jvictor@njhosa.org](mailto:jvictor@njhosa.org)

So that we have an acknowledgement that you have read and understand this letter, please sign below and return it with your student's application packet.

Thank you,

Dr. Jeffrey R. Victor Executive Director

Amy Berkemeyer, State Advisor

I acknowledge that I have read, understand and agree to be bound by this letter, should my child win election. We further agree to the dates of training, and understand the above.

Parent/Guardian Signature: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Parent Telephone Number: \_\_\_\_\_

Parent E-Mail Address: \_\_\_\_\_



## STATE OFFICER CAMPAIGNING GUIDELINES

To serve as a state officer is a privilege. Leaders lead by example and set the professional tone for members to follow. The following are guidelines for campaigning and for serving as a state officer if elected. You are obligated to follow these guidelines.

1. All candidates must attend **both days** of the State Conference and be dressed appropriately in HOSA attire or business attire as noted on the attached document. Failure to comply with the attendance or dress code will mean you are disqualified from the election.
2. All candidates will present a ONE MINUTE speech during the opening ceremony both days. Your advisor must approve your speech. You will be stopped at 1 minute; no props of any kind are allowed at the podium. The speech should focus on how you plan on serving NJ HOSA members if elected.
3. Candidates must campaign in the designated campaign area from 10 a.m. to 1 p.m. only. No other campaigning is allowed before or after the stated time frame. Each candidate will have one table for their campaign materials.
4. The candidate must be at their table OR always have an alternate sitting in for you at the table during the 10 a.m. to 1 p.m. time frame.
5. All campaign material - flyers, posters and any handouts must be approved by your advisor. These items should be focused on you and how you plan to lead as a state officer if elected. Please avoid anything that might be considered offensive.
6. **NO FOOD** is allowed in the campaign area. **NO candy, food of any kind, drinks or liquids of any kind are allowed.**
7. There is NO electricity in the area so if you choose to bring electronic devices, they must be battery operated.
8. Due to the space allowed, playing at your table is not allowed. This is an opportunity to interact with others, not to entertain them.
9. You are 100% responsible for providing all campaign materials and must secure them before and after the campaign time frame.
10. Please do not spend a fortune on the campaign materials. You are there to meet and speak to others. This is not a competition to see who can spend the most money. What is important is your message about how you plan to “serve others through HOSA.”

11. You must be able to attend the one day training session in May and a monthly state officer meeting during the upcoming school year.
  
12. NO facial piercings are allowed during HOSA events including conferences and state meetings as they are not considered to be appropriate business attire. Post earrings only, no hoop or dangle earrings are allowed for the same reason.
  
13. Guidelines are subject to change if campaigning must proceed virtually.

I have read the above and understand the guidelines for campaigning as a state officer. I understand that failure to comply by these guidelines can result in a consequence up to and including disqualification from office. I have retained a copy for my records.

Candidate Signature	Date

Advisor Signature	Date

\_\_\_\_\_

Name of School

Updated 11/22

# NJ HOSA STATE OFFICER ELECTIONS

## Campaign Information and Guidelines

### Rules to remember:

1. All Candidates must be follow the NJ HOSA dress code.
2. There is to be no campaigning at any location other than the designated campaign table.
3. Each State Officer Candidate must compose a goal statement/fact sheet. This sheet may be a maximum of two sides of one 8 ½ " x 11" sheet of paper. The State Officer Candidate must submit a copy of the sheet and any slogan to be used during the campaign to the NJHOSA office by the state conference deadline.
4. Each candidate will be assigned a campaign table for the first and second day of the conference.
5. The candidate may place one sign no larger than 48" x 36" on the table.
6. No materials will be provided. (i.e. *scissors, tape, tacks, easels, etc...*)
7. The candidate must be present at his/her table Saturday and Sunday from 10 a.m. to 1 p.m. whenever individual is not in a competitive event. If the candidate must leave to participate in a competitive event, the individual must assign a campaign representative to represent them at the table until they return.
8. The candidate may discuss goals and plans for the year at the table and hand out the goal/statement fact sheets.
9. Election campaign items such as flyers or giveaways may be distributed at the assigned campaign table. Candidates and their representative must remain at the table when campaigning. (Candy and food will not be permitted)
10. NO STATE OFFICER CAMPAIGNING WILL BE PERMITTED PRIOR TO THE STATE LEADERSHIP CONFERENCE.
11. It is the responsibility of each candidate to see that ALL campaign materials are picked up and removed from the conference facility.
12. All chapters are expected to encourage and observe good taste in the promotion of their candidates. Because of the "public eye" focused on this event annually, it is absolutely necessary that delegates reflect the conduct expected and desired in "putting our best foot forward."
13. Videos may not be presented in lieu of speeches.

**Any violation of the above requirements, as determined by the State Advisor, will result in the disqualification of the officer candidate.**

## HELPFUL CAMPAIGN HINTS

Listed below are a few commonly asked questions for state officer candidates. We have provided some possible answers to these questions. The best hint that we can give you is to remember that the voting delegates are looking for a candidate with strong goals and the self-motivation to achieve those goals. They also want someone who can identify with the most NJ HOSA members. Someone who is a good public speaker and is natural and sincere in the way they conduct themselves.

What qualities does a state officer need?

- The ability to speak comfortably and effectively to any audience
- Strong goals for NJ HOSA
- Enthusiasm for themselves and NJ HOSA
- Motivation to achieve goals
- Self-confidence
- Good communication skills, both written and verbal
- A professional presence
- The understanding to help others believe in themselves and accomplish their goals

What does a successful state officer campaign consist of?

- Strong goals
- Effective communications with all NJ HOSA members
- Visibility to all members
- A strong theme, having one slogan and color scheme
- Strong support from your local chapter
- Detailed prior planning, planning ahead will get best prices on campaign material
- The availability of a handout with your goals on them



## Code of Conduct/Photo Release Form

### **for Members Attending any HOSA Events: Local, Regional, State or National**

NJ HOSA Members are expected to abide by the rules and regulations in order to be a good representative of their Local, State, and National Chapters. All children, students, and adults who attend any NJ HOSA Conference require this form. No conference attendee is allowed to participate unless NJ HOSA receives this form. Parents and Chapter Advisors: Please make a copy of this completed form for your records.

(PLEASE PRINT)

**Student Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **City/State/Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Chapter Advisor:** \_\_\_\_\_ **Chapter Number:** \_\_\_\_\_

1. "My behavior at all times will be such that it reflects credit to me, my school/college, my state and HOSA".
2. "I am expected to attend all business meetings, interest sessions and other scheduled activities."
3. "I will attend all meetings on time."
4. "I will attend all meals."
5. "I will fraternize with people from the HOSA conference ONLY."
6. "I am not to leave the hotel/school under any conditions without the advisor's approval."
7. "I will report any accidents, injuries or illnesses to my advisor immediately."
8. "I will observe schedules."
9. "I will not damage conference property. I am responsible for damage, stealing, or vandalism. I/my parents will be expected to pay for damages."
10. "I will not purchase, sell, or use any alcohol, drugs, or narcotics during any HOSA activity."
11. "I will observe smoking regulations."
12. **"I permit NJ HOSA to use video footage and photographs of me that may include name and school (if student is under the age of 18: my child) for publicity that might include but is not limited to: website, social networking sites, PowerPoint presentations, promotional videos, flyers and/or news publications."**

"I understand that if I violate this contract, I will be required to have a conference with my State and Local Advisors and will be subject to disciplinary action."

\_\_\_\_\_  
Signature of parent or guardian *(if student is under the age of 18)* Date \_\_\_\_\_

\_\_\_\_\_  
Participant's Signature Date \_\_\_\_\_

\_\_\_\_\_  
Chapter Advisor's Signature Date \_\_\_\_\_

# Medical Liability Release Form

Student Name \_\_\_\_\_ Chapter # \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Cell# \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

**Emergency Information: MUST COMPLETE ALL FIELDS**

	Yes	No
On Medication	_____	_____
Allergies	_____	_____
Medical Restrictions/Reactions	_____	_____
Convulsions	_____	_____
Blackouts	_____	_____
Heart Lung Problems	_____	_____
Physical Handicap	_____	_____
Diseases of any kind	_____	_____
Other	_____	_____

If you answered yes to any of the above, please explain: \_\_\_\_\_

**Medical Insurance Information:**

Insurance Carrier \_\_\_\_\_  
Name Phone

Policy and Group Number \_\_\_\_\_

Emergency Contacts:

1 \_\_\_\_\_  
Name Relationship to Student Phone

2 \_\_\_\_\_  
Name Relationship to Student Phone

\_\_\_\_\_  
Doctor Name Address Phone

**In the event of an accident or illness: MUST SELECT AND COMPLETE ALL ITEMS**

I do \_\_\_\_\_ do not \_\_\_\_\_ authorize the advisor to secure the services of a physician and/or hospital.

I will \_\_\_\_\_ will not \_\_\_\_\_ incur the expenses for the necessary services.

I on behalf of \_\_\_\_\_ do absolve and release school officials, the chapter advisor, and assigned State HOSA staff from any claims for personal injuries, which might be sustained while he/she is en route to and from or during the sponsored activity.

\_\_\_\_\_  
Parent's/Guardian Signature Date

If over age 18 \_\_\_\_\_  
Student's Signature



## COVID-19 ACKNOWLEDGEMENT AND LIABILITY WAIVER REGIONAL AND STATE CONFERENCES

New Jersey HOSA and Kean University has implemented protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus (“COVID-19”) between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention (“CDC”), as well as state and local authorities. However, New Jersey HOSA and Kean University cannot guarantee that event participants will not be exposed to COVID-19 while participating in or attending its events.

By signing this agreement, I acknowledge, on behalf of myself and my minor child(ren) named below, the risk of COVID-19 transmission while participating in or attending New Jersey HOSA and Kean University’s events and further acknowledge that we are knowingly assuming that risk by voluntarily participating in or attending an event. We further agree to comply with all protective measures and protocols implemented by New Jersey HOSA and Kean University, the event’s host site, the event’s suppliers and partners, and/or established by the CDC and state or local authorities.

We specifically affirm and attest to the following, to the best of our knowledge:

- We are not presently experiencing any symptom of COVID-19, including, but not limited to, a fever in excess of 100.4 degrees, cough, shortness of breath or difficulty breathing, sore throat, body aches or chills, or new loss of taste or smell;
- We have not been in close contact with someone with a suspected or confirmed case of COVID-19;
- We have not been diagnosed with COVID-19 and not yet been cleared as non-contagious by our medical provider or public health authorities, consistent with CDC guidance;
- If any of us (i) develops any symptom of COVID-19, (ii) comes in close contact with someone with a suspected or confirmed case of COVID-19, or (iii) is diagnosed with COVID-19, we will not attend the event;
- We are following all guidance from the CDC and state and local authorities regarding COVID-19 and limiting exposure to the COVID-19 virus

Accordingly, I (individually and on behalf of my minor child(ren) listed below) voluntarily agree to assume all risks and accept sole responsibility for any COVID-19 infection that may result due to our participation in or attendance at the event. On my behalf, and on behalf of my minor child(ren) listed below, I hereby release, covenant not to sue, discharge, and hold harmless New Jersey HOSA and Kean University, its employees, agents, and representatives, of and from any claims associated with, arising from, or related to COVID-19 infection, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of New Jersey HOSA and Kean University, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after our participation in or attendance at the event.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Names of minor family members participating in or attending the event:

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## Anti-Bullying Policy

New Jersey HOSA prohibits acts of harassment, intimidation or bullying of a student. New Jersey HOSA has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation, or bullying.

New Jersey HOSA establishes that "harassment, intimidation or bullying" means any gesture, any written, verbal, or physical act, or any electronic communication\*\*\*, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents, that is:

- a. reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and that
- b. takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- d. has the effect of insulting or demeaning any student or group of students; or
- e. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

\*\*\* "Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager

New Jersey HOSA expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the code of student conduct. New Jersey HOSA believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members. Students are expected to behave in a way that creates a supportive learning environment. New Jersey HOSA believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who

interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline. New Jersey HOSA expects that students will act in accordance with the student behavioral expectations outlined in the Student Code of Conduct and those in place in the individual student's home school and district.

New Jersey Law requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. New Jersey HOSA will adhere to all policies and procedures of the student's home district, wherein appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16- 7.

New Jersey HOSA policy requires the administration at each school to be responsible for receiving all complaints alleging violations of this policy. All New Jersey HOSA staff, volunteers and contracted service providers who have contact with students, are required to verbally report alleged violations of this policy to the State Advisor on the same day when the individual witnessed or received reliable information regarding any such incident. The State Advisor will report such incidents to the individual school's administration.

## Reporting Policy

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as **1-877 NJ ABUSE (1-877-652-2873)**. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.

### What information will I be asked to provide to the hotline screener?

SCR screeners are trained caseworkers who know how to respond to reports of child abuse/neglect. Whenever possible, a caller should provide all of the following information:

- **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
- **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
- **When:** When the alleged abuse/neglect occurred and when you learned of it.
- **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
- **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

### Do callers have immunity from civil or criminal liability?

Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.

## **Is it against the laws of New Jersey to fail to report suspected abuse/neglect?**

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.

## **What happens after I make the call?**

When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

# **Abuse Prevention Policy for the Protection of Youths and Vulnerable Persons**

## **INTRODUCTION**

It shall be the policy and covenant of Kean University & New Jersey HOSA to do everything in our power to prevent physical, emotional or sexual abuse against children, youth and adults with developmental disabilities who interact with Kean University & New Jersey HOSA or activities sponsored by Kean University & New Jersey HOSA. We are covenanted to be aware of our legal responsibilities and to comply with those responsibilities and go beyond those responsibilities when necessary to act justly in the best interest of those who have been abused or those who are most vulnerable to abuse.

Kean University & New Jersey HOSA will implement orientations and training seminars for persons in management and employment who have direct or indirect contact with children, youth and adults with developmental disabilities, as required by the organization's employment and training practices. Kean University & New Jersey HOSA will screen persons in management and employment who have direct or indirect contact with children, youth and adults with developmental disabilities and will report all instances of abuse. Management and employees will receive ongoing training as designated in Kean University & New Jersey HOSA's employment and training practices.

## **SCOPE**

This policy and its provisions shall apply to all management and employees who have any direct or indirect contact with children and/or youth and/or adults with developmental disabilities who interact with Kean University & New Jersey HOSA or activities sponsored by Kean University & New Jersey HOSA. Effective September 1, no person under the age of 18 will be certified by the Administration to work or volunteer, directly with children, youth and adults with developmental disabilities.

## ETHICS POLICY

### Statement of Policy

All management and employees of Kean University & New Jersey HOSA shall not engage in sexual abuse, sexual harassment, sexual misconduct, and physical abuse, physical neglect, lack of supervision, emotional maltreatment, educational maltreatment, and/or moral-legal maltreatment of children, youth, and adult /children with developmental disabilities.

Persons who interact, with children, youth and adults with developmental in any way- shall include all paid management and employees, who have a direct or indirect contact with same who patron Kean University & New Jersey HOSA or activities sponsored by Kean University & New Jersey HOSA.

### DEFINITIONS

1. Sexual Abuse: Sexual abuse means unwanted physical conduct of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, other physical contact and sexual relations. Child/youth/adult with developmental disabilities sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. It includes but is not limited to: (1) incest, (2) rape, (3) prostitution, (4) any sexual intercourse, or deviant sexual conduct with, or fondling of a child, or youth, or adult with developmental disabilities who patron Kean University & New Jersey HOSA or activities sponsored by Kean University & New Jersey HOSA.
2. Sexual Harassment: Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.
3. Sexual Misconduct: Sexual misconduct means a chargeable offense.
4. Physical Abuse - Any act of omission or an act that endangers a person's physical or mental health. This definition includes any non-accidental physical injury. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to the physical health of a child, youth or adult with developmental disabilities.
5. Physical Neglect – individual in charge does not take adequate precautions (given a child's, youth or or vulnerable person's particular emotional developmental needs) to ensure his or her safety in and out of the residence.
6. Lack of Supervision- individual in charge does not take adequate precautions (given a child's, youth or vulnerable person's particular emotional developmental needs) to ensure his or her safety in and out of the residence.

7. Emotional Maltreatment- Persistent or extreme thwarting of a child's, youth or vulnerable person's basic emotional needs (such as the need to feel safe and accepted)
8. Educational Maltreatment- individual in charge fails to ensure that a child, youth or vulnerable person receives adequate education
9. Moral-Legal Maltreatment- individual in charge exposes or involves a child, youth or vulnerable person in illegal or other activities that may foster delinquency or antisocial behavior.

### Implementation

Professionals, employees, and volunteers shall be provided a copy of this policy and shall receive training information to assist in the understanding and implementation of this policy.

### Making a Complaint

Persons who have knowledge of possible violations of this policy by a management and employees should report to appropriate supervisors and administrators. The Administration will take action in investigation, reporting, due process, and take action to seek justice.

### SCREENING FOR VOLUNTEERS OR STAFF

Careful screening is one way to prevent the abuse of children, youth and adults with developmental disabilities. Screening calls for a careful gathering and review of information in search of persons who can provide safe contact in a safe environment.

1. Prior to employment or acceptance as management or paid staff person, human resources or management shall direct each prospective employee to complete an Application, Authorization to Release Information Form and other forms related to gathering employee data. By signing the form, the applicant will give Kean University & New Jersey HOSA authorization to contact references, authorization for those references to release information to Kean University & New Jersey DECA and to allow Kean University & New Jersey HOSA to perform the necessary investigation to complete the review of the application and all references attached.
2. Kean University & New Jersey HOSA shall facilitate a screening check.
3. Kean University & New Jersey HOSA and its human resource department/management shall request and verify all references.
4. Kean University & New Jersey HOSA and its human resource department/management shall receive the completed forms and reports and review them. If any of the reports and/or references raise questions about the fitness of an applicant, the Kean University & New Jersey HOSA should disapprove

the application and notify the applicant. Kean University & New Jersey HOSA reserves the right to turn away any persons for employment.

5. If the applicant is found to have been involved in any activity in which the applicant abused or exploited children, youth and adults with developmental disabilities, the applicant will not be hired/approved. Any conviction of a crime against children, youth or adults with developmental disabilities shall disqualify any applicant.

6. Results of screens shall be kept confidential.

## TRAINING

The Kean University & New Jersey HOSA shall develop and implement training procedures for all management and employees who have direct or indirect contact with children, youth and adults with developmental disabilities as part of their duties, activities and events.

## SUPERVISION

Supervision and enforcement of policy and procedures regarding all management and employees who have direct or indirect contact with children, youth and adults with developmental disabilities should be clearly communicated within Kean University & New Jersey HOSA's policies and procedures. At each facility, management and employees should be clear on written policy and procedures regarding staff working directly or indirectly with children, youth, and adult/children with developmental disabilities. (Definitions of abuse, selection and screening, no one-on-one isolated situations should apply with children, youth, and adult /children with developmental disabilities, reporting incidents of abuse with children, youth, and adult /children with developmental disabilities and media response. ALL reporting activities set forth by government, State and Federal regulations, should be followed). Whenever possible, a team approach should be used when interacting. If the necessity for one-on-one interactions, the interaction should occur in an unenclosed area and with the knowledge of another adult. Staff is to be encouraged to warn each other when questionable behavior is displayed.

## REPORTING OF INCIDENTS

All incidents should be immediately reported to management and an incident report should be filed. Management should retain all incident reports for reference. When the necessity of reporting occurs, the protection of children, youth and adults with developmental disabilities must be paramount.

### Sample Procedures for Reporting, Investigating, and Resolving Violations of Certification Policy

1. Report immediately upon receipt of an allegation of violation of policy management on duty. The Facility Manager, Regional Manager, Executive Director and Crisis Management Team shall be notified additionally. The Executive Director or Crisis Team Management will facilitate reporting to law

enforcement agencies as appropriate according to State and Federal reporting guidelines and shall also notify the Board of Directors.

2. The person against whom an allegation has been made (“Respondent”) will immediately be suspended

3. If a minor is involved, that person’s parent(s)/guardian(s) shall be notified of the alleged violation of policy by a person designated by the Crisis Management Team.

4. The Crisis Management Team shall assist the investigation of the complaint and the process to use to work through the complaint. This may include assistance with legal and public relations issues as well as interviews necessary for the investigation of the complaint. Decisions of resolution shall ultimately rest with the Board of Directors.

5. The person or persons who first report the alleged violation of policy will be asked to document their knowledge of this incident(s) and provide that documentation to the Crisis Management Team.

6. The Crisis Management Team will determine who needs to be interviewed to determine the nature of the alleged

violation and its impact. All conversations shall be documented including such things as (but not exclusive of) date, time, place, and names of persons involved. In addition, the substance of the conversation shall be documented, with the person interviewed asked to review notes for accuracy and to sign such notes. In addition, all contacts made, and actions taken by the Crisis Management Team are to be documented.

7. If a formal complaint is made, the Crisis Management Team shall provide the respondent with of copy of the complaint.

8. Those making the allegations (“Plaintiff”), the parent(s)/guardian(s) of any minor involved, the Respondent, and any persons who supervise such persons shall be notified of any result of the investigation and final decision of the Kean University & New Jersey HOSA documentation shall be retained in a confidential, personal file.

9. The Crisis Management Team will determine when and with whom information needs to be shared. If investigations or allegations of abuse should come to the attention of the media, a response shall come from a spokesperson.

10. It shall be the goals of Kean University & New Jersey HOSA to provide supportive care to both the Plaintiff and the Respondent, and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system and appropriate counseling referrals.

11. If the Plaintiff should desire to appeal the decision of the Kean University & New Jersey HOSA and The Crisis Management Team, or Board of Directors’ legal council will be consulted.

Guidelines for Establishing Written Abuse Prevention Policies

1. Establish an organization wide commitment to zero tolerance for abuse.
2. Define grooming behaviors and characteristics of abusers and clearly prohibit grooming. Grooming is the process used by an abuser to select a child, win the child's trust and the trust of their parent or guardian to manipulate the child into sexual activity and keep the child from disclosing the abuse. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or other pre-determined member of the organization.
3. Understand and communicate mandatory reporting laws and requirements. Report ALL suspicions or allegations of abuse, regardless of the state law requirements. Organization should establish the chain of reporting internally, with appointed staff members who will report to the appropriate agencies. This may include local police, Child Protective Services, or other appropriate agency.
4. Define allowable/appropriate interactions and what is not allowed. This may include no one on interactions, no private conversations (in-person or online), define what if any physical contact is allowed.
5. Establish protocol for response to victims. In addition to notifying the appropriate authorities, what services will be made available to victims and other members, staff or volunteers who might be impacted?
6. Determine consequences of engaging in prohibited behaviors or not enforcing policies. Consequences must be clear and consistent (violations, disciplinary action, reassignment, termination, etc).
7. Employees, volunteers and other adults representing the organization must participate in Abuse Prevention Training. This applies to any adult working with minors on a regular basis or staff members responsible for hiring, firing or otherwise part of the reporting process or policy enforcement. This may be directly through the organization or through another entity, if provided with proof of completion within three years.
8. Employees, volunteers and other adults representing the organization must go through a background screening process. This applies to any adult working with minors on a regular basis or staff members responsible for hiring, firing or otherwise part of the reporting process or policy enforcement. This may be directly through the organization or through another entity, if provided with proof of completion within three years.
9. Statement of Acknowledgement and Agreement. Once communicated, employees/volunteers signature indicating they have reviewed the policy and understood the material and agree to comply with the policy requirements.





## Responsibilities for Conducting Off-Campus Events for the HOSA Program

This form contains statements, which clearly delineate the responsibilities of school districts, which participate in NJ HOSA events. Please read the form carefully and fill in the information requested in the spaces provided. Finally, sign the form and return to:

NJ HOSA Program  
Kean University, Hynes Hall, Suite 303  
Amy Berkemeyer  
1000 Morris Avenue  
Union, NJ 07083

### **Role & Responsibility of NJ HOSA**

The NJ HOSA state advisor assumes the role of event manager at a number of NJ HOSA student activities and is responsible for ensuring that the materials, facilities, equipment and schedules necessary to meet the event's programmatic needs are provided. In accordance with New Jersey law, the NJ HOSA state advisor is not responsible for transporting, chaperoning, or supervising students during a school district's off-campus events.

### **Responsibilities of Participating School Districts**

School districts which send students to participate in NJ HOSA managed events assume full responsibility for student behavior, supervision and transportation. A school participates in these events as part of an approved education program for its students.

New Jersey State law requires that student conduct is governed by the full force of a school district's rules and policies while the student is participating in school-sponsored events and activities on or off-campus. School district employees who serve as official chaperones during off-campus events are legally responsible for the conduct of the students. A participating school district's policies governing student conduct and discipline during on-campus activities shall also govern student conduct and discipline during HOSA off-campus events. In the event that off-campus student conduct results in harm to self, others, or property, the law states that the student, student's parents or guardians, and the school district will be legally responsible for the damages.

HOSA Chapter Advisors are responsible for their student's Delegate Conduct Practices and Procedures Form and Parent Permission/Emergency Form. These forms are to be kept by the advisor during his/her stay at the conference.

School & Chapter # \_\_\_\_\_ Date \_\_\_\_\_

Teacher/Coordinator \_\_\_\_\_  
Print Name Signature

Principal \_\_\_\_\_  
Print Name Signature

In the event that we need to contact an administrator from your school district during a NJ HOSA student activity, please submit the following information:

Contact Name: \_\_\_\_\_

Telephone Number During School Hours \_\_\_\_\_

Telephone Number After School Hours \_\_\_\_\_



## HONORARY LIFETIME MEMBER NOMINATION FORM

This shall be a person who has made a significant contribution to the New Jersey Association of HOSA.

Please include in your nomination narrative the following data:

- A. Significant contributions to NJ HOSA at:
  - the local level
  - the regional level
  - the state level
- B. Types of activities that have influenced the advancement of HOSA.
- C. Any special projects the nominee has been involved in.

**ALL NOMINATION FORMS ARE TO BE MAILED TO STATE HOSA ADVISOR AND MUST BE RECEIVED BY THE NJ HOSA CALENDAR DEADLINE.**

**SEND TO:**

NJ HOSA Program  
Kean University, Hynes Hall, Suite 303  
Amy Berkemeyer  
1000 Morris Avenue  
Union, NJ 07083

Name of Candidate \_\_\_\_\_ Chapter # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

School \_\_\_\_\_

Health science program/class taught \_\_\_\_\_

Person nominating \_\_\_\_\_

Relationship to candidate \_\_\_\_\_

Have known candidate \_\_\_\_\_ years.

PLEASE ATTACH NOMINATION NARRATIVE TO THIS FORM. Include contributions at local, state and national level – activities that have influenced the advancement of HOSA and special projects in which the nominee has been involved.



**A Kean University Program  
Funded by the NJ Department of Education**

# **NJ HOSA BYLAWS AND History of HOSA**

**\*\*PLEASE SEE BYLAWS AND HISTORY on  
[www.njhosa.org](http://www.njhosa.org) and  
<https://hosa.org/history/>\*\***



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# THE HOSA PROGRAM OF WORK

\*PLEASE SEE <https://hosa.org/local-advisor/> for all publications and resources for local chapters \*