



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

# **2025-2026 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  
Office of Career Readiness  
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

Mr. Christian Roman  
State Advisor

Dr. Jeffrey Victor  
Executive Director / Project Director  
Managed by Kean University



A Kean University Program  
Funded by the NJ Department of Education

**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**

- NJ HOSA Contact Information
- HOSA Creed
- NJ HOSA State Executive Council

### **SECTION 2: NJ HOSA 2025-2026 Calendar**

- Inclement Weather Policy
- 2025-2026 Calendar

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

- NJ HOSA Dress Code
- NJ HOSA Complete Competitive Events List
- Competitive Event Update and Event Topics 2025-2026
- 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



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

# **INTRODUCTION**



## **NJ HOSA Executive Director**

Dr. Jeffrey Victor  
Kean University  
Townsend Hall, Room 209  
1000 Morris Avenue  
Union, NJ 07083  
[jvictor@njhosa.org](mailto:jvictor@njhosa.org)

## **NJ HOSA State Advisor**

Mr. Christian Roman  
Kean University  
Townsend Hall, Room 209  
1000 Morris Avenue  
Union, NJ 07083  
[croman@njhosa.org](mailto:croman@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 2025-2026

<b>OFFICER</b>	<b>SCHOOL</b>	<b>ADVISOR</b>
President Tvisha Reikhy	Livingston High School 30 Robert H Harp Dr. Livingston, NJ 07039 (973) 535-8000	Kelly Gallagher Mary Kaspriskie
President-Elect Jasmine Thakral	West Windsor-Plainsboro High School North 90 Grovers Mill Rd Plainsboro Township, NJ 08536 (609) 716-5100	Susan Kocher Taylor Mastropasqua
Northern Regional Vice President Saanvi Naralasetti	Morris County School of Technology 400 E Main St Denville, NJ 07834 (973) 627-4600	Justin Jacobs Jessica Klimas
Central Regional Vice President Shivali Pandya	South Brunswick High School 750 Ridge Rd Monmouth Junction, NJ 08852 (732) 329-4044	Donna Moreen
Southern Regional Vice President Marina Sugrue	Hopewell Valley Central High School 259 Pennington - Titusville Rd Pennington, NJ 08534 (609) 737-4003	David Angwenyi Roshni Desai
Post-Secondary/Collegiate Vice President Shiv Subbiah	The Honors College of Rutgers – New Brunswick 5 Seminary Pl New Brunswick, NJ 08901 (848) 932-0990	
Parliamentarian Sumati Gurram	Woodbridge Academy Magnet School 1 Convery Blvd Woodbridge, NJ 07095 (732) 750-9070	Erin Creighton
Secretary Kevin Benedict	Central Jersey College Prep Charter School 101 Mettlers Rd Somerset, NJ 08873 (732) 649-3945	
Historian Shreenidhi Ravishankar	Woodbridge Academy Magnet School 1 Convery Blvd Woodbridge, NJ 07095 (732) 750-9070	Erin Creighton

# 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.njhosa.org](http://www.njhosa.org) by 10 p.m.

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



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

# **2025-2026 CALENDAR**

## 2025-2026 Year Calendar

<u>MONTH</u>	<u>DATE</u>	<u>EVENT</u>	<u>LOCATION</u>
August	1-31	Washington Leadership Academy (WLA) registration	
September	12	State Officer Meeting	Virtual
September	19-22	Washington Leadership Academy	Arlington, VA
October	10	State Officer Meeting	Virtual
October	29	State Fall Leadership Conference	Kean University
October	31	Deadline for Submission of Pin Design and T-Shirt Design	
November	14	State Officer Meeting	Virtual
December	17	Affiliation Deadline, Deadline for Medical Release/Code of Conduct/Photo Release forms, and Regional Conference Registration for Students and Advisors to participate this calendar year	
December	19	State Officer Application Deadline	
January	14	HOSA State Officer Meeting	Virtual
February	2-7	Regional Conference Testing Week	
February	5	State Officer Testing	
February	20	State Officer Screening and Meeting - <i>In Person</i>	Kean University
February	28	State Leadership Conference Registration Deadline	
March	20	State Officer Meeting	Virtual
March	27	Scholarship Applications and Pre-Judged Materials Due	
April	11-12	State Leadership Conference (8:30 AM – 5 PM each day, arrive between 7:30 AM – 8:15 AM for Registration/Breakfast)	UCVTS 1776 Raritan Road Scotch Plains, NJ 07076
May	27	State Officer Transition Meeting	
June	17-21	International Leadership Conference	Indianapolis, IN

*We encourage all to plan on arriving on Tuesday, June 16 just in case there are issues with flights and to ensure that all are on site in time to check in their hotel, arrive at the registration site on Wednesday before it closes and be prepared for the Opening Ceremony that night.*



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

# **COMPETITIVE EVENTS OVERVIEW**

# HOSA's OFFICIAL DRESS CODE POLICY

## For all ILC Activities, Including GENERAL SESSIONS

For HOSA competitors, see competitive event guidelines  
for proper attire for each competitive event.

### Required:

#### HOSA's Official Uniform Policy

- Tailored navy blazer with emblem affixed over the heart
- Matching navy slacks or navy knee-length skirt
- White, closed-neck, tailored dress shirt suitable for tie or scarf
- Accents: maroon HOSA scarf or maroon or navy long tie
- Closed-toe blue, black, or brown business shoes or blue, black, or brown sneakers
- Belt (blue, black, or brown)
- Head covers required for religious purposes or to honor cultural traditions are allowed.

#### OR, Business Dress Policy

- Black or navy-blue suit
- White, closed-neck, tailored dress shirt (maroon or navy long tie)
- White blouse (can be member's choice) or Accent: maroon HOSA scarf (optional)
- Members may choose to wear knee-length skirts or slacks
- Closed-toe blue, black, or brown business shoes or blue, black, or brown sneakers
- Belt (blue, black, or brown)
- Head covers required for religious purposes or to honor cultural traditions are allowed.

#### ILC General Conference Dress Policy:

Tennis Shoe / Sneaker Policy: HOSA members may wear business casual footwear, including sneakers, if clean and in good condition throughout the conference. If you wear sneakers to the general sessions, remember they must be blue, black, or brown to be allowed to walk across the stage! Athletic soles are acceptable.

**As a Reminder:** Official functions, including the HOSA Expo, workshops, and HOSA Universities, are held in conjunction with the ILC (unless the Expo or workshop has special dress requirements like exercise, meditation, etc., which are noted in the ILC Program). The official uniform or appropriate business attire is required for official functions.

**Social Activities Dress:** The dress code for social activities includes everything EXCEPT athletic clothing, swimwear, sheer or mesh clothing, tank tops, muscle shirts, crop tops, and clothing with obscene or suggestive printing. Shirt straps must be two inches wide, and shorts and skirts must be at least to the fingertip.

**COMPETITIVE EVENT DRESS:**

For HOSA competitors, see competitive event guidelines for proper attire for each competitive event.

Definition of CE Business Attire:

For Business Attire, competitors can wear the Official HOSA Uniform or Business Dress described above OR any of the following acceptable business dress (shoes and clothing can be of ANY color):

- Suit
- Sports Jackets
- Pants
- Dresses
- Jackets
- Shoes (closed-toe; open-toe; heeled sandals; and tennis shoes / sneakers are permitted, and can be of any color)
- Shirts
- Skirts

Definition of CE Clinical Uniform or Attire Appropriate to the Occupational Area:

The following dress is acceptable (can be of any color/design, with or without the HOSA emblem):

- Scrubs, EMS attire, CERT attire
- Khaki-style pants with Polo-style top
- Clinical shoes or tennis shoes / sneakers ARE REQUIRED (MUST be closed toe, no open toe shoes allowed as part of the clinical uniform)
- Lab coat, worn over scrubs or over appropriate business attire (optional)

**Process for Awarding Competitive Event Dress Bonus Points:**

- Five (5) bonus points will be added in Tabulations once per competitor and/or team for appropriate dress for all competitive events. ALL team members must be appropriately dressed to receive the bonus points in team events.
- At the ILC, dress bonus points are awarded unless the Event Manager and a member of the HOSA CE staff agree upon a dress violation. The Event Manager must notify the Event Lieutenant or Category Chair. When dress points are not awarded, they must be indicated on the HOSA Event Section Summary forms and signed by a member of the CE Program staff.
- Judges are NOT responsible for awarding dress bonus points

**Competitive Events Dress Tips:**

No policy can cover all contingencies, so HOSA members must exercise some judgment in their choice of clothing for HOSA competition. Members who experience uncertainty about acceptable HOSA attire should ask their HOSA local or state advisor.

**Unacceptable** clothing for competition (but not limited to):

- Casual tank, crop, or tube tops

- T-shirts (T-shirts with logos for profession acceptable)
- Sweat or pajama pants/shirts
- Torn, dirty, or frayed clothing
- Revealing clothing (i.e., excessive cleavage, back, chest, stomach, undergarments, etc.) ●  
Denim clothing of any color or style
- Canvas shoes
- “Shorts,” “capri pants,” and other short pants (Dress pants are acceptable)
- Beach wear, athletic clothing, swimwear, sheer or mesh clothing
- Clothing that has obscene or suggestive printing or pictures that may be offensive
- Flip flops and thong sandals. *The definition is “shoes that are flat, backless, made of rubber or leather, plain or embellished, etc ..... consisting of a flat sole held loosely on foot by a ‘Y’ shaped strap, like a thin thong, that passes between the first and second toes and around either side of the foot.”*

**Note about HOSA’s Dress Code Policy:**

- Head covers required for religious purposes or to honor cultural traditions are allowed.
- A competitor should dress appropriately based on the dress standards outlined for the gender to which they identify.



## **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 2025-2026 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 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. **Post-Secondary & Middle School Members - No Post-Secondary or Middle School events are held at Regional Conferences.**

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

### **COMPETITIVE EVENT**

### **EVENT CODE**

#### **HEALTH SCIENCE EVENTS**

- |   |     |
|---|-----|
| • Behavioral Health                                       | BH  |
| • Dental Terminology                                      | DT  |
| • Foundations of Medical Terminology – Middle School Only |     |
| • Health Informatics                                      | HI  |
| • Human Growth and Development                            | HGD |
| • Medical Law and Ethics                                  | MLE |
| • Medical Math  | MM  |
| • Math for Health Careers – Middle School Only            |     |
| • Medical Spelling  | MS  |
| • Medical Terminology                                     | MT  |
| • Medical Reading – State Conference Only                 | MR  |
| • Nutrition   | NUT |
| • Pathophysiology   | PAT |
| • Pharmacology  | PHA |
| • World Health Disparities                                | WHD |

## **LEADERSHIP EVENTS**

- Extemporaneous Writing – Only will run at SLC, allows 3 entries per event EW
- Healthy Lifestyle – State Conference Only HL
- Healthy Career Photography – State Conference Only HCP
- Job Seeking Skills JSS
- Interviewing Skills – Level 2 event – Secondary Level Only IS
- Prepared Speaking - Only will run at SLC, allows 3 entries per event. PS
- Speaking Skills – Level 2 event – Secondary Level Only – Only will run at SLC, allows 3 entries per event. SS
- Prepared Speaking for Middle School Students – State Conference Only PS

## **HEALTH PROFESSIONS EVENTS**

- Biotechnology BT
- Clinical Nursing – Post-Secondary Students Only; State Event Only CN
- Dental Science DS
- Home Health Aide HHA
- Medical Assisting MA
- Nursing Assisting NA
- Occupational Therapy OT
- Personal Care (Level 2) PC
- Sports Medicine SM

## **TEAMWORK EVENTS – OFFERED AT THE STATE CONFERENCE ONLY**

- Biomedical Debate BD
- Health Career Display HCD
- Health Education HE
- HOSA Bowl HB
- Medical Innovation MI
- Parliamentary Procedure PP
- Public Service Announcement PSA

## **EMERGENCY PREPAREDNESS EVENTS**

- CPR/First Aid CPR
- EMT EMT
- Epidemiology EPI
- Life Support Skills – Level 2 event – Secondary Level Only LSS
- Mental Health Promotion – Only will run at SLC, allows 1 team per chapter MHP

## **REGIONAL EVENTS**

- Barbara James Service Award
- HOSA Happenings
- HOSA Service Project
- Outstanding HOSA Chapter
- HOSA Week Proclamation



## 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/)**



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

# **GENERAL RULES & REGULATIONS**

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



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

# **REGIONAL AND STATE COMPETITIVE EVENTS**



## **Regional Assignments by County**

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

- Bergen County
- Essex County
- Hudson County
- Morris County
- Passaic County
- Sussex County
- Warren County

### **Counties assigned to Central Regional Conference**

- Hunterdon County
- Union County
- Somerset County
- Middlesex County
- Monmouth County

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

- Atlantic County
- Burlington County
- Camden County
- Cape May County
- Cumberland County
- Gloucester County
- Mercer 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 2025-2026 New Competitive Events Handbook Section B. These codes must be used for registration for the Regional, State and National competitive events. The following is the complete list of the events, by category, of events contested at the REGIONAL CONFERENCES. All Regional Events will be testing only, and at the student’s school site. There will NOT be in-person conferences.

We offer MIDDLE SCHOOL and POST-SECONDARY/COLLEGIATE events at the STATE CONFERENCE, not at the Regional conferences.

At the Regional Conferences, 5 medals are awarded and the top 3 are then eligible to attend the State Conference.

<b>COMPETITIVE EVENT</b>	<b>EVENT CODE</b>
--------------------------	-------------------

**HEALTH SCIENCE EVENTS**

Behavioral Health	BH
Dental Terminology	DT
Health Informatics	HI
Human Growth and Development	HGD
Medical Law and Ethics	MLE
Medical Math	MM
Medical Spelling – TEST ONLY, NO SPELL DOWN at Regionals	MS
Medical Terminology	MT
Nutrition	NUT
Pathophysiology	PATH
Pharmacology	PHARM
World Health Disparities	WHD

**HEALTH PROFESSIONS EVENTS – WRITTEN TESTS ONLY**

Biotechnology	BT
Dental Science	DS
Home Health Aide	HHA

Medical Assisting	MA
Nursing Assisting	NA
Occupational Therapy	OT
Personal Care - Level 2, Eligibility form required; skills only	PC
Sports Medicine	SM

**EMERGENCY PREPAREDNESS EVENTS – WRITTEN TESTS ONLY**

CPR/First Aid	CPR
EMT	EMT
Epidemiology	EPI

**Skills will NOT be tested at the Regional Level.**

**\*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

At the State Conference, 5 medals are awarded and the top 3 are eligible to attend the International Conference held in June.

<b>COMPETITIVE EVENT</b>	<b>EVENT CODE</b>
--------------------------	-------------------

### **HEALTH SCIENCE EVENTS**

Behavioral Health	BH
Dental Terminology	DT
Foundations of Medical Terminology – <b>Middle School Only</b>	
Health Informatics	HI
Human Growth and Development	HGD
Medical Law and Ethics	MLE
Medical Math	MM
Math for Health Careers – <b>Middle School Only</b>	
Medical Spelling	MS
Medical Terminology	MT
Medical Reading	MR
Nutrition	NUT
Pathophysiology	PAT
Pharmacology	PHA
World Health Disparities	WHD

### **HEALTH PROFESSIONS EVENTS – SKILLS ONLY**

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

## **EMERGENCY PREPAREDNESS EVENTS – SKILLS ONLY**

CPR/First Aid – 2-person team	CPR
EMT – 2-person team	EMT
Life Support Skills – Level 2 event – Secondary Level Only	LSS
Mental Health Promotion – 1 team per chapter	MHP

## **LEADERSHIP EVENTS**

Extemporaneous Writing – Allows 3 entries per event	EW
Healthy Lifestyle	HL
Healthy Career Photography	HCP
Job Seeking Skills	JSS
Interviewing Skills – Level 2 event	IS
Prepared Speaking – Allows 3 entries per event.	PS
Speaking Skills – Allows 3 entries per event.	SS
Prepared Speaking for Middle School Students	PS
Researched Persuasive Writing & Speaking	RPWS

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

Biomedical Debate	BD
Health Education	HE
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
HOSA Service Project	HSP
Outstanding HOSA Chapter	OHC
HOSA Week Proclamation	HWP

### **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. **Middle School, Secondary, and Post-Secondary students may compete at the State Conference. There are currently 3 events for Middle School students to participate in and they are Math for Health Careers, Foundations of Medical Terminology and Prepared Speaking. If other events are added, we will notify all. As for all Teamwork events, only 1 team per chapter is allowed.**
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 3 winners at the Regional Conferences 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 3 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. The state office will determine the maximum number of entries per individual event. Only one team, per chapter, per event may compete at the State Conference. This includes Emergency Preparedness and Teamwork Events.
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. HOSA Bowl – the written test will determine the top 6 teams who will proceed to the second round.
12. 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.)*
13. All prejudged materials **MUST** be received by the date on the calendar for State Conference - no exceptions **SEND TO NJ HOSA OFFICE ONLY.**
14. 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.
15. 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. The students required to attend both days are the current state officers and all state officer candidates. If a state officer candidate does not attend both days, they will not be allowed to continue to seek office.
16. NJ HOSA uses the National HOSA's Online Conference Management System. To register for all NJ HOSA Conferences—you must register online. Only the Chapter Advisor can register themselves and students to attend this and any other conference or meeting. Students are not to have access to this information. Please recheck the spelling of all students' names and event assignments before submitting. Printed materials will be based on the registration
17. 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. Please check the [njhosa.org](http://njhosa.org) website to see the NJ HOSA DRESS CODE. We DO NOT follow the National HOSA Dress Code at any instate events. We are now requiring Chapter Advisors to wear professional attire as we need to lead by example. The advisors do not have to wear a navy blue or black suit or attire but must wear proper business attire.
18. 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.
19. 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.

20. No study materials are allowed in any holding rooms. *Please refer to individual event guidelines for permissible & required items that competitors are responsible for. Each competitor and team must check their Event Guideline and bring with them to the conference ALL EQUIPMENT LISTED ON PAGE 1 OR 2 WITH THEM AND CANNOT BORROW ANY ITEM FROM THE SITE OR ANOTHER PERSON OR TEAM. NO POINTS WILL BE AWARDED FOR VERBALIZATION OF THE USE OF A PIECE OF EQUIPMENT THAT THEY DID NOT BRING WITH THEM.*
21. 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.
22. 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. The request for ACCOMODATIONS can be found on the [hosa.org](https://www.hosa.org) and it is not attached to any Level 2 Event Guideline like it was last year. You need to go to Appendix H, look at #2, click on that to get to the form. Accommodations are not just for Level 2 events, any student who needs a reasonable accommodation such as the use of a wheelchair, a sign language interpreter or some other reasonable accommodation must fill this out and get it to NJ HOSA in the month before the conference. As noted, no extra time is allowed for any Level 2 event as it has either been added or is not allowed due to industry standards.
23. 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.

**All applicants MUST attend the State Conference on Saturday to participate in the in-person interview. If you cannot attend, the application will be voided.**

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 must be at least a freshman in college to be eligible to apply for a scholarship and an active HOSA member at their college.
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. All applicants must attend the NJ HOSA state conference to participate in an in-person interview. The interviews are usually held on Saturday so please check the Calendar of Events to see the date. Failure to attend and be interviewed will result in your application being voided.
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).
14. A district employee must sign the application and it can be either the chapter advisor, a guidance counselor, or an administrator.

**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	_____

\*(generally held on Saturday at the state Leadership Conference, so please check the Calendar of Events to make sure you know the day to come for the interview)

\*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. _____ | 3. _____ |
| 2. _____ | 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. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

(You may give more details on a separate sheet)

**HOSA Competitions:**

List the competitive events you have entered

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**HOSA Awards and Honors:**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |

3. \_\_\_\_\_

6. \_\_\_\_\_

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

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

3. \_\_\_\_\_

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

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 \_\_\_\_\_

Signature of District Employee (Chapter Advisor, Guidance Counselor or an Administrator)

\_\_\_\_\_ Date \_\_\_\_\_



## STATE OFFICER CANDIDATE PROCEDURES

***There is a maximum of 3 students from each school district permitted to run for office.***

***The selection process of the 3 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.)*

<b>President-Elect (Serve 2<sup>nd</sup> year as President)</b>	<b>Parliamentarian</b>	<b>Historian/Reporter</b>
<b>Secretary/Treasurer</b>	<b>Northern Regional Vice President</b>	
<b>Central Regional Vice President</b>	<b>Southern Regional Vice President</b>	
<b>Postsecondary/Collegiate Vice President</b>		

3. Students are to type the following. **The entire state officer packet is to be submitted as a PDF to [officerapps@njhosa.org](mailto:officerapps@njhosa.org)**
  - 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.

List of Required Events:

- Monthly Executive Council Meetings (most are now virtual, February and May are in Person and require school personnel to chaperone)
- State Leadership Conference (both days, HS officers will require school personnel to chaperone)
- International Leadership Conference (in its entirety, HS officers will require school personnel to chaperone)
- Washington Leadership Academy (in its entirety, HS officers will require school personnel to chaperone)
- State Fall Leadership Conference (HS officers will require school personnel to chaperone)



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

Date of Application: \_\_\_\_\_ Grade \_\_\_\_\_ Level: \_\_\_\_\_

**2025-2026 State Officer Candidate Application**

Position Desired: \_\_\_\_\_

(Please Type All Information)

School and Chapter Number: \_\_\_\_\_

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

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

\_\_\_\_\_

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

Grade Point Average (unweighted on a 4.0 scale: \_\_\_\_\_

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

**HOSA Offices Held (State and Local):**

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

**HOSA Honors or Awards:**

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

**Membership in Other Organizations:**

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

**Office's Held in other organizations:**

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

**Other Activities:**

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

**Health Science Courses Taken:**

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



## 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. They also must agree to comply with any and all instruction from state staff in all instances.
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, this agreement, and the State Officer Code of Professional 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 the state office 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 the management team.

10. State Officers must attend all planned activities. Each Chapter advisor or (in an emergency) a school official 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 (most will be virtual). 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 Transition Meeting - 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:\_\_\_\_\_)

c. State Officer Summer Training - held over 4 days in July at a date to be announced. **No student will be permitted to serve as an officer if they do not attend this training. We agree the student will NOT commit to other camps, summer programs, Governor's school, etc. until the dates are announced in late Spring. Chaperones will be provided for this event ONLY.**

(Advisor initials:\_\_\_\_\_ ) (Parent initials: \_\_\_\_\_)

d. Washington Leadership Academy - held in September at a date to be announced. **No student will be permitted to continue as an officer if they do not attend WLA.** We agree that a school official must chaperone the student for this conference.

(Advisor initials:\_\_\_\_\_ ) (Parent initials: \_\_\_\_\_)

e. International Leadership Conference (on the incoming officer year) - held in late June **No student will be permitted to serve as an officer if they do not attend ILC.** We agree that a school official must chaperone the student for this conference.

(Advisor initials:\_\_\_\_\_ ) (Parent 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 Board of Education must be made aware of the state officer candidate's interest in running for a position, so that the Board is supportive of the student's activities, both financially and in spirit, including providing a school official at the school's cost to serve as a chaperone to required events. The signature of the school official on these documents is verification of this notification and support for both the student and advisor.
12. Students who are removed from office, are considered to have resigned or abandoned their office or voluntarily resign during their term are responsible for reimbursing New Jersey DECA for all expenses they incurred during their term of service, including uniforms, travel expenses, meals and all other expenses.
13. **The school administration is responsible to ensure that the candidate(s) has a means of transportation and a school official as a chaperone for all required events.** (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.

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

\_\_\_\_\_  
**Chapter Advisor** (Please initial also where applicable)

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Principal or Superintendent Signature** (Please initial also where applicable)

## 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 \_\_\_\_\_



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: \_\_\_\_\_

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 HOSA 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 must appoint a school employee or official as the chaperone. All State Officers must be supervised onsite by a school official.

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, **STILL MUST BE PRESENT** to chaperone the student, as the NJ HOSA Office may not do so in their stead.

SCHOOL \_\_\_\_\_  
ADVISOR'S SIGNATURE \_\_\_\_\_ . DATE \_\_\_\_\_  
STUDENT'S SIGNATURE \_\_\_\_\_ . DATE \_\_\_\_\_  
ADMINISTRATOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
PARENT SIGNATURE \_\_\_\_\_ . DATE \_\_\_\_\_

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

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 school employee must chaperone. *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 or July for the officer training date. A student must attend the May and July 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.*

Officers do receive reimbursement for certain expenses, but they will only be reimbursed when the student successfully completes their term. We also want to make clear 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 [croman@njhosa.org](mailto:croman@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  
Christian Roman, 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 transition meeting in May, the four day summer training, the ILC, WLA 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

# NJ HOSA STATE OFFICER ELECTIONS

## Campaign Information and Guidelines

### Rules to remember:

1. All Candidates must 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



## 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 a 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 or 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, Townsend Hall, Room 209  
 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 \_\_\_\_\_



**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/>\*\***



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

# **THE HOSA PROGRAM OF WORK**

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