
BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action _____

Item: HOSA Internationals Competition

Submitted by: Joe Lienesch

Date: May 6, 2024

Recommended by: Ron Gorman

Board Meeting Date: May 13, 2024

RECOMMENDATION:

Requesting permission for four (4) Kent Career Technical Center (KCTC) students to participate in the HOSA (Health Occupations Students of America) International Competition in Houston, Texas on June 26-30, 2024

BACKGROUND:

HOSA is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. The conference includes competitions in dozens of health-related topics, and KCTC Health Careers students did well this year with a total of four (4) students qualifying to compete at the International Competition in Dallas, TX from June 20-25, 2023.

The four KCTC Health Careers competitors advanced from the state-level competition in Traverse City in April. In addition to those students, we had six more who ranked in the top eight in their chosen competition.

Please see the attached documents for detail information on students, their HOSA event and state placement, as well as estimated expenses to attend the international competition.



Kent Career Tech Center

REAL LIFE. REAL LEARNING.

This memo is to request approval from the Kent Intermediate School District Board for four Kent Career Technical Center Students to participate in the HOSA Internationals Competition, while accompanied by two chaperones.

Date: May 3, 2024

Event: International HOSA Competition

Location: Houston, TX

Advisors: Beth O'Donnell
Katrina Worley/Korrie McFarlane
Korrie McFarlane
Leslie Kirschenbauer
Rachel Rysdyk

Chaperones: Rachel Rysdyk, & Beth O'Donnell

The Health Occupations Students of America (HOSA) is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. The conference includes competitions in dozens of health-related topics, and KCTC Health Careers students did well this year with a total of four students qualifying to compete at the International Competition in Houston, TX from June 26-30. Listed below are the four Health competitors who advanced from the state-level competition in Traverse City in April, along with six more who ranked in the top eight in their chosen competition in the state. The following students placed in the top eight at state competition with some moving onto the ILC competition:

Clinical Laboratory Science

1st Allison Edwards- Going to ILC

Phlebotomy:

2nd Megan Kuiper - Going to ILC

6th Brooke Reurink

8th Clare Pham

Medical Spelling:

4th Abigail Tuls- Going to ILC through bumping up

Medical Assisting:

3rd Molly Gorney- Going to ILC

5th Andria Dykstra

6th Kara Berrevoets

7th Nia Parker

8th Nichole Larsen

Estimate of Expenses (Acct # 26-1-127-3220-493-0000-06157-0450)

Registration: 4 students & 2 Chaperones/Advisors X \$90 = \$540

Hotel: 3 rooms @ \$1690.44 per room for 4 nights = \$5,071.32

Food (6 people): \$65/day x 5 days = \$1,950

Transportation: Airfare for 6 people @ \$671.21/ticket round trip = \$4,027.26

Ground transportation: \$300

Fun Day Participation: \$120 X 6 people = \$720

Total: \$ 12,608.58

Descriptions of the HOSA Contests

****Pricing is an estimate only as prices may change.**

Medical Assisting, Clinical Laboratory Science, and Phlebotomy: These events will consist of two rounds of competition. Round One will be a written, multiple choice test of knowledge and understanding. The top scoring competitors will advance to Round Two for the performance of selected skill(s) identified in a written scenario. The scenario will require the use of critical thinking skills as well as industry techniques.

Medical Spelling: Provides HOSA members with the opportunity to gain knowledge and skills regarding definitions and spelling of medical terms. This competitive event consists of two rounds. Round One is a written, multiple choice test and Round Two is a "spell-down" where competitors spell terms in front of judges. This event aims to inspire members to become skilled in medical spelling.

Thank you for your continued support for our students and staff!

Beth O'Donnell, MS PT & Rachel Rysdyk
Instructors & HOSA Advisors
Kent Career Technical Center

**2024 TRAVEL APPROVAL REQUEST - KENT INTERMEDIATE SCHOOL DISTRICT
FOR WORKSHOPS, CONFERENCES, PROFESSIONAL DEVELOPMENT & PROFESSIONAL MEETINGS**

EVENT DATA		FOR TRAVEL JANUARY 1, 2024 THROUGH DECEMBER 31, 2024	
Employee Name	<u>Beth ODonnell (& all students)</u>	Current Date	<u>05/03/24</u>
Building	<u>KCTC</u>		
Event Name	<u>HOSA-ILC Competition</u>	City, State	<u>Houston, TX</u>
Dates of Event	<u>6/26/2024-6/30/2024</u>		

EVENT COSTS		Estimated Costs	Amount to be Prepaid	Actual Expenses	Amount to be Reimbursed
ALL PREPAIDS ARE PAID PRIOR TO EVENT BY ACCOUNTS PAYABLE IN BUSINESS OFFICE AND MUST HAVE BACKUP DOCUMENTATION ATTACHED. ALL REIMBURSEMENTS REQUIRE ITEMIZED RECEIPTS.					
Registration/Fees	<u>Beth + 4 students (at \$90 each)</u>	<u>\$450.00</u>	<u>\$ 450.00</u>		
Lodging Hotel Name	<u>SpringHill Suites Houston Downtown/Convention</u>			Confirmation #	<u>#80341593</u>
Address	<u>914 Dallas Street, Houston, Texas, USA, 77002</u>			Phone #	
Arrival Date	<u>06/26/24</u>	Departure Date	<u>06/30/24</u>	TURN IN FINAL RECEIPT FOR HOTEL EXPENSES TO ACCOUNTS PAYABLE IF PREPAID	
# of Nights	<u>4</u>	Daily rate including tax/fees (for 2 rooms)	<u>\$845.20</u>	<u>\$ 3,380.88</u>	<u>\$ 3,380.88</u>
Meals (Allowance max of \$65 per d (4 students + 1 Chaperone)				<u>1,625.00</u>	
Estimated Mileage (round trip)	Miles @ <u>0.67</u> per mile	\$	-		
Actual Mileage (round trip)	Miles @ <u>0.67</u> per mile				
Transportation	<u>Airfare & ground transportation (4 students + 1 chaperone)</u> <small>(Air/Train/Bus/Parking/Cab)</small> <u>* (+ \$300 Ground Trsp.)</u>	<u>\$ 3,656.05</u>	<u>\$3,656.05</u>		
Other (Explain)	<u>HOSA Fun teambuilding activity</u>	\$	<u>600.00</u>		
TOTAL REQUEST		<u>\$9,711.93</u>	<u>\$ 7,486.93</u>		

It is hereby certified that the above record is true and accurate and that no part of the same has been paid or reimbursed by the District previously or by another organization.

Accommodations costs and transportation costs will be reimbursed according to the Administrative Guidelines #3440C and #4440C, paragraphs A, B, C & D.

EVENT FUNDING	General ledger account number to expense this travel to
Account Number: <u>26-1-127-5110-000-0000-06157-6201-</u>	

ANY NOTES	If any expenses were charged to a P-CARD, please IDENTIFY THE CARDHOLDER in this notes section
<u>Students all included on this registration. Other advisors/chaperones will fill out own membership form</u>	

APPROVAL FOR EVENT ATTENDANCE	Obtain APPROVAL of ESTIMATED COST - PRIOR to the event
<u>Beth ODonnell</u>	<u>5-3-24</u>
Employee Signature (printed & signed)	Date
	Supervisor (printed & signed)
	Date
	Assistant Superintendent (printed & signed)
	Date

FINAL APPROVAL FOR REIMBURSEMENT	Obtain APPROVAL of ACTUAL/FINAL COST - AFTER the event
Employee Signature (printed & signed)	Date
	Supervisor (printed & signed)
	Date
	Assistant Superintendent (printed & signed)
	Date

ROUTING
 APPROVAL OF SUPERVISOR
 APPROVAL OF ASSISTANT SUPERINTENDENT
 ACCOUNTS PAYABLE IN BUSINESS OFFICE TO PROCESS ANY PREPAYMENTS
 ORIGINAL FORM RETURNED TO REQUESTER ONCE PREPAID
 AFTER EVENT IS COMPLETE AND FINAL APPROVALS COMPLETED, ORIGINAL FORM TURNED INTO PAYROLL FOR RECORD AND REIMBURSEMENT

**2024 TRAVEL APPROVAL REQUEST - KENT INTERMEDIATE SCHOOL DISTRICT
FOR WORKSHOPS, CONFERENCES, PROFESSIONAL DEVELOPMENT & PROFESSIONAL MEETINGS**

FOR TRAVEL JANUARY 1, 2024 THROUGH DECEMBER 31, 2024

EVENT DATA

Employee Name	<u>Rachel Rysdyk</u>	Current Date	<u>05/03/24</u>
Building	<u>KCTC</u>		
Event Name	<u>HOSA-ILC Competition</u>	City, State	<u>Houston, TX</u>
Dates of Event	<u>6/26/2024-6/30/2024</u>		

EVENT COSTS

ALL PREPAIDS ARE PAID PRIOR TO EVENT BY ACCOUNTS PAYABLE IN BUSINESS OFFICE AND MUST HAVE BACKUP DOCUMENTATION ATTACHED. ALL REIMBURSEMENTS REQUIRE ITEMIZED RECEIPTS.

	Estimated Costs	Amount to be Prepaid	Actual Expenses	Amount to be Reimbursed
Registration/Fees <u>Rachel Rysdyk</u>	\$ 90.00	\$ 90.00		
Lodging Hotel Name <u>SpringHill Suites Houston Downtown/Convention</u>			Confirmation # <u>#80341593</u>	
Address <u>914 Dallas Street, Houston, Texas, USA, 77002</u>			Phone #	
Arrival Date <u>06/26/24</u>	Departure Date <u>06/30/24</u>	TURN IN FINAL RECEIPT FOR HOTEL EXPENSES TO ACCOUNTS PAYABLE IF PREPAID		
# of Nights <u>4</u>	Daily rate including tax/fees <u>\$422.60</u>	\$ 1,690.44	\$ 1,690.44	
Meals (Allowance max of \$65 per d 1 chaperone <u>x 5 days</u>)		\$ 325. ⁰⁰	\$ 325. ⁰⁰	
Estimated Mileage (round trip)	Miles @ <u>0.67</u> per mile	\$ -		
Actual Mileage (round trip)	Miles @ <u>0.67</u> per mile			
Transportation <u>Airfare & ground transportation</u> (Air/Train/Bus/Parking/Cab)		\$ 671.21	\$ 671.21	
Other (Explain) <u>HOSA Fun teambuilding activity</u>		\$ 120.00		
TOTAL REQUEST		\$ 2,886.65	\$ 2,776.65	

It is hereby certified that the above record is true and accurate and that no part of the same has been paid or reimbursed by the District previously or by another organization.

Accommodations costs and transportation costs will be reimbursed according to the Administrative Guidelines #3440C and #4440C, paragraphs A, B, C & D.

EVENT FUNDING

General ledger account number to expense this travel to

Account Number: 26-1-127-5110-000-0000-06157-6201-

ANY NOTES

If any expenses were charged to a P-CARD, please IDENTIFY THE CARDHOLDER in this notes section

Other advisors/chaperones will fill out own membership form

APPROVAL FOR EVENT ATTENDANCE

Obtain APPROVAL of ESTIMATED COST - PRIOR to the event

<u>Rachel Rysdyk</u> Employee Signature (printed & signed)	<u>5/3/2024</u> Date	<u>[Signature]</u> Supervisor (printed & signed)	<u>5/3/24</u> Date
		Assistant Superintendent (printed & signed)	Date

FINAL APPROVAL FOR REIMBURSEMENT

Obtain APPROVAL of ACTUAL/FINAL COST - AFTER the event

Employee Signature (printed & signed)	Date	Supervisor (printed & signed)	Date
		Assistant Superintendent (printed & signed)	Date

ROUTING:

- APPROVAL OF SUPERVISOR
- APPROVAL OF ASSISTANT SUPERINTENDENT
- ACCOUNTS PAYABLE IN BUSINESS OFFICE TO PROCESS ANY PREPAYMENTS
- ORIGINAL FORM RETURNED TO REQUESTER ONCE PREPAID
- AFTER EVENT IS COMPLETE AND FINAL APPROVALS COMPLETED, ORIGINAL FORM TURNED INTO PAYROLL FOR RECORD AND REIMBURSEMENT

2024 International Leadership Conference

TENTATIVE CONFERENCE AGENDA

Tuesday, June 25

9:00 AM - 5:00 PM	HOSA Headquarters
9:00 AM - 5:00 PM	Competitive Events Headquarters
9:30 AM - 11:00 AM	State Advisor Registration
10:00 AM - 4:00 PM	HOSA Exhibitor Registration & Set-up
1:00 PM - 4:00 PM	HOSA University 301: State Officers
6:00 PM - 8:00 PM	State Advisor Dinner
6:00 PM - 8:00 PM	Executive Council Candidate Exam
8:00 PM - 10:00 PM	Nominating Committee Meeting
9:00 PM - 11:00 PM	State President's Reception
11:00 PM	Executive Council Interview Posted
12:00 AM	Curfew

Wednesday, June 26

7:00 AM - 9:00 AM	HOSA Exhibitor Registration
7:00 AM - 12:00 PM	Executive Council Candidate Interviews
8:00 AM - 6:00 PM	HOSA Headquarters
9:00 AM - 5:00 PM	Competitive Events Headquarters
8:00 AM - 1:00 PM	Conference Registration
8:00 AM - 9:00 AM	New Advisor Coffee Talk
9:00 AM - 5:00 PM	HOSA Expo
10:00 AM - 3:00 PM	NGL Cengage Academic Testing Center
11:00 AM - 1:00 PM	VIP Luncheon <i>(By Invitation Only)</i>
12:00 PM - 2:00 PM	Nominating Committee Meeting
1:00 PM - 4:00 PM	Voting Delegate Orientation <i>(Voting Delegates Only)</i>
1:30 PM - 2:30 PM	Advisor and Chaperone Orientation
3:00 PM - 4:00 PM	Courtesy Corps Orientation
3:00 PM - 5:00 PM	HOSA-100 International Advisory Council <i>(By Invitation Only)</i>
4:00 PM - 5:00 PM	Workshop Ambassador Orientation
5:00 PM - 7:00 PM	Scholarship Recipient & HOSA Sponsor Dinner <i>(By Invitation Only)</i>
5:30 PM - 6:30 PM	Parade of Flags Practice
7:30 PM - 10:30 PM	Opening Session <i>Doors Open at 6:45 PM</i> <i>Texas Welcome</i> <i>Parade of Flags</i> <i>Hall of Fame Recognition</i> <i>Keynote Speaker</i>
10:00 PM - 12:00 AM	Committee Meetings
12:30 AM	Curfew

Thursday, June 27

7:00 AM - 7:00 PM	Competitive Events Headquarters
7:00 AM - 8:00 AM	Zumba
8:00 AM - 5:00 PM	HOSA Headquarters
8:00 AM - 5:00 PM	NGL Cengage Academic Testing Center
8:00 AM - 4:00 PM	Educational Workshops
8:00 AM - 12:00 PM	Meet the Candidates Breakfast & Forum
8:00 AM - 11:00 AM	HOSA U 101: Members
8:00 AM - 11:00 AM	HOSA U 201: Chapter Officers
9:00 AM - 5:00 PM	HOSA Expo
10:30 AM - 12:00 PM	State Advisor Networking Meeting (<i>State Advisors Only</i>)
1:00 PM - 4:00 PM	HOSA U 102: Advanced Leadership
1:00 PM - 4:00 PM	HOSA U 100: Middle School Members
4:30 PM - 6:00 PM	International Executive Council Candidate Speech Forum
6:00 PM - 9:00 PM	HOSA, Inc. Corporate Meeting
9:00 PM - 11:00 PM	Past HOSA, Inc. Chair's Reception (<i>By Invitation Only</i>)
10:00 PM - 12:00 AM	Class of 2024 Alumni Party (<i>Graduating High School Seniors Only</i>)
10:00 PM - 12:00 AM	Committee Meetings
12:30 AM	Curfew

Friday, June 28

7:00 AM - 5:00 PM	Competitive Events Headquarters
7:00 AM - 8:00 AM	Zumba
8:00 AM - 1:00 PM	NGL Cengage Academic Testing Center
8:00 AM - 4:00 PM	Educational Workshops
8:00 AM - 5:00 PM	HOSA Headquarters
8:00 AM - 11:00 AM	HOSA U 100: Middle School
8:00 AM - 11:00 AM	HOSA U 102: Advanced Leaders
8:00 AM - 11:00 AM	HOSA U 401: New Advisors
8:30 AM - 11:30 AM	Business Session
9:00 AM - 2:00 PM	HOSA Expo
1:00 PM - 2:30 PM	State Advisor Networking Meeting (<i>State Advisors Only</i>)
1:00 PM - 4:00 PM	HOSA U 101: Members
1:00 PM - 4:00 PM	HOSA U 201: Chapter Officers
1:00 PM - 4:00 PM	HOSA U 501: Advanced Advisors
3:00 PM - 4:00 PM	HOSA, Inc. New Board Member Orientation
5:30 PM - 6:30 PM	HOSA Alumni Reception
7:30 PM - 10:30 PM	Recognition Session <i>Doors Open at 6:45 PM</i> <i>Be The Match Recognition</i> <i>Special Awards Recognition</i> <i>Membership Awards</i> <i>Recognition Events</i>
10:00 PM - 12:00 AM	Committee Meetings
10:00 PM - 12:00 AM	Student Entertainment
12:30 AM	Curfew

Saturday, June 29

8:00 AM – 9:30 AM

Executive Council Transition Breakfast

5:00 PM

Grand Awards Session

Doors Open at 4:15 PM

NGL | Cengage Academic Testing

Leadership & Teamwork

Intermission

8:00 PM

Grand Awards Session

Health Science, Health Professions

& Emergency Preparedness

10:00 PM – 12:00 AM

Grand Awards Dance

1:00 AM

Curfew



COMPETITIVE EVENT SCHEDULE

The Competitive Events are scheduled to take place from Wednesday afternoon, June 26, through Friday, June 28, 2024, at the ILC. The tentative schedule for each competitive event can be found online at hosa.org/ilccompete.

Round One Test and Test-only Events

Round one tests and test-only events will take place in the designated "testing room" according to the testing times listed by event on the CE Schedule. Competitors should report to the "testing room" at the time listed for their event.

Competitors will have rolling start times, and they are responsible for monitoring their own testing time. Large clock displays will be positioned in the room so competitors can monitor their testing time. With rolling start times, competitors can expect the entire room to have competitors flowing in and out, all day.

How Testing Works

Competitors report to the testing room, check-in, and are given a test and scantron. A time stamp will be placed at the top of each competitor's test to indicate their start time.

Competitors are seated and begin their tests at their own pace. When the test is completed, competitors will turn in their test and scantron at the check-out tables. Testing Room Proctors will review the "time stamps" to ensure the competitor has completed the test within the allowable time frame.

In all events, a **10-minute buffer will be given to competitors**. For example, if a test allows 60 minutes per the guidelines, then competitors will have 70 minutes from the start time stamped on their test to submit their test at the checkout station.

Round One Events Appointment Times with No Testing

Events without a round one test require competitors to know their specific appointment time within the designated competition time block listed on the CE Schedule. These events include:

Middle School: Exploring Medical Innovation, Extemporaneous Health Poster, Health Career Display, Health Career Preparation, Health Education, Prepared Speaking, Public Health, Speaking Skills.

Health Professions: Clinical Specialty, Family Medicine Physician, Personal Care, Respiratory Therapy.

Emergency Preparedness: Life Support Skills, Mental Health Promotion, MRC Partnership, Public Health.

Leadership: Extemporaneous Writing, Health Career Photography, Interviewing Skills, Job Seeking Skills, Prepared Speaking, Researched Persuasive Writing & Speaking, Research Poster, Speaking Skills.

Teamwork: Community Awareness, Health Career Display, Health Education, Medical Innovation, Public Service Announcement.

Recognition: Emotional Well-Being Challenge

Competitors should report no more than 15 minutes before their appointment to ensure a smooth experience. Appointment times will be posted online on **June 14, 2024**, at hosa.org/ilccompete.

Round Two Appointment Times

For all events with a round two component, the list of finalists, their appointment times, and a "Round Two Info Sheet" will be posted online and on the HOSA ILC App. The Round Two Info Sheets will describe the competition process for each event and will be especially important to review for any skill events taking place at off-site at university/industry locations.

Off-Site Skill Locations

Most of the Health Professions round two skill events will take place at locations away from the George R. Brown Convention Center. Transportation by bus is provided for competitors who advance to round two in these events. Check the CE Schedule online and the Round Two Information Sheets for event bus departure times and locations. Competitors only are allowed on the buses to the off-site locations, no advisors, chaperones, or parents are allowed. All competitors **MUST** ride the provided bus to round two sites.

HOSA Digital Upload System for Competitive Events

For the 2023 - 2024 membership year, a new system, the HOSA Digital Upload System, will be used. The new system integrates with the HOSA Conference Management System (CMS) so the uploads will be very user-friendly for members and advisors. Instructions for submitting to the HOSA Digital Upload System are viewable at hosa.org/competitive-event-digital-uploads.

The following competitive events require competitors to upload digital materials for ILC by **May 15, 2024**. Remember—uploading materials for a regional or state conference **DOES NOT** mean you have submitted for ILC. You must submit your materials for ILC, separately. **Reminder: No appointment times will be assigned to those missing a required digital upload. Events with a required digital upload for the ILC include:**

- Clinical Specialty (Portfolio)
- Community Awareness (Portfolio by one team member)
- Emotional Well-Being Challenge (Cover page, Summary of the Evaluation Plan/ Tool, and URL Link for Digital Recorded Presentation)
- Family Medicine Physician (Interview Verification Form)
- Health Career Photography (Portfolio)
- Health Education (Portfolio by one team member)
- Interviewing Skills (Personal Statement and Resume)
- Job Seeking Skills (Personal Statement and Resume)
- Mental Health Promotion (Reference pages, Completed Mental Health Consultation Form, and Digital File/Link to the Social Media Campaign by one team member)
- MRC Partnership (Portfolio by one team member)
- Public Service Announcement (PSA Link, Airdate Form, Copyright Form, and Reference Pages by one team member)
- Researched Persuasive Writing and Speaking (Paper)
- Research Poster (Poster)

REGISTRATION INFORMATION

Please review all registration information carefully to avoid any difficulty when registering your delegation for the ILC. All registration policies are set forth and approved by the HOSA, Inc. Board of Directors.

Registration Fees

Student Members.....	\$90
Professional Members (Advisors, Alumni).....	\$90
Nonmembers (Chaperones, Guests, Family)...	\$90

The registration fee includes:

- Registration Materials
- Conference Program & App
- General Sessions Operations
- Entertainment & Speakers
- Exhibition and Educational Symposium
- Industry Tours & Leadership Training
- Transportation Shuttles (as needed)
- Recognition and Awards
- Media Productions
- Convention Space Rental
- General Conference Operating Expenses

Registration Deadline: May 15

Registration Process

1. Members qualify to attend the HOSA ILC based on their chartered association's eligibility guidelines.
2. Chapter advisors register for the conference for their chapter attendees (including guests, chaperones, and family members) via HOSA's Conference Management System (CMS) at hosa.org. The conference registration deadline is May 15, unless a different date is specified by the chartered association advisor.
3. Chapters should submit payment to the chartered association. The chartered association advisor reviews and verifies the registration information from each chapter advisor and submits the final registration for the chartered association.
4. Any changes in registration are made by the chartered association advisor to HOSA Headquarters.
5. State advisors will distribute conference registration materials on the first day of the conference, Wednesday, June 26 from 8:00 AM – 12:00 PM.

Cancellation, Substitution and Refund Policy

- Chapter advisors may edit their conference registration information in HOSA's CMS until the conference registration deadline on May 15 or the registration deadline specified by the State Advisor.
- After May 15, no cancellations will be accepted, and no refunds will be issued.
- After May 15, chapter advisors must submit any changes to names, spelling, competitive events, leadership workshops, etc. through the State Advisor. Only the State Advisor can make any additions or substitutions to registrations after the deadline.
- Substitutions are made by the State Advisor to HOSA Headquarters until the ILC registration officially closes on Tuesday, June 25 at 5:00 PM.

Payment Information

Chapters will be billed for all delegates in HOSA's CMS at midnight on May 15. Chapters should submit payment to their chartered association.

For technical support with registration, call 800.321.4672 or email hosa@hosa.org and HOSA will be happy to assist you.

HOTEL INFORMATION

Each chapter delegation is responsible for all hotel accommodations.

HOSA has negotiated with multiple hotel properties adjacent to or near the George R. Brown Convention Center in Houston to offer HOSA members a special conferences rate.

Important Reminders:

- **All delegates MUST be housed in an approved conference hotel to be eligible for competition at the ILC. It is the State Advisor's responsibility to ensure all delegates from their state follow this policy.**
- The list of approved conference hotels for ILC is available at hosa.org/ilc. As hotel blocks are filled, additional hotels will be added to the list online.
- **The hotel reservation deadline is May 15.**
- Hotel reservations are available on a first-come, first-served basis or until the room block is sold out.
- **After the reservation deadline (May 15), HOSA cannot guarantee hotel room availability at the conference rate. Be Advised: penalties may apply for releasing rooms after May 15.**
- According to the Delegate Code of Conduct any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible. Chapter advisors and chartered associations are responsible for delegates' conduct.

Hotel Payments

Chapter delegations are responsible for all hotel payments, including the room rate plus taxes and fees, in addition to any incidentals or parking fees incurred. Be sure to verify the payment information needed, including deposits between your school/district and the hotel when making your reservations.

Credit Cards: The hotel collects the first night's room and tax for all rooms upon reservation. The hotels have a cancellation policy of 5 days prior to the scheduled arrival. If you cancel before 72 hours, you will not be charged.

Checks: In lieu of a credit card to hold the rooms, a deposit check in the amount of the first night's lodging plus taxes must accompany the hotel registration form. This check will be deposited and credited to the total amount owed.

If a school is going to pay the hotel bill by check or cash for their rooms at the time of the ILC, a credit card or room amount by cash or check will need to be paid at the time of hotel registration. **Purchase Orders are not accepted.**

Hotel Policies

- **No Smoking:** All hotels are non-smoking. Smoking is prohibited in all guest rooms, restaurants, meeting rooms and interior public spaces. If you smoke, a \$250 fee to return the room to its proper condition will be charged.
- **Room Rates:** Room rates for each hotel are listed on the HOSA website.
- **Tax Exemption:** TAX EXEMPT MUST BE FEDERAL FORM # 501-C3 or Texas form AP 207. The Texas form is available at hosa.org/travel. In order to comply with government policies, the hotels must receive a copy of one of the above mentioned forms and payment must be from the tax exempt organization.
- **Check-In:** Early arrival at the hotel does not necessarily allow you to secure your rooms earlier than mid-afternoon or the posted check-in time.
- **Check-Out:** Each hotel has a designated check-out time. Please have a system in place to check your students' rooms prior to check-out in order to assure that they are left in good condition.
- **Additional Hotel Costs:** Inform your delegates about additional costs incurred by making local telephone calls from a hotel, along with movie costs, room service, and other incidental charges. The hotel will allow delegates to apply incidental charges to their rooms unless directed otherwise.