

APPENDIX IV

Adult Supervisor (aka Advisor; aka Chaperone) Code of Conduct- should be filled out for any adult supervising HOSA Events

1. Have Appendix XIII HOSA District Volunteer Screening and Training Certification form submitted from your school district on your behalf and adhere to Montana HOSA Written Abuse Prevention Policy
2. If transporting students in personal/rental vehicle, provide proof of current valid insurance and Montana driver's license.
3. Adhere to Montana HOSA Policies and Procedures Manual
4. Be held to the standards of the Professional Educators of Montana Code of Ethics and follow the policies of their school district at all times.
5. Promote the goals and objectives of HOSA as a positive student experience; therefore, act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
6. Be appropriately dressed at all HOSA activities in accordance with the HOSA Dress Code.
7. Be cognizant of schedule and attend with students: Conference check-in; Opening Ceremonies; Recognition Ceremonies (ILC only); Awards Ceremonies.
8. Disseminate all student conference materials and review conference information with students.
9. Be prepared and schedule time to serve as Event Manager for competitive event (SLC only).
10. Be prepared and schedule time to serve on Event Management Team for competitive event assigned to Montana HOSA (ILC only).
11. Be aware of their student's activities and whereabouts at all times. Encourage students to participate in conference student optional activities.
12. If assuming sole chaperone role, be in the same venue with students at all times.
13. Be immediately available in the event of an emergency and report any accidents, injuries, or significant illnesses to the conference staff.
14. Be responsible for, or report to supervisory advisor, details for the resolution of all damages incurred by their students.
15. May NOT use or have in their possession any illegal substances or alcohol while supervising students at a HOSA event.
16. Follow school district overnight rooming and supervision policies. Advisors should verify hotel room occupancy each night, prior to curfew. Adult supervisors/advisors should refrain from entering student lodging rooms, unless required by an emergency.
17. Observe all curfews as stipulated by State and/or National HOSA organization.
18. Be responsible for observing any photo/social media reproduction restrictions in place for their students.
19. Carefully read all emails and information from the Montana HOSA offices.

I have read the Code of Conduct for Montana HOSA and agree to abide by these rules.

Name

Signature

Date