



# TSAxHOSA

FALL LEADERSHIP CONFERENCE

## CALL TO CONFERENCE SEPTEMBER 29

Leadership Training  
Industry Speakers  
CTSO Networking  
Rapids Game

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# IMPORTANT DATES

August 16	Registration Opens
September 4	Q&A Webinar @ 4:30pm
September 16	Registration Deadline
September 18	Q&A Webinar @ 4:30pm
September 29	Payment Deadline

## ADVISOR CHECKLIST

- ☐ Read the Call to Conference in its entirety
- ☐ Advertise the conference to your chapter and gauge interest
- ☐ Set chapter deadlines for registration and payment
- ☐ Collect student payment before registration deadline
- ☐ Register all students, advisors, chaperones by the deadline
- ☐ Check, double-check, and triple-check your invoice is correct
- ☐ Pay for emailed invoice by check or by credit card
- ☐ Put together school permissions slips and arrange transportation
- ☐ Have each member complete the attached CTSO Multiple Release Form
- ☐ Complete the attached Chapter Certification Form
- ☐ Review tentative agenda with attending members
- ☐ Discuss dress code requirements with students
- ☐ Bring final payment to conference if you haven't already mailed it
- ☐ Follow and like @ColoradoTSA and @ColoradoHOSA on social media to receive updates and emergency information during the conference
- ☐ Get pumped for a fun day at Dick's Sporting Goods Park!

# GENERAL INFORMATION

## TSA x HOSA FALL LEADERSHIP CONFERENCE

### SEPTEMBER 29

Colorado Technology Student Association (TSA) and Colorado HOSA – Future Health Professionals are teaming up for the first time ever to host a science, technology, and health themed Fall Leadership Conference! Our goal is to get your chapters excited about the school year with Colorado TSA or Colorado HOSA while providing quality leadership training as well as professional development through industry speakers. There will be many opportunities to network with other members, CTSOs, and schools. The conference will be followed by a picnic tailgate and a Colorado Rapids soccer game!

#### COST

\$60 per attendee – includes registration, picnic meal, and game ticket

#### LOCATION

Dick's Sporting Goods Park, 6000 Victory Way, Commerce City, CO 80022

#### GAME

Colorado Rapids vs FC Dallas – Fan Appreciation Night – Tim Howard's Last Game

#### ATTIRE

Nice jeans or pants with a TSA/HOSA t-shirt or a school spirit t-shirt

#### REQUIRED

- Final payment received by the day of the conference
- Completed CTSO Multiple Release Forms – kept in possession of the advisor
- Completed Chapter Certification Form – indicates that all forms are completed and all code of conduct information has been read

# REGISTRATION GUIDE

## 1 Follow this link:

<https://bit.ly/31DzReA>

## 2 Provide the following information:

Advisor Name

Advisor Email

CTSO

School Name

# of Advisors Attending

# of Students Attending

# of Extra Game Tickets (if you'd like to bring family, friends, etc. to the game)

## 3 Fill out the Chapter Roster Template

Identify any dietary restrictions on this form

## 4 Attach the Chapter Roster Template to the Registration Form

## 5 Enter payment method

Total cost will be displayed on the form once you enter in how many advisors and students will be attending

## 6 Submit the form

Once you submit the form, you will receive an automatically generated invoice to your provided email address

## QUESTIONS?

### Contact us!

Ashley Acuff  
TSA State Advisor  
[ashley.acuff@cccs.edu](mailto:ashley.acuff@cccs.edu)

Bailee Gardunio  
HOSA State Advisor  
[bailee.gardunio@cccs.edu](mailto:bailee.gardunio@cccs.edu)

Cynthia Hoeppe  
HOSA Program Assistant  
[cynthia.hoeppe@cccs.edu](mailto:cynthia.hoeppe@cccs.edu)

# PAYMENTS

The confirmation email received after registering also acts as an invoice. No registration refunds will be processed after the registration deadline.

**Checks** should be made out to Colorado HOSA, 9101 E Lowry Blvd, Denver, CO 80230

**Credit card** payments can be collected by Cynthia Hoeppner, 720-858-2324

\*NOTE: A convenience fee of 4% will be added to the registration.

**Questions?** Contact Cynthia Hoeppner, HOSA Program Assistant, at [cynthia.hoeppner@cccs.edu](mailto:cynthia.hoeppner@cccs.edu)

**Registration packets will only be distributed to attendees with a ZERO BALANCE or by securing the balance with another form of payment when picking up registration materials on the day of the conference.**

# CHAPERONE RATIO

**A ratio of 1 ADULT for every 10 MEMBERS is recommended for day trips.**

In the event your district has a different chaperone policy, your district's policy should be followed. When attending Colorado CTSO conferences and events, advisors are expected to provide adequate supervision for his/her students. All chaperones must follow the Colorado CTSO Code of Conduct. Advisors are expected to attend all sessions.

Colorado CTSOs are dedicated to protecting the safety and success of our members. In order to do so, as well as stay in compliance with Colorado and Federal Laws, all employees, volunteers, staff, chaperones and guests of chaperones in direct contact with Colorado CTSO members must submit to a Criminal Background Check and complete Sexual Abuse Prevention Training. In partnership with local chapters, the Chapter Certification Form is required to be completed by an authorized representative of the school district, certifying that all staff provided by the school district and working with members of Colorado CTSOs have completed and passed a Criminal Background Check and Sexual Abuse Prevention Training.

Review this [Background Screening Guide for those Working with Children](#) on criminal background checks, disqualifier guidelines and a quick guide for those adults working with children.

# TENTATIVE SCHEDULE

**TSAxHOSA**  
FALL LEADERSHIP CONFERENCE

**SEPTEMBER 29**  
10:30 AM - 3:30 PM  
DICK'S SPORTING GOODS PARK



**10:30 AM - 11:00 AM**

## REGISTRATION

**11:00 AM - 11:30 AM**

## OPENING SESSION

**11:30 AM - 3:30 PM**

## CONFERENCE SESSIONS

- Large Group Leadership Training
- Small Group Leadership Training
- Industry Speaker Panel
- Tour Dick's Sporting Goods Park

**3:30 PM - 5:30 PM**

## PICNIC

- Food and drinks will be provided
- Cornhole, ladder ball, and other games
- Network with other members and advisors

**5:30 PM - 7:30 PM**

## COLORADO RAPIDS VS FC DALLAS GAME

- Fan Appreciation Night
- Tim Howard's Last Game



# ACCOMMODATIONS

For members that require special accommodations, please contact us ASAP, so we can make accommodations. Examples of accommodations include wheelchair access, interpreter services, IEPs, or 504s.

Ashley Acuff, TSA State Advisor, [ashley.acuff@cccs.edu](mailto:ashley.acuff@cccs.edu)  
Bailee Gardunio, HOSA State Advisor, [bailee.gardunio@cccs.edu](mailto:bailee.gardunio@cccs.edu)

# PARKING INFORMATION



- Drop off and registration will occur at Gate B on the east side of the park
- Parking is FREE - cars can park in the East VIP Lot and Lot C (buses use Lot C)
- Please be aware of road closures on Valencia St and E 59th Pl
- The picnic will be held on Field 8

# STUDENT CODE OF CONDUCT

The purpose of the Code of Conduct is to ensure that CTSO members who attend a conference are aware of expected behavior. It is the advisor's responsibility to discuss the form with the members and stress the importance of abiding by the rules. Both Colorado HOSA and Colorado TSA are proud of their reputation and encourages advisors to closely monitor students at all conferences. Advisors must submit a Certification Form certifying that all members have read the Code of Conduct.

## CONDUCT POLICIES AND PROCEDURES

The following conduct policies reflect minimum behavioral standards for all members. The policies are in effect for all delegates who are attending any Local, State or National CTSO function. The term "delegate" shall mean any HOSA or TSA member.

- Defacing of public property—any damage to or loss of property or furnishings of the properties being utilized for meeting purposes will be paid for by the individual or chapter responsible.
- Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.
- Delegates will not be allowed to leave the conference site at any time without adult supervision.
- Members will be prohibited from participation without local supervision provided by the chapter or school.
- Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an advisor or another responsible adult.
- Alcoholic beverages and controlled or illegal substances (drugs) of any form are not allowed. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
- Use of tobacco in any form by a HOSA or TSA member is prohibited.
- Colorado HOSA and TSA photographers and videographers will be taking photos and videos throughout the conference for use in any manner that HOSA and TSA deems appropriate including, but not limited to, publishing in publications, on the website, and in connection with competitive events. By attending the conference, you grant Colorado HOSA and Colorado TSA the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indicia of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, Internet, webcasting, video streaming, television or radio), for the use of Colorado HOSA and TSA, its affiliates, or any individual, organization, business, publication, network or other third party, in perpetuity, without payment or any consideration.

## DISREGARDING OR VIOLATING THE CODE OF CONDUCT

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and HOSA and TSA reserves the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the state advisor prior to the conclusion of the conference.

# ADVISOR CODE OF CONDUCT

The Advisor Code of Conduct is designed to hold advisors to the same high standards that we hold CTSO members to. Whether there is a signed agreement or not, these are the standards expected of all advisors and guests attending the TSAxHOSA Fall Leadership Conference.

## **Advisor Code of Conduct**

1. Advisors project a positive and professional image of Colorado Career and Technical Education and Colorado Career and Technical Student Association to all those with whom they interact.
2. Advisors promote CTSOs as a positive student experience; therefore, will act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
3. Advisors are accountable to and for their students in all CTSO-related activities.
4. Advisors understand and follow established processes within the organization that protect the rights of all members.
5. Advisors are proud of the standard of excellence they maintain for themselves and their students.

**Attendance at any CTSO function implies acceptance and practice of these standards.**

# Colorado Career and Technical Student Organization (CTSO) Multiple Release Form

**Please print and make sure to complete and sign all portions of the release form.**

*Please have student attendees and their parents/guardians read and complete this multiple-part form. Copies are to be retained by the chapter advisor. The chapter advisor will ensure all forms are completed by a certification process. Follow the certification submission from each CTSO. Colorado CTSO's include: Creative Careers, DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and (SC)<sup>2</sup>.*

## MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY

I hereby authorize any necessary medical/dental treatment required for this student. I/we further agree that I/we will assume all expenses involved in such medical/ dental procedures and will not hold the specific Colorado CTSO or its representatives liable for said expenses.

List any medical/dental conditions that a medical doctor/dentist should be made aware of:

List any allergies that a medical doctor/dentist should be made aware of:

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Parent/Guardian Signature

Date

## LIABILITY

The undersigned being the parent or guardian of student named above hereby agrees to release the State of Colorado, State Board for Community Colleges and Occupational Education, Colorado Community College System, the Colorado CTSO, its representatives, agents, servants, volunteers and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Colorado CTSO, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

Parent/Guardian Signature

Date

## CODE OF CONDUCT AND DRESS CODE

Students are to conduct themselves in accord with exemplary standards of ethics and behavior, including zero tolerance for any actions that violate any civil or criminal codes. Students found to be in violation of any laws, regulations or policies established for the CTSO event they are attending will be subject to disciplinary action and/or prosecution. Their parents or guardians and school officials will be notified and the student may be removed from the event.

Dress is to reflect the CTE/CTSO image and to follow guidelines for specific events. Each CTSO has specific dress code guidelines. Reading and understanding completely the policies, practices, and procedures that will serve to govern the conduct and attire of persons attending a CTSO event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

CTSO Member Signature

Date

Parent/Guardian Signature

Date

## PUBLICITY – STANDARD RELEASE FORM

CTSO photographers and videographers will be taking photos and video throughout the meeting for use in any manner the CTSO deems appropriate, including, but not limited to, CCCS/CTSO publications, use on the CCCS/CTSO website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the meeting, you grant the CTSO the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/ or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of the CTSO, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

CTSO Member Signature

Date

Parent/Guardian Signature

Date

# CHAPTER CERTIFICATION FORM

The TSA/HOSA members of \_\_\_\_\_ School  
have read, understood, and completed the following documents:

**Student Code of Conduct**  
**Advisor Code of Conduct**  
**CTSO Multiple Release Forms**

In addition, we certify that all staff provided by the school district and attending this conference with Colorado TSA and Colorado HOSA have completed and passed a **Criminal Background Check and Sexual Abuse Prevention Training.**

\_\_\_\_\_  
Advisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form is to be submitted during on-site conference registration. Do not send individual forms to the state office. Individual CTSO Multiple Release Forms must be in possession of the advisor.