

**HOSA Program
Responsibilities for Conducting Off-Campus Events**

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:

Marie Laney, NJ HOSA
Gloucester County Institute of Technology
1340 Tanyard Road
Sewell, NJ 08080

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 _____ 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 _____

Please return by deadline on calendar.