**COVERED EXPENSES FOR ALABAMA HOSA**

(See Executive Committee Required Dates form for dates and locations)

Governor’s Proclamation Signing

* State Officer and Advisor must attend
* Officers are to wear HOSA uniform (Girls need to coordinate skirt or slacks)
* Mileage to and from Montgomery will be reimbursed to Advisor
* Meal expenses will be reimbursed for the Officer and Advisor (receipts required)
* Be prepared with change for metered parking

Executive Committee Meetings

* Officer and Advisor must attend
* Officers are to wear your polo and khakis (coordinate with each other), advisors dress casual
* Mileage to and from Montgomery will be reimbursed to the Advisor
* Meal expenses will be reimbursed for the Officer and the Advisor  (receipts required)

CTE Leadership Summit (Officer Training)

* Officer and Advisor must attend
* Officers should pack HOSA Uniform, HOSA polos, HOSA SLC t-shirt, khakis, and appropriate casual attire
* Advisors need business casual attire
* Mileage to and from the CTE Leadership Summit will be reimbursed to the Advisor
* Hotel and meals will be paid for both the Officer and Advisor
	+ I will reserve ONE room for the female officer(s) and ONE room for the male officer(s)
	+ The officers may be asked to room with officers from another CTSO if there is only one in their room
	+ I will reserve FOUR individual rooms for the Advisors
* The Officers will attend interactive training sessions on leadership, speaking skills, etiquette and group activities
* The Advisors will work with me on other projects (i.e., prepping bags for Summer Conference)

International Leadership Conference

* Officer and Advisor must attend
* Grants will be requested (1,000 dollars for each officer and 1,200 dollars for each advisor)
* 200 dollars will be provided for each officer and advisor for food while at ILC (receipts required)
* Any additional registration, workshop, and travel expenses will be paid for the Officer (receipts required)
* HOSA uniform, khakis, polos, and HOSA SLC t-shirts will be required for the Officers

ALACTE Summer Conference

* STATE PRESIDENT will attend
* Advisor will attend as a participant and State President Advisor
* State President’s hotel and meal expenses will be paid or reimbursed by Alabama HOSA (receipts required)
	+ State President may be asked to room with other CTSO officers
* HOSA Uniform, HOSA polo and khakis will be required for the Officer
* Plan to attend General Session, greet guests and assist with other activities as needed

Joint Leadership Development Conference (JLDC)

* State Officer and Advisor must attend
* HOSA Uniform, HOSA polo and khakis will be required for the Officers
* State Officer registration, hotel, and meals will be paid by Alabama HOSA
* State Advisor expenses, over and above normal expenses to bring students, will be covered

HOSA State Leadership Conference (SLC)

* State Officer and Advisor must attend
* HOSA Uniform, HOSA polo and khakis will be needed by the Officers
* Registration, hotel and meals will be provided or reimbursed by Alabama HOSA for Officers
	+ I will reserve ONE room for the female officer(s) and ONE room for the male officer(s)
	+ If the Officers school is over 3 hours from the conference location, an additional night will be covered
* First day consists of unloading supplies, preparing registration packets, conference center set up and rehearsals