Important Deadlines

1. **Competitive Event (CE) Registration deadline is January 26, 2018 at 11:59 p.m.**

   a. This deadline is for all members who wish to compete at SLC.

   b. **NO** late CE registrations will be accepted for **any reason** after this deadline.

   c. **NO REFUNDS** will be given after deadline.

   d. All names in the HOSA System as of January 26, 2018 at 11:59 p.m. **MUST** be paid for.

2. **Online Testing opens January 29, 2018 and closes February 11, 2018 at 11:59p.m.**

3. **STEM Premier Deadline is February 23, 2018 at 11:59p.m.**

4. **Non-Competitor Registration deadline is February 19, 2018 at 11:59 p.m.**

   a. This deadline is for all members who do not wish to compete at SLC.

   b. Non-Competitor Registrations **WILL NOT** be accepted after this deadline.

   c. **NO REFUNDS** will be given after deadline.

   d. All names in the HOSA System as of February 19, 2018 at 11:59 p.m. **MUST** be paid for.

5. **National Anthem Auditions and Leadership Court Nominations deadline is February 23, 2018.**

   a. **NO** late auditions or nominations will be accepted after this deadline.

6. **ALL** completed SLC Registration Forms **MUST** be received by Brittney Bradford by February 23, 2018.

   a. It is very important to send all of your registration forms to the State Office BEFORE SLC. We are no longer accepting registration forms at SLC. We have to account for every completed form for ALL conference participants BEFORE they arrive.

   b. Please send forms in the following order collated for each student:
      i. Registration Form
      ii. Medical Information Form
      iii. Parent Permission Form
      iv. Code of Conduct Form
      v. Workshop Form
      vi. Photo Release Form

   c. Attendees without the proper registration forms **WILL NOT** be allowed to participate in conference activities including competitive events.

   d. You can now upload all completed SLC Registration Forms directly to the LAHOSA Website. You can find the file upload option on the Registration Information page: http://www.lahosa.org/slcregistration

7. **Send Registration Fee Checks by February 23, 2018 to:**

   Mailing:
   Louisiana HOSA
   Attn: Shirlene Bender
   103 Independence Blvd.
   Lafayette, LA 70506

   Please send all SLC Registration Forms to Brittney Bradford instead of Shirlene Bender.

State Leadership Conference Checklist

Registration Checklist

- ☐ **Set Chapter Deadline.**
  - ☐ Competitive Event Deadline is January 26, 2018 at 11:55 p.m. Please set your Chapter Deadline a few days before to complete the registration process. Suggested Chapter Deadline: January 22, 2018.
- ☐ **Hand Out Registration Packet:** Go to http://www.lahosa.org/slc , Click Registration Information, Click Registration Packet
  - ☐ <u>Conference Checklist:</u> Print and give to Advisors/ Student Helpers
  - ☐ <u>Conference Information:</u> Print and hand out to all members.
  - ☐ <u>Conference Calendar:</u> Print and hand out to Advisors/Student Helpers. Hang up somewhere you will see it often.
  - ☐ <u>Conference Fact Sheet</u>: Print and hand out to all members. Use as a Flyer for classroom and school.
  - ☐ <u>Agenda</u>: This is a tentative agenda and it will be updated closer to SLC.
  - ☐ <u>Registration Form</u>: Print and hand out to all members. Collect this form, use to complete online registration, and send to LA HOSA.
  - ☐ <u>Permission Form</u>: Print and hand out to all members. Collect this form and send to LA HOSA.
  - ☐ <u>Medical Form</u>: Print and hand out to all members. Collect this form and send to LA HOSA.
  - ☐ <u>Code of Conduct Form</u>: Print and hand out to all members. Collect this form and send to LA HOSA.
  - ☐ <u>Photo Release</u>: Print and hand out to all members. Collect this form and send to LA HOSA.
  - ☐ <u>Meals</u>: Print and hand out to all members.
  - ☐ <u>Dress Code</u>: Print and hand out to all members.
- ☐ **Collect** Registration Form, Permission Form, Medical Information Form, Code of Conduct Form, Photo Release
- ☐ **Use Registration Form to complete the Online Registration Process**
- ☐ **Upload Registration forms and mail check to Shirlene Bender (Deadline February 23, 2018) See Important Deadlines for mailing address.**

- ☐ Check (No Personal Checks Accepted)
- ☐ Registration Form
- ☐ Medical Information Form
- ☐ Parent Permission Form
- ☐ Code of Conduct Form
- ☐ Photo Release Form

SLC Activities Checklist

- ☐ **Review SLC Activities** Go to http://www.lahosa.org/slc, Click Registration Information, SLC Activities
  - ☐ Chapter Banner: Print and discuss with entire chapter. You will need a chapter banner at the Opening Session of SLC.
  - ☐ Looking for a Singer: Print and discuss with entire chapter. If someone auditioned for the Fall Forum National Anthem, they may audition again for the SLC National Anthem. **Deadline is February 23, 2018.**
  - ☐ Leadership Court: Print and discuss with advisors. Each chapter is asked to nominate a Chapter Leader for the Leadership Court. **Deadline is February 23, 2018.**
  - ☐ Masquerade Ball: Print and discuss with entire chapter. It is important to discuss the dress code of the Ball with your members.
- ☐ **Send to Brittney Bradford (Deadline February 23 , 2018)**
  - ☐ National Anthem Auditions (via email)
  - ☐ Leadership Court Nomination (via online form)

Competitive Event Checklist

- ☐ **Review Competitive Events Program** Go to http://www.lahosa.org/slc, Click Competitive Events
  - ☐ Offered Events: Print and discuss the offered events with entire chapter. Middle School and Secondary Events are separated. The number of Competitive Events a member can compete in is discussed in this document.
  - ☐ Event Guidelines: Members can find all of the updated competitive event guidelines here. **This is also where Round 2 and Competitor Times will be posted on February 23, 2018.**
  - ☐ Event Resources: Members can find all of the event resources here.
  - ☐ SLC Prep: This is the PowerPoint from Fall Forum.
  - ☐ Online Testing:
    - ▪ Testing Events: Print and discuss with entire chapter. Some events are required to take an online test BEFORE SLC. **Testing opens January 29, 2018 and closes February 11, 2018 at 11:59p.m.**

- ▪ <u>Testing Information</u>: Print and discuss with advisors. This document explains the testing process. Please read this document a week BEFORE you begin testing.
- ☐ **STEM Premier**
  - ☐ The following events must use STEM Premier
    - ▪ Job Seeking Skills
    - ▪ Researched Persuasive Writing and Speaking
    - ▪ Health Career Photography
    - ▪ Public Service Announcement
  - ☐ Follow the directions on the Instructions page provided on the website.
  - ☐ Deadline February 23, 2018 at 11:59p.m.

- ☐ **Reserve Computer Lab** for online testing.
  - ☐ Testing opens January 29, 2018 and closes February 11, 2018 at 11:59p.m.

- ☐ **Complete Online Registration**
  - ☐ Make sure the correct competitive events have been selected for each member.
  - ☐ When entering team #, team members <u>must</u> have the same team number.

- ☐ **Complete online testing.**
  - ☐ See testing instructions for details on testing process
  - ☐ To avoid computer problems, all competitors in the same event should test at the same time. For example, all of your CPR/First Aid competitor should test at the same time. All of your nursing assisting students should test at the same time.
  - ☐ Plan for an hour and a half for each test: test set up, 60 minute test, and test closing.
  - ☐ Competitors must click submit in order for their test to count. If competitors close the testing screen before they click submit, their test will not be saved and they will have to take the test again.

- ☐ **Notify competitors** of Round 2 Qualifiers and Competitor Appointment times. February 23, 2018.

- ☐ **Submit Recognition Events at On-site Registration**
  - ☐ HOSA Reflections Scrapbooks
  - ☐ HOSA Happenings
  - ☐ National Service Project

  If you have any questions regarding SLC, please contact Brittney Bradford.