



# Florida HOSA State Advisor

**To:** Florida HOSA Advisors  
**From:** Florida HOSA State Advisor  
**Subject:** 2010 State Leadership Conference Registration  
**Date:** December 8, 2009

Dear Advisor:

This State Leadership Conference promises to be an exciting opportunity for our Florida HOSA members. Orlando is an exciting location and the DoubleTree Hotel at the Entrance to Universal Orlando will provide excellent accommodations.

In order to register for the conference, you will need to use your Charter Number and password to log-on through the National HOSA website and select "Conference Registration" (detailed instructions for registering on-line are included in this packet). **The deadline to register for this conference is March 8, 2010; the Conference Registration System will be taken off the website the next day. All checks and forms must also be mailed to the State Office postmarked by this date; the Conference Registration Fee is \$77 for each person attending. A copy of the Invoice/Registration Report must be included with the forms.** This report can be downloaded from the Conference Registration Page on the National HOSA website once registration is completed. Code of Conduct and Medical Liability Release Forms may be downloaded from the Florida HOSA website, [www.FLHOSA.org](http://www.FLHOSA.org) under "SLC 2010." If payment, the Registration Report, and all forms are not received in the State Office on or before March 15, the school's registration will be cancelled. Please understand that member affiliation and conference registration are two separate processes; even if a student is affiliated (a member) of HOSA, that does not mean that he/she is registered to attend the State Leadership Conference.

On our website you will also find information to share with your students regarding the State Conference, including the approved conference hotel – The DoubleTree Hotel at the Entrance to Universal Orlando, as well as other events taking place at the conference. A "Do List" (File #23) is included on the website to assist you. If there are questions concerning any of the forms, please call the State Office directly. If you have not contacted your Regional Advisor to find out when your Regional Competitive Events Conference takes place, please do so **immediately** (see the "Regions of Florida HOSA" page on the Florida HOSA website) as many Regional Conferences take place in January. Members must compete and place in the top three (top five for middle school) at their Regional Conference before advancing to the State Conference.

**\*Important\*** The National HOSA, Inc. Board of Directors has stated that members must wear the HOSA uniform to all General Sessions at the National Leadership Conference. In Florida, we strive to support the initiatives of the National HOSA organization. Therefore, **at SLC 2010, all delegates attending the General Sessions need to wear the HOSA uniform.** For females, the uniform consists of a navy blue blazer with matching skirt or slacks, a white button-up blouse, and navy blue or black shoes. The maroon accent is optional. For males, the uniform consists of a navy blue blazer with matching slacks, a white button-up dress shirt, a solid maroon/red tie, and black dress shoes. The HOSA patch may be purchased from Awards Unlimited. Suggested stores to obtain the remaining items are Goodwill, Salvation Army, or J.C. Penney. For the competitive events, the guidelines state, "Competitors must be in official HOSA uniform or in proper business attire." For those events with skill procedures (Health Professions and Emergency Preparedness Categories), competitors may wear attire appropriate to the occupational area during the skill procedure(s). It should be explained to your members that for every General Session, monitors will be standing at each entrance of the ballroom to make sure all students are in the HOSA uniform. Monitors will be permitted to turn members away from entering the session if they are not wearing the HOSA uniform. The monitors will be current members of the Florida HOSA Board of Directors. Additionally, the Florida HOSA Board Chairperson and Chairperson-Elect will be stationed by the stage stairs monitoring the attire of all members before they walk on the stage to receive any award/recognition. Members may be withheld from receiving their award until the conclusion of that session.

**Hotel reservations** need to be faxed to the DoubleTree Hotel (File #10) before the cut-off date of March 8, 2010; rooms will be \$152.00 per night.

**Courtesy Corps sign-ups** should be sent to the Florida HOSA State Office on or before March 1. Requests to assist with specific competitive events will be accommodated according to the earliest date of request. Members may also sign-up for Courtesy Corps at the conference.

**Conference Information:** The following files will be found on the Florida HOSA website under “SLC 2010”; the files in **bold** will need to be submitted to the Florida HOSA State Office postmarked by March 8, 2010 to complete the registration process.

- File #01 - Important Deadlines
- File #02 - Official HOSA Dress Policy
- File #03 - SLC On-line Registration Instructions
- **File #04 - SLC checklist (with Invoice/Registration Report)**
- **File #05 - Advisors’ Code of Ethics/Medical Liability Release Form**
- **File #06 - Students’ Code of Conduct/Medical Liability Release Form**
- File #07 - Advance Event Submissions for SLC and NLC
- File #08 - Eligibility Forms (download only the form you need)
- File #09 - Competitive Event Updates
- File #10 - Voting Delegate Information
- File #11 - Hotel Information/Calculation Sheet
- File #12 - Room Reservation Fax Form
- File #13 - Competitive Event Volunteer Form
- File #14 - Courtesy Corps Sign-up Sheet
- File #15 - 2010 SLC Chairperson Assignment Chart
- File #16 - 2010 SLC Tentative Conference Agenda
- File #17 - State Officer Application
- File #18 - “Rookie” Advisor Recognition Form
- File #19 - Local Advisor Recognition Form
- File #20 - National Theme Entry Form
- File #21 - Pin and T-shirt Design Contest
- File #22 - Penny Wars rules
- File #23 - Do List for SLC
- File #24 - HOEAF Scholarship Information
- File #25 - Florida HOSA Foundation Scholarship Application
- File #26 - National HOSA Scholarship Application (PDF File only)

**Recognition Category Events:** Please be aware that the application, forms, and portfolios for many of the Recognition Category Events have to be submitted to the State Office **before** the SLC. Review the enclosed Important Deadlines sheet (File #01) and the Competitive Event Advance Submissions sheet (File #07) carefully.

**The DoubleTree Hotel at the Entrance to Universal Orlando is the designated conference hotel.** All conference attendees must stay in this hotel. **This is important because Florida HOSA must fill a designated number of rooms in the DoubleTree Hotel as per our contract.** If we fall below the contracted number because participants stay elsewhere, Florida HOSA will have to pay penalties to the DoubleTree Hotel, resulting in higher registration fees for future conferences.

**Competitive Event Responsibilities.....**We can’t do it alone. We need all HOSA instructors to take on a competitive event as a chair, timekeeper, recorder, pronouncer, judge, etc. When we don’t have your assistance, the integrity and organization of the events are compromised. Our preference is to keep the process voluntary, but if we have difficulty getting volunteers, teachers will be given a competitive event assignment along with their registration. **Thanks to all the advisors who dedicate their time each year to make the competitive events run smoothly!** Please complete the Competitive Event Volunteer form (File #13) found on the Florida HOSA website and return it to the State Advisor’s Office no later than March 1, 2010.