



To: Florida HOSA Advisors
From: Florida HOSA State Office
Subject: 2019 State Leadership Conference Information
Date: December 5, 2018

Dear Advisor:

This State Leadership Conference promises to be an exciting opportunity for our Florida HOSA members. Orlando is an exciting location and the Marriott Orlando World Center will provide excellent accommodations!

All student members attending the SLC must have an assignment/function (e.g. in a competitive event, be a Courtesy Corps member or Voting Delegate, be a State Officer Candidate, participate in the Leadership Academy). In order to register members, advisors, chaperones (non-student, aged 25 years or older), and family members/guests (it is the responsibility of the Chapter Advisor to notify family members/guests, administrators, and others with conference information and to register them before the deadline if they would like to attend) 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 February 22, 2019**; the Conference Registration System will automatically close at the end of that day. All checks and forms must also be mailed to the State Office postmarked by this date; the Conference Registration Fee is \$85 for each affiliated student member, advisor, and chaperone (\$50.00 for each family member/guest). All registration material for a chapter must be sent together in one packet. There is also an optional Advisor's Breakfast on Friday morning for \$25.00 per person. A copy of the Registration Summary must be included with your forms and check. This report can be downloaded from your chapter's Conference Registration Page on the National HOSA website once on-line registration is completed. Code of Conduct and Medical Liability Release Forms may be downloaded from the Florida HOSA website, www.flhosa.org, under "Conferences" on the Navigation Bar, and then "State Leadership Conference (SLC)." **If payment, the Registration Summary, and all forms are not received in the State Office on or before March 1st, the school's registration will be cancelled and a Past Due Invoice for the school's Registration Fees will be sent.** Please understand that member affiliation and conference registration are two separate processes; even if a student is affiliated with (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 Marriott Orlando World Center, as well as other events taking place at the conference. A "Do List" will be included on the website to assist you. If there are questions concerning any of the forms, please call the State Office directly. Competitors/Teams attending the State Conference must have competed and placed in the top three at their Regional Conference before advancing to the State Conference.

Please notice the address for the Florida HOSA State Office (below). **When presenting the invoice to your bookkeeper, please make sure he/she notes this address when utilizing previously saved records.**

Important Please remember that all student members attending the General Sessions at the State and International Conferences must wear the HOSA uniform or a navy blue/black suit. 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 proper attire. Monitors will be permitted to turn members away from entering the session if they are not wearing the HOSA uniform or a navy blue/black suit. 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 made with the Marriott Orlando World Center (Reservation instructions can be found on the Florida HOSA website) before the cut-off date of February 22, 2019; standard rooms will be \$174.00 per night, plus applicable taxes. **Members and advisors attending the conference must stay at the approved hotel for the duration of the conference (Check-in Thursday, March 28 - Check-out Sunday, March 31).**

The STEM Premier website WILL BE USED to submit items for the SLC again this year! All items will be due on February 22nd. Please review event guidelines and visit www.hosa.org/STEMPremier for more information.

Courtesy Corps: The Florida HOSA Board of Directors has made the decision to allow each school to designate **only one Courtesy Corps member and that member must assist each day of the conference, Thursday - Saturday.** The Courtesy Corps Sign-up Sheet should be sent to Angela Mates (AngelaMMa@LeeSchools.net) on or before February 22nd. If a Courtesy Corps member doesn't complete his/her assigned duty, that member's school will not be able to send a Courtesy Corps member to the next year's state conference.

HOSA Leadership Academy: Members are invited to participate in this dynamic program designed to help them grow as leaders. This interactive course will be offered on Saturday afternoon during the conference. Interested members should select this option when registering for the conference. The cost of the academy is \$5.

National Anthem Audition: If a HOSA member, advisor, or alumni is interested in being considered to sing the National Anthem at the Opening General Session, please submit a video recording or YouTube link to the State Office on or before Friday, February 1st, as well as a list of events (with dates) at which that person has performed previously. The chosen performer/group will be contacted directly by the Florida HOSA State Office to arrange rehearsal time at the conference.

Conference Information: The following files will be found on the Florida HOSA website under "Conferences" on the Navigation Bar, and then "State Leadership Conference (SLC)." After registering on-line, the files in **bold and highlighted below** will need to be received in the Florida HOSA State Office on or before March 1, 2019 to complete the registration process.

- Important Deadlines
- Official HOSA Dress Policy
- SLC On-line Registration Instructions
- **SLC checklist (with Registration Summary and payment)**
- **Advisors' Code of Ethics/Med. Liability Release**
- **Students' Code of Conduct/Med. Liability Release**
- Eligibility Forms (for designated events only, download only the form you need)
- Competitive Event Updates
- Voting Delegate Information
- Hotel Information/Calculation Sheet
- Competitive Event Judge Sign-up Information
- Courtesy Corps Sign-up Sheet
- 2019 SLC Event Manager Assignment Chart
- 2019 SLC Tentative Conference Agenda
- State Officer Application
- "Rookie" Advisor Recognition Form
- Local Advisor Recognition Form
- Penny Wars rules
- Do List for SLC
- HOEAF Scholarship Information
- Florida HOSA Foundation Scholarship Application

Recognition Category Events: Please be aware that the deadline for most of the Recognition Category Events is before the SLC. **Review the enclosed Important Deadlines sheet carefully.**

Competitors who are pursuing the **Barbara James Service Award or MRC Volunteer Recognition *only***, have the option of whether to attend the State Leadership Conference. Chapter Advisors must ***verify/approve*** all hours through the National HOSA website on or before February 22nd. If these competitors choose not to attend the conference, **they must still be registered through the On-line Registration System and a Registration Fee of \$15.00 is required;** they must not be entered in any other event. Please be sure to also select the proper recognition event from the competitive event pull-down menu when registering each individual. The Barbara James Service Award and the MRC Volunteer Recognition Award are the only competitive events to which this policy applies.

The Marriott Orlando World Center 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 at the resort per our contract. If we fall below the contracted number because participants stay elsewhere, Florida HOSA will have to pay penalties to the resort resulting in higher registration fees for future conferences.

Competitive Event Responsibilities.....We can't do it alone. **You will notice on the SLC Checklist document that HOSA advisors must sign-up to assist with the competitive events.** Our organization has grown to the point that we must have everyone's help, otherwise, the integrity and organization of the events will be compromised. **Thank you in advance for dedicating your time to make the competitive events run smoothly!** Please use the www.signupgenius.com website as outlined on the SLC Checklist document before February 22nd, unless you are assigned as an Event Manager or Category Lieutenant.