



## SLC Checklist

Registration is not complete without registering on-line, signing up to judge on [www.signupgenius.com](http://www.signupgenius.com) (please see below), and receipt of **all** forms: **Registration Summary (*not invoice*)**, **Code of Conduct**, and **Medical Liability Release** - in addition to **full payment**. **All registration material for a chapter must be sent together in one packet.** Please use this sheet to assist with completing your school's registration accurately and mail to the State Office with forms so it is received on or before March 1<sup>st</sup> (postmarked on or before February 22<sup>nd</sup>).

Advisor \_\_\_\_\_ School \_\_\_\_\_

School/Classroom Telephone Number (\_\_\_\_\_) \_\_\_\_\_

Advisor Cell Phone Number \_\_\_\_\_ Advisor E-mail address \_\_\_\_\_

- This completed SLC Checklist
- On-line Conference Registration completed before deadline of February 22, 2019
- Copy of the Registration Summary - *not invoice*** (download from the Conference Registration Page on the National HOSA website after you register)
- Signed National/Florida HOSA Code of Conduct for each registrant (Code of Ethics for Advisors)
- Signed HOSA Medical Liability Release Form for each registrant

Also required by February 22<sup>nd</sup>:

- Signed-up to judge \_\_\_\_\_ (competitive event) using [www.signupgenius.com](http://www.signupgenius.com) (Search [magnifying glass in upper right corner of Home Page] then use "creator's email" field and enter "mmemolo@flhosa.org")
- Assigned as a/n Lieutenant/Event Manager for \_\_\_\_\_ (event or category); see Event Manager Assignment Chart on SLC Page of Florida HOSA website - [www.flhosa.org](http://www.flhosa.org)

and/or

Payment (circle one)    school check    money order    purchase order    # \_\_\_\_\_  
(use invoice from Conference Registration Page)

For Office Use Only		
1 _____	4 _____	P _____
2 _____	5 _____	
3 _____	J/Lt/EM _____	

Mail to: Florida HOSA State Office  
13570 NW 101<sup>st</sup> Drive  
Suite 200  
Alachua, FL 32615