



SLC Checklist

Registration is not complete without registering on-line (including parents/guests wishing to attend any of the Awards Sessions), signing up to judge on www.signupgenius.com (please see below), and receipt of **all** forms: **Registration Summary (not invoice), Code of Conduct, Medical Liability Release, COVID-19 Liability Release, and Competitor Ethical Code of Conduct** - in addition to **full payment**. **All registration material for a chapter must be sent together in a complete and accurate manner. If you have any questions about properly submitting your school's registration, contact Mandy Memolo at MMemolo@flhosa.org.** Please use this sheet to assist with completing your school's registration accurately and mail to the State Office with a postmark of February 19th or before.

Advisor _____ School _____

School/Classroom Telephone Number (_____) _____

Advisor Cell Phone Number _____ Advisor E-mail address _____

- This completed SLC Checklist
- The Chapter Advisor has reviewed the SLC Registration Summary individually with **all** registered members to verify proper entry/team of their competitive event ***before the on-line registration deadline of February 16, 2021***; errors/omissions corrected prior to deadline closing.
- On-line Conference Registration completed before deadline of February 16, 2021, **including all parents/guests wishing to attend any of the Awards Sessions (no late or on-site registrations)**.
- Copy of the Registration Summary - not invoice** (download from the Conference Registration Page on the Global/National HOSA website **after** you register; please see *SLC On-line Registration Info* document).
- Signed National/Florida HOSA Code of Conduct for each registrant (Code of Ethics for Advisors/Chaperones/Parents/Guests).
- Signed HOSA Medical Liability Release Form for each registrant.
- Signed COVID-19 Liability Release Form for each registrant (per General Liability Insurance Company).
- Signed Competitor Ethical Code of Conduct for each competitor.
- Payment.

Also required by February 16th:

- Signed-up to judge _____ (competitive event) using 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 "*SLC 2021 Lt & Event Manager Assignments*" document on SLC Page of Florida HOSA website - <https://www.flhosa.org/conferences/state-leadership-conference-slc/>

and/or

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

For Office Use Only			
1 _____	2 _____	3 _____	4 _____
5 _____	6 _____	7 _____	
J/Lt/EM _____			P _____

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