



### VSLC Checklist

Registration is not complete without registering on-line, the Chapter Advisor signing up to judge on [www.signupgenius.com](http://www.signupgenius.com) (please see below), and receipt of **all** forms: **Registration Summary (*not invoice*)** and **Competitor Security and 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](mailto: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 19<sup>th</sup> or before.

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

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

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

- This completed VSLC Checklist
- The Chapter Advisor has reviewed the VSLC 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 Chapter Advisor (no late 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 *VSLC On-line Registration Info* document).
- Signed Competitor Security and Ethical Code of Conduct for each competitor (hard copy).
- Payment.

Also required by February 16<sup>th</sup>:

- Advisor 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")

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

<b>For Office Use Only</b>			
1 _____	2 _____	3 _____	4 _____
5 _____	6 _____	7 _____	P _____

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