



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: **SLC Checklist, Registration Summary (not invoice), Code of Conduct, Medical Liability Release, and Abuse Prevention Statement Agreement, and Volunteer Screening Certification Form** – 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 (address below) with a postmark of March 6th 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 in event and that **team members in an event all have the same team number before the on-line registration deadline of March 3, 2023;** errors/omissions corrected prior to deadline closing.
- On-line Conference Registration completed before deadline of March 3, 2023, **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.
- 1) Signed Abuse Prevention Handbook Statement of Acknowledgement and Agreement (last page only) for each advisor/chaperone;
- 2) Completed Screening and Training Certification Form listing each advisor/chaperone from a school (these are per General Liability Insurance Company – forms posted to SLC Page of Florida HOSA website).
- Payment.

Also required by March 3rd:

- 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”)

and/or

- Assigned as a/n Lieutenant/Event Manager for _____ (event or category); See “*SLC 2023 Lt & Event Manager Assignments*” document on SLC Page of Florida HOSA website – <https://www.flhosa.org/conferences/state-leadership-conference-slc/>

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 _____		
J/Lt/EM _____			P _____

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