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 all 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)

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

For Office Use Only

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J/Lt/EM P