

# NC HOSA State Leadership Conference (SLC) Checklist

## General Information:

- Important information for State Leadership Conference can be found [HERE](#).
- General Information related to competitive events such as guidelines and dress code can be found [HERE](#) on the National HOSA webpage.

## Important Deadlines and Requirements:

- **Conference Registration – Deadline: February 15, 2024**
  - Complete registration via the [HOSA Apps Login](#).
  - All advisors, chaperones, and students must be registered.
  - NC HOSA requires a chaperone to student ration of 1 for every 10 students. Follow your school policy if it is stricter.
  - Every student that plans to compete must be registered for the competitive event.
  - Please include t-shirt size for all advisors, chaperones, and students that are registered.
  - Register Voting Delegates. Your chapter's number of voting delegates is based on chapter size and varies from 1-7. Number per chapter can be found on NC HOSA's [WEBSITE](#) under SLC 2024 – Voting Delegate Information.
  - Register for HOSA Happenings if your chapter participated. This can be found under the list of competitive events where students are registered. Information can be found [HERE](#).
  - Register for NC HOSA Service Project if your chapter participated. Information can be found [HERE](#) under SLC 2024 – NMDP HOSA Service Project. This is a chapter award, so money and hours need to be logged under one chapter member (any member is fine). The student will need to be registered for this event when you register for SLC (by February 15, 2024); however, the deadline for the service hours and money to be logged in to the HOSA Activity Tracking System and approved is February 22, 2024.
  - Register students for the Healthcare Issues Exam if you have competitors.
  - Register students for ATC tests if you have competitors. Remember, competitors may compete in unlimited ATC events at \$10 per exam.
  - Register students with volunteer service hours for the Barbara James Service Award. Be sure to register them for the Barbara James Service Award event at the time of registration; however, hours must be entered into the HOSA tracking System by the student and verified by the advisor and approved by February 22, 2024. Step by step instructions are in the guidelines found at [BJSA](#).
- **Gold Star Advisor Recognition – Deadline: February 22, 2024**
  - Requirements and forms are located on the NC HOSA website. Middle School forms can be found [HERE](#) and Secondary/PSC forms can be found [HERE](#).
  - Submission to NC HOSA via [LINK](#) on the SLC page of our website.

- **Gold Star Chapter Recognition – Deadline: February 22, 2024**
  - Requirements and forms are located on the NC HOSA website. Middle School forms can be found [HERE](#) and Secondary/PSC forms can be found [HERE](#).
  - Submit to NC HOSA via [LINK](#) on the SLC page of our website.
  
- **NMDP (formerly Be the Match) – Deadline: February 22, 2024**
  - One student logs the hours or money raised by the chapter in the HOSA system. Student must be registered for this by the registration deadline of February 15, 2024. This is a chapter award, so it does not matter which student logs the hours. At SLC, only the chapter name will be called.
  - The advisor must approve the hours in the HOSA system no later than February 22, 2024, for them to count.
  - The NMDP Contribution Form is on SLC page of our [WEBSITE](#).
  
- **Digital Uploads for Competitive Events – Deadline: February 22, 2024**
  - Information for Competitive Events that require a digital upload can be found on the NC HOSA Website. Secondary/PSC lists can be found [HERE](#). Middle School lists can be found [HERE](#). Uploads will be completed through the HOSA system.
  - Instructions for uploading to the HOSA system can be found [HERE](#).
  - Events will be pre-judged prior to SLC.
  
- **Accommodation Forms – Deadline: February 22, 2024**
  - If a student needs accommodations at SLC, the form must be submitted via the NC HOSA SLC Accommodation [LINK](#).
  - HOSA's policies on accommodations can be found [HERE](#).
  - Examples of accommodations include but are not limited to a diabetic who needs a phone to monitor blood sugar levels and a presentation in which the student cannot stand, among others.
  - This is a different form and process from the Eligibility Form for students who have an IEP.
  - If these accommodations are not offered at SLC, they cannot be offered at ILC.
  
- **Eligibility Forms – Deadline: February 22, 2024**
  - Eligibility forms are required for students who qualify under the Individuals with Disabilities Education Act (IDEA) and wish to participate in competitive events. These students must have an IEP. Students who have a 504 are **not** eligible for these events. The eligibility form can be found on the NC HOSA Website [HERE](#).
  - The completed form must be submitted as an upload through the HOSA system.
  - Events for students with an IEP are Life Support Skills, Personal Care, Speaking Skills, and Interviewing Skills.

- **State Officer Candidate Applications – Deadline: February 22, 2024**
  - All information can be found on the NC HOSA [WEBSITE](#) under SLC 2024 – State Officer Candidate Information.
  - The application information packet can be found [HERE](#) on the SLC page of the NC HOSA website.
  - The State Officer Application Submission link can be found [HERE](#).
  - Students are required to have teacher recommendation forms. Teacher recommendations must be submitted by the deadline through this [LINK](#).
  
- **NC HOSA Awards – Deadline: February 22, 2024**
  - Annual awards are given for Honorary Life Member, VIP Award, Partnership Award, and Merit Award. Descriptions of each award can be found on the NC HOSA SLC [PAGE](#) under SLC 2024 – NC HOSA Awards.
  - Advisors can nominate people for these awards.
  - Nomination forms must be submitted by the deadline via this [LINK](#).
  
- **National Anthem Singer/T-shirt Design/Pin Design – Deadline: February 22, 2024**
  - Students can submit audition videos to sing the National Anthem at opening sessions of SLC. Interested students may submit an audition video using this [LINK](#).
  - Students are invited to submit designs for the NC Pin and t-shirt to be used at the International Leadership Conference (ILC). Designs should be creative and not include dates. Design finalists will be voted on during the business session at SLC.
  - Designs for the trading pin should be submitted via this [LINK](#).
  - Designs for the t-shirt should be submitted via this [LINK](#).
  
- **Prevent Blindness – Deadline: March 1, 2024**
  - The Prevent Blindness Awards Information can be found [HERE](#).
  - Forms should be submitted directly to Lynn Patterson with Prevent Blindness NC via email at [lpatterson@pbnc.org](mailto:lpatterson@pbnc.org).
  
- **Blood Drive Information**
  - American Red Cross – More information is coming soon.
  - Blood Connection – No action is needed. They will gather information from their reports.
  - If you use a different blood services provider, we are happy to have them recognize chapters as well. Have them to contact Jennifer Epperson, NC HOSA Executive Director via email at [jennifer.epperson@nchosa.org](mailto:jennifer.epperson@nchosa.org).
  
- **Sheraton Hotel Registration – Deadline: March 12, 2024**
  - This is a **hard deadline**. You **must** have your hotel reservations made by March 12, 2024.
  - **ALL** Conference attendees are **REQUIRED** to stay at the conference hotel regardless of distance from home. The Conference hotel is the Sheraton Greensboro at Four Seasons.
  - All reservations will be made using an online link that will be posted on the SLC page of the NC HOSA website. This link will open on February 12, 2024.
  - Additional reservation information can be found [HERE](#).

- **Payments**
  - Conference Payments: Make checks payable to NC HOSA and mail to P.O. Box 430, Mt. Airy, NC 27030.
  - Hotel Payments: Make checks payable to Sheraton Greensboro and mail to 3121 W. Gate City Blvd, Greensboro, NC 27407. Please be sure to send it to the attention of Denise Marble when mailing. If your school prefers to pay via credit card, you can email Denise Marble at [dmarble@sheratongreensboro.com](mailto:dmarble@sheratongreensboro.com) to request a credit card authorization form.

**Other Important Information:**

- **Photo IDs for All Competitors**
  - Acceptable forms of photo IDs are a Learner's Permit, Driver's License, or School ID
  - If students do not have a photo ID, please complete the supplemental form from the HOSA website found [HERE](#).
- **HOSA Code of Conduct and Medical Liability forms**
  - All conference attendees, including advisors, chaperones, students, and guests must complete a form.
  - Forms can be found [HERE](#) under section A, Forms for Participation.
  - Make a copy of all your forms and place them in an envelope with your chapter name, advisor/chaperone name, and cell phone number. Turn in the envelope during onsite registration. Be sure to have the originals with you at the conference.
- **Dress Code**
  - In efforts to maintain a professional appearance, HOSA has a specific dress code for all genders. Students will wear official HOSA dress, including suit jacket, for opening, recognition, and awards ceremonies. Students will also wear official HOSA dress for competitive events unless otherwise specified in event guidelines.
  - Students who are not in official HOSA dress will not be allowed admission to the above ceremonies and may incur a point deduction for competitive events.
  - Official Dress Code policy can be found [HERE](#).
- **Name Badge/Bracelet**
  - All attendees must wear the conference name badge and bracelet provided by NC HOSA during the entire conference. This includes competitive events, expos, and educational symposiums.
  - Do not alter the name tag in any way.
  - Security will ask you to leave if you do not have it on.

### **International Leadership Conference (ILC):**

- **Registration Deadline: May 8, 2024**
  - ILC will be held June 26-29, 2024, at the George R. Brown Convention Center in Houston, Texas.
  - Information regarding ILC can be found [HERE](#).
  - Intent forms for students with intention to attend and compete at ILC will be due April 22, 2024. Intent forms will be posted on the ILC page of the NC HOSA website.
  - The North Carolina deadline for Registration for ILC is May 8, 2024.