



Conference Checklist



___ Review State Leadership Conference Website Page (www.lahosa.org)

___ Print out the Calendar at a Glance

___ Set your chapter deadline a few days before state deadline to allow you time to register students online.
(State Deadline: January 24th – No exceptions)

___ Students submit applications for State Officer positions (Deadline: January 24th). NO late applications will be accepted)

___ Have students fill out Registration Forms (for your use)

- Registration Form, Code of Conduct Form, Medical Form, Parent Permission

___ Collect fees from students

___ Register students online (students must already be registered as a member)

(State Deadline: January 24th)

___ Fax or mail Code of Conduct Form, Medical Form & Parent Permission to Brittney Bradford

___ Reserve Rooms at HOTEL (students and chaperones must stay here)

___ Make a list of all students who need to complete Round 1 Tests

- Medical Spelling, All Health Profession Events, CPR/First Aid, EMT, Healthy Lifestyle
- Creative Problem Solving, HOSA Bowl, Forensic Medicine, Healthcare Issues Exam

___ Sign up an adult as the Test Proctor

___ Reserve computers if necessary for online testing (Testing Dates: January 25th – February 14th)

___ Complete Round 1 Online Testing

___ Submit Chapter Leadership Court Nomination (Website Form) (Deadline: February 19th)

___ Submit check for registrations to Brittney Bradford (Deadline: February 19th)

___ Discuss dress code with students

___ Discuss Social Hour with Students

___ Discuss the HOSA Ball with Students