

Registration Instructions

- All forms can be found on the SLC page. Just click on the buttons.
- You are required to have students fill out the following; items in red should have been collected during member affiliation:
 - ✓ Registration form (do not need to bring this to conference)
 - ✓ **Permission form**
 - ✓ **Medical form**
 - ✓ **Code of Conduct form**
 - ✓ **Photo Release**
- Distribute necessary forms to students; attending adults **must** fill out forms also. Especially the medical form.
- Teacher must bring **All forms** to the conference. Will be checked at sign-in.
 - ✓ Be sure to tell students they must turn in all forms quite a few days before the deadline. Give yourself or a helper time to register them online.
 - ✓ Encourage students to turn in forms and fees as early as possible.
 - ✓ Once you have any forms turned in, register them online right away.
 - ✓ You may make changes to the registration up until the deadline.
 - ✓ Once registration is closed, I will print out a list of all registered; you will be responsible to pay for all names on the list. No exceptions.
 - ✓ Immediately following registration, print out invoice, and send to: LA HOSA
PO BOX 926
Carencro, LA 70520
- **Invoice & payment must be received by March 9, 2024**
- All testing will be online in advance of the conference. All other events will begin immediately following the Opening Session.
- Online Registration will open January 23, 2024
 - ✓ To register: go to the National HOSA website and log-in
 - ✓ Scroll to the Conference Registration box (you may have to log-in once more)
 - ✓ Choose: Louisiana HOSA State Leadership Conference
 - ✓ Using the student registration form turned in, fill in all information online

If you are more than 1½ hours away, I strongly recommend coming the night before.

Remember, you will be encountering rush hour traffic in the morning.

Deadlines:

January 23, 2024	Online Registration opens
February 9, 2024	Officer Applications Due <u>in my office</u>
February 26, 2024	Registration closes for everyone at 11:59 p.m.
February 26, 2024	Print out invoice & Request check for registration and send ASAP
February 27, 2024	Online Testing opens (try to do early, not last minute)

March 10, 2024	Online Testing closes at 11:59 p.m.
March 10, 2024	Nominations for Leadership Award Due
March 11, 2024	Audition for Anthem Singers Due March 11, 2024
March 18, 2024	Sign-in begins at 7:45 a.m.
	Opening Session begins promptly at 8:45 a.m.

If you have any questions, please feel free to call, text, or email me. Remind students to read all information on the website!

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