



P O Box 866 ♦ Lexington, SC 29071

TO: SC HOSA ADVISORS
FROM: ANGEL CLARK, SOUTH CAROLINA HOSA STATE ADVISOR
DATE: MARCH 15, 2019
SUBJECT: 2019 HOSA INTERNATIONAL LEADERSHIP CONFERENCE (ILC) JUNE 19-22, 2019 ORLANDO, FL

In February, the 2019 International Leadership Conference (ILC) Guide was posted to the National HOSA Website at this link, <http://ilc.hosa.org/>. You can also locate it on the www.schosa.org site. Choose conferences, then [International Leadership Conference](#).

This memo will define the SOUTH CAROLINA procedures for conference registration, hotel reservations, and required paperwork.

Thank you for your contributions at our SC HOSA State Leadership Conference. We had a very successful conference. Congratulations to all the competitive events winners, scholarship and award recipients, and new state officers. First, second, and third place winners are eligible to advance to the national competitive events program. Fourth and fifth place winners would be allowed to represent SC HOSA, if any of the top three winners cannot attend the ILC.

If any of your first, second, or third place winners **ARE UNABLE TO ATTEND** the ILC, you should email the chapter advisor of the 4th place winner and copy Angel Clark, **as soon as possible but, absolutely no later than April 15th**. If the 4th place winner is unable to attend, this advisor should contact the 5th place winner's advisor. The finalists' and advisor emails are posted at www.schosa.org on the International Leadership conference and State Leadership conference pages. Please follow this request ASAP so that eligible competitors can begin making plans.

ILC ONLINE CONFERENCE REGISTRATION INFORMATION

- **Registration must be completed online; registration instructions are located at this link <http://ilc.hosa.org/node/1> , just click on "[ILC Registration](#)" under "HOSA 2019 ILC Guide" for specific details. Please complete registration by Noon May 15th. Each chapter's registration will be validated on May 15th. **There will be no refunds once your chapter's registration is validated.****
- **Once your online registration is complete, email your required forms to Amanda Wilson, to be received by May 15th:**
 - **Hotel Confirmation and rooming list**
 - **[Code of Conduct forms](#)** (Advisor, Chaperone, Family/Guest, and Students)
 - **[Medical Form](#)** (Advisor, Chaperone, Family/Guest, and Students)**(No snail mail or faxes)**

NOTE: All registrations should be paid by May 14th.

After May 15th, there will be no refunds.

- **Your check should be made payable to SC HOSA**
 - Mail to SC HOSA, PO Box 866, Lexington, SC 29071 along with a copy of the Registration Summary.

*******DO NOT MAIL YOUR CHECK TO NATIONAL HOSA.*******

- SC HOSA will pay conference registration fees and HOSA 301 for all **newly elected** state officers. If your school needs an invoice, you can print it directly from the HOSA registration website. If you need assistance with invoicing contact Amanda at schosa1@sc.rr.com.

HOTEL RESERVATION INFORMATION & Reservation link

<http://ilc.hosa.org/sites/default/files/Hotel%20and%20Travel.pdf>

or

<http://ilc.hosa.org/travel>

- **PLEASE NOTE: All delegates must be housed in approved conference housing to be eligible for competition.**
- **Please read these pages from the links above in FULL to have all the information needed about hotel reservations. We cannot assist you with any of this at the state level.**
- Please read carefully the credit card information and [ADDITIONAL HOTEL COSTS](#) commonly referred to as incidental charges on page 3. They will charge a night's stay as a deposit on your credit card when you make your reservation. Most hotels have a 5-day notification requirement for cancellations, check with your hotel for their specific cancellation policy.
- DEADLINE FOR HOTEL RESERVATIONS IS MAY 15TH.

MEDICAL LIABILITY RELEASE AND CODE OF CONDUCT FORMS

[Medical Liability Release](#) and [Conduct Code](#) forms are required for each student, advisor and guest. All can be downloaded from the SC HOSA website, choose "Conferences" and "ILC" tab. The standards in the Code of Conduct are expected of all advisors, students, and guests attending the ILC. All forms should be **alphabetized and scanned, keeping all Code of Conducts together and all Medical forms together, to Amanda, schosa1@sc.rr.com by, May 15th.**

HOSA LEADERSHIP UNIVERSITY INFORMATION

SC HOSA will pay the registration fee for NEW state officers to attend HOSA 301, Tuesday, June 18th. Other leadership sessions are available and are described in the [conference guide](#).

NATIONAL SERVICE PROJECT

You may continue adding your donations to be recognized at the ILC until May 15th. If you have errors in your online entries, please go ahead and correct them now. If there are still pending amounts in the system advisors should go in and approve or deny these pending amounts. SC recognitions do not have anything to do with recognitions at the ILC. If your online account is wrong, please correct it as we cannot help you out.

BARBARA JAMES SERVICE AWARD

We don't calculate anything at the state level for national recognition. They go strictly by what you as an advisor approve online for your students. Please make any corrections that are needed if there were errors in your verifications. Advisors please go into the system and either approve or deny any pending hours. If your online account is wrong, we cannot do anything at the state level to correct it. You may continue to add hours through May 15th.

HOSA HAPPENINGS

HOSA Happenings **does not** need to be resubmitted. Schools who received scores of **80 or higher at state** will be recognized at the ILC. You need to make sure that you register for this online if you were recognized at State for HOSA Happenings and you will be attending the ILC. You should bring a printed copy of your newsletter to ILC to share during project share time. (See guidelines) You do not have to be present to be recognized.

REFUND POLICY

- **No refunds will be paid after May 15, 2019.**
- **Substitutions are allowable until Monday, June 17, 2019 by 6:00PM for a \$25.00 charge**
- All substitutions must be made through the online "[substitution/deletion form](#)".
- [Deletions](#) are accepted through registration on Wednesday, June 19th.

REMINDERS IN PLANNING FOR THE ILC

- A **team event must include at least 25%** of the original team members from the winning team at the state level. Other "qualified" student **members** may be substituted or added in remaining team positions so that the minimum number of team members will be present to compete and is consistent with the rules for that event.
- Review **Competitive Events Topics, Updates and Reminders** in the ILC Guide
- Review [Official HOSA Uniform Policy and other dress requirements](#) with your students.
- Check the HOSA Web site, www.hosa.org frequently for conference updates.
- All competitors **MUST bring a copy of the event guidelines to the event orientation.** These can be printed or electronic. (One copy per team.) Guidelines for each competitive event can be found at <http://www.hosa.org/guidelines>. Remind students to bring required pencils, equipment/supplies for competitive events as listed in the guidelines and indicated by asterisks.
- **ALL competitors must present a photo ID to enter their event.**
- Make-up tests or other accommodations will NOT be given for late arrivals; missed bus; missed route; missed time; missed location; read the agenda wrong; etc.
- If you have questions, contact Angel Clark, aclark@ed.sc.gov

IMPORTANT INFORMATION ONCE YOU ARRIVE AT ILC

- **ILC packets:** Packet distribution will occur from 8:30 AM–1:00 PM on Wednesday, June 19th. Location TBA
- If arriving after 1:00 on Wednesday, June 19th, contact Angel Clark, **prior to the conference** to make arrangements for packet pick up. (aclark@ed.sc.gov). You should know your travel plans ahead. All late registration packet pickups must be pre-arranged, and a copy of your travel itinerary may be requested.
- We will not make arrangements for late packet pickup because you decided to go to a Disney Theme Park or other social event on Wednesday morning. So, plan around this. Be there at 8:30 AM if you have morning plans.
- All advisors, students, and guests in SC's delegation should attend the state meeting, generally on Wednesday, immediately following the opening session. **Time and location TBA.**
- **SC HOSA will sponsor** several competitive events. (Medical Innovations Original and Medical Innovations Existing). We will need advisors to sign up to work one of the events. Also, we will need four advisors to volunteer for one of the social events we are assigned (either Friday or Saturday night- like the dance or hypnotist from 10PM- midnight or later). We will need a school with 4 students to volunteer to take up tickets one evening at the door too. We will need a volunteer to judge Outstanding HOSA Chapter as well. You can sign up on line at this link: <https://volunteersignup.org/KYDJX>.



SUMMARY & DEADLINES

MAY 15

- ❖ Deadline for hotel reservations
- ❖ Check for registration **payable to SC HOSA (due no later than May 15th)** for the total amount due. Mailed to: SC HOSA, PO Box 866, Lexington, SC 2907. **DO NOT** mail to National HOSA
- ❖ Scan a copy of your hotel confirmation and rooming list and emailed to Amanda, schosa1@sc.rr.com
- ❖ Scan alphabetized Medical Liability Release forms for each student, advisor and guest and emailed to Amanda, schosa1@sc.rr.com
- ❖ Scan alphabetized, National HOSA Conduct Code forms for each student, and guest and emailed to Amanda schosa1@sc.rr.com

Wednesday, June 19th

- ❖ Packet distribution will occur from 8:30 AM–1:00 PM at the SC Registration table at the 2019 ILC