

TO: SC HOSA ADVISORS
FROM: ANGEL CLARK, SOUTH CAROLINA HOSA STATE ADVISOR
DATE: MARCH 20, 2024
SUBJECT: 2024 HOSA INTERNATIONAL LEADERSHIP CONFERENCE (ILC)
JUNE 26-29, 2024 -HOUSTON, TX

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

In February, the 2024 International Leadership Conference (ILC) Guide was posted to the National HOSA Website at this link, [International Leadership Conference – HOSA](#). ILC is being held at the George R. Brown Convention Center in Houston, TX. **with additional events at the Marriot Marquis Houston and the Hilton America’s Houston** Conference Hotels are listed in the link above.

Thank you for your contributions to 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.

WHO IS ELIGIBLE TO ATTEND THE 2024 ILC?

1. First, second, and third-place winners are eligible to advance to the national competitive events program.
 - a. Fourth and fifth-place winners would be allowed to represent SC HOSA if any of the top three winners *cannot attend* the ILC.
2. **If your first, second, or third place winners ARE UNABLE TO ATTEND the ILC, you should:**
 - a. Email the chapter advisor of the 4th place winner and copy Angel Clark, as soon as possible giving the 4th place winners time to get registered.
 - b. Please make your deadline to contact the next in line before you go out on spring break or **NO** later than April 15th.
 - c. If the 4th place winner is unable to attend, this advisor should contact the 5th place winner’s advisor.

You can find the winners list and advisor emails posted at www.schosa.org on the International Leadership Conference link and the State Leadership page.

Please follow this request promptly so the eligible competitor(s) can begin planning their travel arrangements.

ILC ONLINE CONFERENCE REGISTRATION AND PAYMENT INFORMATION

1. Registration must be completed online; registration instructions are located on page 29, by [clicking here](#).
 - a. Please complete registration by 11:00 PM on May 15^h.
 - b. Each chapter's registration will be validated on May 16^h. **There will be no refunds or changes once your chapter's registration is validated.**
2. After completing the online registration, make sure to save a copy for your records.
3. Please email the following to schosa@outlook.com by May 15th:
 - a. Medical forms
 - b. Code of Conduct forms
 - c. Hotel confirmations
 - d. A rooming list
 - Provide a list of individuals staying in each of your hotel rooms. (there is no "official form")
4. All registrations must be paid by May 15th.
 - a. **After May 15th, there will be no refunds for registrations in the HOSA Conference Management System.**
5. **Your check should be made payable to SC HOSA** and mailed 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.**
6. If you need an invoice for registration, you can print it directly from the HOSA registration website. If you need assistance with invoicing contact Amanda at schosa@outlook.com

HOTEL RESERVATION and TRAVEL INFORMATION

All hotel and travel information can be found on pages 30 & 32 in the [ILC Guide](#)

1. **All delegates must be housed in approved conference housing to be eligible for competition.**
2. All information you need regarding hotel reservations can be found on pages 30 and 32, please read it thoroughly. We are unable to provide assistance with this at the state level.
3. Please carefully read the credit card information and ADDITIONAL HOTEL COSTS commonly referred to as incidental charges on page. They may charge a night's stay as a deposit on your credit card when you make your reservation.
4. **Pay close attention to the cancellation rules of the hotel.**
5. Other hotels may be found at [Travel – HOSA](#)
6. **DEADLINE FOR HOTEL RESERVATIONS IS MAY 15TH**

NEWLY ELECTED STATE OFFICERS – REGISTRATION PROCESS:

1. You will need to **register** your new state officer for the ILC conference as well as HOSA 301 session.
 - a. SC HOSA will credit the conference registration and HOSA 310 for newly elected state officers.
 - i. The conference management system will not credit these fees. You will need to contact [Amanda Wilson](#) for an adjusted invoice.

2. **Hotel:** The officer coaches will inform officers and advisors about the state officer's hotel arrangements and what responsibilities lie with the student's home school.
3. **Travel:** Schools will be responsible for their officer transportation to the ILC. Please plan their travel to arrive on Monday, June 24th. The Officer Coaches will be in touch with a memo to you, the officer, and the parent with requirements and instructions.

MEDICAL LIABILITY RELEASE AND CODE OF CONDUCT FORMS

1. Medical Liability Release and Code of Conduct forms are required for each student, advisor, and guest.
 - a. All forms can be accessed from the [ILC page on the SC HOSA website](#).
 - b. The standards in the Code of Conduct are expected of all advisors, students, and guests attending the ILC.
2. All forms should be [alphabetized](#) and scanned in PDF format to SC HOSA at schosa@outlook.com (include all advisor and chaperone forms in the same batch).
DEADLINE is May 15th – required by National HOSA.
 - a. You will also need to bring two copies of each of the forms with you to the conference.
 - i. One copy for Angel Clark (SC HOSA State Director)
 - ii. One copy for you, in case you have an emergency

HOSA LEADERSHIP UNIVERSITY INFORMATION

Leadership sessions are available and descriptions are in the [ILC conference guide](#) on pages 13 & 14. Session 100 – 201 are \$25 per member session. Please make sure to register your new state officer for HOSA 301, on Tuesday, June 25th in your registration.

- HOSA 100 – Middle School Members
- HOSA 101- Local Members
- HOSA 102- Advanced Leadership
- HOSA 201- Chapter Officers
- HOSA 301- State Officers
- HOSA 401- New Chapter Advisors
- HOSA 501- Experienced Chapter Advisors

DIGITAL UPLOAD INFORMATION

1. Make sure your students re-read their [guidelines](#) for specific ILC information and any updated information that may have been posted.
2. All files submitted to the Digital Upload System for SLC need to be re-uploaded for ILC. The deadline for all uploads is **May 15th**, with no exceptions. It's advisable not to wait until the last minute to upload in case any issues occur.

NATIONAL SERVICE PROJECT

1. You may continue adding your donations for BE THE MATCH until May 15th.
 - a. If you have errors in your online entries, please correct them now.
 - b. If there are still pending amounts in the system advisors should go in and approve or deny these pending amounts.
 - c. SC recognitions are unrelated to recognitions at the ILC and will not be recognized at ILC.
 - d. If there are any inaccuracies in your online account, you will need to rectify them as SC HOSA is unable to assist you with this. Please note that we will not reach out to you for approval or corrections. All necessary corrections and approvals must be finalized by May 15th.

BARBARA JAMES SERVICE AWARD

1. We do not compute any data at the state level for national acknowledgment.
 - a. Nationals goes strictly by what your student enters and what you, as an advisor, approve online for your students.
 - b. We will NOT be checking behind you or notifying you of entries that have not been approved.
 - c. Please make any corrections if there were errors in your verifications.
 - i. Advisors, please go into the system and either approve or deny any pending hours.
 - ii. If there are inaccuracies in your online account, we are unable to make corrections at the state level. You may continue to add hours through May 15th.

HOSA HAPPENINGS

1. HOSA Happenings **does not** need to be resubmitted.
2. Schools who received scores of 80 or higher at state will be recognized at the ILC.
3. **You do 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.**
4. A printed copy of your newsletter should be brought to ILC to share during project share time. (See guidelines) You do not have to be present to be recognized.

REFUND POLICY

1. **No refunds will be issued after May 15, 2024, for any registrations in the CMS**
2. Substitutions within teams are permitted up until Monday, June 24th by 6:00 PM. A \$25.00 admin fee will be charged for this substitution.
3. Team events have to maintain at least 25% of the original team.
4. **NO ADDITIONS** are accepted after May 15th.
5. **Deletions** are accepted through registration on Wednesday, June 26th but please notify us sooner if you have any.

6. All substitutions/deletions should be emailed to Amanda Wilson (schosa@outlook.com) and Angel Clark (aclark@ed.sc.gov). **Please copy us both on this request.**

REMINDERS IN PLANNING FOR THE ILC

Check the HOSA Website, www.hosa.org frequently for conference updates.

1. A **team** event **must include at least 25%** of the original team members from the winning team at the state level.
 - a. 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.
2. A student may NOT compete in more than one competitive event.
3. While a student may compete in only one competitive event, they **are allowed** to compete in any of the recognition events.
4. Review **Competitive Events Topics, Updates and Reminders** in the ILC Guide
5. Review **Official HOSA Uniform Policy** and other dress requirements with your students in the [ILC Guide](#), page 34 .**They are very strict at the ILC.**
6. All competitors **must provide a photo ID when checking in for their event.**
 - a. If you have questions, contact Angel Clark, aclark@ed.sc.gov
7. **Please do NOT enter voting delegates in your registrations. SC HOSA will designate voting delegates from our newly elected State Officers.**

IMPORTANT INFORMATION ONCE YOU ARRIVE AT ILC

1. **ILC packets:** Packet distribution will occur from 8:30 AM–1:00 PM on Wednesday, June 26th.
2. **If arriving after 1:00 on Wednesday, June 26th, contact Amanda Wilson **prior to the conference** to make arrangements for packet pick up.** (schosa@outlook.com, 803-917-0930)
 - a. You should know your travel plans ahead of time.
 - b. All late registration packet pick-ups must be pre-arranged, and a copy of your travel itinerary may be requested. Emergencies arise and we understand. We will attempt to get you your registration packet on Wednesday, within reasonable hours if possible.
3. There will be no state meeting after opening session scheduled at this point.
4. SC HOSA will sponsor several competitive events.
 - a. Please plan to sign up for a competitive event as an event assistant.
 - i. We generally need anywhere from 35 to 60 people to assist with our SC-sponsored events.
 - ii. Also, we will need four advisors to volunteer for one of the social events. We are assigned (either Friday or Saturday night- the dance or hypnotist from 10 PM-midnight.
 - iii. We will need a school with 4 students to volunteer to take up tickets one evening at the door as well.

- iv. We will possibly need a volunteer to judge Outstanding HOSA Chapter as well. You can sign up online for these assignments on the SC HOSA Website- ILC page beginning April 1st. I will send out an email reminder.

summary

SCAN TO SCHOSA@OUTLOOK.COM - THE FOLLOWING INFORMATION TO BE RECEIVED BY **WEDNESDAY, MAY 15TH**

- ❖ Copy of your online registration form
- ❖ Copy of your hotel confirmation and rooming list (you create)
- ❖ Credit Card Payment or Check for registration **payable to SC HOSA (due no later than May 15th)** for the total amount due
- ❖ Alphabetized (in PDF format), Medical Liability Release form for each student, advisor, chaperone/guest.
- ❖ Alphabetized (in PDF format), National HOSA Conduct Code form for each student.
- ❖ Alphabetized (in PDF format) Advisors' Code of Conduct form for each advisor and chaperone/guest. These should be alphabetized with the students Code of Conduct forms.
- ❖ All forms may be found by [clicking here](#).

For the most up-to-date information, deadlines, and reminders, please refer to the [HOSA ILC](#) page. As well as the SC HOSA Website, under the [ILC page](#) for specific South Carolina delegation information.