**ILC Lieutenant/ Chair**

**Daily Responsibilities**

Lieutenant and Chair work together to accomplish items during week – Chair oversees process

|  |
| --- |
| **To Do List** (check items when completed) |
| *Attend CE Team meetings as scheduled, including:*   * CE Leadership Meeting Sunday afternoon (*Chairs only*) * CE Team Meeting Monday morning * Committee Reception MONDAY Evening * Off site visits Tuesday or Wednesday morning * EM/JM orientation Wednesday * CE Team Debriefing Friday afternoon * CE Leadership Meeting Saturday morning (*Chairs only*) |
| **Complete all items below prior to your event:** |
| *Walk your event space:*   * By Monday at 3:00 pm: Review the hotel room set-up for each of your events. * Visualize every detail, how will the competitors check-in, know where they are going, move from one room to the next, get their tests, get their evaluations, etc. Analyze how to make it work (or work better). Does your event have a timing flow chart? Does it make sense? Is it correct? * Do you have a plan in place to keep the hallways clear, move competitors efficiently, and communicate with your EM and JM? * Notify HOSA CE staff of any needs, concerns, or questions ASAP. |
| *Go through Secure Material:*   * Take the test! - Look for any errors to questions. If errors to content, notify HOSA CE Staff. Editorial errors might need to be announced at orientation. * Make sure the test key matches the actual test. * Check the Scantron test key to make sure it is correct. Once you know it is correct, place it in marked bin in Secure for checked keys. * Make sure the TEST is copied for competitors not the KEY. * Count your tests and make sure they are properly numbered and ready to move to the event room. * Ensure there are enough copies of the secret topics, word lists, rounds, etc… |
| *Check to be sure you have an event box.* Begin checking the following items later in the day on Monday or early Tuesday:   * Event guidelines (1 copy per judge) * GRR (1 per event) * Snapshot (1 per SL, JM, EM) * Flowcharts (1 per section) * Orientation Checklists (Event Manager/JM, Event Personnel, & Judge) * List of competitors/teams (For team events = should be sorted alpha by school to allow easy check-in. For individual events = sorted alpha last name. Preliminary lists will be available for Teamwork and Leadership on Tuesday, or as requested. FINAL LISTS WILL NOT BE AVAILABLE UNTIL WEDNESDAY MID-MORNING.) * Competitor ID labels (sorted by time and section). Confirm correct # as needed. * Test Scantrons (pre slugged with competitor’s name; alpha sorted by school for team events & grouped together; alpha sort by last name for individual events; *make sure you have extra blank Scantrons, just in case*) * Rating Sheets for events (if you are off-site, make sure to **take extra blank rating sheets** in case of errors or extra competitors. If a two round event, these won’t be printed until later.) * Evaluations (Round 1 & 2 for Competitors - Round 1 is a Scantron and Round 2 is a half sheet. For rounds 1 & 2 personnel and judges complete the same Scantron) * Round 2 Information Sheets (will be posted on the HOSA app) * Section Summary report forms (one per section per round). * Certificates of Achievement (one for each competitor-Rd 1 only; Appreciation Certificates for event personnel). * Thank You Notes and Example Wording (Event Personnel, maybe Section Leaders, should write a thank you note for each judge in their section/event and deliver to the judges before they leave. Be sure you have these). * Pencils, post-its, laminated signs, blue painters tape & dry erase markers (for creating your own alpha check-in signs, if needed) * Make sticky note for top of event box with all materials/supplies needing to be added at the last minute (stopwatch, signage, etc… *that way someone can help when you are busy)* |
| *Timers/ Clipboards/ Stopwatches:*   * Should have enough for all events this year! Double check – may still have to share with other events. * Decide how many you need of each & add to sticky note to event box. |
| *Signage:*   * Find or make any needed signage for your events. * Signs for sections. * Signs for name of your event. * Make alpha letter signs for check-in once you have competitor lists and have seen the space (decide how to best split the check-in list for most efficient lines). |
| *Supplies:*   * What specific supplies does your event need? Check Equipment List. Read the guidelines and think through the process. * Check that you have ALL supplies you need for your event (by Tuesday morning – so there is time to purchase if something is missing) * Check your guidelines to see what extra materials you might need (ie: buzzer system for HOSA Bowl; scratch paper for Medical Math, Pharmacy Science, Pharmacology, Epidemiology, Math for Health Careers and Health Informatics ; lined notebooks for Parli Pro; tape measure for HCD, etc…) Notify HOSA CE Staff asap of needed items. * Pencils for evaluations. * Signs for check-in. * Copy check-in/check-out procedures for Event Personnel. * Copy bus procedures and competitor list for bus captains for off-site events. Submit to off-site chair the day before your event. * For Round 2 events, make copies of finalists for LT, posting board, Master Book, bus coordinator, EM, Section Leaders, JM, timekeepers, & bus chaperone. |
| *Prep for Event Manager / Judge Manager Orientation Wednesday morning:*   * Review the Event Manager/Judge Manager Worksheet * Can you answer all of the questions? |
| *Review your event again – are you ready to go??*   * Are secure items in your box before leaving for event site/room? * Do you know who has been assigned to pick up the event box and when they will arrive to get it? * Is room set correctly? Have you walked the space prior to event starting to be sure? * Are there enough judges assigned to your event? * *Have you eaten? Do you have water and snacks with you? Are you wearing comfortable shoes?* |
| * *Connect with your Chair to go over the plan* |
| * *Ask your fellow CE Teammates if you can assist them, if your events are set.* |
| *Provide feedback on event guidelines and the CE process for the future.*   * Add notes to Master Guideline book *only* for potential changes needing review. |
| **Complete all items below after your event is over:** |
| *Before event personnel leave, if possible, check that:*   * All paperwork is completed, signed, and bubbled as applicable. * Thank You notes have been given to judges. * Section Summary Forms for event have been completed, and signed, from each section. |
| *Debrief with EM. Do you have:*   * Competitor list by section? * Rating sheets or test Scantrons? * Evaluation Scantrons or half sheets for competitors and personnel? * **Completed** timekeeper logs (if applicable)? * Event materials (tablets, portfolios, supplies, signs, etc…)? * Notes on changes to be reviewed for next year? |
| *Bring everything back to CE Headquarters:*   * Debrief with your Chair. Complete Master Summary form. * Make sure hard copies of tests go back to Secure. * Judge, Event Personnel, and Competitor Evaluations stay in CE Headquarters in designated box/file folder banded together with Section Summary forms. * Master Section Summary Form and Scantrons go to TABS. * All other materials (collected portfolios, etc…) go in appropriate box/binder. |
| *Deconstruct Event Box:*   * Return supplies to appropriately numbered bins. * Assist with inventory of supplies for next year. * Help pack everything up after all events are completed. |
| *Debrief with CE Team after all events have ended on Friday:*   * Identify any event managers with potential to work on CE team in future. * Add guideline changes to Master Guideline book for review. |
| **Celebrate another successful year! THANK YOU!!!** |